

State of Alaska
LOCAL EMERGENCY PLANNING COMMITTEE
INDIVIDUAL APPLICATION FORM FOR MEMBERSHIP ON LEPC

LEPC name: Sitka Local Emergency Planning Committee

Applicant name: Amy Zanuzoski

Mailing address: [REDACTED]

Residence address: [REDACTED]

Day phone: [REDACTED]

Home Phone (optional): _____

Where employed: Sitka Counseling

Job title: Executive Director

LEPC category/seal that applicant seeks: #4 or #6

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

New applicant ☒ Renewal _____ Regular member _____ Alternate member _____

Qualifications for this category: I am working with Connect Postvention Suicide
to be prepared for when we have an incident here in town, our agency has been
written into the city wide plan for when there is an incident that needs counseling support
we have worked in the past with other agencies to provide counselors during sudden death or suicides
being able to be part of the city LEPC will help us to be a more resource rich community

Organizations in which applicant participates (that are pertinent to the application): _____

(Please provide enough information to demonstrate an applicant's eligibility or suitability for a particular seat on the LEPC. For the Public At Large position, please state whether an applicant qualifies for any other category on the LEPC.)

I hereby certify that the above information is correct and that I have not misrepresented myself.

Signature [Signature]

Date 5/23/18

→ To be considered, your application must be complete AND be accompanied by either a letter of interest or resume. Please note: all information submitted will be made public and published online. Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? ____ Yes ☒ No

Return to:

Melissa Henshaw, Deputy Clerk 100
Lincoln Street
Fax: 907-747-7403
Email: melissa.henshaw@cityofsitka.org

Amy Zanuzoski

Education

Bachelor of Arts Degree, Radio Television Film
2000 California State University Northridge

Experience

5/2009 – Present **Sitka Counseling & Prevention Services, Inc.** Sitka, AK

Executive Director

- Overall daily management to include implementing the mission and strategic goals, fiscal, technology, personnel management, organizational staff development, and program development to serve multi-cultural populations.
- Logic Model development and Grant reporting.
- Develops and implements fund raising projects.
- Act as the liaison between the Board and staff
- Provides monthly reports to the Board concerning agency operations.
- Oversees maintenance of all facilities
- Facilitates community presentations regarding agency programs and services
- Facilitates monthly management meetings, quarterly all staffs
- Establishes and maintains a positive working environment that enhances staff productivity and welcomes clients to participate in agency services
- Maintains an environment that ensures the health and safety of the client and staff
- Authorizes purchases and expenditures within parameters set in the agency budget/by-laws.
- Oversight of licensure training of staff; monitor and maintain qualification of training staff for the benefit of the agency.
- Responsible for meeting HUD requirements in management and occupancy of River's Edge Property; Section 8-11 property.
- Designs and coordinates policy and procedure revisions related to business practices
- Establishes and maintains adequate administrative control systems.
- Maintains employee benefit contracts and agency insurance contracts. Work with Board Risk Management Committee to provide adequate insurance coverage.
- Screen, interview and recommend candidates for hire and supervise administrative staff in the process.
- Directs, develops, and updates program and employee manuals as needed.
- Develops and implements business plan
- Monitor and review compliance with specific grant & contracts terms and accreditation
- Manage completion of annual inventory of agency equipment;

create and maintain system for monitoring technology needs of staff and facilities.

- Supervise and monitor the procurement, installation, and functioning of office technology, including computer system and phones.
- Accuracy, attention to detail, initiative, and ability to manage multiple tasks to meet deadlines

7/2007 – 5/2009 TheraCare Rehabilitation Services
Newbury Park, CA

Office Manager – Assistant to CFO/CEO

- Supervise 2 staff members, Payroll, Quick Books, Track payments, A/P, A/R, Collections, mailings, staffing for 19 facilities
- Responsible for medical billing of 19 facilities-monthly, Track 7 independent contractors invoices-monthly, Track Registry payments
- Customer Service, organize office, HR, problem solving, Support Staff for 125 Therapists (OT,PT,ST) and CFO,CEO & Director

6/2005–6/2007 Holiday Inn Express Hotel & Suites
Camarillo, Ca

General Manager/ Sales Manager

- Responsible for the overall operations, customer service, quality & guest satisfaction of the hotel
- Worked on revenue management to meet the 2007 monthly budget
- Oversaw 27 staff in all departments (Housekeeping, Front desk, Sales & Marketing, Maintenance, Breakfast Bar)
- A/R and A/P coded and sent out invoices, tracked payments and outstanding balances
- Created and maintained customer driven operations with consistent quality scores in the 90%
- Effectively solicited business for new clients, customer service, monitored production for top accounts, sold meeting space for 5-55 person events
- Maintained accurate & up to date records of sales and transactions
- Hotel tours, assisted GM w/ research & development of annual business, correspond w/ potential clients providing bids, proposals, confirmations of bookings, follow up and thank you letters

2/2003-6/2005 Maritz Inc.
Torrance, CA

Program Coordinator for University of TOYOTA

- Schedule four coaches for upcoming Service Lane Visits at dealerships across the United States
- Communicate on a daily basis with business partners and 19 regional /4 area contacts to discuss on going changes with future events
- Track attendance within a web based program and provide accurate credit for ~ 44,760 participants per year
- Administrative contact for the Penske Auto Group, track attendance, organize spreadsheets w/ SSN and Gallup Pins & send class pre-work for 234 students

- Coordinate directly with Toyota/Lexus billing dept. to ensure proper tuitions fees are collected and certification credit is awarded for ~2,338 events per year
- Function as a customer service representative in support for the University of Toyota as the administration team of 11 for Maritz

2003, 2001 & 2000 National Broadcasting Company
Burbank, CA

Production Assistant, Tournament of Roses Parade

- Organized the office, travel and accommodations for talent
- Arranged for promotional materials, credentials and tickets
- Coordinated production staff, crew and vendors

7/2001–3/2002 International Sports Broadcasting
Salt Lake City, UT

Uniform & Merchandise Coordinator/Asst. Broadcast Venue Manager, 2002 Winter Olympics/ Paralympics

- Bought & created gift ideas for VIPs with vendors
- Negotiated prices with merchandise suppliers/vendors
- Created and managed uniform distribution for 1650 crew members
- Designed reports for uniform distribution
- Oversaw 6 broadcast assistants with uniform distribution
- Assisted crews, created & monitored meal voucher system
- Filled in as a spotter on the field of play, for the director, assisted technical crew and manager
- Organized transportation for the Technical Director, Director and producer for ISB

1/2001-7/2001 National Broadcasting Company
Burbank, CA

Editorial Assistant, NBC Channel 4 News

- Organized scripts from the news producer for two on-air talents
- Assisted the assignment editor, beat checks, follow up on incoming story ideas and answer the phones
- Worked special events in the field as support for the news dept.

4/1998 – 11/2000 Biltmore Broadcasting, KADY-TV
Camarillo, CA

Assistant Program Director/ Master Control Operator

- Produced and distributed weekly program schedules
- Reviewed contracts for new shows, that were to air on KADY
- Contacted major distribution houses for copies of tapes that were missed for the satellite feeds
- In charge of filing children's programming, Educational/Informational, with the FCC
- Responsible for switching shows and commercials on-air
- Keeping track of satellite feeds and recording them in broadcast quality for air

- Created dubs of commercials and satellite feeds
- Tracking audio and video of on-air shows and commercials from the log

**Computer
Proficiency**

Certified in beginning Excel, Word, and Windows & Outlook.
Worked in Web based Applications, Care Logic, AKAIMS, Avstar and Opera.

**Community
Involvement**

- Alaska Addictions Professional Association - Secretary
- Health Needs and Human Service Commission, 3 yrs., City of Sitka
- Member of NAADAC, the association for addiction professionals
- Volunteered at the Port Hueneme Chamber of Commerce
- Volunteered on Fire Line, a Fire education show on Cable
- Co-Editor for Campus Observer at Oxnard College for 1 year
- Volunteered at CIMRI (Channel Islands Marine Research Institute)
- Assisted Frank Ursitti w/ his marine education program on the Coral Sea.



LOCAL EMERGENCY PLANNING COMMITTEE

NAME	CONTACT NUMBERS		TERM STARTS	EXPIRES	CATEGORY
DAVE MILLER, CHAIR	747-1860	dave.miller@cityofsitka.org	Permanent	Fire Chief*	2
GEORGE BENNETT JR. 225 Tongass Drive	966-8916	gbennett@searhc.org	3/28/17	3/28/20	2
SHANNON FREITAS 222 Tongass Drive	966-8511	shannonf@searhc.org	3/28/17	3/28/20	2
MICHAEL SANDERS PO Box 226	738-2442	md.sanders8@gmail.com	9/26/17	9/26/20	2
ALAN STEVENS 2606 Sawmill Creek Road	747-8848 738-8237	astevenssit@gmail.com	1/23/18	1/23/21	2
PAT HUGHES 1108 Edgumbe Drive	747-0303 738-6119	phughes@sitkahospital.org	2/13/18	2/13/21	2
DONNA CALLISTINI 208 Lake Street #2G	747-7107 w 747-5494	donna.callistini@yahoo.com	10/26/10, 11/12/13 1/23/18	10/26/13, 11/12/16 1/23/21	3
GAYLE HAMMONS 210 Kruzof Street	738-3028 c	kghammons@gmail.com	7/28/15	7/28/18	3
TRISH WHITE 117 Granite Creek Road	747-8006X202 w; 747-5976 h	trish@whitesalaska.com	3/10/09, 3/13/12 3/24/15, 3/27/18	3/10/12, 3/15/15 3/24/18, 3/27/21	5
SCOTT WAGNER 304 Nicole Drive	747-3791 h 738-2729 c	scott_wagner@nsraa.org	11/12/13 12/27/16	11/12/16 12/27/19	5
MARY ANN HALL 2037 Halibut Point Road	747-7265		8/23/11, 8/12/14 8/8/17	8/23/14, 8/12/17 8/8/20	6
AUBREY VAUGHAN 315 Seward Street	361-774-1234	ellenvaughan68@gmail.com	10/11/16	10/11/19	6
ROSE MILLER 120 Katlian Street	723-2225		6/13/17	6/13/20	6
JEFF ANKERFELT	747-3245	jeff.ankerfelt@sitkapd.org	Permanent	Police Chief*	2
LANCE EWERS	747-3245	lance.ewers@sitkapd.org	Permanent	Law Enforcement*	2
CRAIG WARREN	747-3233	craig.warren@cityofsitka.org	Permanent	LEPC Coordinator*	7
BOB POTRZUSKI	738-3261	assemblypotrzuski@cityofsitka.org	Non-Voting	Assembly Liaison	1
Gail Johansen Peterson 3511 Halibut Point Road	747-7646	scribeinkservices@gmail.com		Secretary	

*The police and fire chiefs and the LEPC Coordinator are permanent appointments; whoever is serving in that capacity will be appointed to the commission. Minimum of seven members, 3-year terms; Established by Resolution 89-406; Amended by Resolution 89-441 and 99-727. Meeting: Second Thursday, noon – Fire Hall. **Quorum Requirement:** At least one member from four different categories must be present. **Categories as follows:** 1) Elected local officials 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Environmental/Hospital, and Transportation Personnel 3) Media/ Broadcast 4) Community Groups 5) Owners/Operators of Facilities 6) Members of the Public 7) LEPC Information Coordinator/ SERC liaison

Revised: May 1, 2018