



City of Seattle Boards & Commissions Notice of Appointment

Appointee Name: <i>Eileen M. Norton</i>		
Board/Commission Name: <i>Seattle Ethics and Elections Commission</i>		Position Title: <i>"Member" or legislated position title</i>
<input type="checkbox"/> Appointment OR <input checked="" type="checkbox"/> Reappointment		Council Confirmation required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appointing Authority: <input checked="" type="checkbox"/> Council <input type="checkbox"/> Mayor <input type="checkbox"/> Other: <i>Fill in appointing authority</i>	Date Appointed: <i>9/8/2014</i>	Term of Position: * <i>1/1/2017</i> to <i>12/31/2019</i>
Residential Neighborhood: <i>Insert neighborhood name</i>	Zip Code: <i>Insert zip code</i>	Contact Phone No.: <i>Business phone # - NOT personal phone #</i>
Background: <i>Reappointment (See attached Bio)</i>		
Authorizing Signature (original signature): <i>Bruce A. Harrell</i>		Appointing Signatory: <i>Bruce A. Harrell</i> <i>Seattle City Council</i>

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

EILEEN M. NORTON

PROFILE

Highly developed analytical skills: Able to approach problems from wide-ranging perspectives. Known as a quick learner and for overcoming challenges with practical solutions and good humor.

Excellent facilitator: Forged synergistic professional and technical work teams of architects, engineers, executives and attorneys who consistently delivered quality work on time, under the most demanding schedules. A long track record of working effectively with a broad spectrum of personalities.

Solid communication background: Authored and edited numerous types and styles of writings, including resolutions, policies, contracts, audits, and literary fiction. Strong persuasive style and public speaking expertise.

PROFESSIONAL EXPERIENCE

WTIA EMPLOYEE BENEFIT TRUST Seattle, WA

2016 – Present

Lead, Operations & Legal: Member of three-person team tasked with revamping Trust operations to increase membership, create in-house expertise, and to develop additional lines of business operated through a corporation wholly owned by the WTIA. Duties include legal review, contract review and development, setting up and managing operational framework, and analyzing new business offerings to WTIA members.

SYSTEMS IMPROVEMENT CONSULTANT Seattle, WA

2016 – Present

Project Manager: Managing cross-jurisdictional King County stakeholder groups to implement systems reforms throughout the complicated protection order process. Work has included analyzing and mapping the process through each stage and from each stakeholder's point of view, identifying issues, developing desired outcomes, and determining necessary activities and tasks needed to realize reforms.

WASHINGTON BIODIESEL & PACIFIC COAST CANOLA, LLC Seattle, WA

2006 – 2008
2011 – 2015

Director of Project Management: Early member of start-up company responsible for developing, managing, and implementing contracts to construct and equip an 1100 metric tonne per day canola crush & canola oil refining plant. Worked closely with design-build team that constructed facility in eastern Washington. Member of hiring committee for plant management staff. Served as Interim Logistics Manager (coordinating products in and out of facility via truck and rail and managing logistics operators.) Duties included working with state and local government officials; railroads; plant staff on safety, permit, and logistics matters; with finance staff on insurance, inventory, and financial reporting; reviewing and drafting contracts, policies, and procedures; and various matters related to the plant. (Washington Biodiesel evolved into Pacific Coast Canola.)

SEATTLE SCHOOL DISTRICT
Seattle, WA

2010 – 2010

Senior Research Analyst: Served on District's bargaining team to negotiate collective bargaining agreements with Seattle teachers, office personnel, and paraprofessionals. Conducted research on best practices, agreements in other districts, both in-state and nationally, developed and drafted proposals and contracts, participated directly in bargaining sessions. Team was successful in negotiating an historic three-year agreement that included meaningful teacher evaluations using student growth as one measure of effectiveness.

WOMEN'S BASKETBALL CLUB OF SEATTLE, LLC
Seattle, WA

2008 – 2010

Business Operations Manager/Special Projects: Reported to the Storm's Chief Executive Officer and VP of Finance & Operations on discrete projects, including management of IT migration (email, server, telephones, and files) to Storm-only network, company's move to and setting up new offices, contract development and review, managed hiring processes, lease negotiations, and other duties and projects as assigned.

SEATTLE MONORAIL PROJECT
Seattle, WA

2002 - 2005

Assistant General Counsel & Manager of City Coordination: Member of five-person start-up team that developed a new, entrepreneurial public transit agency. Selected and built strong professional work teams. Authored numerous resolutions, bylaws, policies, and procedures. Worked closely with Monorail Board of Directors. Managed the Monorail's business relationship with City officials. Served as Public Records and Public Disclosure Officer.

CITY OF SEATTLE
Seattle, WA

1990 - 2002

Assistant City Auditor & Lead Auditor for Capital Projects, Office of City Auditor (1996 to 2002): Performed ongoing reviews of major capital projects. Conducted performance and compliance reviews. Provided training and presentations to professional organizations.

Legislative Assistant, Seattle City Councilmember Tom Weeks (1992 to 1996): Advised councilmember on policy issues, including long-term City capital plan, personnel issues, and other councilmember committee related matters. Served as committee staff and also provided general office support.

Assistant City Attorney, City Attorney's Office (1991 to 1992): Specialized in discrimination law, collections law, drug abatement and forfeiture actions, and general enforcement of City licensing laws. Clients included Office of Civil Rights, Department of Licenses & Consumer Affairs, and Seattle Police Department.

Paralegal, City Attorney's Office (1990 to 1991): Provided paralegal support for Pike Place Market lawsuit.

YAMHILL COUNTY DISTRICT ATTORNEY'S OFFICE
McMinnville, OR

1987 - 1989

Deputy District Attorney: Tried adult misdemeanor cases and some adult felony cases. Tried juvenile criminal and dependency cases.

OTHER POSITIONS HELD

Law Clerk: Judge Alan C. Bonebrake, Circuit Court, Hillsboro, OR 1985-1986

Peace Corps Volunteer: Republic of Palau, Micronesia 1979-1981

EDUCATION

Bachelor of Arts, cum laude, Political Science, University of Cincinnati

Doctor of Jurisprudence, University of Oregon

Certificate in Ocean & Coastal Law

Certificate in Environmental & Natural Resources Law

Other Professional Training/Expertise

Certificate – Construction Management, University of Washington (2001)

Graduate – “Leadership Tomorrow”, Seattle Chamber of Commerce (1995-1996)

PC and Mac conversant with strong Microsoft Office skills

COMMUNITY

Seattle Ethics & Elections Commission, Commissioner (2014 to present)

- Chair (2016 to present)

Southwest Youth & Family Services (1990-1996 and 2003 to present)

- Treasurer (2015 to present)
- President (2009 to 2015)
- Vice President (2008 to 2009)
- Secretary (1992-1996)
- Treasurer, Capital Campaign

Ballard High School, Assistant Basketball Coach, Girls JVC (2015)

Ballard High School, Basketball Stats Geek, Girls Varsity (2015 to present)

Lakeside Upper School, Head Softball Coach (2006 to 2011)

- Received 2011 Harry Swetnam Award

Lakeside Middle School, Asst. Coach, 8th Grade Girls Varsity Basketball Team (2008)

Licton Springs Review

- Associate Editor (2008)
- Winner, Marcia Barton Award for Fiction, *Climbing Mountains*, (2008)

West Seattle Helpline 1997-2000

- President (1998-2000)

King County Charter Review Commission (1996-1997)

- Chair, Structural Issues Subcommittee

PROFESSIONAL ASSOCIATIONS

Member, Oregon State Bar Association (1986 to present – *Inactive since 2014*)

Member, Washington State Bar Association (1990 to present)

SEATTLE ETHICS AND ELECTIONS COMMISSION

7 members: Per *SMC 3.70.020*, all subject to City Council confirmation, 3-year terms:

- 3 City Council-appointed
- 3 Mayor-appointed
- 1 Commission-appointed

Roster:

*D	**G	Position No.	Position Title	Name	Term Start Date	Term End Date	Term #	Appointed By
9	F	1.	Member	Alexandra McKay	1/1/16	12/31/17	1	Mayor
7	F	2.	Member	Charlene Angeles	1/1/16	12/31/18	2	City Council
5	M	3.	Member	Hardeep Rekhi	1/1/16	12/31/18	1	Mayor
6	F	4.	Member	Vickie Rawlins	1/1/16	12/31/18	1	Commission
6	F	5.	Member	Eileen Norton	1/1/17	12/31/19	2	City Council
6	M	6.	Member	Brendan Donckers	1/1/17	12/31/19	2	Mayor
6	M	7.	Member	Bruce Carter	1/1/15	12/31/17	2	City Council

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	1							1	1			1
Council	1	2								2	1		
Other		1								1			
Total	3	4							1	4	1		1

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*