

Subject: Online Form Submittal: Board and Commission Application
Date: Tuesday, July 11, 2023 3:51:42 PM

Board and Commission Application

Step 1

Application for Appointment to Whatcom County Boards and Commissions

Public Statement

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

Title Ms.

First Name Janice

Last Name Holmes

Today's Date 7/11/2023

Street Address [REDACTED]

City [REDACTED]

Zip [REDACTED]

Do you live in & are you registered to vote in Whatcom County? Yes

Do you have a different mailing address? YES

Mailing Address [REDACTED]

Primary Telephone [REDACTED]

Secondary Telephone *Field not completed.*

Email Address [REDACTED]

Step 2

1. Name of Board or Committee	Lummi Island Ferry Advisory Committee
Lummi Island Ferry Advisory Committee Position:	I am a resident or property owner on Lummi Island.
2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying?	Yes
3. Which Council district do you live in?	District 5
4. Are you a US citizen?	Yes
5. Are you registered to vote in Whatcom County?	Yes
6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?	No
7. Have you ever been a member of this Board/Commission?	No
8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?	No <u>Spouse works part time for Whatcom County Superior Court.</u>
You may attach a resume or detailed summary of experience, qualifications, &	Attached

interest in response to
the following questions

9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education *Field not completed.*

10. Please describe why you're interested in serving on this board or commission *Field not completed.*

References (please include daytime telephone number): *Field not completed.*

Appointment Requirements I understand and agree

Signature of applicant: Janice Holmes

Place Signed / Submitted

(Section Break)

July 11, 2023

Whatcom County Council

Dear Council Members:

I was interested to see the recent vacancy list for community members to serve on the Lummi Island Ferry Committee (LIFAC) and I hope that you will find that my background and experience meets your requirements for an appointment to that position. As a long time property owner I transitioned to being a full time resident in 2004. Now retired from legal work I operate a small business, a micro bakery, licensed by the State of Washington under the Cottage Home Food Production law for the past 7 years. That comes with all the challenges small businesses face these days.

While I no longer practice law, and would not bring a legal viewpoint to work on the LIFAC committee, my prior experience including work as both a trial attorney and in an appellate capacity provided me with skills that would be helpful in this capacity. As a trial attorney a good sense of humor, working cooperatively with other attorneys and flexibility were all essential components to be successful. As an appellate attorney I built on my writing skills and honed my ability to identify issues and apply sometimes complex case law to the facts at hand. Maintaining a large case load necessitated development of strong organizational skills and effective communication in order to keep on top of cases and in touch with clients. These skills would be useful working as part of LIFAC.

Another accomplishment was as a volunteer leading our local land trust organization through the national accreditation process. To reach this goal I worked closely with the executive director, staff, board and committee members, and the general public. I drafted new, and edited existing, policies and procedures to satisfy the requirements that the organization operate in accordance with national standards for excellence.

I am confident that I can offer the skills to be a valuable asset to LIFAC in providing assistance and support to the County Council. Please feel free to call me at (360)758-2559 should you have any questions. Thank you for your time — I look forward to discussing this opportunity.

Sincerely,

Janice E. Holmes



SUMMARY

Small business operator of a micro-bakery licensed through the State of Washington Cottage Food Home law. As a small 1 person operation I deal with all the logistics and challenges of operating a small business in a rural location. Including accounting, obtaining supplies, meeting with customers and delivering my product. Good communication is crucial as well as good organization skills to manage the financial aspect and making sure adequate supplies are on hand.

Retired attorney with expertise in trial work and skill in writing motions and appeals. Organized, detail-oriented team player and leader, with strong interpersonal and analytical skills; ability to collaborate with colleagues, and public, from all walks of life for efficient execution of objectives and achievement of goals. Self motivated and disciplined with demonstrated ability to manage multiple assignments efficiently under pressure and meet tight deadlines and schedules. Passionate about working with diverse populations, and experienced in community relations and outreach.

EDUCATION

GONZAGA UNIVERSITY, School of Law **Spokane, WA**
Juris Doctor

UNIVERSITY OF OREGON **Eugene, OR**
Master of Science

RADFORD UNIVERSITY **Radford, VA**
Bachelor of Science

EXPERIENCE

Washington Association of Criminal Defense Lawyers (WACDL) **Seattle, WA**
Contract Staff Attorney Working remotely

- Review court decisions and summarize for issues of interest for the membership.
- Write articles for the monthly publication to all members.
- Create quick reference guides on a variety of legal issues for use by attorneys.
- Monitor listserv activity and respond to questions and issues posed by members.

WHATCOM COUNTY PUBLIC DEFENDER **Bellingham, WA**
Contract Attorney for District Court Appeals

- Review trial proceedings, identify issues for appeal, research and write appellate briefs.
- Communicate with clients and provide representation throughout their appeal of right including oral argument.
- Coordinate with trial attorneys on successful and unsuccessful appellate issues and advise on potential issues and in creation of the necessary record for review in future cases.
- Create a checklist of issues and brief summary of legal authority for use by trial attorneys.

LAW ADVOCATES **Bellingham, WA**
Coordinating Attorney for low income Tenant Clinic

- Review and evaluate legal issues in a walk-in clinic setting for low income individuals.
- Work with volunteer attorneys to provide representation for individuals facing eviction or illegal treatment from landlords.
- Coordinate court representation, document filing and case management.
- Create form templates for use by pro se litigants and attorneys as well as training materials.
- Provide guidance to volunteer attorneys and representation for clients.

BELLINGHAM ASSIGNED COUNSEL **Bellingham, WA**
Assistant Public Defender

- Provide representation to clients charged with criminal offenses in Bellingham Municipal Court.
- Actively involved in all phases of representation from first appearance, through motions, trial, and appeals.
- Work with other attorneys and investigators to achieve satisfactory results for assigned clients.

CITY OF SPOKANE PUBLIC DEFENDER
Assistant Public Defender

Spokane, WA

- Provide representation to clients charged with criminal offenses in the City of Spokane Municipal Court
- Develop a strong motion and appeals practice on behalf of assigned clients.
- Manage a large case load requiring organization and communication between clients, other attorneys, courts, probation department and prosecutors.
- Strong negotiation skills were a crucial element to successful representation.
- Supervised Rule 9 interns and mentored new attorneys.

LUMMI ISLAND HERITAGE TRUST (LIHT)
Board Member/Chair

Lummi Island, WA

- Work with Board Members and staff of the organization to promote and raise funds to benefit the organization's mission of 'Preserving the Nature of Lummi Island'.
- Guided the organization through the accreditation process.
- Create training materials and conduct training for board members.
- Represent LIHT in public meetings and at events.
- Coordinate and manage volunteers for a significant annual benefit event.

SPOKANE INTERPLAYERS THEATER
Board Member/Chair

Spokane, WA

- Event and meeting management.
- Communication skills with individuals from varying backgrounds.
- Team work, and problem solving.

U.S. ARMY CORPS OF ENGINEERS
Park Ranger/Park Manager/Natural Resource Manager

Various Locations

- Public outreach, team work, office management, and the ability to work diligently and calmly under pressure.
- Assist with scheduling, hiring and terminating decisions.
- Develop a training program for new employees.
- Coordinate a national effort to create a computerized survey system of natural resource lands.
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SPECIAL PROJECTS

- Developed and drafted policies and procedures for Lummi Island Heritage Trust's successful application for national accreditation. Collaborated with standing committees to implement these policies going forward.
- Created a practice manual for volunteer attorneys working with Law Advocates.

ADDITIONAL INFORMATION

Computer: Proficient in Microsoft Office Word and Excel and Macbook Pages and Numbers spreadsheet program; various database programs and court information systems.

Communication: Strong written and verbal communication skills. Able to review written materials and distill into a cohesive and persuasive verbal presentation.

Writing: Skilled in persuasive writing, identifying issues and applying complicated legal theories to the facts.

REFERENCES

Dr. DAWN DIETRICH
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