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# Health Needs and Human Services Commission Agenda

Wednesday, June 17, 2026 12:00 p.m.  
Harrigan Centennial Hall

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## Commission Members:

Amy Wilson, Michelle Kavouras, Amanda Roberts,  
Lawrence “Woody” Widmark, Crystal Duncan, Sophia Schwantes  
Assembly Liaison: JJ Carlson

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **AGENDA CHANGES**
- IV. **PERSONS TO BE HEARD** *(For items OFF the agenda - not to exceed 3 minutes)*
- V. **APPROVAL OF MINUTES**
  - A. May 6, 2026
- VI. **REPORTS**

Chair:  
Commissioners:  
City Staff:  
Assembly Liaison:  
Other(s):
- VII. **UNFINISHED BUSINESS**
  - B. Updates from working groups
  - C. Election of Secretary
  - D. Discussion to request a staff liaison for the Health Needs and Human Services Commission
- VIII. **NEW BUSINESS**

*None.*
- IX. **PERSONS TO BE HEARD** *(For items ON or Off the agenda – not to exceed 3 minutes)*
- X. **AGENDA ITEMS FOR NEXT MEETING** *(Reminder: These are agenda items to be discussed at the NEXT meeting, item discussion may not occur at this meeting)*
- XI. **ADJOURNMENT**

The next regular meeting is scheduled for Wednesday, July 15, 2026, at noon in Harrigan Centennial Hall.

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## Health Needs and Human Services Commission Minutes

Wednesday, May 6, 2026 12:00 p.m.

Harrigan Centennial Hall

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### Commission Members:

Amy Wilson, Michelle Kavouras, Crystal Duncan,  
Lawrence “Woody” Widmark, Sophia Schwantes, Amanda Roberts  
JJ Carlson (Assembly Liaison)

#### I. CALL TO ORDER

Vice Chair Kavouras called the meeting to order at 12:00 p.m.

#### II. ROLL CALL

Commissioners Present: Michelle Kavouras, Amy Wilson (via Zoom), Crystal Duncan, Sophia Schwantes, Amanda Roberts (arrived 12:02 p.m.)

Commissioners Absent: Woody Widmark (excused)

#### III. CORRESPONDENCE /AGENDA CHANGES

None.

#### 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, not to exceed 3 minutes)*

None.

#### V. APPROVAL OF MINUTES

A. March 18, 2026

**Schwantes moved to approve the minutes of March 18, 2026. Motion passed 4-0.**

#### VI. REPORTS

Chair – Kavouras told of current and upcoming events including a suicide prevention training, Boys on the Run, and an Outer Coast event.

Commissioners – Roberts reported presenting the Tobacco and Smoke-Free Parks initiative to the Parks and Recreation Committee.

City Staff – Municipal Clerk Sara Peterson provided an update on a secretary transition plan.

Assembly Liaison – Carlson told of the Child Care in Sitka Report from Childhood Collective and thanked the Commission for their past work on the childcare incentive.

Other(s) – None.

#### VII. UNFINISHED BUSINESS

B. Updates from working groups

Kavouras reported on the “Mental Health and Suicide Prevention/Postvention” working group progress. Duncan reported on the “Health and Racial Equity” working group progress.

**VIII. NEW BUSINESS**

C. Election of Secretary

The group discussed the election of a secretary. No members volunteered for the position and the matter was tabled for further discussion.

D. Discussion to request a staff liaison for the Health Needs and Human Services Commission

The group discussed a staff liaison request, key responsibilities, and support needs. Members expressed concerns about communications, support for the Commission, and consistency with other boards and commissions. It was determined to continue the discussion at the next meeting.

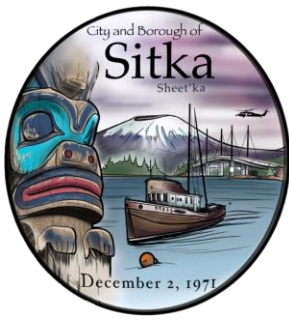
**IX. PERSONS TO BE HEARD** *(For items on or off the agenda, not to exceed 3 minutes)*

*None.*

**X. ADJOURNMENT**

Duncan moved to adjourn the meeting. Hearing no objections, the meeting adjourned at 12:51 p.m.

Attest:  
Holley Bayne  
Deputy Municipal Clerk



# CITY AND BOROUGH OF SITKA

A COAST GUARD CITY

## MEMORANDUM

**To:** Health Needs and Human Services Commission Members

**From:** Sara Peterson, Municipal Clerk

**Date:** May 1, 2026

**Subject:** Transition of Secretary Role – Health Needs and Human Services Commission

Since the Commission’s inception, the Clerk’s Office has provided staff support to the Health Needs and Human Services Commission (HNHSC) by having the Deputy Municipal Clerk serve as secretary and attend Commission meetings. While this arrangement was intended to help the Commission get established, SGC Chapter 2.30.040 provides that the Commission is to elect one of its own members to serve as secretary. The Clerk’s Office is now transitioning to align with that requirement.

At the May 6 meeting, the Commission will need to elect one of its members to serve as secretary.

The Clerk’s Office will continue to provide support to the Commission outside of attending meetings. The table below summarizes the division of duties between the HNHSC Secretary and the Deputy Municipal Clerk.

HEALTH NEEDS & HUMAN SERVICES	HNHS Secretary	Deputy Clerk
<b>Agenda &amp; Packet Creation</b>	Work with Chair to create agenda/packet - email final to the Clerk’s the Thursday prior	Review agenda/packet - email to Commission & post on CBS webpage. Create script for Chair
<b>Legal Notice</b>	Send legal notice to Clerks the Thursday prior	Send legal notice to Sentinel
<b>Agenda &amp; Packet Distribution</b>	Distribute agenda & draft meeting minutes to members	Print paper copies and provide them in the Assembly Chambers (don’t print entire packet)
<b>Minutes</b>	Take meeting minutes and complete draft minutes	Review draft minutes/help edit
<b>Zoom</b>	Zoom: hit start/stop	Set up Zoom, send audio to secretary for draft minutes
<b>Attendance</b>	Roll Call/Attendance	Track annual attendance
<b>Roll Call vote</b>	Record for all motions	