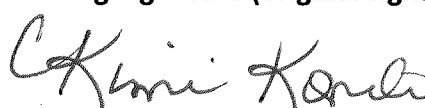




City of Seattle Department Head Notice of Appointment

Appointee Name: <i>Elizabeth J. Baldwin</i>		
City Department Name: <i>Seattle Municipal Court</i>		Position Title: <i>Court Administrator</i>
<input checked="" type="checkbox"/> Appointment <i>OR</i> <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input type="checkbox"/> Mayor <input checked="" type="checkbox"/> <i>Other: Judges of Municipal Court</i>		Term of Office: <i>Term start date November 12, 2015</i> <i>Term end date Not Applicable</i>
Legislated Authority: <i>Seattle Municipal Code 3.33.060 - Court Administrator</i>		
Background: Ms. Baldwin has extensive experience in all aspects of court administration. For the last 16 years, Ms. Baldwin served as District Court Administrator, Fifth Judicial District, Iowa Judicial Branch in Des Moines, Iowa. She had responsibility for the operations of 16 unified trial court systems (18 facilities) in central/south central Iowa which includes Des Moines, Iowa's largest metropolitan area. She reported directly to the Chief Judge and oversaw all administrative and operational functions for approximately 318 staff and an annual budget of \$33.4 million. In addition, Ms. Baldwin has held a number of leadership positions with the Ohio Department of Youth Services in Columbus, Ohio. Ms. Baldwin holds a Bachelor of Arts, History from Northwestern University, a Juris Doctorate from the University of Minnesota Law School and a Masters of Public Administration from The Ohio State University.		
Date of Appointment: <i>November 12, 2015</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Hon. C. Kimi Kondo</i> <i>Presiding Judge</i>

FILED
 CITY OF SEATTLE
 2015 NOV 10 AM 10:42
 CITY CLERK




**CITY OF SEATTLE - STATE OF WASHINGTON
OATH OF OFFICE**

STATE OF WASHINGTON

COUNTY OF KING

I, Elizabeth J. Baldwin, swear or affirm that I possess all the qualifications prescribed in the Seattle City Charter and the Seattle Municipal Code for the position of Court Administrator of the Seattle Municipal Court; that I will support the Constitution of the United States, the Constitution of the State of Washington, and the Charter and Ordinances of the City of Seattle; and that I will faithfully conduct myself as *Court Administrator of the Seattle Municipal Court*.


Elizabeth J. Baldwin

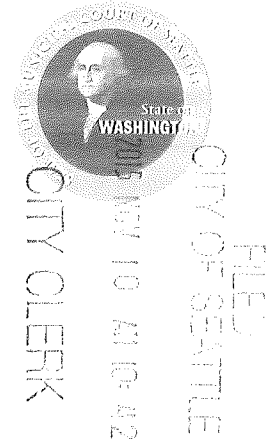
Subscribed and sworn to before me
this 7th day of December, 2015


Monica Martinez Simmons, City Clerk



THE MUNICIPAL COURT OF SEATTLE

Kimi Kondo
Presiding Judge



November 10, 2015

The Honorable Tim Burgess
President, Seattle City Council
Seattle City Hall, 2nd Floor
Seattle, WA 98104

Dear Council President Burgess:

In accordance with SMC 3.33.060, I am pleased to transmit to the City Council the following confirmation packet for Elizabeth Baldwin as Court Administrator, Seattle Municipal Court (SMC).

An extensive recruitment process was conducted by the Court that ultimately resulted in SMC's judges selecting Ms. Baldwin as the Court's next Court Administrator. Ms. Baldwin has a breadth of experience in all aspects of court administration. For the last 16 years, Ms. Baldwin served as District Court Administrator, Fifth Judicial District, Iowa Judicial Branch in Des Moines, Iowa. She had responsibility for the operations of 16 unified trial court systems (18 facilities) in central/south central Iowa which includes Des Moines, Iowa's largest metropolitan area. She reported directly to the Chief Judge and oversaw all administrative and operational functions for approximately 318 staff and an annual budget of \$33.4 million. In addition, Ms. Baldwin has held a number of leadership positions with the Ohio Department of Youth Services in Columbus, Ohio.

Ms. Baldwin holds a Bachelor of Arts, History from Northwestern University, a Juris Doctorate from the University of Minnesota Law School and a Masters of Public Administration from The Ohio State University.

Ms. Baldwin's commitment to public service is evident and she brings a depth of leadership and judicial branch expertise to the Seattle Municipal Court. I am confident that she will be an asset both to the Court and the citizens of Seattle.

Sincerely,

A handwritten signature in cursive script, reading 'Kimi Kondo', is written over a faint, larger version of the same signature.

Honorable C. Kimi Kondo, Presiding Judge
Seattle Municipal Court

Cc: Honorable Mayor Ed Murray
Honorable Members of the Seattle City Council
Honorable Judges of Seattle Municipal Court

Seattle Justice Center, Room 1037, 600 Fifth Ave, P.O. Box 34987, Seattle, WA 98124-4987
Tel: (206) 684-8709 Fax: (206) 615-0766 kimi.kondo@seattle.gov

Elizabeth J. Baldwin
704 52nd Street
West Des Moines, IA 50265

13 July 2015

Marissa Karras
Karras Consulting
1802 Black Lake Blvd SW, Suite 101
Olympia, WA 98512

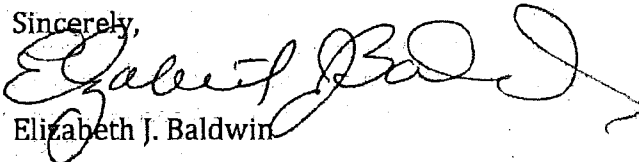
Dear Ms. Karras:

Re: Seattle Municipal Court, Court Administrator, Application

Please accept this cover letter and accompanying materials (current resume, salary history and references) as my application for the Court Administrator position with the Seattle Municipal Court. I learned about the position through Gordon Griller of the National Center for State Courts and the official Recruiting Announcement posted through the Center's website. Currently I serve as the District Court Administrator of a 16-county unified trial court in Des Moines, Iowa. I have over 16 years of extensive experience in all aspects of the court administration profession as detailed in my attached resume. My educational background includes a bachelor's degree, a law degree as well as a Masters of Public Administration. I will be relocating to the Seattle/Tacoma/Puget Sound area for family reasons over the next few months. This particular position fits well with my qualifications, expertise and professional interests. I consider court administration my vocation and have a reputation for collaboration, kindness and straightforward, effective leadership in all aspects of my life.

I would consider it a privilege to discuss my qualifications further with you or your designee in hopes of securing an interview for the position with Presiding Judge C. Kimi Kondo and her hiring team. I can be reached by cell phone at (515) 771-7795 or by E-mail at bbejb26@msn.com for questions, additional information and to make the necessary arrangements. I sincerely look forward to future communications regarding this excellent opportunity for service to the people of Seattle and the Seattle Municipal Court.

Sincerely,



Elizabeth J. Baldwin

Attachments

ELIZABETH BALDWIN

OBJECTIVE

To find a challenging, senior professional court administration position in the Seattle/Tacoma/Puget Sound area of Washington. I seek to serve the community, litigants, bench and staff with excellence, utilizing my skills, experience and knowledge gained from a 16-year plus career in the profession.

EDUCATION

Northwestern University, Evanston, IL
Bachelor of Arts, History June, 1985

Activities: Junior Year Abroad, University of Sussex, Falmer near Brighton, England, 1983-1984.

University of Minnesota Law School, Minneapolis, MN
Juris Doctorate May, 1988

Activities: Civil Rights Moot Court, staff member (1986-1987); and Journal of Law and Inequality, staff member (1987-1988). Licensed as an attorney in Minnesota and Ohio, both on non-resident, restricted CLE status.

The Ohio State University, Columbus, OH
Masters of Public Administration, Specialization Criminal Justice (Sociology) June, 1993

Honors and Awards: University Fellowship, 1991-1993; Pi Alpha Alpha, National Honor Society for Public Affairs and Administration, 1992; Pi Kappa Pi, Ohio State University Chapter, 1993; and College of Business Pace Setter Award, College's highest leadership award, 1993.

WORK HISTORY SYNOPSIS

Iowa Judicial Branch, Fifth Judicial District ♦ Polk County Courthouse, Des Moines, IA
District Court Administrator, March, 1999 – Present

Responsible for the operations of a 16 county unified trial court system (18 facilities) in central/south central Iowa which includes Des Moines (Polk County), Iowa's largest metropolitan area (population approximately 450,000). ♦ Reporting directly to the Chief Judge, oversee all administrative and operational functions for approximately 318 staff members with 48 full time judges, 21 part time magistrates, and 9 senior judges. ♦ Directly supervise between 9 to 13 staff; designated supervisor for another 12 supervisory staff. ♦ Annual budget for Fiscal Year 2015 of \$33.4 million. ♦ Total annual filings: 169,582 (Calendar year 2014).

Ohio Department of Youth Services ♦ Columbus, Ohio

Assistant Deputy Director, Division of Parole, Courts and Community Services, March, 1997 – March 1999.

♦
Oversaw fiscal and personnel operations for state-wide juvenile parole operations, including seven regional offices with 215 total staff members, and a budget of \$16.7 million. ♦ Acted as Deputy Director's designee for divisional parole policy matters, and advised and directed regional directors and staff on daily operational and policy implementation.

♦
Ohio Department of Youth Services ♦ Columbus, Ohio

Administrator, Office of Revenue Management, February, 1995 – April, 1997.

♦
Oversaw fiscal operations for the Division of Program Services (85 staff persons) as Deputy Director's designee. ♦ Developed, reviewed and monitored divisional sub-unit budgets and expenditures; prepared, reviewed, negotiated, advised upon and monitored contracts. Developed revenue projections. ♦ Supervised staff of 8-10 persons, responsible for collection of ODYS' non-General Revenue fund sources (approximately \$10-\$12 million) including Title IV-E, Regular and Special Education Tuition Reimbursement, Child Support, Medicaid and Federal grants.

♦
Ohio Department of Youth Services ♦ Columbus, Ohio

Executive Assistant to the Deputy Director, Division of Program Services, August 1993 – February 1995.

♦
Provided administrative and managerial duty services including developing and writing procedures, reports, memoranda and correspondence. Also performed data collection, and provided written analysis and summarization. ♦ Represented Deputy Director on Departmental and external committees and work groups, including serving as ODYS' Commissioner on the Governor's Community Service Commission, a co-State Team member for Family and Children First Initiative, and on the Department's Circleville Reception Center development committee.

♦
The Ohio State University ♦ Columbus, OH

Graduate Research Assistant for Dr. C. Ronald Huff, Criminal Justice Research Center, September 1992 – June 1993; consultant August 1993 – January 1994.

♦
Federal Bureau of Prisons, UNICOR (Federal Prison Industries, Inc.) ♦ Washington, D.C.
Management Analyst, Summer Internship Program. June 1992 – September 1992.

Minnesota Judicial Branch, First Judicial District, Carver County ♦ Chaska, MN
Law Clerk for the Honorable Philip T. Kanning, District Court Judge. January 1989 – September 1991.

Mid-Minnesota Legal Assistance Corporation, Northside Office ♦ Minneapolis, MN
Law Clerk. May 1987 to August 1987.

SALARY HISTORY

District Court Administrator, current position: Starting salary March, 1999 \$68,016; present salary as of July, 2015 is \$122,304.

SPECIFIC WORK EXPERIENCE DETAILS

1. **District Court Administrator (current position):** Specific additional duties include accountability for all case scheduling for the district (including jail court, misdemeanor, traffic, juvenile, felony, civil, law and equity, family law and probate case types), serving as the administrative leader for all clerk of court functions, and overseeing all courtroom support provided to judicial officers. Additionally lead all planning, developing and writing of district policy and procedures for implementation based upon state and federal constitutions, statutes, court rules, case law, Supreme Court Supervisory Orders, and administrative directives of state court administration. ♦ Focus operations on fostering Iowa Supreme Court Mission and Vision by implementing corresponding district goals and objectives through collaboration with judicial officers and court staff in partnership with court community and users. ♦ Extensive experience in performing all aspects of personnel and supervisory functions from development of job descriptions/classifications, recruiting, hiring, supervision, coaching, mentoring, training, leading investigations, imposing discipline, presenting and presiding over grievance hearings (union and exempt), and handling end of employment challenges including lay-offs, recalls, due process hearings and terminations. ♦ Actively participated in negotiations as part of the Judicial Branch management team with the bargaining unit union (AFSCME) representing Clerk's Office, courtroom support and juvenile court administrative support staff for the past eight two-year contract sessions. Recently completed reclassification process including new job description development, transitioning of all employees into new job classifications, and management of the appeals process for the district. ♦ Oversee all budget development and expenditures for the district including reviewing projections throughout the year, planning, making and approving expenditures, developing budget requests provided to State Court Administration (SCA) for funding annually through the state legislative process, testifying or providing supporting documentation to legislators and staff as requested, and working with local county officials on facility budgetary issues. ♦ Served on numerous statewide Supreme Court, State Court Administration and locally appointed committees including the Iowa Supreme Court's Mediation Study Group (2000); Juvenile Court Services Advisory Committee (2002); the Iowa Access Advisory Council (technology related), member appointed by Chief Justice (November, 2006 to April, 2010, By-Laws Drafting Subcommittee, chair, 2009); the Court Improvement Project Advisory Council/Children's Justice Advisory Committee, member, (2003 to present); Children's Justice State Council, member, (2007 to 2014); the Juvenile Data Grant Sub-Committee, Co-Chair, (2006-2013); Polk County Model Court, member (2001-2008, co-leader 2003-2008); the 5A/5B Children's Justice District Team, co-chair (2007-2009); the Supreme Court Digital Audio Recording Technology committee, (2009, co-chair); and the Legislative Interim Mental Health Advocate Work Group, member, (2008-2009). ♦ Chaired our district work groups planning, training, developing, implementing, and monitoring for the technological change over from paper court files to the electronic document management system (EDMS) process for all court files and all court users (January 2013 through October, 2014). ♦ Monitor case filings and other court information and statistics for trends, making needed adjustments in resources deployment and providing corresponding recommendations to the Chief Judge; developing agenda and leading district meetings for staff and judges;

and representing district interests withing Judicial Branch strategic and advisory bodies. ♦ Currently acting as lead with county officials and architect firm for our courts in Polk County with the Chief Judge in the repurposing rennovation of two new courthouse facility buildings with a third complete rennovation of the 1906 historic courthouse in Des Moines in programming stages. ♦ Act as the media contact for the district, respond to public record requests and customer complaints, interact with community providers on local service provision issues, and liaison with state, county and local officials and agency stakeholders on a variety of projects including courthouse security, courthouse facility needs, bar association relationships, public speaking events and mutual projects. ♦ Recipient of National Juvenile Court Association Court Administrator of the Year, 2007; and Iowa Judicial Branch Distinguished Service Award, 2009. ♦

2. **Assistant Deputy Director, Division of Parole, Courts and Community Services, ODYS:** Specific additional duties performed included supervision for staff of five persons responsible for such areas as Interstate Compac, Parole Officer- Laptop pilot project, contract development and review, grant writing, budget development and monitoring, administrative reviews, parole policy development, and ODYS STAR Goal 5 - Improved relations with Law Enforcement Agencies. ♦ Also developed, administered, monitored and evaluated statewide parole policy recommendations and activities using the Balanced and Restorative Justice Model in such areas as Electronic Supervision, Release Authority (parole board) operations, youthful offender revocation planning, and residential and program treatment services. ♦ Wrote ODYS version of House Bill 1, signed into law August 27, 1997, establishing a Release Authority, and Office of Victims' Services. Additionally, wrote ODYS version of Administrative Rules for the Release Authority, submitted April, 1998. ♦ Presented, facilitated and finalized informational discussions and decision making at Regional Administrator and other departmental meetings, as well as provided training, analyzed reports, performed program audits, reviewed grants and services proposals, liaisoned with juvenile court administrators and staff, and represented ODYS on Governor's Juvenile Justice Advisory Council. ♦ Recipient of the Iowa Department of Youth Services, Division of Program Services, Employee of the Year Award, 1995. ♦ *Temporary Field Assignment - 8/98 to 11/98 - Served as acting Regional Administrator, Dayton Regional Office, Dayton, OH.* During administration change within the PCCS Division, oversaw juvenile parole office for 12 county area in west central Ohio. Responsible for staff of 25, including parole officers, casework supervisors, security, clerical, fiscal specialist and placement coordinator. Managed daily operations of office, placement and contract services budget, and personnel issues; approved youth discharges from department custody pursuant to policies and best practices; interacted and liaisoned with local juvenile court judges, detention staff, court administration personnel, Children's Services staff, and other local government entities and community providers; performed administrative reviews; reviewed and approved youth case plans; oversaw budget and operations expenditures; presented informational sessions on juvenile justice and department operations to local agencies and associations; and accompanied parole officers during youth and family visits, as well as detention and other court hearings. ♦
3. **Administrator, Office of Revenue Management, Division of Program Services, ODYS:** Additional duties performed included liaisoning with school districts and juvenile courts regarding funding issus and interpretation of regulations. ♦ Also developed curriculum for and provided training on internal fiscal procedures. ♦ Wrote and reviewed grants including Comprehensive Strategy Grant, as well as correspondence, memorandum and reports for the Deputy Director, Assistant Director, and Director as requested, including coordination of Divisional Annual Report. ♦ Oversaw Divisional Internal Audit Control Program compliance. ♦ Served as Divisional lead for personnel/human resources issues; coordinated Divisional Directives process; wrote polices and procedures for fiscal and personnel subjects. Served on numerous internal and external departmental committees and workgroups. ♦ Served as on-call member of ODYS Medical Hotline team. ♦
4. **Executive Assistant, Division of Program Services, ODYS:** Other regular activities included: preparing budget requests; grant writing (federal and state); participating in all phases of the hiring process; developing, implementing and supervising ODYS' Youth and Communities in Partnership Program through an AmeriCorps grant; preparing numerous internal and external fiscal forms; investigating and reporting on special inquiries from public and elected officials; performing inter-agency contract negotiation and preparation; assisting with legal inquiries related to youth committed to the Department; responding to Freedom of Information Act requests; reviewing and advising on legislation; and organizing training seminars and conferences. ♦

REFERENCES

Primary Professional References:

1. The Honorable Arthur E. Gamble, Chief Judge, Polk County Courthouse, 500 Mulberry Street, Des Moines, IA 50309; ph. 515-286-3853. Current supervisor and appointing authority.
2. Ken Bosier, Iowa Judicial Branch Director of Information Technology, Iowa Judicial Branch Building, 1111 East Court Avenue, Des Moines, IA 50309; ph. 515-725-8074.
3. The Honorable Cynthia Moisan, Presiding District Associate Court Judge, Polk County Courthouse, 500 Mulberry Street, Des Moines, IA 50309; ph. 515-286-2070.
4. Gail Barber, Director, Children's Justice, Iowa Supreme Court, Iowa Judicial Branch Building, 1111 East Court Avenue, Des Moines, IA 50309; ph. 1-866-927-4636 or 515-281-6209.

Additional Secondary Professional References:

5. Gordon Griller, Principal Court Consultant, Court Consultant Services, National Center for State Courts, 8507 East San Jacinto Drive, Suite 100, Scottsdale, AZ 85258; ph. 480-209-9621.
6. Larry Murphy, retired, former Iowa Judicial Branch Information Technology Director; lives in Ankeny, IA; ph. 515-975-5514.

Professional/Personal References:

7. Carol Burdette, Executive Director, Polk County Bar Association, 625 East Court Avenue, Ste 100, Des Moines, IA 50309; ph. 515-243-3904.
8. Kris Gerhard, Mental Health Advocate for Dallas, Guthrie, Webster, Carroll and Greene Counties, 703 Bell Avenue, Yale, IA; ph. 641-203-8601.

THE MUNICIPAL COURT OF SEATTLE



October 6, 2015

Ms. Elizabeth Baldwin
[REDACTED]

Dear Beth:

This letter confirms your acceptance of the job offer to fill the full-time **Court Administrator** (Executive 3) position at the Seattle Municipal Court effective **Thursday, November 12, 2015**. Please review the following information regarding your employment with the City of Seattle.

- You will report to the position of Presiding Judge, currently held by me
- Your hourly rate of pay is \$70.00 and is part of the Discretionary Pay Program.
- As a salaried employee, you are exempt from the Fair Labor Standards Act (FLSA) provisions and are not eligible for overtime compensation. In accordance with Court policy, occasional absences of four hours or less are counted as regular hours and are not required to be reported.
- This position is exempt from Civil Service. As an exempt employee you serve at the discretion of the hiring authority; ordinances and personnel rules regarding hiring, discipline, or termination from City employment do not apply.
- Your employment is contingent upon the successful completion of the background investigation, which will be conducted by the Washington State Patrol. You will be advised as soon as this condition has been satisfied.
- You are eligible for moving expense reimbursement within 18 months of your initial appointment. We are open to discussion if you determine that you need additional time to relocate. Enclosed are the moving expense forms to complete prior to your relocation.
- You will participate in the following leave programs:
 - As an FLSA-exempt employee, you will receive four Executive Leave days each calendar year, commencing on 1/1/2016. Executive Leave must be used in increments of not less than 1 day. Executive Leave cannot be cashed out or carried over from year to year.
 - You may be eligible to earn up to six Merit days per year, based on performance; these awards are determined annually by the Presiding Judge.

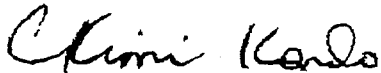
Seattle Justice Center, 600 5th Avenue, Seattle, WA 98104

TTY (Hearing & Speech Impaired) 684-5210

- o Vacation- Lump sum of 30 days consistent with the judges has been extended to the Court Administrator position. We are working with the City Council to memorialize this practice.
 - o Sick Leave- All regularly appointed full-time employees accumulate 12 days per year. You are eligible to use available sick leave hours after 30 days of employment.
 - o Personal Holidays- You will receive two personal holidays to use by the end of this year.
- Your new employee orientation will be held on the 9th floor in the Human Resources office at 8:15 AM on Thursday, November 12, 2015. (The Seattle Municipal Court building doors open to the public at 8:00 AM.) Please bring the following to your Human Resources orientation meeting:
 - o I-9 documents to provide proof for your Employment Eligibility Verification, enclosed is a list of acceptable documents, page 5.
 - o Social Security Card for data-entry purposes on our HRIS system. We would need to enter your name into our system based on the way your name is recorded on your social security card (e.g. the use of a middle initial versus full middle name listed).
 - o Voided Check and/or savings account information if you choose to enroll in the payroll direct deposit program. We are paid every two weeks.
 - You will have a separate orientation to review your benefit elections, which will be effective **December 1, 2015**. Although you have 30 days to make an election, you will be expected to select and enroll in the benefit plans of your choice either during or shortly after your orientation. Enrollment into our benefit programs are optional; however, please be aware that if you do not enroll in any of the programs during this enrollment period, the next available opportunity would be during the open enrollment period (October 2016) or if you experienced a change in family status.

Please acknowledge your acceptance of this job offer by signing below and faxing a copy of this letter to the Court's Human Resources office (206-233-2197) by Thursday, October 8, 2015. Please keep a copy for your records. I would like to congratulate you on your new position within the Seattle Municipal Court. We look forward to working with you.

Sincerely,



C. Kimi Kondo
Presiding Judge

I accept the position of full time Court Administrator (Executive 3) with the Municipal Court of Seattle based on the information stated above.

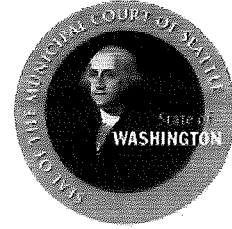


Elizabeth Baldwin

Date

10/6/15

THE MUNICIPAL COURT OF SEATTLE



November 10, 2015

Honorable C. Kimi Kondo, Presiding Judge
Seattle Municipal Court
600 Fifth Avenue
Seattle, WA 98124

Dear Judge Kondo:

This letter confirms that a preliminary Washington State Patrol criminal history background check has been satisfactorily completed for Elizabeth J. Baldwin, incoming Court Administrator. On November 12, 2015, Ms. Baldwin will be fingerprinted and a Washington State Patrol criminal history verification will be completed.

Ms. Baldwin's eligibility for employment with the Seattle Municipal Court will be confirmed after the fingerprint verification has been satisfactorily completed.

If you have any questions, please feel free to contact me at berlinda.womack@seattle.gov or (206) 684-8885.

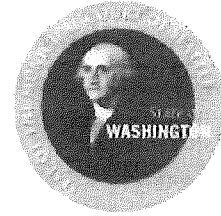
Sincerely,

A handwritten signature in cursive script that reads "Berlinda Womack".

Berlinda Womack
Personnel Specialist

Cc: Personnel File

THE MUNICIPAL COURT OF SEATTLE



November 19, 2015

Honorable C. Kimi Kondo, Presiding Judge
Seattle Municipal Court
600 Fifth Avenue
Seattle, WA 98124

Dear Judge Kondo:

This letter confirms that the Washington State Patrol criminal history verification and fingerprinting has been satisfactorily completed for Elizabeth J. Baldwin, incoming Court Administrator. Therefore, Ms. Baldwin's eligibility for employment with the Seattle Municipal Court has been confirmed.

If you have any questions, please feel free to contact me at berlinda.womack@seattle.gov or (206) 684-8885.

Sincerely,

A handwritten signature in cursive script that reads "Berlinda Womack".

Berlinda Womack
Personnel Specialist

Cc: Personnel File