
Health Needs and Human Services Commission Agenda

Wednesday, August 20, 2025 12:00 p.m.
Harrigan Centennial Hall

Commission Members:

Michelle Kavouras, Annette Evans, Amanda Roberts,
Lawrence “Woody” Widmark, Crystal Duncan
Assembly Liaison: JJ Carlson

I. CALL TO ORDER

II. ROLL CALL

III. CORRESPONDENCE /AGENDA CHANGES

IV. PERSONS TO BE HEARD *(For items OFF the agenda - not to exceed 3 minutes)*

V. APPROVAL OF MINUTES

A. July 16, 2025

VI. REPORTS

Chair:

Commissioners:

City Staff:

Assembly Liaison:

Other(s):

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

B. Discussion/Decision on due dates for presentations, final reports, and work session

C. Discussion on amendments to Sitka General Code Chapter 2.30 “Health Needs and Human Services Commission”

IX. PERSONS TO BE HEARD *(For items ON or Off the agenda – not to exceed 3 minutes)*

X. ADJOURNMENT

The next regular meeting is scheduled for Wednesday, September 17, 2025, at noon in Harrigan Centennial Hall.

Health Needs and Human Services Commission Minutes

Wednesday, July 16, 2025 12:00 p.m.

Harrigan Centennial Hall

Commission Members:

Michelle Kavouras Crystal Duncan, Annette Evans,
Amanda Roberts, Lawrence “Woody” Widmark, Sterling “Chip” Camden
JJ Carlson (Assembly Liaison)

I. CALL TO ORDER

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

II. ROLL CALL

Commissioners Present: Crystal Duncan, Annette Evans (via zoom), Michelle Kavouras, Amanda Roberts, Chip Camden, and Wood Widmark (via zoom)

Commissioners Absent:

Assembly Liaison: JJ Carlson

Staff Present: Deputy Municipal Clerk Holley Bayne and Municipal Clerk Sara Peterson

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)*

V. APPROVAL OF MINUTES

A. April 16, 2025

Roberts moved to approve the minutes of April 16, 2025. Motion passed unanimously by a voice vote.

VI. REPORTS

Chair – Kavouras thanked member Camden for his work and HNHS will have two vacant seats. A youth suicide prevention event will be hosted by Sitka Counseling August 12.

Commissioners – Evans spoke of the purpose of HNHS commission, the childcare report, and assembly members investigating childcare revenue.

City Staff – None.

Assembly Liaison – Carlson welcomed Deputy Municipal Clerk Holley Bayne.

Other(s) – None.

VII. UNFINISHED BUSINESS

None.

VIII. NEW BUSINESS

B. Discussion on the purpose and role as a commission

Kavourus summarized a meeting with the Clerk's office, Carlson, and Mosher to review the commission's purpose per Chapter 2.30. She emphasized raising awareness, making clear recommendations, attending Assembly meetings, and the opportunity to present HNHS reports at Assembly meetings.

Carlson clarified that "report findings" means sharing what was discovered, not necessarily recommending action. Concerns were raised about not making recommendations to the Assembly, but it was clarified that while the main goal is awareness, recommendations are still possible—but may not result in direct action.

Evans reminded that the Assembly charged the commission to make recommendations on the childcare report and expressed concern that not providing recommendations could add work to the Assembly. She emphasized readiness to move forward and frustration with ordinance funds being diverted.

The difference between staff and Assembly liaisons was clarified and HNHS has no staff liaison. Kavouras suggested holding an in-depth work session with the Assembly the month following the presentation of findings. The mayor would support holding a work session post-goals presentation; however, his term ends in 2026. The commission should decide when to present and aim to schedule a work session by October. Work groups will begin soon, despite the noted two vacant seats which need to be advertised.

- I. PERSONS TO BE HEARD** *(For items on or off the agenda, not to exceed 3 minutes)*
Barbara Morse spoke about the senior center.

VIII. ADJOURNMENT

Member Camden moved to adjourn the meeting. Seeing no objections, the meeting adjourned at 12:36 p.m.

Attest:
Holley Bayne
Deputy Municipal Clerk

Chapter 2.30

HEALTH NEEDS AND HUMAN SERVICES COMMISSION

Sections:

- 2.30.010 Health needs and human services commission.**
- 2.30.020 Term.**
- 2.30.030 Meetings.**
- 2.30.040 Organization.**
- 2.30.050 Resignation.**
- 2.30.060 Powers and duties.**

2.30.010 Health needs and human services commission.

There shall be a commission known as the health needs and human services commission which shall be composed of seven members appointed by the assembly and, to the extent deemed advisable by the assembly, include professionals from among the fields of health and human services including medicine, psychology, public health, social services, public safety, public administration and other related fields. A member of the Sitka assembly will serve as a liaison for the commission. All members of the commission shall be at-large members and represent a diverse cross-section of the community. (Ord. 13-23 § 4, 2013; S.G.C. § 2.13.010.)

2.30.020 Term.

The term of a member shall be three years or until a successor is appointed; except, term of the assembly liaison shall be for one year. The first members appointed to the commission shall, upon appointment, determine the length of the terms so that the terms of three members shall be for one year and the terms of two members shall be for two years, and the terms of two members shall be for three years, resulting in staggered terms for members subsequently appointed. A vacancy on the commission shall be filled by appointment by the assembly for any remainder of an unexpired term. (Ord. 13-23 § 4, 2013; S.G.C. § 2.13.020.)

2.30.030 Meetings.

- A. Meet a minimum of four times per year at such times that the chair or, in his or her absence, the vice chair shall determine.
- B. Give reasonable public notice of its meetings and shall comply in all respects with the Alaska Open Meetings Law. (Ord. 13-23 § 4, 2013; S.G.C. § 2.13.030.)

2.30.040 Organization.

The commission shall organize itself by electing a chairman, vice chairman, and secretary, each of whom shall be elected by the members of the commission at the first meeting of the fiscal year and shall serve a term to expire upon election of officers at the first meeting of the following fiscal year. (Ord. 13-23 § 4, 2013; S.G.C. § 2.13.040.)

2.30.050 Resignation.

Should an officer resign from their position prior to expiration of their term, or otherwise is unable or unwilling to perform duties as required of the office, the commission may elect an officer to serve out the remainder of that term. In addition to the above officers, the commission, by a majority vote of its members, may designate and elect or appoint such other officers, assistant officers and agents as it deems necessary at such time, in such manner, and upon and for such terms as it shall prescribe. All officers and agents shall serve at the pleasure of the commission, whenever in its judgment the best interest of the commission will be served. (Ord. 13-23 § 4, 2013; S.G.C. § 2.13.050.)

2.30.060 Powers and duties.

- A. The commission will annually identify goals developed through the collection and consolidation of vital and current information on human service trends as well as public input. All goals shall be approved by the assembly prior to the commission initiating action. All findings of the commission will be made available to benefit and educate city and borough of Sitka decision-makers.
- B. The commission will perform other activities which are necessary and proper to carry out the above duties and any other actions determined by the assembly to be beneficial to carry out the health and human service goals necessary in the city and borough of Sitka.
- C. The commission will coordinate with local entities such as the Sitka Tribe of Alaska, Sitka Community Hospital, SEARHC as well as applicable nonprofits and local businesses providing health/human services to identify human service needs as well as to best streamline the collection and consolidation of vital and current information on human service needs. (Ord. 13-23 § 4, 2013; S.G.C. § 2.13.060.)

The Sitka General Code is current through Ordinance 25-12, passed May 29, 2025.

Disclaimer: The city and borough clerk's office has the official version of the Sitka General Code. Users should contact the city and borough clerk's office for ordinances passed subsequent to the ordinance cited above.

[City and Borough Website: www.cityofsitka.com](http://www.cityofsitka.com)

[Hosted by General Code.](#)