

## **POSSIBLE MOTION**

**I MOVE** to reappoint: 1) Scott Wagner to a two-year term on the Gary Paxton Industrial Park Board of Directors, 2) Charles Howlett to a three-year term on the Local Emergency Planning Committee, and approve Michael Scarcelli (non-voting, ex-officio member) to the Sitka Community Hospital Board.



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

Board/Commission/Committee: Gary Paxton Industrial Park  
Name: Scott Wagner Daytime Phone: 907 747-6850  
Address: 304 Nicole Dr. Evening Phone: 907 747-3791  
Email Address: scott\_wagner@nsraa.org Fax Number: \_\_\_\_\_  
Length of Residence in Sitka: 23 years Registered to vote in Sitka?  Yes  No  
Employer: NSRAA

Organizations you belong to or participate in:

LEPC

Explain your main reason for applying:

To continue serving as board chair and facilitate the development and operation of the park.

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

Operation Manager for NSRAA. I can help to develop long term park goals and operation.

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.

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: 6/17/16 Signature: Scott Wagner

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





## GARY PAXTON INDUSTRIAL PARK BOARD OF DIRECTORS

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
SCOTT WAGNER 304 Nicole Drive	747-6850 w 747-3791 h scott_wagner@nsraa.org	11/25/14	6/24/16	CHAIR <i>Eisenbeisz's term</i>
DAN JONES 719 Sirstad Street	738-6998 c 747-6373 h danielgjonespe@gci.net	10/11/11 10/22/13 10/27/15	10/11/13 10/22/15 10/27/17	VICE- CHAIR
GRANT J. MILLER P.O. Box 6097	738-3443 w grantjaymiller@gmail.com	6/13/06 6/10/08 6/8/10 6/12/12 6/24/14 6/14/16	6/13/08 6/10/10 6/8/12 6/12/14 6/24/16 6/14/18	
CHARLES HORAN 403 Lincoln Street	747-6666 w 747-7417 fax charles@horanappraisals.com	3/24/15	7/9/15	<i>Fondell's term</i>
PTARMICA MCCONNELL 2575 Sawmill Creek Rd.	738-9941 c ptarmica@sheeatika.com	6/10/14	6/10/16	
Garry White 329 Harbor Drive, #212	747-2660 w 747-7688 fax garrywhite@gci.net			GPIP Director
Mark Gorman City & Borough of Sitka 100 Lincoln Street	747-1808 w 747-7403 fax mark.gorman@cityofsitka.org			Municipal Administrator
Steven Eisenbeisz 208 Lincoln Street	738-9075 c assemblyeisenbeisz@cityofsitka.org			Assembly Liaison
Linda Wilson 329 Harbor Drive, #212	747-2660 w 747-7688 fax sedasitka@gmail.com			Secretary

Established by Ordinance 00-1568

Five members appointed by the Assembly for 2-year terms, one designated At-Large

Revised: June 15, 2016



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

Board/Commission/Committee: Sitka Local Emergency Planning Committee  
Name: Charles Howlett Daytime Phone: 907-747-0303  
Address: 209 Moller Ave. Evening Phone: 907-738-4440  
Email Address: chmet@sitka-hospital.org Fax Number: \_\_\_\_\_  
Length of Residence in Sitka: 7.44 Registered to vote in Sitka?  Yes  No  
Employer: Sitka Community Hospital  
Organizations you belong to or participate in:

Explain your main reason for applying:

Emergency management coordinator for SCH.

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

Knowledge of HICS & NIMS and emergency response.

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.

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: 06/14/14 Signature: Charles Howlett

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

June 14, 2016

Charles Howlett, CBET

Biomedical Engineering Technician

Emergency Management Coordinator

Sitka Community Hospital

209 Moller Ave.

Sitka, AK 99835

907-747-0303

To whom it may concern,

I would like to continue my membership on the LEPC, to continue working with the city, and the other members in planning for mitigating, and response for and during an emergency.



# LOCAL EMERGENCY PLANNING COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY	
DAVE MILLER, CHAIR	747-1860	dave.miller@cityofsitka.org	Permanent	Fire Chief*	2
KEN FATE 115 Somer Dr.	747-5877 w 747-7410 h	ken@kcaw.org	2/13/07 2/9/10 2/12/13 2/23/16	2/13/10 2/9/13 2/12/16 2/23/19	3
DONNA CALLISTINI 106 Naomi Kanosh Lane	747-7107 w 747-5494	donna.callistini@yahoo.com	10/26/10 11/12/13	10/26/13 11/12/16	3
ANNABEL LUND PO Box 1616	623-0996 h	alund1123@yahoo.com	4/13/10 4/23/13 4/12/16	4/13/13 4/23/16 4/12/19	4
CAROL BERGE 315 Wachusetts Street	747-3636 w 738-3433	clundy@scpsak.org	8/14/12 8/11/15	8/14/15 8/11/18	4
TRISH WHITE 117 Granite Creek Road	747-8006X202 w, 747-5976 h	trish@whitesalaska.com	3/10/09 3/13/12 3/24/15	3/10/12 3/15/15 3/24/18	5
CHARLES HOWLETT 209 Moller Ave.	747-0303 w 738-4440 c	bmet@sitkahospital.org	3/9/10 6/11/13	3/9/13 6/11/16	5
MARY ANN HALL 2037 Halibut Point Road	747-7265	ob1jry@gmail.com	8/23/11 8/12/14	8/23/14 8/12/17	6
BOB GORMAN PO Box 6477	747-9412 w 747-5158 h	bgorman@ptialaska.net	12/11/12	12/11/15	6
DONALD JONES PO Box 6205	623-0431	d_caldwell_j@hotmail.com	8/13/13	8/13/16	6
SCOTT WAGNER 304 Nicole Dr.	747-3791 h 738-2729 c	scott_wagner@nsraa.org	11/12/13	11/12/16	5
GAYLE HAMMONS 210 Kruzof Street	738-3028 c	kgammons@gmail.com	7/28/15	7/28/18	3
JEFF ANKERFELT	747-3245	jeffa@sitkapd.com	Permanent	Lieutenant*	2
AL STEVENS	747-3233	al.stevens@cityofsitka.org	Permanent	Acting LEPC Coordinator*	7
Mim McConnell	747-2860 h 738-2888 c	assemblymcconnell@cityofsitka.org	Non-Voting	Assembly Liaison	1
Gail Johansen Peterson 3511 Halibut Point Road	747-7646	scribeinkservices@gmail.com		Secretary	

\*The police and fire chiefs and the LEPC Coordinator are permanent appointments; whoever is serving in that capacity will be appointed to the commission.

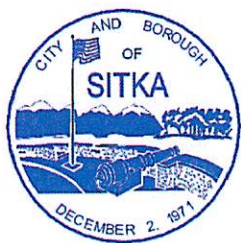
Minimum of seven members, 3-year terms; Established by Resolution 89-406; Amended by Resolution 89-441; Further amended by Resolution 99-727

Meeting: Second Thursday, noon – Fire Hall

**Categories as follows:** 1) Elected local officials 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Environmental/Hospital, and Transportation Personnel  
3) Media/ Broadcast 4) Community Groups 5) Owners/Operators of Facilities 6) Members of the Public 7) LEPC Information Coordinator/ SERC liaison

**Quorum Requirement:** At least one member from four different categories must be present.

Revised: April 13, 2016



# City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

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*Coast Guard City, USA*

## **Planning and Community Development Department**

June 14, 2016

City Assembly  
C/O Melissa Henshaw, Deputy Clerk  
100 Lincoln Street  
Sitka, Alaska 99835

### **RE: CBS Staff Liaison to Hospital Board**

Dear Mayor McConnell, Assembly members, and Sitkans,

It would be a privilege to serve in the role of staff liaison to the Hospital Board, and I would be interested in serving in that capacity if it pleases the Assembly.

I believe I could be beneficial in this role because I have a sincere interest in community service, community health, and matters of local concern exemplified not only by my two positions as a Senior Planner and Head Swim Coach, but more by my volunteer work and commitment to youth, local charity, and community events. I also believe my working knowledge of Roberts Rules of Order, board governance, contracts, and rules and regulations honed during law school and planning work would be beneficial to the issues that the Hospital Board oversees. In a non-voting position, my skills and desire to listen, analyze, identify pertinent issues, and seek common ground where there are different perspectives could be helpful. Overall, I would work diligently to be prepared, attend meetings, and execute my duties thoughtfully.

Thank you for your consideration,

Michael Scarcelli, J.D.  
Senior Planner  
Planning and Community Development Department  
City and Borough of Sitka  
907-747-1815

cc: Mark Gorman, Municipal Administrator  
Maegan Bosak, Planning and Community Development Director





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

Board/Commission/Committee: Hospital Board – Staff Liason

Name: Michael Scarcelli Daytime Phone: 747-1815

Address: Personal: 3803 HPR; Work: 100 Lincoln St. Evening Phone: Per. Cell: 738-3307

Email Address: michael.scarcelli@cityofsitka.org Fax Number: 747-6138

Length of Residence in Sitka: 11 months Registered to vote in Sitka?  Yes  No

Employer: City and Borough of Sitka, and Baranof Barracuda Swim Club

Organizations you belong to or participate in:

Alaska Chapter of American Planning Association; American Swim Coaches Association; and USA Swimming Certified Coach.

Explain your main reason for applying:

to contribute my professional skills and knowledge to an important community interest. In addition, I have a professional and personal interest in public service, contracts, rules and regulations, community health, board governance, and refining my skills and knowledge base.


What background, experience or credentials will you bring to the board, commission, or committee membership?  
I have a working knowledge of Roberts Rules of Order, Board governance, contract law, and community health issues. In addition, I am open to working with diverse interests and finding common ground.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to: I have no conflicts of interest with the Hospital Board.

- 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.

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: June 14, 2016 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.

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



**SITKA COMMUNITY HOSPITAL**  
Creating a healthier tomorrow today.

# Hospital Board Roster

Board Member	Phone	Address, E-mail	Seat	First Appointed	Term Expires
<b>Bryan Bertacchi</b> <b>President</b>	747-1870 w	PO Box 1373 bryan.bertacchi@cityofsitka.org	At-Large	1/12/16	1/12/18
<b>Connie Sipe</b> <b>Secretary</b>	966-4232 w	700 Katlian Street, Suite B csipe@cfc.org	Financial	1/12/16	1/12/19
Steve Gage	747-5587	409 Hemlock Street gageaj@gmail.com	At-Large	1/12/16	1/12/18
Mary Ann Hall	747-7265 h	2037 Halibut Point Road ob1jry@gmail.com	At-Large	1/12/16	1/12/18
David Lam	738-4068 c	PO Box 1324 dave@shamanmedicalconsulting.com	Healthcare	1/12/16	1/12/19
<i>CBS Staff Liaison*</i> Mike Middleton	747-4050 w	100 Lincoln Street mike.middleton@cityofsitka.org	Deputy Finance Director	1/12/16	N/A Resigned 6/3/16
<i>Chief Medical Staff Liaison*</i> Roger Golub	747-3241 w	Sitka Community Hospital 209 Moller Avenue rgolub@sitkahospital.org		.....	December of each year
<i>Assembly Liaison*</i> Steven Eisenbeisz	738-9075 c	208 Lincoln Street assemblyeisenbeisz@cityofsitka.org			October (each year after election)
<i>Hospital Staff</i> Rob Allen Wendy Fowler	747-1738 747-1725	CEO Exec Asst/Recording Secretary	rallen@sitkahospital.org wflower@sitkahospital.org		

\* Non-Voting

Hospital Board meets the **fourth Thursday of each month at 6:00 p.m.** in the Hospital Classroom.

All voting members will be approved by the Assembly:

5 Members from Public:

- |   |             |
|---|-------------|
| 1 Member Professional Financial Experience  | 3-year term |
| 1 Member Professional Healthcare Experience | 3-year term |
| 3 Members At-Large                          | 2-year term |

Non-Voting:

- |   |   |
|---|---|
| 1 Member Sitka Community Hospital Chief Medical Staff | Elected each December by SCH medical staff  |
| 1 Member from the Assembly                            | Appointed each October                      |
| 1 Member from CBS Senior Staff                        | Approved by the Assembly with No Expiration |
- Re-Established by Ordinance 2015-37A

## **OATH OF OFFICE REQUIRED**

Revised: June 14, 2016

# CITY AND BOROUGH OF SITKA

## ORDINANCE NO. 2015-37A

**AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA (CBS), ALASKA AMENDING SECTION 2.12.010 CITY AND BOROUGH OF SITKA HOSPITAL BOARD AND SECTION 2.12.070 ORGANIZATION, FORMALLY DISSOLVING THE EXISTING SITKA COMMUNITY HOSPITAL BOARD (SCH) AND ITS FRAMEWORK AND RE-ESTABLISHING AND REORGANIZING MEMBERSHIP UNDER NEW CRITERIA BY DECREASING VOTING MEMBERSHIP FROM SEVEN TO FIVE WITH THE GOAL OF PROVIDING FINANCIAL WELFARE AND ECONOMIC FINANCIAL STABILITY TO SITKA COMMUNITY HOSPITAL. THE NEW MEMBERSHIP WILL INCLUDE ONE NON-VOTING, EX-OFFICIO CBS STANDING SEAT (AND ALTERNATE) APPOINTED BY THE MUNICIPAL ADMINISTRATOR.**

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 circumstances shall not be affected.

3. **PURPOSE.** The Assembly, through passage of this ordinance, has determined that Sitka Community Hospital will be better served by dissolving the existing board and its current membership structure and re-creating a new board structure that establishes new criteria and board membership. The new board will consist of five members, none of whom will be employees of SCH. The composition of the board is as follows:

- One non-voting, ex-officio CBS standing board member (senior staff) and an alternate will be appointed by the Municipal Administrator due to CBS's fiduciary responsibility for the Sitka Community Hospital finances. This position will be approved by the Assembly. This position will not hold any board office (e.g. chair, secretary), and will not be subject to term expiration.
- At least one additional board seat will be filled by a person with professional financial experience such as a certified public accountant, auditor, or financial analyst.
- One seat shall be filled by a person with professional healthcare experience such as a physician, nurse, physical therapist or close equivalent.
- The remaining three voting seats will be at-large.
- Membership will also include two ex-officio, non-voting seats consisting of a member of Sitka Community Hospital chief medical staff (elected by SCH medical staff in December of each year) and an Assembly Member who will serve as liaison.

All voting members will be approved by the City and Borough Assembly. In October of each year an assembly liaison will be appointed to serve as a conduit between the Sitka Community Hospital Board and CBS Assembly.

Additionally, this ordinance gives the required fifteen day notice to existing board members of their removal, which is appealable to the Assembly. All existing board members will have the opportunity to reapply for any seat in which they qualify.

4. **ENACTMENT.** NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that SGC Chapter 2.12 is amended (old language stricken, new language underlined) as follows:

**Chapter 2.12**  
**CITY AND BOROUGH OF SITKA HOSPITAL BOARD**

**Section 2.12.010 City and Borough of Sitka Hospital Board**

~~There shall be a board known as the city and borough of Sitka hospital board which shall consist of nine members: seven regular members, one of whom shall be a physician unless a physician does not apply within sixty days of a seat becoming open when no other physician is a regular member of the board, who shall serve three-year terms; and two nonvoting members who shall serve one-year terms. One ex-officio member shall be a member of the assembly and the other shall be a member of the medical staff. All members shall be approved by the assembly.~~

There shall be a board known as the City and Borough of Sitka Hospital Board which shall consist of five voting members none of whom will be employees of Sitka Community Hospital:

A. The City and Borough of Sitka Municipal Administrator will appoint a non-voting, ex-officio member of the CBS senior staff as well as an alternate. This position will be approved by the Assembly. This person will not hold any board office, such as chair or secretary. This term will not expire.

B. A person having professional financial experience such as a certified public accountant, auditor, or financial analyst. This is a three year term.

C. A person having professional healthcare experience, such as a physician, nurse, physical therapist or close equivalent. This is a three year term.

D. Three people from the community at-large. These are two year terms.

There shall also be two additional non-voting, ex-officio members:

A. A member of the Sitka Community Hospital chief medical staff will be elected each December by SCH medical staff.

B. An Assembly member who will serve as liaison. Appointed each October.  
All Sitka Community Hospital Board voting members will be approved by the Assembly.

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**Section 2.12.070 Organization**

The board shall organize itself by electing a chairman and secretary who shall hold their offices as provided by hospital board by-laws.

- A. The board shall adopt by-laws for the conduct of its business; provided, that ~~four~~ three voting members of the board shall constitute a quorum for the transaction of business, and ~~four~~ three affirmative votes shall be necessary to carry any questions;
- B. Board meetings shall be held in the city and borough at least once each month;
- C. The board shall cause a record of proceedings to be kept. A copy of that record shall be delivered to the assembly in a timely manner;
- D. All meetings are subject to the Alaska Open Meetings Act. All meetings shall be open to the public. No member of the Assembly, ~~or municipal administrator~~ wishing to attend shall be excluded from an executive session.


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5. **EFFECTIVE DATE.** Upon the dissolution of the current board, the SCH Hospital Administrator will appoint a "Responsible Individual," as allowed in the Medicare Conditions of Participation Regulations for Critical Access Hospital C-0240 §485.627(a), to carry out the requisite Governing Body (Hospital Board) functions. The Responsible Individual will serve in this role until the new Hospital Board has been seated by the Assembly. During this period of transition, the Sitka Community Hospital Administrator will report to the Municipal Administrator. Once the new Hospital Board is seated, the SCH Administrator will report to this body. This ordinance shall become effective on the day after the date of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this 25<sup>th</sup> day of August, 2015.

  
Matthew Hunter, Deputy Mayor

**ATTEST:**

  
Sara Peterson, CMC  
Municipal Clerk

1<sup>st</sup> reading postponed 6/9/15  
1<sup>st</sup> reading 7/14/15  
2<sup>nd</sup> reading postponed 7/28/15  
2<sup>nd</sup> reading amended 8/11/15  
3<sup>rd</sup> reading 8/25/15