



113 Metlakatla St  
Sitka, AK 99835

T 907-747-3636  
F 907-747-5316

info@scpsak.org  
sitkacounseling.org

To: City and Borough of Sitka Assembly  
Fr: Vera Gibson  
Re: Application- Health Needs and Human Services Commission  
Da: October 10, 2017

I am writing to express my interest in becoming a commissioner on the Health Needs and Human Services Commission. Previously Loyd Platson served on the commission as a representative from Sitka Counseling. He has absorbed more responsibilities through his work with Sitka Counseling and is not able to re-apply.

Sitka Counseling would like to maintain its presence on the commission and continue to support the health related needs of our community. I am personally interested in supporting the health and wellbeing of our community and would appreciate the opportunity to serve on the commission.

Please find my application and resume attached to this letter of interest.



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

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

Name: Vera Gibson Daytime Phone: 907-737-3636 Ext. 224

Address: 107 Rudolph Walton Circle Evening Phone: 907-738-0812

Email Address: vgibson@scpsak.org Fax Number: 907-747-2702

Length of Residence in Sitka: 28 years Registered to vote in Sitka? ☒ Yes ☐ No

Employer: Sitka Counseling

Organizations you belong to or participate in: Sitka Health Summit, HOPE Coalition, Robert Wood Johnson Foundation Health Disparities Coaching Program, SHS Monthly Networking, Sitka Christian Center, Native Village of Barrow, Arctic Slope Regional Corporation, Utkeagvik Inupiat Corporation.

Explain your main reason for applying: I am applying for the HNHS Commission personally and professionally to support the overall wellbeing of our community. Sitka Counseling has had a long time presence on the commission and we are hoping to continue our involvement through my participation. I would also like to provide insight and input from the Indigenous Peoples perspective.

What background, experience or credentials will you bring to the board, commission, or committee membership? I have been a resident of Sitka for many years and am currently employed by Sitka Counseling in their Prevention Department. Through this position, I have gained a very good understanding of health related issues and disparities.

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.

There are none.

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: 10/10/2017 Signature: Vera N. Gibson

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:

Melissa Henshaw, Deputy Clerk/Records Specialist, 100 Lincoln Street  
Fax: 907-747-7403 Email: [melissa.henshaw@cityofsitka.org](mailto:melissa.henshaw@cityofsitka.org)

## **VERA H. AIKEN GIBSON**

**Date of Birth:** December 2, 1967

**Birthplace:** Barrow, Alaska

**Marital Status:** Married to Kent William Gibson  
May 18, 1991

**Address:** 107 Rudolph Walton Circle  
Sitka, Alaska

**Phone Number:** (907)747-5709 home  
(907)738-0812 cell

**Education:** High School at Mt. Edgecumbe High School in Sitka (9<sup>th</sup> & 10<sup>th</sup> grade – the school closed)  
High School Diploma from Barrow High School in May, 1985  
A.A. Degree from Sheldon Jackson College in May, 1989  
B.B.A. Degree from Sheldon Jackson College in May, 1991

**Employment:** Starting from last position held.

### **SITKA COUNSELING; SITKA, ALASKA**

**Office of Prevention – Prevention Coordinator; August 22, 2016 - Present**

**General Duties:** Collect data on substance abuse within Southeast Alaska; attend and participate in the Sitka Health Summit Coalition; attend and participate, including minute taking of HOPE Coalition; assist with grant requirements/reporting; upkeep calendar for grant requirements; create posters and graphs on substance abuse in Southeast Alaska and the State of Alaska in whole; assist the Billing Department with upkeep of client files (made files current that were not filed for the last 4 years); assist Medical Records Department with upkeep of client files;

### **SEARHC - MT. EDGECUMBE HOSPITAL; SITKA, ALASKA**

**Office of Clinical Director & Director of Hospital Services**

**Secretary & Child Care Billing Assistant; May 27, 1991 – November 1, 1997**

**Promoted to Administration Assistant II - November 1, 1997**

**Promoted to Administrative Assistant III for Vice President Hospital Service with continued support to Medical Director - March 1999**

**Promoted to Senior Administrative Assistant in October 2010**

**Promoted to Credentialing Specialist/Medical Staff Secretary in February 2012**

**Left SEARHC in August 2016 to take on new job**

**General Duties:** Type; work with Word Perfect and Excel; collect and sort mail including opening and prioritizing; answer phone and take messages if needed; dictate letters and memos; manage reservations for 4 conference rooms; make copies; prepare check requests and purchase orders; prepare travel orders and check requests, order office supplies; organize and update administrative library; organize and upkeep filing system, do similar office duties. In the past, did prepare Accreditation Governing Body operations highlights books on a quarterly basis (includes reports from departments/divisions) to be sent to the all Board of Directors prior to the quarterly meeting.

**Minute taking:** Take minutes of weekly Department Head meetings; take minutes of monthly Medical Executive Committee; take minutes of quarter Infection Control Committee; take minutes of quarterly Pharmaceutical & Therapeutics Committee; in the past I took minutes for quarterly SEARHC Board Accreditation Governing Body meetings and quarterly SEARHC Board Planning Committee.

**Visiting providers, medical students and residents:** make hotel & car reservations for visiting doctors; upkeep of medical student/residents credential files including all background checks; prepare orientation schedule for residents and medical students; upkeep of credential files of all providers by verifying all medical licenses, requesting graduation and residency verification from medical school and residency, perform National Practitioners Data Bank (NPDB) and American Medical Association profiles, request information from all affiliations held by provider, perform Office of Inspector General checks and Government sanctions checks on all providers; and ensure all medical staff hold current credentials before seeing patients at our facility. Most of the verification is now done using the Internet. Our office also ensures all files go through the Medical Executive Committee and then approved by the Accreditation Governing Body before the provider is allowed to see any patients.

**Credentialing & Privileging of Providers:** upkeep of all credentialing and privileges for providers who provide services at Mt. Edgecumbe Hospital and the SEARHC Community Village Clinics. This includes diploma, intern and residency verification, verification of all medical licenses, verification of all other hospital affiliations, perform National Practitioner Data Bank profiles check every two years, perform American Medical Association checks, perform Office of Inspection General and Government checks and ensure all providers files continue to be current. This includes a renewal application to be sent to all providers every two years. These files are then presented to the Medical Executive Committee by the Medical Director and then presented to the Accreditation Governing Body.

**Daycare Billing Duties (moved to the finance department in 1999):** record daily attendance for the SEARHC child care on billing invoices for an estimated fifty (50) students; compute child care costs once a month; prepare payroll deductions for child care costs for direct hire employees each pay period; record costs of child care into the general ledger; send out invoices for child care to parents; record child care payments received; prepare Childcare month end report and fax to Juneau finance; also do similar child care duties.

**Supervisory Responsibilities:** With first promotion - supervision of Administrative Assistant I and with second promotion - supervision of Administrative Assistant I & Administrative Assistant II.

My direct supervisor is Jeff Prater, Hospital Administrator. I also work directly with Dr. David Vastola, Interim Medical Director. Also included in the office that our staff support: Deputy Hospital Administrator, Chief Nursing Officer and Performance Improvement Director. I also support all the providers (Physicians, Mid-Levels, etc.) of the hospital.

## **SEARHC - MT EDGE CUMBE HOSPITAL; SITKA, ALASKA**

### **Office of the Director of Hospital Services**

**Business Intern; February 4, 1991 - May 10, 1991**

**Duties:** My job was mainly to observe and learn how a corporation is operated. I attended all the meetings that the Director had to attend. Meetings such as the Board meetings, Corporate Service Plans, Presidents Council, Division Directors, Department Heads, etc. I also was in charge of doing patient surveys on satisfaction - this was done by seeing each patient and asking them questions about the quality of services being provided by SEARHC Hospital.

**Awards/Commendations:** United States Academic Achievement Honor Roll Awards  
10th Grade year in High School - Mt. Edgecumbe High School

Merit Scholarship (\$1000) from Arctic Education Foundation for having the highest GPA during the 1990 school year (college).

8 Merit Awards during my employment with SEARHC for outstanding performance in supporting the Medical Staff

**Seminars/Training:** Image and Self-Projection for Women  
  
How to Handle the Difficult Customer  
  
Total Quality Transformation  
  
Cross Cultural Seminar  
  
Missiles of October Seminar (Conflict Resolution)  
  
The Indispensable Assistant  
  
The Key to Managing Change (doctor's privileging and credentials)  
  
First Time Supervisory Skills  
  
Healthcare Transitions (doctor's credentialing) – 1<sup>st</sup> and 2<sup>nd</sup> Annual  
  
Tribal Secretaries Conference – on 3 separate occasions  
  
Minute Taking & Meeting Preparation Records Management  
  
Preparing Minutes with Confidence  
  
Credentialing & Privileges Seminar – 2 separate occasions  
  
Customer Service Initiative



## Health Needs and Human Services Commission

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
DOUG OSBORNE 209 Moller Avenue	747-0373 dosborne@sitkahospital.org	1/27/15	10/14/17	<b>CHAIR</b> <i>Williams term</i>
LOYD PLATSON 805 Charles Street	747-3636 x226 w 623-7560 c lplatson@scpsak.org	8/25/15	10/28/17	<b>VICE CHAIR</b> <i>Zanuzoski's term</i>
JEFF ARNDT 207 Cedar Heights	738-2025 queenmab@gci.net	11/11/15	11/11/18	
CLARA GRAY 222 Tongass Drive 310	966-8936 w 752-7880 c clarag@searhc.org	12/8/15	12/8/18	
BARBARA KENDALL 206 Park Street	738-1808 bekendall40@yahoo.com	8/23/16	8/23/19	
MELISSA VIATOR PO Box 2298	845-667-9552 mvhealthfitness1@gmail.com	9/13/16	9/13/19	
ANTHONY TREAS PO Box 2375	946-0700 anthonyt@scsah.org	11/02/16	11/02/19	<i>MAKIN'S TERM</i>
Melissa Henshaw Deputy Clerk/Records Specialist	747-1826 melissa.henshaw@cityofsitka.org			Secretary
Richard Wein PO Box 2424	738-0577 assemblywein@cityofsitka.org			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> 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 11, 2017