City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: *Michiko Starks*		
Board/Commission Name: *Joint Apprenticeship Training Committee (JATC)*		**Position Title:** *Member*
Appointment ***OR*** ☒ **Reappointment**	**City Council Confirmation required?** ☒ Yes ☐ No	
Appointing Authority: ☐ City Council ☒ Mayor ☐ Other: *Fill in appointing authority*	**Term of Position: *** 1/1/2025 **to** 12/31/2027 ☐ *Serving remaining term of a vacant position*	
Residential Neighborhood: *West Hill Auburn*	**Zip Code:** *98001*	**Contact Phone No.:** [redacted]

Background:
Michiko Starks is the Apprenticeship Manager for Seattle City Light. She oversees five active apprenticeship programs which include Electrical Lineworkers, Electrician Constructors, Generation Electrician Constructors, Cable Splicers and Meter Electricians. Prior to her current position with Seattle City Light, Michiko started her career in the crafts by attending a five-year commercial electrician, apprentice program and receiving her Washington State journey-level (01) electrical license in 2000. She continued her path in the electrical industry by working as the Assistant Training Director and Interim Training Director for the Puget Sound Electrical Workers Apprenticeship which trains apprentices to become Residential, Limited Energy and Commercial Construction Electricians. Michiko graduated from University of Washington with a bachelor's degree in Political Science and from the New School for Social Research in New York City with a Master's Degree in Policy Analysis and Management.

Authorizing Signature (original signature): Katie B. Wilson **Date Signed (appointed):** 02/9/2026	**Appointing Signatory:** *Katie B. Wilson* *Mayor of Seattle*

Michiko Starks
[redacted]

WORK EXPERIENCE

SEATTLE CITY LIGHT

Apprenticeship Manager, (6/2015- current)

The Apprenticeship Manager is responsible for providing leadership of SCL's apprenticeship technical training program within a large, complex, public sector utility organization. In addition, the apprenticeship Manager develops and sustains a highly valued apprenticeship program to meet SCL's skilled labor workforce needs through a combination of on-the-job training and classroom education. The apprenticeship program consists of five active program areas which include Lineworker, Meter Electrician, Electrician Constructor, Generation Electrician Constructor, Cable Splicer. There are 14 part-time instructors, 3 full-time staff, 3 out-of-class Craft Instructors and approximately 30 field tester and trainers. The apprenticeship program maintains an average of 50-70 registered apprentice students.

Management, Staff and Industry Related Responsibilities:

- Establish and maintain required contracts with partnering community college and utilities for apprentice classes, facility use and public credit courses for Basic Electricity and Applied Math classes.
- Collaborate with various departments and union labor to achieve program efficiencies, implement new program projects and coordinate apprentice hiring, onboarding and training. Manage apprentice issues in accordance to applicable policies/procedures.
- Serve as a key member of the Administrative Services Business Unit and as a management representative and board secretary on the Electrical Craft Apprenticeship Sub-Committee.
- Oversee and develop the technical training and education of the apprenticeship program. Work closely with skilled-craft employees to assess safety and code-related updates and the integration of these changes into current curriculum and field training.
- Oversee content and updates of program marketing materials and website content. Develop recruitment strategies and ensure program participation in industry related events to provide program information and market the electrical utility's industry career opportunities. Promote and support key strategic workforce and succession planning needs of Seattle City Light.
- Develop working relationships within the electrical and apprenticeship-related communities. Schedule ongoing opportunities for pre-apprenticeship informational visits and facility tours.
- Coordinate with staff to administer supplemental training classes, class registration, books/tools and lab materials.
- Set staff expectations and monitor employee performance. Implement annual performance evaluations and make recommendations for improvement. Schedule regular and ongoing one-to-one sessions with staff to keep current on the status of projects and to allow interpersonal-development.
- Interpret and apply union labor contract language, administrative and departmental policies and the Washington State apprenticeship standards. Make required modifications to program standards language and attend quarterly, Washington State Apprenticeship and Training Council meetings to address program-related concerns and keep current of program and industry requirements.
- Manage program budget requirements and assess projected annual program operation and development costs.

PUGET SOUND ELECTRICAL APPRENTICESHIP

Assistant Training Director, (5/2006-9/2007) (7/2009-3/2015), **Interim Training Director,** (9/2007-7/2009)

The Assistant Training Director is responsible for assisting the Training Director in the daily operation and administration of the organization's apprenticeship training program and to assume the same responsibilities as the Training Director when needed or as required.

PSEJATC employed 38 part-time instructors, 10 full-time instructors and 6 full-time staff and maintained an average count of 700 - 800 registered apprentice students.

Management, Staff and Industry Related Responsibilities:

- Oversee payroll for part-time, full-time, contract instructors and administrative employees. Input and track data for staff vacation, personal/leave time and pay raises.
- Develop recruitment strategies and participate in industry related events to provide program information and market the Union electrical industry and available career opportunities. Manage and participate in optimizing changes to website, newsletter and recruiting materials.
- Develop relationships within the apprenticeship, pre-apprenticeship, business, Veteran, K-9 and high school community to establish viable working relationships which serve the electrical apprenticeship's workforce strategy. Schedule and assist in facility tours and industry events.
- Create an organizational Accident Prevention Program and direct a safety committee for implementation. Provide ongoing analysis for safety program improvement.
- Procure and purchase construction materials for classroom build-out projects, hand and power tools, text books, lab materials, office equipment and furniture. Receive and account for material deliveries and ensure correct distribution. Oversee the administration of continuing education courses for journey-level electricians.
- Interpret and apply union labor agreement contracts, administrative and academic policies, employment dispatch procedures and Washington State apprenticeship standards. Consult with designated attorneys regarding legal concerns and questions as they needed.

Building Maintenance and Security Responsibilities:

- Address building maintenance issues including elevator, plumbing, lighting, carpet/floor cleaning, window washing, parking lot maintenance, landscaping and sub-contractor building projects.
- Oversee janitorial staff duties and maintain viable contractual agreements. Schedule repair and maintenance service for the company vehicle, forklifts and scissor lifts. Implement and maintain building requirements per city fire inspector's directive.
- Issue building keys/access cards and set up security code access for employees. Manage security access and HVAC controls throughout building and respond to potential breaches of security.

Student Related Responsibilities:

- Authorize requests for student leave and absences. Manage apprentice discipline issues according to JATC policies/procedures. Provide support and guidance to students to address personal, employer, job site and academic concerns.
- Intermediate between contractors and apprentices to address employment related issues.

IBEW-LOCAL 46; Seattle, WA
Journeylevel Electrician (01), (6/2000-5/2006)

LLOYD ELECTRIC; Sea-Tac, WA
Assistant Superintendent, **Superintendent** (02/03-10/03)

- Facilitated project completion by assisting in the coordination and planning of site construction projects with participating construction contractors. Maintained project reports, design drawings and required documentation.
- Scheduled design-build meetings with appropriate representatives and obtained authorization for work modifications. Monitored and provided direct supervision of sub-contractors.

CUPERTINO ELECTRIC; Bellevue, WA
Quality Assurance/Safety Foreman, (1/02-06/02)

- Scheduled and attended all work site inspections with city electrical inspector. Prepared pre-inspection documents, previewed scheduled inspection sites and addressed electrical installation concerns.
- Conducted weekly safety meetings and prepared accident/incident reports. Ordered and maintained stock of safety supplies for all employees. Participated in job site safety meetings and job walks to identify and address safety concerns. Assisted WISHA/OSHA inspectors when on site.

IBEW-LOCAL 46; Seattle, WA - Apprentice **Electrician (01)**, (8/95-2/2000)

DEPARTMENT OF TRANSPORTATION-Washington State Ferries; Seattle, WA – **Mail and Document Associate**, (1/94-7/95)

MERVYN'S; Seattle, WA – **Retail Area Manager**, (6/92-9/93)

UNITED HOSPITAL FUND - Research, Analysis and Planning**;** New York, NY - **Research Assistant**, (11/90-6/91), **Staff Assistant**, (1/90-10/90)

EDUCATION

PUGET SOUND ELECTRICAL APPRENTICESHIP & TRAINING TRUST**,** Renton, WA
Electrical Construction Apprentice Program (8/95-5/2000). License (01)-Electrician

NEW SCHOOL FOR SOCIAL RESEARCH, New York, NY
Graduate School of Management and Urban Policy (1989-1991). Master of Science-Policy Analysis and Management

HARVARD UNIVERSITY, Cambridge, MA
John F. Kennedy School of Government (1989). Certification-Association for Public Policy Analysis and Management, Senior Institute

UNIVERSITY OF WASHINGTON, Seattle, WA
Bachelor of Arts-Political Science (1985-1988)

UNIVERSITY OF WASHINGTON, Seattle, WA
Graduate School of Public Affairs (1987). Certification-Association for Public Policy Analysis and Management, Junior Institute

Joint Apprenticeship Training Committee (JATC)

6 Members with three year terms. Pursuant to Resolution 16820, 29680, and Ordinance 107790. A*ll* members subject to City Council confirmation:

- *#* City Council-appointed
- *6* Mayor-appointed
- *#* Other Appointing Authority-appointed (specify):

Roster:

*D	**G	RD	Position No.	Position Title	Name	Term Begin Date	Term End Date	Term #	Appointed By
5	F	N/A	1.	City Service	Michiko Starks	1/1/25	12/31/27	2	Mayor
6	F	N/A	2.	Organized	Summer Hepburn	1/1/24	12/31/26	2	Mayor
9	M	N/A	3.	City Service	Todd Toshio Snider	1/1/24	12/31/26	3	Mayor
6	F	N/A	4.	City Service	Lisa Reager	1/1/25	12/31/27	2	Mayor
6	M	N/A	5.	Organized	Tom Kelly	1/1/25	12/31/27	3	Mayor
2	M	N/A	6.	Organized	Jeffrey G. Berry	1/1/25	12/31/27	2	Mayor

SELF-IDENTIFIED DIVERSITY CHART

	Men	Women	Transgender	Unknown	(1) Asian	(2) Black/ African American	(3) Hispanic/ Latino	(4) American Indian/ Alaska Native	(5) Other (Specification Optional)	(6) Caucasian/ Non-Hispanic	(7) Pacific Islander	(8) Middle Eastern	(9) Multiracial
Mayor	4	2				1			1	3			1
Council													
Other													
Total	4	2				1			1	3			1

Key:

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

****G** List *gender*, **M** = Male, F= Female, **T**= Transgender, **U**= Unknown

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

Diversity information is self-identified and is voluntary.

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