



King County

**CONFIRMATION PACKET FOR CLAUDIA BALDUCCI
KING COUNTY DEPARTMENT OF
ADULT AND JUVENILE DETENTION DIRECTOR**

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King County

Dow Constantine
King County Executive

News Release

Date: October 13, 2010

Contact: Frank Abe, 206-263-9609
Natasha Jones, 206-263-9623

Experienced criminal justice professional and regional leader named as director of King County corrections Claudia Balducci appointed to lead the King County Department of Adult and Juvenile Detention

King County's Department of Adult and Juvenile Detention (DAJD) has a new director with deep experience in corrections and extensive regional ties. Executive Dow Constantine today appointed Bellevue resident and City Councilmember Claudia Balducci to lead the department.

"Claudia brings the kind of experience that will strengthen our relationship with cities that partner with us on jail services, while her leadership will continue to bring improvements to the safety of the public, inmates and staff at our facilities," said Executive Constantine. "Her experience in both corrections and public service will be invaluable in her new role."

"I am looking forward to implementing the Executive's approach to building partnerships in the provision of jail services," said Balducci. "Working closely with the department's professional management and staff, and with our partners in criminal justice and in the cities, we can chart a new regional direction for detention and community corrections in King County."

Ms. Balducci has been with the County in a number of complex roles since 1999. Most recently, she served as the county's Settlement Coordinator with the U.S. Department of Justice during the federal agency's scrutiny of improvements to inmate care at the King County Jail. She previously served at DAJD as Operations Manager, as regional jail coordinator, and as a labor negotiator.

Balducci has served on the Bellevue City Council since 2004. Before coming to King County, Balducci was an associate attorney specializing in employer-side labor relations and employment law with local firms.

As Director of DAJD, Balducci will manage the overall operations, planning and budgeting for the county's large, urban multi-facility correctional services system,

which has an average daily population of about 2,300 inmates. It is the second-largest facility housing the mentally ill in the state. She will oversee more than 1,000 employees, two adult detention facilities, a Community Corrections Division, a Juvenile Division and an Administrative Division.

Executive Constantine thanked Hikari Tamura for her work over the summer as interim director. She will return to her duties as Deputy Director of DAJD.

Ms. Balducci's appointment takes effect Saturday, October 16, and is subject to confirmation by the Metropolitan King County Council.

***Learn more about the Department of Adult and Juvenile Detention online:
<http://www.kingcounty.gov/courts/detention.aspx>***

***This release is also posted on the King County Executive's Web site,
at
[http://www.kingcounty.gov/exec/news/release/2010/October/13
NewDAJDDirectorBalducci.aspx](http://www.kingcounty.gov/exec/news/release/2010/October/13NewDAJDDirectorBalducci.aspx)***



**King County
District Court
Office of the Presiding Judge**

W1034 King County Courthouse
516 Third Avenue
Seattle, Washington 98104
Telephone: (206) 205-2820
Fax: (206) 296-0596

**The Honorable Barbara Linde
Chief Presiding Judge**

**Tricia Crozier
Chief Administrative Officer**

October 26, 2010

King County Council Chair Bob Ferguson
516 Third Ave., Rm. 1200
Seattle, WA 98104

Dear Council Chair Ferguson,

I am pleased to be among the many who admire and support Claudia Balducci. I wholeheartedly recommend that you confirm her appointment as the Director of the Department of Adult and Juvenile Detention. I am certain that Ms. Balducci will do an excellent job as the Director of DAJD, just as she has in other areas of her work in King County.

I have had the pleasure of working with Ms. Balducci in a variety of settings over the years. She is well acquainted with the issues and challenges facing the Department. Her work on Regional Jail planning efforts and her experience from both the County's and the Cities' perspective gives her a unique breadth of experience and knowledge.

She will be a strong and effective leader as the new Director of DAJD.

I urge you to confirm the appointment of Claudia Balducci as Director of the Department of Adult and Juvenile Detention, and I look forward to working with her in that important role.

Sincerely,

Barbara Linde
Chief Presiding Judge
King County District Court

cc: Tom Bristow, Chief of Staff, King County Council

DANIEL T. SATTERBERG
PROSECUTING ATTORNEY



King County

Office of the Prosecuting Attorney
W400 King County Courthouse
516 Third Avenue
Seattle, Washington 98104
(206) 296-9067
FAX (206) 296-9013

October 27, 2010

The Honorable Bob Ferguson, Chair
Metropolitan King County Council
King County Courthouse, Suite 1200
516 Third Avenue
Seattle, WA 98104

Dear Council Chair Ferguson:

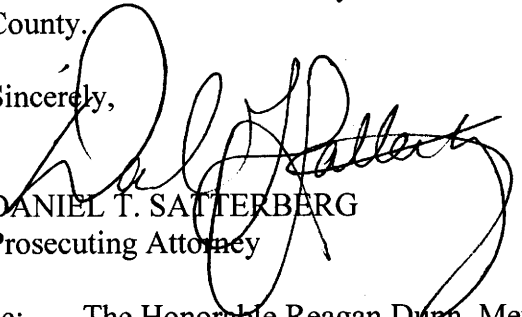
I am writing to communicate my strong support for the confirmation of Claudia Balducci as Director of the Department of Adult and Juvenile Detention (DAJD).

As you know, Claudia has served as King County's Regional Jail Coordinator since 2006, and as a result, she is very well-qualified to recognize and address the many policy and operational issues involved in managing DAJD.

Claudia has had a long and distinguished career as a Bellevue City Councilmember, Bellevue's Deputy Mayor, and a labor negotiator. She will bring to her new position strong leadership skills and a regional perspective.

Claudia is an excellent manager. She excels at bringing people together and managing change. I know that Claudia will be innovative, progressive, and dedicated to making King County's adult and juvenile detention system one of the best in the nation. She is bright, energetic, and decisive. I whole-heartedly recommend her confirmation. Claudia will be an asset to King County.

Sincerely,


DANIEL T. SATTERBERG
Prosecuting Attorney

cc: The Honorable Reagan Dunn, Metropolitan King County Council
The Honorable Jan Drago, Metropolitan King County Council
The Honorable Larry Gossett, Metropolitan King County Council
The Honorable Jane Hague, Metropolitan King County Council
The Honorable Kathy Lambert, Metropolitan King County Council
The Honorable Julia Patterson, Metropolitan King County Council
The Honorable Larry Phillips, Metropolitan King County Council
The Honorable Pete von Reichbauer, Metropolitan King County Council

SHERIFF

KING COUNTY

KING COUNTY SHERIFF'S OFFICE
516 Third Avenue, W-116
Seattle, WA 98104-2312
Tel: 206-296-4155 • Fax: 206-296-0168

Susan L. Rahr
Sheriff

November 24, 2010

The Honorable Bob Ferguson
Chair, King County Council
King County Courthouse, Room 1200
516 Third Avenue
Seattle, WA 98104

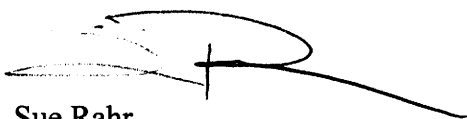
Dear Council Chair Ferguson:

It is my pleasure to write this letter of support for the confirmation of Claudia Balducci as Director of the Department of Adult and Juvenile Detention.

As Sheriff of King County I have had the pleasure to work with Ms. Balducci over the years as she has served in different roles within King County. Ms. Balducci has real strengths in leadership, project management and developing positive relationships between King County departments. I believe she is committed to serving the community and is an asset to the Department of Adult and Juvenile Detention.

With this opportunity I feel Ms. Balducci will effectively manage the position as Director. Her knowledge, qualifications and dedication make her an excellent selection. I sincerely recommend her confirmation and look forward to working with her. If you have further questions, please contact me directly at (206) 205-7640.

Sincerely,



Sue Rahr
Sheriff



OFFICE OF THE MAYOR

Suzette Cooke, Mayor
220 4th Avenue South
Kent, WA 98032
Fax: 253-856-6700

PHONE: 253-856-5700

December 1, 2010

The Honorable Bob Ferguson, Chair
Metropolitan King County Council
King County Courthouse, Room 1200
516 Third Avenue
Seattle, Washington 98104

Dear Councilmember Ferguson:

I write to you in support of confirmation of Claudia Balducci for the position of Director of the Department of Adult and Juvenile Detention (DAJD). In addition to observing Claudia in numerous public settings, I have served with her on two committees – the King County Law, Safety and Justice Committee and the Puget Sound Regional Council's Transportation Pricing Committee. In both committees she exhibited excellent communication skills, a high level of understanding issues and their potential impacts, and thoughtful consideration of alternative actions. She showed herself to be a persuasive team member and leader.

The Director of DAJD must be trusted by employees who expect fair management practices, by policy makers who seek innovative ways to reduce recidivism, and by the public who simply wants to feel safe. From what I have observed in Claudia, she will deliver the whole package and with class. She knows the DAJD system from the inside, with particular expertise in labor relations and project management. And she has first-hand experience with political implications of policy and management decisions. I sincerely hope you confirm Claudia as the Director of DAJD.

Respectfully,

Suzette Cooke
Mayor

- c: The Honorable Reagan Dunn
 The Honorable Larry Gossett
 The Honorable Jane Hague
 The Honorable Kathy Lambert
 The Honorable Joe McDermott
 The Honorable Julia Patterson
 The Honorable Larry Phillips
 The Honorable Pete von Reichbauer

**Superior Court of the State of Washington
for the County of King**

**Judge Bruce W. Hilyer
Presiding Judge**

COPY

516 3rd Ave. C-203
Seattle, WA 98104

December 3, 2010

The Honorable Bob Ferguson, Chair
Metropolitan King County Council
King County Courthouse, Suite 1200
516 3rd Avenue
Seattle, WA 98104

Dear Council Chair Ferguson,

The purpose of this letter is to communicate my support for the confirmation of Claudia Balducci as Director of the Department of Adult and Juvenile Detention (DAJD).

I specifically worked most closely with Claudia throughout the difficult and often stressful budget process over the last several years. I found her to be an effective and intelligent leader and a true professional who was highly respected by all.

We continue to face significant challenges within the King County criminal justice systems and I believe that Claudia is most certainly up to meeting these challenges.

Thank you for your consideration of Claudia Balducci for Director of DAJD.

Sincerely,



Bruce W. Hilyer
Presiding Judge
King County Superior Court

SECTION B

- Letter from Executive Dow Constantine appointing Claudia Balducci to the position of King County Department of Adult and Juvenile Detention Director
- Letter from Claudia Balducci to King County Chair Bob Ferguson to acknowledge willingness to comply with County Code Provisions
- Resume



King County

Dow Constantine

King County Executive

401 Fifth Avenue, Suite 800

Seattle, WA 98104-1818

206-263-9600 Fax 206-296-0194

TTY Relay: 711

www.kingcounty.gov

September 28, 2010

Claudia Balducci
1029 151st Avenue S.E.
Bellevue, WA 98007

Dear Ms. Balducci:

Congratulations! This letter is to confirm my offer and your acceptance of the position of Director of the Department of Adult and Juvenile Detention for King County, effective October 16, 2010. Your appointment is subject to future confirmation by the King County Council.

Your work assignment will be to the offices of the Director in the King County Courthouse. You will report to me on a day-to-day basis although you will receive guidance from Rhonda Berry, Assistant Deputy County Executive, and Fred Jarrett, Deputy County Executive. Your annual salary will be \$151,161.50, which is salary range 87 step 8. You are eligible for continuation of all insured and leave benefits.

This position is career service exempt, which means it is not covered by King County's career service system. The position is not represented by a union. As a career service exempt employee, you are an at-will employee and serve at the pleasure of the appointing authority. You may be terminated from employment at any time without cause.

The position has a standard 40-hour work week and is exempt from the overtime provisions of the Fair Labor Standard Act (FLSA). All FLSA overtime exempt employees are expected to work the hours necessary to satisfactorily perform their jobs. FLSA overtime exempt employees are paid on a salary basis and are not eligible for overtime pay or compensatory time accrual. However, pursuant to Executive Policy, PER 8-1-2, you are eligible for up to ten (10) days of paid executive leave annually.


If you have any questions about this appointment, or the position, please feel free to contact Ms. Berry or Mr. Jarrett. Also, please understand that the provisions of this letter do not constitute an express or implied employment contract, but are simply statements of information that are important for you to know.

Ms. Claudia Balducci
September 28, 2010
Page 2

Once again, congratulations on your appointment! I am very pleased that you have agreed to accept this position. I know that in the role of Director, you will be a great asset to the county and the challenges that we face.

Sincerely,



 Dow Constantine
King County Executive

cc: Fred Jarrett, Deputy County Executive
Rhonda Berry, Assistant Deputy County Executive
Anita Whitfield, Human Resources Division Director
Personnel File

October 15, 2010

The Honorable Bob Ferguson
Chair, King County Council
Room 1200
COURTHOUSE

RE: Acknowledgement to Comply with County Code Provisions

Dear Councilmember Ferguson:

I am pleased to accept the King County Executive's appointment to the position of King County Director of the Adult and Juvenile Detention. Pursuant to King County Code Section 2.16.110(E) (5), please accept this letter as my acknowledgement that the Council's confirmation process may require the submittal of information relating to my background and expertise.

I look forward to receiving the Council's consideration for confirmation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Claudia Balducci".

Claudia Balducci
Director Designee

cc: King County Councilmembers

CLAUDIA M. BALDUCCI

1029 151st Avenue Southeast • Bellevue Washington 98007 • 425-746-4942 (h) • 425-864-1767 (c)

Experience

- March 1999 to Present **King County**, Seattle, Washington
April 2009 to Present *Special Projects Manager IV* (DAJD)
Department of Justice Settlement Coordinator
- May 2006 to April 2009 - *Special Projects Manager III* (DAJD)
Regional Jail Coordinator
- July 2003 to May 2006 - *Labor Negotiator* (DES, HRD)
- May 2000 to June 2003 - *Human Resources Operations Manager* (DAJD)
- March 1999 to May 2000 - *Labor Analyst* (OHRM)
- March 1996 to March 1999 **Stokes Lawrence P.S.**, Seattle, WA
Associate Attorney
Specialized in employer-side labor relations and employment law.
- Summer 1993 **Riddell, Williams, Bullitt & Walkinshaw**, Seattle Washington
September 1994 to *Associate Attorney*
March 1996 Specialized in employer-side labor-relations and employment law.
- Summer 1992 **Northwest Women's Law Center**, Seattle Washington
Legal Intern
Litigation support in discrimination cases; media and public relations.

Education

- 1992 to 1994 **Columbia University School of Law**, New York, New York
Juris Doctor, Stone Scholar awards for academic distinction.
(*Visiting Student at UW School of Law, 1993-1994*)
- 1985 to 1989 **Providence College**, Providence, Rhode Island
BA in English Literature, magna cum laude, Honors Program
(*Visiting Student at Blackfriars College, Oxford, England, 1987-88*)

Community and Other Affiliations

- Council member, City of Bellevue, 2004 to present
Board member, Sound Transit, 2010 to present
Member, Puget Sound Regional Council, Transportation Policy Board, 2004 to present (current chair)
Member, Eastside Transportation Partnership, 2004 to present (past chair)
Admitted to practice law in Washington (WSBA #24401)

SECTION C

- Background Check Authorization
- Sheriff's Law Enforcement Background Investigation Report and Financial Credit Check Report
- Financial Public Disclosure Form

King County

Background Check Authorization Form

TO WHOM IT MAY CONCERN:

As an applicant for appointment by the King County Executive for the position of King County Department of Adult and Juvenile Detention Director, I understand that full disclosure of all relevant information regarding my fitness for this position is essential to the efficient and orderly governmental process, and I voluntarily consent to such full disclosure as a condition of my being considered further for this position.

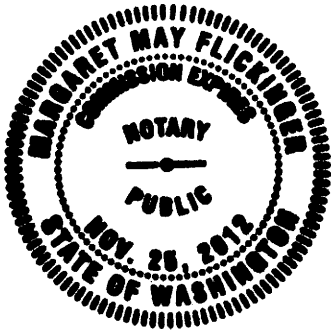
In addition, I authorize the King County Executive's Office to perform any law enforcement and financial credit checks that are necessary to complete the confirmation process.

In executing this disclosure authorization, I hereby waive, release and forever relinquish any or all claims arising from the authorized disclosure of whatsoever kind or nature I might hereafter have asserted against King County, its officers, employees, or agents and against any agency, firm, person or other entity releasing to King County the information disclosure of which is authorized by my execution of this form.

10-15-10
Date

Claudia Balducci
Claudia Balducci

Signed this 15th day of October, 2010



Margaret May Flickinger, Margaret May Flickinger
Notary Public in and for the State of Washington. My
commission expires:
November 25, 2012



King County

Dow Constantine

King County Executive

401 Fifth Avenue, Suite 800

Seattle, WA 98104-1818

206-263-9600 Fax 206-296-0194

TTY Relay: 711

www.kingcounty.gov

MEMORANDUM

DATE: November 1, 2010

TO: The Honorable Dow Constantine, King County Executive

FR: Rhonda Berry, Assistant Deputy County Executive

RE: **Claudia M. Balducci—Background Check**

I have received the financial credit report and law enforcement background check conducted on Claudia M. Balducci, Director, Department of Adult and Juvenile Detention, by the King County Sheriff's Office.

The reports contain no adverse information nor reveal any prior criminal record.

Thank you.

Statement of Financial and Other Interests



Department of Executive Services
Board of Ethics
 CNK-ES-0131
 401 Fifth Avenue, Suite 131
 Seattle, WA 98104-1818
 206-296-1586 Fax 206-205-0725
 TTY Relay: 711
 board.ethics@kingcounty.gov

King County
Employees

12-28-10P02:30 RCVD

**Read all instructions carefully, then fully complete each section.
 Incomplete forms will be returned.**

For Board of Ethics use only
 Date Received _____
 Audit Date _____
 Date Closed 12/28/10

Person reporting Claudia M. Balducci
 Position / Title Director Designee
 Department DAJD Division Administration
 Mail stop KCF-AD-0600 Work phone (206) 296-1268

I am filing within 10 days of employment or appointment, reporting on the preceding 12 calendar months ending
 (enter month, day and year) _____

I am filing an annual statement, reporting on calendar year 2010. (See #3, "Period of Reporting," on page 3.) *I was appointed Director Designee of DAJD on October 19, 2010. (MAB)*

updated

Financial and Other Interests to Report

Note: Underlined terms are defined on page 4 and in the Code of Ethics.

If you need more space to provide the required information, please attach additional pages.

A. Compensation, Gifts and Things of Value

During the reporting period, did you, or a member of your immediate family, receive compensation, gifts or things of value from any person engaged in any transaction with King County in which you participated or for which you had responsibility as a county employee?

No Yes – If yes, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> from whom the <u>compensation, gift, or thing of value</u> was received	Name of individual who received the <u>compensation, gift, or thing of value</u> and their relationship to you

B. Financial Interests

During the reporting period, did you, or a member of your immediate family, possess a financial interest in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a county employee?

No Yes – If yes, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> in whom a financial interest was possessed	Name of individual who possessed the financial interest and their relationship to you

C. Positions

During the reporting period, did you, or a member of your immediate family, hold a position in any person engaged in any transaction with King County in which you participated or for which you had responsibility as a county employee?

No Yes – If yes, please provide the following information.

Name of each <u>person</u> engaged in any <u>transaction with King County</u> with whom the position was held	Name of individual who held the position and their relationship to you	Title of the position held
City of Bellevue	Claudia Balducci	Council member (see attached) ✓

D. Real Property

During the reporting period, did you, or a member of your immediate family, possess a financial interest in any real property that was either involved in or the subject of a King County action? Property for which the only King County action was valuation or revaluation for tax purposes does not have to be reported, except that employees of the Department of Assessments and Board of Appeals who are required to file this statement shall report property for which valuation or revaluation actions were taken by King County during the reporting period.

No Yes – If yes, please provide the following information.

Street address, assessor parcel number or legal description of real property involved in or the subject of a <u>King County action</u>	Name of individual who possessed the financial interest and their relationship to you	Name of the King County department involved in the <u>King County action</u>

E. Declaration

I have completed the Statement of Financial and Other Interests and acknowledge that I have received the following information to assist me in the completion of the form: Important Filing Information, Definitions, and Who Is Required to File a Statement of Financial and Other Interests. I understand that the purpose of this program is to ensure the public's trust in government by disclosing any conflicts between personal and financial interests and our service to King County residents, and to educate county employees on situations of potential conflict.

I, Claudia M. Balducci, declare under penalty of perjury under the laws of the State of Washington that the foregoing is true, complete and correct.

Claudia M. Balducci
 (Signature)

Director Designee
 (Job Title)

Signed this 27th day of December, 2010
 (Month) (Year)

at Seattle, WA
 (City) (State)

Important Filing Information

Please read carefully

1. **Who Must File:** Please see below for a list of those who are required to file.
2. **Where and When to File:** Affected employees shall file completed statements of financial and other interests with the Board of Ethics within 10 days of employment or appointment and by April 15th of each year thereafter.
Note: Under K.C.C. 3.04.050(A), candidates for King County elective office, and nominees for appointment to any county elective office (except judicial candidates), must file within two weeks of becoming a candidate or nominee. The filer may file a copy of the PDC's F-1 form in lieu of the county's statement of financial and other interests if the F-1 form contains an original signature of the person filing the report.
3. **Period of Reporting:** In the case where the form is filed within 10 days of employment or appointment, the form shall contain information for the *preceding 12 calendar months*. Each annual statement of financial and other interests shall contain information for the *preceding calendar year*.
4. **Continuing Duty to Notify Supervisor:** Filing a statement of financial and other interests does not relieve an employee of the duty to notify his or her supervisor or appointing authority in writing of a potential conflict of interest, as required by K.C.C. 3.04.037. See K.C.C. 3.04.050(H). The supervisor or appointing authority is required to resolve the conflict of interest and keep records of the actions taken.
5. **Whose Financial and Other Interests Must Be Reported:** The information reported shall include information for you and the members of your immediate family.
6. **Public Records and Disclosure:** The statements of elected officials, candidates for county elective office, department directors, division managers, the county administrative officer, chief officers of administrative offices and the county executive's administrative assistants are public record. No other statements shall be made public without the written approval of the Board of Ethics and consistent with the requirements of state law. See K.C.C. 3.04.110.

Who Is Required to File a Statement of Financial and Other Interests

Employees in the following categories, under K.C.C. 3.04.050(B):

- Employees appointed by the county executive.
- Employees appointed by the county administrative officer or department directors who are subject to approval by the county executive.
- Employees of the county council.

In addition, employees in the following categories, under K.C.C. 3.04.050(C):

- Employees who participate in or have decision-making responsibilities for the administration of agreements or contracts for the purchase, lease, rental, disposal or sale of personal tangible property or real property or public works contracts.
- Employees who participate in or have decision-making responsibilities for grants and services contracts, whose duties include, but are not limited to, the following activities: writing or preparing specifications; evaluating bids and proposals; negotiating, administering or monitoring performance on contracts; and exercising contract signature authority.
- Employees who participate in or have decision-making responsibilities for the investment, management, or expenditure of county funds.
- Employees who participate in or have decision-making responsibilities for policy and its implementation in the Office of the Assessor.
- Employees who participate in or have decision-making responsibilities for policy and its implementation in the Sheriff's Office.
- Employees whose duties and responsibilities include having access to information that is not available as a matter of public knowledge or public record, including, but not limited to, administrative assistants and confidential secretaries in non-career service positions.
- Employees who provide administrative support, greater than clerical support, to county boards, commissions, committees and other multimember bodies that are established by county council action and whose members are appointed by the executive or county council.
- Employees who conduct or supervise the conduct of audits, including audits of county programs and third-party activities.
- Employees who participate in or have decision-making responsibilities for policy and its implementation in the Office of the Prosecuting Attorney, and employees appointed by the Prosecuting Attorney to serve as his or her deputies.
- Employees who supervise, directly or through others, employees identified in these categories.
- Nominees for appointment and persons appointed by the executive or county council to serve on county boards, commissions, committees and other multimember bodies that are established by county council action.

Definitions

These terms are defined in the Code of Ethics. They are used throughout this statement, and are underlined to make them easy to find.

- **"Compensation"** means anything of economic value, however designated, which is paid, granted or transferred, or is to be paid, granted or transferred for, or in consideration of, personal services to any person.
- **"County action"** means any action on the part of the county, including, but not limited to: (1) any decision, determination, finding, ruling or order; and (2) any grant, payment, award, license, contract, transaction, sanction, or approval, or the denial thereof, or the failure to act with respect thereto. "County action" shall not include actions of the county's judicial branch but shall include employees of the department of judicial administration.
- **"County employee"** or **"employee"** means any individual who is appointed as an employee by the appointing authority of a county agency, office, department, council, board, commission or other separate unit or division of county government, however designated, but does not include employees of the county's judicial branch. The term "county employee" also includes county elected officials and members of county boards, commissions, committees, or other multimember bodies; it does not include officials or employees of the county's judicial branch but does include employees of the department of judicial administration.
- **"Doing business with the county"** or **"transaction with the county"** means to participate in any proceeding, application, submission, request for ruling or other determination, contract, claim, case or other such particular matter which the county employee or former county employee in question believes, or has reason to believe: (1) is, or will be, the subject of county action; (2) is one to which the county is or will be a party; or (3) is one in which the county has a direct and substantial proprietary interest.
- **"Gift"** means anything of economic value, but shall not include campaign contributions regulated by the provisions of chapter 42.17 RCW, the charter and ordinances implementing them; informational materials exclusively for official or office use; memorials, trophies and plaques of no commercial value; gifts of \$20 or less for bona fide, nonrecurring, ceremonial occasions; or any gifts which are not used and which within 30 days after receipt are returned to the donor or donated to a charitable organization without seeking a tax deduction.
- **"Immediate family"** means a county employee's spouse, domestic partner, employee's child or the child of an employee's domestic partner, and other dependent relatives if living in his or her household.
- **"Participate"** means, in connection with a transaction involving the county, to be involved in a county action personally and substantially as a county employee either directly, or through others through approval, disapproval, decision, recommendation, the rendering of advice, investigation, or otherwise. However, for the purposes of K.C.C. 3.04.035, "participate" does not include the provision of legal advice or other activities involving the practice of law and does not include, as an elected official, preparation, consideration or enactment of legislation or the performance of legislative duties.
- **"Person"** means any individual, partnership, association, corporation, firm, institution, or other entity, whether or not operated for profit. The term does not include governmental units of the State of Washington or the United States unless so specified.
- **"Thing of value"** means anything of tangible worth which is not compensation or a gift.

Alternate Formats Available

206-296-1586 TTY Relay: 711



King County

Department of
Adult and Juvenile Detention

King County Correctional Facility
500 5th Avenue
Seattle, WA 98104-2332
206-205-3002 206-296-0570 Fax
claudia.balducci@metrokc.gov

MEMORANDUM

TO: King County Board of Ethics

FROM: Claudia Balducci, ^{CB} Director Designee, Department of Adult and Juvenile Detention

DATE: December 17, 2010

RE: Statement of Financial and Other Interests

Accompanying this memo is an updated Statement of Financial and Other Interests. This memo supplements and explains the information supplied on that form.

I am employed by King County as the Director of the Department of Adult and Juvenile Detention. During my employment with DAJD, I have both assisted and directed the administration and negotiation of Jail Services Agreements between King County and its contract cities, including the City of Bellevue. In my current position, I also have involvement with contract negotiations involving jail services to contract cities.

In 2010, I have continued to serve as an elected City Councilmember for the City of Bellevue. In that capacity, I am responsible for setting city policy and budget, including the authorization of interlocal agreements for services such as the King County Jail Services Agreement. The County Executive, who is the appointing authority for my position of Department Director is aware of my position with the City of Bellevue.

I have addressed the conflict between these two positions by representing only King County on the issue of jail services. I have officially recused myself from any involvement in the issue of jail services on behalf of the City of Bellevue. I do not participate in discussions or decisions regarding how Bellevue provides for its inmates. I do not participate in discussions or decisions regarding contract for jail services for Bellevue, whether with King County or any other jurisdiction or organization. I have instructed City of Bellevue staff not to provide me with any confidential information provided to the other City Council members regarding jail issues. When jail services issues are on our City Council agenda for public or executive session, I excuse myself from the discussion and leave the room.

Clarification of Statement of Financial and Other Interests
December 17, 2010
Page 2 of 2

I have engaged in discussions with the City of Bellevue and other King County cities as a King County representative. I receive information from the City of Bellevue and other King County cities that they choose to share with the public or with King County as part of our contractual relationship and our joint planning efforts.

I have notified the County Executive of this conflict of interest and he has approved this method of resolving the conflict. See memo, attached.

Please contact me if you have any questions.



King County

Department of
Adult and Juvenile Detention

King County Correctional Facility
500 5th Avenue
Seattle, WA 98104-2332
206-296-1268 206-296-0570 Fax
claudia.balducci@kingcounty.gov

MEMORANDUM

TO: Dow Constantine, County Executive

FROM: Claudia Balducci, ^{CAB} Director-Designee, DAJD

DATE: December 9, 2010

RE: Statement of Financial and Other Interests

The purpose of this memo is to notify you of a conflict of interest and seek your approval for handling that conflict of interest.

Since 2004, I have served as an elected City Councilmember for the City of Bellevue. In that capacity, I am responsible for setting city policy and budget, including the authorization of Interlocal agreements for services such as the King County Jail Services Agreement. I have identified and reported that position as a conflict of interest with my work for King County DAJD.


I have addressed the conflict between these two positions by choosing to represent only King County on the issue of jail services. I have officially recused myself from any involvement in the issue of jail services on behalf of the City of Bellevue. I do not participate in discussions or decisions regarding how Bellevue provides for its inmates. I do not participate in discussions or decisions over any contract for jail services for Bellevue, whether with King County or any other jurisdiction or organization. I have instructed City of Bellevue staff not to provide me with any information provided to the other City Council members on jail issues. When jail services issues are on our City Council agenda for public or executive session, I excuse myself from the discussion and leave the room.

I have engaged in discussions with the City of Bellevue and other King County cities as a King County representative. I receive information from the City of Bellevue and other King County cities that they choose to share with King County as part of our contractual relationship and our joint planning efforts.

If you have any questions, please let me know.

- I approve the above-described method of resolving the reported conflict.
- I do not approve the above-described method of resolving the reported conflict and provide the following direction:

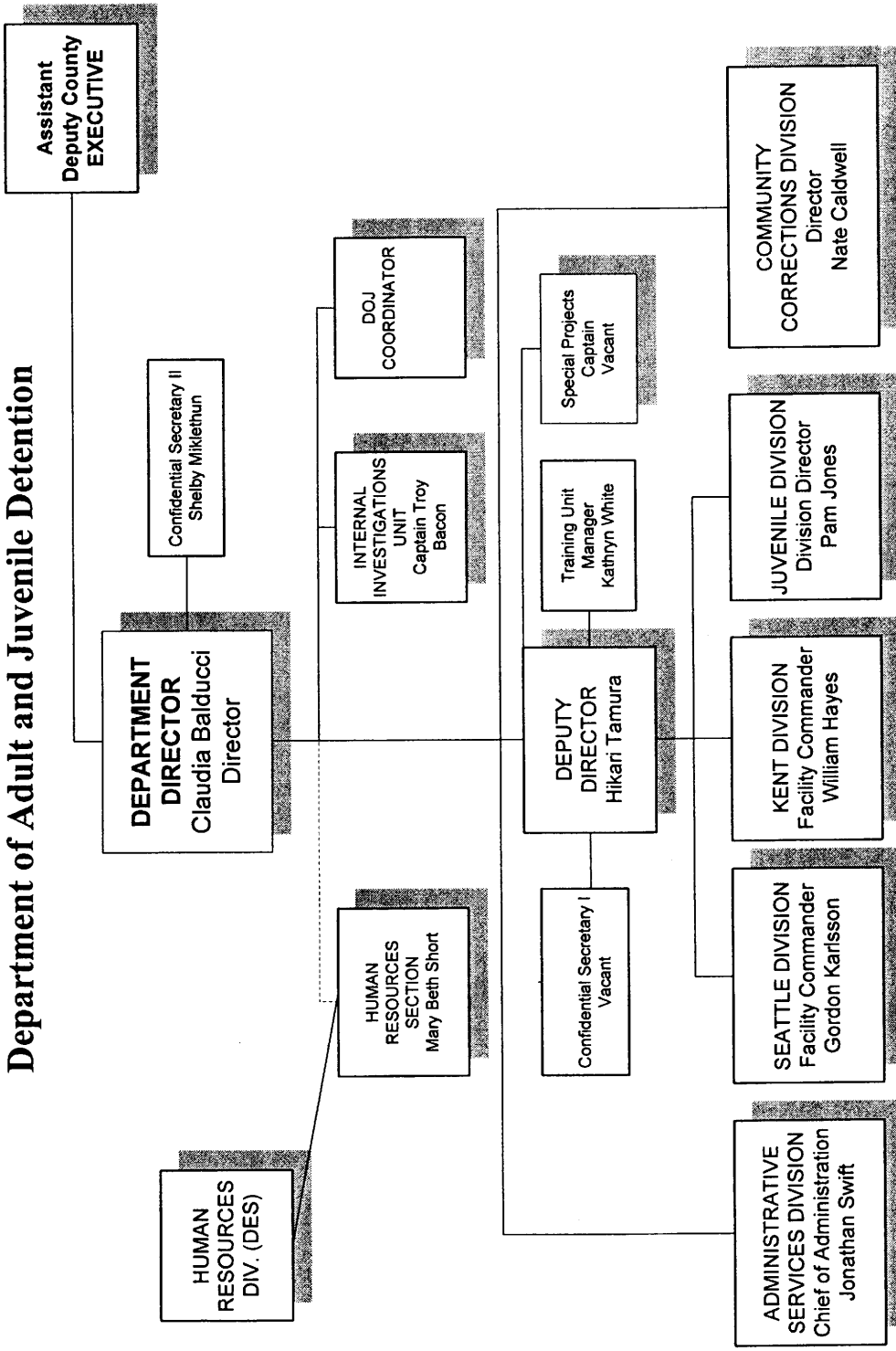
12.13.10
Date

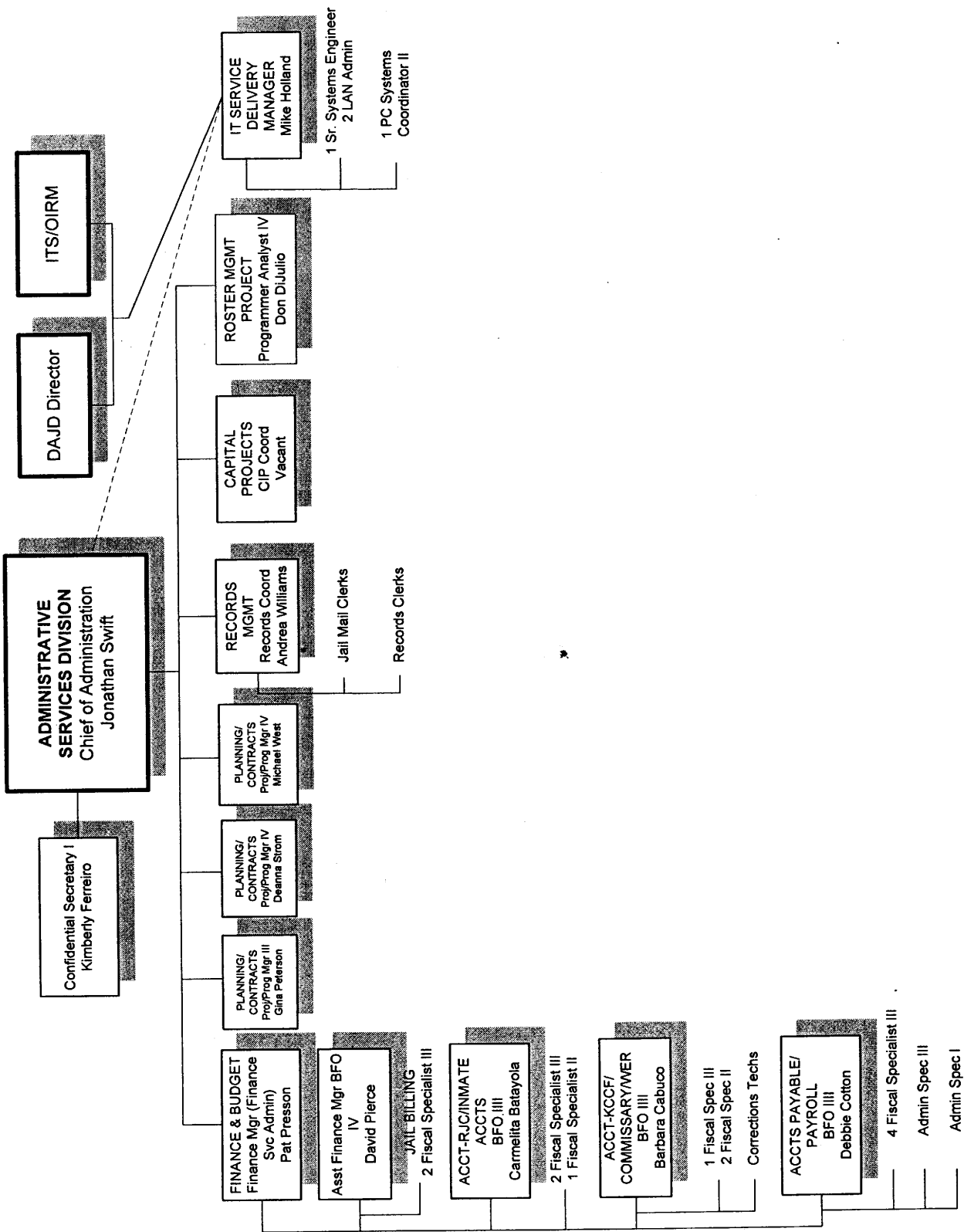

Dow Constantine
King County Executive

SECTION D

- Department Organizational Chart
- Position Description

Department of Adult and Juvenile Detention





**Kent Division (MRJC)
Facility Commander
William Hayes**

Confidential Secretary I
Julie Trainor

Major
Edwin Bautista

Admin Specialist III
Erka Overall

Dietary Services
Food Services Supervisor
(note: shared supervision
with KCCF & YSC)
Gary Kelly

2 Lead Cook /
Bakers

11 Cook / Bakers

Admin Captain
(note: shared supervision
with KCCF)
Captain Urie

Admin Sgt
Sergeant Hanson

MAINTENANCE &
SUPPLY
Corrections Sgt
Sergeant Dreyer

1 Sergeant
2 Corrections
Officers

INMATE MGMT & SERV
Program Admin. (CPA)
(Note: supervises KCCF &
RJC)
Bernie Denny

Volunteer Prog
Coord
MaryAnn Morbley

Volunteers

CLASSIFICATION
Carr Prog
Supervisors
Sue Belt
Brien O'Farrell

10 Corr Prog
Specialists

Admin Spec III
Cindy Lingbloom

Admin Spec II

4 Security Captains
Captain Hardy
Captain Weirich
Captain Foster
Captain Kramer

Adm Specialist III
Vacant

11 Corrections
Sgts

163 Corrections
Officers

Court Detail Captain
(supervises KCCF &
RJC)
Captain Lollie

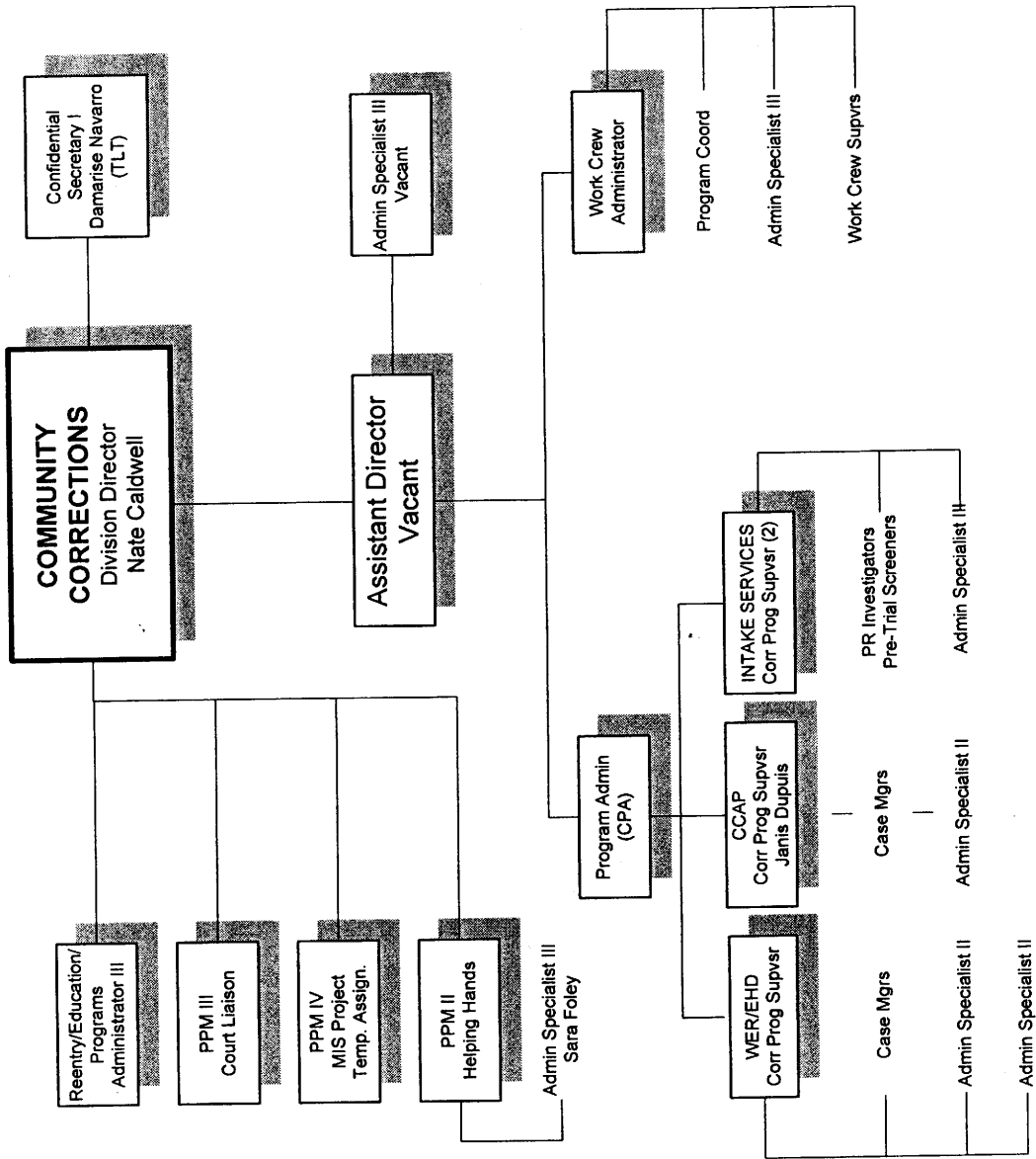
Corrections Sgt
Sergeant Antonious

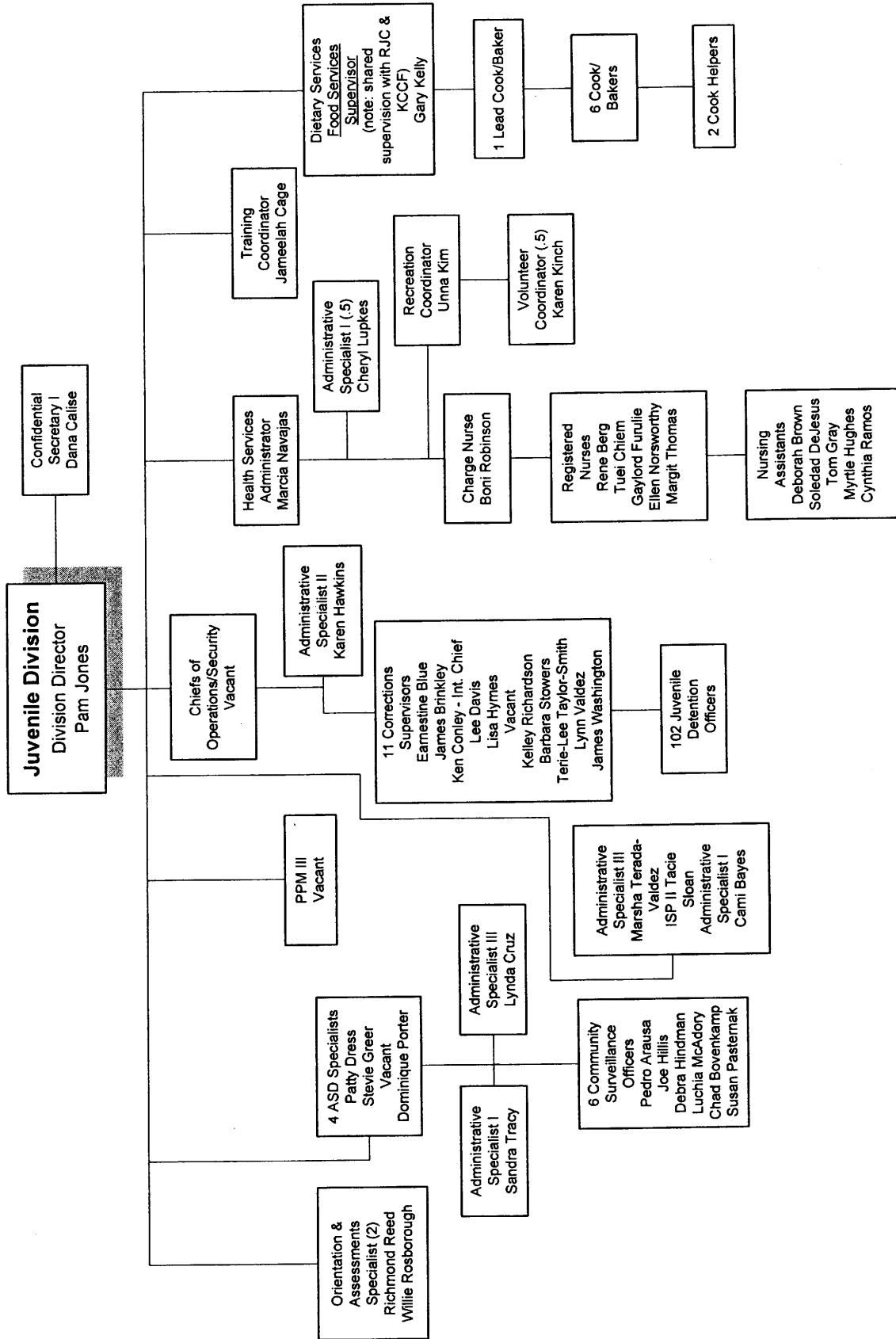
16 Corrections Off

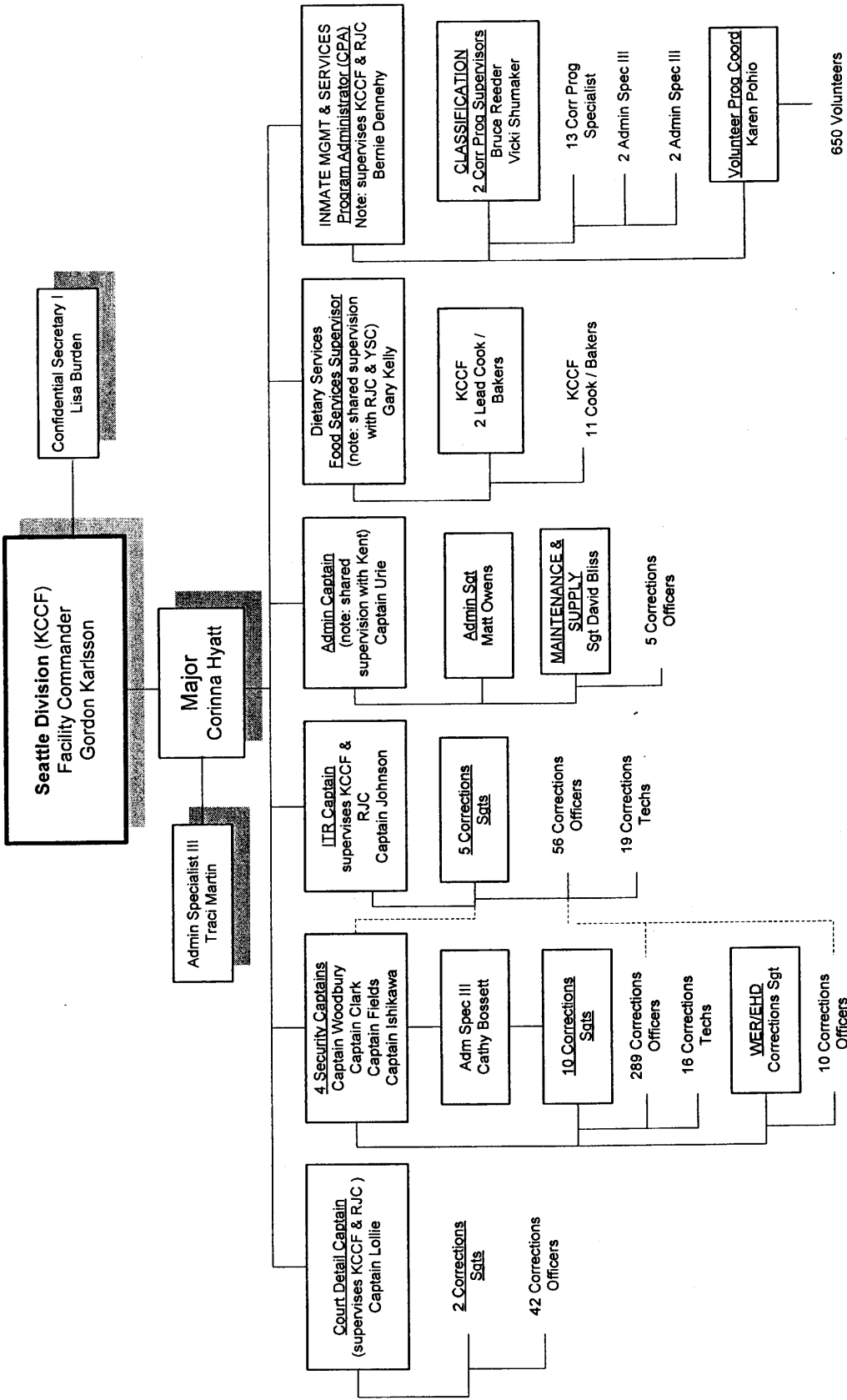
IIR Captain
(supervises KCCF & RJC)
Captain Johnson

11 Corrections Off

13 Corrections Techs









Class Summary

The responsibilities of this classification include directing the overall planning and operations of a large, urban multi-facility and multi-program correctional services system providing pre-trial services and a range of both secure and community-based alternatives to adult and juvenile detainees.

Distinguishing Characteristics

This is a single level classification. The incumbent provides oversight of all day-to-day operations through subordinate managers. Work includes ensuring the safe, secure and humane detention of King County adult felons and misdemeanants, both pretrial and sentenced for one year or less; and administering jail services contracts with municipal jurisdictions in King County to house pretrial and sentenced misdemeanants.

Examples of Duties (May vary by position)

1. Operate detention facilities and programs based on sound practices and integrate effectively with criminal justice, health and treatment systems.
2. Provide leadership in developing and conveying an organizational vision and mission.
3. Devise creative, efficient solutions to resolve operational challenges and address the systemic pressures associated with rapid, continuing growth in the inmate and juvenile detainee populations.
4. Oversee and authorize the direction of litigation including employment, operational, and tort lawsuits in consultation with the Prosecuting Attorney's Office.
5. Develop, defend and manage the Department's annual budget.
6. Hire, train, coach, evaluate, discipline and terminate staff.
7. Direct collective bargaining activities.
8. Represent the King County Executive on correctional issues in the community and with media representatives.
9. Build regional partnerships with cities, counties, and State elected officials to provide cost-effective, safe, and humane care to inmates held in custody in King County detention facilities.
10. Maintain effective, collaborative working relationships with labor representatives, local and national criminal justice system officials, King County elected officials, members of the Executive Cabinet, and other stakeholders in the adult and juvenile detention area.
11. Perform other duties as assigned.

Knowledge/Skills

Advanced knowledge of a wide range of criminal justice operations including adult detention, juvenile detention, court, prosecution and probation

Knowledge of public laws, rules, policies and legislative processes related to publicly funded social services

Knowledge of public sector budgeting, fund management, and budgetary analysis

Knowledge of management techniques and principles
 Knowledge of budgeting techniques and principles
 Knowledge of human resources management and labor relations in the public sector
 Skill in analytical thinking, negotiation, problem solving and conflict resolution
 Skill in working in a political environment and handling politically sensitive issues with diplomacy and confidentiality
 Skill in project and resource management
 Skill in developing and managing large budgets
 Skill in identifying appropriate strategies for data collection and evaluation, analyzing data presenting findings
 Communication skills, including public speaking, presentation and facilitation skills
 Skill in supervision and team building
 Skill in handling multiple competing priorities and sensitive situations
 Skill in working with a variety of individuals from diverse backgrounds
 Skill in using current office software programs including word processing, spreadsheet, database and email software programs

Licensing, Certification and Other Requirements

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

Offers of employment are contingent on passing a thorough background investigation, which includes polygraph and psychological examinations.

FLSA Designation	Exempt (Administrative, Professional or Executive)
Service Status	Exempt from Career Service
Levels within same series	None
Class History	Created 10/2010