

#21
CF 3/2/23

City of Seattle

Notice of Appointment

Name: <i>Megan Heahlke</i>		<input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency	
Residential Neighborhood: <i>Magnolia</i>	Zip Code: <i>98199</i>	Contact Phone No.: <i>n/a</i>	
Appointed to: <i>Board of Park Commissioners</i>		Date of Appointment: <i>3/1/2012</i>	
Authority (Ord., Res.): <i>Ordinance 123803</i>		Term of Office From: Confirmation To: 3/31/2015	
Background: <i>Is this a NEW or RE-appointment? NEW</i> <i>Megan Heahlke is currently an Intergovernmental Affairs Specialist with the U.S. Department of Health and Human Services in Seattle. Previously, she was a Legislative Aide and Communications Director for King County Councilmember Bob Ferguson and interim Chief of Staff. After graduating Phi Beta Kappa from St. Catherine University and receiving her Juris Doctorate from the University of Montana School of Law, Ms. Heahlke served as law clerk for the Honorable Susan P. Watters, 13th Judicial District in Billings, and adjunct professor at Montana State University. She was co-director of Volunteers in Action at St. Catherine University, Vice President of the Women's Law Caucus at University of Montana School of Law, and recently completed volunteer orientation training at Seattle's Treehouse, which provides support services for children in foster care.</i>			
Authorizing Signature: <i>Sally Bagshaw</i>		Name and Title of Officer Making Appointments: Councilmember Sally Bagshaw	



MEGAN HEHLKE

QUALIFICATIONS

- Strong work ethic with proven ability to manage multiple tasks, projects, and assignments simultaneously.
- Quickly develop expertise in a wide range of complex subject matter areas.
- Solid, personable leader with ability to supervise and mentor employees, and to guide project teams to achieve high quality results.
- Respected by employers and colleagues for diligent follow through and positive, fun outlook.

EDUCATION

UNIVERSITY OF MONTANA SCHOOL OF LAW, J.D. (2006)

Activity: *Montana Law Review*, Editorial Staff

Honors: Russell and Mary Ruth Smith Scholarship; Fran Elge Graduation Award Recipient

ST. CATHERINE UNIVERSITY, B.A. (2000)

Honors: Phi Beta Kappa; Antonian Honors Scholar; Kauffman Entrepreneurial Internship Participant

PROFESSIONAL EXPERIENCE

Office of the Regional Director, United States Department of Health and Human Services (HHS), Seattle, WA.

Intergovernmental Affairs Specialist, January 2011 to present. Work with the Regional Director to carry out a wide range of HHS Secretarial priorities. Assist with outreach to government and community stakeholders on the issue of national health care reform, which requires the ability to quickly analyze, interpret, and communicate clearly about various aspects of the Affordable Care Act. Collaborate with regional tribal communities and HHS officials to coordinate policies between the tribal communities and HHS. Handle regional media relations, drafting blog posts, op-eds, media advisories, and press releases on a variety of issues.

Special Assignments and Projects:

- With limited lead time, coordinated two successful stakeholder town halls featuring a panel of HHS and Treasury leadership. Government and community stakeholders from seven states were in attendance to discuss proposed regulations pertaining to state insurance exchanges. In addition to coordinating execution of the town halls, developed understanding of proposed regulations to handle questions from the invitees.
- Assisted Regional Director in efforts to resolve a complex tribal policy issue. Evaluated information from statutory, policy, and testimonial sources to draft a proposed solution, which was shared with Washington DC staff. Current discussions indicate the issue will be resolved in a manner similar to the solution outlined in the proposal.

King County Councilmember Bob Ferguson, Seattle, WA.

Legislative Aide/Communications Director, January 2008 to December 2010. Advised on policy, legislative, and budget issues involving transportation and public health. Responsive to emerging office needs on a wide range of additional policy and legislative issues, including sales and property tax proposals, Howard Hanson Dam flood control, King County Veterans and Humans Services Levy, social media, and public records. Represented office to other departments, agencies, and the public on these issues.

Oversaw print and electronic communications. Prepared quotes, press releases, op-ed pieces, and monthly electronic newsletter sent to 18,900 individuals. To counter cuts to budget for print material, expanded mailing list for electronic newsletter by 11,000 addresses and updated it by incorporating video introduction. Responsible for drafting and coordinating the printing and mailing of over 290,000 newsletters and 75,000 mailings since 2008. Consistently produced material with the highest standards for grammar, spelling, and subject matter information. Managed \$77,000 communications budget.

Special Assignments and Projects:

- Shepherded public records ordinance through the legislative process. Facilitated discussions with members of an interbranch work group and the state Attorney General to overcome challenges and build a coalition in support of the legislation. Legislation passed unanimously and advanced Councilmember Ferguson's goal of increasing government transparency, while reducing risk of costly lawsuits.
- Amended legislation to protect the council's oversight of flood preparation expenditures, preliminarily estimated to cost over \$4 million. Worked with council, executive, and legal staff to negotiate terms that allowed executive to move forward with time-sensitive flood preparations and provided oversight measures sought by Councilmember Ferguson for additional expenditures. Despite stressful nature of the project, maintained a respectful, collaborative relationship amongst the group.

Interim Chief of Staff, December 2009 – May 2010. Assisted in passage of legislation electing Councilmember Ferguson as Council Chair for 2010. Monitored the legislation and accompanying documents throughout the highly political process to ensure changes were accurately reflected in updated versions. Demonstrated strong organization skills by handling administrative duties required of the Council Chair's staff, while managing increased office workload and supervising three staff members. On behalf of Chair Ferguson, handled frequent questions from council members, council and executive staff, and the public regarding an array of issues.

Special Assignments and Projects:

- Handled legislation to increase oversight of high-risk capital projects. Proposal met with significant resistance from executive staff, requiring extensive negotiations. Effectively communicated complexities of the legislation to Councilmember Ferguson and built coalition with executive staff to support legislation. Passed unanimously one month prior to original deadline. Legislation increases ability to identify high-risk capital projects, provides greater scrutiny of major construction projects, and enhances accountability of government spending.
- Coordinated high-profile letter to state Attorney General on behalf of Councilmember Ferguson and three additional elected officials regarding national healthcare. Under short timeframe, meticulously edited letter, garnered permission from over 100 attorneys to include their names in the letter indicating their support, and supervised three staff members to coordinate responses from attorneys. Responsible for final letter mailed to the Attorney General and all press materials and talking points.

The Honorable Susan P. Watters, Thirteenth Judicial District, Billings, MT.

Law Clerk, August 2006 – August 2007. Prepared orders and memoranda following hearings and upon analysis of submitted briefs. Worked quickly to meet demands of the court's caseload while providing legally accurate, well-edited documents. Conferred with the judge concerning legal questions, legal theories, and preparation of jury instructions.

Montana State University, Bozeman, MT.

Adjunct Professor, May 2002 – June 2003. Independently developed and taught a new business course entitled *The Entrepreneurial Experience*. Established relationships with local entrepreneurs and acquired knowledge of their businesses to better facilitate development of projects that were instructive for students and useful for the entrepreneurs. Worked with students to troubleshoot questions or problems in order to efficiently use the time of these entrepreneurs.

Technology Venture Center (TVC), Bozeman, MT.

Program Development Manager, May 2002 – June 2003. Identified and documented procedures and policies necessary to establish a successful technology transfer and commercialization program between Montana State University and TVC. Compiled and edited successful application for grant to fund new company based on Montana State University technology. Successfully coordinated academic and business members to produce the application on a short deadline. Identified procedures necessary to advance a new private investment network, and assisted in the creation of an Investor Readiness Program to prepare clients for investor presentations.

Accenture, Seattle, WA.

Analyst, 2001. Assisted with the creation of a five-day sales management workshop for a leading telecommunications company. Participated in interviews of subject matter experts and completed extensive research to establish workshop topics. Gathered course material before editing and proof reading content for the 170-page workshop guide. Demonstrated ability to thrive in a high-pressure consulting position that required extensive travel.

ADDITIONAL PROFESSIONAL EXPERIENCE

- Federal Defenders of Montana, Missoula, MT. Clinical Intern, September 2005 – May 2006.
- Yellowstone County Attorney's Office, Billings, MT. Intern, Summers 2004 and 2005.

BAR MEMBERSHIP

- Washington State Bar Association
- State Bar of Montana

VOLUNTEER EXPERIENCE

- Treehouse, completed volunteer orientation training, Seattle, WA
- Women's Law Caucus (Vice President), University of Montana School of Law
- Volunteer, Child Advancement Program, Bozeman, MT
- Co-director, Volunteers in Action, St. Catherine University, St. Paul, MN

Board of Park Commissioners

January 2012

Nine members: Per Ordinance 123803, all subject to City Council confirmation, three-year terms

- 4 Appointed by City Council
- 4 Appointed by Mayor
- 1 Appointed by Get Engaged Program

D*	G	Name	Appointed	Term Ends	Term #	Position	Appointed By
		Last, First	09/00/11	09/00/13	1 st		
	M	Maryman, Brice	2/12	3/31/2015	1 st	1	Mayor
	M	Barber, John	5/07	3/31/2013	2 nd	2	Council
	F	Kincaid, Diana	5/09	3/31/2013	2 nd	3	Mayor
Y	F	Angulo, Antoinette	3/11	3/31/2014	1 st	4	Council
Y	F	Keith, Jourdan	5/09	3/31/2014	2 nd	5	Mayor
	F	Wright, Barbara	2/12	3/31/2015	1 st	6	Council
Y	F	Mehdi, Yazmin	3/12	3/31/2015	1 st	7	Mayor
	F	Megan Healke	3/12	3/31/2015	1 st	8	Council
		Vacant		3/31/2013		9	Get Engaged Program

(Roster is sorted by appt authority, term end date and last name.)

*Diversity

	Men	Women	Vacant	Minority	(1) Asian-American	(2) African-American	(3) Hispanic Latin@	(4) Native-American	(5) Other**	(6) Caucasian
Mayor	1	3		2	1	1				2
Council	1	3		1			1			3
Other Bodies			1							
Total	2	5	1	3	1	1	1			5

**Other includes diversity in any of the following: race, gender and/or ability