



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

Board/Commission/Committee: Ports and Harbor Commission

Name: Tamy Stevenson

Preferred Phone: [REDACTED]

Address: [REDACTED]

Alternate Phone: [REDACTED]

Email Address: [REDACTED]

Fax Number: NA

Length of Residence in Sitka: 1 yr 8 mo

Registered to vote in Sitka? ☒ Yes ☐ No

Employer: First National Bank Alaska

Organizations you belong to or participate in: None

Explain your main reason for applying:

I wish to contribute to helping the community better understand the significant role Sitka's ports and harbors has in helping to sustain the community. Work with members of the Ports and Harbor Commission, other city commissions and the Assembly to identify new revenue generating opportunities to provide for needed services.

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

See resume' attached.

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.

No known potential conflicts.

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: 3/15/19

Signature: Tamy Stevenson

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

**Objective:** Become a contributing member of the Sitka Ports and Harbor Commission. I believe my years of working for a locally-owned financial institution has kept me focused on the importance of having thriving state and local economies to ensure future generations of Alaskan will continue to carry on the Alaska spirit....*in Alaska*.

**Introduction:** As a life-long Alaskan, I cherish being able to call Alaska my home. When my husband and I began planning for our retirement years, we knew we wouldn't leave Alaska and dreamed of living on the ocean. Our search for the perfect place ended when we laid eyes on the community of Sitka. We worked hard to make our dream of moving to Sitka in preparation for retirement a reality. We arrived in Sitka in June 2017 and don't regret the decision. The residents of Sitka are welcoming, kind and charitable.

My husband, son and I live on our "Alaskan Dream" vessel, currently moorage at Eliason Harbor.

## **Work Experience**

Employed by First National Bank Alaska from June 1983 to Present

### **Business Support Manager - October 2016 to Present**

- Work directly with the Bank's Chief Compliance Officer, Compliance Senior Legal Counsel and Compliance Officer to develop Bank policies for adoption by the Board of Directors.
- Collaborate with EVPs, SVPs, and the Bank's Compliance Officer in evaluating, developing and drafting programs and procedures to comply with federal banking regulations.
- Review operational procedures for compliance weaknesses and recommend corrective actions and internal controls.
- Act as the System Administrator for the Bank's compliance management platform.
- Member of various strategic tactic teams within the organization that plans the development and deployment of new technologies to reduce manual processes; use less resources; produce greater value; ensure regulatory compliance; and leverage existing systems/technology.

### **Bank Operations Support Supervisor - August 2013 to September 2016**

- Developed, recommended, managed, and monitored bank's written procedures and desk manual instructions to ensure methods and practices were accurate, effective, efficient and streamlined, as well as conformed to applicable compliance requirements.
- Implemented Bank's compliance management platform system, including development and deployment of workflow controls on the platform.
- Consulted with internal auditors and compliance personnel on regulatory requirements as they relate to creation of, or revisions to, written policies, procedures and desk manual instructions.

- 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 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 procedure 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** - March 2003 to July 2013 (employed part-time)

- Responsible for documenting and publishing the organization's 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.

**Review Unit Manager - 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 regulations (e.g., BSA, Reg GG, TIN Compliance, etc.).

**Assistant to SVP of Central Support Division -May 1995 to March 1998**

- Primarily responsible for coordinating construction of new Headquarters and Data Center facilities. This included collaborating with architects, interior design consultants, general contractor and other contractors (electrician, plumbers, fire suppression companies, etc.), meeting with city inspectors, managing and reporting construction budgets, and coordinating and executing occupancy of 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 staffers who trained and supported Bank personnel on change of the Bank's core processor.

**Assistant to Vice President of Operations - 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 the VP's presentations and reporting.
- Coordinated agenda, meeting and minutes for bank-wide monthly meetings.
- Managed special work area-specific projects; compiled and summarized data, performed analysis, and created reports for supervisor's review. Responsible for maintaining administrative support procedures, and implementing approved process and procedural changes as directed.
- Supervised clerical staff responsible for processing IRS levies, court writs, subpoenas and search warrants relating to customer records.
- Updated, distributed and maintained the bank's procedural manuals.
- Functioned as personal assistant to Bank's Vice President of Operations; scheduled and coordinated meeting facilities and equipment, made travel arrangements, and maintained the central task and event calendars. Attended and

participated in meetings on behalf of VP as appropriate; responsible for producing and distributing meeting minutes.

- 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



## PORT AND HARBORS COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
DAVE GORDON 717 Lake Street	738-0515 sitkadgordon@gmail.com	12/13/16	12/13/19	CHAIR
CHRIS YSTAD 104 Chirikov Drive	738-1560 fathom99835@yahoo.com	5/22/18	5/22/21	VICE CHAIR
MICHAEL NURCO PO Box 6443	738-0927 albatrossalaskacharters@gmail.com	11/11/15	7/8/17 12/12/20	
KEN CREAMER 101 Sunset Drive	738-0223 747-8903 k.creamer@gci.net	9/12/17	10/27/18 10/23/21	
SHAUNA THORNTON PO Box 2156	598-1171 shaunat@gci.net	11/28/17 3/13/18	3/24/18 3/13/21	
TYLER GREEN 322 Wachussetts Street	738-5010 tgoceancowboy@gmail.com	2/12/19	6/14/19	<i>Jones' term</i>
MELISSA GREENHALGH 1402 Edgecumbe Drive	738-1320 melissarae1984@yahoo.com	2/11/15 5/24/16	3/26/16 5/24/19	VICE CHAIR <i>Resigned 2/6/19</i>
Stan Eliason Office: 617 Katlian Street	747-3439 w 738-0832 stan.eliason@cityofsitka.org			Harbormaster Non-voting
Kevin Knox PO Box 6415	738-4664 assemblyknox@cityofsitka.org			Assembly Liaison
Alicia Soto Harbor Office Manager	747-3439 w alicia.soto@cityofsitka.org			Secretary

7 members from the public, 3-year terms

Established by Resolution 88-375

Nine meetings per year, September – May, 2<sup>nd</sup> Wednesday 6:15 p.m.

Harrigan Centennial Hall, 300 Harbor Drive

Revised: March 15, 2019