



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

Board/Commission/Committee: Heath Needs and Human Services Commission  
Name: Amy Zanuzoski Daytime Phone: 907-747-3636  
Address: PO box 1991 Evening Phone: 805-390-4194  
Email Address: amyz@scpsak.org Fax Number: 907-747-2702  
Length of Residence in Sitka: 5 yrs Registered to vote in Sitka?  Yes  No  
Employer: Sitka Counseling

Organizations you belong to or participate in:

None

Explain your main reason for applying:

As a commission member I would like to continue to work of the goals we have set out to accomplish.

We have been working towards getting the community meeting back and would like to see that happen regularly each month.

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

I have been working with Sitka Counseling and want to continue to help support our community.

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: 10/14/2014

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. Applications received after the deadline will be considered but will not be included in the Assembly packets for review prior to appointment.

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:

Sara Peterson, Deputy Clerk

100 Lincoln Street

Fax: 907-747-7403

Email: sara@cityofsitka.com

# Amy Zanuzoski

---

## Education

**Bachelor of Arts Degree, Radio Television Film**  
2000 California State University Northridge

## Experience

**9/2012 – Present Sitka Counseling & Prevention Svs., Inc.**  
Sitka, AK

### **Executive Director**

- Overall daily management to include implementing the mission and strategic goals, fiscal, technology, personnel management, organizational staff development, and program development to serve multi-cultural populations.
- Logic Model development and Grant reporting.
- Develops and implements fund raising projects.
- Act as the liaison between the Board and staff
- Provides monthly reports to the Board concerning agency operations.
- Oversees maintenance of all facilities
- Facilitates community presentations regarding agency programs and services
- Facilitates quarterly all staff meetings
- Establishes and maintains a positive working environment that enhances staff productivity and welcomes clients to participate in agency services
- Maintains an environment that ensures the health and safety of the client and staff
- Authorizes purchases and expenditures within parameters set in the agency budget/by-laws.
- Oversight of licensure training of staff; monitor and maintain qualification of training staff for the benefit of the agency.
- Responsible for meeting HUD requirements in management and occupancy of River's Edge Property.
- Designs and coordinates process and policy revisions related to business practices.
- Establishes and maintains adequate administrative control systems.

**4/2010 – 9/2012 Sitka Counseling & Prevention Svs., Inc.**  
Sitka, AK

### **Administrative Operation Officer/Deputy Executive Director**

- Maintains employee benefit contracts and agency insurance contracts. Work with Board Risk Management Committee to provide adequate insurance coverage.
- Screen, interview and recommend candidates for hire and supervise administrative staff in the process.

- Directs, develops, and updates program and employee manuals as needed.
- Develops and implements business plan with Executive Director.
- Monitor and review compliance with specific grant & contracts terms and accreditation at direction of the Executive Director.
- Manage completion of annual inventory of agency equipment; create and maintain system for monitoring technology needs of staff and facilities.
- Supervise and monitor the procurement, installation, and functioning of office technology, including computer system and phones.
- Accuracy, attention to detail, initiative, and ability to manage multiple tasks to meet deadlines

**5/2009 – 4/2010 Sitka Counseling & Prevention Svcs., Inc.**  
Sitka, AK

**Employee Development Coordinator/ HR**

- Maintains personnel records and arranges/conducts employee training as needed -ensures employees remain current on TB testing, CPR/First Aid, and required annual training
- Conducts new employee orientation regarding personnel issues
- Participate in "Administrative Team" projects. These projects range from production of grant proposals to phoning clients for follow-up reports, Administers employee benefit package
- Recommends administrative candidates for hire, trains, and supervises office staff
- Maintains working knowledge of medicated billing regulations, Provide reports as requested by managerial staff and the Board of Directors, Ensures HIPPA compliance and responds to requests for clinical records in a timely manner, Oversees maintenance of agency web site and arranges for updates as needed, Resolves routine administrative problems and answers inquiries regarding agency programs/services
- Ensures office equipment is kept in good working order, Data coordinator for agency database system, Conducts reference checks and gathers background information on applicants as needed

**7/2007 – 5/2009 TheraCare Rehabilitation Services**  
Newbury Park, CA

**Office Manager – Assistant to CFO/CEO**

- Supervise 2 staff members, Payroll, Quick Books, Track payments, A/P, A/R, Collections, mailings, staffing for 19 facilities
- Responsible for medical billing of 19 facilities-monthly, Track 7 independent contractors invoices-monthly, Track Registry payments
- Customer Service, organize office, HR, problem solving, Support Staff for 125 Therapists (OT,PT,ST) and CFO,CEO & Director

**6/2005–6/2007 Holiday Inn Express Hotel & Suites**  
Camarillo, Ca

**General Manager/ Sales Manager**

- Responsible for the overall operations, customer service, quality & guest satisfaction of the hotel
- Worked on revenue management to meet the 2007 monthly budget
- Oversaw 27 staff in all departments (Housekeeping, Front desk, Sales & Marketing, Maintenance, Breakfast Bar)
- A/R and A/P coded and sent out invoices, tracked payments and outstanding balances
- Created and maintained customer driven operations with consistent quality scores in the 90%
- Effectively solicited business for new clients, customer service, monitored production for top accounts, sold meeting space for 5-55 person events
- Maintained accurate & up to date records of sales and transactions
- Hotel tours, assisted GM w/ research & development of annual business, correspond w/ potential clients providing bids, proposals, confirmations of bookings, follow up and thank you letters

**2/2003-6/2005      Maritz Inc.**  
Torrance, CA

**Program Coordinator for University of TOYOTA**

- Schedule four coaches for upcoming Service Lane Visits at dealerships across the United States
- Communicate on a daily basis with business partners and 19 regional /4 area contacts to discuss on going changes with future events
- Track attendance within a web based program and provide accurate credit for ~ 44,760 participants per year
- Administrative contact for the Penske Auto Group, track attendance, organize spreadsheets w/ SSN and Gallup Pins & send class pre-work for 234 students
- Coordinate directly with Toyota/Lexus billing dept. to ensure proper tuitions fees are collected and certification credit is awarded for ~2,338 events per year
- Function as a customer service representative in support for the University of Toyota as the administration team of 11 for Maritz

**2003, 2001 & 2000      National Broadcasting Company**  
Burbank, CA

**Production Assistant, Tournament of Roses Parade**

- Organized the office, travel and accommodations for talent
- Arranged for promotional materials, credentials and tickets
- Coordinated production staff, crew and vendors

**7/2001-3/2002      International Sports Broadcasting**  
Salt Lake City, UT

**Uniform & Merchandise Coordinator/Asst. Broadcast  
Venue Manager, 2002 Winter Olympics/ Paralympics**

- Bought & created gift ideas for VIPs with vendors
- Negotiated prices with merchandise suppliers/vendors
- Created and managed uniform distribution for 1650 crew members

- Designed reports for uniform distribution
- Oversaw 6 broadcast assistants with uniform distribution
- Assisted crews, created & monitored meal voucher system
- Filled in as a spotter on the field of play, for the director, assisted technical crew and manager
- Organized transportation for the Technical Director, Director and producer for ISB

**1/2001-7/2001 National Broadcasting Company**  
Burbank, CA

**Editorial Assistant, NBC Channel 4 News**

- Organized scripts from the news producer for two on-air talents
- Assisted the assignment editor, beat checks, follow up on incoming story ideas and answer the phones
- Worked special events in the field as support for the news dept.

**4/1998 – 11/2000 Biltmore Broadcasting, KADY-TV**  
Camarillo, CA

**Assistant Program Director/ Master Control Operator**

- Produced and distributed weekly program schedules
- Reviewed contracts for new shows, that were to air on KADY
- Contacted major distribution houses for copies of tapes that were missed for the satellite feeds
- In charge of filing children's programming, Educational/Informational, with the FCC
- Responsible for switching shows and commercials on-air
- Keeping track of satellite feeds and recording them in broadcast quality for air
- Created dubs of commercials and satellite feeds
- Tracking audio and video of on-air shows and commercials from the log

**Computer Proficiency**

Certified in beginning Excel, Word, and Windows & Outlook.  
Worked in Web based Applications, AKAIMS, Avstar and Opera.

**Community Involvement**

- Volunteered at the Port Hueneme Chamber of Commerce
- Volunteered on Fire Line, a Fire education show on Cable
- Co-Editor for Campus Observer at Oxnard College for 1 year
- Volunteered at CIMRI (Channel Islands Marine Research Institute)
- Assisted Frank Ursitti w/ his marine education program on the Coral Sea.



## Health Needs and Human Services Commission

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
WILLOW MOORE 700 Etolin St	747-4600 w 738-9082 c willow@braveheartvolunteers.org	10/22/13	10/22/14	<b>CHAIR</b>
PAUL BAHNA, MD 600 DeGroff St #A	747-7749 w 623-0945 h bnbahna@uas.alaska.edu	11/12/13	10/22/15	<b>VICE-CHAIR</b> <i>Leccese term</i>
MYRON FRIBUSH, MD PO Box 303	738-1489 c 747-5377 h rfribush3@gmail.com	10/22/13	10/22/16	
AMY ZANUZOSKI PO Box 1991	747-3636 w 805-390-4194 c amyz@scpsak.org	10/22/13	10/22/14	
GALADRIEL MORALES 429 Katlian St	747-7221 w 738-0630 c glade.morales@sitkatriben-sns.gov	10/22/13	10/22/15	
VICKI D'AMICO PO Box 2191	747-3370 w 747-4729 h vdamico@safv.org	10/22/13	10/22/16	
PATRICK WILLIAMS 209 Moller Avenue	747-0349 pwilliams@sitkahospital.org	5/13/14 10/14/14	10/22/14 10/14/17	Hample's term
Phyllis Hackett 500 Lincoln Street #B4  <i>Alternate:</i> <i>Mim McConnell</i> <i>215 Smith Street Apt G</i>	738-1991 c assemblyhackett@cityofsitka.com  747-2860 h 738-2888 c assemblymccconnell@cityofsitka.com			Assembly Liaison

Established by Ordinance 2013-23

7 members 3-year terms (except for first commission): The first members appointed to the Commission shall, upon appointment, determine the length of the terms so that the terms of three (3) members shall be for one year, 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.

Meeting Schedule: 2<sup>nd</sup> Tuesday of each month or as needed – noon at Harrigan Hall; meets a minimum of four times per year.

Revised: October 15, 2014