



**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](mailto: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: Port and Harbors Commission (renew commission)

Name: Tamy Stevenson

Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 7.5 years

Registered to vote in Sitka? ☒ Yes ☐ No

Employer Business Name and your position: First National Bank AK - Assist Vice President/Risk Mgmt Unit

Organizations you belong to or participate in:

Sitka Ham Radio Amateur Radio Klub

**Explain your main reason for applying:**

To renew my commission

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

My background in compliance and risk management may add value to discussions / considerations that this commission brings forward to the CBS Assembly for decisioning as they relate to operating and maintaining the port and harbors.

**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: 03/04/2025

Applicant Signature: [Signature]

**Objective:** Renew my seat on the Port and Harbors Commission to continue supporting the community of Sitka as a contributing member of that Commission. Member of the Port and Harbors Commission for the past five years, currently the acting Vice Chair.

**Introduction:** As a life-long Alaskan, I cherish being able to call Alaska my home. I relocated to Sitka from Chugiak in 2017 and I absolutely love the beauty and wonder of Sitka. I recognize the importance of the CBS'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: AVP, Business Support Manager, Risk and TPM Coordinator**

First National Bank Alaska

Compliance Department | Risk Management Unit

October 2016 to Present

- Work directly with the bank's Chief Compliance Officer and Chief Risk Officer to assess and monitor the bank's enterprise risks.
- Collaborate with all levels of executive and senior management in evaluating, and developing programs to reduce bank risk and remain in compliance with federal banking regulations.
- Member of various bank strategic tactic teams that assist in planning the development and deployment of new technologies to: reduce bank risk, streamline processes; use less resource; 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 policies, programs and desk manual instructions to ensure the methods and practices implemented by the bank were accurate, effective, efficient and streamlined, as well as compliant with applicable laws and regulations.
- Implemented Bank's compliance management platform system, including development and deployment of workflow controls on the platform.
- Consulted with internal auditors and compliance staff on regulatory requirements as they related to creation of, or revisions to, written policies and programs.
- 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 policies, 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 procedures 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

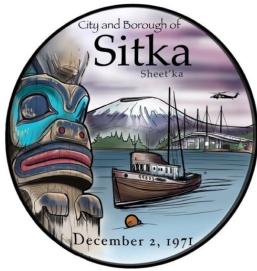
June 1983 to April 1995

- 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<br>STARTS                            | EXPIRES                                  | CATEGORY                         |
|--|--|---|--|----------------------------------|
| SHAUNA THORNTON<br>PO Box 2156             | 907-598-1171<br>shaunat600@gmail.com                           | 11/28/17<br>3/13/18<br>4/13/21<br>5/29/24 | 3/24/18<br>3/13/21<br>4/13/24<br>5/29/27 | <b>CHAIR</b>                     |
| TAMY STEVENSON<br>PO Box 6145              | 907-244-8853<br>tamysoper2@gmail.com                           | 3/26/19<br>3/9/22                         | 3/26/22<br>3/9/25                        | <b>VICE CHAIR</b>                |
| TYLER GREEN<br>322 Wachussetts Street      | 907-738-5010<br>tgoceancowboy@gmail.com                        | 2/12/19<br>6/11/19<br>8/9/22              | 6/14/19<br>6/11/22<br>8/9/25             |                                  |
| JORGEN ELIASON<br>PO Box 2253              | 907-738-3334<br>jorgeneliason907@gmail.com                     | 10/25/22                                  | 10/25/25                                 |                                  |
| ANDREW CALLISTINI<br>106 Naomi Kanosh Lane | 907-747-5494<br>callistini@gmail.com                           | 12/27/22<br>8/14/24                       | 8/11/24<br>8/14/27                       |                                  |
| JUSTIN PEELER<br>4120 Halibut Point Road   | 907-340-6106<br>justinpeeler79@gmail.com                       | 10/11/23<br>2/27/24                       | 1/12/24<br>2/28/27                       |                                  |
| JOSHUA BADDER<br>240 Lakeview Drive        | 515-201-1054<br>joshua@wildstrawberrylodge.com                 | 2/12/25                                   | 12/13/25                                 |                                  |
| Stan Eliason<br>Office: 617 Katlian Street | 907-747-3439 w<br>907-738-0832<br>stan.eliason@cityofsitka.org |   |  | Harbormaster<br>Non-voting       |
| Alicia Soto<br>Harbor Office Manager       | 907-747-3439 w<br>alicia.soto@cityofsitka.org                  |   |  | Secretary                        |
| Chris Ystad<br>104 Chirikov Drive          | 907-738-1560<br>assemblyystad@cityofsitka.org                  |   |  | Assembly<br>Liaison              |
| Kevin Mosher<br>100 Lincoln Street         | 907-752-0467<br>assemblymosher@cityofsitka.org                 |   |  | Alternate<br>Assembly<br>Liaison |

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

Revised: February 13, 2025