



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

Board/Commission/Committee: Sitka Community Hospital Board
 Name: Brooke Volschenk Daytime Phone: 208-283-0203
 Address: 1805B Alder Way Evening Phone: Same
 Email Address: bkvolschenk@uas.alaska.edu Fax Number: N/A
 Length of Residence in Sitka: 10 years Registered to vote in Sitka? Yes No
 Employer: Sitka Sound Science Center

Organizations you belong to or participate in:

Sitka Sound Science Center

Explain your main reason for applying:

Sitka Community Hospital is an asset to the community of Sitka and I would like to see it thrive and grow. I am applying to be on the hospital board so that I can better serve my community and utilize my business knowledge and experience for a greater cause.

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

I have two years of experience in nonprofit accounting and business management. I am currently completing my BBA at UAS.

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: 2/3/2015 Signature: 

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting. Applications received after the deadline will be considered but will not be included in the Assembly packets for review prior to appointment.

Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
 Sara Peterson, Deputy Clerk
 100 Lincoln Street
 Fax: 907-747-7403
 Email: sara@cityofsitka.com

Brooke Volschenk

bkvolschenk@uas.alaska.edu

Permanent Address:
1805B Alder Way
Sitka, AK 99835
208-283-0203

Education

| | | |
|--|--------------------------------|---------------------------|
| University of Alaska Southeast | <i>Sitka, Alaska</i> | 2012-Present |
| Bachelor of Business Administration with Accounting Emphasis | | <i>Degree in Progress</i> |
| Oregon State University | <i>Corvallis, Oregon</i> | 2011-2012 |
| Whitman College | <i>Walla Walla, Washington</i> | 2010-2011 |

Experience

Sitka Sound Science Center *Sitka, Alaska* **05/2014-Present**

Business Manager

- Develop and oversee over \$2 million in total organizational budgets including general and special revenue funds
- Process and pay invoices and maintain purchasing records
- Coordinate biweekly payroll for 15-30 employees
- Produce invoices for all billable activities and reimbursable grants
- Track and process tax returns and payments
- Maintain grant and contract records
- Review organizational contracts
- All cash management activities including receipt, depositing, and recording of all funds and reconciling all accounts
- Maintain payroll and personnel files
- Provide financial reports to the Board of Directors, the Executive Director, and granting and contracting agencies
- Close out fiscal years and prepare/support annual audit process
- Work with executive staff and board on financial and HR policies
- Maintain and update organizational Board Policy and Procedure Manual and the Employee Handbook

Sitka Counseling & Prevention Services *Sitka, Alaska* **09/2013-05/2014**

Accountant

Also served as Accountant for partner company, "River's Edge Properties"

- Coordinated monthly payroll for 35+ employees
- Created budgets and forecasts for the management group and made recommendations on how to control costs
- Prepared quarterly financial reports for three separate grants
- Reconciled bank statements and balance sheets monthly
- Gathered and organized data for auditors
- Coded invoices to general ledger accounts
- Managed accounts payable, accounts receivable, and payroll departments
- Presented monthly financial overview to the Board of Directors
- Prepared and submitted tax returns, ensuring compliance with accounting deadlines

Sitka Convention & Visitors Bureau *Sitka, Alaska* **04/2011-01/2012**

Administrative Assistant

- Edited and distributed company publications including newsletters and customer directories.
- Ordered and received office supplies.
- Opened, sorted, and distributed faxes, e-mails, and physical mail.
- Put together marketing gift baskets and folders for high profile clients.

- Created and organized a new filing system that is implemented in the business today.
- Filed company documents and handled banking information.

Bayne Business Works

Sitka, Alaska

05/2011-09/2011

Administrative Assistant

- Handled client phone calls, faxes, and questions and directed phone calls to the appropriate personnel.
- Scheduled and coordinated meetings and interviews with clients and with other businesses.
- Sent out and received mail and packages for multiple customers as well as for the business itself on a weekly basis.
- Ordered and received office supplies and inventory, responsible for making sure that all supplies were stocked and in the correct location.
- Handled customer special requests and errands as necessary.
- Filed and organized customer and sensitive company financial documents.



Hospital Board Roster

| Board Member | Phone | Address, E-mail | Employer/ Occupation | First Appointed | Term Expires |
|--|--------------------------|---|--|--------------------|---|
| Celeste Tydingco President | 747-3621 h | 118 Jacobs Circle sitkaot@gmail.com | Homemaker | 2/08/11 | 6/30/15 |
| Ann Wilkinson Secretary | 747-2707 h | PO Box 174 wilkinson99835@gmail.com | Self-Employed | 6/28/11 6/24/14 | 6/30/14 6/30/17 |
| Mary Ann Hall | 747-7265 h | 2037 Halibut Point Road ob1jry@gmail.com | Retired/Lab Technician | 10/13/09 | 6/30/16 |
| Hans von Rekowski | 747-5419 | 3003 Mikele Street hvonn@acsalaska.net | Retired | 3/25/14 | 6/30/17 |
| Paul Bahna, MD | 747-7749 w 623-0945 h | 600 DeGroff Street A bnbahna@uas.alaska.edu | Biology Professor | 7/1/13 | 6/30/16 |
| <i>Medical Staff Liaison*</i> Debra Pohlman, MD | 747-3241 w | Sitka Community Hospital 209 Moller Avenue dpholman@sitkahospital.org | Physician | | Dec 31 each year |
| <i>Assembly Liaison*</i> Steven Eisenbeisz | 738-9075 c | 208 Lincoln Street assemblyeisenbeisz@cityofsitka.com | | | October (each year after election) |
| <i>Hospital Staff</i> Rob Allen Wendy Fowler | 747-1738 747-1725 | Interim CEO Exec Asst/Recording Secretary | rallen@sitkahospital.org wfwowler@sitkahospital.org | | |

* Non-Voting

Hospital Board meets the **fourth Thursday of each month at 6:30 p.m.** in the Hospital Classroom.

6 Members from Public 3-year terms

1 Member a Physician 3-year term

*unless unable to fill in 60 days; a non-physician will be appointed

1 Member from the Assembly 1-year - non-voting

1 Member from Medical Staff 1-year - non-voting; recommended by medical staff, approved by Assembly

Established by Ordinance 73-55

OATH OF OFFICE REQUIRED

Revised: January 19, 2015