
Profile

Tracey

First Name

E

Middle Initial

Carlos

Last Name


 Email Address


 Home Address

Suite or Apt

Olympia

City

WA

State

98506

Postal Code


 Primary Phone


 Alternate Phone

Question applies to multiple boards

Advisory committees are a structured way for individual community members to share their opinions and perspectives, study issues, and develop recommendations in a focused small group. Their primary purpose is to provide judicious advice, from a community member's perspective, to the Olympia City Council.

Committee activities may include study of critical issues, hearing public testimony, independent research, and reviewing staff reports and recommendations - all of which is intended so that the committee is prepared to discuss, formulate, and forward well-developed, thoughtful recommendations to the City Council in a timely manner.

The City of Olympia values participation from all perspectives and life experiences and looks for equity and inclusion in advisory board appointments.

To reduce barriers to community member participation, beginning April 1, 2021, the City will offer stipends of \$25 per meeting attended to Advisory Committee members. Those members who certify as low income are eligible to receive stipends of \$50 per meeting attended. Advisory Committee members may waive the stipend upon request.

Applications are accepted for the calendar year only. 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.

The City of Olympia is committed to the non-discriminatory treatment of all persons in employment and the delivery of services and resources.

Questions? Contact Susan Grisham, Executive Assistant, 360.753.8244, sgrisham@ci.olympia.wa.us

If you saved or submitted an application and did not receive a confirmation, please check your spam folder.

When filed with the City, your application and attachment documents are public records and may be subject to public release.

Claim Processor

Occupation

Which Boards would you like to apply for?

Parks and Recreation Advisory Committee: Submitted
Planning Commission: Submitted

Question applies to multiple boards

If you applied for multiple boards or commissions, please rank them in order of interest below.

Planning Commission Parks and Recreation Advisory Committee

Select Your Neighborhood (you must live within Olympia City limits to serve on a board or commission) *

Woodard Glen

If you choose "other" please write in your neighborhood here:

Interests & Experiences

Question applies to multiple boards

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. Olympia residency is not required; however, it is a primary consideration. You may attach a resume.

Question applies to multiple boards

1. Briefly describe why you wish to serve on this advisory committee.

I want to work with the city on zoning issues, affordable housing and/or community events that can make our community more livable. Our community suffers from a lack of housing and also is divided. Both of these issues need to be addressed and we need to address them with an eye toward equity, diversity and inclusion. I believe that community events can help us get to know our neighbors better and that will help heal the divide. And I believe that we must review our land use with an eye toward reversing the unequitable practices of our city's past.

Question applies to multiple boards

2. Describe your experience, qualifications, and/or skills which would benefit this advisory committee.

I have been on the board of Partners in Prevention Education for several years as the secretary where I have learned more about the needs of those in the community that are houseless, marginalized and/or street dependent. As a member of the marginalized community myself as well as a state employee with experience in reading and deciphering RCWs, I can help review ordinances with an eye to equity.

Question applies to multiple boards

3. Describe your involvement in the Olympia community.

I have been the secretary of the executive board for Partners in Prevention Education for over 3 years. I am a Precinct Committee Officer of the Democratic Party for Olympia 246 in my 3rd term of office. And I founded the most recent iteration of the local LGBTQ+ Democratic Caucus, The Thurston County Queer Democrats. As a photographer, I have attended numerous protests and rallies over the last few years, documenting these events to show the community what these peaceful events were about. Since COVID-19 I have not been able to attend these events. But when my parents became sick in March 2020 I chose to share my parents struggles and then their passing to try to put a face on COVID-19 for our community. I did local and national interviews for the same purpose.

Question applies to multiple boards

4. List your educational and professional background and area of study.

I have a bachelor degree in history, have worked most recently for the Department of Labor & Industries in workers compensation. I worked in emergency unemployment insurance for the Employment Security Department from 2010-2012 before that. I have also worked at Walt Disney World Parks and Resorts in Florida in several different positions in hotels, food, merchandise and entertainment. In between I worked in data entry for a medical professionals website.

Question applies to multiple boards

5. Appointment to this committee will require your attendance at evening meetings. How many hours per month are you willing to commit as a volunteer?

10

Question applies to multiple boards

6. If you are not appointed to this committee at this time:

Question applies to multiple boards

6a. Do you wish to be considered for appointment to another advisory committee?

Yes No

Question applies to multiple boards

6b. Do you wish to be considered for future appointment to this committee?

Yes No

Question applies to multiple boards

6c. Would you be willing to volunteer for other City activities?

Yes No

Question applies to multiple boards

If you answered yes to 6a, please identify what other Advisory Committees you would be interested in being considered for in order of interest.

I would be willing to help with photography and am open to other activities as well

Question applies to multiple boards

7. Some appointments require that applicants reside within Olympia city limits. Even though your mailing address may be Olympia, you may reside in the County or another jurisdiction. Are you a resident of the City of Olympia?

Yes No

Question applies to multiple boards

8. Appointees to advisory committees are assigned and required to use a City email address for all advisory committee business.

Do you agree to comply with this expectation?

I Agree *

Question applies to multiple boards

9. How did you learn about this advisory committee recruitment?

Council Member Dani Madrone sent me the information

[Resume_for_Tracey_Carlos_for_OAC.docx](#)

Upload a Resume

Question applies to Planning Commission

10. In your own words, what is the role of an Olympia Planning Commissioner?

The planning commission advises the city council on zoning and land use within the city of Olympia

Question applies to Planning Commission

11. What interests you most about community planning?

I would like to focus on how to expand housing while protecting the beauty of community.

Question applies to Planning Commission

12. What skills would you bring to the work of the Planning Commission and what do you hope to learn?

I have been studying housing options for Olympia and want to learn more about where our community stands on various options that will help expand our housing options.

Question applies to Planning Commission

13. Have you ever taken a Short Course in Local Planning, read an OPC packet or attended a meeting?

No

Question applies to Planning Commission

14. What is your knowledge of the City's Comprehensive Plan and how it relates to planning?

I have read the comprehensive plan when I was preparing to apply for city council. The plan is a view toward what the community has said they wanted and our city's goals for the future.

Tracey E Carlos

Objective

My goal is to help my community thrive through working on an Olympia Advisory Committee.

Volunteer Work

December 2016-present

Vice Chair of Democrat LD 22

December 2018-December 2020

Review and edit bylaws, write resolutions, report out to membership and photographer for various political events around Thurston County, actively worked on several campaigns phone banking, door belling, sign waving and any other volunteer efforts needed for endorsed candidates

Volunteer Coordinator - Renata Rollins's campaign June 2017-October 2017

Recruited volunteers, maintained database of potential volunteers, encouraged people to continue volunteering

Secretary- Partners in Prevention Education

August 2017-Present

Write agendas and minutes, review bylaws and policies, vote on board issues, help develop strategic plan, schedule meetings

WFSE Local 443 member

October 2010-Present

Have worked actively on the Political Action Committee for the last 2 years and sat on the Thurston-Mason-Lewis Central Labor Council

Founding Chair - Thurston County Queer Democrats November 2019-Present

Organizing and running monthly meetings including writing bylaws, agendas, minutes, facilitating meetings and endorsement elections

Advisor Rory Summerson's Campaign

November 2019 – August 2020

Reviewed campaign platforms, assisted with writing speeches and social media

Secretary of the Board for WA Stonewall Caucus

February 2020-Present

Taking minutes, helping monitor social media page, voting on issues brought before the board

Project

Member Rainbow Alliance & Inclusion Network (RAIN) LGBTQ Business Resource Group January 2016 to Present
April 2017-August 2020 Co-Chair of Outreach and Communications Committee and Chair of Elections Committee
Formerly member of temporary Charter Committee, worked on team that wrote the founding charter
Coordinate the writing, editing, formatting and distribution of the quarterly newsletter (still doing just had to adjust due to extra daily work I have as my unit heads COVID worker's compensation), developed election process for RAIN leadership positions as well as overseeing elections, assist in finding guest speakers for monthly meetings
Member of Advisory Committee – strategic planning, agenda building

Skills

Social Media Communication
Type 47 wpm
Internet and Intranet applications

Newsletter Editor and Publisher
Multi-line telephone systems
Microsoft Office

Official Trainings Completed:

Train the Trainer
L & I Coaching for Performance
Basic Unemployment Insurance
Advanced Cash Handling

Diffusing an Angry Customer
General Customer Service
Basic Emergency Unemployment Compensation
Basic Accounts Receivable/Payable bookkeeping

Worker's Compensation Adjudication level 2 training including: time management, understanding and interpreting RCW's, WAC's, Case Laws, medical terminology, wage calculations, basic pharmacology, vocational services, basic injuries, professional writing, phone etiquette

Education

University of Central Florida
Bachelors in Arts – History

Orlando, FL

Valencia Community College
Associate in Arts

Orlando, FL

Employment Experience

Claims Processor November 2016-Present
Department of Labor and Industries
As a claims processor I assist claim managers with their claims by making phone calls, reviewing mail in their work lists, send out correspondence requesting information as needed and responding to secure messages. Also, as part of Unit 3 I help track Medicare/Medicaid issues, review monthly social security reports, assist with vehicle modification requests, review RCWs, track down COVID-19 test results and payment out of policy requests. I also cover for our Office Assistant when she is out, handling mail, transcribing voicemails, word processing and returned mail.

Office Assistant Lead (non-permanent appointment) August 2015-January 2016
Department of Labor and Industries
Assist with on the job training. Work in CentreVu and, with supervisor, put out daily and monthly status reports. Monitor workflow in Orion, Work fiche, phone queue, set up new hire work stations, assist with voicemail schedule and project time management. Assist as key operator for various office equipment including stapler, label makers, phones, headsets. Take calls, coordinate travel for injured workers needing, hotels, taxis, meal vouchers or flights, pass out morning mail, assist with morning email message to support unit and mail coverage as needed, communicate with trainers on in unit training concerns, mentor/coach office assistance. Help with leading discussion at team meetings regarding different procedures.

Office Assistant 3 December 2013-July 2015 and January 2016-November 2016
Department of Labor and Industries
Assists in training newly hired office assistants, have created and facilitated class for claims processors, assist customers in understanding worker's compensation laws and policies and how to navigate their claim, assist in handling upset and/or confused customers, create a working relationship with frequent customers including attorney's offices and provider's offices, quality check other office assistant's work, assists claims managers with attorney requests, obtaining prior medical information on claims, reminding injured workers of upcoming appointments, Employment Security Department records requests, claim records requests, re-mailing letters and orders and updating injured worker's contact information

Worker's Compensation Adjudicator 2 Apprentice February 2013-December 2013
Department of Labor and Industries
Adjudicated worker's compensation claims, determined eligibility for benefits, including time-loss, medical and vocational assistance, managed benefit distribution for claimants on case load, answered phones, wrote letters and orders, understand and uphold state laws in regards to worker's compensation, coordinated care and return-to-work services between employer, injured worker, medical provider, vocational counselor and department personnel