



Skills Resource List

SKILL	CONTACT	PHONE	E-MAIL
Board/Commission Meetings	Mary Anderson Barb Cleveland Ellen Drumheller Sonja Hirsch Laura Moore	360-407-6202 360-586-3169 360-586-7022 206-835-7372 360-725-6025	mara461@ecy.wa.gov bclev@oah.wa.gov elldrumheller@dsb.wa.gov shirsch@cjtc.state.wa.us lmoore@ospi.wednet.edu
Budget Decision Packages	Karen Dunn	360-725-4021	karend@cted.wa.gov
Budget Management	Cyndee Baugh	360-725-2153	cyndeeb@dva.wa.gov
Budget Management	Laura Moore	360-725-6025	lmoore@ospi.wednet.edu
Case Management (index, case list, docket, calendar, scheduling hearings)	Mary Anderson Shellie Burnham Barb Cleveland	360-407-6202 360-902-0608 360-586-3169	mara461@ecy.wa.gov shellie.burnham@ofm.wa.gov bclev@oah.wa.gov
Certification of a Legal Record	Mary Anderson Shellie Burnham Karen Dunn Laura Moore	360-407-6202 360-902-0608 360-725-4021 360-725-6025	mara461@ecy.wa.gov shellie.burnham@ofm.wa.gov karend@cted.wa.gov lmoore@ospi.wednet.edu
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Conference Planning	Mary Anderson Cyndee Baugh Shellie Burnham Barb Cleveland Ellen Drumheller Karen Dunn Mary Henley	360-407-6202 360-725-2153 360-902-0608 360-586-3160 360-586-7022 360-725-4021 360-902-9302	mara461@ecy.wa.gov cyndeeb@dva.wa.gov shellie.burnham@ofm.wa.gov bclev@oah.wa.gov elldrumheller@dsb.wa.gov karend@cted.wa.gov mhenley@esd.wa.gov
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Ethics Law Trainer/Agency Coordinator	Karen Dunn	360-725-4021	karend@cted.wa.gov
Facilitating	Mary Henley Sonja Hirsch	360-902-9302 206-835-7372	mhenley@esd.wa.gov shirsch@cjtc.state.wa.us
Files Management (archiving, retention, organization)	Barb Cleveland Karen Dunn Mary Henley Laura Moore	360-586-3169 360-725-4021 360-902-9302 360-725-6025	bclev@oah.wa.gov karend@cted.wa.gov mhenley@esd.wa.gov lmoore@ospi.wednet.edu
Fiscal Notes	Barb Cleveland Beth Flynn	360-586-3169 360-956-2106	bclev@oah.wa.gov betfly@opd.wa.gov
Formal Meeting Rules	Mary Henley	360-902-9302	mhenley@esd.wa.gov
Governor's Performance Agreement and Strategic Planning	Cyndee Baugh Barb Cleveland	360-725-2153 360-586-3169	cyndeeb@dva.wa.gov bclev@oah.wa.gov
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IT Project Planning			
IT Portfolio			
Law enforcement related information/needs	Sonja Hirsch	206-835-7372	shirsch@cjtc.state.wa.us

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Leave/Attendance OFM Small Agency Client Srvs. Payroll Forms	Mary Anderson Kelly Burkhart Shellie Burnham Karen Dunn Mary Henley	360-407-6202 360-753-9689 360-902-0608 360-725-4021 360-902-9302	mara461@ecy.wa.gov burkhart_ke@leg.wa.gov shellie.burnham@ofm.wa.gov karend@cted.wa.gov mhenley@esd.wa.gov
Legal Orders	Mary Anderson Shellie Burnham Barb Cleveland	360-407-6202 360-902-0608 360-586-3169	mara461@ecy.wa.gov shellie.burnham@ofm.wa.gov bclev@oah.wa.gov
Meeting Minutes (taking, recording, publication)	Mary Anderson Shellie Burnham Barb Cleveland Laura Moore	360-407-6202 360-902-0608 360-586-3169 360-725-6025	mara461@ecy.wa.gov shellie.burnham@ofm.wa.gov bclev@oah.wa.gov lmoore@ospi.wednet.edu
Merge letters	Mary Anderson Cyndee Baugh Kelly Burkhart (WP) Ellen Drumheller Karen Dunn Laura Moore	360-407-6202 360-725-2153 360-753-9689 360-586-7022 360-725-4021 360-725-6025	mara461@ecy.wa.gov cyndeeb@dva.wa.gov burkhart_ke@leg.wa.gov elldrumheller@dsb.wa.gov karend@cted.wa.gov lmoore@ospi.wednet.edu
Organization Tips With More Than One Boss	Mary Anderson Cyndee Baugh Shellie Burnham Barb Cleveland Karen Dunn Mary Henley	360-407-6202 360-725-2153 360-902-0608 360-586-3169 360-725-4021 360-902-9302	mara461@ecy.wa.gov cyndeeb@dva.wa.gov shellie.burnham@ofm.wa.gov bclev@oah.wa.gov karend@cted.wa.gov mhenley@esd.wa.gov
Personnel (recruitment)	Cyndee Baugh Shellie Burnham Ellen Drumheller Karen Dunn	360-725-2153 360-902-0608 360-586-7022 360-725-4021	cyndeeb@dva.wa.gov shellie.burnham@ofm.wa.gov elldrumheller@dsb.wa.gov karend@cted.wa.gov
Policies & Procedures (drafting, etc)	Mary Anderson Barb Cleveland Ellen Drumheller Karen Dunn Mary Henley	360-407-6202 360-586-3169 360-586-7022 360-725-4021 360-902-9302	mara461@ecy.wa.gov bclev@oah.wa.gov elldrumheller@dsb.wa.gov karend@cted.wa.gov mhenley@esd.wa.gov
Process Improvement (GE Workout)	Cyndee Baugh	360-725-2153	cyndeeb@dva.wa.gov
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Travel	Cyndee Baugh Barb Cleveland Ellen Drumheller Karen Dunn Mary Henley Sonja Hirsch Laura Moore	360-725-2153 360-586-3169 360-586-7022 360-725-4021 360-902-9302 206-835-7372 360-725-6025	cyndeeb@dva.wa.gov bclev@oah.wa.gov elldrumheller@dsb.wa.gov karend@cted.wa.gov mhenley@esd.wa.gov shirsch@cjtc.state.wa.us lmoore@ospi.wednet.edu
Website Creation	Mary Anderson Karen Dunn	360-407-6202 360-725-4021	mara461@ecy.wa.gov karend@cted.wa.gov
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