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# Health Needs and Human Services Commission Agenda

Wednesday, November 19, 2025 12:00 p.m.  
Harrigan Centennial Hall

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## Commission Members:

Michelle Kavouras, Amanda Roberts, Lawrence “Woody” Widmark  
Crystal Duncan, Amy Wilson, Sophia Schwantes  
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. October 15, 2025

### VI. REPORTS

Chair:

Commissioners:

City Staff:

Assembly Liaison:

Other(s):

### VII. UNFINISHED BUSINESS

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

C. Updates from working groups

### VIII. NEW BUSINESS

D. Update and next steps on the status of the City and Borough of Sitka’s petitioning the Alaska State Alcoholic Beverage Control Board to issue up to three additional restaurant or eating place licenses

### 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, December 17, 2025, at noon in Harrigan Centennial Hall.

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## Health Needs and Human Services Commission Minutes

Wednesday, October 15, 2025 12:00 p.m.

Harrigan Centennial Hall

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### Commission Members:

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

#### I. CALL TO ORDER

Chair Kavouras called the meeting to order at 12:00 p.m. and provided a land acknowledgement.

#### II. ROLL CALL

Commissioners Present: Crystal Duncan, Michelle Kavouras, Woody Widmark, Amy Wilson, Sophia Schwantes (arrived late)

Commissioners Absent: Amanda Roberts, Annette Evans (excused)

#### III. CORRESPONDENCE /AGENDA CHANGES

*No agenda changes.*

#### 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. September 17, 2025

**Duncan moved to approve the minutes of September 17, 2025. Motion passed 4-0 by a roll call vote.**

#### VI. REPORTS

Chair – Kavouras welcomed new commissioners Wilson and Schwantes.

Commissioners – None.

City Staff – None.

Assembly Liaison – None.

Other(s) – None.

#### VII. UNFINISHED BUSINESS

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

Members discussed proposed amendments to SGC 2.30. They agreed to reach out to the Sitka Tribe of Alaska, the SouthEast Alaska Regional Health Consortium, Sitkans

Against Family Violence, and the Sitka Homeless Coalition to determine each organization's availability and interest in providing biannual reports to the commission. Once this information is gathered, members will present their findings at the next meeting, at which time the commission will vote on the proposed changes to SGC 2.30.

C. Updates from working groups

None. New members Wilson and Schwantes joined working groups.

**VIII. NEW BUSINESS**

D. Discussion/Decision/Direction on a resolution of the City and Borough of Sitka's petitioning the Alaska State Alcoholic Beverage Control Board to issue up to three additional restaurant or eating place licenses under Alaska Statute 04.11.405.

Kavouras summarized the resolution scheduled for the October 28 Assembly agenda and requested member feedback. Carlson provided background information and outlined the process for requesting additional restaurant eating place licenses. Members discussed next steps and expressed interest in obtaining more information. Concerns were raised regarding underage drinking and the lack of consultation with the Health Needs and Human Services Commission, while the Planning Commission and Tourism Commission were consulted. Kavouras encouraged members to attend the October 28 Assembly meeting to share public comments.

**IX. PERSONS TO BE HEARD** *(For items on or off the agenda, not to exceed 3 minutes)*  
None.

**X. ADJOURNMENT**

Member Widmark moved to adjourn the meeting. Seeing no objections, the meeting adjourned at 1:34 p.m.

Attest:  
Holley Bayne  
Deputy Municipal Clerk

Sponsors: \_\_\_\_\_

**CITY AND BOROUGH OF SITKA**

**ORDINANCE NO. 2025-xx**

**AN ORDINANCE OF CITY AND BOROUGH OF SITKA AMENDING TITLE 2  
“ADMINISTRATION AND PERSONNEL” CHAPTER 2.30 “HEALTH NEEDS AND  
HUMAN SERVICES COMMISSION”**

1. **CLASSIFICATION.** This ordinance is of a permanent nature and is intended to become a part of the Sitka General Code.

2. **SEVERABILITY.** If any provision of this ordinance or any application to any person or circumstance is held invalid, the remainder of this ordinance and application to any person or circumstance shall not be affected.

3. **PURPOSE.** The purpose of this ordinance is to update Sitka General Code Chapter 2.30, “Health Needs and Human Services Commission,” in accordance with recommendations from the current Commission.

4. **ENACTMENT, NOW, THEREFORE, BE IT ENACTED** by the Assembly of the City and Borough of Sitka that Title 2 entitled, “Administration and Personnel,” Chapter 2.30, entitled, “Health Needs and Human Services Commission” be amended to read as follows:

**Title 2**

**ADMINISTRATION AND PERSONNEL**

**Chapters:**

\* \* \*

**2.30 Health Needs and Human Services Commission**

\* \* \*

**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. One member shall be nominated by the Sheet'ká Kwáan Sitka Tribe of Alaska. This nomination process will begin with the next new member appointment. ~~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. An ex-officio non-voting member of the Assembly will serve as a liaison for the commission.

#### 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 (3) members shall be for one year and the terms of two (2) members shall be for two years, and the terms of two (2) 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. Annually the assembly shall, at its first regular meeting in October, designate the liaison.

#### 2.30.030 Meetings.

A. Meet ~~a minimum of four times per year~~ once a month at such times that the chair or, in his or her absence, the vice-chair shall determine. Business conducted during meetings shall adhere to the provisions set forth in Sitka General Code Chapter 2.25.

B. Give reasonable public notice of its meetings and shall comply in all respects with the Alaska Open Meetings Law.

#### 2.30.040 Organization.

The commission shall organize itself by electing a chair~~man,~~ and vice chair~~man, and~~ ~~secretary,~~ each of whom shall be elected by the members of the commission at the first meeting of the ~~fiscal~~ calendar year and shall serve a term to expire upon election of officers at the first meeting of the following ~~fiscal~~ calendar year. The role of the chair is to work with the deputy municipal clerk, or designee, to set the meeting agenda, preside over the meetings, serve as spokesperson to the Assembly including, but not limited to the goals presentation, and foster collaboration with local entities and community partners. The vice chair will carry out the chair's duties at such time that the chair is absent or unavailable. The deputy municipal clerk, or designee, shall provide secretarial support.

#### 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

**Commented [HB1]:** Crystal: Next available vacancy - what is the best way to indicate the next seat will be appointed by STA since we are already full

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.~~

**Commented [HB2]:** What does this mean? Does this need to stay in as a standard sentence?

#### 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.

**Commented [HB3]:** Crystal: Advisory board to assembly  
Work with other Commissions

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 and community partners such as the Sheet'ká Kwáan Sitka Tribe of Alaska, ~~Sitka Community Hospital,~~ and SEARHC SouthEast Alaska Regional Health Consortium as well as applicable non-profits 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.

**Commented [HB4]:** Crystal: Work session with Assembly and Sitka Tribe of Alaska  
Presentations biannually from SEARHC and other orgs

**5. EFFECTIVE DATE.** This ordinance shall become effective on the day after the date of its passage.

**PASSED, APPROVED, AND ADOPTED** by the Assembly of the City and Borough of Sitka, Alaska this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Steven Eisenbeisz, Mayor

ATTEST:

\_\_\_\_\_  
Sara Peterson, MMC  
Municipal Clerk

1<sup>st</sup> reading: xx/xx/xxxx  
2<sup>nd</sup> and final reading: xx/xx/xxxx

Sponsors:

# Mental Health, Suicide Prevention, and Suicide Postvention Report November 2025

## Workgroup Focus Areas

### 1. Data Collection and Assessment

- Identify and review existing data from partner organizations to understand current trends in mental health and suicide within the community.
- Develop a short community survey (10-20 questions) to gather qualitative input from residents, providers, and service partners.
- Build relationships with key data holders to inform the Commission's ongoing analysis.
- Research other community efforts

2.

### 3. Community Partnerships and Engagement

- Collaboration with SEARHC, SAFV, the Sitka Tribe, Sitka Homeless Coalition, and other community-based organizations.
- Coordinate upcoming presentations for the HNHS Commission to ensure consistent communication and alignment across sectors.

### 4. Report Preparation and Commission Updates

- Draft and present an updated summary report to the HNHS Commission, incorporating workgroup input and current data collection efforts.

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## Task Summary from November 6, 2025 Meeting

### Woody

- Reach out to **SEARHC** and the **Sitka Tribe** to identify what data already exists from past and recent behavioral health surveys.
- During the **SEARHC retreat board meeting**, present the workgroup's goals and gauge interest in sharing relevant information.
- Draft **5–10 community survey questions** for workgroup review.

### Sophia

- Contact **SAFV** to confirm their interest in presenting at the **November 19 HNHS meeting**.
  - If confirmed, send an email to **Holley** by **November 13, 2025 (12:00 PM)** to include this in the meeting packet.
- Draft **5–10 community survey questions** for review.
- Follow up with the **Sitka Homeless Coalition** to schedule a presentation for **January or February 2026**.

## Michelle

- Prepare and share this **draft report** with the workgroup by **November 13, 2025**, for updates and edits prior to submission to the HNHS Commission.
- Reach out to the **Public Health Nurse / Epidemiologist, Bill Spivey (SEARHC)**, and **Brave Heart Volunteers** to discuss available data and collaboration opportunities.
- Draft **5–10 community survey questions** for workgroup consideration.

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## Next Steps

### 1. Finalize Survey Questions:

- Review questions, community efforts, and next steps at next workgroup meeting 11/24/25.
- Present to HNHS Commission for input and next steps.

### 2. Partner Engagement:

- Await responses from SEARHC, Sitka Tribe, SAFV, and other partners regarding data sharing and presentations.

### 3. Draft Report Submission:

- Updated report with integrated feedback will be submitted to the HNHS Commission for review on **December 17th, 2025**.

### 4. Upcoming HNHS Meetings:

- **November 19, 2025:** Potential SAFV presentation (pending confirmation).

- **January/February 2026:** Sitka Homeless Coalition presentation (pending scheduling).