



# City of Seattle Boards & Commissions Notice of Appointment

<b>Appointee Name:</b> <i>Melody Coffman</i>		
<b>Board/Commission Name:</b> <i>Joint Apprenticeship Training Committee</i>		<b>Position Title:</b> <i>Labor</i>
<input type="checkbox"/> Appointment <b>OR</b> <input checked="" type="checkbox"/> Reappointment		<b>Council Confirmation required?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Appointing Authority:</b> <input type="checkbox"/> Council <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Specify appointing authority</i>		<b>Term of Office:</b> <i>1/2/16 to 1/1/19</i>
<b>Residential Neighborhood:</b> <i>Snohomish, WA</i>	<b>Zip Code:</b> <i>98290</i>	<b>Contact Phone No.:</b> <i>[REDACTED]</i>
<b>Legislated Authority:</b> <i>Resolution 16820, 29680 and Ordinance 107790</i>		
<b>Background:</b> <i>Resume Attached</i>		
<b>Date of Appointment:</b> <i>11/3/15</i>	<b>Authorizing Signature (original-signature):</b> 	<b>Appointing Signatory:</b> <i>Mayor Edward B. Murray</i>

FILED  
 CITY OF SEATTLE  
 2015 DEC 10 PM 4:39  
 CITY CLERK

# Melody Coffman

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## Career Focus

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Labor Representative for the City of Seattle Joint Apprentice Training Committee, I have participated as a representative for the Committee from 2005 to present.

Labor Representative/Secretary for the Greater Puget Sound Area Automotive Machinist Apprentice Program from 2004 to present.

As a committee member to both programs, I understand the need to educate the apprentice to the standards in which they are governed, along with the requirements from the State of Washington. I am proficient in tracking and recording hours of OJT, and RSI for the State of Washington on behalf of the apprentice.

I have the ability to take circumstances into consideration and make appropriate determinations concerning violations within the program, or recommendations from sub-committees on behalf of the Apprentice in a fair and equitable manner.

I work closely with the representative assigned from Labor and Industries to accomplish a successful program to be offered to the apprentice.

## Core Qualifications

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- Leadership/communication skills
- Business operations organization
- Human resources
- Background in Construction, and Production
- Representative in the Automotive and Machining Industries

## Education and Training

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Meany Labor College 2007

Silver Spring, Maryland, USA

Labor

Associate of Arts

William W. Winpisinger Education and Technology Center

Hollywood MD, USA

Labor

Training Center for International Association of Machinist and Aerospace Workers.

## Accomplishments

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Secretary for Greater Puget Sound Area Automotive Machinist Apprentice Program.

- entering apprentice information
- monitoring hours of on the job training along with relative supplemental instruction.
- chairing meetings when the chair is absent

Committee Member for the City of Seattle, Joint Apprentice Training Committee.

- working with other committee members to insure a successful program on behalf of the apprentice and the State of Washington.

Business Representative

- Representation of Union Members
- Negotiations and Management of 35 Collective Bargaining Agreements

- Grievance Management and Arbitrations

Trustee for Western Employees Benefit Trust (401K)

- monitoring the plan documents, and fulfilling fiduciary responsibilities as a trustee.

### **Work Experience**

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#### **Business Representative**

April 2000 to Current

**Machinist, District 160 – Seattle, WA**

Skilled in the process of Collective Bargaining Agreements, from inception to management of the document. I fully represent the membership of District 160 from assignment of the shop, bargaining future CBA's, Grievances, Arbitrations, Health Care review, Dental Plans, Pensions, etc.

## **Joint Apprenticeship Training Committee (JATC)**

Six members with three year terms: Per Resolution 16820, 29680 and Ordinance 107790

- 3 Appointments for organized labor
- 3 Appointments from City Service
- All appointed by the Mayor and subject to confirmation by City Council

*Purpose: To formulate plans for a Program of Joint Apprenticeship Positions in City Service and to advise the City Council and Civil Service Commission.*

D*	G	Position No.	Name	Appointed	Term Ends	Term #	Position	Appointed By
3	M	1	Sam Alvarez III	January 1, 2015	January 1, 2015	1 <sup>st</sup>	Management	Mayor
6	M	2	Kurt Swanson	April 23, 2015	July 15, 2015	1 <sup>st</sup>	Labor	Mayor
6	M	3	Tony Blackwell	1/2/16	1/1/19	2 <sup>nd</sup>	Management	Mayor
6	M	4	Michael Vincent	1/2/16	1/1/19	2 <sup>nd</sup>	Management	Mayor
6	F	5	Melody Coffman	1/2/16	1/1/19	2 <sup>nd</sup>	Labor	Mayor

### **\*Diversity**

					(1)	(2)	(3)	(4)	(5)	(6)
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic Latin@	Native-American	Other**	Caucasian
Mayor	4	1	1				1			4
Council										
Other Bodies										
<b>Total</b>	<b>4</b>	<b>1</b>	<b>1</b>				<b>1</b>			<b>4</b>

\*\*Other includes diversity in any of the following: race, gender and/or ability