

October 18, 1995

Introduced By:

PETE VON REICHBAUER

ew

Proposed No.:

95 - 736

MOTION NO. **9770**

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A MOTION confirming the Executive's appointment of
Jean Baker as Director, King County Department of Finance.

5

BE IT MOVED by the Council of King County:

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The county executive's appointment of Jean Baker as Director, King County

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Department of Finance is hereby confirmed.

8

PASSED by a vote of 12 to 0 this 5th day of February, 1996

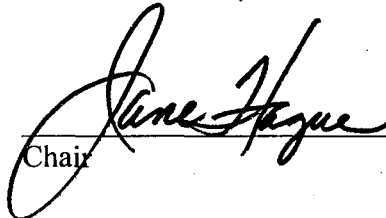
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KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

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Chair

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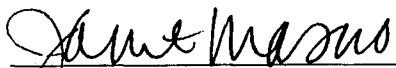
ATTEST:

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Deputy Clerk of the Council

9770

CONFIRMATION PACKET

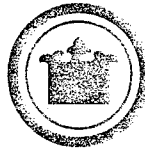
FOR

JEAN BAKER

DIRECTOR, KING COUNTY DEPARTMENT OF

FINANCE

OCTOBER 1995



King County Executive
GARY LOCKE

**CONFIRMATION PACKET
FOR
JEAN BAKER**

DIRECTOR, KING COUNTY DEPARTMENT OF FINANCE

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SECTION A

- * Letter from Gary Locke to King County Council Chair Kent Pullen to Announce Appointment

- * Copy of Confirmation Motion

- * Press Release on Appointment



King County Executive
GARY LOCKE

October 18, 1995

The Honorable Kent Pullen, Chair
King County Council
Room 1200
COURTHOUSE

Dear Councilmember Pullen:


I am very pleased to present a motion for the Council's approval confirming Jean Baker as Director of the King County Department of Finance. A confirmation package will be transmitted to the Council within the next few days.

Jean Baker brings a solid background in public finance and budgets to this position. She possesses the academic credentials, the practical experience, and the critical objectivity needed to identify and establish the financial management systems and processes for the new regional government.

The Department of Finance is responsible for performing the functions of the county treasurer, including the payment of debt and collection of revenue; managing the County's financial and accounting systems; and, administering procedures for contracts for goods and services, including M/WBE compliance. I expect the Department Director to work closely, cooperatively, and creatively with the Budget and Strategic Planning Offices to ensure that our financial systems work to enhance the government's fiscal health.

It is my great pleasure to request the confirmation of my appointee Jean Baker as Director of the Department of Finance by the Metropolitan King County Council.

Sincerely



Gary Locke
King County Executive

cc: King County Councilmembers

October 18, 1995

Introduced By: _____

ew

Proposed No.: _____

MOTION NO. _____

A MOTION confirming the Executive's appointment of
Jean Baker as Director, King County Department of Finance.

BE IT MOVED by the Council of King County:

The county executive's appointment of Jean Baker as Director, King County
Department of Finance is hereby confirmed.

PASSED by a vote of __ to __ this _____ day of _____, 19__.

KING COUNTY COUNCIL
KING COUNTY, WASHINGTON

Chair

ATTEST:

Clerk of the Council



King County Executive
Gary Locke

NEWS RELEASE

For Release: Oct. 17, 1995

Contact: Frank Abe, 296-4040
Communications Director

LOCKE NAMES DIRECTORS OF REORGANIZED CABINET DEPARTMENTS

King County Executive Gary Locke today appointed five current directors of county agencies to lead five new departments as they will be reorganized on January 1st under the consolidation of King County and Metro governments.

“These are people who have demonstrated leadership and success in county government or Metro,” says Locke. “I’ve always said we had the best people working for this government. These appointments reaffirm my faith in them.”

The new departments consolidate King County and Metro responsibilities along functional lines instead of institutional ones. The five appointees are:

- PAUL TANAKA to direct the new **Department of Natural Resources**, which will focus on environmental and resource services by merging King County’s Solid Waste and Surface Water Management Divisions with Metro’s Water Pollution Control Division; and by creating a new Natural Resources Division to house the open space, agricultural, forestry and other land resource programs;
- PAUL TOLIVER to direct the new **Department of Transportation**, which will enable coordinated mobility planning by putting Metro Transit and the county’s Roads Division under one roof;
- JEAN BAKER to direct the new **Department of Finance**, which will consolidate Metro’s Finance Department with King County’s Office of Financial Management, and consolidate the purchasing, contracts, and Women and Minority Business Enterprise functions of the two governments;

(more)

- **CRAIG LARSEN** to direct the new **Department of Parks and Cultural Resources**, which will manage the county's parks and trails as well as the arts, heritage and other cultural programs; and
- **FRED STEPHENS** to direct the new **Department of Information and Administrative Services**, which will merge Metro's Information Systems Division with the county's Computer and Communication Services Division, consolidate the Risk Management functions of King County and Metro, and manage the county's Records and Elections, Licensing and Regulatory Services, and Emergency Management Divisions, and civil rights enforcement.

The new appointments must be confirmed by the King County Council. The five appointees now lead similar agencies:

- Paul Tanaka is currently director of the King County Department of Public Works. He has served as the Director of the King County Department of Public Works since 1988 with direct responsibility for road construction and maintenance, surface water management, solid waste, and the marketing of recyclable materials.
- Paul Toliver has been Director of Metro's Transit Division since 1988. He is a nationally-recognized industry leader, with more than twenty years of experience with Metro, the San Francisco Municipal Railway, New Orleans Regional Transit Authority, South Bend (Indiana) Public Transportation Corporation, the Metropolitan Tulsa (Oklahoma) Transit Authority, and the Southwest Ohio Regional Transit Authority in Cincinnati.
- Jean Baker has already been leading the team merging the financial operations of King County and Metro. She has been Director of Metro's Finance Department since 1993. Before that she was Finance Manager for the Regional Transit Project and a Deputy Budget Director for King County.

LOCKE NAMES DIRECTORS OF REORGANIZED DEPARTMENTS

page 3

- Craig Larsen currently directs the King County Department of Parks, Cultural and Natural Resources. He has worked for King County since 1978, serving as Acting Director and Deputy Director of the old Department of Parks, Planning and Resources. He helped lead the inter-departmental effort managing the Growth Management Act and the Executive's development of the 1995 Comprehensive Plan.
- Fred Stephens now directs the King County Department of Executive Administration. He was Assistant Secretary of the state Department of Social and Health Services from 1989 to 1994. He has worked for Xerox and Hewlett-Packard, where he brought greater operational efficiencies and automation with fewer resources.

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SECTION B

- * Letter from Jean Baker to Council Chair Kent Pullen to Acknowledge Willingness to Comply with County Code Provisions

- * Resume and References



King County Executive
GARY LOCKE

October 4, 1995

The Honorable Kent Pullen, Chair
King County Council
Room 1200
COURTHOUSE

Dear Councilmember Pullen:

I am pleased to accept the King County Executive's appointment to the position of Director, Department of Finance. Pursuant to King County Code Section 2.16.110(E)(5), please accept this letter as my acknowledgment that the Council's confirmation process may require the submittal of information relating to my background and expertise.

I look forward to receiving the Council's confirmation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jean Baker".

Jean Baker
Director designee
Department of Finance

cc: King County Councilmembers

JEAN BAKER
618 N.W. 76th Street
Seattle, Washington 98117
Home: 783-3708
Work: 684-1616

EXPERIENCE

Director, Finance Department, Metro 1995 Budget: \$16.8 million; 125 FTE's
August 1993 - Present

Reporting to: Executive Director/King County Deputy Executive

- Responsible for planning, directing, and organizing a comprehensive financial management program for Metro. Provide direction for the annual budget process and financial strategy; central financial accounting services including payroll, purchasing, disbursements, cash receipts, banking relations, and management of short term investments of cash. Monitor revenues and expenditures to ensure compliance with adopted appropriations and financial policies. Manage short and long term debt administration programs; secure necessary legal and financial consultants; market bonds and maintain bond redemption system. Provide direction for administrative services including management of the Exchange Building lease, printshop and graphic services, and library and mail services.
- Beginning in February 1995: direct accounting, treasury and risk management services for King County, and lead the consolidation effort for the two finance departments.

Finance Manager, Regional Transit Project, Metro

October 1992 - July 1993

Reporting to: Deputy Executive Director, RTP

- Developed cash flow models for costs, revenues, and methods of financing for an integrated bus/rail plan for a three-county regional system; developed alternative strategies for financing the construction of the system; presented information on project financing to decision-making boards, advisory groups, and citizens.

Manager, Budget & Financial Analysis, Metro Budget \$800,000; 11.5 FTE's
October 1986 - October 1992

Reporting to: Finance Director

- Managed Metro's annual budget process, including development of the agency's budget proposal, preparing information and alternatives for the Executive Director's use in making budget decisions, and presenting the budget and related information to the Metro Council. Identified requirements and strategies for financing long-range transit and water quality program needs, including obtaining necessary financing, advising on investment strategies, directing preparation of financing documents, and preparing materials for obtaining ratings on Metro's bonds. Managed the agency budget, reporting periodically to departments, the Executive Director, and the Metro Council on budget status and financial issues.

Deputy Budget Director, King County

23 Staff

April 1986 - October 1986

Reporting to: Chief Financial Officer

- Managed the development of the annual County operating and capital program budgets. Managed all aspects of the operation of the Budget Office. Supervised forecasts and updates of Current Expense Fund revenues and expenditures, quarterly revisions to the financial plan, and production of the quarterly financial report to the County Council.

Budget Supervisor, King County

7 Staff

March 1983-March 1986

Reporting to: Budget Director

- Supervised a staff of seven employees in the Physical Services Section of the Budget Office in the development and financial management of operating budgets totaling \$367 million.

Budget Analyst, King County

June 1980 - March 1983

Reporting to: Budget Supervisor

- Reviewed and recommended funding levels for assigned agency operating and CIP budgets; negotiated with agencies on the level, composition, and cost of services funded in the annual budget.

Research Specialist, Battelle Human Affairs Research Centers

March 1979 - May 1980

- Managed a team of four employees in data collection for two nationwide research projects on employer-provided health care benefits. Planned and supervised workflow to meet contract deadlines and budget. Performed computer programming and statistical analysis and prepared technical reports on research findings.

Research Associate, Battelle Human Affairs Research Centers

May 1977 - March 1979

- Performed statistical design, computer programming, and data analysis for two research projects to establish criteria for nursing home reimbursement policy.

Teaching and Research Assistant, Department of Economics

September 1973 - May 1977

- Provided independent course development, lectures, and student advising for undergraduate level microeconomic theory. Extracted data and performed statistical analysis for a study of energy input substitution in U.S. manufacturing industries.

EDUCATION

B.A., Economics, University of Maryland, College Park, Md., 1973, with honors.

M.A., Economics, University of Washington, Seattle, Wa., 1974, with honors.

Coursework and written examinations for a Ph.D. in Economics completed in 1978. Fields of specialization included microeconomics, macroeconomics, public finance, and econometrics.

Recipient, James K. Hall Award for outstanding graduate work in public finance, 1977.

Recipient, Annual Fund Doctoral Fellowship, 1978 - 1979.

Jean Baker, King County Finance Director References

Charles N. Earl, Deputy County Executive
400 King County Courthouse
516 Third Ave, MS 4CX
Seattle WA 98104
296-4055

Ms. Carolyn J. Purnell
1304 Bigelow Ave. N.
Seattle, WA 98106
284-3841

Mr. Richard K. Sandaas
CH2MHill
777 108th N.E.
Bellevue, WA 98004
453-5000

Ms. Tracy Peterson
Washington Dental Service
PO Box 75688
Seattle, WA 98125
528-7388

Ms. Shelly Yapp
Pike Place Market
Seattle, WA 98101
682-7453

Mr. John Rose
Seattle N.W. Securities Corp.
1420 Fifth Ave., Ste 4300
Seattle, WA 98101
628-2882

Dr. Suresh Malhotra
236 Laurel Street
Wilmette, IL 60091
(708) 317-7730

SECTION C

- * Background Check Authorization
- * Sheriff's Law Enforcement Background Investigation Report
- * Financial Credit Check Report
- * Public Disclosure Form



King County Executive
GARY LOCKE

Background Check Authorization Form

TO WHOM IT MAY CONCERN:

As an applicant for appointment by the King County Executive for the position of Director, King County Department of Finance, I understand that full disclosure of all relevant information regarding my fitness for this position is essential to the efficient and orderly governmental process, and I voluntarily consent to such full disclosure as a condition of my being considered further for this position.

In addition, I authorize the King County Executive's Office to perform any law enforcement and financial credit checks that are necessary.

In executing this disclosure authorization, I hereby waive, release and forever relinquish any or all claims arising from the authorized disclosure of whatsoever kind or nature I might hereafter have asserted against King County, its officers, employees, or agents and against any agency, firm, person, or other entity releasing to King County the information disclosure of which is authorized by my execution of this form.

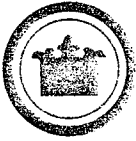
October 11, 1995
Date

Jean Baker
Jean Baker

Signed this 11th day of October, 1995

Debra L. Pagan
Notary Public in and for the state of Washington

My commission expires:
Feb 12, 1997



King County
Department of Public Safety
James E. Montgomery, *Sheriff-Director*
W 116 King County Courthouse
516 Third Avenue
Seattle, Washington 98104-2312

October 26, 1995

TO: Gary Locke, King County Executive
FM: James E. Montgomery, ~~Sheriff-Director~~
RE: *Background Investigation*

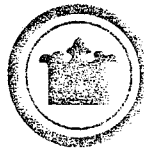
At the request of Sharon Tomiko Santos of your staff, a criminal history background check was conducted on Jean Thurston Baker. The investigation did not reveal any prior criminal record.

If you have any questions, please call me at 296-4155.

JEM:sf

Attachment

CONFIDENTIAL



King County Executive
GARY LOCKE

MEMORANDUM

October 18, 1995

TO: The Honorable Gary Locke, King County Executive
Charles N. Earl, Deputy County Executive

FM: Sharon Tomiko Santos, Executive Policy Analyst

I have received a financial credit report on Jean Baker, Director-designee of the King County Department of Finance. The report contains no adverse information.



**King County
Board of Ethics**

King County Administration Building
500 Fourth Avenue Room 553
Seattle, Washington 98104
206-296-1586

FINANCIAL DISCLOSURE STATEMENT

TO BE COMPLETED BY ALL ELECTED COUNTY OFFICIALS; EMPLOYEES APPOINTED BY THE COUNTY EXECUTIVE OR DEPARTMENT DIRECTORS AND SUBJECT TO APPROVAL BY THE COUNTY EXECUTIVE; ALL EMPLOYEES OF THE COUNCIL; AND THOSE EMPLOYEES WHOSE OFFICIAL DUTIES ARE TO NEGOTIATE AND/OR AWARD CONTRACTS.

IN ACCORDANCE WITH K.C.C. 3.04.050, PLEASE PROVIDE THE INFORMATION REQUESTED AND RETURN THIS FORM EITHER WITHIN TEN (10) DAYS OF APPOINTMENT OR BY APRIL 15TH, WHICHEVER APPLIES, TO THE KING COUNTY BOARD OF ETHICS.

FOR REPORTING PURPOSES, "IMMEDIATE FAMILY" INCLUDES SPOUSE, DEPENDENT CHILDREN, AND OTHER DEPENDENT RELATIVES RESIDING IN THE EMPLOYEE'S HOUSEHOLD. "PERSON" DESIGNATES ANY INDIVIDUAL, PARTNERSHIP, ASSOCIATION, CORPORATION, FIRM, INSTITUTION, OR OTHER ENTITY, WHETHER OR NOT OPERATED FOR PROFIT.

PLEASE TYPE OR PRINT ALL INFORMATION AND SIGN ON PAGE 3

DATE: 10-11-95

NAME: Jean Baker

POSITION TITLE: Finance Director

KING COUNTY DEPARTMENT OR DIVISION: Finance Department

DO YOU NEGOTIATE AND/OR AWARD COUNTY CONTRACTS? YES NO

A. List all sources of income over \$1500.00 (include salary, retirement and dividend income):

Source of Income	Type of Business	Address
<u>Salary</u>	<u>King County</u>	<u>Seattle, WA</u>

B. Do you have a direct financial interest in any mutual fund or other "person" or enterprise in excess of \$1500.00 (policies of insurance issued either to yourself or your spouse, accounts in banks, savings and loan associations or credit unions are not considered financial interest; however, municipal bonds, trusts, and all other types of financial interest are included)?

Yes No



If you answered yes, please list:

Mutual Fund/Enterprise	Type of Business	Address
Ariel Growth Fund	IRA account	
Washington Mutual - CD	Fixed CD held jointly for benefit of daughter	1201 3 rd Ave Seattle WA 98101
Washington Mutual - Money Market fund	MM fund held jointly w/son for his benefit	
Washington Mutual - MM Fund	MM fund held jointly w/son for his benefit	

C. List any office, directorship, or trusteeship in any "person" or other governmental entity which does business in King County and which is held by you or members of your immediate family:

Name/Relationship	Type of Business	Position Held
None		

D. List, by legal description or popular address, all real property owned by you or a member of your immediate family in King County. Include options to buy if the property is valued in excess of \$1500.00:

Address	Name of Owner	Relationship to Employee
1061 NW 167 th St, Shoreline	Jean Baker	myself - (lien ^{on property} only)

E. List all real property located in King County and divested by you or a member of your immediate family during the reporting year and valued in excess of \$1500.00:

Address	Name of Owner	Amount Divested
None		

F. This section is to be completed by attorneys who practiced before state and local regulatory agencies within the preceding twelve months:

1. List the name of the "person" of which you are a member, partner, or employee:

2. List the name(s) of agencies that you practice before:

3. List the amount of gross compensation in excess of \$1500.00 received by the "person" and attorney respectively as a result of your practice before such agencies in the last twelve (12) months:

ATTESTATION:

I, Jean Baker, CERTIFY UNDER PENALTY OF PERJURY THAT THIS STATEMENT IS TRUE, ACCURATE, AND COMPLETE.

Jean T Baker
Signature

SIGNED THIS 11th DAY OF October, 1995.

Please attach additional sheets if necessary.

SECTION D

* Department Organizational Chart

* Position Description

King County Finance Department

Director

Administration

- Bond Financing
- Financial Projects

**Goods & Non-
Professional/Consultant
Services Procurement
Division**

Purchasing Team I
Goods/Services

Purchasing Team II
One-Time-Buys

**Professional & Construction
Services Procurement
Division**

Professional Services
Procurement

Procurement Services

**M/WBE & Contract
Compliance
Division**

Contract
Compliance

Policy
Compliance

**Financial Management
Division**

Accounting Team I

Accounting Team II

Payroll

Collection
Enforcement

Accounts Payable

Accounts
Receivable

Grant
Management

Job Description

King County Finance Director

- Manage the County's central automated accounting systems, including general ledger, accounts receivable, accounts payable, payroll, and warrants. Formulate and implement accounting policies for the consolidated government in accordance with state law and County code. In collaboration with departments, design and implement streamlined procedures for accurate, timely processing of financial transactions.

- Manage the billing and collection of taxes and other charges and receipt and investment of County and political subjurisdiction funds; manage short and long term debt administration programs and payment of debt obligations; and formulate and implement related financial policies.

- Direct the implementation of combined information systems for the consolidated government, including general ledger, payroll, accounts payable, purchasing, and related financial systems, in collaboration with all county departments.

- Direct the preparation of the annual comprehensive financial report.