

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: same

Day phone: [REDACTED]

Home Phone (optional): [REDACTED]

Where employed: Sitka Counseling

Job title: Executive Director

LEPC category/seat that applicant seeks: 4

Categories: 1) Elected local officials, 2) Law Enforcement, Civil Defense, Fire Fighting, First Aid, Local Env't/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: _____

Served on the LEPC for the last three years, being a resource for the community in case of an
emergency/incident that we can provide counseling support

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

Alaska Addiction Professionals Association (AAPA) Secretary 3 yr
Member for NAADAC

(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

6/15/2021
Date

→ 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

- Analyze annual revenues to develop 3.5-million-dollar budget.
- Coordinate and manage 3.5-million-dollar budget execution.
- Negotiate contracts functions for employee benefits packages for health insurance.
- Manage diverse workforce of 45 staff; directors of programs, administrative staff and direct service employees.
- Under policy and procedures, the regulatory guidelines are followed by sound business practices.
- Provide direction and give feedback to management team on their job performance.
- Review staff workloads to ensure even flow of clients and make changes to maintain productive and effective team.
- Served as project coordinator during implementation of new electronic health record.
- Coordinator with technical personnel for upgraded internet for tele-behavioral health services and new digital phone system.
- Prepare narrative report quarterly for Grant reporting to the state and federal grantors.
- Established Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation twice for 3 years.
- Annually provide recommendations for program planning and procurement of needed acquisitions office technology.
- Human Resources for agency; advertise for all positions, screen, interview and hire/fire candidates for open positions.
- Oversees maintenance & security of seven facility buildings.
- Facilitates community PowerPoint presentations regarding agency programs and services.
- Maintains an environment that ensures the health and safety of the clients and staff.
- Authorizes purchases and expenditures within parameters set in the agency budget. Have signature authority for overall major procurements.
- Responsible for meeting HUD requirements in management and occupancy of River's Edge Property; Section 8-11 property.

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

Office Manager – Assistant to CFO/CEO

- Supervise 2 staff members, Quick Books, Track payments, A/P, A/R,

Collections, mailings, staffing for 19 facilities.

**Community
Involvement**

- Alaska Addictions Professional Association, AAPA – Secretary 3 yrs.
- City of Sitka Health Needs and Human Service Commission, 3 yrs.
- City of Sitka Local Emergency Planning Commission, 4 yrs.
- Member of NAADAC, the Association for Addiction Professionals
- Certified Occupancy Specialist, since 2015 National Center for Housing Management
- Member of CADCA, Community Anti-Drug Coalitions of America
- 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.

References Available Upon Request