



CITY & BOROUGH OF SITKA
BOARD/COMMITTEE/COMMISSION APPLICATION

Municipal Clerk's Office, 100 Lincoln Street, Floor 3
Phone: 907.747.1826 Fax: 907.747.7403 Email: clerk@cityofsitka.org

Submit this completed application AND either a letter of interest or resume to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting.

Board/Commission/Committee Applying For: Health Needs and Human Services Commission

Name: Crystal Duncan Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: Lifelong Registered to vote in Sitka? ☒ Yes ☐ No

Employer Business Name and your position: Regional A.N.T.H.C Liaison for S.E.A.R.H.C. Communities

Organizations you belong to or participate in:
See Resume.

Explain your main reason for applying:

I think our Commissions, Boards, and Committees need representation that reflects the diversity of our community. I served as a liaison to many Commissions during my term, this Commission is most relevant to my areas of interest.

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

100% of my career experience has been working in service to Alaska Native populations. While not a direct human services provider, I have an expertise related to the health care field having been employed by both SEARHC and now ANTHC.

Appointments are typically made during Assembly meeting open sessions. 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

Potential conflicts of interest that may arise from your appointment must be disclosed. These may include, but are not limited to, a substantial financial interest of \$1000 annually that could be influenced by your appointment, or an immediate family member employed within the scope of this appointment. **Do you have any potential conflicts of interest to disclose?** ☐ Yes ☒ No

If yes, please explain:

I understand this is a volunteer position appointed by the City and Borough of Sitka Assembly and requires regular meeting attendance. I further understand this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in media outlets. If I am appointed to serve, I will follow all laws, procedures, and practices associated with my appointment.

I certify that the information in my application is true and accurate.

Date: 11/21/23 Applicant Signature: [Signature]

Crystal L. Duncan

Customer Feedback

I really appreciate your consistent and clear communication. You check back, acknowledge you received the request/question, and give me periodic updates when there is progress on the issue. It has been a delight working with you in your HR Generalist role.

--Division Director

Employment History (previous decade)

Alaska Native Tribal Health Consortium

Regional ANTHC Liaison for SEARHC Communities

- ❖ Help define the activities of this newly created position to provide patient education and advocacy, confront barriers that negatively affect health outcomes, and improve shared patients' experience as they navigate specialty care at Alaska Native Medical Center.

City and Borough of Sitka

Assembly Member

- ❖ Participate, provide direction and guidance at bimonthly, emergency, special budget, town hall, as well as board, committees, and commission liaison meetings, and work sessions. Provide supervision to the *Administrator* and *Attorney* positions.

University of Alaska Southeast

Personal Education Planner: Native and Student Services

- ❖ Build and foster student support by 1) navigating barriers to success and 2) providing a culturally safe environment for students with a goal of improving the retention and graduation of underrepresented students.

SouthEast Alaska Regional Health Consortium

*Senior Human Resources Generalist **2012 & 2013 MERIT AWARD RECIPIENT***

- ❖ Act as a strategic partner to supervisors across the Consortium during large-scale organizational changes. Provide supervision to HRIS and HR Assistant positions.

Education

University of Alaska Fairbanks

Master of Business Administration in General Management

Fort Lewis College

Bachelor of Arts in Business Administration (Minor in Accounting)

University of Alaska Fairbanks

Bachelor of Science in Psychology

Memberships & Certifications

- Sitka Tribe of Alaska
- Central Council for Tlingit & Haida Indian Tribes of Alaska
- Champagne and Aishihik First Nations
- Sealaska Corporation
- Shee Atiká Corporation
- Kootznoowoo Corporation
- ICWA Qualified Expert Witness
- Sheet'ká Decolonization Group
- Indigenous Peoples' Day Planning Committee
- ICPM Supervisor Certification



Health Needs and Human Services Commission

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
RACHEL WORTHEY 705 Sawmill Creek Road	731-610-5199 rachelworthey@gmail.com	6/14/23	8/24/24	Chair
AMANDA ROBERTS 1212 Seward Avenue	907-966-8745 amandar@searhc.org	8/9/23	11/9/24	Vice Chair
ANNETTE EVANS PO Box 902	406-579-1936 wannitta12@yahoo.com	1/24/23	12/8/23	
ELISE DAVIDSON KITKA 113 Metlakatla Street	907-738-7057 ekitka@scpsak.org	2/28/23	4/13/24	
WOODY WIDMARK 444 Katlian Street	907-752-0152 woodywidmark@gmail.com	9/13/23	9/13/26	
TRISTAN GUEVIN 200 Seward Street	907-738-5415 tristan.guevin@gmail.com	3/23/21 2/9/22	1/8/22 2/9/25	Resigned 7/24/2023
LAKOTA HARDEN 113 Metlakatla Street	510-827-7689 lakotaharden@yahoo.com	3/23/21 11/8/22	11/26/22 11/8/25	Resigned 9/10/2023
Jess Earnshaw Deputy Clerk	907-747-1826 jessica.earnshaw@cityofsitka.org			Secretary
JJ Carlson 100 Lincoln Street	907-738-4190 assemblycarlson@cityofsitka.org			Assembly Liaison
Kevin Mosher 100 Lincoln Street	907-752-0467 assemblymosher@cityofsitka.org			Alternate Assembly Liaison

Established by Ordinance 2013-23

7 members, 3-year terms. A vacancy on the commission shall be filled by appointment by the Assembly for any remainder of an unexpired term.

Meeting schedule: 3rd Wednesday of the month; Noon at Harrigan Centennial Hall, 330 Harbor Drive – Meetings are to be held no less than four times per year.

Revised: October 23, 2023