



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: Wendy Gillihan		
Board/Commission Name: <i>Labor Standards Advisory Commission</i>		Position Title: <i>Commissioner</i>
<input checked="" type="checkbox"/> Appointment OR <input type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		Term of Office: <i>5/1/16 4/30/17</i>
Residential Neighborhood: <i>Shoreline</i>	Zip Code: <i>98133</i>	Contact Phone No.:
Legislated Authority: <i>Ord. 124643</i>		
Background: <i>Wendy Gillihan, MAcc, PHR, SHRM-CP is the founder and principal consultant at Gryffin Consulting, where she serves as a trusted advisor for entrepreneurs and non-profits. Wendy has over fifteen years of experience in small business and non-profit accounting and HR. Her areas of focus are accounting and HR system project management, establishing internal controls, and business strategy. She also serves on the Seattle Metropolitan Chamber of Commerce's Board of Trustees as a representative for the small business community, and previously served on the Seattle Women's Commission (chair), advising the Mayor and City Council on issues of economic opportunity for our region.</i>		
Date of Appointment: <i>4/27/16</i>	Authorizing Signature (original signature): 	Appointing Signatory: <i>Edward B. Murray</i> <i>Mayor of Seattle</i>

FILED
 CITY OF SEATTLE
 2016 APR 29 PM 12:02
 CITY CLERK

WENDY GILLIHAN

PROFESSIONAL EXPERIENCE

Gryffin Consulting, Inc.

2009 – Present

Founder/Principal Consultant

- Full business life cycle trusted advisor
- Create, review or manage accounting and human resource systems
- Provide compliance and best practices guidance
- Improve operational efficiency and effectiveness focused on utilization of technology
- Develop and implement change management strategies for start-ups, mid-sized companies, and nonprofit organizations.

Small Business Administration

2009 – 2013

Instructor

- Designed and taught workshops on accounting and human resources techniques for entrepreneurs at the Seattle Small Business Administration, Washington Small Business Fair and the Women's Network for Entrepreneurial Training.

UR, LLC

2006 – 2009

Controller

- Developed and implemented strategies to take the accounting processes from hardcopy paper to electronic systems for payroll, business tax, and internal and external financial reporting purposes
- Addressed multiple areas of tax and labor standards related noncompliance
- Created a human resources department and managed all ongoing human resources functions
- Collaborated with outside council and other third parties to identify and address areas of concern in a high risk environment
- Managed all administrative vendors and staff.

Seattle Institute for Cardiac Research

2004 – 2006

Business Operations Administrator

- Established and implemented human resources and accounting procedures in compliance with 501(c)3 requirements and in response to auditor guidance
- Managed business operations and functions
- Collaborated with auditors on the annual A-133 audit

BOARDS/COMMISSIONS

Seattle Metropolitan Chamber of Commerce

2014 – Present

Board of Trustee

Advisory Committee Member – Policy Leadership Group (2014-Present)

- Consider emerging issues on the local, state, and federal levels of policy
- Propose Chamber policy positions
- Inform and educate committee members on issues important to the small business community

Seattle Women's Commission

2011 – 2016

Commissioner

Commission Chair (2012-2014)

- Recruited and cultivated new commissioners
- Developed community and city partnerships
- Created outreach events including the Jeanette Williams and Civil Rights awards
- Monitored issues impacting Seattle women including budget and legislation proposals
- Focused on economic issues including PSST and gender equity, including serving on the gender equity taskforce

EDUCATION/CERTIFICATION

- **Master of Accountancy**
Westminster College, Salt Lake City, UT
- **Bachelors of Business Administration**
Westminster College, Salt Lake City, UT
- **Certified Public Accountant (CPA) Candidate**
- **Professional in Human Resources (PHR and SHRM-CP)**
- **Notary Public**

Labor Standards Advisory Commission

15 members: Per *Ord. 124643*, all subject to City Council confirmation, two-year terms (one & two year terms for initial terms, 2-years thereafter):

- 7 City Council-appointed
- 7 Mayor-appointed
- 1 Labor Standards Advisory Commission

Roster:

*D	**G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
7	F	1.	Commissioner	Nicole Vallesterro Keenan	5/1/16	4/30/17	1	Mayor
2	F	2.	Commissioner	Ollie A. Garrett	5/1/16	4/30/18	1	Mayor
6	F	3.	Commissioner	Morgan C. Hickel	5/1/16	4/30/17	1	Mayor
6	F	4.	Commissioner	Nicole Grant	5/1/16	4/30/18	1	Mayor
1	M	5.	Commissioner	I-Miun Liu	5/1/16	4/30/17	1	Mayor
5	M	6.	Commissioner	Joe Mizrahi	5/1/16	4/30/18	1	Mayor
	F	7.	Commissioner	Wendy Gillihan	5/1/16	4/30/17	1	Mayor
1	F	8.	Commissioner	Sejal Parikh	5/1/16	4/30/18	1	Council
3	M	9.	Commissioner	Israel Martinez	5/1/16	4/30/17	1	Council
6	M	10.	Commissioner	Andrew Beane	5/1/16	4/30/18	1	Council
6	F	11.	Commissioner	Kellis Borek	5/1/16	4/30/17	1	Council
6	F	12.	Commissioner	Mona Smith	5/1/16	4/30/18	1	Council
6	F	13.	Commissioner	Rebecca Smith	5/1/16	4/30/17	1	Council
6	F	14.	Commissioner	Jody Hall	5/1/16	4/30/18	1	Council
		15.						Commission

Diversity Chart:

			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)		
	Men	Women	Vacant	Minority	Asian-American	Black/African American	Hispanic/Latino	American Indian/Alaska Native	***Other	Caucasian/Non-Hispanic	Pacific Islander	Middle Eastern	Multiracial
Mayor	2	F	1	4	1	1	0	0	1	2	1	0	0
Council	2	5	0	2	1	0	1	0	0	5	0	0	0
Other			1										
Total	4	9	2	6	2	1	1	0	1	7	1	0	0

Key:

- *D List the corresponding *Diversity Chart* number (1 through 9)
- **G List *gender*, M or F
- ***Other Includes diversity in any of the following: *race, gender and/or ability*