



# CITY AND BOROUGH OF SITKA

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

## Meeting Agenda

### City and Borough Assembly

*Mayor Matthew Hunter*  
*Deputy Mayor Bob Potrzuski*  
*Vice-Deputy Mayor Steven Eisenbeisz*  
*Tristan Guevin, Kevin Knox*  
*Aaron Bean, and Aaron Swanson*

*Municipal Administrator: Mark Gorman*  
*Municipal Attorney: Brian Hanson*  
*Municipal Clerk: Sara Peterson*

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Thursday, June 1, 2017

6:00 PM

Assembly Chambers

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#### SPECIAL MEETING

I. CALL TO ORDER

II. FLAG SALUTE

III. ROLL CALL

IV. 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.*

V. NEW BUSINESS:

A [17-104](#) Discussion/Direction/Decision of hiring an Interim Administrator

**Attachments:** [Motion Interim Administrator.pdf](#)

[Applicant List.pdf](#)

[Call\\_Redacted\\_.pdf](#)

[Herwald.pdf](#)

[Messina.pdf](#)

[Miller\\_Redacted.pdf](#)

[Paxton.pdf](#)

[Schmitt.pdf](#)

[Zimmerman.pdf](#)

- B**      [17-105](#)      Discussion of a possible Special Assembly meeting sometime during the week of June 5

**Attachments:** [Special Meeting.pdf](#)

**VI.      PERSONS TO BE HEARD:**

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

**VII.     EXECUTIVE SESSION**

*None anticipated.*

**VIII.    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 747-1811. To receive Assembly agenda notifications, sign up with GovDelivery on the City website.*

*Sara Peterson, CMC, Municipal Clerk*

*Publish: May 31*



# CITY AND BOROUGH OF SITKA

## Legislation Details

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**File #:** 17-104      **Version:** 1      **Name:**

**Type:** Item      **Status:** AGENDA READY

**File created:** 5/30/2017      **In control:** City and Borough Assembly

**On agenda:** 6/1/2017      **Final action:**

**Title:** Discussion/Direction/Decision of hiring an Interim Administrator

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Motion Interim Administrator.pdf](#)  
[Applicant List.pdf](#)  
[Call\\_Redacted..pdf](#)  
[Herwald.pdf](#)  
[Messina.pdf](#)  
[Miller\\_Redacted.pdf](#)  
[Paxton.pdf](#)  
[Schmitt.pdf](#)  
[Zimmerman.pdf](#)

Date	Ver.	Action By	Action	Result
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# **Discussion / Direction / Decision on the hiring an Interim Administrator.**

## **Applicant List**

1. Call, Camielle
2. Herwald, Lisa
3. Messina, Philip *\*available 6/1 by Skype if desired*
4. Miller, Mary
5. Paxton, Gary
6. Schmitt, Sheldon
7. Zimmerman, Kim

## **Process outline:**

1. The Assembly nominates an individual and votes.
2. Candidate is selected.
3. The Assembly directs the Human Resources Director, through the Municipal Administrator, to develop contract terms. (Non-benefitted position, salary range of \$12-\$15,000 per month DOE.)
4. If the Prothman candidate, Philip Messina, is selected CBS will negotiate a services agreement with Prothman.

## **POSSIBLE MOTION**

**I MOVE TO** nominate \_\_\_\_\_ as Interim Administrator and direct the Human Resources Director, through the Municipal Administrator, to develop contract terms.



# City and Borough of Sitka

## Applicant List for Interim Administrator

June 1, 2017

Hiring Committee Members: Assembly

	Applicants Name	Phone	Interview (Y/N)	Notes
1.	Call, Camielle	817-471-6051		
2.	Herwald, Lisa	907-738-0560		
3.	Messina, Philip	541-301-9642		
4.	Miller, Mary	907-738-9305		
5.	Paxton, Gary	907-623-7565		
6.	Schmitt, Sheldon	907-747-6977		
7.	Zimmerman, Kim	785-844-9382		

Please return ALL applications to Human Resources at conclusion of hiring process. Thank you.

## Sharon Joseph

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**From:** Camielle Call <camielle@att.net>  
**Sent:** Thursday, May 25, 2017 3:36 PM  
**To:** Human Resources  
**Subject:** Interim Administrator - City & Borough of Sitka  
**Attachments:** CCall - Interim Admin App - May 25 2017.pdf; CCall - Resume - 2017.pdf; CCall - Cover Ltr - Interim Administrator 2017.pdf

Hello Sharon,

Once again, thank you so very much for your assistance and clarification regarding both the position and the application process. I have attached my cover letter, resume, and the City application in pdf format.

For your information, and Mark's, I am currently traveling and will be returning to Sitka on June 4th. In my humble opinion, the timing is quite fortuitous!

Thank you, you are the best!

Take care,  
Camielle

~~~~~  
Camielle Call, LCSW, QCSW  
Consultation / Supervision / Workshops  
P.O. Box 473  
Sitka, Alaska 99835  
~~~~~

"The habit of saying thank you is the mark of an educated man or woman.  
Express appreciation to everyone who does you a favor or assists you in any way."  
~Gordon B. Hinckley

*Camielle Call, LCSW, QCSW*

Licensed  
Clinical Social  
Worker.  
Qualified  
Clinical Social  
Worker

May 25, 2017

Mayor & City and Borough of Sitka Assembly  
c/o Human Resources  
100 Lincoln Street  
Sitka, AK 99835

Dear Mayor & Sitka Assembly:

I am pleased to take this opportunity to introduce myself as a candidate for the position of Interim Administrator for the City and Borough of Sitka. My examination of the position responsibilities confirm that my experience and skills match very well with the position needs of Sitka.

Collaboration, support, respect, and high ethical standards guide my leadership philosophy and practice. I have extensive successful leadership experience, as outlined in my attached resume. This includes not only job experience, but also participation and leadership (holding multiple positions on the national and local levels) within the organization of my profession, the National Association of Social Workers (NASW).

It is my belief and practice that an effective leader is able to manage and execute wise financial decisions, business growth and operations, as well as creating good rapport and respect among staff, clients, and associates. I have those abilities and exercise them well. I have been proven able to make the "tough decisions" in regards to individuals and business practices. I am fair, reasonable, capable, and willing to roll up my sleeves and work hard on every level.

I am available at your convenience for an interview. Please feel free to contact me by phone (817.471.6057) or email ([LCSW@att.net](mailto:LCSW@att.net)). I look forward to hearing from you soon.

Respectfully,

*Camielle Call, LCSW, QCSW*

Camielle Call  
P.O. Box 473  
Sitka, Alaska 99835





**City and Borough of Sitka**  
 An Equal Opportunity Employer  
 100 Lincoln St. Sitka, AK 99835  
 Phone No. (907)747-1816 Fax No. (907)747-1846

## Applicant Information

Last Name	First Name	Middle Name
Call	Camielle	NMN
Residence Address	Street	City State Zip Code
1308-B Edgecumbe Drive	Sitka	Alaska 99835
Mailing Address	Street	City State Zip Code
P.O. Box 473	Sitka	Alaska 99835
Telephone Number	Email Address	Social Security Number
817-471-6057	LCSW@att.net	[REDACTED]

Position Applied for <i>Interim Administrator, City and Borough of Sitka</i>	Date May 25, 2017
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A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. **All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.**

**Criminal Convictions:** A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence **AND** had the conviction(s) set aside by court order, need not list the conviction **UNLESS** the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

If you are under 18 years of age, can you provide required proof of your eligibility to work? <b>N/A</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of your Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Do you have a valid Alaska Drivers License? <i>If yes, please provide number</i> [REDACTED]	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



Are you available to work:	<i>Full Time</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Part Time</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Temporary</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date available to work: <u>~~~~~JUNE 5, 2017~~~~~</u>			
If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	<i>Evenings</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Nights</i>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Weekends</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<i>Holidays</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Have you been convicted of a misdemeanor within the last five years?		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<p><i>If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence.</i></p> <p>Conviction will not necessarily disqualify an applicant from employment.</p>			

<b>Education</b>			
<b>High School</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Troy High School, Troy, Michigan	General	Three (3)	Diploma
<b>Undergraduate College</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Utah State University, Logan, Utah	Social Work	Three (3)	Bachelor of Social Work (BSW) - 1984
<b>Graduate Professional</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
University of Utah Graduate School of Social Work Salt Lake City, Utah	Social Work w/ Administrative Emphasis	Three (3)	Master of Social Work (MSW) - 1990
<b>Graduate Professional</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Walden University 100 S Washington Ave #900 Minneapolis, MN 55401	Social Work w/ Criminal Justice Emphasis	Three (3)	<b>Expected Graduation: 2018</b>
<b>Others (specify)</b>			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Peace Officer Standards & Training (POST) Salt Lake City, Utah	Law Enforcement	N/A	Certificate – Certified Peace Officer

Employment History			
Most Recent Employer		Address	Phone Number
Self		P.O. Box 473, Sitka, AK 99835	817-471-6057
Date Started	Starting Salary Per Hr	Starting Position	
1992	\$50.00 Hour	Private Practice / Business Consultant & Contract Supervisor	
Date Left	Salary on Leaving Per Hour	Position on Leaving	
Current	\$275.00 Hour	Private Practice / Business Consultant & Contract Supervisor	
Name and Title of Supervisor		Reason for Leaving	
Self		Current	
Duties/Responsibilities			
Please see attached resume			
May we contact your present employer?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Employer		Address	Phone Number
University of Alaska Southeast – Sitka		1332 Seward Avenue, Sitka, AK	907-747-7700
Date Started	Starting Salary Per	Starting Position	
November 2008	\$64,000 / year	Program Development Administrator	
Date Left	Salary on Leaving Per	Position on Leaving	
August 2015	\$70,000 / year	Program Development Administrator	
Name and Title of Supervisor		Reason for Leaving	
Jeff Johnston, Campus Director		Early retirement to care for terminally ill mother	
Duties/Responsibilities			
Please see attached resume			
Recent Employer		Address	Phone Number
Grants Administrator & H.S. Program Chair		Lincoln Street, Sitka, AK	907-223-3398
Date Started	Starting Salary Per	Starting Position	
August 2005	\$50,000 / year	Grants Administrator & H.S. Program Chair	
Date Left	Salary on Leaving Per	Position on Leaving	
November 2007	\$50,000	Grants Administrator & H.S. Program Chair	
Name and Title of Supervisor		Reason for Leaving	
Dr. David Dobler		College Closure	
Duties/Responsibilities			
Please see attached resume			

**Include explanation of any gaps in employment.**

**1 – Early retirement to care for terminally ill mother; maintained self-employment as Private Practice Consultant. With the passing of my mother I am now available for full time employment.**

**2 – Perceived gap between Sheldon Jackson College and UAS-Sitka: Maintained income through own**

**Private Practice / Business Consultant****Other Qualifications**

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

In addition to excellent computer skills: grant writing; budget oversight; exceptional interpersonal communication skills; excellent verbal and written communication skills; and more. Please see attached resume.

Describe any job-related training received in the United States military.

N/A

List professional, trade, business, or civic activities and offices held.

Multiple – please see attached resume.

List professional, trade or business licenses held.

<b>Qualified Clinical Social Worker (QCSW)</b>	National Association of Social Workers Certification	Current
<b>Clinical Social Worker (LCSW)</b>	State of Alaska (License #395)	Current
	State of Idaho (License #LCSW-961)	Current
	State of Hawaii (License #LCSW-4076)	Current
<b>Certified Peace Officer</b>	State of Utah POST	1985-1999

**Additional Information**

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.

I have lived in Sitka since 1999, I own a home here and truly have found it to "be home" for me over the last two decades. It is with great honor that I would serve as the Interim Administrator for the City and Borough of Sitka.

**References**

Do not include family members or past supervisors.

Name	Phone Number	Occupation
CAROL SEACORD, LMSW, ACSW, BCD (COLLEAGUE)	616.676.4003 <a href="mailto:CLAS@CAROLSEACORD.COM">CLAS@CAROLSEACORD.COM</a>	PRIVATE CLINICAL PRACTICE
SHELDON SCHMITT (COLLEAGUE)	907-738-3150	SITKA POLICE DEPARTMENT POLICE CHIEF, RETIRED
PATTY BAUDER (PERSONAL FRIEND)	907-738-9900	SUPERVISOR, DELTA AIRLINES

**Note to Applicants:**

**DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.**

☒ Yes      ☐ No

**APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE** the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers,

criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I **DIRECT** you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. I **RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I **CERTIFY** that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.


I **AGREE** to submit to such tests and physical and/or mental examinations as the CBS may require.

**For e-mail submissions only:** By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

\_\_\_\_\_  
*Camielle Call*  
Signature

\_\_\_\_\_  
*May 25, 2017*  
Date

**City and Borough of Sitka  
Equal Employment Opportunity Survey**

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
<b>Call</b>	<b>Camielle</b>	<b>NMN</b>
<i>Position Applied For</i>		<i>Social Security Number</i>
<b>Administrator – City and Borough of Sitka</b>		

**To All Applicants**

The information requested on this page is necessary for the City and Borough of Sitka to comply with the regulations of Alaska State Commission for Human Rights. This information will not be seen by the hiring board for any jobs that you are applying for, it will be kept confidential and be available only to Federal and State personnel legally charged with administering Civil Rights Laws and Regulations. However, statistical information compiled from records on age, sex and race shall be made available to the public.

<b>AGE INFORMATION</b>	
<i>Your Age</i>	<i>Date of Birth</i>

**RACE, ETHNICITY AND GENDER INFORMATION**

	Female	Male
Alaskan Native	<input type="checkbox"/>	<input type="checkbox"/>
American Indian	<input type="checkbox"/>	<input type="checkbox"/>
Asian or Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/>
Black	<input type="checkbox"/>	<input type="checkbox"/>
Hispanic	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>
Mixed	<input type="checkbox"/>	<input type="checkbox"/>

**Definitions of Racial/Ethnic Groups**

**The racial/ethnic groups for Federal and State reporting purposes are defined as follows:**

**Alaskan Native~** A person having origins in any of the original peoples of Alaska and who maintains cultural identification through tribal affiliation or community recognition. Alaskan Native may include, for example, any person of Yup'ik, Inupiat, Aleut, Athabaskan, Tlingit, Haida or Tsimshian origin.

**American Indian~** A person having origins in any of the original peoples of North America (not including Alaska) and who maintains cultural identification through tribal affiliation or community recognition.

**Asian or Pacific Islander~** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

**Black~** A person having origins in any of the Black racial groups of Africa (not of Hispanic origin).

**Hispanic~** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

**White~** A person having origins on any of the original people of Europe, North Africa or the Middle East (not of Hispanic origin).

**Mixed~** A person whose parents or ancestors are from two or more ethnic backgrounds described in this section.

**CAMIELLE CALL, LCSW, QCSW**  
**LICENSED CLINICAL SOCIAL WORKER**

P.O. Box 473  
SITKA, ALASKA 99835

817.471.6057  
[lcswh@att.net](mailto:lcswh@att.net)

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**CAREER HIGHLIGHTS** *(Please see "Career Details" on page 5)*

<b>Private Practice Consultant</b>	Contract administration, business, education Law enforcement consultation Clinical supervision	1992-Current
<b>Program Development Administrator</b>	University of Alaska Southeast, Sitka Campus	2008-2015
<b>Interim Manager, Student Success Center</b>	University of Alaska Southeast, Sitka Campus	2013-2014
<b>Grants Administrator &amp; Human Service Program Chair</b>	Sheldon Jackson College, Sitka, Alaska	2005-2007
<b>Executive Director Sound Alternatives Behavioral Health Clinic</b>	Cordova, Alaska	2004-2005
<b>Executive Director Sitka Mental Health Clinic</b>	Sitka, Alaska	1999-2003
<b>Contract &amp; Adjunct Teaching &amp; Instruction</b>	Multiple institutions / sites	1996-2003
<b>Private Practice Clinical Social Worker</b>	Direct clinical service - individuals, families, groups Logan, Utah - multiple sites	1992-2000
<b>Psychiatric Social Worker &amp; Discharge Planner</b>	Logan Regional Hospital, Logan, Utah	1988-1992
<b>Utah POST Certified Police Officer</b>	USU Police Dept. / North Park Police Dept. Logan, Utah	1984-1989

**EDUCATION**

<b>Doctor of Social Work (DSW)</b>	Walden University School of Social Work Baltimore, Maryland	2018
<b>Master of Social Work (MSW)</b>	University of Utah Graduate School of Social Work Salt Lake City, Utah	1990
<b>Utah Peace Officer Standards &amp; Training</b>	Salt Lake City, Utah Police Academy	1985
<b>Bachelor of Arts, Social Work</b>	Utah State University, Logan, Utah	1984

**LICENSURE / CERTIFICATION**

<b>Qualified Clinical Social Worker (QCSW)</b>	National Association of Social Workers Certification	Current
<b>Clinical Social Worker (LCSW)</b>	State of Alaska (License #395) State of Idaho (License #LCSW-961) State of Hawaii (License #LCSW-4076)	Current Current Current
<b>Certified Peace Officer</b>	State of Utah POST	1985-1999

## PROFESSIONAL AFFILIATIONS/COMMUNITY SERVICE

<b>National Association of Social Workers (NASW)</b>	Member in good standing, Alaska Chapter	Current
<b>NASW-Recommended Film Consultant</b>	Feature Film <i>White Orchid</i>	2014
<b>Chair, NASW Social Work &amp; the Courts</b>	Specialty Practice Section	2010-2015
<b>NASW-AK Continuing Education Committee</b>	Member	2009-2015
<b>NASW-AK Ethics Committee</b>	Member	2009-Current
<b>Center for Medicare/Medicaid Services (CMS)</b>	Technical Expert Panels Content Expert	2006-Current
<b>NASW-AK Annual Conference Committee</b>	Member, Alaska State Chapter	2009-2013
<b>NASW-AK Board</b>	Vice President	2009-2011
<b>NASW-AK Conference Program</b>	Chair	2009
<b>NASW Private Practice Section</b>	Member	2008-2010
<b>NASW Private Practice Section</b> Clinical Standards Work Group	Member	2001-2004
<b>NASW Practice Research Network Workgroup</b>	Member	1999-2003
<b>Sitka Health Needs Commissioner</b>	Member by City Assembly Appointment	2000-2003
<b>NASW Private Practice Section</b>	Chair	1998-2000
<b>NASW Private Practice Section</b>	Member & Newsletter Editor	1996-1998
<b>Special Populations Healthcare Provider</b> Financial Assistance Committee	Member by Governor Appointment	1997-1999
<b>NASW Communications Network</b>	Technical Advisor	1994-1999
<b>NASW-Utah Workshop/Conference Committee</b>	Chair	1995-2000
<b>UT Social Work Law/Ethics Exam Committee</b>	Member by State Appointment	1993-94 & 1997
<b>Utah Attorney General's Safe-At-Home Program</b>	Facilitator	1996
<b>NASW-UT Political Action for Candidate Election</b>	Chair	1995-1999
<b>NASW-Utah</b>	Vice President	1995-1996
<b>Utah Division of Family Services</b> Administrative Review Panel	Member, Northern Region	1995
<b>NASW-Utah</b>	Clinical Liaison to National Office	1994-1999
<b>Cache Chamber of Commerce</b>	Member, Cache County, Utah	1993-1998
<b>Chamber of Commerce Ambassadors</b>	Member, Cache County, Utah	1997-1998
<b>UT Attorney General's Regional Exchange Effort</b>	Member, Logan Team	1994-1996
<b>UT Dept of Occupational &amp; Professional License</b>	Ethical Adjudication Advisor	1992-1994
<b>NASW UT Chapter Board</b>	Representative-at-Large	1993-1994
<b>Intermountain Private Practice Association</b>	Member	1992-1998

## PRESENTATIONS & WORKSHOPS

### 2004 – Present

<b>Planned Presenter</b>	NASW-AK 2017 State Biennial Conference	<i>Supervision: Professional and Ethical Responsibility</i>	October 2017
<b>Presenter w/ Carol Seacord</b>	NASW 2016 National Conference Washington, DC	<i>Starting Your Social Work Practice</i>	June 2016
<b>Featured Presenter Speaking Tour</b>	Austin, Texas Texas Chapter, NASW	<i>The Business &amp; Ethics of Private Practice</i>	May 2014
<b>Presenter</b>	NASW-AK 2013 State Biennial Conference	<i>Compassion Fatigue; Compassion Resiliency</i>	October 2013
<b>Presenter</b>	NASW-AK 2012 Annual Conference Anchorage, Alaska	<i>Supervision: Professional &amp; Ethical Responsibility</i>	September 2012
<b>Presenter</b>	NASW-AK 2011 Annual Conference Anchorage, Alaska	<i>Compassion Fatigue: The Quiet Killer</i>	October 2011
<b>Presenter</b>	NASW-AK 2010 Annual Conference Fairbanks, Alaska	<i>Supervision: Professional &amp; Ethical Responsibility</i>	October 2010
<b>Presenter</b>	42 <sup>nd</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>But I Did Not Learn Business &amp; Marketing in Graduate School!</i>	August 2010
<b>Presenter</b>	NASW-AK 2009 Annual Conference Anchorage, Alaska	<i>Ethics: To Do or Not To Do</i>	October 2009
<b>Presenter</b>	NASW-AK 2008 Annual Conference Anchorage, Alaska	<i>Business and Ethics of Private Practice</i>	October 2009
<b>Presenter</b>	NASW-AK 2008 Annual Conference Anchorage, Alaska	<i>Ethics: To Do or Not To Do</i>	October 2009
<b>Presenter</b>	41 <sup>st</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Ethics: It Can Be An Adventure!</i>	August 2008
<b>Presenter</b>	40 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>The Art of Supervision</i>	August 2008
<b>Presenter</b>	39 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Ethics: To Do or Not To Do</i>	August 2007
<b>Presenter</b>	39 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Internet Predators</i>	August 2007
<b>Presenter</b>	38 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>The Business of Private Practice</i>	August 2006
<b>Presenter</b>	38 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Mediation &amp; Conflict Resolution</i>	August 2006
<b>Featured Presenter Speaking Tour</b>	NASW Chapters: Albuquerque, NM; Austin, TX; Houston, TX; Indianapolis, IN; Kansas City, KS	<i>The Business and Ethics of Private Practice</i>	August 2006
<b>Presenter</b>	37 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Staying Ahead of the Ethics Curve</i>	August 2005
<b>Presenter</b>	37 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Head-Trippin' with Music</i>	August 2005
<b>Presenter</b>	4 <sup>th</sup> Annual Alaska Rural Behavioral Health Conference, Anchorage, Alaska	<i>Ethics in the Age of HIPAA and Accountability</i>	December 2004
<b>Presenter</b>	4 <sup>th</sup> Annual Alaska Rural Behavioral Health Conference, Anchorage, Alaska	<i>Compassion Fatigue</i>	December 2004
<b>Presenter</b>	35 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Compassion Fatigue</i>	August 2004
<b>Presenter</b>	35 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Assessing Suicide Lethality</i>	August 2004
<b>Presenter</b>	35 <sup>th</sup> Annual Southwest School for Behavioral Health, Tucson, Arizona	<i>Ethics in the Age of HIPAA and Accountability</i>	August 2004



## CAREER DETAILS

### **Private Practice Consultant**

- 1) Clinical, administrative, business, education consultation, clinical supervision
- 2) Contract Grant Researcher and Writer, Sitka Community Hospital
- 3) Technical Expert, Centers for Medicare & Medicaid Technical Expert Panels
- 4) Contract Supervisor, Sitka Community Hospital Medical
  - a. Social Work Services acute care and long-term care signature supervision
  - b. Policy & procedure writing & updating
- 5) Contract Supervisor, individuals pursuing professional licensure
- 6) General Consultation
  - a. Private practitioners & individuals working toward licensure
  - b. Agencies & organizations
    - i. Ethics
    - ii. Business
    - iii. Marketing
    - iv. Functional organizations
- 7) Workshop/Seminar Presenter
  - a. Private practice
  - b. Business
  - c. Ethics
  - d. Criminal Behavior
  - e. Internet Crime
  - f. Compassion Fatigue
- 8) Interim Director, Southeast Alaska Independent Living
- 9) Interim Director, Gateway Human Services
- 10) Consultant, Law enforcement agencies
  - a. Internet Predators
    - i. Local law enforcement
    - ii. U.S. Customs
- 11) POST-Certified Instructor
  - a. State of Utah Bridgerland Police Academy

### **Program Development Administrator, University of Alaska Southeast (UAS)**

- 1) General grants oversight
  - a. Reporting
  - b. Budgeting
  - c. Staff management
  - d. Monthly review of all grants financials
  - e. Seek out & provide potential grant opportunities information
  - f. Write and/or write specific proposals
  - g. Interact with
  - h. Timely submission of all grants-related documentation
  - i. Write and/or copy-edit documentation including full proposals
  - j. Liaison with Juneau grants and budgets office
- 2) Technical writing
  - a. Policies and procedures
  - b. UAS-Sitka correspondence
- 3) Annual graduation ceremony oversight
  - a. Graduation Commencement Chair
  - b. Responsible for graduation success
- 4) **Student Success Center Manager (Interim Position)**
  - a. In capacity of Program Development Administrator:
    - i. Interim Manager for the UAS Student Success Center
      1. Managed day-to-day operations of Center

- a. Staff oversight
- b. Student assistance
- c. Student advising
- d. Tutoring
- e. Testing
2. Handle budgetary management
3. Complete annual performance evaluations
4. Maintain excellence in student services

**Grants Administrator & Human Service Program Chair, Sheldon Jackson College**

- 1) Grants Administration
  - a. Private, State, Federal Grants
    - i. Created positive relationships with all grant funders
    - ii. Re-established positive relationships with current and former grant funders
    - iii. Updated quarterly, biennial, & annual reports
    - iv. Assured timely and effective submission of all grant reports
    - v. Oversight of accurate financial reporting for all grants
- 2) Human Service (HS) Academic Program
  - a. Chaired academic program
  - b. Provided academic advising for all students enrolled in HS Program
  - c. Hired adjunct instructors for HS Program courses
  - d. Revamped HS Program
    - i. Created practica placements for HS students
    - ii. Maintained positive relationships with HS student placement supervisors
    - iii. Updated HS courses
  - e. In conjunction with local law enforcement (Sitka Police Department, Alaska Trooper Academy)
    - i. Created special emphasis program
    - ii. Human Service Program with emphasis in Law Enforcement
- 3) Assistant Professor – Human Service Program
  - a. Course instruction for multiple courses (Curriculum Vitae [CV] available upon request)
  - b. Managed students in all aspects of each course taught

**Executive Director, Sound Alternatives Behavioral Health Clinic, Cordova, Alaska**

- 1) General oversight of day-to-day clinic operations
- 2) Assure compliance with all grant-funding and state/federal expectations
- 3) Staff oversight
  - a. Assure compliance with agency and funder expectations
  - b. Update current policies and procedures manuals
  - c. Hiring / Corrective Action / Termination
  - d. Financial oversight
  - e. Clinical supervision
  - f. Clinical direct services as needed
    - i. Clinical Staff
      1. Assure compliance with codes of ethics & direct clinical service
        - a. Mental health
        - b. Drug / alcohol treatment
        - c. Developmental disabilities
    - ii. Operations Staff
    - iii. All aspects of day-to-day operations

**Executive Director, Sitka Mental Health Clinic, Inc.**

- 1) General oversight of day-to-day outpatient clinic operations
- 2) Collaborative work with staff and Volunteer Board in transitioning agency to consistent & fiscally stable agency
- 3) Assured compliance with all grant-funding and state / federal expectations
- 4) Grew program for CMI (chronically mentally ill adults) to include a sheltered workshop
- 5) Grew SED (severely emotionally disturbed) children's program to include regular summer activities

6) Staff oversight

- a. Assure compliance with agency and funder expectations
- b. Update current policies and procedures manuals
- c. Hiring / Corrective Action / Termination
- d. Financial oversight for all aspects of agency
- e. Staff oversight
  - i. Clinical staff
    - 1. Assure compliance with codes of ethics & appropriate direct service
      - a. Mental health
      - b. Drug / alcohol treatment
  - ii. Operations Staff
    - 1. All aspects of day-to-day operations
- f. Clinical direct services as needed

**Contract Adjunct Teaching & Instruction**

- 1) Adjunct Professor
  - a. University of Alaska Southeast
  - b. Adjunct Professor, Sheldon Jackson College
- 2) Contract Teacher – Sitka High School
- 3) Clinical Instructor – University of Utah Graduate School of Social Work
- 4) Practicum Instructor – Utah State University Social Work Program
- 5) Utah POST-Certified Instructor – State of Utah Bridgerland Police Academy

**Private Practice Clinical Social Worker**

- 1) Direct clinical therapy service
  - a. Individuals
  - b. Families
  - c. Groups
- 2) Program Director – Utah Alcoholism Foundation – Ogden, Utah
- 3) Director of Clinical Treatment Services, Youthtrack, Inc. of Utah and Idaho
- 4) Program Director, Pathways Residential Treatment Center for adolescent sex offenders
- 5) Home Health Social Worker, Community Nursing Service
- 6) Clinical Director/Contract therapist, Intermountain Youth Care
- 7) Clinical Director/Contract therapist, Youth Services International

**Psychiatric Social Worker & Discharge Planner**

- 1) Logan Regional Hospital
  - a. All aspects of assessment, crisis intervention, emergency room, and discharge planning
  - b. Appropriate documentation adhering to JCAHO regulations
- 2) Logan Regional Hospital Psychiatric Unit
  - a. Individual assessment and therapeutic intervention
  - b. Family therapy
  - c. Appropriate documentation adhering to JCAHO regulations

**Utah POST Certified Police Officer**

- 1) Utah State University Police Department
- 2) North Park Police Department

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References available upon request

# Lisa (Lily) Herwald

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119 Anna Drive, Sitka, AK 99835 907.738.0560  
Lily.herwald@gmail.com www.trestlepacific.com

## KNOWLEDGE, SKILLS and ABILITIES

Thirty years experience in leading successful nonprofit organizations as demonstrated through increased revenue, expanded programming, community reputation and fiduciary stewardship.

■ Unwavering commitment to quality programs, continuous program evaluation, and excellence in budget management and budgeting.

Entrepreneurial with focus on vision, strategic and critical thinking, planning, innovation, implementation, and continuous evaluation processes.

Excellence in managing, training, and leading high-performance teams and volunteers.

Thorough understanding of non-profit systems and processes including developing strong partnership with Board of Directors to achieve organizational mission, vision and goals.

■ Success in increasing revenue through effective membership campaigns, major donor programs, planned giving, and special events.

Secured over \$21 million in funded national, state, and private grants for nonprofits.

Strong written and verbal and communication skills: the ability to cultivate relationships with a wide range of stakeholders and cultures; a persuasive and passionate communicator who can convey the story of organizations to staff, government agencies, partners and the public.

Commitment to building a vibrant community of Sitka by strengthening local nonprofits.

Professional who values personal and organizational integrity.

## PROFESSIONAL EXPERIENCE

**\*Alaska Marine Safety Education Association. Sitka, Alaska. Interim Executive Director September 2016-January 2017;**

**\*Brave Heart Volunteers. Sitka, Interim Executive Director, July 2015-Aug. 2016;**

**\*Raven Radio Foundation. Sitka, AK. Interim Executive Director, Apr. – July, 2011:**

Served as acting chief executive officer while the existing CEO was on sabbatical. Interim management requires exceptional listening and communication skills and adeptness to steer transition.. Required excellent emotional intelligence and communication skills to ensure fiscal, programatic and system continuity. Managed day to day operations by objectively by modeling professional leadership. Solid experience in management and organizational transitions.

**Trestle LLC, Sitka, Alaska. Principal/Owner January 2010 to Present:**

Consulting services with focus on nonprofit fund development, evaluation, training, and strategic advising. Clients include: University of Alaska Southeast-Sitka, Southeast Alaska Regional Health Consortium, Sitka Sound Science Center and Sitka School District.

Program Evaluation: Methodically collect information about a program or project in order to make necessary strategic decisions within the program, providing feedback to stakeholders. Ability to document outcome and process results.

Grant Writing: Develop workable solutions for organizations' grant programs that match organization's mission. Expertise includes: excellent writing skills clear understanding of project processes, strong research skills, discipline and organization.

Leadership Training: Strategic planning, capital campaigns, operational plans, group facilitation and visioning for nonprofit boards and executive staff.

Interim Executive Management Services: Serve as temporary executive director during sabbaticals.

**Sitka Sound Science Center - Director Sitka WhaleFest. Aug. 2011- Mar. 2013**

Lead organizations through merger process into the Sitka Sound Science Center to ensure mission sustainability.

- Responsible for operational and strategic directives of Sitka WhaleFest; an annual science symposium. Plan and implement annual four-day festival and science symposium focused on marine issues of the Pacific.
- Ensured ongoing program excellence, consistent quality of finances, and administration.

**Southeast Alaska Regional Health Consortium - Sitka, AK. Planner/Grant Writer 2004-2010**

Submitted as principal grant writer over \$15 million in funded grants over a 5½-year period.

- Worked with individuals and external community groups to identify health priorities and explore funding options.
- Facilitated retreats and strategic planning meetings of SEARHC teams and task forces.
- Taught grant writing workshops.
- Developed a system-side understanding of organization and worked with all departments.

**Raven Radio Foundation - Sitka, AK. [www.kcaw.org](http://www.kcaw.org)**

**General Manager/CEO 1998- 2004**

**Development Director 1993-1998**

**Business Manager 1985-1993**

- Leader of station with one of the highest national per capita memberships.
- Responsible for the management, administration, and representation of Raven Radio Oversaw dramatic increase in revenue from membership drives,

underwriting, direct mail, auctions, and special events and coordinated capital campaigns.

- Cultivated relationships with legislative delegation in Juneau and Washington, D.C. while advocating for the needs of public broadcasting.
- Oversight of membership of 1,200 persons.
- Developed partnerships with local, regional, and state organizations.
- Supervised and evaluated staff and volunteer base.
- Planned and implemented public relations strategy promoting image of Raven Radio.
- Produced live and pre-recorded programming for local audience.

## **EDUCATION**

University of Wisconsin – Stevens Point - Stevens Point, WI  
*Bachelor of Science* – Communications. 1982

## **PROFESSIONAL ORGANIZATIONS & COMMITTEES**

Alaska Public Broadcasting Commission, Commissioner appointed by Gov. Walker  
December 2015

Mobilizing Action through Planning and Partnerships – Steering Committee 2015

Alaska Public Media Transition Committee – 2010-2011

Alaska Public Broadcasting Inc. - President 2007 to July 2009

Alaska Public Radio Network - Treasurer 2002-2003

Sitka Rotary Club - President 2002-2003

## **References**

Available upon Request

Phillip M. Messina  
| 541-301-9642 | P38messina@msn.com  
14512 1<sup>st</sup> Lane NE #102 Duvall, WA 98019  
LinkedIn : [www.linkedin.com/in/messinap](http://www.linkedin.com/in/messinap)

**PROTHMAN**  
371 NE Gilman Blvd., Ste 310  
Issaquah, WA 98027  
(206) 368-0050

## City Manager/City Administrator

Experienced and politically savvy public sector leader with over 31 years of public sector experience including 28 years as a city manager/city administrator in Washington and Oregon. Successful in driving growth, efficiency, and high-performance governance for municipalities. Demonstrated expertise balancing complex budget priorities and working effectively with local and regional stakeholders including residents, elected officials, employees, and corporate partners to achieve results.

*Core passion: Clearly defining the positive vision each community has for its future and working in partnership with the Council, staff, and residents to make their desired state a reality.*

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### Career History & City Demographics

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*City of Carnation WA February 2015-March 2017; City Manager*

*Prothman Co. 06/01/2014 to 12/31/2014; Recruiter,*

*City of Ridgefield WA 9/2012-11/2014; City Manager*

*City of Central Point OR 9/2002-8/2012 City Manager*

*City of North Bend, WA 2/1996-8/2002 City Administrator*

*City of Burlington WA 9/1992-1/1996; City Administrator*

*City of Colfax 5/1989-8/1992; City Administrator*

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### Key Skills & Qualifications

#### Budgeting & Financial Leadership

Extensive background in municipal budgeting working with staff and elected officials to develop balanced, project-focused budgets that further the strategic goals of the community. This experience includes presenting balanced budgets without serious impacts to service even through the intense challenges of the 2008-2010 nationwide economic recession. Additional budgeting and finance experience includes negotiating and managing numerous consultant contracts related to engineering, policing, human resources, cable services, and strategic planning.

#### Personnel & Human Resources Management

Successful history of handling a wide variety of HR and personnel problems using progressive discipline methods that include coaching, counseling, last-chance agreements, and terminations. Skilled at evaluating staff member performance, mentoring future leaders, and implementing creative initiatives to spur employee development, retention, and engagement. Demonstrated results in developing organizational cultures to increase professionalism and instill a strong customer service culture throughout the organization. Able to expertly negotiate labor contracts, mediate conflicts, and address various union issues/grievances.

## Governmental Relations & Legislative Affairs

Proven track record of success working on large coordinated governmental projects, including assisting the Port of Ridgefield in obtaining a Consent Decree from Washington DOE following an extensive clean up of a Port and City-owned Brownfield property. Served as a member of the Bear Creek Valley Regional Problem Solving (RPS) policy committee, formed to address predictions that Oregon's Bear Creek-Rogue Valley population will double in the next 40-50 years.

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### *Highlighted Accomplishments*

- While in Carnation secured nearly \$700,000 in transportation (TIB) and parks & Open Space grants; Revised Comprehensive Emergency Management Plan; updated Council sound system and City Hall HVAC; facilitated two major street construction projects, revision of Water Comprehensive Plan and CIP. Served on police contract oversight committee monitoring the public safety contract for services with the King County Sheriff's Office.
- Within a single year as City Manager of **Ridgefield**, remodeled the 80-year-old city hall to function as a professional workspace, and facilitated a management staff retreat designed to boost morale and clarify the expectations/vision of the organization.
- Additionally at **Ridgefield**, developed a new City website, started a revision of the Parks Comprehensive Plan, and laid the groundwork for a community-wide strategic planning process that will commence in 2014.
- During a 10-year tenure in **Central Point**, focused on improving the professionalism and reputation of the organization, promoting a proactive, service-focused mindset and authorizing a number of needed improvements to community facilities. Key projects including construction of a new city hall and the development of several new parks, including a nine-acre community park with a water play structure. In 2007, began a community-wide strategic planning process that resulted in reassessing previous priorities and identifying new goals for the community.
- Further accomplishments at **Central Point** include pushing for positive changes in the Police Department, including supporting the Police Chief's comprehensive police ethics-training program, teaming with the HR manager to improve the police recruitment and hiring process. In 2005 assisted in the creation and development of the first computer forensics laboratory in southern Oregon—the "High Tech Crime Task Force" (HTCTF), a regional partnership of several law enforcement agencies, based in Central Point, dedicated to solving computer generated crimes and crimes against children.
- During my tenure, the **Central Point Parks and Recreation Department** also launched numerous community enrichment programs including music and movies in the Parks on Friday nights through the summer. Provided additional key support to the Chamber's 4th of July celebration and Parks Department annual "Battle of the Bones", a micro-brew and BBQ competition.
- Drove further economic development in **Central Point** by working with outside consultants to produce a fifteen-minute DVD history and overview of the community.
- Successfully met major challenge in **North Bend** role, assisting the Mayor and staff in bringing back trust in local government following a prior ethically challenged administration. Additionally served on a contract advisory board with other cities that contracted with the King County Sheriff's Office for police services. Heavily involved in attaining additional water rights for North Bend.



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### ***Educational Credentials***

**MA Degree**, Whole Systems Design | Antioch University | Seattle, WA

**BA Degree**, University of Washington | Seattle, WA

**Credentialed Manager**, (Up to 2013) International City Management Association (ICMA)

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### ***Personal & Professional Affiliations***

**Member**, International City/County Managers Association (1986-Present)

**President**, Oregon City/County Managers Association (2008-2009)

Mary A. Miller, PE  
PO Box 864  
Sitka, Alaska 99835  
(907) 738-9305

May 29, 2017

City and Borough of Sitka Assembly  
c/o Human Resources  
100 Lincoln Street, Room 300,  
Sitka, AK 99835.

Dear Sitka Assembly:

I believe I am eminently qualified to serve as the Interim Sitka Municipal Administrator. I offer to you the skills and abilities to manage the City and staff through this transition period until such time as you find a permanent Municipal Administrator. I can provide a steady management continuum through this transition, with prior experience serving in various capacities as an "Acting or Interim" manager. Most significantly, I was Acting Regional Engineer for the Alaska Region of the US Forest Service in Juneau for nearly a year, an assignment for which I received a performance award for successfully overseeing over \$75 million in projects and supervising over 40 employees mostly in SE Alaska. I also served as the Acting National Transportation Development Engineer for the USFS, in Washington DC on a 90 day interim assignment.

I am a lifelong Sitkan. I was born and raised in Sitka, and am a product of the Sitka School System. I left for over 25 years to pursue my education and professional career and eventually returned permanently to be closer to my family and aging parents. I hold both a bachelor's degree in Civil Engineering from the University of Alaska Fairbanks, and an Executive MBA from the University of Washington. I have been a licensed registered civil engineer in Alaska (CE 7891) for nearly 30 years.

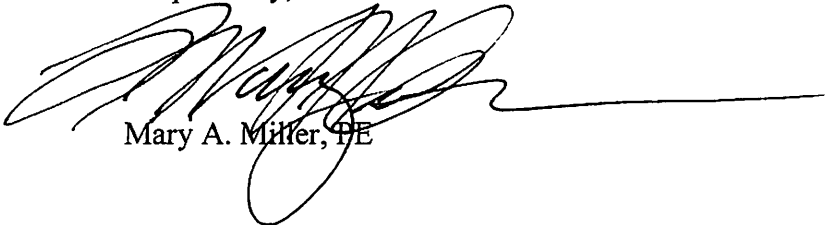
I previously have worked for an Alaska municipal government, the North Slope Borough, for approximately 5 years doing all manner of Capital Improvement projects, from developing water and wastewater systems to airport master planning. In this assignment, I was heavily involved in project and contract scoping, A&E consultant selections, fee negotiations and contract management.

If selected as Sitka City Interim Administrator my approach would be to maintain a transparent and stable workman-like government, recognizing that the course set by former Administrator Mark Gorman can and should largely be carried forward with only minor course corrections during the 4 month window until a new permanent administrator arrives. There will, of course, need to be decisions made in the routine day to day operations of government and constant focus to alert to any financial management issues. Also, certain other non-routine decisions that cannot wait will need to be addressed. In those cases I will seek the advice of the relevant department heads, advisory committee or members of the constituency, and make the best decision for my

community, or the best recommendation with documented rationale to the Assembly, as the case may be.

I have discussed this assignment with STA General Manager Lisa Gassman who will grant me a leave of absence from my employment with Sitka Tribe to assist you with leading the city through this transition, if it serves the interest of the Assembly. I hope you choose me as Interim Municipal Administrator. I would like to serve you and the citizens of Sitka during the next few months.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mary A. Miller', followed by a long horizontal line extending to the right.

Mary A. Miller, PE

cc: Municipal Administrator Mark Gorman

Enclosure: Resume

## **MARY A. MILLER, PE**

PO Box 864, Sitka, Alaska 99835, Office (907) 747-7394, Cell (907) 738-9305

Email: [miller04@gci.net](mailto:miller04@gci.net)

### **PROFESSIONAL SUMMARY**

*National Park Superintendent (DOI)*

*Professional Civil Engineer*

*Shee Atika Corporation Director)*

*Trans Alaska Pipeline Project Manager*

*Internal Auditor experience*

*Tribal Government Program Manager*

### **AREAS OF EXPERTISE**

Strategic Thinking  
Organization Restructuring  
Benchmarking  
Internal Control Application  
Alaska/Arctic Issues

Civil Engineering  
Transportation Engineering  
Environmental Engineering  
Project Management  
Project Development

National Park Management  
National Forest Management  
Tribal Mgmt. /Operations  
Program Management  
Partnership Development

### **PROFESSIONAL/EXECUTIVE EXPERIENCE**

#### **National Park Superintendent**

##### **Sitka National Historical Park, Dept. of Interior**

Reinstituted Tlingit cultural art program at the Park's Cultural Center. Led 'Friends of Sitka National Historical Park' partner creation 501(c)(3). Assumed State of Alaska park maintenance due to State budget crisis. Convened multi-agency Science Symposium. Envisioned Spring Break "Herring Camp" for school kids, partnering with Sitka Tribe and school district. Negotiated sensitive return of tribal human remains to the Kiksadi clan. Planned w/statewide entities 150<sup>th</sup> Anniversary Russian Transfer of Alaska. Directed four day "100 Year Anniversary Celebration of Sitka National Historical Park." Planned the 2010 *International Russian American Conference* in Sitka. Established agency prototype program for visiting academics, "*Scholars in the Park*," to offset unfunded park historian.

Partnered with the *Trust of Public Land*, acquired tideland easement for park as wetland mitigation for Sitka's airport project. Envisioned and secured funding for the Sitka Seawalk. Partnered with Sitka's Against Family Violence (SAFE) for staff training and Safe Park Trails. Provided Incident Command leadership during multiple emergency and oil spill events. Shifted park focus to improve attention to local visitors. Developed fiscal plan based on long range budget forecasts. Led comparative organizational benchmarking to external peer organizations.

#### **Regional Transportation Engineer/Regional Engineer**

##### **US Forest Service Alaska Region**

Managed the transportation program on 23 million acres for the USFS Alaska Region. Implemented major upgrades through the Forest Highway Program to various communities in SE Alaska, and maintained road program for resource development and stewardship.

Selected for temporary promotion to Acting Regional Engineer for one year. My responsibilities substantially increased to overseeing all Regional engineering and aviation functions. I supervised all senior engineering and aviation personnel. I responded to congressional inquiries, and provided litigation support.

Formulated and led effort to downsize the engineering organization from that needed to support the prior 30+yr 'timber era' and secured early retirement, and Reduction in Force (RIF) authority from the Office of Personnel management to right size the organization.

Selected for temporary promotion to the Washington office as the Acting National Transportation Development Engineer to develop and implement national programming based on the new highway bill.

### **Project Manager/Internal Auditor**

#### **Alyeska Pipeline Service Company**

Led multiple special project evaluations, studies, and reviews for the Trans Alaska Pipeline. I conducted performance benchmarking exercises for both the Valdez Marine Terminal (with the North Sea Sullom Voe Marine Terminal in Scotland) and the TransAlaska Pipeline (with Enbridge Canada, and with Transmountain Pipeline). I developed rightsizing recommendations for the TAPS engineering organization, along with developing performance measures for engineering divisions.

During Executive MBA program I requested a developmental assignment to internal auditing, learning to conduct audits of Alyeska business control systems to determine compliance with law, regulations, policy and procedures in accordance with *International Standards for the Prof. Practice of Internal Auditing*. Work prior to MBA included managing various engineering projects (right-of-way work, pipeline and facility maintenance and operations support, river and floodplain stabilization).

### **Tribal Director**

#### **Sitka Tribe of Alaska (STA), and**

#### **Central Council of Tlingit and Haida Indian Tribes (CCTHITA)**

As Economic Director for STA I restructured and turned around failing tribal businesses. I identified key management gaps and hired performance driven managers. We developed corrective action plans. I reconstructed critical financial indicators, consolidated operations, ensured adequate funding for baseline staffing, and recommended jettisoning of 'no value' enterprises.

As Transportation Director for CCTHITA in addition to major program management duties I acquired several land parcels in the historic Indian Village for Central Council through innovating partnering with the City and Borough of Juneau. Leveraged transportation funding for a new tribal subdivision partnering with the Regional Housing Authority. Restructured and restated general ledger accounting for an improperly coded grants. Reduced department overhead and tribal expenses by streamlining operations.

### **Other Professional Expertise (+30 yrs.)**

Extensive engineering experience in Alaska; Civil, Transportation, Environmental, Project Management w/Arctic Slope Consulting Group, North Slope Borough, US Forest Service, Harding Lawson Associates.

### **EDUCATION, LICENCES, CERTIFICATES**

Executive Masters of Business Administration (MBA), University of Washington, (2002)

Bachelors of Civil Engineering (BSCE); University of Alaska-Fairbanks (1985)

Sitka High School (1979)

Professional Civil Engineer, Alaska No. 7891;

Professional Engineer Washington No. 30405 (Inactive), Idaho No. 7283 (Inactive)

National Park Service Superintendent's Academy (2009)

Law Enforcement for Managers; Federal Law Enforcement Training Center (2009)

## MEMO

To:	Mark Gorman, Municipal Administrator
From:	Mary A. Miller
Date:	May 30, 2017
RE:	Miller NPS Performance

Mark, should it come up in any discussion, I am providing you with my performance appraisals from the National Park Service - where I consistently achieved superior performance ratings and awards.

My termination from the NPS is because I refused to be reassigned from Sitka, not performance. Feel free to share with anyone and especially with the Assembly if they have concerns since I will be applying to serve as Interim Municipal Administrator.

Thank you, and certainly feel free to contact me if you have questions on this or anything else.

# UNITED STATES DEPARTMENT OF THE INTERIOR RECOMMENDATION AND APPROVAL OF AWARDS

Agency/Bureau  <b>DOI/NPS/SITK</b>	Name Of Employee (Last, First, Middle Initial)  <b>Miller, Mary</b>	
Social Security No.  [REDACTED]	Position Title  <b>Superintendent</b>	Pay Plan-Series/Grade/Step  <b>GS-0401-13</b>
Duty Station  <b>Sitka, AK</b>	Period Covered For Award (MM/DD/YY) From: <b>10/01/14</b> To: <b>09/30/15</b>	
Cost Account Number		

## COMPLETE THE APPROPRIATE AWARD SECTION BELOW

### **MONETARY AWARD:**

\_\_\_\_\_ Performance-Based Cash Award

\_\_\_\_\_ Exceptional (Level 5) Performance Rating \$ \_\_\_\_\_ or % \_\_\_\_\_

\_\_\_\_\_ **x** Superior (Level 4) Performance Rating \$ **2,223.00** or % **1.75%**

\_\_\_\_\_ Quality Step Increase

\_\_\_\_\_ (Exceptional (Level 5) Performance Rating Required)

\_\_\_\_\_ Star (Special Thanks for Achievement) Award \$ \_\_\_\_\_

\_\_\_\_\_ Productivity Improvement Award \$ \_\_\_\_\_

\_\_\_\_\_ Invention/Patent Award \$ \_\_\_\_\_

### **NON-MONETARY AWARD:**

\_\_\_\_\_ Time-Off Recognition

\_\_\_\_\_ Number of Hours: \_\_\_\_\_

\_\_\_\_\_ Non-Monetary Recognition

\_\_\_\_\_ Cash Value of \$ \_\_\_\_\_

### **HONOR AWARD:**

\_\_\_\_\_ Distinguished Service Award

\_\_\_\_\_ Partners in Conservation Award

\_\_\_\_\_ Valor Award

\_\_\_\_\_ Outstanding Service Award

\_\_\_\_\_ Meritorious Service Award

\_\_\_\_\_ Unit Award for Excellence of Service

\_\_\_\_\_ Superior Service Award

\_\_\_\_\_ Exemplary Act Award

\_\_\_\_\_ Citizen's Award for Exceptional Service Award

\_\_\_\_\_ Citizen's Award for Bravery

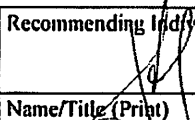
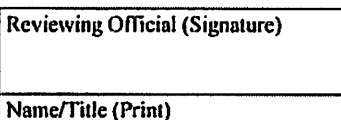
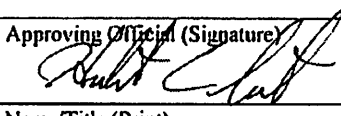
\_\_\_\_\_ Other Award \_\_\_\_\_

### **BUREAU-SPECIFIC AWARD:**

Name of Award: \_\_\_\_\_

It is the policy of the Department to ensure that consideration for awards is made without regard to race, color, national origin, religion, sex, age, marital status, disability, or other non-merit factors. Information on this form is protected by the Privacy Act. Disclosure may be made only to authorized persons according to Title 5 U.S.C., Section 552a(b).

### RECOMMENDATION AND APPROVAL

Recommending Individual (Signature) 	Date 12/3/15	Reviewing Official (Signature) 	Date 
Name/Title (Print) <b>Joel Hard/Deputy Regional Director</b>		Name/Title (Print) 	
Reviewing Official (Signature) 	Date 	Approving Official (Signature) 	Date 12/4/2015
Name/Title (Print) 		Name/Title (Print) <b>Herbert Frost/Regional Director</b>	

### CONVOCATION HONOR AWARD REVIEW APPROVAL

HR Review of Official Personnel Folder (Signature)	Date	Finding
Bureau Office of Civil Rights (Signature)	Date	Finding
Department Office of Civil Rights (Signature)	Date	Finding
Office of Inspector General (Signature)	Date	Finding
Office of the Solicitor (Signature)	Date	Finding

### JUSTIFICATION

<b><u>Summary of Accomplishments/Contributions Being Recognized by Award</u></b>
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Department of the Interior  
Supervisory Performance Appraisal Plan

DI-3100S  
September 2012 (previous edition obsolete)

**U.S. DEPARTMENT OF THE INTERIOR  
AKR Superintendent - Supervisory Performance Appraisal Plan**

Employee Name: Miller, Mary A.		Title/Series/Grade: Superintendent, Sitka NHP/GS-0025-13:	
Duty Station: Sitka, AK	Appraisal Period: Fiscal Year 2015	From: 10/1/14	To: 9/30/15

**Part A-1: Notification of Standards:** Signatures certify that Critical elements/standards were discussed. (Part E)

Employee: 	Rating Official: 	Reviewing Official (if applicable):
Date: 2/3/15	Date: 2/3/15	Date:

**Part A-2: Employee Input into Development of Standards:** Signatures certify employee involvement was solicited by supervisor.

Employee: 	Date: 2/3/15	Rating Official: 	Date: 2/3/15
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**Part A-3: Employee Training:** Signatures certify employee was provided training in Performance Management System.

Employee: 	Date: 2/3/15	Rating Official: 	Date: 2/3/15
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**Part A-4: Individual Development Plan:** Signatures certify that supervisor's Individual development plan was created (required)

Employee: 	Date: 2/3/15	Rating Official: 	Date: 2/3/15
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**Part B: Progress Review:** Signatures certify that performance was discussed.

Employee: 	Date: 8/4/15	Rating Official: 	Date: 8/6/15
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**Part C: Summary Rating Determination:** Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers. Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.) See reverse for complete instructions.

Element Number	Numerical Rating
1	4
2	3
3	3
4	3
5	3
<b>Total:</b>	<b>22</b>

<b>Total Numerical Rating</b>	<b>22</b>	<b>+</b>	<b>Number of Elements</b>	<b>5</b>	<b>=</b>	<b>Numerical Summary Rating</b>	<b>4.2</b>
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**Part D: Summary Rating:** Use conversion chart to determine rating. Check appropriate box:

<input checked="" type="checkbox"/> Exceptional	4.6 - 5.00 AND No Critical element rated lower than "Superior".
<input type="checkbox"/> Superior	3.6 - 4.59 AND No Critical element rated lower than "Fully Successful".
<input type="checkbox"/> Fully Successful	3.0 - 3.59 AND No Critical element rated lower than "Fully Successful".
<input type="checkbox"/> Minimally Successful	2.0 - 2.99 AND No Critical element rated lower than "Minimally Successful".
<input type="checkbox"/> Unsatisfactory	One or more Critical elements rated "Unsatisfactory".
Employee: 	Rating Official: 
Date: 8/4/15	Date: 12/2/15
Reviewing Official: (if applicable):	

U.S. DEPARTMENT OF THE INTERIOR  
Supervisory Performance Appraisal Plan

Employee Name: <u>MARY A. MILLER</u>	Title/Grade: <u>SUPERINTENDENT 025 65 B</u>
Duty Station: <u>SITKA</u>	Appraisal Period: <u>FY14</u>
From: <u>10/1/2013</u>	To: <u>9/30/2014</u>

Part A-1: Notification of Standards: Signatures certify that Critical elements/standards were discussed. (Part E)

Employee: <u>[Signature]</u>	Rating Official: <u>[Signature]</u>	Reviewing Official (if applicable):
Date: <u>1-29-14</u>	Date: <u>2/13/14</u>	Date:

Part A-2: Employee Input into Development of Standards: Signatures certify employee involvement was solicited by supervisor.

Employee: <u>[Signature]</u>	Date: <u>1-29-14</u>	Rating Official: <u>[Signature]</u>	Date: <u>2/13/14</u>
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Part A-3: Employee Training: Signatures certify employee was provided training in Performance Management System.

Employee:	Date:	Rating Official:	Date:
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Part A-4: Individual Development Plan: Signatures certify that supervisor's Individual development plan was created (required)

Employee: <u>[Signature]</u>	Date: <u>1-29-14</u>	Rating Official: <u>[Signature]</u>	Date: <u>2/13/14</u>
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Part B: Progress Review: Signatures certify that performance was discussed.

Employee: <u>[Signature]</u>	Date: <u>1-22-14</u>	Rating Official: <u>[Signature]</u>	Date: <u>2/22/14</u>
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Part C: Summary Rating Determination: Assign the numerical rating level that accurately reflects the employee's performance for each of the Critical elements (Use only whole numbers: Exceptional = 5 points; Superior = 4 points, Fully Successful = 3 points, Minimally Successful = 2 points, and Unsatisfactory = 0 points.) See reverse for complete instructions.

Element Number	Numerical Rating
1	3
2	5
3	4
4	4
5	4
Total:	20

Total Numerical Rating 20 + Number of Elements 5 = Numeric Summary Rating 4

Part D: Summary Rating: Use conversion chart to determine rating. Check appropriate box:

<input checked="" type="checkbox"/> Exceptional	4.6 – 5.00 AND No Critical element rated lower than "Superior".
<input type="checkbox"/> Superior	3.6 – 4.59 AND No Critical element rated lower than "Fully Successful".
<input type="checkbox"/> Fully Successful	3.0 – 3.59 AND No Critical element rated lower than "Fully Successful".
<input type="checkbox"/> Minimally Successful	2.0 – 2.99 AND No Critical element rated lower than "Minimally Successful".
<input type="checkbox"/> Unsatisfactory	One or more Critical elements rated "Unsatisfactory".

Employee: <u>[Signature]</u>	Rating Official: <u>[Signature]</u>	Reviewing Official (if applicable):
Date: <u>1/19/14</u>	Date: <u>4/19/14</u>	Date:

Check here if Interim Rating: \_\_\_\_\_  
Performance Award: QSI \_\_\_\_\_

Cash: \$ 2054 or 1.75 % of pay Time Off \_\_\_\_\_

## Mark Danielson

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**From:** Mark Gorman  
**Sent:** Thursday, May 25, 2017 9:45 AM  
**To:** Debbie & Gary Paxton  
**Cc:** Mark Danielson; Matthew Hunter (Assembly)  
**Subject:** RE: interm manager

Thanks Gary.

Hope you and Debbie have a great trip.

Mark

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**From:** Debbie & Gary Paxton [mailto:dgpaxton@gci.net]  
**Sent:** Thursday, May 25, 2017 9:41 AM  
**To:** Mark Gorman <mark.gorman@cityofsitka.org>  
**Subject:** interm manager

Mark, Mayor Hunter, I am interested in being your in term manager and would be glad to meet with you and Matt if you would like to discuss that option. Deb and I are leaving on 30 May for grandson HS graduation and will return o 11 June. Have a good day. Pax

## Mark Danielson

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**From:** sheldon schmitt <sheldonschmitt37@gmail.com>  
**Sent:** Monday, May 29, 2017 4:37 PM  
**To:** Assembly  
**Cc:** Mark Danielson  
**Subject:** Letter of Interest - Interim City Administrator - Sheldon Schmitt

Mayor Hunter and Assembly,

This email is to express my interest in the interim City Administrator position. Human Resources has my original letter, application and resume of you need it.

I'm still very interested in the Administrator job and think I could do a good job for you in an acting role. I retired from the Police Dept. officially on May 19th, and have not taken on another job yet. So I would be able to give my full attention and energy to the position for the next few months or however long it takes for you to locate someone permanent.

I know the City pretty well after 15 years... the personnel, budget and how things work. Also I am used to crisis management if we should have a major event.

I'm sure I could work well and pretty seamlessly with Mark, Jay, Michael and the other Dept. heads and staff. I know most of the people from the outside agencies we work with too, which would probably be helpful.

I am available to work right away..

Thanks for your consideration.

Happy Memorial Day...

Sincerely,

Sheldon Schmitt

## Sharon Joseph

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**From:** Kim Zimmerman <mauser98fan@yahoo.com>  
**Sent:** Thursday, May 25, 2017 1:50 PM  
**To:** Human Resources  
**Cc:** Kim Zimmerman  
**Subject:** Interested in the City of Sitka Administrator Position  
**Attachments:** Kim D Zimmerman Resume for Sitka, AK.docx

Hello, I am very much interested in this position; please find attached my resume and cover letter. Please contact me if you have any questions. Thank you!

KIM D. ZIMMERMAN  
LTC (ret), USA  
201 Taylor Street  
Trinidad, CO 81082  
C: 785-844-9382  
mauser98fan@yahoo.com

**KIM D. ZIMMERMAN**

Lieutenant Colonel (retired), United States Army  
201 Taylor Street  
Trinidad, Colorado 81082  
(785)-844-9382  
[Mauser98fan@yahoo.com](mailto:Mauser98fan@yahoo.com)

**Professional Experience:**

**Gunsmithing Student, TSJC**

**JAN 2016 to Present**

600 Prospect Ave  
Trinidad, Colorado 80182

Full time gunsmithing student seeking an Associate's Degree in the fine art of gun-making, repair, restoration, stocking, checkering, coating, and bluing of all manner of firearms. Currently maintaining a GPA of 3.3 with 67 of 73 credits completed toward the degree. Just completed the third of four semesters.

**Borough of Ridgway City Manager**

**OCT 2013 to JAN 2016**

108 Main Street  
Ridgway, PA 15853

Served as the chief administrator of a town of 4,100 citizens consisting of 1,700 homes, a full time staff of 26, and part time staff of 50 though-out the year. Directly responsible for town's water treatment plant, waste water treatment plant, refuse department, public works department, and the annual \$6M dollar budget and investment portfolio. Provided the direct link between the citizens and the Council through the coordination of all committee and council meetings. Worked directly with county and state agencies on a daily basis.

**Director of Government Contracts and Sales**

**AUG 2012 to SEP 2013**

Patriot Outfitters, LLC  
Saint Marys, Kansas 66536

Directly responsible for building, training, and developing the company's government contracting section and for pursuing major Federal and State Government contracts valued from \$750,000 to \$5,700,000,000. Provided direct input and professional advice to company executives on Special Operations and Military Equipment and all Armed Forces matters.

**United States Army Logistics Officer**

**FEB 1989 to SEP 2012**

Served at all levels of leadership positions of the Army Officer Logistics Corps, from Platoon Leader to Deputy Brigade Commander throughout my 23+ year career. Specialized in logistics and sustainment operations, to include government contracts,

**KIM D. ZIMMERMAN**  
**Lieutenant Colonel (retired), United States Army**

fiscal management, maintenance operations, personnel management, engineer operations, base / garrison management, combat operations, and training.

- Served as a Logistics Sustainment Chief for Army's Mission Command Training Program providing professional training to Army Corps and Division Headquarters Commands deploying into combat operations
- Served as the Deputy Commander of 3,000 combat Soldiers for two years in Alaska
- Managed the operations, maintenance, and property accountability for 49,972 pieces of property valued in excess of \$141,000,000
- Rated #1 of his 4 Deputy Brigade Commanders by the Commanding General
- Rated as #6 of his 42 Lieutenant Colonels in his Command
- Served as the Chief Logistics Officer / Mayor / Garrison Commander of a 455 acre Forward Operation Base in Baghdad, Iraq for 15 months, supporting 12,000 Soldiers; directly responsible for the expenditure and accountability of \$220,000 cash and \$80,000,000 worth of contracts
- Selected over 23 Majors to serve as the Deputy Commander of a Brigade Support Battalion responsible for all logistics and sustainment operations for an Infantry Brigade of 5,000 combat Soldiers
- Maintained 100% accountability for all assigned equipment valued in excess of \$42M
- Rated #1 of 23 Majors in the Brigade by the Brigade Commander
- Managed a \$34,000,000 budget to within .1% of use; closest of all units on Fort Riley
- Served as Chief Logistics / Sustainment officer supporting the 2<sup>nd</sup> Infantry Div in Korea

**Military Education**

- Quartermaster Officer Basic Course
- Airborne
- Aerial Delivery / Rigger School
- Captains' Career Course
- Command Armed Services Staff School
- Command and General Staff College

**Civilian Education**

- Bachelor of Science Degree (Biology), Clarion University of Pennsylvania 1988
- Masters of Science Degree (Geography and Regional Planning), California University of Pennsylvania 2000

**References:**

Additional information and / or references upon request

25 May 2017

Reference: Sitka, Alaska City Administrator Interim Position

To Whom It May Concern:

I believe I am fully qualified for this position. My management and leadership skills have been continually developed and honed for the past 29 years as an active duty logistics officer in the United States Army, in the private sector, and as a City Manager in Pennsylvania. Countless times I have been involved in the leadership, management, stewardship, fiscal supervision, and planning of real property accountability, construction, maintenance, zoning, destruction, and their use around the world and in the local community.

In Baghdad, Iraq (2007-2008) I was the Mayor of Forward Operating Base FALCON, a 455 acre combat base which was home for 12,000 Soldiers / Sailors / Airmen / Marines. I was directly in charge and responsible for the smooth, effective, and continuous operation of this "city" and its infrastructure, including my direct relationship with the Kellogg, Brown, and Root Site Manager and his 500 civilian employees. With a \$70M budget, I had direct control over all housing, buildings, food service operations, security, and construction contracts and tasks during heavy combat operations.

I also served as the City Manager for Ridgway, Pennsylvania from October 2013 until January 2016. In this capacity I served at the behest of the City Council for the smooth operations and supervision of the town's water treatment plant, waste water treatment plant, refuse department, public works department, and the annual \$6,000,000 budget and investment portfolio.

My undergraduate degree is in Biology, however, my graduate degree is in Geography and Regional Planning. Coupled with my vast amount of experience with managing and directing budgets, managing personnel, maintenance operations, infrastructure management, and working with other agencies, I feel I am ready and distinctly qualified to assist in leading Sitka into the future.

Please contact me if you have any questions.

Sincerely,

Kim D. Zimmerman  
Lieutenant Colonel (retired), USA  
201 Taylor Street  
Trinidad, CO 81082  
[Mauser98fan@yahoo.com](mailto:Mauser98fan@yahoo.com)  
1-785-844-9382





# CITY AND BOROUGH OF SITKA

## Legislation Details

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**File #:** 17-105      **Version:** 1      **Name:**  
**Type:** Item      **Status:** AGENDA READY  
**File created:** 5/30/2017      **In control:** City and Borough Assembly  
**On agenda:** 6/1/2017      **Final action:**  
**Title:** Discussion of a possible Special Assembly meeting sometime during the week of June 5  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Special Meeting.pdf](#)

Date	Ver.	Action By	Action	Result
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**Discussion of a possible Special Meeting sometime during the week of June 5.**

