

**Subject:** Online Form Submittal: Board and Commission Application  
**Date:** Tuesday, November 7, 2023 1:52:38 PM

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## Board and Commission Application

### Step 1

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Application for Appointment to Whatcom County Boards and Commissions

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#### 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.*

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Title Ms.

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First Name Teri

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Last Name Bryant

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Today's Date 11/7/2023

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Street Address

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City

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Zip

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

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Do you have a different mailing address? Field not completed.

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Primary Telephone

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Secondary Telephone

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Email Address

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### Step 2

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1. Name of Board or Committee Incarceration Prevention and Reduction Task Force/Law & Justice Council

Incarceration Prevention and Reduction Task Force Position:	Health and Social Service Provider
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 2
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?	Yes
If yes, please explain	I work for Opportunity Council, which holds multiple contracts with Whatcom County.
You may attach a resume or detailed summary of	Attached

experience,  
qualifications, &  
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

Currently I am the Director of the Whatcom Homeless Service Center at Opportunity Council and sit on the Public Health Advisory Board as well as the Whatcom County Housing Advisory Committee. I have been with OC for nine years, and worked at Catholic Housing Services for three years prior. I hold a BA in Human Services from WWU, and prior to that acquired 15 years experience working in escrow, title and real estate lending.

10. Please describe  
why you're interested  
in serving on this board  
or commission

I believe Greg Winter is intending to step down and I am applying to take his place.

References (please  
include daytime  
telephone number):

Greg Winter, Executive Director, Opportunity Council: 360-734-5121 x1346  
Michael Parker, Health and Housing Integration Manager: 360-603-6181

Appointment  
Requirements

I understand and agree

Signature of applicant:

Teri Bryant

Place Signed /  
Submitted



# TERI L. BRYANT

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## **OBJECTIVE**

To invest in my community by combining my experience in business, housing, and non-profit organizations with my passion for affordable housing.

## **SKILLS**

- Prioritizes and systematically deals with multiple urgent matters.
- Approaches problems by analyzing and repairing the flaw in the system rather than quick-fixing.
- Works as a team player and completes required tasks to achieve objectives and adapt as systems and organizations evolve, and motivates others to do the same.
- Communicates well and enjoys building relationships with colleagues and agencies.

## **WORK EXPERIENCE**

- Director, Whatcom Homeless Service Center (WHSC), 2020-present  
Oversees Coordinated Entry system, disbursement and compliance of rental assistance to housing partners, oversees outreach and housing retention programs, as well as Chairs the Whatcom County Coalition to End Homelessness.
  - Manager, WHSC 2019-2020  
Oversaw Coordinated Entry system and staff, managed Veteran's Administration SSVF grant
  - Housing Referral Specialist, 2015-2019  
Referred clients to appropriate internal and external housing programs in compliance with Fair Housing Law. Communicated with homeless clients who have behavioral and other health conditions about housing and other resources. Represented agency at community events and trainings. Worked as part of the team that manages the Whatcom County Coordinated Entry system to housing programs.
  - Owner, Maniac Roasting, Bellingham, WA, 2006 – Present  
Responsible for all administrative aspects, including management, commercial lease negotiation, records management, accounts payable/receivable, quarterly reports, tracking expenses, creating and monitoring budgets, hiring, supervision, payroll, ensuring compliance with Washington Department of Agriculture and Food and Drug Administration licensure and regulations, overseeing equipment and facility maintenance, business planning, and analyzing financial performance. Develops and implements fundraising programs for the Whatcom Homeless Service Center and for the Whatcom Humane Society Wildlife Rehabilitation Center.
  - SEAS Navigator, Opportunity Council, Bellingham WA 2014- 2015  
Navigated families of children with special healthcare needs through system of services in Whatcom County. Designed and implemented a marketing plan, improved data collection methods, doubled referral volume, participated in coalition meetings, fulfilled funder performance requirements, managed proprietary SEAS Microsoft Access database.
  - Affordable Housing Database Design, City of Bellingham, 2013  
Temporary assignment to assist Block Grant Manager to catalogue and organize affordable housing of all types located in the City of Bellingham with Microsoft Access.
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- Business Manager/Residential Services Coordinator/Property Assistant/Volunteer, Catholic Housing Services, Bellingham, WA 2010 Business Manager - processed tax credit documentation and compliance, processed new applicants and move-outs, provided tenant services and support, processed rents and accounts payable using Boston Post property management software, and coordinated with partner agencies. Complied with Fair Housing and Tenant Landlord Law. Residential Services Coordinator - provided outreach and engagement services, case management, program budgeting, functioned as community liaison, implemented fund raising and developed the program. Property Assistant – maintained files, processed deposits.
  - Owner, The Black Drop Coffeehouse, Bellingham, WA, 2002 – 2009  
Administration of all aspects, including management, operation systems, hiring and training, supervision, performance evaluations and disciplinary action, team building, quality control, records management, budgeting and business planning. Also administered payroll, ensured compliance with Health Department licensure and regulations, oversaw equipment and facility maintenance maintained accounts payable/receivable, planned and implemented marketing, technical writing, and analyzing financial performance.
  - Real Estate Loan Clerk, Bank of the Pacific, Bellingham, WA, 2005  
File management, auditing, and records archival. Packaged mortgages to request funding from secondary funders, ensured compliance with Equal Credit Opportunity Act.
  - Escrow Closer, First American Title Company, Bellingham, WA, 2002  
Processed real estate purchase, sale and refinance transactions, prepared necessary documents and deeds, managed relationships with agents and mortgage brokers, and functioned as intermediary between parties with competing interests.
  - Escrow Manager, U.S. Bank (Formerly Peninsula Bank of San Diego), San Marcos, CA, 1999  
Processed real estate purchase, sale and refinance transactions, prepared necessary documents and deeds, abstracted title reports, reconciled of accounts, pro-rated taxes and interest, and functioned as intermediary between parties with competing interests. Supervised staff, administered performance evaluations and discipline, acted as Trustee and reconveyed trust deeds.
  - Escrow Officer, Fidelity National Title Company (Formerly North County Escrow), Encinitas, CA 1996-1999 Processed real estate purchase, sale, and refinance transactions, prepared necessary documents and deeds, abstracted title reports, reconciled accounts, pro-rated taxes and interest, and functioned as intermediary between parties with competing interests.
  - Senior Loan Processor/Escrow Assistant/Utility Clerk, Peninsula Bank of San Diego, CA, 1990-1996 Senior Loan Processor - Verified applicant financial information, interpreted tax returns, analyzed title reports, performed income analysis for personal, corporate, and construction loans. Worked on a mixture of portfolio, secondary market mortgages, commercial loans and SBA loans. Ensured compliance with Equal Credit Opportunity Act, Home Mortgage Disclosure Act and Truth in Lending Act. Analyzed title reports, prepared loan documents and coordinated recording documents with title companies. Escrow Assistant - Prepared packages for signature and packaged mortgages to request funding, performed receptionist duties, processed all cash purchase and sale transactions, supported escrow officers. Utility clerk - back up cash drawer, wire transactions, non-post reconciliation (overdrafts)
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**TRAINING**

- Beginning and Advanced Motivational Interviewing, 2017
- Assessing and Managing Suicide Risk, 2017
- Fair Housing Training 2012, 2016
- Washington State Housing Finance Commission Tax Credit Compliance, 2012
- Limited Practice Officer Training, 2002
- American Institute of Banking, 1991-1993

**SOFTWARE PROFICIENCY**

- Microsoft Access - proficient at the user level and can do basic database design
- Microsoft Excel - can design spreadsheets that use formulas and pivot tables
- Quickbooks - can post payments, checks, process payroll, create invoices, prepare financial statements (and analyze them)
- Adobe Illustrator - can prepare print ready graphics for marketing materials
- Microsoft Word - can prepare correspondence and merge with data
- Filemaker - can navigate databases and perform dynamic queries for reporting
- Various data management systems used in banking, loan processing, escrow processing, and property management (Boston Post).

**EDUCATION**

- B.A, Western Washington University, Bellingham, WA, June 2013  
(Major in Human Services/Minor in Spanish)
- A.A.S. with Honors, Whatcom Community College, Bellingham, WA, 2009

**VOLUNTEERING**

- Board member, Whatcom County Housing Advisory Committee 2020 – present,
- Board member, Whatcom County Public Health Advisory Board, 2022 – present,
- Board member, City of Bellingham Community Development Advisory Board, 2017 to 2020
- Quickbooks Trainer, Village Vida Center, 2011
- Registration/Set Up, Project Homeless Connect, Whatcom Volunteer Center, 2011
- English Tutoring, Family Literacy Night, Lynden Public Library, 2010
- Internship, Catholic Housing Services, 2010