

# Bernadette (Bernie) Agor Matsuno

## Areas of Expertise

- Organizational management and administration
- Program development and management
- Financial analysis; budget development
- Creative/outside-the-box thinking
- Big picture visionary with keen sense of the details

## Employment History:

### 2008 to present: Retiree, City of Seattle

Parent Volunteer, Assistant to the Athletic Director, Eastside Catholic School, Sammamish WA. Performed a variety of tasks in support of the Director and athletic department.

Principle, BAM Consulting. Provided consulting services to Seattle Central Community College (research project), TRIAD Development Corporation (community outreach), and sub-contractor to Global Consulting (retreat facilitation.)

Volunteer, Denny Middle School, Seattle WA. Upon request, staffed *The Closet*, an on-site facility that received and distributed gently used clothing and household items to students and their families.

Volunteer, College Access Now @ Franklin High School, Seattle WA. Will be assisting high school seniors, primarily immigrant or refugee students, with the college and financial aid application process.

### 2007: Deputy Director, Department of Neighborhoods, City of Seattle

Assisted newly appointed director during transition to Department and City government, and familiarized director with Seattle neighborhood/community politics, organizations, and issues. Assumed management and other administrative duties in director's absence.

### 2006: Interim Director, Department of Neighborhoods, City of Seattle

As a member of the Mayor's Cabinet, this position reported directly to the Mayor and was responsible for the administration and management of the City's Department of Neighborhoods, which was staffed by 102 employees and had an operating budget of \$10M. Accomplishments included:

- Directed and implemented the Community Building Division's *Revisioning Project* which clarified the Division's mission, more closely aligned the mission and work program, and achieved the goal of serving communities holistically by reducing "silo-like" program operations.
- Successfully relocated two of the department's 13 Neighborhood Service Centers to improve services to Downtown and Southeast Seattle neighborhoods, while accommodating growing space needs of the Seattle Police Department and other co-locators.
- Began effort to better align the Mayor's green, sustainable goals with the department's Historic Preservation work.
- Led planning effort in anticipation of public school closures and potential reuse of the sites consistent with School District goals, as well as City and community interests.
- Led development of the department's 2007-2008 operating budget which was unanimously approved by the Mayor and City Council.
- Led transition following departure of previous director; stabilized operations, improved staff confidence in department leadership, and improved morale.

**July 2004 – 2006: Director, Community Building Division, Department of Neighborhoods, City of Seattle.**

Managed the department's Community Building Division (35 staff members) including policy development and oversight of program operations. The division is primarily responsible for carrying out programs and services that support civic engagement and activism and include the Neighborhood Matching Fund, Neighborhood Coordinators and Service Centers, Community Gardening, facilitation of Major Institution and School Advisory committees, and Neighborhood Planning and Implementation. Major accomplishments included:

- Completed citizen evaluation of the Neighborhood Matching Fund, resulting in improved access and utilization of the Fund by people of color groups and refugee and immigrant groups.
- Race and Social Justice projects – which were “piloted” the previous three years - were approved by the City Council for permanent support. Additional funding was received and designated for Race and Social Justice Projects.
- Neighborhood district councils developed and implemented outreach plans to diversify community participation in council activities.
- Requested and received increase budget for the purchase of property in Southeast Seattle primarily utilized by immigrants as a community garden.
- Successfully organized 20 community events involving the Mayor and neighborhood constituents from across the City.

**1988 – June 2004: Neighborhood Matching Fund (NMF) Program, Department of Neighborhoods, City of Seattle**

- Program Manager: Management and oversight of department's \$3.5M program. Staff included 10 project managers who worked with community groups to successfully carry out an array of neighborhood improvement projects. Major responsibilities included developing and monitoring the program budget, advising/preparing program recommendations to senior management, responding to Mayoral and City Council inquiries, serving as liaison to citizen volunteer groups and providing staff support as needed. Led the development and implementation of the department's Race and Social Justice Fund.
- Senior Project Manager: With three others, established and staffed the Mayor's Executive Office charged with implementing the City's Neighborhood Planning and Assistance program, including the creation of the Neighborhood Matching Fund.

**1979 – 1988: Crime Prevention Specialist, Seattle Police Department, City of Seattle**

Worked with neighborhood residents to undertake crime prevention activities, including the formation of Block Watch groups.

**1978 – 1979: Social Worker, Special Education Department, Seattle Public Schools.**

Member of a multi-disciplinary team charged with conducting student assessments and developing personalized educational plans, including non-academic resources to support the student and family.

**1976-1978: Filipino-American Resource Specialist, Ethnic Cultural Heritage Program, Seattle Public Schools.**

**1974 – 1976: Caseworker, Juvenile Division, Seattle-King County Defender Association.**

**Education**

1978: Master of Arts, Social Work, University of Washington

1974: Bachelor of Arts, Community Services, Seattle University