

POSSIBLE MOTION

I MOVE TO reappoint Tamy Stevenson to a three-year term on the Port and Harbors Commission.



**Application for Appointment to Boards, Committees, and Commissions
City and Borough of Sitka**

Board/Commission/Committee: Port and Harbors Commission

Name: Tamy Stevenson Preferred Phone: [REDACTED]

Address: [REDACTED] Alternate Phone: [REDACTED]

Email Address: [REDACTED] Fax Number: _____

Length of Residence in Sitka: 4 yrs 8 mo Registered to vote in Sitka? Yes No

Employer: _____

Organizations you belong to or participate in:

None

Explain your main reason for applying:

Term on commission is expiring. Wish to continue to contribute to the Sitka community by serving on this commission.

What background, experience or credentials will you bring to the board, commission, or committee membership?

See resume included

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

No known conflicts of interest.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 3-1-22 Signature: [Handwritten Signature]

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
Jess Earnshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street
Fax: 907-747-7403 Email: clerk@cityofsitka.org

Tamy Stevenson

Objective: Renew my seat on the Port and Harbors Commission to continue supporting the community of Sitka as a contributing member of that Commission.

Introduction: As a life-long Alaskan, I cherish being able to call Alaska my home. Sitka has been my home since 2017 and I absolutely love the beauty and wonder of Sitka and the people who call Sitka their home. I recognize the importance of Sitka's port and harbors to the local economy and welcome the opportunity to help support the continued use and growth of these facilities.

Work Experience: Business Support Manager

First National Bank Alaska

October 2016 to Present

- Work directly with the bank's Chief Compliance Officer, Compliance Senior Legal Counsel and Compliance Officer to develop Bank policies for adoption by the Board of Directors
- Collaborate with EVPs, SVPs, and the bank's Compliance Officer in evaluating, developing and drafting programs and procedures to comply with federal banking regulations
- Review operational procedures for compliance weaknesses and recommend corrective actions and internal controls
- Act as the System Administrator for the bank's compliance management platform and create workflow controls on the platform to aid in the bank's compliance with federal regulations
- Member of various strategic tactic teams to assist in planning the development and deployment of new technologies to reduce manual processes; use less resources; produce greater value; ensure regulatory compliance; and leverage existing systems/technologies

Bank Operations Support Supervisor

First National Bank Alaska

August 2013 to September 2016

- Developed, recommended, managed, and monitored bank's written procedures and desk manual instructions to ensure methods and practices were accurate, effective, efficient and streamlined, as well as conformed to applicable compliance requirements
- Implemented Bank's compliance management platform system, including development and deployment of workflow controls on the platform
- Consulted with internal auditors and compliance personnel on regulatory requirements as they relate to creation of, or revisions to, written policies, procedures and desk manual instructions
- Provided support and direction to other business units responsible for developing policies, procedures, and desk manual instructions

- Managed Bank's central repository of approved policies, procedures and desk manual instructions and responded to internal audits and management inquiries relating to purpose and intent of bank's procedures and desk manual instructions
- Managed staff of ten record specialists and the bank's Review Unit Manager who was responsible for monitoring changes made to the Bank's customer information system and deposit account contracts
- Managed staff of two manual writers and an administrative assistant who were responsible for researching, writing and publishing various procedure and desk manual instructions for the Bank
- Responsible for implementing appropriate controls to ensure accuracy of customer information entered to the Bank's system
- Ensured deposit account contract and related documents completed by business units met applicable compliance requirements supported by Bank policy and/or procedure. Provided reports of contract deficiencies to business units responsible for corrective action and, as appropriate, to Bank management
- Developed and managed the bank's E-forms Library, ensuring all forms met the Bank's marketing and compliance standards
- Coordinated electronic storage of centralized deposit account documents and general Bank operating documents in accordance with established procedures
- Member of various strategic tactic teams to assist in planning the development and deployment of new processes and technologies

Manual Writer

First National Bank Alaska

March 2003 to July 2013 (part-time)

- Progressively responsible for the Bank's written procedures and processes
- Worked with all levels of management to identify and propose effective, efficient and streamlined processes
- Interviewed employees and observed work processes to accurately document steps required to complete Bank functions
- Provided support and direction to business units relating to documented processes
- Determined whether processes met regulatory requirements and recommend alternative methods as needed
- Coordinated workflow processes between business units to ensure continuity of processes
- Developed and managed the Bank's E-Forms Library
- Member of various strategic tactic teams to assist in planning the development and deployment of new processes and technologies

Centralized Deposit Records Administrator

First National Bank Alaska

April 1998 to February 2003

- Developed new centralized Review Unit for retail account records which included establishing appropriate work processes for the Unit
- Supervised Review Unit, directing employee work processes
- Monitored Bank's TIN compliance, ensuring compliance with B Notice and C Notice processing
- Monitored compliance with Reg D, notifying customers of noncompliance
- Work with branch management to identify training issues relating to opening and updating deposit accounts
- Developed and monitored controls over dormant deposit accounts
- Responsible for making procedure recommendation on operational functions to strengthen compliance with bank operation regulations (e.g., BSA, Reg GG, TIN Compliance, Reg D, Reg CC, etc.)

Administrative Assistant to Senior Vice President of Central Support Division

First National Bank Alaska

May 1995 to March 1998 (special project)

- Primarily responsible for coordinating construction of new Headquarters and Data Center facilities, including scheduling with general contractor and subcontractors (electrician, plumbers, fire suppression companies, etc.); coordinated and executed relocation of bank equipment and staff to new facilities
- Attended meetings with SVP and acted as scribe. Coordinated meetings for SVP
- Assisted in formulating officer annual performance evaluations with SVP
- Acted as one of several primary staffers who trained and supported bank personnel on change of bank's core processor

Administrative Assistant to Cashier & Vice President of Operations

First National Bank Alaska

June 1983 to April 1995

- Performed advanced clerical and administrative functions of a confidential or sensitive nature; composed correspondence, developed and maintained extensive spreadsheets and databases, created forms and templates, and prepared and formatted documents using multiple software programs for supervisor's presentations and reporting
- Coordinated agenda, meeting and minutes for bank-wide monthly operations manager's meetings
- Managed special work area-specific projects; compiled and summarized data, performed analysis, and created reports for supervisor's review.
- Responsible for maintaining bank's administrative support procedures, and implementing approved processing and procedural changes as directed
- Supervised clerical staff responsible for processing IRS levies, court writs, subpoenas and search warrants relating to bank customers
- Maintained Bank's Operations Procedure Manuals, including making revisions to manuals and distribution of updates to manual holders

- Functioned as personal assistant to Bank's Cashier & Vice President of Operations; scheduled and coordinated meeting facilities and equipment, making travel arrangements, and maintaining the central task and event calendars
- Assisted with the work area budget process; maintained records of expenditures, ensured proper general ledger coding, and analyzed variances
- Responded to internal and external customer requests for information, and maintained awareness of subject matter experts within the Bank

Education: Graduate of Bartlett High School, Anchorage AK

References: Available on request.



PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
DAVE GORDON 717 Lake Street	738-0515 sitkadgordon@gmail.com	12/13/16	12/13/19 12/10/22	CHAIR
CHRIS YSTAD 104 Chirikov Drive	738-1560 fathom99835@yahoo.com	5/22/18	5/22/21 8/11/24	VICE CHAIR
MICHAEL NURCO 617 Katlian Street A-6	738-0927 albatrossalaskacharters@gmail.com	11/11/15	7/8/17 12/12/20 1/12/24	
SHAUNA THORNTON PO Box 2156	598-1171 shaunat@gci.net	11/28/17	3/24/18 3/13/21 4/13/24	
TYLER GREEN 322 Wachusetts Street	738-5010 tgoceancowboy@gmail.com	2/12/19	6/14/19 6/11/22	
TAMY STEVENSON PO Box 6145	907-244-8853 blackdog.whitedog@gci.net	3/26/19	3/26/22	
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Kevin Knox PO Box 6415	738-4664 assemblyknox@cityofsitka.org			Assembly Liaison
Steven Eisenbeisz 208 Lincoln Street	738-9075 assemblyeisenbeisz@cityofsitka.org			Alternate Assembly Liaison
Alicia Soto Harbor Office Manager	747-3439 w alicia.soto@cityofsitka.org			Secretary

7 members from the public, 3-year terms
 Established by Resolution 88-375
 Nine meetings per year, September – May; 2nd Wednesday 6:00 p.m.
 Harrigan Centennial Hall, 300 Harbor Drive

Revised: October 14, 2021