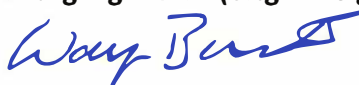




# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Vivian Vassall</i>		
<b>Board/Commission Name:</b> <i>Seattle Ethics and Elections Commission</i>		<b>Position Title:</b> <i>Member</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment	<b>City Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Appointing Authority:</b> <input type="checkbox"/> City Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> Other: <i>Seattle Ethics and Elections Commission</i>	<b>Term of Position: *</b> Appointment 01/01/2025 To 12/31/2027 <input type="checkbox"/> <i>Serving remaining term of a vacant position</i>	
<b>Residential Neighborhood:</b> <i>Central Seattle</i>	<b>Zip Code:</b> 98144	<b>Contact Phone No.:</b>
<p><b>Background:</b> <i>Vivian Vassall is an Assistant Attorney General for the Washington State Office of the Attorney General in the Licensing and Administrative Law Division. She previously worked for the Unemployment Law Project as an independent contractor with the Washington State Office of Civil Legal Aid, a Compliance &amp; Risk Management Specialist for Comagine Health, and as HR Specialist, Background Check Operations, for Amazon.</i></p> <p><i>Ms. Vassall currently volunteers at the Loren Miller Bar Association. She has volunteered at the University of Washington School of Law and the Seattle Public Library Foundation. Ms. Vassall is a graduate of University of Colorado Law School and has a BA in public affairs from Seattle University.</i></p>		
<b>Authorizing Signature (original signature):</b> 		<b>Appointing Signatory:</b> <i>Wayne Barnett, Executive Director, for the Seattle Ethics and Elections Commission</i>
<b>Date Signed (appointed):</b> <i>02.11.2025</i>		

FILED  
 CITY OF SEATTLE  
 2025 FEB 12 AM 11:20  
 CITY CLERK

\*Term begin and end date is fixed and tied to the position and not the appointment date.

Vivian Vassall, JD


## Professional Experience

Assistant Attorney General | Washington State Office of the Attorney General | 07/2021 – Present

- As part of the Licensing and Administrative Law (LAL) Division, provide client advice and representation to the Employment Security Department and the Department of Licensing. Conduct legal research, motions practice, briefing, oral argument, and discovery, including depositions. Draft formal and informal legal advice memoranda, providing options-based advice to agency clients.
- Planning Committees: LAL Language Access (2024), AGO Attorney Conference (2023); Diversity CLE (2023); Constitutional Law & Federal Practice CLE (2022).

Attorney | Unemployment Law Project (Independent Contractor with WA State Office of Civil Legal Aid) | 06/2020 – 07/2021

- As part of OCLA Emergency Unemployment Insurance Legal Aid Program attorney panel, accepted referrals from the Unemployment Law Project. Provided legal advice, limited assistance, and representation in Office of Administrative Hearings (OAH) for claimants with cases arising from the COVID-19 emergency and had been untimely processed or denied. Represented claimants at the appellate level by filing written appeals to the Employment Security Department Commissioner's Review Office.

Compliance & Risk Management Specialist | Comagine Health | 11/2016 – 05/2021

- Administered revenue, subsidiary, and vendor contracts, including drafting or reviewing terms and conditions, performing negotiations, and assessing and communicating risk internally. Conducted legislative, regulatory, and legal monitoring and reporting. Conducted annual all-staff compliance trainings for 500 employees across the country. Responded to subpoenas, legal requests for information, and requests for patient records. Primary administrator of the HIPAA compliance/breach reporting tool. Performed audits; reviewed organizational policies to comply with accreditation and regulations; managed Conflict of Interest mitigation.
- Served on oversight committee that handled Qualis Health/HealthInsight merger and name change. Updated business taxes, licensing, and contracts, administered dissolution of subsidiaries.
- Maintained Certification in Healthcare Compliance (CHC) through Healthcare Compliance Association.

HR Specialist, Background Check Operations | Amazon | 02/2016 – 10/2016

- Subject matter expert for background checks on executives and directors. Planned, managed, and delivered results on audit of 450 employees, ensuring proper background check was on file or subsequently conducted; implemented auto-reporting to eliminate gas in process. Reviewed criminal background checks for compliance with federal, state, and local regulations.

Contracting & Provider Relations Specialist | Community Health Plan of Washington | 01/2015 – 12/2015 (contract position)

- Prepared contracts between insurance plan and healthcare providers. Managed communication regarding contract modifications; medical credentialing; researched and compiled data regarding statewide provider network adequacy; assisted in ensuring compliance with Centers for Medicare & Medicaid Services; Washington State Health Care Authority, and Office of the Insurance Commissioner.

Background Check Investigator & Adjudicator | The Boeing Company | 12/2009 – 09/2014

- Conducted individualized assessments of candidates as part of the employment screening process in compliance with guidance from EEOC and the Office of Federal Contract Compliance Programs as well as the Fair Credit Reporting Act, Title VII of the Civil Rights Act, and other applicable regulations. Managed relationship with vendors to ensure adherence to contractual service-level agreements, held quarterly business reviews, conducted supplier onsite audits, and implemented new applicant tracking system.

## Education

Juris Doctorate | University of Colorado Law School | 2009

- Internship with Denver City Attorney's Office – Municipal Operations Section (Summer 2008); Boulder Municipal Court (Spring 2007); Natural Resources Law Clinic; Civil Practice Clinic; Research Assistant to Professor Sarah Krakoff; BLSA Treasurer; Study Abroad in Chile and Argentina via American University – Washington College of Law (Summer 2007)

Bachelor of Arts, Public Affairs | Seattle University | 2006

## Volunteer Work

- Loren Miller Bar Association | Bar Pass Program Co-Chair (2023-Present); Judicial Evaluation Committee Co-Chair (2022-2023)
- University of Washington School of Law | Selection panelist for Gates Public Service Law Scholarship (2024)
- Seattle Public Library Foundation | Stim Bullitt Scholarship Judge (Annual, 2023-Present); Board of Trustees (2020-2021); Homework Help Volunteer – Columbia Branch (Weekly, 2013-2018)

# Seattle Ethics and Elections Commission

7 Members: Pursuant to Seattle Municipal Code 3.70.020, all members subject to City Council confirmation, 3-year terms:

- 3 Mayor- appointed
- 3 City Council- appointed
- 1 Other Appointing Authority: Commission

## Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
6	F	7	1	Member	Kristin Hawes	1/1/24	12/31/26	2	Mayor
6	M	6	2	Member	Richard Shordt	1/1/22	12/31/24	2	City Council
7	F	2	3	Member	Chalia Stallings-Ala'ilima	1/1/22	12/31/24	1	Mayor
2	F	3	4	Member	Vivian Vassall	1/1/25	12/31/27	1	Commission
6	M	7	5	Member	Jonathan Schirmer	1/1/23	12/31/25	1	City Council
6	M	3	6	Member	Zach Pekelis	1/1/23	12/31/25	2	Mayor
2	M	3	7	Member	Bobby Forch	1/1/24	12/31/26	1	City Council

## SELF-IDENTIFIED DIVERSITY CHART

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)				
	Male	Female	Transgender	NB/ O/ U	Asian	Black/ African American	Hispanic/ Latino	American Indian/ Alaska Native	Other	Caucasian/ Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	1	2								2	1		
Council	3					1				2			
Other		1				1							
<b>Total</b>	<b>4</b>	<b>3</b>				<b>2</b>				<b>4</b>	<b>1</b>		

### Key:

\*D List the corresponding *Diversity Chart* number (1 through 9)

\*\*G List *gender*, M= Male, F= Female, T= Transgender, NB= Non-Binary, O= Other, U= Unknown

RD Residential Council District number 1 through 7 or N/A

*Diversity information is self-identified and is voluntary.*