

**Subject:** Online Form Submittal: Board and Commission Application  
**Date:** Tuesday, November 21, 2023 11:09:34 AM

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## 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 Donna

Last Name Wells

Today's Date 11/20/2023

Street Address

City

Zip

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

Yes

Do you have a different  
mailing address?

Field not completed.

Primary Telephone

Secondary Telephone

Email Address

### Step 2

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 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
You may attach a resume or detailed summary of experience, qualifications, & interest in response to	Attached

the following questions

9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education

Director of CCS Recovery Centers NW & Adjunct Professor  
Whatcom Community College.

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

I have worked in the substance abuse disorder treatment field for 35 years and have seen the impact of incarceration on the populations I've served. I worked extensively with the probation and detention officers at Whatcom County Juvenile Court in serving incarcerated youth. I served as a team member of the JDAI, Juvenile Detention Alternative Initiative group funded by the Annie E Casey foundation, in the mid 2000s. Additionally, I have worked with students and staff who have criminal records and have struggled with moving forward given their past. I would like to be part of helping our community address the causes of incarceration, prevent recidivism, and foster policies that encourage and support individuals to integrate back to the community as productive citizens.

References (please include daytime telephone number):

Dave Reynolds 360.483.7425  
Tom McDonell 360.778.5514  
Will Rice 360.303.1037  
Tory Sandoz 360.820.5023  
Monte Thompson 360.224.8576

Appointment  
Requirements

I understand and agree

Signature of applicant:

Donna Mae Wells

Place Signed /  
Submitted



# DONNA M. WELLS

## OBJECTIVE

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## SKILLS

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Good Listening Skills	Program Development	Complex Problem Solving
Computer/Software Skills	Engaging Lecturer	Team Building
Cultural Sensitivity	Critical Thinker	Community Networking
Effective Communicator	Budget/Fiscal Management	Excellent Trainer

## QUALIFICATIONS

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- Supervision of clinical, administrative, and billing teams
- Articulate and oversee implementation of overall systems guidelines and policy development
- Oversee clinical program needs, develop curriculum, and ensure compliance with appropriate state and federal requirements and administrative codes
- Manage Contracts and Programs for compliance across three Counties
- Develop and seek funding for existing and new programs
- Oversee the opening and staffing of new sites
- Facilitate and prepare for program audits
- Grant management and grant writing for the CD System NW
- Facilitate operations integration with the larger Corporate programs
- Monitor and ensure compliance with insurance requirements and contract licensing requirements
- Participate in hiring of staff and ensure adequate orientation and training of new staff
- Initiate and conduct probationary and yearly performance evaluations
- Ensure and provide appropriate clinical training to all staff involved in clinical care
- Acting Quality Assurance Convener for CCSWW and Safety Manager for the CD System NW, ensuring adherence to policies and procedures and appropriate standards of care
- Develop and revise policies and procedures as necessary
- Ensure program compliance and training in "Best Practices" within the field
- Oversee financial budgets to ensure efficiency and fiscal solvency of programs
- Resolve disputes and mediate conflicts within the agency and the community
- Represent the CD System NW with funders, partner agencies, and in the community
- Create course content for SUDP courses in Canvas
- Teach course content to students enrolled in the SUDP program
- Facilities Management

## EDUCATION

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Master of Arts in Psychology	Antioch University, Seattle	1995
Bachelor of Arts Interdisciplinary Studies	Western Washington University	1993

## WORK HISTORY AND EXPERIENCE

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2016-Present	Whatcom Community College-Adjunct Professor
2004- Present	Catholic Community Services CD System NW- Director
1995-2004	Chambers and Wells Counseling- Executive Director
1994-1995	Unity Care Inc. - Adult Treatment Counselor and Case Manager
1990-1994	Olympic Center- Residential Counselor and Case Manager

## PROFESSIONAL DEVELOPMENT

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Using Telehealth for Groups	~May 2020
Clinical Supervision and Telehealth	~July 2020
Neuroscience of Behavioral Health Training	~March 2019