



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Meeting Agenda

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Timothy Pike,
Thor Christianson, Chris Ystad,
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, April 9, 2024

6:00 PM

Assembly Chambers

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

V. CORRESPONDENCE/AGENDA CHANGES

[24-053](#) Reminders, Calendars, and General Correspondence

Attachments: [Reminders and Calendars](#)

[HCH Quarterly Report 2024](#)

VI. CEREMONIAL MATTERS

None.

VII. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)

VIII. PERSONS TO BE HEARD

Public participation on any item off the agenda. All public testimony is not to exceed 3 minutes for any individual, unless the mayor imposes other time constraints at the beginning of the agenda item.

IX. CONSENT AGENDA

All matters under Item IX Consent Agenda are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A** [24-049](#) Approve the minutes of the March 26 Assembly meeting

Attachments: [Consent and Minutes](#)

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

- B** [24-050](#) Reappoint 1) Mike Johnson to a two-year term on the Gary Paxton Industrial Park Board and Appoint 1) Candace Rutledge to an unexpired term on the Historic Preservation Commission and 2) Candace Rutledge to an unexpired term on the Parks and Recreation Committee

Attachments: [Motion](#)

[Johnson GPIIP](#)

[Rutlege Historic Preservation Commission](#)

[Rutledge Parks and Recreation](#)

XI. UNFINISHED BUSINESS:

- C** [ORD 24-07S](#) Amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge"

Attachments: [Motion Ord 2024-07S](#)

[Memo Ord 2024-07](#)

[Ord 2024-07S](#)

XII. NEW BUSINESS:**New Business First Reading**

- D** [ORD 24-08](#) Authorizing a property tax exemption for the Sheldon Jackson Child Care Center ("SJCCC") for the property located at 111 John Brady Drive

Attachments: [Motion Ord 2024-08](#)

[Memo Community Purpose.](#)

[Ord 2024-08](#)

[Application SJ Child Care Center](#)

- E** [ORD 24-09](#) Authorizing a property tax exemption for the Youth Advocates of Sitka, Inc. (“YAS”) for the property located at 3411 Halibut Point Road
- Attachments:** [Motion Ord 2024-09](#)
- [Memo Community Purpose](#)
- [Ord 2024-09](#)
- [Application Youth Advocates of Sitka Inc_R](#)

Additional New Business Items

- F** [24-051](#) Authorize the Municipal Administrator to apply to the CY23 US Department of Energy Grid Deployment Office Section 242: Hydroelectric Production Incentive Program
- Attachments:** [Motion and Memo](#)
- G** [RES 24-10](#) Urging Southeast Alaska Regional Health Consortium (SEARHC) to consider re-establishing a Medicare Certified Home Health Care Department
- Attachments:** [Motion](#)
- [Memo Res and Document](#)

XIII. PERSONS TO BE HEARD:

Public participation on any item on or off the agenda. Not to exceed 3 minutes for any individual.

XIV. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

XV. EXECUTIVE SESSION

- H** [24-052](#) Financial Matter: Finance Department Operations

Attachments: [Motion Exec Session Finance](#)

XVI. ADJOURNMENT

Note: Detailed information on these agenda items can be found on the City website at <https://sitka.legistar.com/Calendar.aspx> or by contacting the Municipal Clerk's Office at City Hall, 100 Lincoln Street or 907.747.1811. A hard copy of the Assembly packet is available at the Sitka Public Library. Regular and Special Assembly meetings are livestreamed through the City's website and YouTube channel, and aired live on KCAW FM 104.7. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.

*Sara Peterson, MMC, Municipal Clerk
Publish: April 5*



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-053 **Version:** 1 **Name:**
Type: Item **Status:** AGENDA READY
File created: 4/5/2024 **In control:** City and Borough Assembly
On agenda: 4/9/2024 **Final action:**
Title: Reminders, Calendars, and General Correspondence
Sponsors:
Indexes:
Code sections:
Attachments: [Reminders and Calendars](#)
[HCH Quarterly Report 2024](#)

Date	Ver.	Action By	Action	Result
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REMINDERS

<u>DATE</u>	<u>EVENT</u>	<u>TIME</u>
Tuesday, April 9	Regular Meeting	6:00 PM
Tuesday, April 16	Special Meeting: <i>Evaluations for Administrator and Attorney</i>	6:00 PM
Thursday, April 18	Budget Meeting <i>Draft Enterprise Funds</i>	6:00 PM
Tuesday, April 23	Regular Meeting	6:00 PM
Thursday, April 25	Special Meeting: <i>Interviews Municipal Attorney</i>	6:00 PM
Tuesday, April 30	Govt to Govt Dinner Meeting Time and location to be announced	



Assembly Calendar

[2023](#) [Jan](#) [Feb](#) [Mar](#) [Apr](#) [May](#) [Jun](#) [Jul](#) [Aug](#) [Sep](#) [Oct](#) [Nov](#) [Dec](#) [2025](#)

April 2024

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
31	Mar	1	Apr	2		3		4		5		6	
		6:00pm <u>Sustainability Commission-Liaison Moshier</u>				6:00pm <u>School Board-Liaison Moshier</u> 6:00pm <u>Library Commission Meeting-Liaison Saline</u>		6:00pm <u>Special Budget Meeting</u>					
7		8		9		10		11		12		13	
		Eisenbeisz 6:00pm <u>Tourism Task Force Work Session-Liaison Carlson</u>		Eisenbeisz 12:00pm <u>Parks and Recreation Committee-Liaison Moshier</u> 6:00pm <u>Regular Assembly Mtg</u>		Eisenbeisz 5:30pm <u>Tree and Landscape Committee-Liaison Saline</u> 6:00pm <u>Historic Preservation Commission-Carlson</u> 6:00pm <u>Port and Harbors Commission-Liaison Ystad</u>		Eisenbeisz 12:00pm <u>Local Emergency Planning Committee-Liaison Moshier</u>		Eisenbeisz			
14		15		16		17		18		19		20	
				6:00pm <u>Special Meeting: Evals - Administrator and Attorney</u>		12:00pm <u>Health Needs and Human Services Commission-Liaison Carlson</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>		6:00pm <u>Special Budget Meeting</u>					
21		22		23		24		25		26		27	
				6:00pm <u>Regular Assembly Mtg</u>		5:30pm <u>Police and Fire Commission-Liaison Pike</u>		6:00pm <u>Special Meeting: Municipal Attorney Interviews (zoom)</u>					
28		29		30		1	May	2		3		4	
				Carlson Govt to Govt Dinner Meeting		6:00pm <u>School Board-Liaison Moshier</u> 6:00pm <u>Library Commission-Liaison Saline</u> 7:00pm <u>Planning Commission-Liaison Christianson</u>							

Harrigan Centennial Hall Quarterly Report

Harrigan Centennial Hall Overview:

Manager – Antonio Rosas

Supervisor – Jennifer Mingo

Building Attendant FTE – Simon Frohlich

Building Attendant FTE – Harry Lysons

Building Attendant FTE – Vacant

Building Attendant (Temp 40hrs) – Lynn Alexander

Janitorial (Temp 20hrs) – David Hill

Harrigan Centennial Hall is currently operating with 1 FTE position vacant.

Event Highlights:

January – Elks Lodge 1662 Conference, A/V Code Update

February – GSAC Wearable Art Show,

March – Ramshackle Cabaret, Sitka Historical Museum Art Show and Wine Tasting, STA Heritage and Cultural Tourism Conference, Rainy Day Bazaar

Budget:

Harrigan Centennial Hall is at 66% of its operating budget for fiscal year 2024.

Maintenance Contract with Dimensional Communications Inc. – \$13,965

Future Projects:

Refinish of Auditorium Floor

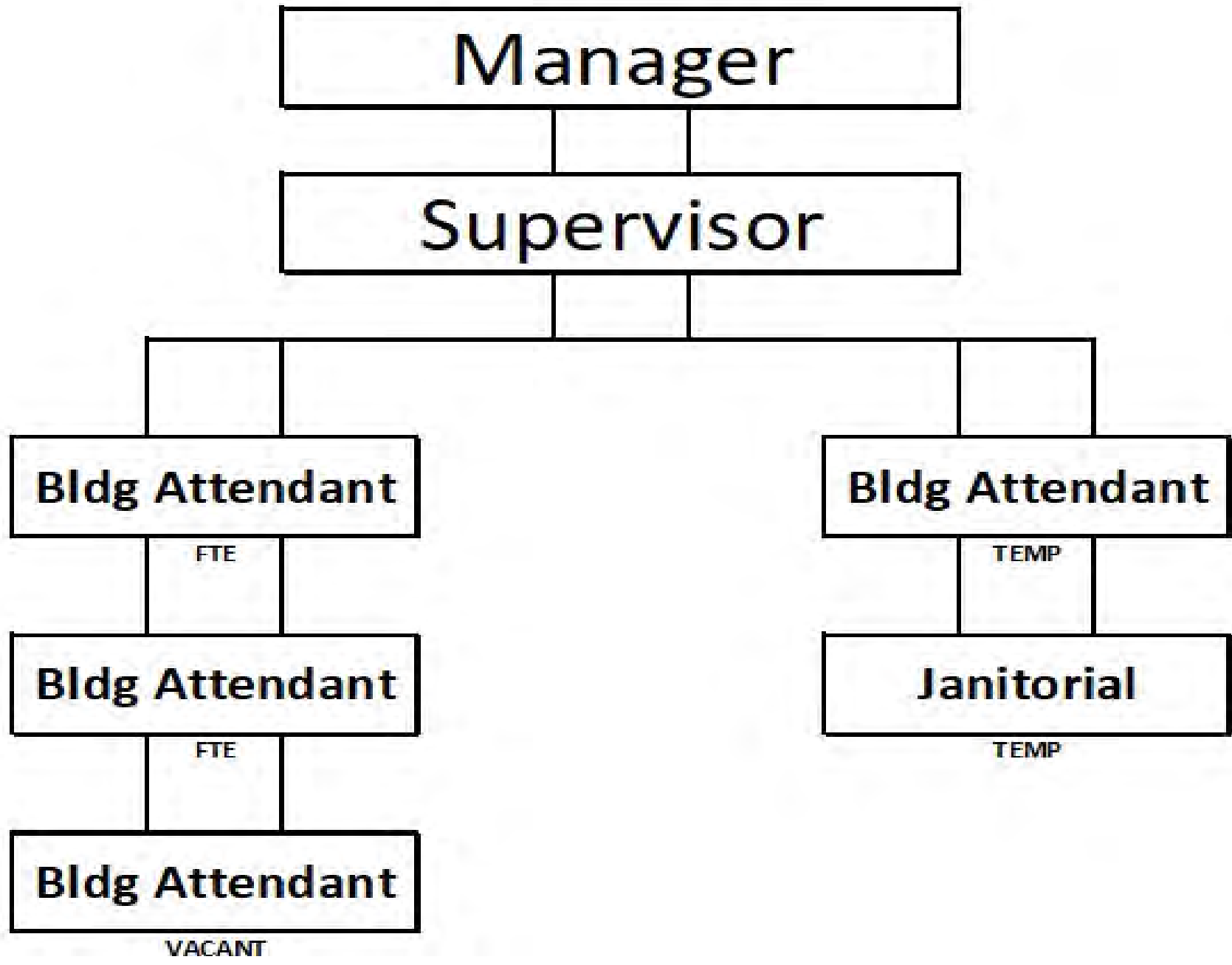
Refinish Stage Floor

Statistics:

347 Auditorium and meeting space bookings took place from January 1 – March 31, 2024

Booking Types – Non-Profit, General Use, City of Sitka, Commercial, State/Federal

0 Cruise Ships from January 1 – March 31, 2024



Expense Budget Performance Report

Fiscal Year to Date 06/30/24
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund										
Division 540 - Public Service										
Department 043 - Centennial Building										
EXPENSE										
5110	Regular Salaries/Wages									
5110.001	Regular Salaries/Wages	267,839.00	.00	267,839.00	.00	.00	132,860.28	134,978.72	50	182,394.73
5110.002	Holidays	.00	.00	.00	.00	.00	7,909.08	(7,909.08)	+++	7,151.99
5110.003	Sick Leave	.00	.00	.00	.00	.00	4,595.59	(4,595.59)	+++	6,556.08
5110.004	Overtime	3,500.00	.00	3,500.00	.00	.00	6,401.30	(2,901.30)	183	8,445.60
5110.010	Temp Wages	92,116.00	.00	92,116.00	.00	.00	59,495.77	32,620.23	65	72,700.86
	5110 - Regular Salaries/Wages Totals	\$363,455.00	\$0.00	\$363,455.00	\$0.00	\$0.00	\$211,262.02	\$152,192.98	58%	\$277,249.26
5120	Annual Leave									
5120.001	Annual Leave	9,419.00	.00	9,419.00	.00	.00	14,092.69	(4,673.69)	150	11,142.50
5120.002	SBS	22,857.37	.00	22,857.37	.00	.00	13,796.07	9,061.30	60	17,678.30
5120.003	Medicare	5,406.68	.00	5,406.68	.00	.00	3,274.67	2,132.01	61	4,047.55
5120.004	PERS	59,694.61	.00	59,694.61	.00	.00	29,625.13	30,069.48	50	46,671.02
5120.005	Health Insurance	106,779.72	.00	106,779.72	.00	.00	29,388.96	77,390.76	28	30,118.05
5120.006	Life Insurance	36.36	.00	36.36	.00	.00	27.24	9.12	75	42.23
5120.007	Workmen's Compensation	11,157.92	.00	11,157.92	.00	.00	6,219.60	4,938.32	56	9,710.79
5120.008	Unemployment	.00	.00	.00	.00	.00	.00	.00	+++	2,164.93
5120.011	PERS on Behalf	19,152.14	.00	19,152.14	.00	.00	.00	19,152.14	0	5,230.00
	5120 - Annual Leave Totals	\$234,503.80	\$0.00	\$234,503.80	\$0.00	\$0.00	\$96,424.36	\$138,079.44	41%	\$126,805.37
5201	Training and Travel									
5201.000	Training and Travel	500.00	.00	500.00	.00	.00	.00	500.00	0	293.91
	5201 - Training and Travel Totals	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$293.91
5203	Utilities									
5203.001	Utilities	64,000.00	.00	64,000.00	.00	.00	47,581.91	16,418.09	74	73,921.98
5203.002	Water	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.003	Wastewater	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.004	Solid Waste	.00	.00	.00	.00	.00	.00	.00	+++	.00
5203.005	Fuel Oil	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5203 - Utilities Totals	\$64,000.00	\$0.00	\$64,000.00	\$0.00	\$0.00	\$47,581.91	\$16,418.09	74%	\$73,921.98
5204	Telephone									
5204.000	Telephone	.00	.00	.00	.00	.00	.00	.00	+++	.00
5204.001	Cell Phone Stipend	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5204 - Telephone Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5205	Insurance									
5205.000	Insurance	37,740.00	.00	37,740.00	.00	.00	63,775.96	(26,035.96)	169	40,662.25
	5205 - Insurance Totals	\$37,740.00	\$0.00	\$37,740.00	\$0.00	\$0.00	\$63,775.96	(\$26,035.96)	169%	\$40,662.25
5206	Supplies									
5206.000	Supplies	60,865.00	(15,000.00)	45,865.00	.00	3,154.00	16,696.64	26,014.36	43	46,354.53
	5206 - Supplies Totals	\$60,865.00	(\$15,000.00)	\$45,865.00	\$0.00	\$3,154.00	\$16,696.64	\$26,014.36	43%	\$46,354.53
5207	Repairs and Maintenance									
5207.000	Repairs and Maintenance	13,250.00	.00	13,250.00	.00	.00	601.22	12,648.78	5	4,561.31
	5207 - Repairs and Maintenance Totals	\$13,250.00	\$0.00	\$13,250.00	\$0.00	\$0.00	\$601.22	\$12,648.78	5%	\$4,561.31
5208	Bldg Repair & Maint									
5208.000	Bldg Repair & Maint	109,579.00	.00	109,579.00	9,131.58	.00	109,578.96	.04	100	105,702.96
	5208 - Bldg Repair & Maint Totals	\$109,579.00	\$0.00	\$109,579.00	\$9,131.58	\$0.00	\$109,578.96	\$0.04	100%	\$105,702.96
5211	IT Fees									
5211.000	IT Fees	91,608.00	.00	91,608.00	7,634.00	.00	91,608.00	.00	100	77,877.96
5211.001	Information Technology Special Projects	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5211 - IT Fees Totals	\$91,608.00	\$0.00	\$91,608.00	\$7,634.00	\$0.00	\$91,608.00	\$0.00	100%	\$77,877.96
5212	Contracted Services									
5212.000	Contracted Services	40,600.00	2,587.50	43,187.50	.00	2,587.50	14,545.00	26,055.00	40	69,165.45

Expense Budget Performance Report

Fiscal Year to Date 06/30/24
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year YTD
Fund 100 - General Fund										
Division 540 - Public Service										
Department 043 - Centennial Building										
	EXPENSE									
	5212 - Contracted Services Totals	\$40,600.00	\$2,587.50	\$43,187.50	\$0.00	\$2,587.50	\$14,545.00	\$26,055.00	40%	\$69,165.45
5214	Interdepartment Services									
5214.000	Interdepartment Services	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5214 - Interdepartment Services Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5221	Transportation/Vehicles									
5221.000	Transportation/Vehicles	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5221 - Transportation/Vehicles Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5222	Postage									
5222.000	Postage	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5222 - Postage Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5223	Tools & Small Equipment									
5223.000	Tools & Small Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5223 - Tools & Small Equipment Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5224	Dues and Publications									
5224.000	Dues and Publications	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5224 - Dues and Publications Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5226	Advertising									
5226.000	Advertising	150.00	.00	150.00	.00	.00	.00	150.00	0	792.00
	5226 - Advertising Totals	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0%	\$792.00
5227	Rent-Equipment									
5227.002	Rent-Equipment	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5227 - Rent-Equipment Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
5290	Other Expenses									
5290.000	Other Expenses	.00	.00	.00	.00	.00	.00	.00	+++	.00
	5290 - Other Expenses Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
	EXPENSE TOTALS	\$1,016,250.80	(\$12,412.50)	\$1,003,838.30	\$16,765.58	\$5,741.50	\$652,074.07	\$346,022.73	66%	\$823,386.98
	Department 043 - Centennial Building Totals	(\$1,016,250.80)	\$12,412.50	(\$1,003,838.30)	(\$16,765.58)	(\$5,741.50)	(\$652,074.07)	(\$346,022.73)	66%	(\$823,386.98)
	Division 540 - Public Service Totals	(\$1,016,250.80)	\$12,412.50	(\$1,003,838.30)	(\$16,765.58)	(\$5,741.50)	(\$652,074.07)	(\$346,022.73)	66%	(\$823,386.98)
	Fund 100 - General Fund Totals	\$1,016,250.80	(\$12,412.50)	\$1,003,838.30	\$16,765.58	\$5,741.50	\$652,074.07	\$346,022.73		\$823,386.98
	Grand Totals	\$1,016,250.80	(\$12,412.50)	\$1,003,838.30	\$16,765.58	\$5,741.50	\$652,074.07	\$346,022.73		\$823,386.98



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-049 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 4/3/2024 In control: City and Borough Assembly
On agenda: 4/9/2024 Final action:
Title: Approve the minutes of the March 26 Assembly meeting
Sponsors:
Indexes:
Code sections:
Attachments: [Consent and Minutes](#)

Date	Ver.	Action By	Action	Result
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CONSENT AGENDA

POSSIBLE MOTION

I MOVE TO APPROVE THE CONSENT AGENDA
CONSISTING OF ITEM A.

I wish to remove Item(s) _____

REMINDER – When making the motion to approve the consent agenda, please read the title of each item being voted on that is included in the consent vote.

Should this item be pulled from the Consent Agenda the following motion is suggested:

POSSIBLE MOTION

I MOVE TO approve the minutes of the March 26 Assembly meeting.



CITY AND BOROUGH OF SITKA

ASSEMBLY CHAMBERS
330 Harbor Drive
Sitka, AK
(907)747-1811

Minutes - Draft

City and Borough Assembly

*Mayor Steven Eisenbeisz,
Deputy Mayor Kevin Mosher,
Vice Deputy Mayor Timothy Pike,
Thor Christianson, Chris Ystad,
JJ Carlson, Scott Saline*

*Municipal Administrator: John Leach
Municipal Attorney: Brian Hanson
Municipal Clerk: Sara Peterson*

Tuesday, March 26, 2024

6:00 PM

Assembly Chambers

WORK SESSION

5:00 P.M. - WORK SESSION - GREATER SITKA CHAMBER OF COMMERCE & VISIT SITKA

[24-045](#) Visit Sitka - FY25 Annual Workplan & Budget Request

REGULAR MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. RECITAL OF LANDS ACKNOWLEDGEMENT

IV. ROLL CALL

Present: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

V. CORRESPONDENCE/AGENDA CHANGES

No agenda changes.

[24-042](#) Reminders, Calendars, and General Correspondence

VI. CEREMONIAL MATTERS

[24-044](#) Service Award - Mo McBride

Mayor Eisenbeisz read a service award for Mo McBride.

VII. SPECIAL REPORTS: Government to Government, Municipal Boards/Commissions/Committees, Municipal Departments, School District, Students and Guests (five minute time limit)

[24-036](#)

Sitka Community Land Trust - Randy Hughey, Executive Director

Randy Hughey, Sitka Community Land Trust Executive Director, shared an update on housing in Sitka.

Sitka Tribe of Alaska Tribal Chairman, Lawrence Widmark provided a summary of the February business meeting.

VIII. PERSONS TO BE HEARD

Annette Evans spoke on complete funding for the Blatchley pool. Richard Wein emphasized the significance of the Blatchley pool, commented on West Point's mission statement, and acknowledged the importance of Holy Week. Austin Cranford voiced full endorsement for funding the Blatchley pool and shared his comments on the Sitka Police Department's Facebook page.

IX. CONSENT AGENDA

A motion was made by Mosher that the Consent Agenda consisting of item A be APPROVED. The motion PASSED by the following vote

Yes: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

A [24-037](#)

Approve the minutes of the March 12 Assembly meeting

This item was APPROVED ON THE CONSENT AGENDA.

X. BOARD, COMMISSION, COMMITTEE APPOINTMENTS

B [24-038](#)

Appoint 1) Thomas D'Uva to an unexpired term on the Tree and Landscape Committee, and 2) Gerry Hope to an unexpired term on the Sustainability Commission

Richard Wein commented.

A motion was made by Christianson that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

C [24-043](#)

Reappoint Dionne Brady-Howard to a three-year term on the Historic Preservation Commission under the category of Sitka Tribe of Alaska representative

Richard Wein commented.

A motion was made by Mosher that this Item be APPROVED. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

XI. UNFINISHED BUSINESS:

- D** [ORD 24-06](#) Making supplemental appropriations for fiscal year 2024 (Thomsen Harbor Lift Station Replacement)

Richard Wein commented.

A motion was made by Christianson that this Ordinance be APPROVED on SECOND AND FINAL READING. The motion PASSED by the following vote

Yes: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

XII. NEW BUSINESS:

New Business First Reading

- E** [ORD 24-07](#) Amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge"

Airport Terminal Manager Joe Bea provided an overview of the current ordinance 4.85.030 which currently levies a Driver Facility Tax of four percent to car rental companies that utilize the airport terminal building facility. He spoke to the proposed increase rate from four to eight percent. He mentioned this would ensure the airport would keep up with financial commitments for operating costs and matching funds as the terminal goes through different phases of the Airport Improvement Project. It would also guarantee the terminal can cover growing operating expenses as the building expands and have enough funds for repairs due to regular wear and tear, without needing external support.

Richard Wein and Austin Cranford commented.

A motion was made by Christianson that this Ordinance be APPROVED on FIRST READING.

Yes: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

Additional New Business Items

- F** [RES 24-09](#) Authorizing the Municipal Administrator to apply for the Denali Commission Grant in the amount of \$510,251.50 under the

Infrastructure Fund Program Area to use as leverage for future grant opportunities for the Gary Paxton Industrial Park (GPIP) North Boat Yard Electrical Project

Public and Government Relations Director Melissa Wileman, and SEDA Executive Director Gary White provided an overview of the grant opportunity for the Gary Paxton Industrial Park North Boat Yard Electrical Project.

Richard Wein commented.

A motion was made by Carlson that this Resolution be APPROVED on FIRST AND FINAL READING. The motion PASSED by the following vote.

Yes: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

G [24-039](#)

Approve the Sustainability Commission 2024-2025 Goals and Work Plan

Sustainability Commission Chair Katie Riley, and Aurora Taylor Vice Chair covered various topics including development of the Sitka Community Renewable Energy Strategy, collaboration with city staff on strategic management of municipal solid waste, and support for electrification of the municipal fleet. Goals for the upcoming year support the same objectives as the 2023-2024 goals but have been reworked to reflect updates within CBS and the evolution of the operational and feasibility landscape around each goal in the past year.

Austin Cranford and Richard Wein commented.

Members Mosher, Carlson, and Eisenbeisz thanked the commission for their work.

A motion was made by Christianson to approve the Sustainability Commission goals and Work Plan for 2024-2025.

Yes: 6 - Christianson, Mosher, Eisenbeisz, Pike, Carlson, and Saline

Absent: 1 - Ystad

H [24-040](#)

Discussion / Direction the development of a RFP for management of the Sitka Performing Arts Center

Planning and Community Development Director Amy Ainslie provided a background on the current management structure of the Performing Arts Center (PAC). She explained the original contract is a one year term with 4 annual extensions and is currently in the last extension year, to expire on June 2023.

The Assembly discussed the management and operation of the (PAC), considered issuing a Request For Proposal (RFP) to seek potential interest in managing the facility, and the need for funding to support and update the facility. Eisenbeisz stated the need to carefully structure the RFP to ensure it doesn't appear as sole sourced, and discussed the utility costs and long-term maintenance of the facility. Consensus of the Assembly was to issue an RFP, and based on a cooperative model, and include the current CBS contributions.

I [24-041](#)

Discussion / Direction / Decision on the commercial passenger vessel tax fund balance

Acting Administrator Ron Vinson provided an overview of the options. The Assembly discussed the search for more accurate sources of funding for various projects, with a focus on directing the Municipal Administrator to investigate.

XIII. PERSONS TO BE HEARD:

Richard Wein provided remarks regarding the allocation of funds to St. Michael's Cathedral Church, informed about the retirement of Mount Edgecumbe's Boys Basketball coach Archie Young after twenty-five years of service, and extended congratulations to Marty Vinson for securing second place in the State Spelling Bee. Austin Cranford expressed gratitude to Joe Bea for clarifying Ordinance 2024-06 and discussed cruise ship power stations.

XIV. REPORTS

a. Mayor, b. Administrator, c. Attorney, d. Liaison Representatives, e. Clerk, f. Other

Mayor - Eisenbeisz announced he would be traveling to Washington DC from April 8th- April 12th.

Attorney - Hanson stated he would be back to Sitka on April 8th, and he continues to work remotely.

Liaison Representatives - Christianson told of the Investment Committee. Pike reported on the School Board. Carlson reported on the Tourism Task Force and Saline on the Library Commission.

XV. EXECUTIVE SESSION

None.

XVI. ADJOURNMENT

A motion was made by Christianson to ADJOURN. Hearing no objections, the meeting ADJOURNED at 8:57 p.m.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-050 Version: 1 Name:

Type: Appointment Status: AGENDA READY

File created: 4/3/2024 In control: City and Borough Assembly

On agenda: 4/9/2024 Final action:

Title: Reappoint 1) Mike Johnson to a two-year term on the Gary Paxton Industrial Park Board and Appoint 1) Candace Rutledge to an unexpired term on the Historic Preservation Commission and 2) Candace Rutledge to an unexpired term on the Parks and Recreation Committee

Sponsors:

Indexes:

Code sections:

Attachments: [Motion](#)
[Johnson GPIIP](#)
[Rutlege Historic Preservation Commission](#)
[Rutledge Parks and Recreation](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO

Reappoint:

1. Mike Johnson to a two-year term on the Gary Paxton Industrial Park Board and

Appoint:

1. Candace Rutledge to an unexpired term on the Historic Preservation Commission and
2. Candace Rutledge to an unexpired term on the Parks and Recreation Committee



**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

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: GPIP

Name: Mike Johnson Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 45 Registered to vote in Sitka? Yes No

Employer Business Name and your position: Delta Western - Site Manager

Organizations you belong to or participate in:
Sitka Sportsmans Association, AlaskaYESS, SEAPRO

Explain your main reason for applying:

I'd like to help guide the GPIP towards development of a working, functional, and practical industrial park which serves the interests of local residents and local industry which will benefit year round residents.

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

I've served on various boards and commissions. I bring experience from the marine repair/boat yard sector as well as business experience from running a successful fuel company for over a decade.

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 work for Delta Western which leases property at GPIP.

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: 3/21/2024 Applicant Signature: [Signature]



GARY PAXTON INDUSTRIAL PARK BOARD OF DIRECTORS

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
SCOTT WAGNER 304 Nicole Drive	907-747-6850 w 907-747-3791 h scott_wagner@nsraa.org	11/25/14 6/28/16 6/26/18 7/14/20 7/26/22	6/24/16 6/28/18 6/26/20 7/14/22 7/26/24	CHAIR
MIKE JOHNSON 2017 Cascade Creek Road	907-747-1401 907-966-4042 southeastmike@protonmail.com	8/27/19 4/14/20 3/22/22	4/24/20 4/14/22 3/22/24	
CHAD GOEDEN 2012 Cascade Creek Road	907-590-4990 chelly@gci.net	6/14/22 10/25/22	9/22/22 10/25/24	
LAUREN HOWARD 118 Wolff Drive	907-738-7796 lmitchell22@gmail.com	3/23/21 2/15/23	3/23/23 2/15/25	At -Large
CASEY CAMPBELL 109 Knutson Drive	907-209-1187 caseyak@gmail.com	10/25/22 2/28/23	3/9/23 2/28/25	
Garry White 329 Harbor Drive, #202	907-747-2660 907-747-7688 fax garrywhite@gci.net			GPIP Director
John Leach City & Borough of Sitka 100 Lincoln Street	907-747-1808 907-747-7403 fax john.leach@cityofsitka.org			Municipal Administrator
Chris Ystad 104 Chirikov Drive	907-738-1560 assemblyystad@cityofsitka.org			Assembly Liaison
Thor Christianson 500 Lincoln Street A9	907-738-2491 assemblychristianson@cityofsitka.org			Alternate Assembly Liaison

Established by Ordinance 00-1568

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

Revised: February 29, 2023



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

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: Historic Preservation Commission

Name: Candace M. Kittleidge Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 7 years Registered to vote in Sitka? Yes No

Employer Business Name and your position: Car management & Consulting, owner

Organizations you belong to or participate in:

Explain your main reason for applying:
I am interested in historic preservation and would like to assist the community.

What experience or credentials will you bring to the board, commission, or committee membership?
See resume & letter of interest.

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: 3/23/24 Applicant Signature: Candace M. Kittleidge

Candace M. Rutledge



Jess Earnshaw

Deputy Clerk
100 Lincoln Street
Suite 306
Sitka, AK 99835
907-747-1826

Dear Jess Earnshaw and Whom it May Concern,

I was previously on the Historic Preservation Commission and would like to rejoin. I am an anthropologist who graduated from the University of Georgia and I hold two minors, one in Womens Studies and one in Classical Culture. I focused on archaeology in the Southeast of the United States, with a special interest in material culture and human geography, with a specialized interest in classical archaeology, with a focus on matrilineal societies.

I lived abroad for half a decade and at that time was immersed completely in a different culture, in this way I have a unique first-hand perspective concerning the field of cultural anthropology. My work experience with the Georgia Archaeological Site File (GASF) uniquely qualifies me to handle lab work as well as field work, while at the same time providing a dual understanding of both federal laws/regulations as well as the perspective of cultural resource management firms fulfilling those obligations. Due to the culturally rich and abundant presence of indigenous peoples in their native lands throughout the southeast of Alaska, my experience immersed in a foreign culture and prior work experience are assets that can be broadly utilized as a member of the Historic Preservation Commision.

I am excited about the possibility of rejoining the Historic Preservation Commission and have included a resume with relevant work experience etc. Thank you for your time and consideration, I look forward to your response.

Sincerely,

A handwritten signature in cursive script that reads "Candace M. Rutledge".

Candace M. Rutledge

Candace Rutledge, Anthropologist

AWARDS & HONORS

Teacher Appreciation Award, Air Force Aviation and Science High School, Jinju, South Korea, Academic School Year 2016-2017

Outstanding Teacher Award, Kang Chelsu Academy, Yesou, South Korea, Academic School Year 2013-2014

Womens Studies Award, University of Georgia, at Athens, GA Academic School Year 2010-2011

Presidential Scholar, University of Georgia, at Athens, GA, Summer 2006

Dean's List, University of Georgia, at Athens, GA, Spring 2005

Co-President of Freshman Leaders, University of Georgia, at Athens, GA, Academic School Year 2003-2004

EDUCATION

Bachelor of Arts in Anthropology -
University of Georgia, Athens, GA 2012

Minor: Classical Culture - University of Georgia, Athens, GA 2012

Minor: Womens Studies - University of Georgia, Athens, GA 2012

PROFESSIONAL EXPERIENCE

Spring 2019 to 2022 - Cultural Resource Specialist - Sea Level Consulting, Sitka, AK: Duties include and are not limited to data entry, photographer, editor, and field monitor.

April 2018: Volunteer- Anthropologist - Ancient Navigation Methods: Assisted local school district with the supervision and instruction of local prehistoric navigation methods used by the indigenous peoples in Southeast Alaska. The clan leader shared his people's rich oral history by delivering the story Haa Shuka' (translated: Our Ancestors).

September 2014: Volunteer at Archaeology Site, Angkor Wat, Cambodia: Assisted in maintenance and conservation of the site, observing possible threats from climate change, environmental degradation, and excessive human interaction due to tourism.

2008: Cultural Resource Specialist – The Georgia Archaeological Site File: Supervised and conducted the removal and rehousing of an extensive collection of human remains from one secure facility to another on the campus at the University of Georgia in Athens, Georgia.

April of 2008: Field Tech– The Georgia Archaeological Site File Conducted shovel tests, took GPS coordinates, and collected soil samples in Tugaloo, Georgia, which were sent to a laboratory for further testing and analysis.

Summer 2006: IS-Field Methods Archaeology: Served as a field tech in the Piedmont region of Georgia where I conducted surveys, subsurface excavations, surface recovery, and collection of both historic and prehistoric artifacts. I later cataloged, photographed, and analyzed the artifacts collected in the field.

Athens-Clarke County Public School System, Athens-Clarke County, GA
September 2011-August 2012

During my time in the public school system in the U.S. I taught all grade levels and subjects. Using the lesson plans left to me by the absent teachers, I instructed the students and created a warm and welcoming learning environment while their teachers were away.

Education

The University of Georgia: **2003-2012**

BA in Anthropology, with Minor's in Classical Culture and Women's Studies

Alaska Real Estate Salesperson Test: 2022

TEFL Express Certification, Online Course, 160hr Certification: **2014**



HISTORIC PRESERVATION COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
ROBERTA LITTLEFIELD 4102 Halibut Point Road	907-738-4004 c 907-747-3444 h robbylittlefield@gci.net	7/13/10 4/24/12 5/27/15 6/26/18	01/27/12 4/24/15 5/27/18 6/22/24	Chair At large
DIONNE BRADY HOWARD 406 Mills Street	907-738-1838 dbradyhoward@gmail.com	2/14/23	3/9/24	Vice Chair STA
JAMES POULSON 1610 Sawmill Creek Road	907-747-3219 w 907-747-6567 h james.poulson1@gmail.com	2/22/11 2/25/14 8/30/18 8/10/21	2/22/14 2/25/17 9/8/18 8/11/24	Secretary Historical Society
KAREN LUCAS 224 Katlian Street	907-747-7803 karenjeanlucas@yahoo.com	10/14/21	10/14/24	At large
DANIELLE PENSLEY PO BOX 1644	202-957-7994 pensley.ds@gmail.com	11/09/21	11/9/24	At large
SCOTT SALINE PO Box 3183	907-738-7889 c shsaline@gci.net	4/26/16 4/23/19 5/10/22	4/26/19 5/14/22 5/11/25	<i>Resigned</i> 7/13/2023
CHUCK MILLER 314 Katlian Street	907-738-4025 chuck.miller@sitkatriben-sn.gov	7/14/20	7/14/23	<i>Resigned</i> 8/1/2023
Amy Ainslie 100 Lincoln Street	907-747-1814 amy.ainslie@cityofsitka.org			Staff
JJ Carlson 100 Lincoln Street	907-738-4190 assemblycarlson@cityofsitka.org			Assembly Liaison
Scott Saline PO Box 3183	907-738-7889 assemblysaline@cityofsitka.org			Alternate Assembly Liaison

7 members from selected categories: 3-year terms
 Sitka Historical Society (1), Native Community (2) - one representing Sitka Tribe of Alaska, At-Large (4)
 Established by Ordinance 92-1075, Amended by Ordinance 93-1150, Addition by Ordinance 97-1409
 Second Wednesday, 6:00 p.m. – Harrigan Centennial Hall, 330 Harbor Drive

Revised: October 17, 2023



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

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: Parks and Recreation Committee

Name: Candace M. Rutledge Phone Number: [REDACTED]

Mailing Address: [REDACTED]

Email Address: [REDACTED]

Length of Residence in Sitka: 7 years Registered to vote in Sitka? Yes No

Employer Business Name and your position: CMR Management & Consulting, owner

Organizations you belong to or participate in:

/

Explain your main reason for applying:
I enjoy working with the youth of Sitka and hope to add energy to the committee

What experience or credentials will you bring to the board, commission, or committee membership?
See resume & letter of interest.

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: 3/23/24 Applicant Signature: Candace M. Rutledge

Candace M. Rutledge

Jess Earnshaw

Deputy Clerk
100 Lincoln Street
Suite 306
Sitka, AK 99835
907-747-1826

Dear Jess Earnshaw and Whom it May Concern,

I have been coaching gymnastics for Sitka's Parks and Recreation Department for nearly a year and feel I can do further good in the community by filling an empty seat on the Parks and Recreation Committee.

I am originally from Georgia and have lived in San Diego and South Korea as well. I am well traveled having visited 17 countries and counting. I have been in Sitka for nearly seven years now and am happy to be settled in and call Sitka home. I believe that it is advantageous to bring in varied perspectives in order to creatively look at possibilities and problems alike so we may fully optimize everything that Sitka has to offer its community.

I have included my resume and focused on jobs and a volunteer position that educates and supports youth. Please reach out with any questions that you may have.

Thank you for your time and consideration. I look forward to your response.

Sincerely,



Candace M. Rutledge

Candace Michelle Rutledge

Experience

Parks and Recreation Department: Sitka, AK May 2023-Present

I coach gymnastics for the community through the Parks and Recreation Department. I coach my students to reach their full potential physically while instilling the discipline necessary to develop and grow as gymnasts. Planning curriculum, training student-assistants provided from the public school system in Sitka, making recommendations about appropriate levels and class placement for students, recommending equipment to order and utilize, etc.

Sitka Gymnastics: Sitka, AK January 2018 - September 2020

Coaching students to reach their full potential physically while instilling the discipline necessary to develop and grow as gymnasts. Planning curriculum, running seasonal camps/workshops, supervising and coordinating performances, etc. are some of my responsibilities.

Girl Scouts: Sitka, AK 2020-2021

I was Troop Leader of Troop 4104 for one year, the troop became inactive due to Covid-19 and we did not reactivate when the pandemic subsided in intensity. During my time as a Girl Scout Troop Leader, I enjoyed helping to build my troop member's courage, confidence, and character.

VIPkid: Beijing, China December 2015-2020

Instruct students one-on-one in a Skype-like classroom, using the American curriculum provided by the company. Encourage the students to enjoy learning English and using rich TPR to engage the students in the lessons. Provide assessments and feedback in order to give tips on where to improve and keep the parents and students aware of their progress.

Air Force Aviation and Science High School: Jinju, South Korea March 2015-February 2017

Teaching English as a second language to high school aged pupils as well as group tutoring sessions with my superiors and co-workers. Lesson and curriculum planning by semester, implementing a variety of technology and media forms to create a multi-dimensional learning experience. Active participation in school festivals, events, sporting competitions, and extracurricular activities. Open office hours, in addition to by appointment.

Kang Chelsu Academy: Yeosu, South Korea September 2012-December 2014

Teaching English as a second language to elementary and middle school aged students. Selection of student's books, workbooks, as well as making my own lesson plans. Working closely with my co-teacher to assess areas in which students need encouragement and growth. Writing monthly evaluations of each student's progress/performance.



PARKS AND RECREATION COMMITTEE

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
JAMES POULSON 1610 Sawmill Creek Road	907-623-8302 907-747-3219 w james.poulson1@gmail.com	8/30/18 11/12/19 11/8/22	11/22/19 11/12/22 11/8/25	Chair
BEN HUGHEY 501 Marine Street	907-738-1252 ben@sitkatrailworks.org	9/8/20 9/13/23	9/8/23 9/13/26	Vice Chair
BRANDON MARX PO Box 6171	907-747-1700 907-738-1392 marxlaw@sitkalawyer.com	5/28/19 7/27/21	6/12/21 7/27/24	
RICH KRUPA PO Box 3126	907-966-1956 907-747-3904 krupar@sitkaschools.org	6/11/19 6/14/22	6/11/22 6/14/25	
KATHERINE PRUSSIAN 302 Wachusetts	907-738-5379 kkprussian@yahoo.com	2/14/23	3/26/24	
STEVE BLACK PO Box 781	907-623-7709 digseac@gmail.com	9/13/23	9/13/26	
<i>KEVIN KNOX 324 Wachusetts St</i>	<i>907-738-4664 kevin@bluesteel.org</i>	<i>10/11/22</i>	<i>10/11/25</i>	<i>Resigned: 10/2/2023</i>
Connor Dunlap Building, Grounds, and parks Supervisor City and Borough of Sitka	907-747-4039 connor.dunlap@cityofsitka.org			Ex-Officio
Kevin Knox, Parks and Recreation Coordinator	907-747-4032 kevin.knox@cityofsitka.org			Staff
Kevin Mosher 100 Lincoln Street	907-752-0467 assemblymosher@cityofsitka.org			Assembly Liaison
Chris Ystad 104 Chirikov Drive	907-738-1560 assemblyystad@cityofsitka.org			Alternate Assembly Liaison
Jess Earnshaw Deputy Clerk	907-747-1826 jessica.earnshaw@cityofsitka.org			Secretary

7 Members from public - 3-year terms
 Established by Ordinance 75-199 (2.56 SGC)
 Second Tuesday, Noon – Harrigan Centennial Hall, 330 Harbor Drive

Revised: October 30, 2023



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 24-07S Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 3/19/2024 In control: City and Borough Assembly

On agenda: 4/9/2024 Final action:

Title: Amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge"

Sponsors:

Indexes:

Code sections:

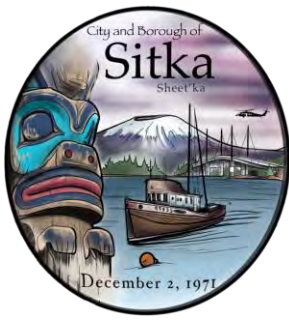
Attachments: [Motion Ord 2024-07S](#)
[Memo Ord 2024-07](#)
[Ord 2024-07S](#)

Date	Ver.	Action By	Action	Result
3/26/2024	1	City and Borough Assembly		

POSSIBLE MOTION

I MOVE TO approve Ordinance 2024-07S on first reading amending Title 4 "Revenue and Finance" of the Sitka General Code by updating Chapter 4.85 "Driver Facility Charge".

*Note – After the March 26 meeting, it was discovered that the effective date of the ordinance should be October 1, 2024. The substitute ordinance in this packet reflects this date and requires two readings before the Assembly, April 9 and April 23.




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Ron Vinson: Director of Public Works Public Works Department
Joseph Bea: Airport Terminal Manager Public Works Department
Melissa Haley: Finance Director Finance Department

Date: March 18, 2024

Subject: Update Ordinance 4.85

Background

Ordinance 4.85.030 currently levies a Driver Facility Charge of four percent to car rental companies utilizing the airport terminal building facilities. These funds are deposited into the airport enterprise fund and are used for operating and capital expenditures of the airport terminal building.

CBS is planning to implement an increase of this rate from four to eight percent.

Analysis

CBS subleases space within the Sitka Rocky Gutierrez Airport terminal building to Alaska Rent A Car (Avis). Sitka Car Rentals operates within the parking lot without subleased space within the airport terminal building. There is interest from the community in participating in an RFP for an available space to operate an additional car rental company from within the airport terminal.

The increase in the Driver Facility Charge will primarily affect travelers from outside of Sitka and is expected to have a limited impact on local citizens. The goal of the increase to eight percent is to capture revenue from those using the city's facilities to operate and maintain our infrastructure during the increase of capacity from the improvement project and corresponding use by travelers through the airport terminal while sourcing revenues from the populations utilizing the facility.

Increasing the Driver Facility Charge to eight percent will ensure that car rental companies are paying a fair price for the use of terminal facilities by maintaining and repairing normal depreciation of the airport terminal caused by these operations. Revenue generated by ordinance 4.85 will be deposited into the airport enterprise fund which is used for operating and capital expenditures of the airport terminal building. CBS expects to see substantial increases in the airport terminal buildings operating costs and depreciation due to corresponding increases to building size and passenger traffic. Increasing

the Driver Facility Charge ensures the airport enterprise fund will have an adequate revenue stream without placing a burden on local residents. CBS must ensure that the airport enterprise fund continues to be able to maintain the equipment of the terminal building to ensure safe operations, meet the utilities and snow removal costs and be self-sustaining based on revenues generated by airport operations.

Fiscal Note

Sitka Rocky Gutierrez Airport Terminal operations continue to primarily rely on revenue generated from terminal rentals and ordinance 4.85: Driver Facility Charge. Operating costs will increase as the airport terminal building expands. Passenger Facility Charges continue to be collected and exclusively service the annual debt.

Current Revenue:

The following is a financial summary of the last five years of revenue for terminal operations:

TERMINAL REVENUE	2019	2020	2021	2022	2023
Driver Facility Charges	\$ 61,211.88	\$ 56,517.90	\$ 26,765.59	\$ 53,136.40	\$ 72,077.33
Terminal Leases	\$ 464,160.72	\$ 424,721.73	\$ 459,908.54	\$ 418,972.06	\$ 429,759.71
Total Terminal Revenue	\$ 525,372.60	\$ 481,239.63	\$ 486,674.13	\$ 472,108.46	\$ 501,837.04

Projected Revenue:

Revenue generated from an increase from four to eight percent is projected to increase Driver Facility Charge revenue to approximately \$150,000 per fiscal year. This Non-operating Revenue will be an important component of the airport’s enterprise fund going forward.

Airport Budget:

Account	Account Description	2020 Actual Amount	2021 Actual Amount	2022 Actual Amount	2023 Amended Budget	2024 Budget
	Fund 250 - Airport Fund Totals Net Grand	\$1,031,726.22	\$928,622.99	\$724,658.30	\$1,078,693.38	\$1,285,144.38
	Totals	\$1,031,726.22	\$928,622.99	\$724,658.30	\$1,078,693.38	\$1,285,144.38

Expenses:

The margin between the revenue and operating costs of the airport terminal is close and current financial projections show an expected deficit going forward. Increases in the terminal operating expenses, capital expenses and maintenance could necessitate a subsidy from the general fund. Implementing an increase to ordinance 4.85 can be a part of the terminal maintaining self-sustainability.

TERMINAL EXPENSE	2019	2020	2021	2022	2023
Utilities	\$ 87,060.54	\$ 90,548.12	\$ 90,498.65	\$ 96,994.70	\$ 110,310.08
Heating Fuel	\$ 15,167.50	\$ 17,031.41	\$ 18,968.62	\$ 36,518.76	\$ 37,571.16
Telephone	\$ 4,303.04	\$ 4,445.12	\$ 4,259.34	\$ 4,234.02	\$ 4,226.45
Insurance	\$ 9,366.22	\$ 11,210.02	\$ 15,897.55	\$ 16,615.40	\$ 18,761.23
Supplies	-	-	-	\$ 850.48	
Bldg Repair & Maint	\$ 64,758.84	\$ 68,938.42	\$ 68,244.00	\$ 74,562.96	\$ 74,430.24
Contracted/Purchased Serv	\$ 80,023.95	\$ 82,005.61	\$ 80,797.83	\$ 81,782.04	\$ 87,502.86
Interdepartment Services	\$ 112,616.63	\$ 111,013.06	\$ 95,374.66	\$ 87,756.32	\$ 95,435.93
Advertising		-	-		\$ 494.00
Rent-Equipment	\$ 494.92	\$ 11,202.93	\$ 16,025.68	\$ (4,874.19)	\$ 881.94
Credit Card Expense	\$ 1,047.30	\$ 891.75	\$ 1,569.63	\$ 2,042.06	\$ 1,566.00
Average Debt Service Not Covered by PFCs		\$ 97,474.87	\$ 197,480.64	\$ 10,165.15	\$ 61,098.53
Total Operating Expense	\$ 374,838.94	\$ 494,761.31	\$ 589,116.60	\$ 406,647.70	\$ 492,278.42

Capital Expense:

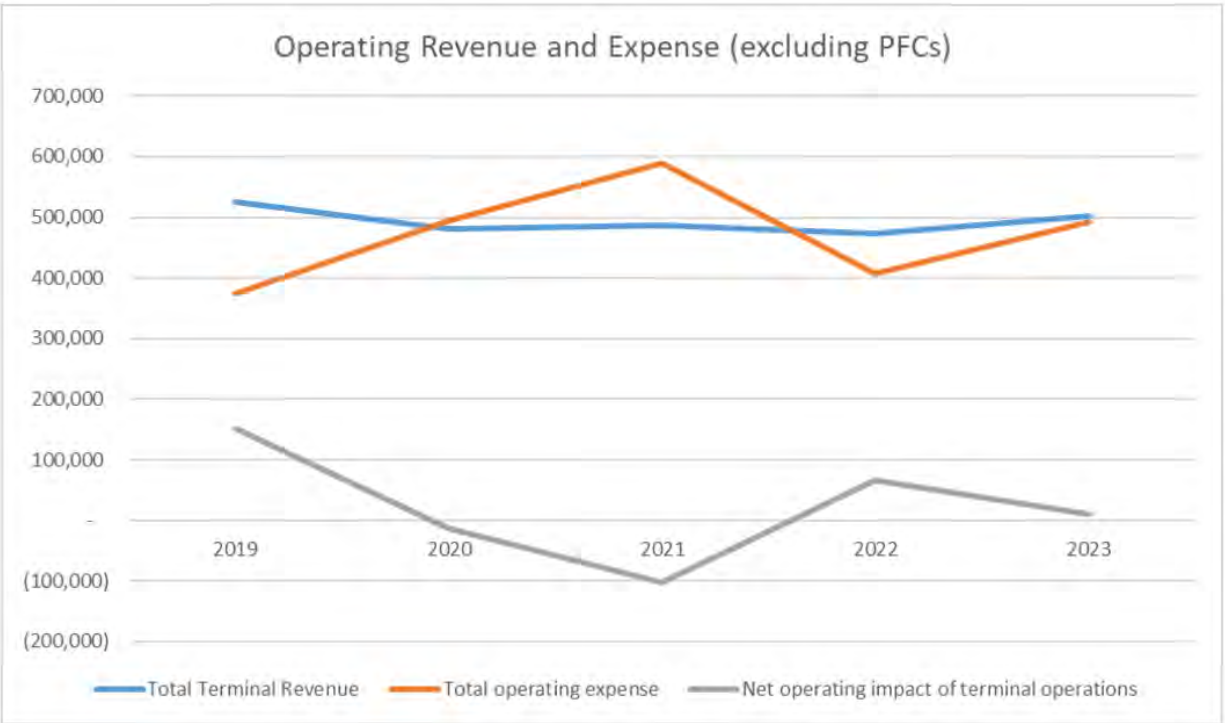
The Airport Improvement Project will cost 43 million 93.75% of which is federally funded, with a 6.25% local match under the AIP and 5% for TSA portion of the project. The ACDBE portion will not be AIP reimbursable.

Source	Grant	Match (PFC generated bonds)	Match (non-PFC backed bonds)
TSA	\$ 5,522,739.65	-	\$ 290,670.50
BIL-Phase 1 A	\$ 18,054,925.79	\$ 1,203,661.72	\$ 311,181.89
BIL-Phase 1 B	\$ 5,422,813.26	\$ 361,520.88	\$ 93,463.76
BIL-Phase 2	\$ 11,307,774.83	\$ 753,851.66	-
	\$ 40,308,253.53	\$ 2,319,034.26	\$ 695,316.15

Maintenance to equipment and building improvements has been detailed in the Prime Lease memo and is summarized in the table and graph below:

Maintenance Schedule:

Equipment	Maintenance Schedule	Cost
HVAC Replacement	12 – 20 years	\$100,000
Roof Replacement	25-35 years	\$1,500,000
Window Replacement	20-30 years	\$250,000
Interior Finishes Refurb	30 years	\$200,000
Exterior Finishes Refurb	15-30 years	\$200,000
Flooring	10 – 20 years	\$500,000
TSA Equipment		



Other avenues for revenue include;

1. Paid Vehicle Parking
 - a. Will require coordination between CBS and ADOT
2. Baggage Belt use fee charged to the Airlines
3. TSA Law Enforcement Reimbursement
4. Alaska Air Security
5. Aircraft Parking fees

Risk Assessment:

Existing car rental companies operating from within the airport terminal will collect required concession fees mandated by the prime lease between the Alaska Department of Transportation and CBS which will be in addition to the proposed increase of the Driver Facility Charge. Travelers seeking to utilize car rental services here in Sitka will experience an increase in costs as the Car Rental Companies implement pass-through expenses to their customer base. We expect that the number of local citizens affected by this will be marginal, however will not be zero.

Compliance enforcement allowing, CBS could also seek to capture revenue from application-based car rentals that use our city’s facilities however do not pay the Driver Facility Charge. Due to the complexities of attempting to recover potential app-based car rental revenue, resources expended in pursuing compliance may cost the city more than the additional revenue generated by these small vendors. Enforcement efforts will not affect collection of revenue from established car rental businesses operating in Sitka.

Recommendation

It is my recommendation that the Assembly accept the proposed increase to the Driver Facility Charge from four to eight percent. This will ensure that the airport is in a strong position to continue meeting CBS' obligations of matching funds and operating costs as terminal operations continue through the Airport Improvement Project's Phases 1A/1B and Phase 2. It will ensure that the airport terminal will continue to be able to meet the increasing operating costs as the footprint of the building expands and ensure that repairs to the facility caused by normal use will be adequately funded without support from the general fund.

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2024-07S

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AMENDING TITLE 4 "REVENUE AND FINANCE" OF THE SITKA GENERAL CODE BY UPDATING CHAPTER 4.85 "DRIVER FACILITY CHARGE"

1. CLASSIFICATION. This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code (SGC).

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 circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to change the percentage charged on rental vehicles from 4% to 8%.

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka that the Sitka General Code Title 4, entitled "Revenue and Finance", be amended by updating Section 4.85.030, entitled "Levy of charge", to read as follows (deleted language stricken, new language underlined):

Title 4
REVENUE AND FINANCE

Chapters:

4.85 Driver Facility Charge

Chapter 4.85
DRIVER FACILITY CHARGE

Sections:

4.85.030 Levy of charge.

4.85.030 Levy of charge.

A consumers' driver facility charge is levied on rental sales of motorized passenger vehicles made in the city and borough at the rate of four eight percent. Normally the burden of this charge rests upon the consumer.

5. EFFECTIVE DATE. This ordinance shall become effective October 1, 2024.

52 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of
53 Sitka, Alaska, this 23rd day of April, 2024.

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Steven Eisenbeisz, Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st reading: 3/26/24
1st reading substitute ordinance: 4/9/24
2nd and final reading: 4/23/24

Sponsor: Administrator



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 24-08 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 4/3/2024 In control: City and Borough Assembly

On agenda: 4/9/2024 Final action:

Title: Authorizing a property tax exemption for the Sheldon Jackson Child Care Center ("SJCCC") for the property located at 111 John Brady Drive

Sponsors:

Indexes:

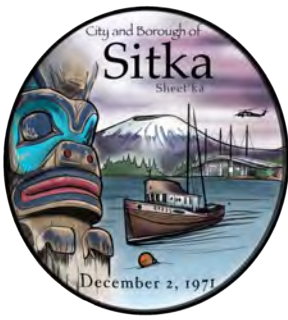
Code sections:

Attachments: [Motion Ord 2024-08](#)
[Memo Community Purpose.](#)
[Ord 2024-08](#)
[Application SJ Child Care Center](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2024-08 on first reading authorizing a property tax exemption for the Sheldon Jackson Child Care Center (“SJCCC”) for the property located at 111 John Brady Drive.




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Larry Reeder, Assessing Director

Date: April 2, 2024

Subject: Community Purpose Exemption Applications – Sheldon Jackson Child Care Center and Youth Advocates of Sitka Inc.

Background

Each optional exemption must receive prior approval by the Assembly; considering the benefits provided the community by the organization, and to the amount of property to be removed from the tax rolls.

Analysis

To be considered, an organization must:

1. not organize for business or profit-making purposes; and,
2. use the property exclusively for community purposes; and,
3. verify income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter; and,
4. benefit a significant portion of the public; and,
5. not profit persons other than employees; and,
6. qualify for a federal income tax exemption under 26 USC 501.

The Assessor's Office did receive timely filed applications for the Community Purpose Tax Exemption for the following:

1. Youth Advocates of Sitka Inc.
2. Sheldon Jackson College Childcare Center

Fiscal Note

If the exemptions are approved, the tax amount exempted would be as follows:

1. Youth Advocates of Sitka Inc.
902,900 (Assessed Value) X .006 (tax rate) = \$5,417.40

2. Sheldon Jackson College Childcare center
1,321,700 (Assessed Value) X .006 (tax rate) = \$7,930.20

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2024-08

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AUTHORIZING A PROPERTY TAX EXEMPTION FOR THE SHELDON JACKSON CHILD CARE CENTER (“SJCCC”) FOR THE PROPERTY LOCATED AT 111 JOHN BRADY DRIVE

1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to become a part of the Sitka General Code (SGC).

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 circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to exempt from property tax the interest of SJCCC in the real property located at 111 John Brady Drive, Sitka, Alaska. The exemption, known as the “community purpose optional property tax exemption,” is authorized under Sitka General Code, subsections 4.35.025.E and H, which adopt and incorporate Alaska Statute 29.45.050(b)(1)(A), which under subsection (E), in order to receive the exemption, requires SJCCC to be “an organization not organized for business or profit-making purposes and [the property] used exclusively for community purposes.” The code and statute also require, to be exempted, that the “income derived from rental of that property does not exceed the actual cost to [SJCCC] of the use by the renter.” In addition, Sitka General Code, subsection 4.35.025.H requires that the owner seeking the community purpose exemption must “1. Benefit a significant portion of the public; and, 2. Not profit persons other than employees; and 3. Qualify for a federal income tax exemption under 26 USC 501.”

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka, upon finding as follows:

- (1) SJCCC is an organization not organized for business or profit-making purposes; and,
- (2) the property at 111 John Brady Drive is used exclusively for community purposes; and,
- (3) income derived by SJCCC from the rental of the property at 111 John Brady Drive does not exceed the actual cost to SJCCC of the use by any renter; and,
- (4) The operation of SJCCC benefits a significant portion of the public; and,
- (5) The operation of SJCCC does not profit persons other than employees; and,
- (6) SJCCC qualifies for a federal income tax exemption under 26 USC 501.

Thereby, SGC 4.35.025.E and H are satisfied and SJCCC is exempt from property tax as long as SJCCC owns the subject property and is in compliance with SGC 4.35.025.E and H.

48 **5. EFFECTIVE DATE.** This ordinance shall become effective on the day
49 after the date of its passage.

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51 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and
52 Borough of Sitka, Alaska, this 23rd day of April, 2024.

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Steven Eisenbeisz, Mayor

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59 ATTEST:

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63 Sara Peterson, MMC

64 Municipal Clerk

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66 1st reading: 4/9/24

67 2nd and final reading: 4/23/24

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69 Sponsor: Administrator

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APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

CITY AND BOROUGH OF SITKA, ASSESSOR'S OFFICE
100 LINCOLN ST·SITKA, AK 99835
PH 747-1822

AS 29.45.030 and Sitka General Code 4.12.025 allow for property tax exemptions for Non-Profit organizations meeting certain requirements. The applicant has the burden of proof to show that both the property and the organization are eligible for exemption.

The Assessor of the City and Borough of Sitka may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE IS February 15, 2024.**

It is important that the form is completed fully and any other information the applicant can supply on attached pages. Please use additional pages to answer as needed.

Return applications to: **100 Lincoln St, Sitka, Alaska 99835.** Telephone assistance is available at 907-747-1822.

ASSESSMENT YEAR APPLIED FOR: 2024

Parcel Identification Number: 1-8562-009

ORGANIZATION NAME: Sheldon Jackson Child Care Center

Property Address: 111 John Brady Dr. Sitka AK

Property Description: (type of property, building size, lot size, etc)

1. What exemption are you applying for? (Exemption options listed below)

A.) Non-profit Religious _____ B.) Non-profit Educational _____

B.) Non-profit Charitable _____ D.) Non-profit Community Purpose

E.) Non-profit Hospital _____ F.) Non-profit Other _____

2. Is the organization organized as a not-for-profit entity? YES NO _____

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

3. Does the organization have a current IRS 501(c), or 501(c) (4) exemption ruling? YES NO
4. Is the property used exclusively (100%) for the purpose of the exemption sought? YES NO
5. Is any portion of the building or lot used for other purposes? YES NO
6. Is there a fee to use or enter the property? YES NO
7. If a fee is charged, how much does it cost? NA Membership Fees? NA
8. Was any of this property used for rental purposes last year? YES NO
9. Previous years? YES NO if yes, please explain the total amount received and all expenses associated with the rental costs. Attach a summary of rental income and expenses. Income should be limited to rent received. Expenses include maintenance, utilities, repairs, etc.

Include the name of the renter: _____

10. Describe the nature and uses of this property as it is related to the exemption requested, (non-profit function). Attach additional information as required.

see attached information

11. Explain how the use of this property is eligible for the exemption sought. Answer in relationship to the exemption being sought. Attach additional information as required.

see attached information

CERTIFICATION: I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT WILLFUL MISSTATEMENT IS PUNISHABLE BY A FINE OR IMPRISONMENT UNDER AS 11.56.210

Allison O. Hackett
Signature of Officer or Official Representative

2/12/2024
Date

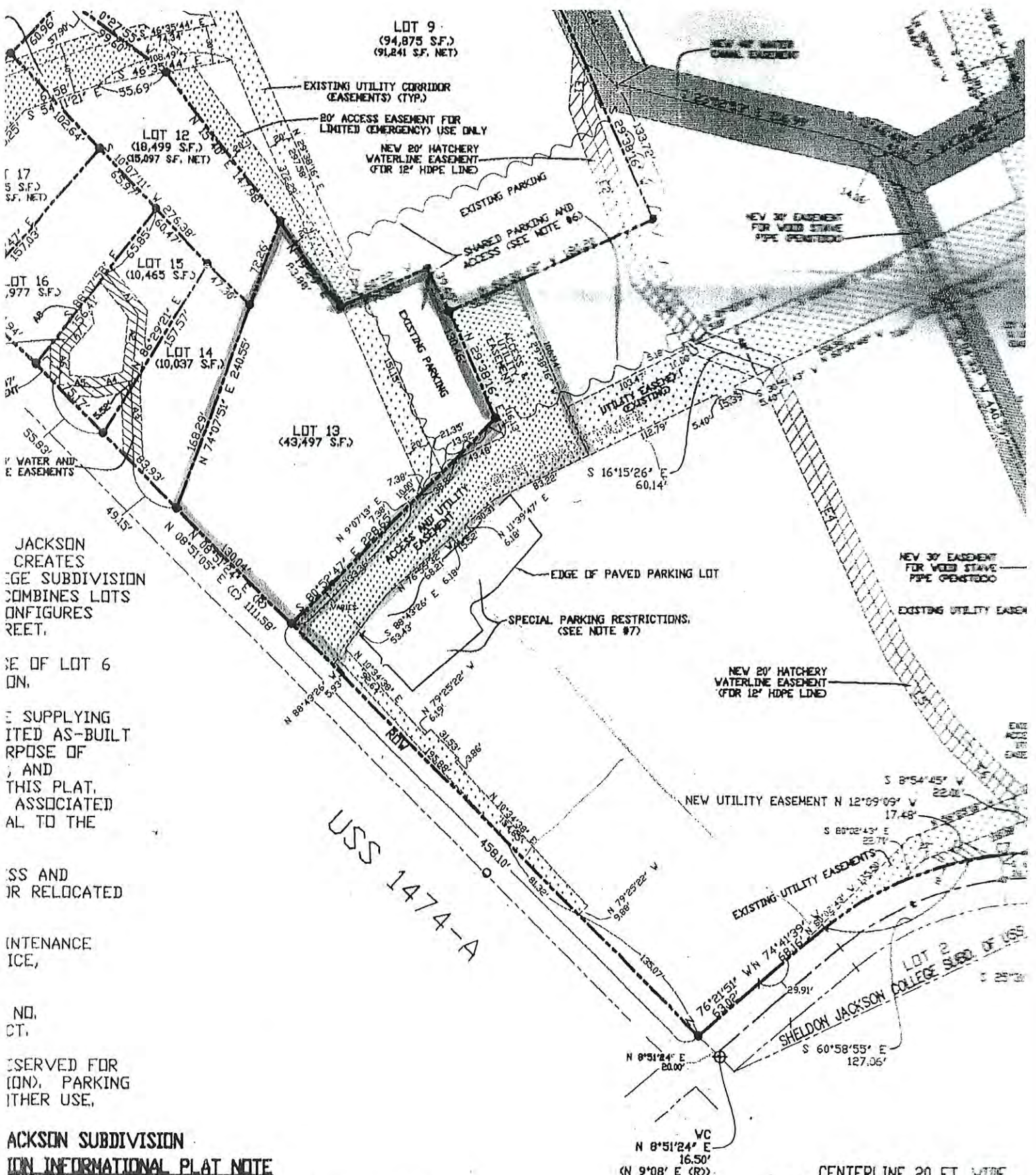
Allison O. Hackett
Printed Name

Pho 

Treasurer
Title

10. Our mission is to provide the community of Sitka with affordable, child-centered, play-based care and education. Since our inception, we have demonstrated effectiveness at meeting the program's mission and providing high quality care for generations of Sitkans.

11. We are a registered 501c (3) non-profit organization that serves families in Sitka with diverse cultural, family, and economic backgrounds. Our center works directly with the Sitka School District, Occupational Therapists from Island Therapeutics, and Sitka's Early Learning Program. We have a long-established history of providing high quality care and education allowing parents to work with peace of mind that their children are well cared for.



LOT 9
(94,875 S.F.)
(91,841 S.F. NET)

LOT 12
(18,499 S.F.)
(15,097 S.F. NET)

LOT 15
(10,465 S.F.)

LOT 14
(10,037 S.F.)

LOT 13
(43,497 S.F.)

JACKSON
CREATES
LARGE SUBDIVISION
WHICH COMBINES LOTS
AND RECONFIGURES
THE STREET.

SE OF LOT 6
ON,

BY SUPPLYING
PAVED AS-BUILT
PROPOSED OF
AND
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ASSOCIATED
AS TO THE

SS AND
DR RELOCATED

MAINTENANCE
STRIP,

NO.
CT.

RESERVED FOR
(ON), PARKING
OTHER USE,

**JACKSON SUBDIVISION
ADDITIONAL INFORMATIONAL PLAT NOTE**

PARCELS IN AND AROUND THE SHEDDON JACKSON
SUBSTANTIAL AREAS ARE INCLUDED IN THE SHEDDON
COPY OF THE LANDMARK MAP AND THE LANDMARK
ENGINEERING OFFICE. A DESIGN REVIEW PROCESS, THAT MAY
FEATURES AND YARDS WITHIN THE SHEDDON JACKSON
CONSIDERED AND APPROVED IN THE FUTURE. THE DESIGN
EXTERIOR OF STRUCTURES SHALL BE MAINTAINED, HOW THE
(1), THE DESIGN AND PLACEMENT OF ADDITIONAL
DRIVEWAYS AND YARDS.

**CENTERLINE 20 FT. WIDE
12 INCH HDPE WATER LINE EASEMENT**

NUMBER	DIRECTION	DISTANCE
E1	S 58°07'22" W	33.21
E2	S 33°55'19" W	143.85
E3	S 14°11'17" W	71.70
E4	S 29°46'13" W	244.74
E5	S 19°01'03" W	74.76
E6	S 8°54'45" W	71.52
E7	S 8°54'45" W	112.63

FILE NO. 30014-208-00
SCALE: 1" = 50'

LOT 13 OF THE SHELDON JACKSON
CAMPUS SUBDIVISION (PLAT NO. 2009-08)

SUBJECT: EASEMENT EXHIBIT

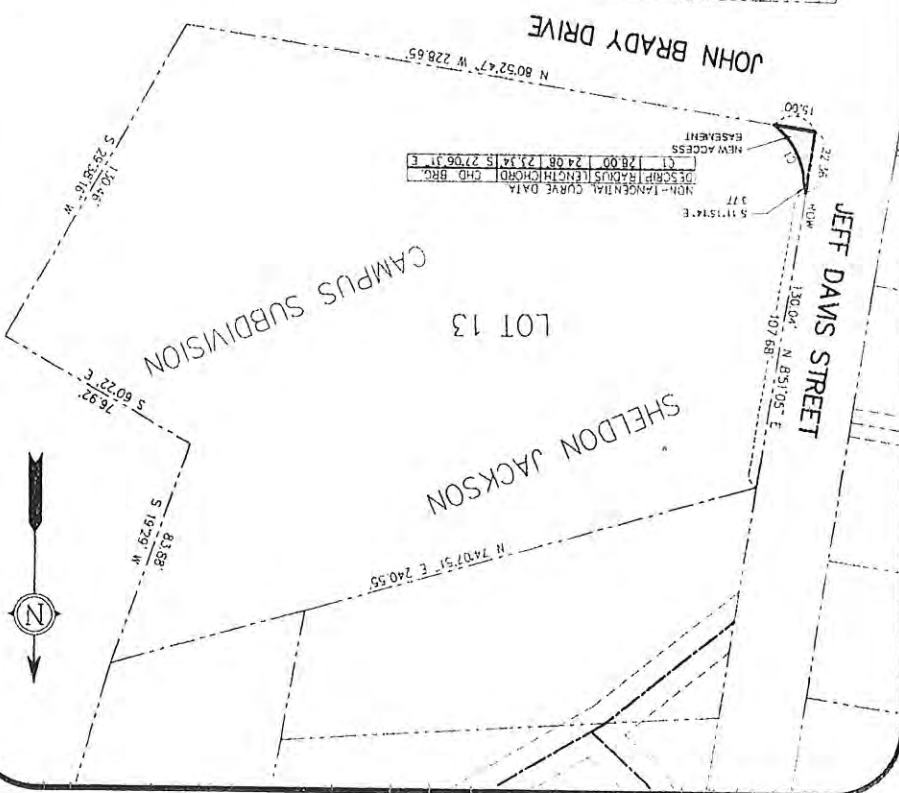
SURVEYING AND ENGINEERING

P.O. BOX 1849 SITKA, ALASKA 99835
(907) 747-6700
FAX: (907) 747 7590
EMAIL: onelleng@aknet

O'NEILL

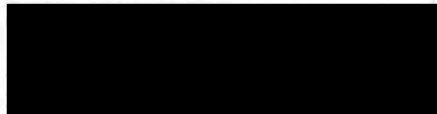
JACKSON CAMPUS SUBDIVISION (PLAT # 2009-08, SITKA RECORDING DISTRICT) MORE PARTICULARLY DESCRIBED AS FOLLOWS: BEGINNING AT A REBAR AND ALUMINUM CAP MONUMENT MARKING THE NORTHWESTERLY CORNER OF LOT 13 AND A POINT ALONG THE EASTERLY RIGHT OF WAY OF JEFF DAVIS STREET. THENCE S 8°10'51" W A DISTANCE OF 107.68 FT. TO A POINT ALONG THE BACK OF THE CURB AND THE TRUE POINT OF BEGINNING OF THIS DESCRIPTION; THENCE ALONG THE BACK OF THE CURB APPROXIMATELY DESCRIBED AS S 11°15'14" E A DISTANCE OF 23.34 FT. TO AN ANGLE POINT; THENCE ALONG SAID CURVE, CONCAVE TO THE NORTHEAST WITH RADIUS 28.00 FT., CHORD DISTANCE 23.34 FT. BEARING S 27°08'31" E, AN ARC DISTANCE OF 24.08 FT. TO A POINT ALONG THE JOHN BRADY STREET ACCESS CORRIDOR, THENCE N 80°52'47" W A DISTANCE OF 15.00 FT. TO THE CORNER OF JOHN BRADY AND JEFF DAVIS STREETS; THENCE ALONG THE JEFF DAVIS STREET RIGHT OF WAY N 8°10'51" E A DISTANCE OF 22.36 FT. TO THE POINT OF BEGINNING ENCOMPASSING 116 SQUARE FEET MORE OR LESS.

EASEMENT DESCRIPTION:

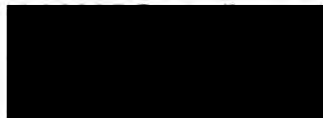


SJCCC Board Members

Allison Hackett



Diana Fulton



Leslie Young



Matt Hunter



Michelle Snowden



BY-LAWS
For the
SHELDON JACKSON CHILD CARE CENTER
A NON-PROFIT CORPORATION
Founded September 21, 2007

I

STATEMENT OF PURPOSE

The Sheldon Jackson Child Care Center is a non-profit corporation incorporated under the laws of the State of Alaska and is created for the purpose of providing education, socialization and day care for preschool children ages 6 weeks through 11 years.

Section 1. The purposes of the corporation are set forth in it's Articles of Incorporation and shall be defined as educational and charitable according to Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Section 2. No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its members, Board of Directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Section 1 hereof. Notwithstanding any other provision of these articles, the corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax and under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law(or by (b) by a corporation, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 3. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all assets of the corporation exclusively for the purposes of the corporation in

such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any of such assets not so disposed of shall be disposed of by the Superior Court for the State of Alaska., First Judicial District, exclusively for such purposes or to such organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

Section 4. The corporation shall do and engage in any and all lawful activities that May be incidental or reasonably necessary to the foregoing purposes and shall have and exercise all other powers and authority now or here-after conferred upon non-profit corporations under the laws of the State of Alaska.

II

ANNUAL MEETINGS

There shall be an Annual Meeting of the Board of Directors of the Corporation (the "Board") not later than the third week in February of each year. Notice of the Annual Meeting shall be given by the Secretary of the Corporation. Notice to each of the Board Members shall be given at least thirty (30) days, and not more than sixty day, in advance of the meeting and shall state in general the nature of the business to be transacted at the meeting. The Board shall adopt Rules of Order for the meetings of the Corporation by a majority vote. The Rules of Order may be amended by a two-thirds vote of the Board at any regular or special meeting.

III

MEETINGS OF THE BOARD

The Board of the Corporation shall meet from time to time for the purpose of conducting the business of the corporation. The times for regular meetings shall be established by the Board. Special meetings may be called by the President, Vice-President, Secretary, or by any two members of the Board.

IV

THE BOARD

The affairs of the Corporation shall be managed by the Board which shall consist of not less than five (5), nor more than seven (7), members. The Board may appoint honorary members to the Board who shall be entitled to attend meetings but shall not be entitled to vote.

Regular meetings of the Board shall be held at times and places to be established by the Board. A majority of the board members shall constitute a quorum. However, a Director who is unable to personally attend a meeting may by proxy appoint any other Director to vote for him as if present. Proxies shall count in determining whether there is a quorum of the Board. Attendance at meetings by telephonic or other electronic means shall also be permitted.

The terms of the Directors shall be for three (3) years, or until their successors are elected or appointed, except as provided below. The terms for Directors shall normally commence upon their election. The foregoing notwithstanding, by affirmative vote of a majority of Directors then present, the Board of Directors may vary the date of commencement and expiration as may be deemed appropriate. Terms of Directors shall be staggered in order to maintain continuity among the Board.

Members of the Board shall be elected in the following manner:

- A. The initial Board of Directors may consist of as many as five (5) Directors who have terms of two (2) years. Directors shall be selected by affirmative vote of a majority of Directors then present.
- B. The Secretary shall mail to each current Board Member a Notice of Annual Meeting and such Notice shall advise of the election of Board to be held at the next Annual Meeting and shall state the number of vacancies to be filled.
- C. Nominations for the Board will be accepted from the floor at the time of the Annual Meeting but, as well, may be made in advance.

- D. Vacancies on the Board shall be filled, for the balance of any unexpired terms, by appointment made by the President, or by his or her designee from among the other offices, with the concurrence of a majority of the remaining members of the Board of Directors.

V

POWERS AND DUTIES OF THE BOARD

- A. The Board has the power to:
1. Approve all capital and equipment expenditures; and
 2. Select and dismiss the SJCCC Director, and to adopt and publish regulations relating to qualifications, duties, and selection of the SJCCC Director; and
 3. Exercise for the Corporation all power, duties, and authority vested and delegated to the Corporation, by the Articles or the Statutes of the State of Alaska.
- B. It is the duty of the Board to:
1. Cause to be kept a complete record of all of its acts and corporate affairs and to present a statement thereof at the Annual Meeting each year;
 2. Receive proposals and act as the advisory and policy making body for all programs, projects; and activities of the Corporation;
 3. Cause to be prepared a budget showing the planned income and expenditures of the Corporation for each fiscal year;
 4. Cause to be designated the officers of the Corporation and the power to sign checks and notes in the corporate name;
 5. Be governed in his or her conduct, actions and public expressions by the by-laws, resolutions and other formal policies for the Corporation and, therefore, any failure by a Director to fulfill these obligations may be cause for removal from the position of Director by a majority of the remaining Board members; and
 6. Exercise any and all other powers not prohibited by law for the benefit of the Corporation and the furtherance of its purposes.

VI

OFFICERS OF THE CORPORATION

The Board shall choose from its membership a President, a Secretary, a Treasurer, a Vice-President and a grant director. The same person may hold two or more offices but for the offices of President and Secretary. The persons chosen as Officers for the Board shall serve as the Officers of the Corporation. Officers shall be elected by the Board at the first meeting of the Board held after the Annual meeting in each calendar year or at such other meeting the Board may choose by affirmative vote of a majority of Directors then present.

VII

AMENDMENTS

The by-laws of the Corporation may be amended at a regular or special meeting of the Board. A two-thirds vote of the Board shall be required to amend the by-laws. However, notice of all amendments to the by-laws must be mailed to each member of the Board of Directors at least thirty (30) days prior to the meeting at which such amendment shall be considered.

VIII

ARTICLES OF INCORPORATION

If any provision of these by-laws is inconsistent with the Articles of Incorporation, the Articles of Incorporation shall govern. To the extent possible, these by-laws are to be construed in a manner consistent with the Articles of Incorporation.

[REDACTED]

State of Alaska
Department of Commerce, Community, and
Economic Development
Corporations, Business and Professional Licensing

CERTIFICATE
OF
INCORPORATION
Nonprofit Corporation

THE UNDERSIGNED, as Commissioner of Commerce, Community, and Economic Development of the State of Alaska, hereby certifies that Articles of Incorporation duly signed and verified pursuant to the provisions of Alaska Statutes has been received in this office and have been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Commerce, Community and Economic Development, and by virtue of the authority vested in me by law, hereby issues this certificate to

SHELDON JACKSON CHILD CARE CENTER

and attaches hereto the original copy of the Articles of Incorporation for such certificate.



IN TESTIMONY WHEREOF, I execute this certificate and affix the Great Seal of the State of Alaska on **September 21, 2007**.

Emil Notti

Emil Notti
Commissioner

Re: February 2024 E-Board Meeting

From: sjccc@alaska.net

Date: 02/09/2024 09:40

To: Allison Hackett [REDACTED]

Thank you all for meeting [today](#). I've attached our report with additional information about upcoming events and projects.

Thanks again!
Rachel and Lolly

On Fri, 9 Feb 2024 08:18:05 +0000, Allison Hackett [REDACTED] > wrote:

Good evening and Thank you for meeting [today](#).

Here is our Eboard Meeting agenda:

Sheldon Jackson Child Care Center Agenda February 8, 2024.

1)Call to order – Board Members – Diana Twaddle, Allison Hackett, Leslie Young, Program Director Lolly Miller, Lead Preschool Teacher Rachel Harris

2)Director's Report - Lolly to email report.

3)Treasurer's Report:

a. Submitting Application to CBS for Non-Profit Property Tax Exemption February 15, 2024

Deadline

Lolly, Allison & Rachel working on application

b. 2 nd Qtr STA ARPA Grant report was submitted January 30, 2024

c. Grant Application started for:

Focus on Child Care Grant: Building Resilience Post-Pandemic

4. New Business:

a. New Board members to be brought on board this spring. Michelle Snowden & Matt Hunter

5. Persons to be heard:

6. Adjournment

Thank you Everyone!

Sincerely,

Allison Hackett

Attachments (1 file, 5.7 MB)

- Board Update Feb 2024.docx (5.7 MB)

Board Update: Welcome Matt Hunter and Michelle Snowden to our Board of Directors! Thank you for joining our team.

***Congratulations to Alan Collman for his renewed CDA. For almost 4 years, Alan was running the Toddler Floor alone. He came in every weekend to set up, kept some of our most hazardous toddlers in one piece, kept up on training, and still found time to renew his CDA three times. We are so fortunate to have such dedicated and qualified early childhood educators like him.

New Teachers:

- Katie Belt – Relocated to Sitka from Pennsylvania with her family. She joined our program with prior experience running an at home daycare program and working in a Montessori school.
- Kate Mahé – Relocated to Sitka from Skagway. She is nearing completion of her CDA. Prior experience teaching children of all ages (and some adults).

Enrollment Updates: Our Toddler Floor is full for the first time since March 2020! We currently have 8 toddlers and 21 preschoolers enrolled in our program.

Grants:

- Infant Toddler Quality Initiative Grant, Reimagine Your Outdoor Environment: Initially awarded \$2k, changed to potentially \$10k (*See attachment*)
- Phase 3 COVID-19 Child Care Stabilization Grant: Amount dependent on number of applicants. See attachment.

Upcoming Events:

- Valentine cookie decorating get together: February 14th at 3:00. Board members welcome.
- BMS Discovery Week: On February 20, six students from Blatchley Middle School will visit and experience what it's like working with young children.
- AEYC-SEA Conference: March 14-15 in Juneau. Conference gives teachers an opportunity to complete a significant portion of annual training hours while connecting them with resources and other professionals in the field.
- Infant And Toddler Symposium: Free Infant/Toddler training in Sitka on Saturday, March 23rd

Special Thanks: Big thanks to STA for paying for \$9k worth of hazardous trees to be removed from the Toddler playground. STA's continued support for our center has had an enormous positive impact on our teachers and families. We truly can't thank them enough.

Leprechaun: Keep your fingers crossed for his capture. I will be needing his gold for my retirement fund!



CCPO Broadcast: NEW Grant Opportunity- FOCUS on Child Care Grant

January 18, 2024

The Child Care Program Office (CCPO) is pleased to announce that the application period is OPEN for a new non-competitive child care grant titled: *Focus on Child Care Grant: Building Resilience Post Pandemic*. The funding for this grant is possible through the American Rescue Plan Act (ARPA) Supplemental Fund.

Additional funding is also available to eligible programs located in the Municipality of Anchorage with a grant from the Municipality of Anchorage's Assembly and Mayor's Office. The CCPO is partnering with **thread**, Alaska's Child Care Resource & Referral Network, to administer this grant application.

Please note: The application period is January 18th, 2024- February 19, 2024

The following program types are eligible to apply:

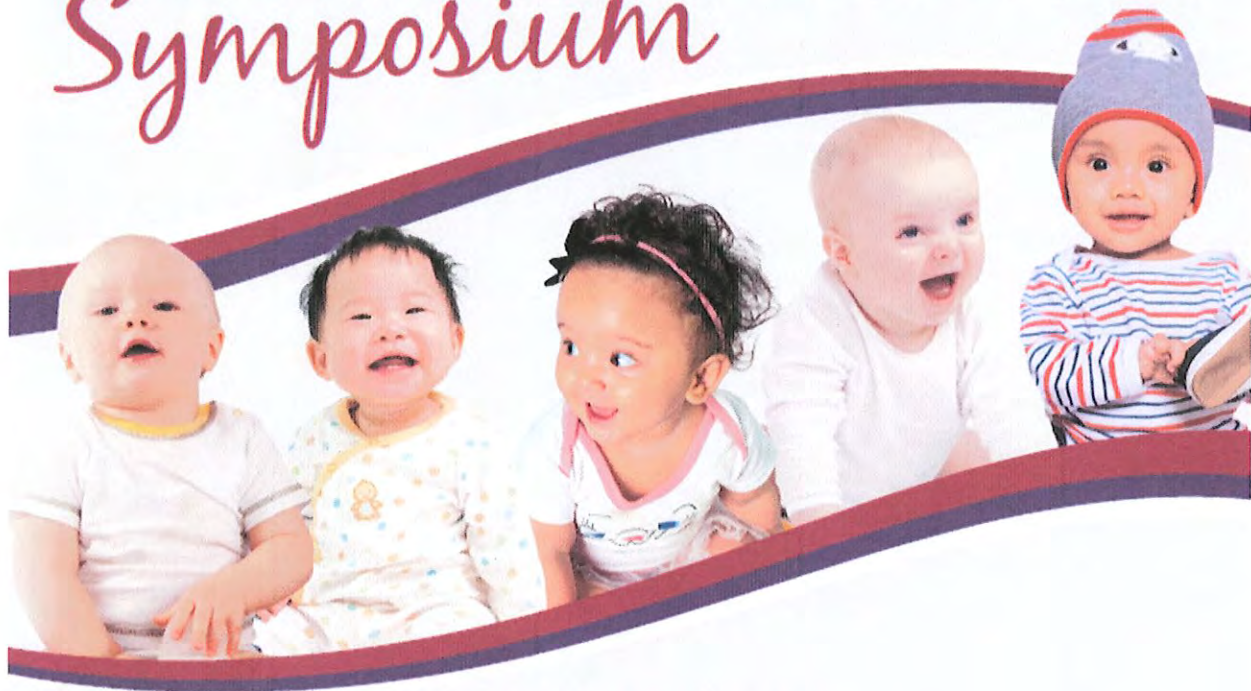
- Licensed Child Care Center
- Licensed Group Home
- Licensed Family Child Care
- Licensed Afterschool/School-age Program
- Approved Relative or In-Home Care
- Programs must be open on the date of application and certify they will remain open for three months following receipt of funds.

Deadline is Feb. 19 for the Focus On Child Care Grant

Licensed programs statewide are eligible to apply for the Focus on Child Care Grant: Building Resilience Post-Pandemic. This grant will be the final non-competitive grant available through COVID-19 relief funds. Grant amounts will be based on licensed capacity. Once the application period ends, the formula will be finalized, and this information will be available on the **thread** website.

THE INFANT & TODDLER *Symposium*

Questions? Contact
Vanessa Plourde-Smith:
vsmith@hreadalaska.org



**KINDLE THE FLAME
IN YOUR HEART & THEIRS!**

**REGISTER
HERE!**



All-day Session (6hrs)

DATES

Sitka: March 23, 2024

Fairbanks: April 6, 2024

Seward: April/May, 2024

All events will have giveaways
and community connections.

Pre-Travel
Reimbursement



thread

We receive monthly grant reimbursement from the State of Alaska Child Care Grant Program. Information on the grant program is attached.

In 2023 we received a total of \$7458.96.



ATTENTION:
We are updating our webpages to better serve Alaska. There may be some reduced services as we transition our systems. Thank you for your patience.



Information for Providers: Child Care Grant Program

The purpose of the Child Care Grant Program is to enhance the quality of child care in Alaska by supporting licensed child care providers with monthly cash grants to supplement their program.

Grant funds are available to child care providers who possess a license to operate a child care facility in the State of Alaska issued by the Department of Health & Social Services or the Municipality of Anchorage. Providers must also participate as an eligible provider in the Child Care Assistance Program.

Grant funds may only be spent on items or in areas that are intended to increase the quality of child care. These include:

- > Staff salaries, wages, and benefits
- > Costs for substitute care providers
- > Health and safety-related items
- > Supplies, equipment, and activities for the children in care
- > Education and training related to child development

If you are a licensed child care provider or facility and are interested in participating in the Child Care Grant Program, please contact the [Child Care Program Office](#).

- >  [CC30 - Child Care Grant Application](#)
- >  [Child Care Grant Policies and Procedures Manual](#)
- >  [Child Care Grant Brochure](#)
- > [Child Care Regulations](#)
- > [Child Care Grant Forms](#)

Contacts	Accessibility	Language Access	Public Notices	Finance & Management Services	Public Health
			Links for Staff	Health Care Services	Seniors & Disabilities Services
			Behavioral Health	Public Assistance	Boards, Councils & Commissions
		Webmaster	Commissioner's Office		

2000

CHILD CARE GRANT PROGRAM GENERAL INFORMATION

This chapter provides a general overview of the Child Care Grant (CCG) Program. It also sets forth certain procedural requirements that staff must follow when they determine eligibility for the CCG Program. The CCG Program is authorized under Alaska Statute (AS) 47.25.071 and the Alaska Administrative Code (AAC) 7 AAC 39.

2000-1

HISTORY AND PURPOSE

2000-1 A.

PROGRAM HISTORY

On July 1, 1981, Alaskan Governor Jay Hammond signed into effect the Child Care Grant House Bill. The oversight and administration of the Child Care Grant Program (CCG) at that time was within the Department of Community and Regional Affairs. This state funded program provided grants to assist licensed child care providers in Alaska with operational costs associated with their facilities.

In State Fiscal Year (FY) 2000, the Child Care Program Office (CCPO) moved to the Department of Education and Early Development and began to oversee the CCG. The CCPO is the State of Alaska lead agency for the Child Care and Development Fund (CCDF) under the Federal Administration for Children and Families, Office of Child Care. The CCDF provides funding for child care subsidies and funds intended to improve child care quality.

In FY 2004, the CCPO moved to the Department of Health and Social Services, Division of Public Assistance where it resides today. In addition to the CCG, the CCPO oversees and manages the following for the State of Alaska: Child Care Assistance Program (CCAP), which provides assistance with child care expenses on a sliding fee scale basis to eligible families; Child Care Licensing, which monitors, regulates and licenses child care facilities statewide; Alaska Inclusive Child Care Program (Alaska IN!), a collaborative effort focused on increasing the quality and availability of inclusive child care programs for children with special needs who are participating in the CCAP; and Alaska's Statewide Child Care Resource and Referral Network (CCR&R) through a grant which provides consumer education and training to families and providers regarding quality early care and education.

2000-1 B. PROGRAM PURPOSE

The purpose of the CCG is to promote quality child care by assisting licensed child care providers who care for children of families participating in the State of Alaska CCAP, with operational costs associated with their facilities. The CCG promotes quality child care by supporting and encouraging professional development, the retention of early childhood care and education professionals, and safe and healthy environments for children in care.

Monthly reimbursement amounts are based on children's attendance and the *Child Care Grant Rate Schedule*, see Addendum 1. The categories of allowable CCG expenditures for reimbursement related to costs associated with maintaining the operation of their facility are: staff salaries and benefits; providing for substitute care; health and safety; equipment, supplies and activities for children in care; and child development education and training.

The CCG is not an entitlement program. Reimbursements are issued monthly to eligible child care facilities, as long as funding is available.

2000-2 ELIGIBILITY CRITERIA FOR PARTICIPATION

This section references Alaska Statute (AS) 47.25.071(b) and (g) and Alaska Administrative Code (AAC) 7 AAC 39.025. To be eligible to participate in the Child Care Grant Program (CCG) a child care facility must be currently:

1. Licensed as a child care facility by the State of Alaska, Department of Health and Social Services (DHSS) as a Child Care Home, Group Home or Center; or
2. Licensed as a child care facility by the Municipality of Anchorage, Department of Health and Human Services (DHHS) as a Child Care Home or Center; and
3. Approved for participation in the Child Care Assistance Program (CCAP).

To maintain participation in the CCG a child care facility must maintain at least the minimum participation requirement for children in care, of five percent (5%) or one child whichever is greater, who have been issued a *Child Care Authorization* document through the State of Alaska CCAP, within any six (6) month period. Authorizations

Date of this notice: 09-25-2007

Form: SS-4

Number of this notice: CP 575 A

For assistance you may call us at:
1-800-829-4933

SHELDON JACKSON CHILD CARE CENTER
% LOVINA L MILLER
111 JOHN BRADY DRIVE
SITKA, AK 99535

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you [REDACTED]. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, please use the label we provided. If this isn't possible, it is very important that you use your EIN and complete name and address exactly as shown above on all federal tax forms, payments, and related correspondence. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If this information isn't correct as shown above, please correct it using the tear off stub from this notice and return it to us so we can correct your account.

Based on the information from you or your representative, you must file the following form(s) by the date(s) shown.

Form 941	01/31/2008
Form 940	01/31/2008

If you have questions about the form(s) or the due date(s) shown, you can call or write to us at the phone number or address at the top of this notice. If you need help in determining what your tax year is, see Publication 538, Accounting Periods and Methods, available at your local IRS office or you can download this publication from our website at www.irs.gov.

We assigned you a tax classification based on information obtained from you or your representative. It is not a legal determination of your tax classification, and is not binding on the IRS. If you want a legal determination on your tax classification, you may request a private letter ruling from the IRS under the guidelines in Revenue Procedure 2004-1, 2004-1 I.R.B. 1 (or superseding Revenue Procedure for the year at issue.)

If you're required to deposit for employment taxes (Forms 941, 943, 940, 944, 945, CT-1, or 1042), excise taxes (Form 720), or income taxes (Form 1120), you will receive a Welcome Package shortly, which includes instructions for making your deposits electronically through the Electronic Federal Tax Payment System (EFTPS). A Personal Identification Number (PIN) for EFTPS will also be sent to you under separate cover. Please activate the PIN once you receive it, even if you have requested the services of a tax professional or representative. For more information about EFTPS, call 1-800-829-3676 and request Publication 966, Electronic Choices to Pay All Your Federal Taxes or visit the IRS website and click on the link for "Electronic IRS" located on the home page. If you need to make a deposit before you receive your Welcome Package, please visit an IRS taxpayer assistance center to obtain a Federal Tax Deposit Coupon, Form 8109-B. To locate the taxpayer assistance center nearest you, visit the IRS website at <http://www.irs.gov/localcontacts/index.html>. Note: You will not be able to obtain Form 8109-B by calling 1-800-829-TAXFORMS (1-800-829-3676).

The IRS is committed to helping all taxpayers to comply with their tax filing obligations. If you need help completing your returns or meeting your tax obligations, Authorized e-file Providers, such as Reporting Agents (payroll service providers) are available to assist you. Visit the IRS website at www.irs.gov for a list of companies that offer IRS e-file for business products and services. The list provides the addresses and telephone numbers, including links to their websites. You can also download IRS forms, publications, revenue procedures, and other information from this website.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax related correspondence and documents.

If you have questions, you can call or write to us at the phone number or address at the top of this notice. If you write, please tear off the stub at the end of this notice and send it along with your letter. Thank you for your cooperation.

Keep this part for your records.

CP 575 A (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 A

9999999999

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 09-25-2007

FORM: SS-4

NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023



SHELDON JACKSON CHILD CARE CENTER
% LOVINA L MILLER
111 JOHN BRADY DRIVE
SITKA, AK 99535

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: FEB 16 2008

SHELDON JACKSON CHILD CARE CENTER
111 JOHN BRADY DR
SIKKA, AK 99835

DLN: [REDACTED]
[REDACTED]
Contact Person: BENJAMIN L DAVIS [REDACTED]
Contact Telephone Number: (877) 829-5500
Accounting Period Ending: December 31
Public Charity Status: 509(a)(2)
Form 990 Required: Yes
Effective Date of Exemption: September 21, 2007
Contribution Deductibility: Yes
Advance Ruling Ending Date: December 31, 2011
Addendum Applies: No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sheldon Jackson Child Care Center
111 John Brady Street
Sitka, AK 99835
907-747-5437
sjccc@alaska.net

BACKGROUND INFORMATION

Sheldon Jackson Child Care Center was established in 1988 by the Sheldon Jackson College to provide quality on-site childcare for students, staff, and faculty. When the college abruptly closed in 2007, we established a non-profit to continue to serve the needs of Sitka. We are license for 50 children aged 2 months through 5 years and operate Monday-Friday year-round.

MISSION STATEMENT

Our mission is to provide the community of Sitka with affordable, child-centered, play-based care and education.

PHILOSOPHY

It is our philosophy that children, their families, and society benefit from high-quality early childhood programs. We believe that there is a critical link between a child's early experiences and later success in life. We believe that you cannot separate childcare and education; children learn best through their play, interactions, and experiences.

CORE VALUES

The National Association for the Education of Young Children (NAEYC) recognizes that many daily decisions required of those who work with young children are of a moral and ethical nature. The NAEYC Code of Ethical Conduct offers guidelines for responsible behavior and sets forth a common basis for resolving the principal ethical dilemmas encountered in early childhood care and education.

Standards of ethical behavior in early childhood care and education are based on a commitment to core values that are deeply rooted in the history of our field.

We are committed to these CORE VALUES:

- ❖ Appreciating childhood as a unique and valuable stage of the human life cycle.
- ❖ Basing our work with children on knowledge of child development.
- ❖ Appreciating and supporting the close ties between the child and family.
- ❖ Respecting the dignity, worth, and uniqueness of everyone (child, family member, and colleague).
- ❖ Helping children and adults achieve their full potential in the context of relationships that are based on trust, respect, and positive relationships.
- ❖ Recognizing that children are best understood and supported in context of family, culture, community, and society.

STATEMENT OF COMMITMENT

Staff members are committed to furthering the values of early childhood education as they are reflected in the NAEYC Code of Ethical Conduct.

We will:

- ❖ Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- ❖ Respect and support families in the task of nurturing children.
- ❖ Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- ❖ Serve as an advocate for children, their families, and their teachers in community and society.
- ❖ Maintain high standards of professional conduct.
- ❖ Recognize how personal values, opinions, and biases can affect professional judgment.
- ❖ Be open to new ideas and willing to learn from the suggestions of others.
- ❖ Continue to learn, grow, and contribute as a professional.
- ❖ Honor the ideals and principles of the NAEYC Code of Ethical Conduct.



STATE OF ALASKA
DEPARTMENT OF
COMMERCE
COMMUNITY AND
ECONOMIC DEVELOPMENT

Bill Walker, Governor
Chris Hladick, Commissioner
Janey Hovenden, Director

Division of Corporations, Business and Professional Licensing

Office Use Only

COR

Nonprofit Corporation

2015 Biennial Report

For the period ending June 30, 2015

Web-4/5/2015 5:12:00 PM

- This report is due on July 02, 2015
- \$25.00 if postmarked before August 02, 2015
- \$30.00 if postmarked on or after August 02, 2015

Entity Name: SHELDON JACKSON CHILD CARE CENTER
Entity Number: 111251
Home Country: UNITED STATES
Home State/Province: ALASKA

Registered Agent

Name: Lovina L Miller
Physical Address: 111 John Brady Dr, Sitka, AK 99835
Mailing Address: 111 John Brady Dr, Sitka, AK 99835

Entity Physical Address: 111 JOHN BRADY DR, SITKA, AK 99835

Entity Mailing Address: 111 JOHN BRADY DR, SITKA, AK 99835

Please include all officials. Check all titles that apply. Must use titles provided. All domestic non-profit corporations must have a president, vice president, secretary, treasurer, and at least three directors. The secretary and the president cannot be the same person.

Name	Address	% Owned	Titles
DIANA TWADDLE	[REDACTED]	N/A	Director, Vice President
ALLISON O HACKETT	[REDACTED]	N/A	Director, Treasurer
LESLIE YOUNG	[REDACTED]	N/A	Director, President
FRAN SCHWUCHOW	[REDACTED]	N/A	Director, Secretary

Purpose: To provide quality child care for the community of Sitka

NAICS Code: 624410 - CHILD DAY CARE SERVICES

New NAICS Code (optional):

Estimated value of all real or personal property of the corporation:

I certify under penalty of perjury under the Uniform Electronic Transaction Act and the laws of the State of Alaska that the information provided in this application is true and correct, and further certify that by submitting this electronic filing I am contractually authorized by the Official(s) listed above to act on behalf of this entity.

Name: ALLISON HACKETT



Department of Commerce, Community, and Economic Development
 Corporations, Business and Professional Licensing
CORPORATIONS SECTION
 PO Box 110808
 Juneau AK 99811-0808

NOTICE OF CHANGE OF OFFICERS OR DIRECTORS Non Profit Corporations

Name of Corporation Sheldon Jackson Child Care Center Alaska File # 111251

Prior Information

Name	Title
Romee McAdams	President
Laura Kronsperger	Vice President
Leslie A. Young	Secretary
Allison O. Fredrickson	Treasurer
Ruth Stough	Director

Non profit entities must have at least 3 directors, a president, vice president, secretary and treasurer.

New Information

Title	Name	Mailing Address	City, State Zip	If Director
President	Laura Kronsperger	[REDACTED]	[REDACTED]	✓
Vice President	Leslie A. Young	[REDACTED]	[REDACTED]	✓
Secretary	Leslie A. Young	[REDACTED]	[REDACTED]	✓
Treasurer	Allison O. Fredrickson	[REDACTED]	[REDACTED]	✓
Director	Ruth Stough	[REDACTED]	[REDACTED]	✓
Director				
Director				

If necessary, attach a list of additional directors on a separate 8½" x11" sheet of paper.

To list additional officers or directors, provide the above information on a 8½" x11" sheet of paper and attach it to this form.

The notice must be signed by an officer of the corporation.

Signature of Authorized Person	Title	Date
	Vice President	December 16, 2008

There are no fees associated with this filing. If there is a change in the registered agent of this corporation, a Registered Agent Registered Address Statement of Change form is required. The form is available on our web site at www.corporations.alaska.gov or you can call 907-465-2530 to request the form to be mailed or faxed to you.

Return this form to: State of Alaska
 Corporations Section
 PO Box 110808, Juneau, AK 99811-0808





GOVERNING BODY DESIGNATION

Facility Name: Sheldon Jackson Child Care Center

Mailing Address: 111 John Brady Dr. Phone Number: 747 5437
Sitka AK 99835 Fax Number: 747 5395
City State Zip

Type of Facility: Home Group Home Center

Name of Governing Body: Sheldon Jackson Child Care Center ^{Board of Directors}

Mailing Address: 111 John Brady Dr. Phone Number: 747 5437
Sitka AK 99835 Fax Number: 747 5395
City State Zip

① Name of Designee of Governing Body: Leslie Young "President"

Home Address: [Redacted] Phone Number: [Redacted]
City State Zip Fax: [Redacted]
Email: [Redacted]

I DO DO NOT want the above designee to receive on-going routine compliance information.

Signature of Chief Executive Officer of Governing Body _____ Date _____

Additional Governing Body Members:

Name	Mailing Address	Phone Number	Fax Number	E-Mail
② 1. Diana Twaddle	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2. "Vice President"	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3.	[Redacted]	[Redacted]	[Redacted]	[Redacted]
③ 4. Fran Schwuchow	[Redacted]	[Redacted]	[Redacted]	[Redacted]
5. "Secretary"	[Redacted]	[Redacted]	[Redacted]	[Redacted]
6.	[Redacted]	[Redacted]	[Redacted]	[Redacted]
④ 7. Allison Hackett	[Redacted]	[Redacted]	[Redacted]	[Redacted]
8. "Treasurer"	[Redacted]	[Redacted]	[Redacted]	[Redacted]
9.	[Redacted]	[Redacted]	[Redacted]	[Redacted]
⑤ 10. Tony Bonforti	[Redacted]	[Redacted]	[Redacted]	[Redacted]
11 members at large	[Redacted]	[Redacted]	[Redacted]	[Redacted]



GOVERNING BODY DESIGNATION

Facility Name: Sheldon Jackson Child Care Center

Mailing Address: 111 John Brady Dr. **Phone Number:** 747 5437
Sitka AK 99835 **Fax Number:** 747 5395
City **State** **Zip**

Type of Facility: Home Group Home Center

Name of Governing Body: Sheldon Jackson Child Care Center ^{Board of Directors}

Mailing Address: 111 John Brady Dr. **Phone Number:** 747 5437
Sitka AK 99835 **Fax Number:** 747 5395
City **State** **Zip**

(1) **Name of Designee of Governing Body:** Leslie Young "President"

Home Address: [Redacted] **Phone Number:** [Redacted]
Fax: [Redacted]
Email: [Redacted]

I DO DO NOT want the above designee to receive on-going routine compliance information.

Leslie A Young 3/25/14
Signature of Chief Executive Officer of Governing Body **Date**

Additional Governing Body Members:

Name	Mailing Address	Phone Number	Fax Number	E-Mail
(2) 1. Diana Twaddle	[Redacted]	[Redacted]	[Redacted]	[Redacted]
2. "Vice President"	[Redacted]	[Redacted]	[Redacted]	[Redacted]
3.	[Redacted]	[Redacted]	[Redacted]	[Redacted]
(3) 4. Fran Schwuchow	[Redacted]	[Redacted]	[Redacted]	[Redacted]
5. "Secretary"	[Redacted]	[Redacted]	[Redacted]	[Redacted]
6.	[Redacted]	[Redacted]	[Redacted]	[Redacted]
(4) 7. Allison Hackett	[Redacted]	[Redacted]	[Redacted]	[Redacted]
8. "Treasurer"	[Redacted]	[Redacted]	[Redacted]	[Redacted]
9.	[Redacted]	[Redacted]	[Redacted]	[Redacted]
(5) 10. Tony Bonforti	[Redacted]	[Redacted]	[Redacted]	[Redacted]

11 members at large

GOVERNING BODY DESIGNATION

OCT 29 2007

CCPO - SE

Facility Name: Sheldon Jackson Child Care Center

Mailing Address: 111 John Brady Drive Phone Number: 747 2527
Sitka AK 99835 Fax Number: _____
 City State Zip

Type of Facility: Home Group Home Center

Name of Governing Body: Sheldon Jackson Child Care Center

Mailing Address: 111 John Brady Drive Phone Number: 747 2527
Sitka AK 99835 Fax Number: _____
 City State Zip

Name of Designee of Governing Body: Romee McAdams

Home Address: 602 Montastery Phone Number: 747 2527
Sitka AK 99835 Fax: _____
 City State Zip Email: Romee.mcadams@seache.org

I DO NOT want the above designee to receive on-going routine compliance information.

Signature of Chief Executive Officer of Governing Body: *Romee McAdams* Date: 10/28/07

Additional Governing Body Members:

Name	Mailing Address	Phone Number	Fax Number	E-Mail
1. <u>Romee McAdams</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
2.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
3. <u>Laura Kronsperger</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
4.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
5. <u>Leslie Young</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
6.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
7. <u>Allison Fredrickson</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
9. <u>Ruth Stough</u>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
10.	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

PURPOSE OF THIS FORM:

- To identify the person appointed by the governing body of a child care facility that is not a sole proprietorship or partnership to act for the governing body in a specified capacity.
- To identify those individuals who participate in the governing body.
- To create clear communication lines between Child Care Licensing and those responsible for oversight of



Sheldon Jackson Child Care Center Parent Handbook

Updated February 2023

Sheldon Jackson Child Care Center Parent Handbook

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STATEMENT OF COMMITMENT

Staff members are committed to furthering the values of early childhood education as they are reflected in the NAEYC Code of Ethical Conduct.

We will:

- ❖ Ensure that programs for young children are based on current knowledge of child development and early childhood education.
- ❖ Respect and support families in the task of nurturing children.
- ❖ Respect colleagues in early childhood education and support them in maintaining the NAEYC Code of Ethical Conduct.
- ❖ Serve as an advocate for children, their families, and their teachers in community and society.
- ❖ Maintain high standards of professional conduct.
- ❖ Recognize how personal values, opinions, and biases can affect professional judgment.
- ❖ Be open to new ideas and willing to learn from the suggestions of others.
- ❖ Continue to learn, grow, and contribute as a professional.
- ❖ Honor the ideals and principles of the NAEYC Code of Ethical Conduct.

EQUAL OPPORTUNITY EMPLOYER

Sheldon Jackson Child Care Center is a non-profit childcare facility that does not discriminate in any way due to sex, race, religion, or national origin.

NON-DISCRIMINATION POLICY

The Center accepts children ages 2 month, through 132 months and their families regardless of race, color, religion, national origin, sex, age, marital status, pregnancy, parenthood, or disabilities.

STAFF QUALIFICATIONS

Our center strives to hire staff that have working experience with children and/or education in early childhood development. We strive to hire people not only based on their professional background, but with particular attention given to their philosophy of working with children. Caregivers are reviewed carefully, and their references are checked. After satisfactory performance during a six-month probation period, a caregiver becomes a permanent member of our staff, receiving on-going training and evaluations.

As the state regulations require, a criminal background check is filed with the Alaska Department of Health & Social Services for each new employee. Staff members must be certified in First Aid and CPR within the first 3 months of employment.

In addition, every staff member participates in a continuing educational program with at least 24 hours minimum training per year. This training ranges from community sponsored workshops/conferences to degree programs and/or the Child Development Associate Certificate.

VOLUNTEER, SUBSTITUTE, AND EMERGENCY CAREGIVERS

Any adult having contact with children in a childcare facility shall be a responsible individual of reputable character who exercises sound judgment. These persons are subject to filling out an application, receiving program orientation, having three (3) positive references on file and background check.

AMAZON SMILE PROGRAM

SJCCC participates in the Amazon Smile non-profit donation program and we like to invite all families to investigate this if you have not already. Every time anyone places an order with Amazon through smile.amazon.com, Amazon will donate a small amount to the non-profit of your choosing at no added cost to you. Please consider SJCCC as your non-profit.

- medication administration
- transportation
- field trip participation
- A plan of care for a child identified with a special need.
- A behavior guidance plan for a child with a behavior issue

PROGRAM REQUIREMENTS

- Must promote children's healthy development.
- Must include quiet and active, group and individual, indoor and outdoor activities.
- Must include a minimum of 20 minutes of vigorous physical activity for every 3 hours in care
- Must ensure screen time viewing is limited to 1½ hours in a 24-hour period
- Must have a specialization approved by Child Care Licensing to provide nighttime care or allow children to participate in a moderate-risk activity

SUPERVISION

- Ensure children are always supervised by an adult caregiver.
- Ensure children receive age-appropriate supervision.
- Ensure a child's whereabouts are known at all times while in care.
- Ensure child-to-caregiver ratios are always met.

SAFETY

- Must meet Child Care Licensing and fire safety standards.
- Must have an emergency evacuation plan, train staff, and document monthly evacuation drills
- Ensure water temperature is between 100- and 120-degrees Fahrenheit
- Ensure firearms and ammunition are stored properly away from children. Note: firearms and ammunition are prohibited in a child care center.
- Ensure the facility is free of hazards inside and outside
- Ensure electric outlets accessible to children under age 5, have child-protective outlet covers

BEHAVIOR GUIDANCE

- Must be positive and never cruel, humiliating, or damaging to the child
- Must set realistic expectations and clear and consistent limits
- Must not be disciplined or punished related to eating, napping, or toileting
- Ensure if time-outs are used, they are age appropriate and a child is never removed from other children for more than 10 minutes
- Ensure corporal punishment of children is prohibited. Note: corporal punishment means "the infliction of bodily pain as a penalty for a disapproved behavior. It includes shaking, spanking, delivering a blow with a part of the body or an object, slapping, punching, pulling or any other action that seeks to induce pain."

HEALTH

- Ensure the facility meets cleaning and sanitation standards
- Ensure meals and snacks are nutritious and follow Alaska Food Program standards.
- Ensure sanitary practices are used for food preparation and handling.
- Must notify parents if their child is exposed to a contagious or communicable disease
- Ensure a medical provider approves attendance before admitting a seriously ill child
- Ensure drinking water is safe.
- Ensure facility is smoke-free.
- Ensure there is always a caregiver with CPR and first aid certification present.
- Ensure medicine and toxic materials are labeled and stored safely out of reach
- Ensure medicine is only administered with parent permission.
- Ensure a caregiver's own child and all children in care are treated equitably.

EQUIPMENT AND SUPPLIES

- Ensure furniture and equipment are safe and durable.
- Ensure there is an adequate and varied number of age-appropriate toys and books available for children in care.
- Ensure children have storage space for their belongings.
- Ensure children under age 5 have a cot/mat/bed and bedding that is clean and sanitary for resting.
- Ensure infants sleep on their backs in an approved crib free from materials and blankets that could increase the risk of suffocation

SPACE

- Must have indoor and outdoor space to accommodate the physical and developmental needs of children in care:
 - 35 square feet of usable indoor space per child
 - 75 square feet of usable outdoor space per child

POLICIES AND PROCEDURES

CHILD ABUSE AND NEGLECT REPORTING

Alaska State Statutes and Child Care Regulations require that all licensed childcare providers report all incidents of suspected or actual abuse and neglect of children regardless of whether they occur in or are related to the facility. This center is therefore obligated by law to report such incidents within 24 hours to the Office of Children's Services.

SUSPECTED CHILD ABUSE BY EMPLOYEE

An individual having contact with children in our center shall not use harmful treatment, abuse, or neglect a child; engage in any exploitive or sexual act with a child; or use illegal drugs, abuse legal drugs, or consume alcoholic beverages while caring for children.

Management shall remove any employee from contact with children and shall not allow any such employee to return to the center to work or volunteer, if there is a probable cause to believe the employee has used harmful treatment or has abused or neglected a child.

Centers must notify the Office of Children's Services and the Department of Health and Social Services Licensing Specialist of any incident, which alleges a child, was abused, or neglected while the center was responsible.

Child Abuse Reporting Hotline: 1-800-478-4444

CUSTODY ORDERS

Until custody has been set up by a court action, one parent may not limit the other from picking up a child in our care. The Center must be notified at once of any changes in custody orders. Certified custody orders must be given to the center director.

DAYS AND HOURS OF OPERATION

The Center runs Monday through Friday from 7:30 am until 5:30 pm **except for the Infant room. Infant floor parents will need to arrive no later than 4:15.** The infant floor teacher arrives at 7:30 am and leaves at 4:30 pm. Please call the Center if an emergency prevents you from picking up your child before 5:30 pm. **Our center is currently closing at 5:00**

CLOSURES..... Refer to page 26.

WITHDRAWAL FROM THE CENTER / VACATIONS

Please supply the Director two weeks written notice if you no longer plan to attend the Center or are planning a vacation.

SCHEDULE CHANGES

Please let us know immediately upon any change in your daily schedule. If it becomes necessary for your child (children) to be absent on a scheduled day, it is the parent's responsibility to notify the Center.

EMERGENCIES

If an earthquake, tsunami or other natural or man-made disaster, the policy of the Center is to continue to stay open and provide care for the children until parents arrive. We will have ample supplies of food and drinks. Our staff will continue to care for the children until the emergency passes. To ensure the safety of all children, transportation may be provided to a haven where children will be cared for until an alert is called off or they are picked up by a parent. In an event of this kind, please listen to the radio for community disaster updates.

TSUNAMI POLICY

In case of a tsunami alert, Island Bus will dispatch one bus that holds up to seventy-two passengers to our Center for transport to Sitka High School. If a bus does not arrive at once, we will walk up Jeff Davis Street to Sawmill Creek Road. We will cross Sawmill Creek Road and go to the top of the hill at Sitka National Cemetery. When available, a bus will transport the center to Sitka High School.

DATA PRIVACY

Records concerning your child's enrollment forms, health records, observation records, written parent-teacher conference reports, and all other information about your child are confidential. This information will only be accessible to you, our center director, your child's teacher, and a person designated by the State Licensing Department to review our records for licensing purposes.

POISONOUS PLANTS

All plants housed in the center will be non-toxic according to State Licensing Regulations

POSSESSION OF A WEAPON

Under no circumstances will firearms, hunting knives, or other items considered to be weapons be allowed on the premises.

PARENT RESPONSIBILITIES/COMMUNICATION:

PARENT COMMUNICATION

Our Center is a family relationship-based program. We try to maintain personal contact with you daily and consider you, the parent, to be the ultimate authority on your child. We strive to work together and be responsive to you and your child's needs. Through regular conversations, notes, parent-teacher visits, and our newsletter, on-going communication is established between staff and parents. Please approach staff at any time with questions or concerns. Information regarding family issues and personal lives will be managed confidentially. By sharing information concerning your child's activities and welfare, we can work together to provide comprehensive and well-rounded care for your child.

PARENT PARTICIPATION AND INVOLVEMENT

We welcome and encourage parent participation. Feel free to drop in any time and observe or join in the activities with your child. The Center welcomes any parent who would like to share an individual talent, skill, or family tradition with the children.

PARENT'S BULLETIN

Parents and staff may post general information, neighborhood and community events, classes or workshops on the reception desk or front entrance windows. Examples of the students' work, and current activities will be displayed around the school for parents, family members, and other students to see.

ACTIVITY PLANS

Activity plans, lessons, and weekly topics will be posted on the white board across from the sign in desk. Weekly classroom activities will be reflected in play areas and student-made projects. Parents may ask the teacher about the unit and can walk around the school to see examples of student work.

WHAT TO WEAR TO SCHOOL

For the child's sense of independence and comfort, we ask that parents dress their children in simple clothing that the child can manage on their own. We are often getting messy, playing outside, running, and climbing in all kinds of weather. Send your child with a sweater/jacket (even on sunny days) and pants under their dresses to protect their knees when they fall.

Footwear: Children are running, jumping, and developing their walking skills and it is important that they have proper support and protection. Our center has many outdoor surfaces sand, pea gravel, woodchips, cement, and safety mats. Children are encouraged to wear tennis shoes or other similar closed-toed, Velcro/slip-on rubber-soled shoes. Crocs, clogs, flip flops, sandals, and jellies make it difficult for a child to play safely and will not be able to do certain activities with their peers.

Outdoor Play: It is important that you bring your child in weather appropriate clothing each day. Please refer to Appendix A for suggested outdoor clothing items.

The delights of the outdoors are among the greatest experiences of children.

HEALTH/SAFETY/NUTRITION:

Please note that the Child Care Center runs a participatory program for children of all ages. There are no accommodations available for those children feeling "under the weather." Therefore, please ensure that your child will be capable of participating in the entire program. If you have any questions regarding exclusion or inclusion on a particular day, please call in before you bring your child to the Center.

MEDICATION

Medications will not be administered "as needed". You must indicate a time to administer the medicine.

The Center does not stock nor supply any medication. Medical authorization forms are required for all medications, including non-prescription medications, and are available at the front desk. The Center staff will not administer any medications without specific written directions from the parents including specific times and doses.

NON-PRESCRIPTION MEDICATIONS

Over the counter medications including but not limited to non-aspirin fever reducers, naturopathic remedies, and vitamin and mineral supplements, must be in the original container with the original manufacturer's label intact; must be labeled with the child's name and may only be administered with a signed daily medication authorization form up to four consecutive days unless prescribed by a physician.

All medications are stored out of the reach of children. Medications requiring refrigeration are stored in the kitchen refrigerator. Because of accessibility to other children, please do not store any medications in diaper bags or children's cubbies.

Some over-the-counter medications do not require daily authorization. Parents must complete a preventative products authorization form for preventative medications. The following items are interpreted as preventatives:

Sunscreens	Insect repellents	Neosporin
Calamine lotion	Diaper creams	

PRESCRIPTION MEDICATIONS

All prescription medications must be in the original container with a prescription label including the child's name, name of medication, dosage, dosage intervals, and name of physician and date the prescription was filled. Sibling's prescriptions will not be administered to another sibling.

Parents must fill out a medication form authorizing staff to administer the medication to their child. Medication forms are available at the front desk.

MINOR MISHAPS

Minor scrapes and bruises managed at school, and which need no further attention, will be recorded. Staff will pass this information to you verbally or in writing at pick-up time.

CONTAGIOUS ILLNESS, INFECTION OR DISEASE

If there has been exposure to any contagious illness, infection or disease at the Center, a written notice will be posted at the reception desk and sent home with your child.

REPORTABLE COMMUNICABLE DISEASES

The following diseases must be reported to the Alaska Department of Health & Social Services:

<u>Respiratory</u>			<u>Gastrointestinal</u>	
Diphtheria	Mumps	Measles (Rubeola)	Giardiasis	Shigellosis
German Measles (Rubella)	Pertussis (whooping cough)	Bacterial Meningitis	Hepatitis A	
Haemophilus Influenzae	Tuberculosis	Meningitis Infection	Salmonellas	

ILLNESS OR ACCIDENT:

In case of an accident or an illness that warrants sending your child home (i.e., vomiting, excessive diarrhea, fever, rash, lice), the following procedure will be followed:

1. The parent/guardian will be called at work or at home.
2. Every effort will be made to locate the parent/guardian.
3. The emergency numbers listed on your child's emergency card will be called.
4. If a parent/guardian or emergency contact persons cannot be contacted, Center staff will use their discretion in contacting the child's doctor, clinic, or hospital as listed in the enrollment information.

If the child has a compound fracture, deep laceration, severe trauma of any kind, or convulsion, the parent/guardian will be notified immediately. An emergency requiring transportation of a child will be conducted according to the following procedure:

1. A call will be placed to 911.
2. Upon arrival of Emergency Medical Services, the child will be released to their care.
3. A member of the Center staff will accompany the child.
4. Emergency contact card will be taken with the child.
5. Parent/guardian will be notified of emergency procedure.

It is the responsibility of the parent/guardian to reimburse the Center for any expenses incurred because of an emergency health/medical procedure undertaken on behalf of the child. Parents are responsible for any medical bills resulting from an injury at the Center.

IMMUNIZATION COMPLIANCE REQUIREMENTS

According to State regulations all children attending Alaska childcare centers and schools must meet immunization requirements, unless an appropriate exemption is obtained for medical¹ or via well documented and approved religious² exemption filing with the State of Alaska. Each child must have an immunization record on file with us verifying that immunization and boosters are up to date.

¹ – Medical exemption from immunization is determined by the State of Alaska. Medical exemption from immunization is given to children who experience conditions or allergies that would be negatively affected by specific ingredients in some vaccines. This exemption form must be documented and signed by an Alaska-licensed MD, DO, ANP, or PA

² – Religious exemption from immunization is determined by the State of Alaska and is required documentation for any parents claiming religious exemption status. This form must be renewed annually, notarized, and free from modifications or phrasing that would imply dishonesty.

State laws supporting these requirements include:

- 7 AAC 57.550 – Title 7 Health and Social Services, Part 4 Children's Services and Juvenile Justice, Chapter 57 Child Care Facilities Licensing, Article 5 Care and Services, Section 550 Health
- 4 AAC 06.055 – Title 4 Education and Early Development, Chapter 6 Government of Schools, Article 1 General Administration, Section 55 Immunizations Required
- AS 18.15.355 – Title 18 Health, Safety, Housing, Human Rights, and Public Defender, Chapter 15 Disease Control and Threats to Public Health, Section 355 Prevention and Control of Conditions of Public Health Importance

More information and forms available at:

<https://health.alaska.gov/dph/Epi/iz/Documents/factsheet/AlaskaSchoolandChildCareImmunizationsRequirementsPacket.pdf>

NUTRITION... CONTINUED

Please send only **ONE** treat/dessert in their lunch. Food items that are considered treats/desserts are chips, pudding, fruit snacks, fruit roll-ups, cookies, and jello. Not sure? Check with a staff person. Breakfast and Snack menus are posted in the kitchen on the refrigerator and in each classroom.

Breakfast is served for those children arriving between 7:30 and 8:30 a.m. If your child arrives after that time, please be sure they have had breakfast.

Morning Snack (Toddlers)	9:30 a.m.
Lunch	11:15 to 11:50 a.m.
Afternoon Snack	2:45 p.m.

ALLERGIES

The center supports children's allergies and adjusts to special needs or requirements when possible. The program asks families for consent to post information about the child's allergy. We post that information in the areas of the facility the child uses so it becomes a visual reminder to all those who interact with the child during the program day.

Children with special diets are asked to bring their own food items from home. Please label all foods brought into the center for your child.

BIRTHDAY TREATS

Parents may provide special treats for their child's birthday. **Please do not send cakes or full-size cupcakes.** We have children who eat only the frosting, children who eat only the bottoms, and children who eat everyone else's crumbs. We prefer that you send fruit plates, cookies, miniature cupcakes, or ice cream cups. These are easier to manage and are greeted by children as a special treat. We also celebrate with a birthday crown, special book, and photos to make this a special time for your child.

PROGRAMS

MIXED AGE GROUPINGS

All classrooms at Sheldon Jackson Child Care Center are based on our belief in multi-age groupings. This practice, also called "family-age grouping," provides many benefits to children. It builds positive social development and a community atmosphere, allows for child paced cognitive development, and encourages cooperative learning and peer mentoring.

With such diversity, all children regardless of age will be contributing to the group. Pro-social behaviors such as giving, sharing, helping, and turn taking can be exhibited at any age and can be a positive model for all. The group then becomes a nurturing community where children can assist or be assisted by another child with age not necessarily being a factor.

ADJUSTING TO CHILD CARE

Starting at a new center can be a stressful experience for both parents and children. Your child may have an adjustment period during which separation is difficult. New faces, routines, expectations, and new foods are just a few adjustments that present themselves; we want to work closely with each family to make the transition to the center a smooth and happy one.

You can help your child become familiar with the center by talking with them about the teachers and activities in a positive way. If they sense that you have confidence in the staff, it will help them feel more comfortable with this new environment. Sometimes, even when the best preparations have been made, young children will cry when they experience separation from their parents.

We encourage you to view this as typical behavior that often accompanies transitions. To help children transition efficiently, we have observed that most children do best when the "goodbye" is short and sweet.

Our staff always comfort a child until they are ready to join in. remember, you are welcome to call at any time during the day to check on your child. Before your child's start date, we ask that you schedule a visit to the center. This visit allows your child a chance to explore the classrooms and get a sense of the daily routine. It also allows you an opportunity to talk with teachers, ask questions, and give teachers important information about your child.

PRESCHOOL PROGRAM/CURRICULUM

All areas on the preschool floor are based on our belief that children learn through their play. It is the center's responsibility to create an environment that challenges, entertains, educates, and stimulates young children. We accomplish this through our learning centers in the classroom. Play is filled with opportunities for children to develop and learn new skills.

Our classrooms are set up in learning centers. Each week, activities will be centered around unit-based themes. Our lessons are play-based and geared towards the interests of our students while building kindergarten readiness skills. The activities will focus on language, literacy development, and pre-reading skills, beginning number awareness, math, gross and fine motor development, and social/emotional growth. Learning takes place during teacher led activities as well as during group and individual play exploration.

The following are four ways in which the preschool will participate in activities:

1. Free play – activities chosen by the children in either inside or outside play areas, including blocks, writing area, reading, math, science, gross motor, house and dramatic play, music, sand, water play, etc.
2. Structured experiences – activities designed by the teaching staff to meet specific needs of individual children or groups of children.
3. Large group experiences – physical activities, music, finger plays, flannel board stories, circle time
4. Small group experiences – encouraged with one-to-one encounters, including fine motor skill-building such as drawing, cutting with scissors, and reading books.

Time	Toddler Program Daily Schedule	Preschool Program Daily Schedule
7:30	Arrival/Free Play	Arrival/Self Directed Play
7:30-8:30	Breakfast Offered	
9:00	Art Activity	Morning meeting Planned Play Time Self-directed Activities Teacher Directed Activities Outside Time
9:30	Snack	
9:45	Bathroom/Diapers	
10:00	Self-Directed Play: Outside Time	
10:50	Clean up: Singing/dancing/story time	
11:15	Lunch	
11:50	Clean up: Bathroom/Diapers	
12:00	Rest Time	
2:30	Bathroom/Diapers	
2:45-3:00	Snack	
3:00	Self-Directed Play Outside Time	Planned Playtime, Teacher Directed Activities, Outdoor Time, Planned Large Muscle Play, Self-directed Activities
4:15	Clean up/Diaper Check/Quiet Story Time	Clean up, Books, Table Activities
4:30	Parent Pick-Up	
5:00	Center Closed	

CHILDREN WITH SPECIAL NEEDS

We collaborate with the Sitka School District's Developmental Learning Program and Center for Community Early Learning Program, as well as Southeast Alaska Association for the Education of Young Children.

We are committed to supporting children's development, respecting individual differences, helping children learn to live and work cooperatively, and promoting health, self-awareness, competence, self-worth, and resiliency.

At or before admission to the center, if a child is identified as having special needs, our center shall collaborate with the child's parents in developing and implementing a "Plan of Care for a Child with Special Needs" for the child. The plan of care shall be approved by the parent(s) and teacher(s) responsible for the care of the child and will be signed and dated by the parent and director.

The individual care plan shall be based on the following information to the extent the parent consents in writing:

- Results of medical and developmental examinations
- Assessments of cognitive functioning or current overall functioning
- Evaluations of the family's needs, concerns, and priorities
- The current individualized family service plan (IFSP) or individualized education plan (IEP) developed under state law, if any.
- Other evaluations as needed.
- Shall address any specific services the center provides in functional outcome objectives, along with the designated responsibility for provision and financing.
- Shall list any additional services, including educational or therapeutic services the child is receiving from other service providers and shall identify the providers of those services.
- May contain permission from the parent for the center to contact providers of additional services and the child's IFSP/IEP coordinator, if any.
- ***If your child has an existing IEP, we strongly encourage providing the center with a copy and/or including our teachers in their IEP meetings.*** Including your child's teacher(s) in their IEP meetings can help providers develop a more in depth and comprehensive plan of care for your child's unique needs as well as providing valuable insight about your child's strengths and needs during the school day.

If a teacher suspects that a child has a special development or health need, our center will provide information to substantiate the concern to the parent and provide information regarding the location of appropriate diagnostic evaluation and intervention sources.

BITING POLICY

The health and safety of all students is our highest priority. Therefore, parents of children who are expressing the need to bite on a regular basis will be contacted and the established procedure for biting will be followed.

INFANT/TODDLER

Our center feels that biting at these stages is developmentally based behavior often related to teething. They also often have oral sensor needs that they may struggle to communicate and lack impulse control. These developmentally appropriate reasons are why infants/toddlers are given more leniency than a preschool age child.

CHANGING BEHAVIOR

Our center takes a proactive approach to reduce incidents of biting by closely monitoring children, redirecting, and modeling appropriate behavior and communication. Infants/toddlers are encouraged to ask for a teething toy when these behaviors arise or when they feel the need to bite/chew. Parents are always included in the process of redirecting and changing these behaviors.

Procedure for the child who has been bitten:

- A child who receives a bite will be comforted. The bite will be observed for breakage of the skin and washed with soap and water.
- Staff will complete an incident report.

For a child who has been bitten often, the Director will take the following action:

- Schedule a visit with parents of the bitten child
- Review the staffing pattern in the classroom.
- Review the classroom environment for factors affecting biting frequency.

Procedures for the child who bites:

- The parents of the child who did the biting will be sensitively notified that their child has bitten another child
- Names of children who have been bitten will remain confidential.
- For the child who has bitten another child or children frequently, the following procedures will be followed:

The parents will be asked to take part in a private visit with the teachers and Director. Various concerns and options will be discussed for possible procedures that may decrease the biting. Each child's situation must be addressed in an individual manner.

Financial Policies

FEES /METHOD OF PAYMENT

- **Registration Fee:** Upon enrollment at Sheldon Jackson Child Care Center, you will be required to pay a \$25.00 registration fee for each child.
- **Tuition** is payable one month in advance due the 10th day of each month. A **\$25.00** late fee will be charged for any fees not paid by the 20th business day of the month. A **\$35.00 fee** is assessed for **NSF** checks.
- **Payment is needed** for any time a space is being held whether the child is present. There will be **NO** credit for absences except in cases of vacation time: Families may receive up to 2 weeks tuition credit per calendar year. **Two weeks written notice is necessary.**
- **Refunds** will not be given in case of school closures due to holidays, teacher related training/travel, severe weather, or when a child is ill or does not attend.
- **Lateness Fee:** There will be a charge of **\$1.00** per minute per child left at the Center after 5:00 PM. Consistent lateness after 5:00 PM is cause for termination from the program.

PAST DUE ACCOUNTS:

- The center maintains the right to terminate enrollment upon 5 days notification if payment is delinquent beyond the last business day of the month.
- Any account 60 days past due, with no prior arrangements or consultations with the Program Director or Board Treasurer, may be referred to a collection agency.

FINANCIAL ASSISTANCE:

The Child Care Assistance Program offers financial aid based on family income and the number of dependents living at home. We encourage all interested families to inquire at <http://dpaweb.hss.state.ak.us>. We also accept other financial aid including Sitka Tribe of Alaska, Tlingit & Haida, Office of Child Services, and U.S. Coast Guard. If you are unsure about whether you qualify, please talk with the Director.

Parents receiving financial aid are responsible for all tuition charges but will be allowed to pay only their portion of this charge for up to 30 days to allow processing of payments.

FAMILY DISCOUNT:

- A qualifying family has two or more children enrolled at the Center full time, 5 days a week. The youngest child will be charged the full time, 5 days a week monthly enrollment rate; the older siblings will receive 10% off their total monthly enrollment rate.

PARENT'S CHECK LIST

- Y Enrollment Application Completed
- Y Copy of Current Immunization Record
- Y Financial Agreement Signed
- Y Completed Emergency Card Information
- Y Safe Sleep Policy Signed (if applicable)
- Y Toilet training policy (if applicable)

Clothing

One complete change of clothing, or two if toilet training

- Y Pants
- Y Shirt
- Y Socks
- Y Underwear
- Y Slip-on or Velcro shoes (boots are not permitted for indoor use)

Outdoor clothing (related to the weather)

- Y Boots (rain/snow)
- Y Jacket (even on sunny days)
- Y Rain pants/snow pants (seasonal)
- Y Hat (seasonal)
- Y Waterproof mittens (seasonal)

Nap bedding (**Please put these items in a pillowcase/bag labeled with child's name. Do not send "toys" to nap with**)

- Y Blanket
- Y Pillow (if needed)

Diaper Children (staff will let you know when supplies are low)

- Y Package of diapers/pull-ups
- Y Package of diaper wipes

Lunch

- Y Lunch box or another container labeled with child's name.

Water Bottle

- Y

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME

Tuition Rates (Effective June 1, 2023)

	Infant (1-18 months)		Toddler (19-36 months)		Child (37 months- 11 years)	
	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time
2 days/week	377.00	623.00	325.00	586.00	289.00	488.00
3 days/week	531.00	877.00	458.00	826.00	425.00	718.00
4 days/week	673.00	1,111.00	587.00	1,059.00	545.00	921.00
5 days/week	810.00	1,339.00	707.00	1,276.00	657.00	1,087.00
Day Rate:	45.00	70.00	45.00	70.00	45.00	70.00

Part Days are from 7:30am through 12:15pm or 12:15pm to closing. **These spaces are (currently unavailable).** If children attend a portion of both the morning and afternoon, they take up a full day position and SJCCC must charge the full cost.

Family Discount: There is a family discount when a family has two or more children enrolled at the Center **full time, five days a week.** The youngest child will be charged the full time, five days a week monthly enrollment rate; the older siblings will receive 10% off the total monthly enrollment rate.

Increases are announced one month in advance



CITY AND BOROUGH OF SITKA

Legislation Details

File #: ORD 24-09 Version: 1 Name:

Type: Ordinance Status: AGENDA READY

File created: 4/3/2024 In control: City and Borough Assembly

On agenda: 4/9/2024 Final action:

Title: Authorizing a property tax exemption for the Youth Advocates of Sitka, Inc. ("YAS") for the property located at 3411 Halibut Point Road

Sponsors:

Indexes:

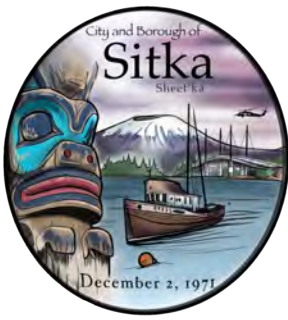
Code sections:

Attachments: [Motion Ord 2024-09](#)
[Memo Community Purpose](#)
[Ord 2024-09](#)
[Application Youth Advocates of Sitka Inc_R](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO approve Ordinance 2024-09 on first reading authorizing a property tax exemption for the Youth Advocates of Sitka, Inc. (“YAS”) for the property located at 3411 Halibut Point Road.




CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Larry Reeder, Assessing Director

Date: April 2, 2024

Subject: Community Purpose Exemption Applications – Sheldon Jackson Child Care Center and Youth Advocates of Sitka Inc.

Background

Each optional exemption must receive prior approval by the Assembly; considering the benefits provided the community by the organization, and to the amount of property to be removed from the tax rolls.

Analysis

To be considered, an organization must:

1. not organize for business or profit-making purposes; and,
2. use the property exclusively for community purposes; and,
3. verify income derived from rental of that property does not exceed the actual cost to the owner of the use by the renter; and,
4. benefit a significant portion of the public; and,
5. not profit persons other than employees; and,
6. qualify for a federal income tax exemption under 26 USC 501.

The Assessor's Office did receive timely filed applications for the Community Purpose Tax Exemption for the following:

1. Youth Advocates of Sitka Inc.
2. Sheldon Jackson College Childcare Center

Fiscal Note

If the exemptions are approved, the tax amount exempted would be as follows:

1. Youth Advocates of Sitka Inc.
902,900 (Assessed Value) X .006 (tax rate) = \$5,417.40

2. Sheldon Jackson College Childcare center
1,321,700 (Assessed Value) X .006 (tax rate) = \$7,930.20

CITY AND BOROUGH OF SITKA

ORDINANCE NO. 2024-09

AN ORDINANCE OF THE CITY AND BOROUGH OF SITKA AUTHORIZING A PROPERTY TAX EXEMPTION FOR THE YOUTH ADVOCATES OF SITKA, INC. (“YAS”) FOR THE PROPERTY LOCATED AT 3411 HALIBUT POINT ROAD

1. CLASSIFICATION. This ordinance is not of a permanent nature and is not intended to become a part of the Sitka General Code (SGC).

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 circumstance shall not be affected.

3. PURPOSE. The purpose of this ordinance is to exempt from property tax the interest of Youth Advocates of Sitka, Inc., in the real property located at 3411 Halibut Point Road, Sitka, Alaska. The exemption, known as the “community purpose optional property tax exemption,” is authorized under Sitka General Code, subsections 4.35.025.E and H, which adopt and incorporate Alaska Statute 29.45.050(b)(1)(A), which under subsection (E), in order to receive the exemption, requires YAS to be “an organization not organized for business or profit-making purposes and [the property] used exclusively for community purposes.” The code and statute also require, to be exempted, that the “income derived from rental of that property does not exceed the actual cost to [YAS] of the use by the renter.” In addition, Sitka General Code, subsection 4.35.025.H requires that the owner seeking the community purpose exemption must “1. Benefit a significant portion of the public; and, 2. Not profit persons other than employees; and 3. Qualify for a federal income tax exemption under 26 USC 501.”

4. ENACTMENT. NOW, THEREFORE, BE IT ENACTED by the Assembly of the City and Borough of Sitka, upon finding as follows:

- (1) YAS is an organization not organized for business or profit-making purposes; and,
- (2) the property at 3411 Halibut Point Road is used exclusively for community purposes; and,
- (3) income derived by YAS from the rental of the property at 3411 Halibut Point Road does not exceed the actual cost to YAS of the use by any renter; and
- (4) the operation of YAS benefits a significant portion of the public; and,
- (5) the operation of YAS does not profit persons other than employees; and,
- (6) YAS qualifies for a federal income tax exemption under 26 USC 501.

Thereby, SGC 4.35.025.E and H are satisfied and YAS is exempt from property tax as long as YAS owns the subject property and is in compliance with SGC 4.35.025.E and H.

49 **5. EFFECTIVE DATE.** This ordinance shall become effective on the day
50 after the date of its passage.

51
52 **PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and
53 Borough of Sitka, Alaska, this 23rd day of April, 2024.

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56
57 _____
58 Steven Eisenbeisz, Mayor

59
60 ATTEST:

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62 _____
63 Sara Peterson, MMC
64 Municipal Clerk

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66 1st reading: 4/9/24
67 2nd and final reading: 4/23/24

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69 Sponsor: Administrator
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APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

CITY AND BOROUGH OF SITKA, ASSESSOR'S OFFICE
100 LINCOLN ST·SITKA, AK 99835
PH 747-1822

RECEIVED JAN 16 2024

AS 29.45.030 and Sitka General Code 4.12.025 allow for property tax exemptions for Non-Profit organizations meeting certain requirements. The applicant has the burden of proof to show that both the property and the organization are eligible for exemption.

The Assessor of the City and Borough of Sitka may require additional information, to be provided in a timely manner. **POSTMARK DEADLINE IS February 15, 2024.**

It is important that the form is completed fully and any other information the applicant can supply on attached pages. Please use additional pages to answer as needed.

Return applications to: **100 Lincoln St, Sitka, Alaska 99835.** Telephone assistance is available at 907-747-1822.

ASSESSMENT YEAR APPLIED FOR: 2024

Parcel Identification Number: 2-5604-000

ORGANIZATION NAME: Youth Advocates of Sitka

Property Address: 3411 Halibut Point Road

Property Description: (type of property, building size, lot size, etc)

Residential house with 2-bedroom apartment
Building 5,494 sf
Lot 13,703 sf

1. What exemption are you applying for? (Exemption options listed below)

A.) Non-profit Religious _____ B.) Non-profit Educational _____

B.) Non-profit Charitable D.) Non-profit Community Purpose _____

E.) Non-profit Hospital _____ F.) Non-profit Other _____

2. Is the organization organized as a not-for-profit entity? YES NO _____

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

3. Does the organization have a current IRS 501(c), or 501(c) (4) exemption ruling? YES NO
4. Is the property used exclusively (100%) for the purpose of the exemption sought? YES NO
5. Is any portion of the building or lot used for other purposes? YES NO
6. Is there a fee to use or enter the property? YES NO
7. If a fee is charged, how much does it cost? _____ Membership Fees? _____
8. Was any of this property used for rental purposes last year? YES NO
9. Previous years? YES NO , if yes, please explain the total amount received and all expenses associated with the rental costs. Attach a summary of rental income and expenses. Income should be limited to rent received. Expenses include maintenance, utilities, repairs, etc.

Include the name of the renter: _____

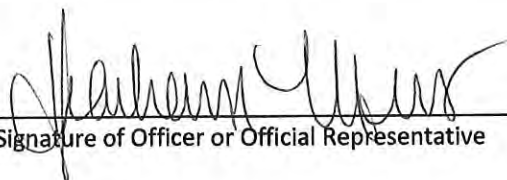
10. Describe the nature and uses of this property as it is related to the exemption requested, (non-profit function). Attach additional information as required.

Property is used for VAS programming, VAS is a 501C3 agency

11. Explain how the use of this property is eligible for the exemption sought. Answer in relationship to the exemption being sought. Attach additional information as required.

VAS is a non-profit agency using property for their mental health programs with clients - both agency & property are 501C3

CERTIFICATION: I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT WILLFUL MISSTATEMENT IS PUNISHABLE BY A FINE OR IMPRISONMENT UNDER AS 11.56.210


Signature of Officer or Official Representative

1/16/2024
Date

Heather Meuret
Printed Name


Phone contact

Executive Director
Title

APPLICATION FOR NON-PROFIT PROPERTY TAX EXEMPTION

PLEASE SUBMIT THE FOLLOWING INFORMATION ALONG WITH YOUR COMPLETED APPLICATION.
AN APPLICATION NEEDS TO BE SUBMITTED FOR EACH PARCEL YOU ARE REQUESTING AN EXEMPTION FOR:

1. Current copy of Articles of Incorporation, Names of Director and Board members, and minutes of the last meeting. ✓
2. Latest copy of the Constitution and By-Laws. ✓
3. Documents to support the organizations non-profit status, (i.e. IRS 501(c) (3) or 501 (c) (4) determination letters, or the equivalent) ✓
4. City and Borough of Sitka sales tax license or exemption determination. ✓
5. A detailed statement regarding the nature of the organization and current use of the property. ✓
6. An explanation of any grants or reimbursements from any government agency. ✓
7. Current schedule of fees. N/A

STATE OF ALASKA

32

DEPARTMENT OF COMMERCE & ECONOMIC DEVELOPMENT

Certificate of Incorporation

The undersigned, as Commissioner of Commerce & Economic Development of the State of Alaska, hereby certifies that duplicate originals of the Articles of Incorporation of YOUTH ADVOCATES OF SITKA, INC.

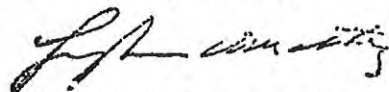
duly signed and verified pursuant to the provisions of the Alaska Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Commissioner of Commerce & Economic Development, and by virtue of the authority vested in him by law hereby issues this Certificate of Incorporation of

YOUTH ADVOCATES OF SITKA, INC.

and attaches hereto a duplicate original of the Articles of Incorporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand
and affixed my official seal, at Juneau, the Capital, this
11th day of December A.D. 19 75



LANGHORNE A. MOTLEY
COMMISSIONER OF COMMERCE
& ECONOMIC DEVELOPMENT



FILED FOR RECORD

ARTICLES OF INCORPORATION

OF

DEC 11 1975

YOUTH ADVOCATES OF SITKA, INC.

STATE OF ALASKA
DEPARTMENT OF COMMERCE
& ECONOMIC DEVELOPMENT

A NON-PROFIT CORPORATION

KNOW ALL MEN BY THESE PRESENTS, that we, NANCY DeBASTE, ROGER ROBINSON, SHIRLEY YOCUM, PETE J. KARRAS and MARILYN HANSON, being natural persons of full age, have this day united and associated ourselves together for the purpose of forming a non-profit corporation under the laws of the State of Alaska and the laws of the United States of America applicable thereto and we do hereby make, sign and acknowledge in triplicate, the following Articles Of Incorporation:

I

NAME

The name of the corporation shall be YOUTH ADVOCATES OF SITKA, INC.

II

PURPOSES

The purposes for which the corporation is organized are:

(a) To establish and operate, for charitable purposes, one or more foster group homes or institutions, providing care for children who can benefit from group living and who either cannot or do not receive the care and training they need in their home or who have no other home;

(b) To exercise all appropriate or necessary corporate powers set out in AS 10.20.011;

(c) To do all things necessary and proper to carry out the purposes of its creation.

III

DURATION

The duration of the corporation shall be perpetual.

IV

MEMBERSHIP

Any person is eligible for membership in the corporation. Membership dues are \$3.00 per year. Payment of the dues may be waived by a majority of the board of directors. Membership is terminated when a member fails to pay the required dues or when he withdraws from the corporation.

V

METINGS OF MEMBERS

The annual meeting shall be held in September on a day designated by the board of directors.

Special meetings of the members for any purpose may be called at any time by the chairman, vice-chairman, secretary-treasurer, by any two members of the board of directors, or upon written request of ten per cent (10%) of the registered members.

Notice of any meetings shall be given to the members by the secretary-treasurer. Each member shall register his mailing

address and telephone number with the secretary and notices of meetings shall be mailed or telephoned to him at that address. Notice of each meeting, regular or special, shall be given at least ten days and not more than fifty days in advance of the meeting and shall state in general the nature of the business to be transacted. Ten per cent (10%) of the members, or their proxies, constitutes a quorum. The board of directors shall adopt rules of order for meetings of the corporation by a majority vote. These rules of order may be amended by a two-thirds vote of the board of directors or the general membership at a regular or special meeting.

VI

VOTING

Each member is entitled to one vote.

All proxies shall be in writing, signed by the member and delivered to the secretary of the corporation prior to the meeting at which it is to be used. Each proxy applies to one meeting only and shall state the meeting for which it applies.

VII

INCORPORATORS AND BOARD OF DIRECTORS

The affairs of the corporation shall be managed by a board of five directors which includes the officers of the corporation as set out in Article IX. Meetings of the board of directors shall be held at times and places to be established by the board of directors. A majority of the board members constitutes a quorum.

The incorporators as listed below shall constitute the initial board of directors, shall have one year terms and shall be as follows:

NAME

ADDRESS

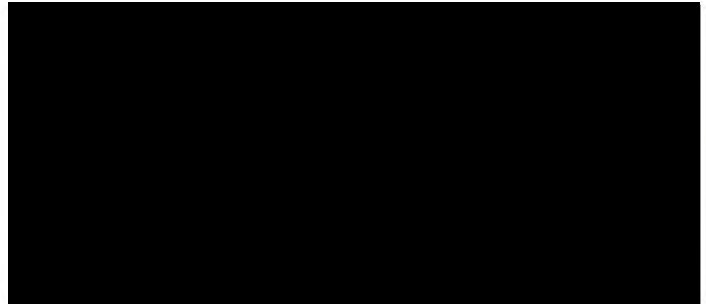
Roger Robinson

Nancy Debaste

Shirley Yocum

Pete J. Karras

Marilyn Hanson



They shall organize themselves thereafter.

At the first general membership meeting in September of 1976, two directors shall be elected to hold office for a period of one year and three directors shall be elected to hold office for a period of two years. Thereafter, directors shall hold office for a period of two years.

Members of the board of directors shall be elected at large in the following manner:

Sixty days prior to the annual meeting the secretary of the corporation shall cause to be mailed to each registered member a nominating petition. The nominating petition shall advise the membership of the election for the board of directors to be held at the next annual meeting and shall state the number of vacancies on the board of directors and

shall require that all nominations for such vacancies be received in the office of the secretary at least thirty days prior to the annual meeting. The election shall be by secret ballot at the annual meeting.

VIII

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

(a) The board of directors has power to:

- (1) approve all capital and equipment expenditures;
- (2) select and dismiss all employees and to adopt and publish regulations relating to the qualifications, duties and selection of all employees;
- (3) exercise for the corporation all power, duties and authority vested in and delegated to the corporation, except those reserved for the general membership by these articles or the statutes of the State of Alaska.

(b) It is the duty of the board of directors to:

- (1) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at their annual meeting each year;
- (2) request the proposals of the members, and to act as the advisory and policy making body for all programs and projects;
- (3) cause to be prepared a budget showing the planned income and expenditures of the corporation for each fiscal year;
- (4) cause to be designated the officers of the corporation empowered to sign cheques and notes in the corporate name.

(5) provide for an advisory board to be made up of representatives of the various agencies and interested persons who will be giving help including, but not limited to, technical and financial help to the corporation.

IX

OFFICERS

The board of directors shall choose from its membership a chairman, a vice-chairman, a secretary-treasurer, who shall be members of the corporation and of the board of directors. The persons so chosen by the board of directors shall serve as the officers of the board of directors and of the corporation. Officers, starting with the chairman, shall be elected on secret ballot, and no nominations for vice-chairman may be received until the chairman has been elected, and no nominations for secretary-treasurer may be received until the vice-chairman has been elected.

Officers shall be elected by the board of directors at the first meeting of the board of directors held after the annual membership meeting in each fiscal year.

X

AMENDMENTS

The articles may be amended at a regular or special meeting of the general membership by two-thirds vote of the members present in person or by proxy. Provided, that notice of all amendments have been mailed to each member of the corporation fifteen (15) days prior to the meeting at which such amendment shall be considered.

XI

REGISTERED AGENT

The registered agent for the corporation shall be
Christianson and Krumm, Attorneys at Law, Post Office Box 4,
Sitka, Alaska 99835.

XII

DISSOLUTION

On dissolution, any funds, money or property held by the
corporation shall be distributed to such persons or associations
as the board of directors may prescribe unless such distribution,
upon dissolution, may be otherwise required by law.

IN WITNESS WHEREOF the parties have hereunto set their hands
and seals this 25th day of September, 1975.

Randy Kivaste
Roger Robinson
Shirley Johnson
Pete J. Cronas

Marilyn Hanson

SUBSCRIBED and SWORN to before me this 25 day of Sept,
1975.

Wm C. [Signature]
Notary Public for Alaska
My commission expires: 10-24-75



2023-2024

**Youth Advocates of Sitka, Inc
Board Members**

Name	Role	Employment/Professional Affiliation	Contact
Shauna Thornton	President	Bank President and Sitka Rotary	[REDACTED]
Brita Speck	Vice-President & Treasurer	Local Attorney	[REDACTED]
Keith Brady	Secretary	Local Realtor	[REDACTED]
John Waite	Member	USCG	[REDACTED]
Rachel Jones	Member	Local Attorney	[REDACTED]

Terms: Every board position is voted on each year at the annual meeting. Board members re-apply to continue on the board after two years of service. There are no term limits.

Committees: on an as needed basis for Finance, Planning, Fundraising

Outside agency emergency contact number will be Shauna Thornton: cell phone: 907-598-1171

December 12, 2023

6:00pm

YAS Board Meeting Agenda

805 Lincoln Street

Brita online

Heather, Rachel, John, Shauna, and Keith in person

Meeting called to order at 6:03pm

1. Approve minutes from October 3, 2023 meeting
 - a. Brita motioned, John seconded, passed, and approved by the board
2. 3411 HPR Appeal Update
 - a. Discussed an amicus brief with Northern Justice Project (NJP):
 - i. Discussed with NJP about the need and strategy to engage.
 - ii. Fixed fee: Possibly \$5000 or if an insurance claim could be filed
3. Fire Suppression repairs at 805 Lincoln approval
 - a. Motion made for ED to move forward with the work on the fire suppression system to bring it up to code and get the sign-off from the Fire Marshall. Keith motioned, Rachel seconded, and approved by the board
4. Hot Tub removal and sale at Coastal Haven
 - a. 20 years old, asking \$5000, no lower than \$3500, buyers haul off. Keith motioned, John seconded, and approved by the board
5. FYI CARF 1/29-1/30
6. QuickBooks Timekeeping approval
 - a. Keith motioned, John seconded, and approved by the board
7. FYI IT plan
 - a. Need an IT specialist for all properties
 - i. Need and waiting for an estimate
8. Pay Scale revisions
 - a. John motioned, Keith seconded, and approved by the board
9. Addressing Board deficiencies – Foraker training
 - a. ED to look into cost and due date for training to be completed by
10. Reminder Annual Review for Executive Director due – CARF requirement
 - a. Shauna provided an outline for the ED review.

ED Report:

- Contractor is on hold for Coastal Haven until the lawsuit is concluded

Next meeting set for January 11, 2023 6pm

Meeting Adjourned - 7:48pm

Keith motioned, John seconded

BY-LAWS
OF
YOUTH ADVOCATES OF SITKA, INC.
A NON-PROFIT CORPORATION

I
MEMBERSHIP

Any interested person may upon their request be placed on the membership list of Youth Advocates Of Sitka, Inc. Each member must renew their request for membership on a yearly basis at the time of the annual meeting of the Corporation, or at any other time. Membership will be discontinued if there is not a request for renewal. Members will be provided periodic information on the activities of the Corporation, should the Board Of Directors choose to provide any information. Members shall not have any voting rights, but may nominate persons for the Board Of Directors.

II
MEETING OF MEMBERS

There shall be an Annual Meeting of the Board Of Directors and all members of the Corporation on the third Tuesday in November of each year. Notice of the Annual Meeting of the members shall be given by the Secretary of the Corporation. Notice to each of the members, shall be given at least ten days, and not more than fifty days, in advance of the meeting and shall

state in general the nature of the business to be transacted at the end of the meeting. The Board Of Directors shall adopt Rules Of Order for the meetings of the Corporation by a majority vote. The Rules Of Order may be amended by a two-thirds vote of the Board Of Directors of the general membership at a regular meeting or special meeting.

III
MEETING OF BOARD OF DIRECTORS

The Board Of Directors of the Corporation shall meet from time to time. The times for regular meetings shall be established by the Chairman. Special meetings may be called by the Chairman, Vice-Chairman, Treasurer, or by any two members of the Board Of Directors.

IV
BOARD OF DIRECTORS

The affairs of the Corporation shall be managed by a board of not less than five, nor more than seven, directors which includes the Chairman, Vice-Chairman, and Treasurer. Meetings of the Board Of Directors shall be held at times and places to be established by the Board Of Directors. The majority of the board members constitutes a quorum. Provided, however, that a Director who is unable to attend a meeting may by proxy appoint any other Director to vote for him in his place and stead, as if he were present. Proxies shall count in determining whether there is a quorum of the Board Of Directors.

The terms of the Directors shall be such that the terms expire on January 1st of the calendar year. The terms shall be

established so that no more than two Directors shall have a term that expires at the same time. This provision is provided to maintain continuity among the Board Of Directors.

Members of the Board Of Directors shall be elected in the following manner:

A. Thirty days prior to the Annual Meeting the Secretary of the Corporation shall cause to be mailed to each current member of the Corporation, Notice Of The Annual Meeting.

B. Notice shall advise the membership of the election for the Board Of Directors to be held at the next Annual Meeting and shall state the number of vacancies on the Board Of Directors.

C. Nominations for the Board Of Directors will be accepted from the floor at the time of the Annual Meeting.

V

POWERS AND DUTIES OF THE BOARD OF DIRECTORS

A. The Board Of Directors has the power to:

(1) Approve all capital and equipment expenditures;

(2) Select and dismiss all employees and to adopt and publish regulations relating to qualifications, duties, and selection of all employees;

(3) Exercise for the Corporation all power, duties, and authority vested and delegated to the Corporation, by these Articles or the Statutes of the State Of Alaska.

B. It is the duty of the Board Of Directors to:

(1) Cause to be kept a complete record of all of it's acts and corporate affairs and to present a statement thereof to the members at their Annual Meeting each year;

(2) Receive proposals of the members, and to act as the advisory and policy making body for all programs and projects;

(3) Cause to be prepared a budget showing the planned income and expenditures of the Corporation for each fiscal year;

(4) Cause to be designated the officers of the Corporation and the power to sign checks and notes in the Corporate name.

VI OFFICERS

The Board Of Directors shall choose from it's membership, a Chairman, a Vice-Chairman, and a Treasurer, who shall be members of the Corporation and of the Board Of Directors. The persons so chosen by the Board Of Directors shall serve as the Officers of the Board Of Directors and of the Corporation. Officers, starting with the Chairman, shall be elected by secret ballot, and no nominations for Vice-Chairman may be received until the Chairman has been elected, and no nominations for Treasurer may be received until the Vice-Chairman has been elected.

Officers shall be elected by the Board Of Directors at the Annual Meeting, or at the first meeting of the Board Of Directors held after the Annual Meeting in each fiscal year, or as the Board may so choose.

VII AMENDMENTS

The By-Laws of the Corporation may be amended at a regular or special meeting of the Board Of Directors. A two-thirds vote of the Board Of Directors shall be required to amend

the By-Laws. Provided, however, that Notice Of All Amendments have been mailed to each Board Of Director of the Corporation fifteen days prior to the meeting at which such amendment shall be considered.

VIII
ARTICLES OF INCORPORATION

If any provision of these By-Laws is inconsistent with the Articles Of Incorporation, the Articles Of Incorporation shall govern. To the extent possible, these By-Laws are to be construed in a manner consistent with the Articles Of Incorporation.

Internal Revenue Service
District Director

Department of the Treasury

EP/EO:EO-1:JPJ

Date: NOV 3 1978

Employer Identification Number:
[REDACTED]

Accounting Period Ending:
December 31

Form 990 Required: Yes No

Person to Contact:
Patricia D. Grenier
Contact Telephone Number:
[REDACTED]

▷ Youth Advocates of Sitka, Inc.
Box 1066
Sitka, AK 99835

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(vi).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

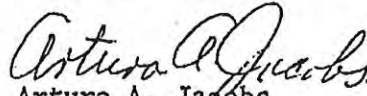
You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Arturo A. Jacobs
District Director

This determination letter modifies our letter of April 26, 1978.



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

November 30, 2023

Youth Advocates of Sitka, Inc.
805 Lincoln St
Sitka, AK 99835

Greetings,

Thank you for submitting your application for a nonprofit sales tax exemption. Your application has been approved for a period of two years. Enclosed is your Certificate of Exemption for the years 2024 and 2025.

The exempt number [REDACTED] should be given to any business or individual from whom your organization will be making a purchase of contract. This number will exempt you from Sitka's sales tax only. This does not exempt you from bed tax. Please feel free to call the sales tax office 907-747-1840 with any tax questions you may have.

Sincerely,

Tax Specialist
City and Borough of Sitka



City and Borough of Sitka

PROVIDING FOR TODAY...PREPARING FOR TOMORROW

Coast Guard City, USA

Youth Advocates of Sitka, Inc.

EIN. # [REDACTED]

SALES TAX EXEMPTION CERTIFICATE GOVERNMENT SUPPORTED AGENCY

EXEMPT # [REDACTED]

Purchases made by Youth Advocates of Sitka, Inc. of Sitka, Alaska for its sole use and ownership, are exempt from Sitka's sales tax. Sellers are hereby authorized to make sales to this government supported agency without the collection of any sales tax. This does not exempt bed tax.

This certificate is of a renewable nature and must be renewed every other year with agencies keeping active accounts within the City and Borough of Sitka.

City & Borough of Sitka

Nastasha Suarez
Tax Specialist

ISSUED: 11/30/2023
EXPIRATION: 12/31/2025



Youth Advocates of Sitka

Empowering the youth of Alaska.

805 Lincoln St.

Sitka, AK 99835

Phone: 907-747-3687

Fax: 907-747-3627

January 16, 2024

City and Borough of Sitka
Assessor's Office
100 Lincoln Street
Sitka, AK 99835

Application for Non-Profit Property Tax Exemption


Detailed Statement Regarding the Nature of the Organization and Current Use of the Property

Youth Advocates of Sitka will be using 3411 Halibut Point Road for their new program, Coastal Haven, that will house up to 10-12 homeless youth. Coastal Haven will provide 24/7 residential mental health treatment, clinical services, life skills training, and employment services for youth ages 15 to 18 who are homeless or at risk of being homeless. These youth will mainly be from Sitka, but also be referred to the program from other communities within the state. Both the apartment and the main house will be used for YAS programming. The apartment will house the Coastal Haven clients, while the apartment will house the transitional living program clients who are ages 17 to 21. The agency has already received a Conditional Use Permit from the City of Sitka to operate the program in the residential zone.

Explanation of Any Grants or Reimbursements from Government Agency

Youth Advocates of Sitka (YAS) has received a \$2 million Congressional Appropriation through Senator Murkowski for a statewide demonstration project, Coastal Haven, to provide services to vulnerable youth experiencing homelessness, at risk for homelessness, trafficking, disenfranchisement, and exploitation. This funding is provided through the Housing and Urban Development, Community Project Funding. The grant funds must be expended by September 2030.

Sincerely,


Heather Meuret

Executive Director

Youth Advocates of Sitka

heather.meuret@sitkayouth.org



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-051 Version: 1 Name:

Type: Item Status: AGENDA READY

File created: 4/3/2024 In control: City and Borough Assembly

On agenda: 4/9/2024 Final action:

Title: Authorize the Municipal Administrator to apply to the CY23 US Department of Energy Grid Deployment Office Section 242: Hydroelectric Production Incentive Program

Sponsors:

Indexes:

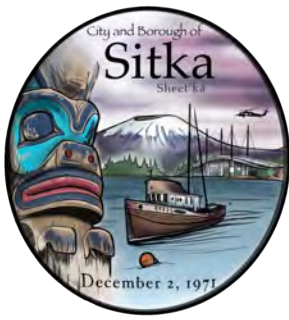
Code sections:

Attachments: [Motion and Memo](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTION

I MOVE TO authorize the Municipal Administrator to apply to the CY23 US Department of Energy Grid Deployment Office Section 242: Hydroelectric Production Incentive Program.

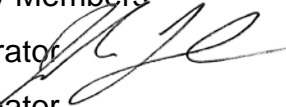


CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

Thru: John Leach, Municipal Administrator 

From: Bri Gabel, Sustainability Coordinator
Melissa Wileman, Public and Government Relations Director
Mike Schmetzer, Interim Electric Utility Director

Date: April 3, 2024

Subject: Authorization to Apply to the CY23 US Department of Energy Grid Deployment Office Section 242: Hydroelectric Production Incentive Program

Background

The Hydroelectric Production Incentive Program was authorized by Congress through [Section 242 of the Energy Policy Act of 2005 \(EPAct 242\)](#). The program, led by the US Department of Energy (DOE), provides incentive payments to qualified hydroelectric facilities for electricity generated and sold to support the expansion of hydropower energy development at existing dams and conduits.

A qualified hydroelectric facility includes producing hydroelectric energy for sale on or after October 1, 2005, including through added generation capability. The Blue Lake Hydroelectric Project qualifies for this incentive through added generation from the Blue Lake Dam Expansion project at a maximum of 10 years from 2015-2025. On April 25, 2023, the Assembly authorized the Municipal Administrator to apply for this program for calendar year (CY) 21 and 22 which was successful and allocated a combined \$2 million for CBS. This request is an application for CY23 with the intent of applying for the program again in 2025. The program is capped at \$1 million per CY.

Section 242 details:

- Applications for the electricity generated and sold in CY23 are due April 23, 2024.
- \$125 million is available until expended through the Bipartisan Infrastructure Law (BIL). In October 2023, \$36.7 million was distributed to 55 facilities, including the Blue Lake Hydroelectric Project which was allocated \$2 million.
- A facility may receive payments for a period of 10 consecutive fiscal years.
- Applicants are required to submit new applications each year.

Fiscal Note

Incentive payments shall be calculated by the amount of eligible kWhs produced by the hydroelectric generation facility is multiplied by the statutory incentive rate of \$0.018/kWh which is adjusted for inflation for each fiscal year beginning after CY05.

Based on kWhs sold in CY23 from the Blue Lake Hydroelectric Project and successful application for CY21 and 22, CBS should once again be eligible for the full \$1 million. Should total appropriations for the incentive program be insufficient to make full payments on all eligible production to all successful applicants, payment shall be adjusted with the following calculation:

$$\frac{\text{Total appropriations for the 242 program in a given calendar year}}{\text{Total dollar amount for all qualified kWhs}} \times \text{Statutory rate, as adjusted for inflation} = \$/\text{kWh rate}$$

The incentive payment will be allocated to the Electric Enterprise Fund and its use will be subject to Assembly approval. The potential for this incentive funding is vast and could support several efforts underway or planned to improve the production, service, stability, and resiliency of Sitka’s hydroelectric power generation and transmission grid. The \$2 million previously allocated through EAct 242 has allowed for FY25 rate increases to fall well below the rate of inflation while still addressing critical electric infrastructure needs.

Recommendation

Authorize the Municipal Administrator to apply to the CY23 US Department of Energy Grid Deployment Office Section 242: Hydroelectric Production Incentive Program.



CITY AND BOROUGH OF SITKA

Legislation Details

File #: RES 24-10 Version: 1 Name:

Type: Resolution Status: AGENDA READY

File created: 4/3/2024 In control: City and Borough Assembly

On agenda: 4/9/2024 Final action:

Title: Urging Southeast Alaska Regional Health Consortium (SEARHC) to consider re-establishing a Medicare Certified Home Health Care Department

Sponsors:

Indexes:

Code sections:

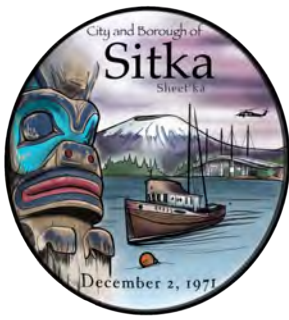
Attachments: [Motion](#)
[Memo Res and Document](#)

Date	Ver.	Action By	Action	Result
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Sponsors: Mosher / Pike

POSSIBLE MOTION

I MOVE TO approve Resolution 2024-10 on first and final reading urging Southeast Alaska Regional Health Consortium (SEARHC) to consider re-establishing a Medicare Certified Home Health Care Department.



CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

MEMORANDUM

To: Mayor Eisenbeisz and Assembly Members

From: Assembly Members Mosher and Pike

Date: April 2, 2024

Subject: Resolution urging SEARHC to consider re-establishing a Medicare Certified Home Health Care Department

Background

SEARHC has been offering Medicare Certified Home Health Care for over 35 years. However, in September of 2023, they made the decision to close this department and introduce a Home Based Care program. Since then, there has been significant community concern regarding this change.

While we acknowledge that we are not experts in the medical care profession and respect SEARHC's independence, we respectfully request that SEARHC consider undertaking a sincere and inclusive public outreach effort in Sitka. Furthermore, we ask SEARHC to reconsider reinstating their previous program if it is both desired by the community and feasible.

Recommendation

Approve this Resolution.

Encl: Res 2024-10
Informational handout Dr. Connie Kreiss

CITY AND BOROUGH OF SITKA

RESOLUTION NO. 2024-10

A RESOLUTION OF THE CITY AND BOROUGH OF SITKA URGING SOUTHEAST ALASKA REGIONAL HEALTH CONSORTIUM (SEARHC) TO CONSIDER RE-ESTABLISHING A MEDICARE CERTIFIED HOME HEALTH CARE DEPARTMENT

WHEREAS, Sitka has had a Medicare Certified Home Health Care Department for over 35 years; and

WHEREAS, hundreds of Sitkans and their families have benefited from comprehensive Medicare Certified Home Health Care allowing patients to remain at home during the last years of their lives; and

WHEREAS, Medicare Certified Home Health Care is covered 100% by Medicare; and

WHEREAS, SEARHC closed their Medicare Certified Home Health Care Department on September 30, 2023; and

WHEREAS, the City and Borough of Sitka recognizes the long and beneficial relationship between SEARHC and the community of Sitka, and Southeast Alaska; and

WHEREAS, the City and Borough of Sitka Assembly recognizes the autonomy of SEARHC; and

WHEREAS, there has been strong public outreach in the community by many people requesting SEARHC restore the Medicare Certified Home Health Care services, and recognizing that health care services are about serving those who need it.

NOW, THEREFORE, BE IT RESOLVED that the Assembly of the City and Borough of Sitka, Alaska, hereby respectfully requests that SEARHC consider re-establishing a Medicare Certified Home Health Care Department, by convening and engaging with the public, and local stakeholders in Sitka’s health. We recognize that SEARHC is independent, but desire that SEARHC seek out genuine public engagement.

PASSED, APPROVED AND ADOPTED by the Assembly of the City and Borough of Sitka, Alaska on this 9th day of April, 2024.

Kevin Mosher, Deputy Mayor

ATTEST:

Sara Peterson, MMC
Municipal Clerk

1st and final reading: 4/9/2024

Sponsors: Mosher / Pike

Why the new SEARHC Home-Based Service is NOT the same as the former SEARHC Medicare Certified Home Health Care Department:

The new system is not free to non-beneficiaries. For Medicare patients, 80% is covered by Medicare, and there is a 20% co-pay which may or may not be covered by secondary insurance. Especially if there are multiple visits, this could be quite expensive. The former Medicare Certified Home Health Department provided care which was 100% covered by Medicare, because the services were under a “Medicare-Certified” agency. This is a big difference. Some physicians now have concerns that their patients who could benefit from home services are refusing these services because of fear of the potential cost.

The new system requires a physician to direct the care very specifically. For example, the physician could write for a home visit to draw blood, do an EKG, check a wound, or give an injection. These are one-time orders. The nurse might be able to find a reason for a follow-up visit, for example the wound might need another check later in the week. But generally, the nurse is doing one specific task, as directed by the doctor. Doctors are busy with seeing patients in the office or in the hospital, and do not generally have the time to follow closely. Doctors are also, generally, not trained in home care. They don't have the time and expertise to assess a patient at home and put together a home care plan. Nurses, not physicians, are the specialists in home care. Yet the new system is doctor-driven, and usually very limited. It is not comprehensive care.

The former system was, in contrast, nurse, not physician, directed. After the physician referred a patient to the Medicare Certified Home Health Department, a nurse made a home visit and did a complete head-to-toe assessment of the patient, assessing physical, mental and emotional needs as well as home safety. The home health team, with the patient and patient's family, developed an individualized care plan to meet the needs and goals of the patient. This included nursing, physical therapy, occupational therapy and occasionally speech therapy.

As an example, an elderly patient returning from major hip surgery in Anchorage or Seattle, might have a 60-day plan involving physical therapy visits twice a week, an occupational therapy visit to help with adaptive equipment, a nurse visit twice the first week to check the wound, and then a weekly visit to check blood pressure, review medications and assess other needs as they arose. This was a nurse-driven model where a team of nurses and rehab specialists worked together to help the patient meet their rehab goals. The care plan could be renewed after 60 days if needed. Nurses providing continuity of care in the home were in a position to notice changes in their patient's condition, would notify the physician, change the care plan as needed, thereby helping prevent ER visits and hospitalizations. The home team was the eyes and ears of the physician. As one physician said “I didn't have time in my schedule to come see the patient two times a week. I relied on the nurse team to be my eyes and ears.”

These services provided care for a home-bound patient after a stroke, or heart attack, or for a patient with Parkinsons, or other neurologic problem, or for a home-bound patient with cancer. Patients recovering from severe trauma could also get care in their homes. The home health team would teach catheter care, train home caregivers, monitor nutrition and intravenous therapy, teach patients and families how to give medications, and teach family what to do if the patient was receiving end-of-life care.

Families in Sitka receiving home health services in the past, talk of how broad the care plan was, how they felt supported by a team of healthcare workers visiting their home, assessing, and helping their home-bound family member.

The new system has one full-time home nurse, experienced in home health. She has a list of others she can call in if she needs help, if they are available, but that list does not necessarily mean the other nurses are skilled in home health care. The former system had 3 full time nurses and others part-time. They were all experienced in providing the specialized type of nursing for home health care. So, the nurse staffing level has changed dramatically. The former system also used CNAs occasionally for hands-on care, part of the 100% covered Medicare-Certified plan. CNAs are not part of the new system.

To summarize:

- The old system was free to home-bound Medicare patients. The new system requires a co-pay.
- The old system was comprehensive, nurse directed and was often a 60-day plan. The new system is task-oriented, brief, and directed by the physician.
- The old system sometimes used CNA's. They are no longer involved in the new plan.
- In the old system, home health nurses and home physical therapists were located in the same office where coordination and communication was easy. Now the one home health nurses is separate from the PT and other rehab staff. This makes communication less easy.
- The old system had 3 full time home health nurses and other part-time nurses, all experienced. The new system has one full time home health nurse. One nurse can't begin to do what three plus nurses did previously.

Dr. Connie Kreiss, retired from SEARHC



CITY AND BOROUGH OF SITKA

Legislation Details

File #: 24-052 Version: 1 Name:
Type: Item Status: AGENDA READY
File created: 4/3/2024 In control: City and Borough Assembly
On agenda: 4/9/2024 Final action:
Title: Financial Matter: Finance Department Operations
Sponsors:
Indexes:
Code sections:
Attachments: [Motion Exec Session Finance](#)

Date	Ver.	Action By	Action	Result
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POSSIBLE MOTIONS

Step 1:

I MOVE to go into executive session* with Finance Director Melissa Haley and Acting Administrator Amy Ainslie concerning finance department matters, the immediate knowledge of which would adversely affect the finances of the municipality.

Step 2:

I MOVE to reconvene as the Assembly in regular session.

*Sitka General Code 2.04.020 Meetings

D. All meetings shall be open to the public except that the following may be discussed in closed executive session:

1. Matters, the immediate knowledge of which would adversely affect the finances of the municipality;
2. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
3. Matters which by law, municipal Charter or ordinances are required to be confidential;
4. Communications with the municipal attorney or other legal advisors concerning legal matters affecting the municipality or legal consequences of past, present or future municipal actions.