



Monday, December 13, 2021

City of Olympia Social Justice and Equity Commission Application

Advisory committees are a structured way for community members to share their opinions and points of view, study issues, and develop recommendations in a focused small group to the Olympia City Council.

Commissioners will be tasked with aligning the Commission work plan to elevate the voices, perspectives, and needs of marginalized community members; mediation and investigation of discrimination and harassment complaints; studying issues; hearing public testimony; independent research; and reviewing staff reports and recommendations. The Commission will also prepare, discuss, put together and forward well-developed recommendations to the City Council.

Appointment to the Commission requires living or working within Olympia City limits.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory commission appointments. The Olympia City Council's General Government Committee recommends appointments to the full Council. Recommendations are made following review of applications and interviews of qualified candidates.

To reduce barriers to community member participation the City offers stipends of \$25 per meeting attended to advisory commission members. Members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory commission members may waive the stipend upon request.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources. The City can provide reasonable accommodation for anyone who needs it to participate fully in the commission.

For questions, please contact Susan Grisham, Assistant to the City Manager, 360.753.8244, sgrisham@ci.olympia.wa.us

Name

Jessicarae Nunez

Appointment to the Commission requires living or working within Olympia City limits. Do you:

Live in Olympia

Work in Olympia

Email Address

[REDACTED]

Home Address

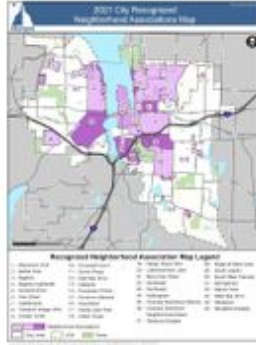
[REDACTED]

Work Address

[REDACTED]

If you choose other please write in the neighborhood here:

Live in Carlyon North (unrecognized), [REDACTED]
[REDACTED] I also own a home in Bigelow Highlands (4) Neighborhood.



View a larger, zoomable map here:

https://www.olympiawa.gov/community/neighborhood_associations/index.php

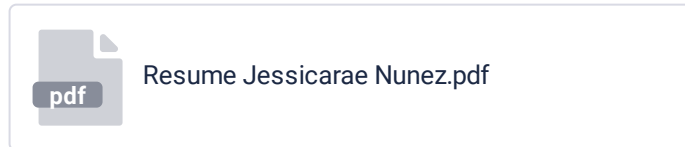
Primary Phone Number



Interests & Experiences

Please keep answers concise and informative. You are introducing yourself to the Olympia City Council and sharing with them why you are interested in being considered for appointment. You may attach a resume.

Attach a Resume



Why are you interested in serving on the Social Justice and Equity Commission?

I have been a resident of Olympia for almost 40 years. I attended Pioneer Elementary, Washington Middle, and graduated from Olympia High School. I have long been an active and engaged member in our community by way of working and coaching for the school district; specifically working with special needs students. I was a board member, secretary, and president of our local Olympia United Soccer Club, and have coached for that club and the YMCA for the better part of the past 18 years. I sat on the City of Olympia Downtown Stakeholders group and regularly engage and volunteer in City of Olympia happenings with the purpose of strengthening our community for all.

What is your understanding of, or experience in, issues related to social justice, human rights, racial and/or other forms of discrimination?

I currently work for the WA State Department of Commerce as a Weatherization Program Coordinator, Project Manager, Change Manager, our program's Tribal Liaison, member of our Energy Division DEI team, member of our Agency Change Management Team for our Headquarters and Hubs Project, and have recently stood up an additional Tribal Partnerships Workgroup that I plan and facilitate monthly. I first began at Commerce working for the Disabilities Workgroup which oversees the ABLE savings program and newer Disability and Behavioral Health Ombuds programs. I also sat on our Agency Neurodiversity Workgroup as well. Our focus on recognizing necessary changes in our agency's hiring practices to assure diversity and equity for all through that process. Prior to Commerce, I worked for the Department of Health as part of a grant for Children with Special Healthcare Needs to stand up an integrated services data system to serve all of Washington State. I have a lifelong passion for equity, aspiring to lift others of all ages, abilities, and backgrounds, and continued personal learning and growth. Two of my children are neuro diverse and struggle with mental health issues. Navigating these alone when they were younger was especially difficult and further inspired me to work to promote these changes.

What lived experiences or skill sets would you bring to the Commission?

I am certified as both a Project Manager and ProSci Change Practitioner. I believe I have a combination of compassion, passion, logic, appreciation for data, open heart and communication style that is necessary in collaborative group and team work. I am an equally optimistic and realistic person, who focuses on solution oriented approaches to reach the goals of the group. I appreciate the big picture, but do not shy away from the details and risks associated with achieving continued forward movement and goals.

Describe a time when you experienced a personal bias and how you worked through that bias; or describe a time when you worked with someone with different viewpoints than yours and how you worked through those differences?

A personal bias that I often still experience is my lack of what's considered formal, higher education. I have a love of learning and school, but life's circumstances caused me to take a different path directly out of high school. Since then, I have been continuing my educational journey on my own and in my own time. I have pages long transcripts of the schooling and learning that I have done over the years, but nothing seems to replace for others my not having a specific university degree. I am currently enrolled and will begin my next quarter at SPCSS in early January, but I do not have a bachelor's degree (yet). I would say that this is one experience of a personal bias that I have and continue to experience. Another would be having been reliant on Medical, Food, and Childcare benefits through the state when I was a young, single mother. Even then, working fulltime for the state, and having an additional evening job, I still qualified for those supportive benefits. Every time that I shared that information with a person or went in for an interview about renewing my benefits, I was treated as if I were lazy or 'living off of the system', until the person would learn a bit more about my circumstances and how hard I actually worked. I see these both as a sliver of incite into what others, who have not benefited from the other privileges that I have, go through daily. This inspires me to continue to work for the betterment of our whole community.

Describe what a "just and equitable Olympia for all people" looks or feels like to you and how would you include all marginalized people into this vision.

A just and equitable Olympia for all people looks like equity in opportunity for every person to have at least the ability to have their basic needs met and thrive independently in their life. Including all marginalized people into this vision and what systems and changes it would take to attain this seem like two different pieces to the same puzzle to me. What it looks like to me is varied and widespread. Shelter, food, education, ability to earn a wage that will provide the prior, in addition to a sense of daily pride. Safe streets in the way of well lit areas and equitable access to our spaces and places for persons with differing abilities; physical, mental, and emotional. Ample pathways and parks for our entire community to enjoy. Moreover, marginalized persons not only represented, but also invited and sitting at the table to problem solve the issues in real time and what the solutions may be from differing and representative perspectives.

Appointment to the Commission will require your attendance at evening meetings, and other types of work (reading, meeting preparation etc.). How many hours per month are you willing to commit as a volunteer?

I am willing and able to attend the monthly meetings as required, and whatever preparatory assignments or reading that are required as well. Looking forward to hearing from you and answering any questions you may have regarding my interest and my ability to fulfill the needs and expectations of this group. Thank you for your consideration.

Thank you for your interest in serving on a the City of Olympia Social Justice and Equity Commission!

April 2017 - Present: Weatherization Program Coordinator / Commerce Specialist 2 (promoted from Administrative Assistant 3)

Washington State Department of Commerce, Energy Division, Housing Improvements and Preservation Unit. My responsibilities have grown and changed during my time with the Energy Division. They vary from supporting internal and external customers, Unit Records Specialist, Modern Work Environment Change Manager, Project Management, Commerce Department Facilitation and Moderator, Planning and Facilitation of bi-weekly and monthly staff meetings, Coordination and planning for our state's hosting the national NASCSP Conference, scheduling and coordination with Senators and Representatives for unit's Managing Director, securing and tracking all travel for unit staff members, processing of all time sheet and leave slips for unit staff, all unit purchases, independent drafting of emails for Energy Division Assistant Director regarding Modern Work Environment, and administrative support for our Assistant Director while his administrative position was vacant, Change Management project assignments: Energy Division practitioner for state's Modern Work Environment Executive Order implementation, Agency practitioner for Employee Satisfaction Survey Results and Measures, LEAN team member and contributing writer, Discover Commerce Planning Team member, Agency Neurodiversity Team member, Responsible for quarterly coordination of schedules, status and dashboard tracking for 30 local community based low-income weatherization and health agencies whom are our grant recipients.

As a member of our Monitoring Team, I complete fiscal, programmatic, and technical reviews prior to the assigned Field Monitor. I am the final review of all reports that are distributed to any of our 27 Local Agencies throughout Washington State. I was responsible for the Department of Energy federal Audit Tool Submittal in 2019 as one of my first assignments. I hold the position and responsibility as our Weatherization Tribal Liaison to our seven Tribal Partners; independently conducting their quarterly check-ins. I re-wrote our Native Outreach Plan for this year's Weatherization Work Plans of all Local Agencies, and was responsible for its review and the follow-up interviews to be sure that all Local Agencies are doing their best to bring equity in service to our Tribal Partners across the state. I have co-created, and am currently planning and will facilitate, our new Energy Division Tribal Partnerships Workgroup, am an active participant in our Agency Tribal Resource Group (TRG), and contributed to the TRG agency wide survey and the planning and presentation of our Land Acknowledgement the last Discover Commerce with my subcommittee members.

I am a member of our Energy Division's Equity Team, focusing on integrating DEI processes into our daily work and operationalizing it into our policy and practices. We currently contracted for and held an implicit bias training session for all of the Energy Division staff.

I am the Region 5 Representative to the NASCSP Workforce Development Team and our Washington State Weatherization Workforce Development Team, and was asked this past year to present as part of the WAP track of both the Spring and Winter NASCSP Conferences on workforce best practices.

I am the current Project Implementation and Change Manager for our new Weatherization Information Data System (WIDS) replacement, and am independently responsible for all correspondence and testing and training schedules with our Local Agencies through this on-going process; in addition to providing informational webinars. I worked to co-create the RFI and RFP to solicit the appropriate vendor prior, and

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November 2016 - April 2017: Program Support / Administrative Assistant 2, Washington State Department of Commerce, Disabilities Workgroup.

Provide daily administrative support to the Workgroup Manager and Commerce Specialist 3. Answering general incoming telephone calls. Providing all coordination of monthly Achieving a Better Life Experience Governing Board meetings, quarterly Developmental Disability Endowment Trust Fund Governing Board meetings, inclusive of food, accommodations, flights, travel reimbursements for members and a board. Processing all procurement requests for unit, inclusive of A-19's associated with contract payouts. Reviewing and routing contracts and documents for signature approval on behalf of the unit. Research and requests to outside entities and stakeholders when information is required of unit members. Formatting of unit documents for distribution, such as RFP and general correspondence. Creation of copy and text and uploading for newly created websites for ABLE program. Attendance and other duties as assigned by Workgroup Manager.

January 2010 – November 2016: Educator for the Olympia School District. Specializing in working with special needs and autistic spectrum students. Focused, led small group instruction and individualized support for special education and behavior disorder students at the middle school level in Developmental Learning Center classroom and identified students in general education population.

December 2015 – November 2016: BOOST Title funded reading program 4th and 5th grade teacher and Family Communication Coordinator (December 2015 – May 2016). This includes drafting and tracking permission slips for each student and their enrollment and withdraw dates if applicable; tracking progress and inputting data for all students for the purposes of reporting progress into our system, creating and distributing a weekly information letter to the families of our participants so that they are aware of what is happening in our groups, coordinating and scheduling bus routes with transportation for all participants, being the point of contact for our Literacy Specialist who oversees our program and for all families enrolled.

April 2009 – November 2009: Executive Director of Olympia Salvage NPO. Olympia Salvage is a local Not for Profit Organization responsible for sustainably deconstructing structures and re-purposing or recycling all materials either on-site or through a retail store. Responsibilities included all aspects of effectively running the

organizations operations. This included hiring, scheduling and supervision of retail and deconstruction staff persons, financial data keeping, payroll, inventory, retail store pricing, marketing, being sure taxes and vendor payments were made timely, review and approval of legal contracts and documents on behalf of the organization.

July 2005 – Feb 2009: Designer for a wild iris. Self-employed as the owner/operator of a landscape design and installation business. Responsible for all aspects of running my sole proprietorship. Drafting financial budget spreadsheets, contracts with clients, maintaining timely schedules and installation of landscapes and interiors.

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February 2005 – July 2005: Legal Secretary to the Washington State Gambling Commission. Provided all Legal Secretarial duties and support to unit Paralegal, five Staff Attorneys and Marketing/Promotions Supervisor. Included proofing of all outgoing correspondence, legal briefs and exhibit packets for trials, research of applicable laws pertaining to cases, telephone correspondence and extensive tracking and service of time-sensitive documents to respondents and their attorneys. In addition, responsible for proofing, formatting and drafting in-house and public monthly and quarterly newsletters for the Commission and over-seeing utilization of unit's high school interns.

December 2001 – May 2003: Administrative Assistant to the WISE (Washington Integrated Services Enhancement) Grant for the Children with Special Health Care Needs Program, Washington State Department of Health. Provided direct extensive assistance to Karen Kershaw, WISE Grant Coordinator and to Family Advisory Network Parents of children with special health care needs. Responsible for tracking, formatting and submitting federal grant budget for continued funding and coordinating all associated travel, lodging and expenditures for administrative and family participants.

January 2000 – December 2001: Legal Secretary to the Nursing Commission, Washington State Department of Health, Section 6, Legal Unit. Provided direct support to section Paralegal, five DOH Staff Attorneys and indirect support to six Assistant Attorneys General. Included drafting of independent correspondence, legal briefs and exhibit packets for trials, telephone correspondence and extensive tracking and service of time sensitive documents to respondents and their attorneys. Scheduled and attended Administrative Hearings on behalf of the Commission.

March 1999 – January 2000: Program Representative to the Nursing Commission, Washington State Department of Health, Section 6, Licensing Unit. Reviewed and processed all out of state endorsement applications for LPN, RN and ARNP licenses in Washington State and answered upwards of 80 incoming telephone calls and questions from customers daily.

October 1998 – March 1999: Personal Assistant to David Thompson. Provided all aspects of personal and job related assistance to David Thompson, a quadriplegic person working as a Support Enforcement Officer for the Division of Child Support. I performed all office and clerical support work including, but not limited to typing, filing, research work, telephone inquiries as well as personal assistance and companionship.

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