

Sponsors: Phyllis Hackett, Thor Christianson  
and Matthew Hunter

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 2013-23**

**AN ORDINANCE OF CITY AND BOROUGH OF SITKA AMENDING SITKA  
GENERAL CODE TITLE 2 ENTITLED "ADMINISTRATION" TO ESTABLISH A  
HEALTH NEEDS AND HUMAN SERVICES COMMISSION AND ESTABLISH  
ORGANIZATIONAL GUIDELINES FOR SUCH COMMISSION**

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

2. **SEVERABILITY.** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. **PURPOSE.** The purpose of this ordinance is to add a provision in SGC Title 2 entitled "Administration" to create a local Health Needs and Human Services Commission ("HNHSC") and establish organizational guidelines for such a commission. HNHSC will serve to address the health and social service needs and concerns of the community by undertaking specified duties, including monitoring and periodically reporting on vital information and current trends in health and human services, as requested by the Assembly of the City and Borough of Sitka.

4. **ENACTMENT, NOW, THEREFORE, BE IT ENACTED** by the Assembly of the City and Borough of Sitka that SGC Chapter 2.13 entitled "Health Needs and Human Services Commission" is added to read as follows (new language underlined; deleted language stricken):

**Title 2  
ADMINISTRATION**

**Chapters:**

**2.04 City and Borough Assembly**

**2.08 City and Borough Departments**

**2.12 City and Borough of Sitka Hospital Board**

**2.13 Health Needs and Human Services Commission**

**2.14 Historic Trust Board**

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**Chapter 2.13**

**HEALTH NEEDS AND HUMAN SERVICES COMMISSION**

**Chapters:**

**2.12.010 Health needs and human services commission.**

**2.12.020 Term.**

**2.12.030 Meetings.**

**2.12.040 Organization.**

**2.12.050 Resignation.**

**2.12.060 Powers and duties.**

**2.12.010 Health needs and human services commission.**

There shall be a commission known as the health needs and human services commission which shall be composed of seven members appointed by the Assembly and, to the extent deemed advisable by the Assembly, include professionals from among the fields of health and human services including medicine, psychology, public health, social services, public safety, public administration and other related fields. A member of the Sitka Assembly will serve as a liaison for the commission. All members of the commission shall be at-large members and represent a diverse cross-section of the community.

**2.12.020 Term.**

The term of a member shall be three years or until a successor is appointed; except, term of the Assembly Liaison shall be for one year. The first members appointed to the commission shall, upon appointment, determine the length of the terms so that the terms of two (2) members shall be for one year and the terms of two (2) members shall be for two years, and the terms of two (2) members shall be for three years, resulting in staggered terms for members subsequently appointed. A vacancy on the commission shall be filled by appointment by the Assembly for any remainder of an unexpired term.

**2.12.030 Meetings.**

A. Meet a minimum of four times per year at such times that the chair or, in his or her absence, the vice-chair shall determine.

B. Give reasonable public notice of its meetings and shall comply in all respects with the Alaska Open Meetings Law.

**2.12.040 Organization.**

The commission shall organize itself by electing a chairman, vice chairman, and secretary, each of whom shall be elected by the members of the commission at the first meeting of the fiscal year and shall serve a term to expire upon election of officers at the first meeting of the following fiscal year.

**2.12.050 Resignation.**

Should an officer resign from their position prior to expiration of their term, or otherwise is unable or unwilling to perform duties as required of the office, the commission may elect an officer to serve out the remainder of that term. In addition to the above officers, the commission, by a majority vote of its members, may designate and elect or appoint such

89 other officers, assistant officers and agents as it deems necessary at such time, in such  
90 manner, and upon and for such terms as it shall prescribe. All officers and agents shall serve  
91 at the pleasure of the commission, whenever in its judgment the best interest of the  
92 commission will be served.

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94 **2.12.060 Powers and Duties.**

95 A. The commission will annually identify goals developed through the collection and  
96 consolidation of vital and current information on human service trends as well as public  
97 input. All goals shall be approved by the Assembly prior to the commission initiating  
98 action. All findings of the commission will be made available to benefit and educate city and  
99 borough of Sitka decision-makers.

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101 B. The commission will perform other activities which are necessary and proper to carry out  
102 the above duties and any other actions determined by the Assembly to be beneficial to carry  
103 out the health and human service goals necessary in the city and borough of Sitka.

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105 C. The commission will coordinate with local entities such as the Sitka Tribe of Alaska, Sitka  
106 Community Hospital, SEARHC as well as applicable non-profits and local businesses  
107 providing health/human services to identify human service needs as well as to best streamline  
108 the collection and consolidation of vital and current information on human service needs.

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110 **5. EFFECTIVE DATE.** This ordinance shall become effective on the day after the  
111 date of its passage.

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113 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of  
114 Sitka, Alaska this 14<sup>th</sup> day of May, 2013.

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Mim McConnell, Mayor

118 ATTEST:

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121 Colleen Ingman, MMC  
122 Municipal Clerk  
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