



Thank you for your interest in serving on a King County board or commission. This application form is a "fill-able" form that includes some drop down menus. To answer a question with a drop down menu, click inside the box and a down-facing arrow (▼) will appear to the right of the box. Click on the arrow and the drop down menu will appear. Then scroll down until you find an answer for that question. Please return your completed form to the person and address on the last page of this form.

Individuals interested in serving on a King County board or commission will be required to complete a King County Ethics Program Financial Disclosure Form within two weeks of being nominated to serve on a King County board or commission. Individuals appointed to serve on a board or commission that is overseen by an agency independent of King County government are exempt from the financial disclosure filing requirement.

APPLICATION FORM

(A résumé may be submitted in lieu of submitting a completed application form)

Board/Commission for which you are applying:

~~XXXXXX~~ Board of Ethics

If you are not appointed to the board listed above, are you interested in serving on a different King County board or commission? If so, which one(s)?

Board of Ethics, Advisory Council on Aging and Disabilities

Name - Please Print:

Thomas F Miller
First Middle Initial Last

Preferred Phone Contact Number:

206-459-6490

Preferred Phone Type (Home, work or cell):

Cell Phone

Personal Email Address:

thomasmiller10@msn.com

Preferred Mailing Address:

12301 5th Ave NE
Seattle WA 98125
City State Zip

Physical Home Address (if different):

Enter physical home address (if different).
Enter city. WA Enter zip.
City State Zip

Current Employer:

Job Title	Currently unemployed		Date of Employment
Enter company name.			
Company Name			
Enter company's street address.			
Street Address			
Enter city.	WA	Enter city.	
City	State	Zip	

King County Council District:

Education (High School, College/University):

Caldwell Sr. High School, Caldwell, ID	Diploma, 1972
Mt. Angel Seminary, Mt. Angel, OR	B.A. History 1976
St. John's University, Collegeville, MN	MA Theology 1981

Computer Program & Skill Level:

All King County board and commission members are issued King County email accounts upon appointment for conducting board business only. In addition, meeting materials are only transmitted to board members via the board member's assigned King County email account (*If a board member does not own a computer we will make every effort to determine the best method for transmitting board material to them*). In an effort to know which computer programs you are most familiar with, below are the computer programs used most frequently by King County staff. Using the drop down menus next to each computer program listed below please click on the choice that best describes your skill level with each program. (*This information is for staff use only and is not a factor in the appointment process.*)

Program:	Skill Level:
MS Outlook (Email):	Advanced
MS Word:	Intermediate
Excel:	Intermediate
PowerPoint:	Beginner
Adobe (PDF's, Adobe Reader, etc.):	Beginner

Professional licenses held (If applicable to specific board/commission):

Memberships on any city and/or county boards, commissions or committees and dates of terms:

How did you learn of this opportunity?

Please explain why you feel you are the most qualified candidate for this appointment:

PERSONAL INFORMATION (OPTIONAL):

to all King County residents to ensure that King County boards and commissions are reflective of the community we serve. *Providing information in the section below is voluntary but will assist in achieving this goal.*

Race/Ethnicity:
White/Caucasian

Gender:
Male

Do you have a disability as defined by the Americans with Disabilities Act (ADA)?
Choose one. *Yes*

Generation:
53 to 63

Orientation:
LGBTQ



Signature

07-29-2015
Date

Please return completed form to (we can also accept an electronic copy (PDF) of the signed application form):

Rick Ybarra, Liaison for Boards and Commissions
Office of Civil Rights & Open Government
King County Department of Executive Services
Mailstop: CNK-EX-0215
401 Fifth Avenue, Suite 215
Seattle, WA 98104

Direct Line: 206-263-9651
Email: Rick.Ybarra@kingcounty.gov

**This material is available in alternate formats for persons with disabilities.
Please contact 206-263-9651, TTY Relay: 711, or
E-mail Rick.Ybarra@kingcounty.gov**

THOMAS MILLER BIO

Regulatory Compliance

- Established policy and procedure for compliance and monitoring of ADA, FMLA, HIPAA and other employment and contract requirements
- Investigated and resolved multiple EEO and hostile workplace grievances
- Prepared and implemented multiple Affirmative Action Plans, defending 7 AAP's through OFCCP audits, without findings

Contract Compliance

- Assured compliance with multiple Federal and state grants and contracts including Medicare, Medicaid, HUD, and others
- Resolved concerns of financial malfeasance, restoring funding and good standing
- Achieved a 100% success rate representing employers in Administrative Law hearings

Work Force Planning and Evaluation

- Developed HR performance metrics to measure the effectiveness of programs and services resulting in reduced turnover and less time necessary to fill vacant positions
- Proficient in program and policy evaluation and solution implementation

Operations and Management

- Redesigned administrative processes to better comply with ADA and FMLA management
- Developed an administrative process that reduced unemployment expenses by over \$1 Million
- Implemented tracking processes too accurately and quickly report on program success.

Compensation

- Proven experience in each phase of compensation planning and evaluation
- Conducted extensive research and analysis on comparable wages
- Provided the internal and external market analyses necessary to determine appropriate job evaluation and job leveling

Technology

- Expert in MS Office Suite (Word, Excel, Outlook, PowerPoint and Access)

Experience

Operations Manager

Build the Village Online

October 2005 – October 2008 (3 years 1 month) Boise, ID

Negotiated agreements with 400+ online retailers. Marketed to schools, hospitals, and other large nonprofit organizations the opportunity to receive a percentage of sales when their patrons purchases goods through the committed online retails.

Consultant

RESOURCE GLOBAL PROFESSIONALS

February 2005 – December 2005 (11 months)

--Tenet Health: Accessed electronically stored data to research causes of excessive turnover and demonstrate the bottom line impact of ineffective staffing models.

--Northrop Grumman: Coordinated staffing and workforce development for centralization of 5 financial service centers into a single unit in a highly regulated government contractor.

--Centex Homes: Created a software application predicting annual recruitment needs by job group required to accomplish annual goals.

Principal Consultant

Human Resources Consulting and Interim Executive

January 1999 – July 2004 (5 years 7 months)

--Director of Administration, Turtle Creek Manor

Responsible for Human Resources, Grant Management/Compliance, Fundraising and Finance.

--Interim Executive Director, Turtle Creek Manor

Investigated and resolved concerns of financial mismanagement and non-compliance of grants, re-establishing credibility with Federal funding sources, the United Way and private foundations.

--Interim Executive Director, Literacy Instruction for Texas

After 4 Executive Directors in 2 years assisted the Board of Directors to more accurately define the role of the E.D. vis a vis the Board. Increased funding from United Way at a time of reduced funding for similar organizations.

--Interim VP of Human Resources, Seattle University

Addressed structural inequalities in compensation, investigated accusations of harassment and discrimination, restructured HR staff.

--Acting HR Operations Manager, Western Wireless Corporation

Following a period of unprecedented growth redesigned processes and procedures to reflect best practices and to support migration to a new EAP.

--Strategic HR Consultant, Washington State Ferries

Facilitated a Legislatively mandated organizational restructuring. Assisted Director of HR to design and implement new management structure. Coordinated job design and recruitment of 50+ new positions. Coordinated RIF after an anti-tax initiative.

Volunteer Experience & Causes



Project Director

Housing Hope

January 2011 – August 2011 (8 months) Social Services

Directed a team of volunteer HR Consultants in a Capacity Building grant to Housing Hope, a broad-spectrum housing assistance organization in Everett, WA

Lead Cook

Community Lunch on Capitol Hill

March 2014 – Present (2 years 2 months) Social Services

Community Lunch and Supper on Capitol Hill has been serving the homeless quality hot meals for 30 years. I am one of many who give a few hours a week to the work this great organization provides.



Volunteer--Housing Justice Project

King County Bar Association

May 2015 Civil Rights and Social Action

The Housing Justice Project (HJP) is a homelessness prevention program providing accessible volunteer-based legal services for low-income tenants facing eviction in King County.