



**City and Borough of Wrangell
Borough Assembly Meeting
AGENDA**

September 24, 2013 – 7:00 p.m.

Location: Assembly Chambers, City Hall

1. CALL TO ORDER

- a. PLEDGE OF ALLEGIANCE led by Assembly Member Wilma Stokes
- b. INVOCATION to be given by
- c. CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Certificate of Service for Holly Hammer, Parks & Recreation Board

2. ROLL CALL

3. AMENDMENTS TO THE AGENDA

4. CONFLICT OF INTEREST

5. CONSENT AGENDA

- a. Item (*) 6a, 7a, & 7b

6. APPROVAL OF MINUTES

- *a. Minutes of the Regular Assembly meeting held September 10, 2013

7. COMMUNICATIONS

- *a. Minutes of the Thomas Bay Power Authority Commission Special Teleconference meeting held May 3, 2013; Minutes of the Thomas Bay Power Authority Commission Special Teleconference meeting held May 15, 2013
- *b. Travel Summary for the month of September 2013

8. BOROUGH MANAGER'S REPORT

9. BOROUGH CLERK'S FILE

10. MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

- a. Reports by Assembly Members
- b. Appointment to fill the vacancy on the Planning & Zoning Commission
- c. Appointment to fill the vacancies on the Parks & Recreation Board

11. PERSONS TO BE HEARD

12. UNFINISHED BUSINESS

- a. Approval of the Revised 2013 Wrangell Medical Center Personnel Policies
(postponed from the August 27, 2013 Regular Assembly Meeting)

- b. Approval of the revised Wrangell Medical Center Bylaws as amended (*postponed from the September 10, 2013 Regular Assembly Meeting*)

13. NEW BUSINESS

- a. Approval to hold Special Assembly Meeting on Monday, October 7, 2013, at 5:30 p.m. to Certify the Election Results from the Regular Election
- b. Approval to send a letter to SEAPA regarding payment for O&M Costs
- c. Consideration and possible action regarding the sale of City Tidelands to Donald & Betsy McConachie (Nore Estate)
- d. Approval to cancel the November 26, 2013 Regular Borough Assembly Meeting

14. ATTORNEY'S FILE

15. EXECUTIVE SESSION

- a. Discussion with Borough Attorney on former employee arbitration proceeding

16. ADJOURNMENT

Agenda Items 1 - 6

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY

AGENDA ITEM

September 24, 2013

ITEM NO. 1 CALL TO ORDER:

INFORMATION: *The Mayor, by code, is required to call the meeting to order at 7:00 p.m. in the Borough Assembly Chambers. Special meetings or continued meetings may be called for at differing times but at the same location. Notice of such will be required by the Borough Clerk. The Mayor will call the meeting to order according to such special or continued meeting notice. At all meetings of the assembly, four assembly members or three members and the mayor shall constitute a quorum for the transaction of business, but a smaller number less than a quorum may adjourn a meeting to a later date.*

RECOMMENDED ACTION:

The Mayor, as presiding officer, is to call the meeting of the Borough Assembly to order, with the following actions to follow:

- a. Pledge of Allegiance to be given by Assembly Member Wilma Stokes
- b. Invocation to be given by Lynn from the Island of Faith Lutheran Church
- c. Ceremonial Matters – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*
 - i. Certificate of Service for Holly Hammer, Parks & Recreation Board

ITEM NO. 2 ROLL CALL – BOROUGH CLERK:

INFORMATION: *The Borough Clerk shall conduct a roll call of each elected and duly qualified Assembly Member. Such call shall result in an entry of those present or absent from the meeting. The roll call is primarily utilized in determining if sufficient member(s) are present to conduct a meeting. The Borough Clerk may randomly change the conduct of the roll to be fair to the members of the governing body unless the council determined an adopted procedure for roll call which is different than currently in use.*

RECOMMENDED ACTION:

Borough Clerk to conduct a roll call by voice vote. Each member to signify by saying here, present (or equal) to give evidence of attendance.

ITEM NO. 3 AMENDMENTS TO THE AGENDA:

INFORMATION: *The assembly may amend the agenda at the beginning of its meeting. The outline of the agenda shall be as from time to time prescribed and amended by resolution of the assembly. (WMC 3.04.100)*

RECOMMENDED ACTION:

The Mayor should request of the members if there are any amendments to the posted agenda. ***THE MAYOR MAY RULE ON ANY REQUEST OR THE ASSEMBLY MEMBERS MAY VOTE ON EACH AMENDMENT.***

ITEM NO. 4 CONFLICT OF INTEREST:

INFORMATION: *The purpose of this agenda item is to set reasonable standards of conduct for elected and appointed public officials and for city employees, so that the public may be assured that its trust in such persons is well placed and that the officials and employees themselves are aware of the high standards of conduct demanded of persons in like office and position.*

An elected city official may not participate in any official action in which he/she or a member of his/her household has a substantial financial interest.

ITEM NO. 5 CONSENT AGENDA:

INFORMATION: *Items listed on the Consent Agenda or marked with an asterisk (*) are considered part of the Consent Agenda and will be passed in one motion unless the item has been removed by an Assembly Member or the Mayor and placed on the regular agenda.*

RECOMMENDED ACTION:

Move to approve those Agenda items listed under the Consent Agenda and those marked with an asterisk (*) Items:

****6a, 7a, & 7b***

ITEM NO. 6 APPROVAL OF MINUTES:

INFORMATION:

6a Minutes of the Regular Assembly meeting held September 10, 2013

CERTIFICATE OF SERVICE

The City & Borough of Wrangell, Alaska
Presents this Certificate of Service to:

Holly Hammer

for her service and dedication on the Parks & Recreation Board
from:

October 2006 – September 2013

Kim Lane

ATTEST: Kim Lane, Borough Clerk

Dated this 24th day of September, 2013



David L. Jack

David L. Jack, Mayor

**Minutes of Regular Assembly Meeting
Held on September 10, 2013**

Mayor David L. Jack called the Regular Assembly meeting to order at 7:00 p.m., September 10, 2013, in the Borough Assembly Chambers. Assembly Members Stough, McCloskey, Wiederspohn, Stokes, and Christian were present. Interim Borough Manager Jeff Jabusch and Borough Clerk Kim Lane were also in attendance.

Pledge of Allegiance was led by Assembly Member Ernie Christian.

Invocation was given by Donald J. McConachie, Sr.

CEREMONIAL MATTERS – *Community Presentations, Proclamations, Certificates of Service, Guest Introductions*

Certificate of Service was presented to Christie L. Jamieson, Borough Assembly

AMENDMENTS TO THE AGENDA

Amendment to item 13g to add “possible action directing the Board Member” was requested by Assembly Member Stough.

There was no objection by the Assembly for the amendment.

CONFLICT OF INTEREST

There were no Conflicts of Interest declared.

CONSENT AGENDA

Moved by Stough, seconded by Christian, to approve Consent Agenda Items marked with an () asterisk; 6a. Motion approved unanimously by polled vote.*

APPROVAL OF MINUTES

*6a Minutes of the Regular Assembly meeting held August 27, 2013 were approved as presented.

COMMUNICATIONS

There was no communication presented.

BOROUGH MANAGER'S REPORT

Interim Borough Manager Jabusch's report was provided.

In addition to the report, Jabusch reported on:

- Election Flyer
- Cassiar Project update
- Weber Street update
- Pier Improvements - complete

BOROUGH CLERK'S FILE

Borough Clerk Lane's report was provided.

In addition to the report, Lane reported on:

- Absentee Voting dates
- Election Day, October 1, 2013

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS

10a Reports by Assembly Members

There were no reports from Assembly Members.

10b Appointment to fill the vacancy of Seat E on the Borough Assembly

Moved by Stough, seconded by Christian, to appoint Julie Decker to fill the vacancy of Assembly Member Seat E on the Borough Assembly up until the next Borough Election to be held October 1, 2013. Motion approved unanimously by polled vote.

Regular Meeting recessed at 7:12 p.m.

Clerk Lane administered the Oath of Office for Julie Decker

Regular Meeting reconvened at 7:14 p.m.

10c Appointment to fill the vacancy on the Planning & Zoning Commission

Mayor Jack stated that there were no letters of interest received for the vacancy; we would continue to advertise.

10d Appointment to fill the vacancy on the Economic Development Committee

Moved by Christian, seconded by McCloskey, to appoint Rudy Briskar to fill the vacancy on the Economic Development Committee for the unexpired term up until October 2014. Motion approved unanimously by polled vote.

10e Appointment to fill the vacancy on the Parks & Recreation Board

Mayor Jack stated that there were no letters of interest received for the vacancy; we would continue to advertise.

PERSONS TO BE HEARD

Warren Edgley, 209 First Ave., voiced the following:

- If you define the projects as the land, the water, the structures, and the equipment; SEAPA owns the structures and the equipment, but does not own the water and the land
- SEAPA can't issue General Obligation Bonds
- When the State divested the four projects, they formed the Four Dam Pool Power Authority
- Only option that SEAPA considers for financing are grants

- Still paying the bond indebtedness for Swan and Tyee
- Swan – Tyee Intertie does not generate any revenue; still costs rate payers to operate and maintain
- Benefit to SEAPA and all three purchasing utilities is that purchases were made and paid for using Wrangell's Tax Id Number; does not believe that SEAPA should be allowed to make tax exempt purchases
- Urged the two Assemblies to hire an independent consultant to help to understand what SEAPA can and cannot do

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

13a RESOLUTION No. 09-13-1285: A RESOLUTION OF THE ASSEMBLY OF THE CITY AND BOROUGH OF WRANGELL, ALASKA, DESIGNATING CANVASS BOARD DUTIES TO THREE ASSEMBLY MEMBERS FOR CANVASSING THE RESULTS OF THE REGULAR ELECTION TO BE HELD OCTOBER 1, 2013

Moved by Christian, seconded by Wiederspohn, to approve Resolution No. 09-13-1285. Motion approved unanimously by polled vote.

13b Approval of the revised Wrangell Medical Center Bylaws

Moved by McCloskey, seconded by Stough, to approve the revised Wrangell Medical Center Bylaws as required by Wrangell Municipal Code 3.32.060.

Mayor Jack stated that the Wrangell Municipal Code refers to the person in charge as the Administrator; the Bylaws refer to that person as the CEO; possible conflict.

Christie Jamieson, 612 Zimovia Hwy., suggested bringing the concern to the Borough Attorney and getting his advice.

Assembly Member McCloskey withdrew her motion.

Moved by Stough, seconded by Christian, to postpone this item until the next Regular Assembly meeting. Motion approved unanimously by polled vote.

13c Discussion and Possible Action on the process for hiring the new Borough Manager

With the consensus of the Assembly, Clerk Lane was directed to schedule a Special Meeting on Thursday, September 26, 2013, at 7:00 p.m., so that the Borough Assembly could meet in Executive Session to review the resumes submitted for the Borough Manager's position.

13d Approval to send a Letter of Support for HR 1526 to the Natural Resources Committee

Moved by Stough, seconded by Christian, to approve a letter of support for HR 1526 to be sent to the Chairman and Ranking Member of the Natural Resources Committee. Motion approved unanimously by polled vote.

13e Approval of the first amendment to the Engagement Letter as part of the Master Services Agreement between PeaceHealth and the City & Borough of Wrangell

Moved by Christian, seconded by McCloskey, approve First Amendment to Engagement Letter as part of the Master Services Agreement between PeaceHealth and the City and Borough of Wrangell with costs to be paid by the borough's State of Alaska hospital grant. Motion approved unanimously by polled vote.

13f Approval to send a Letter of Support for the Renewable Energy Fund Grant (Round VII) SEAPA Wind Resource Assessment

Moved by McCloskey, seconded by Wiederspohn, to approve a letter of support for SEAPA to the AEA, in support of the Renewable Energy Fund Grant (Round 7) Wind Resource Assessment.

Motion approved with McCloskey, Wiederspohn, Decker, Stokes, and Jack voting yea; Stough and Christian voting nay.

13g Discussion and possible action to the SEAPA Board to request a vote to remove the Wrangell SEAPA Board voting member, and possible directing the SEAPA Board Member, and possible action directing the SEAPA Board Member.

Moved by Stough, seconded by Christian, to direct our SEAPA Board Representative to ask the SEAPA Board to pay for the O&M cost of the secretary wage and accounting fees under FERC Code 539. If the SEAPA Board does not approve these legitimate O&M expenses, the Borough Manager is directed to deduct these O&M expenses from the monthly power purchases from SEAPA as according to the current O&M Agreement.

After much discussion, Mayor Jack stated that the motion could be considered separately from the original Agenda Item. He stated that the original Agenda Item (13g), would be considered after this item was considered.

Assembly Member Christian commented on the TBPA Memo, received from TBPA General Manager Nicholls. He read the following portion of that memo:

An alternate proposal would be to continue to operate the facility and follow a provision of the O&M agreement with SEAPA – An operator (TBPA) who is a Purchaser under the Long-Term Sales Agreement may deduct from its monthly power purchase payments the costs provided for in the Project Facility Budget which are actually incurred in operating and maintaining the Project Facility. If the Operator (TBPA) is not a Purchaser under the Long-Term Power Sales Agreement, it may arrange with such a Purchaser to deduct the actual operation and maintenance costs of that Project Facility

Mayor Jack stated that this item should be placed on the Agenda for the next Assembly Meeting. He further stated that this item was somewhat removed from the original agenda item.

Assembly Member Stough said that he wanted to remind the Mayor that this was the purpose for the Amendments to the Agenda; can take up things like this when they are brought forward.

Mayor Jack stated that proper notice for this topic was not noticed.

Assembly Member Stough replied that there was a full discussion in public about this at the Workshop; other meetings where this had been brought up; Petersburg not paying their share.

Assembly Member Decker asked when the next SEAPA Board Meeting was; did Wrangell and Petersburg split the non-net billable expenses.

Assembly Member Stough said that they were supposed to.

Clerk Lane read Section 3.04.110 – Meeting Procedure.

Assembly Member McCloskey asked the Assembly if Assembly Member Christian had a conflict of interest to this item since this item was of monetary value and pertained to his spouse.

Mayor Jack declared that Assembly Member Christian did have a conflict of interest to this item.

Clerk Lane stated that Assembly Member Christian had seconded the motion. She further stated that since the ruling was that Assembly Member Christian had a conflict of interest, it would be appropriate for a different Assembly Member to second the motion.

Assembly Member Stough seconded the motion.

Mr. Ashton asked if the Mayor would be writing an official letter making this request to SEAPA.

Mayor Jack said yes.

Assembly Member Decker stated that she would not be supporting this motion; further review needed to be done in order to consider this.

Motion failed with Stough and Stokes voting yea; Wiederspohn, Decker, McCloskey and Jack voting nay.

Assembly Member Christian did not participate in this item as the Mayor had ruled that he had a conflict of interest.

Assembly Member Decker requested that this item be added to the next meeting's agenda for consideration.

13g Discussion and possible action to the SEAPA Board to request a vote to remove the Wrangell SEAPA Board voting member, and possible directing the SEAPA Board Member, and possible action directing the SEAPA Board Member.

Assembly Member Stough stated that the letter from Attorney Blasco had said that the Assembly could not remove an appointed SEAPA Board Member.

Assembly Member McCloskey requested that the Assembly receive reports as to what is going on.

Mr. Ashton stated that he had to remove himself for a few months due to a crisis; he is fully re-engaged and will provide more frequent updates. He further stated that if the Borough Assembly

voted that they had a loss in confidence in him, he would step down. Mr. Ashton said that he had provided more reports than any other SEAPA Board Member in the past.

Rhonda Christian, 9.2 Mile Zimovia, stated her displeasure that the Assembly would consider removing a SEAPA Board Member without giving clear direction as to what was expected.

There was no action on this item.

ATTORNEY'S FILE

There was no Attorney's File.

EXECUTIVE SESSION

There was no Executive Session.

ADJOURNMENT: 8:27 p.m.

ATTEST: _____
Kim Lane, Borough Clerk

David L. Jack, Mayor

Agenda Item 7

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 24, 2013

COMMUNICATIONS:

INFORMATION: The Assembly may receive items for Communications, reasons only which do not require action. This is an avenue to keep the Assembly informed, for the public to enter items on the record, if necessary. The Assembly also receives agenda communications directly by their constituents, Borough Manager, other agencies' Officers and Department Directors.

A MAIL BOX IS ALSO AVAILABLE IN THE BOROUGH CLERK'S OFFICE FOR EACH MEMBER OF THE ASSEMBLY AND SHOULD BE CHECKED ON A ROUTINE SCHEDULE.

All items appearing under Communications on the Agenda have been approved under the Consent Agenda unless removed.

- *7a Minutes of the Thomas Bay Power Authority Commission Special Teleconference meeting held May 3, 2013; Minutes of the Thomas Bay Power Authority Commission Special Teleconference meeting held May 15, 2013
- *7b Travel Summary for the month of September 2013

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CITY CLERK

AUG 13 2013

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Thomas Bay
Power Authority

— TYEE LAKE HYDROELECTRIC PROJECT —

P. O. BOX 1318 WRANGELL, ALASKA 99929 (907) 874-3834 FAX (907) 874-2581

**THOMAS BAY POWER AUTHORITY
SPECIAL TELECONFERENCE COMMISSION MEETING**

**Minutes of
May 3rd, 2013
FY2013**

MEETING LOCATION

**THOMAS BAY POWER AUTHORITY OFFICE
4498 ZIMOVIA HIGHWAY – WRANGELL, AK 99929**

~And~

**PETERSBURG MUNICIPAL POWER AND LIGHT OFFICE
11 SOUTH NORDIC DRIVE – WRANGELL, AK 99929**

Summary of Items Discussed at this meeting:

Relieving Mr. Southland of his duties and clarification of the contract pay out.

Thomas Bay Power Authority's Regular Commission Meeting was called to order by President John Jensen on Friday May 3rd, 2013 at 1:00 PM.

Present were: Commissioners President John Jensen, Vice President Robert Larson, Secretary/Treasurer Dave Galla, Member at Large Brian Ashton, Joe Nelson, Clay Hammer and Warren Edgley.

A QUORUM was established: 7/0

Also present was: TBPA Commission Secretary Rhonda Christian.

Visitors Acknowledged: Michael Nash representing Paul Southland.

Persons to be heard: None

Conflict of Interest: None

TBPA GM Clarification of Relief of Duties Executive Session Action:

Commissioner Clay Hammer **MADE A MOTION** to move, pursuant to AS 44.62.310 (c) (2), that we recess into executive session to discuss matters that may tend to prejudice the reputation and charter of any person, specifically regarding discussion of the relieving of Mr. Southland of his duties at his request. Commissioner Joe Nelson **SECONDED the MOTION**.

Discussion was called for:

Michael Nash shared with the commission that the reason he was present at this meeting was he was representing Mr. Paul Southland for Mr. Southland was out of state. The decision was made by the commission to go into executive session without Michael Nash's representation of Mr. Southland.

Question was called for roll call vote by Clay Hammer:

No – Commissioner Warren Edgley

Yes – Commissioner Clay Hammer

Yes – Commissioner Robert Larson

Yes – Commissioner Brian Ashton

Yes – Commissioner Joe Nelson

No – Commissioner Dave Galla

Yes – Commissioner President John Jensen

MOTION CARRIED 5/2.

President John Jensen called the TBPA Commission meeting of Friday May 3rd, 2013 back to order out of executive session at 1:35pm.

*** For the record when the Commission ended this teleconference to go into executive session it needs to be known that the teleconference recording using 'spider phone' was recorded over when everyone called back into the meeting. The rest of these meeting minutes are being done by memory and the votes are accurate with meeting notation taken.*

TBPA GM Clarification of Relieving of Duties:

Commissioner Robert Larson **MADE A MOTION** to pay Mr. Southland (3) three months of severance pay. Commissioner Joe Nelson **SECONDED the MOTION**.

Discussion was called for:

It seemed to be the consensus of the commission that by letting Mr. Southland go or leave a few days early that they were assisting him and the intention of the commission was that Mr. Southland would be paid to the end of his contract of May 30th, 2013. They did not realize that Mr. Southland would request severance pay per his contract.

*** Commissioner Dave Galla abstained from voting until he had further information.*

Question was called for roll call vote by Joe Nelson:

No – Commissioner Clay Hammer

No – Commissioner Robert Larson

No – Commissioner Brian Ashton

No – Commissioner Joe Nelson


Yes – Commissioner Warren Edgley


No – Commissioner President John Jensen

MOTION CARRIED 5/1.

It was the direction of President Jensen to add to the next meeting agenda the discussion of conflict of interest with Sunrise Aviation. Commissioner Edgley asked to include the conflict of interest with the (2) Electrical Superintendents on the TBPA board and discussion of the TBPA Ordinance. President Jensen also included TBPA Commission Duties to be discussed. It was the consensus of the commission for these items to be added to the next meeting agenda tentatively set for May 15th, 2013 via teleconference at 10:00 am.

It was the consensus of the Commission to adjourn moved by Ashton and seconded by Larson the meeting ended at 2:00 pm

 9/10/13
John Jensen, TBPA President Date

 12 Aug 13
Robert Larson, TBPA Vice President Date

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Thomas Bay
Power Authority

— TYEE LAKE HYDROELECTRIC PROJECT —
P. O. BOX 1318 WRANGELL, ALASKA 99929 (907) 874-3834 FAX (907) 874-2581

**THOMAS BAY POWER AUTHORITY
SPECIAL TELECONFERENCE COMMISSION MEETING**

**Minutes of
May 15th, 2013
FY2013**

MEETING LOCATION

**THOMAS BAY POWER AUTHORITY OFFICE
4498 ZIMOVIA HIGHWAY – WRANGELL, AK 99929**

~And~

**PETERSBURG MUNICIPAL POWER AND LIGHT OFFICE
11 SOUTH NORDIC DRIVE – WRANGELL, AK 99929**

Summary of Items Discussed at this meeting:

Approval of meeting minutes for 3/27/13, 4/4/13, 4/15/13, 4/22/13, 4/26/13, FY14 Budget revision, Conflict of interest regarding Travel Services and Sunrise Aviation, conflict of Interest (2) Electrical Superintendents, TPA Ordinance Discussion, TBPA Commission Duties.

Thomas Bay Power Authority's Regular Commission Meeting was called to order by Secretary Treasurer David Galla on Friday May 15th, 2013 at 2:00 pm.

Present were: Secretary/Treasurer Dave Galla, Member at Large Brian Ashton, Joe Nelson, Clay Hammer and Warren Edgley.

A QUORUM was established: 5/0

Excused Absence: President John Jensen and Vice President Robert Larson

Also present was: TBPA General Manager Michael (Mick) Nicholls and Commission Secretary Rhonda Christian.

Visitors Acknowledged: Stephen Beers Foreman Tyee Plant, Shelly Pope Petersburg Reporter.

Persons to be heard: None

Conflict of Interest: None

Amendment to the Agenda:

Commissioner Brian Asthon **MADE A MOTION** to amend the agenda regarding item 12-A Continuing Business to include FY14 Budget. Commissioner Clay Hammer **SECONDED the MOTION**.

Discussion was called for:

TBPA General Manager Michael (Mick) Nicholls made the request to have the FY14 Budget added to the agenda. This was added under continuing business item 12-A FY14 Budget.

Question was called for:

Yes – Commissioner Dave Galla
Yes – Commissioner Warren Edgley
Yes – Commissioner Clay Hammer
Yes – Commissioner Brian Ashton
Yes – Commissioner Joe Nelson
MOTION CARRIED unanimously 5/0.

TBPA Meeting Minutes of March 27th, 2013 - April 4th, 2013 - April 15th, 2013 - April 22nd, 2013 - April 26th, 2013:

Commissioner Brian Asthon **MADE A MOTION** to approve the Commission meeting minutes as stated in the meeting agenda consisting of 7-A,B,C,D and E. Commissioner David Galla **SECONDED the MOTION**.

Discussion was called for:

Commissioner Hammer requested a correction in the commission meeting minutes of April 26th, 2013 regarding the topic wording to be changed from TBPA GM Termination to TBPA GM Relieve of Duties.

Question was called for:

Yes – Commissioner Warren Edgley
Yes – Commissioner Clay Hammer
Yes – Commissioner Brian Ashton
Yes – Commissioner Joe Nelson
Yes – Commissioner Dave Galla
MOTION CARRIED unanimously 5/0.

TBPA FY14 Budget:

Commissioner Brian Asthon **MADE A MOTION** to amend the entire FY14 budget and have SEAPA include it in the O&M expenses. Commissioner Warren Edgley **SECONDED the MOTION**.

Discussion was called for:

Discussion took place regarding that all though City and Borough of Wrangell approved the TBPA FY14 Budget, the City and Borough of Petersburg did not approve the TBPA FY14 Budget as presented.

Question was called for:

Yes – Commissioner Clay Hammer
Yes – Commissioner Brian Ashton
Yes – Commissioner Joe Nelson
Yes – Commissioner Dave Galla
Yes – Commissioner Warren Edgley
MOTION CARRIED unanimously 5/0.

***** Commissioner Ashton had to excuse himself at 2:29pm due to another appointment. TBPA Commission still has an established quorum.***

Tabled Item: 14-A Re: Travel Services – Sunrise Aviation.

This item of discussion will be brought back to the agenda for further discussion at the next tentatively scheduled TBPA Commission meeting set for Thursday July 25th, 2013 via teleconference.

It was the consensus of the Commission to adjourn moved by Hammer and seconded by Edgley the meeting ended at 2:59 pm.


David Galla Secretary/Treasurer

7/31/13
Date


Brian Ashton Member at Large

7-31-13
Date

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CITY CLERK
AUG 16 2013
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Item *7b

**TO: THE HONORABLE MAYOR AND ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
INTERIM BOROUGH MANAGER**

RE: BOROUGH MANAGER'S REPORT

DATED: September 20, 2013

WASHINGTON DC UPDATE:

We received word from our lobbyist that there are legislative talks on renewing the Secure Rural Schools Program for a one year extension. This is critical for Wrangell and many of the other Southeast School Districts, especially the smaller ones like Wrangell. To give you some a sense of how important this is, we received approximately 1.3 million from this program last year. \$78,000 went to the general fund for roads and the balance was for schools. We currently raise 1.59 million from property tax. You can see the impact this would have on our budget. This is the repeated theme in both Juneau and Washington DC; expect less money.

ROADS:

We are having SECON repave the rest of Mission and Ash Street before winter if we get a break in the weather. These are streets being fixed by SECON by paving over the existing pavement which in the long run will make for a better product and should last longer.

We also will be capping Wood Street with the D-1 rock that was taken off of the boat haul out when the paving started. This material is still in good shape and should work fine and eliminating the \$6,000.00 it would have cost to buy the material. In addition, it was discussed with AICS how we could assist with some in winter plowing. Wood Street is our only responsibility but because it is just as easy for the grader to go on up into the AICS parking lot to turn around it would also benefit them and no more work or time for us.

A master road plan is being developed which will include a timeline and how and when funding can be expected for new roads and pavement of old. Currently the sales tax road fund raises about \$95,000 per year. If the sales tax initiative passes, this amount will be reduced to about \$75,000 per year. This money can be used for new streets and pavement of existing streets. We will work with WCA with this plan to see if we can receive any help from them, otherwise it will be the sales tax money that will fund this plan. Each year we would update this plan and give the citizens a chance to voice their concerns about the priority. This was used years ago and it worked quite well as everyone know where there street was and an approximate year when it would be done.

MANAGER TRAVEL:

I will be gone twice in October.

October 4th- October 8th- I will be out of the office on a short vacation, but I will be back for the meeting on the 8th if the plane lands.

October 14th - October 23rd – I will be taking my wife to Seattle for surgery. I will be back in the office on October 24th. I will ask Carol Rushmore to sit in for me at the meeting on October 22nd. I am leaving her in charge while I am gone. I will be in a position to check in daily with her and will have e-mail access so staff or the assembly can contact me.

LIGHT DEPARTMENT:

The light plant has ordered heat pumps for the administration office and truck bay. This was a budgeted item and will be used to both heat the building more efficiently, but also serve as an example of using existing technology to drastically reduce heating costs. It is estimated that using this technology they can use about 25 to 30 percent of the power that is now used in their resistance style electric baseboard heaters. If everyone using electric heat went to this technology, their heating bill would be reduced by two thirds and our winter power capacity problem would disappear for at least a period of time. Clay Hammer and I have had discussions about this subject including how to get people aware and using it. Brian Ashton also has provided some good ideas to stimulate community discussion and awareness about these existing main stream technologies.

Agenda Item 9

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM

BOROUGH CLERK'S FILE:

Mark Your Calendar:

- 9/27 Last day to file a ***Letter of Intent*** for Write-In Candidacy for the October 1st Election
- 9/30 Last day to file a ***Letter of Intent*** for City Boards & Committee Vacancies
- 9/30 @ 5 pm - Last Day to Absentee Vote in-person for the October 1, 2013 Borough Election
- 10/1 Regular Borough Election from 8:00 am to 8:00 pm at the Nolan Civic Center
- 10/3 Canvass Board Meets @ 1pm in the Assembly Chambers
- 10/3 Parks & Recreation Meeting scheduled @7 pm
- 10/7 Special Assembly Meeting @ 5:30pm to Certify Election Results of Election
- 10/8 Regular Borough Assembly Meeting @ 7pm in the Assembly Chambers

Regular Borough Election – Tuesday, October 1, 2013

The deadline to file your **Letter of Intent** as a Write-In Candidate is Friday, September 27th at 5:00 p.m., for any of the following elected offices:

Mayor	1 year unexpired term
Assembly Member Seat B	1 year unexpired term
Assembly Member Seat E	3 year term
Assembly Member Seat F	3 year term
Port Commission	1 year unexpired term (one vacancy)
Port Commission	3 year term (two vacancies)
School Board	3 year term (two vacancies)
Hospital Board	4 year term (two vacancies)

City Boards and Commissions Appointments

*The deadline to file your **Letter of Interest** for the City Boards and Committee Vacancies is **Monday, September 30th, 2013.***

Planning & Zoning Commission	three (3) vacancies	three year terms
Parks & Recreation	one (1) vacancy	three year term
Wrangell Convention & Visitors Bureau	two (2) vacancies	three year terms
Thomas Bay Power Commission	one (1) vacancy	three year term
Economic Development Committee	two (2) vacancies	three year terms
Cemetery Committee	two (2) vacancies	three year terms
Nolan Museum/Civic Center Board	three (3) vacancies	three year terms

*Thank you,
Kim Lane*

Agenda Items 10 a - c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 24, 2013

MAYOR/ASSEMBLY REPORTS AND APPOINTMENTS:

INFORMATION: This agenda item is reserved for the Mayor and Assembly Member's special reports. Such information items as municipal league activities, reports from committees on which members sit, conference attendance, etc., are examples of items included here.

➤ **Item 10a** Reports by Assembly Members

➤ **Item 10b** Appointment to fill the vacancy on the Planning & Zoning Committee

There were No letters of interest received for the vacancy.

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the Planning & Zoning Commission for the unexpired term up until **October 2013**.

*If there were **no** letters of interest received, the Borough Clerk will continue to advertise for letters of interest to fill the vacancy.*

➤ **Item 10c** Appointment to fill the vacancies on the Parks & Recreation Board

There were No letters of interest received for the vacancies.

RECOMMENDED ACTION

Appointment to be filled by the Mayor with the consent of the assembly for the unexpired term ending October 2015

Recommended Action if not approved with the consent of the Assembly:

Motion: Move to appoint _____ to fill the vacancy on the Parks & Recreation Board for the unexpired term up until October 2015.

If there were no letters of interest received, the Borough Clerk will continue to advertise for letters of interest to fill the vacancy.

Agenda Item 12a

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 24, 2013

INFORMATION:

Approval of the Revised 2013 Wrangell Medical Center Personnel Policies *(postponed from the August 27, 2013 Regular Assembly Meeting)*

Attachments

1. Memorandum from Kris Reed, Board Recording Secretary, dated August 19, 2013
2. Revisions made by the WMC Board September 18, 2013 as per Assembly Request
3. Memo and the original 2013 Revised Wrangell Medical Center Personnel Policies (presented at the August 27, 2013 meeting)

Note: *This item will only require the motion to consider it for approval since it was postponed until "a certain date", September 24, 2013, and was not tabled.*

RECOMMENDED ACTION: (for approval)

Move to approve the Revised 2013 Wrangell Medical Center Personnel Policies as amended per Assembly Request, and as required per Wrangell Municipal Code 3.32.030 (D)

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Attachment 12a - 1

Mission:

To enhance the quality of
life for all we serve

Vision:

Honor our heritage and be
the pride of the community

Values:

Integrity
Compassion and Caring
Trust
Transparency
Loyalty
Honoring our Heritage
Quality
Fiscal Responsibility

September 19, 2013

Mayor Dave Jack,
City & Borough Assembly
PO Box 503
Wrangell, AK 99929

Dear Mayor Jack and Assembly Members of the City and Borough of
Wrangell,

The Wrangell Medical Center Personnel Policy Committee revised the
WMC Personnel Policy Manual, based on questions from the Borough
Assembly and recommended to the full WMC Board that the updated
manual be adopted, which was done during the regular board meeting
of September 18, 2013. The Wrangell Medical Center Board now
respectfully brings the policy to the Borough Assembly for review as
required per Wrangell Municipal Code 3.32.030 (D)

Sincerely,



Kris Reed, WMC Board Recording Secretary
for
Woody Wilson
President, Wrangell Medical Center Board

*Caring for
Southeast*

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AT WILL STATUS OF EMPLOYMENT

~~Employment here is “at will”. This means that at the sole discretion of either the employer or the employee, the employment relationship may be terminated at any time for any reason or no reason at all. No one in the facility other than the CEO has the authority to change the at will nature of your employment.~~

Replace with:

Employment with the Wrangell Medical Center is strictly at will employment. The Wrangell Medical Center may terminate this employment at anytime without cause in the sole discretion of the Wrangell Medical Center.

EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity is granted to all qualified individuals without regard to race, color, religion, disability, sex, age, or national origin. Wrangell Medical Center will attempt to make reasonable accommodations for applicants and employees with disabilities.

BEREAVEMENT LEAVE

Scheduled employees, with approval of the CEO, will be granted a leave with pay of 40 hours for regular employees in the event of a death in the immediate family. The Supervisor must be notified and the bereavement leave must be requested immediately. Immediate family is defined as *parents, parents-in-law, spouse, children, grandchildren, grandparents, brothers, sisters, and domestic partners*.

JURY DUTY

Employees must notify their supervisor when they are notified that they are on call for jury duty. Also, please notify your supervisor when you have been released from the courthouse.

Employees, who are called to serve on Jury Duty, will be compensated by the Medical Center for his/her regular pay for the regularly scheduled time missed. [Employees are allowed to keep any compensation offered by the court system for their service.](#)

LOW CENSUS DAYS

When more personnel are scheduled than required because of intermittent low patient census, a low census period may be given to employees who request it, or it may be assigned to employees if there are no requests. Assignment will depend upon the particular needs of the Medical Center for that period; however, every effort will be made to equitably rotate such periods where feasible.

A low census period is a period without regular pay, but one for which benefits are accrued for all regular employees. Employees may elect to use PTO for low census periods.

A low census period must be assigned at least one hour before the scheduled shift, unless the supervisor and staff member agree to a lesser time period. Low census hours must be authorized by the supervisor in writing.

Low census periods do not contribute to overtime calculations.

Low Census Periods must be designated by the CEO. The CEO will designate a beginning and ending date for low census periods.

| [\(Page 24\)](#)

PERSONAL APPEARANCE

Employees are expected to maintain high standards of neatness, cleanliness and personal hygiene. All employees should arrive for work in modest, neat and clean clothing appropriate for work. Wrangell Medical Center is an important part of our community and our employee's attire should be reflective of our professional commitment to those we serve. Our appearance should not distract from our professionalism individually or collectively, and should not be distracting or offensive.

Clothing must be clean, safe, non-wrinkled, in good repair and sized appropriately (no wrinkled, torn or revealing apparel) with no slogans, or inappropriate pictures/graphics. No sweatshirts, bare midriffs, low rider jeans or tank tops can be worn. Wrangell Medical Center and Wrangell Medical Center Foundation logo attire is acceptable. ~~Specific uniform requirements may apply depending upon your position. These will be documented in each department and communicated to all staff within that department. Any change to department dress code must have prior administrative approval.~~ Note: Department heads will orient staff to particular departmental uniform requirements upon orientation.

All employees must wear a facility issued photo identification badge. This must be worn in a visible location above the waist at all times. The Personnel department will issue these upon hire. Duplicate identification badges may be obtained from the Personnel department.

Cosmetics, colognes and fragrances must be kept to a minimum so as to prevent discomfort or allergic reactions from co-workers and patients. These include, but are not limited to, heavy cologne, perfume, or after shave lotions.

Body piercings and jewelry must be conservative in nature and should not compromise health, sanitation or safety. Tattoos should not be perceived as offensive to patients, visitors or other staff. ~~Employees will be asked to cover any visible tattoos which are determined to be offensive and remove any excessive body piercings or jewelry at the discretion of the employee's immediate supervisor.~~

Footwear should be appropriate and safe for each employee's daily work activities. For reasons of safety and infection control, no open toe shoes, thong type footwear or any type of shoes with openings are allowed in clinical areas.

Supervisors are responsible for enforcing dress codes. Employees are responsible to know and follow the hospital and departmental dress codes. If any employee reports to work improperly dressed or groomed, the supervisor will instruct the employee to obtain a pair of scrubs, shower if necessary and return to their shift, or be asked to return home to change into appropriate attire. The employee will not be compensated during such time away from work. Repeated violations may result in disciplinary action.

ACCEPTANCE OF GIFTS

Employees should not accept gifts from acute care or swing bed patients unless it is a gift to all the staff, such as box of candy, fruit, etc. Employees and their families may accept gifts from long term care residents on special occasions, i.e., Christmas with the value of the gift not to exceed \$25. Money should never be accepted from patients or residents by individual employees. Employees are not permitted to borrow money from patients or residents under any circumstances. Patients or residents may make contributions to Wrangell Medical Center or Wrangell Medical Center Foundation.

BREAK TIME FOR NURSING MOTHERS

Wrangell Medical Center allows sufficient break time for breastfeeding employees to express milk or nurse infants at work for up to one year after the child's birth. Supervisors are encouraged to consider flexible schedules to accommodate employee's needs. Wrangell Medical Center will provide a private room or space close to an employee's work area to express milk or nurse an infant. Supervisors will ensure that employees are aware of these workplace accommodations.

It is Wrangell Medical Center's intent to fully comply with Section 4207 of the Patient Protection and Affordable Care Act. The actual federal regulations will govern any questions arising under this policy. [In accordance with these regulations, breastfeeding time taken beyond the normal time allotted any employee for a break will be taken as leave without pay or vacation time.](#)

SUBSTANCE SCREENING

It is the policy of Wrangell Medical Center to maintain a drug free work environment for all employees. Drug and alcohol testing will be conducted by a laboratory certified by CLIA.

Substances to be tested:

Alcohol	Amphetamines	Cannabinoids	Cocaine
Opiates	Oxycodone	PCP	TCH
Methamphetamines			

Pre-Employment Substance Screening:

All new job applicants will be informed that a substance screen is required. All offers of employment will be contingent upon the applicant passing a pre-employment substance screen. Testing methodology and procedures will follow the same guidelines established for employee testing. [Wrangell Medical Center will pay the fees for the pre-employment substance screen.](#)

- A written consent from the applicant will be obtained prior to the drug and alcohol testing being performed. Completed consents will be kept in personnel records.
- If the applicant refuses to submit to the drug and alcohol test, the offer of employment will be withdrawn.
- An individual will not be allowed to begin work or orientation until test results are received by the Employee Health Coordinator.
- Any applicant who has a positive test for the presence of any illegal or unauthorized substance will be denied employment.

Reasonable Suspicion Testing:

Employees who are reasonably suspected of being under the influence of any illegal or unauthorized substance will be subject to drug and alcohol testing. Before an employee can be requested to have a drug and alcohol test, the recommendation must be approved by the CEO, who will consider the reasonableness of the suspicion and the specific evidence on which the suspicion is based in granting or denying the recommendation.

Examples of reasonable suspicion may include but are not limited to:

- Observed alcohol or drug use during work hours or on-call shifts.

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Attachment 12a - 3

Mission:

To enhance the quality of
life for all we serve

Vision:

Honor our heritage and be
the pride of the community

Values:

Integrity
Compassion and Caring
Trust
Transparency
Loyalty
Honoring our Heritage
Quality
Fiscal Responsibility

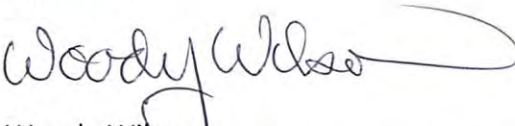
June 27, 2013

Mayor Dave Jack,
City & Borough Assembly
PO Box 503
Wrangell, AK 99929

Dear Mayor Jack and Assembly Members of the City and Borough of
Wrangell,

The Wrangell Medical Center Board's Bylaws, Policy, Ordinance
Review Committee has studied the attached, revised WMC Personnel
Policy Manual and recommended to the full WMC Board that the
updated manual be adopted, which was done during the regular board
meeting of June 19, 2013. The Wrangell Medical Center Board now
respectfully brings the policy to the Borough Assembly for approval as
required per Wrangell Municipal Code 3.32.030 (D)

Sincerely,



Woody Wilson
President, Wrangell Medical Center Board

*Caring for
Southeast*

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WRANGELL MEDICAL CENTER

PERSONNEL POLICIES 2013

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Acknowledgement of Receipt of Employee Handbook

I acknowledge that I have received a copy of the Wrangell Medical Center Employee Handbook in its most current form. I understand that this handbook replaces any and all previous editions of the Wrangell Medical Center Personnel Policies.

I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. I have received the Personnel Policies and I understand that it is my responsibility to read and comply with the policies contained in this handbook.

Employee signature

Date

Employee name (please print)

The Mission, Vision, Values of Wrangell Medical Center

Our Mission: To enhance the quality of life for all we serve.

Our Vision: Honor our heritage and be the pride of the community

By being a community driven organization;
By being an active participant in planning for the future of our community;
By being the leader in our industry and region in providing high quality care for patients;
By being ready and responsive to meet health care needs;
By being the hospital and long term care facility of choice;
By providing a beautiful, comfortable setting for our patients and our long term care residents;
By being the employer of choice;
By being financially healthy; and
By being a model of excellence in promoting wellness and restoring health.

Our Values:

INTEGRITY

We do the right thing, even if it is not the easy choice. We hold ourselves to high standards in the work that we do - this means we have a strong work ethic and do our jobs to the best of our abilities. We are honest, fair, and respectful to our patients, our community and ourselves.

COMPASSION AND CARING

Patients are always the focus and center of everything we do. Regardless of our role in the organization, we go above and beyond to provide services in a manner that lets patients know that we care deeply about them.

TRUST

It is absolutely important to us that our patients and our community trusts us. We will provide patient care and conduct our business such that they always do.

TRANSPARENCY

We are open and forthright with our community, our partners, and ourselves. Our community and patients have a right to know how we are planning for the future. They deserve to know how we are performing in the present, both financially and on quality measures.

LOYALTY

We are loyal to our patients, because we care about them deeply as our friends, family, and neighbors. We are also loyal to Wrangell Medical Center, and always act as excellent ambassadors of the organization. We treat each other with respect, and work cooperatively as members of a cohesive team.

HONORING OUR HERITAGE

We respect and remember our long history of caring for the diverse people in our community and region. We are committed to honoring this heritage by holding in the highest esteem our elders who came before us. We will focus on planning for our future so our elders can age in place, and maximize the potential that all patients may be served right here in the community.

QUALITY

Above all, we provide safe, high quality health care. We strive for excellence in everything we do, regardless of whether or not it is related directly to patient care. We hold ourselves accountable for this excellence. We embrace growth and change that comes with constantly improving ourselves. We focus on creating strong systems, and do not blame individuals for outcomes related to weak systems.

FISCAL RESPONSIBILITY

We believe in the prudent use of our resources. We deliver high quality services in a manner that is cost-effective while not compromising our services. Good stewardship of our finances benefits our community in the form of improvements and expansion of the services available.



Standards of Performance

To all who enter

We commit to provide fully informed quality healthcare which encompasses respect, dignity, compassion and confidentiality.

TEAMWORK

We commit to teamwork that is based on reliable, supportive and committed engagement with each other at all times and under all circumstances.

COMMUNICATION

We commit to conducting ourselves with integrity in an approachable, receptive and respectful manner in order to foster a positive work environment.

EDUCATION

We commit to encouraging all employees to reach their full potential through education and personal growth; our goal being to provide safe, efficient and quality healthcare.

ACCOUNTABILITY

We commit to honoring ourselves and our coworkers by being punctual, focused, prepared and responsive to provide professional patient centered care.

AT WILL STATUS OF EMPLOYMENT

Employment here is “at-will”. This means that at the sole discretion of either the employer or the employee, the employment relationship may be terminated at any time for any reason or no reason at all. No one in the facility other than the CEO has the authority to change the at-will nature of your employment.

EQUAL EMPLOYMENT OPPORTUNITY

Equal employment opportunity is granted to all qualified individuals without regard to race, color, religion, disability, sex, age, or national origin. Wrangell Medical Center will attempt to make reasonable accommodations for applicants and employees with disabilities.

RECRUITMENT

Prior approval from the Chief Executive Officer is required before establishing a new position or filling an existing position.

Any position that opens or is created at Wrangell Medical Center will be advertised for five working days. The position and its qualifications will be posted publicly in the staff dining room, and on all standard door entrances into the Medical Center. The position may be advertised out of house concurrently with in-house posting.

Applicants will complete the application forms provided by Wrangell Medical Center. The written application will be reviewed by the supervisor. Upon review, the supervisor will select those applicants to interview, check references, and all other processing of the application. All employees will be required to have a drug and alcohol screen and a criminal background check performed prior to hire.

Successful applicants will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

Any present employee of WMC who is successful in being hired for a new position or promotion will be subject to a six-month probation period with the exception that all present benefits will continue. The date of promotion to a new position will become the anniversary date of the employee for annual step increases.

BACKGROUND CHECKS

Wrangell Medical Center will conduct background screening checks on all new employees in accordance with the State of Alaska Department of Health and Social Services regulations. The background check will be processed through the Alaska Background Check Program. A background check will be done prior to employment at Wrangell Medical Center. Any offer of employment at Wrangell Medical Center is contingent on the successful completion of the background check. The Alaska Background Check Program also requires current employees to have their background check clearance renewed every six years. Employees will be notified when they are required to have their background check renewed. Wrangell Medical Center will pay for all costs of the background check screening. If a barrier crime is committed while you are employed by Wrangell Medical Center, the State of Alaska may revoke your clearance for employment. If an employee's background check clearance is revoked, Wrangell Medical Center must comply with the findings of the Background Check Unit.

CLASSIFICATION OF EMPLOYMENT

For the purposes of administration and eligibility for overtime compensation and benefits, Wrangell Medical Center has classified its employees as follows:

- **REGULAR EMPLOYEES:** Those employees who are hired to work at least 20 hours per week on a regular basis. These employees may be exempt or non-exempt.

Non-exempt employees are those employees whose compensation is based on an hourly wage rate. Non-exempt employees will be paid overtime at the rate of time and one-half their regular rate of pay for all hours worked beyond forty (40) hours in a work week.

Exempt employees are appointed by the CEO and are paid on a straight 40 hours per week basis. An exempt employee is not eligible for overtime pay or shift differential.

- **PRN EMPLOYEES:** Those scheduled on an "as needed" basis. These employees receive none of the regular employee benefits. Monetary compensation will be at the proper grade and step for the position, plus ten percent. PRN employees will not be eligible for PTO accrual, holiday pay, group health insurance, life insurance, employee discount, step raises, or the retirement plan. Supervisors will determine the need for PRN employees in their departments.
- **CONTRACT EMPLOYEES:** Contract employees= pay terms are negotiable.

COMPENSATION

The compensation plan of Wrangell Medical Center is established by assigning each job classification a salary grade which reflects the knowledge, skills and abilities needed to fill that position. Each employee will be compensated based upon the salary grade that is assigned to his or her position. The compensation plan establishes a salary range within each job. It is designed to provide for annual step increases to an employee as a reward for their increased value to the Medical Center.

New employees will be hired at the proper grade established for the position, and at a step depending on experience, but not to exceed the median step on the established pay grid.

ORIENTATION

All employees shall be appropriately oriented to the facility, to their departments, and to the duties of their job positions upon hire. All employees will be provided with a copy of their current job description and personnel policies. It is the responsibility of the supervisor to notify the Personnel department of a new hire.

Each employee shall be provided with a facility orientation checklist. This checklist must be completed and signed by the employee by the end of a two-week period. The checklist shall then be returned to the supervisor for placement in the employee's personnel file.

The supervisor is responsible for providing adequate employee orientation within their department. A signed checklist for department orientation will be placed in the personnel file.

Contract employees and students will be oriented in specific departments as appropriate. Contract employees must complete a contract employee orientation form.

Following a break in service of 12 months or more or at the discretion of the supervisor, an employee will be reoriented.

PROBATIONARY PERIOD

The first six calendar months of employment are considered probationary. The probationary period is designed so that the new employee may determine whether or not he/she is satisfied with his/her position and the supervisor may decide whether or not a new employee is satisfactorily performing his/her duties. The supervisor may extend the probationary period with the approval of the CEO. Any employee may be requested to leave for any reason, whatsoever, at the close of, or any time during, the probationary period.

PERSONNEL FILES

A personnel file will be kept for each employee of Wrangell Medical Center. The personnel file will contain his/her application for employment, hiring records, federal tax forms, salary records, job performance evaluations, current certifications, correspondence relating to the employee, reprimands and other disciplinary actions. Employee health records are maintained in a separate file by the Employee Health coordinator. Records of continuing education are maintained by the In-service Coordinator.

For the purpose of maintaining complete and accurate personnel files, employees are required to report any changes in their personal status to the Personnel department. This information should include:

- Change of address or telephone number
- Any change affecting your tax withholding status
- Legal change of name
- Changes that would affect your insurance or retirement benefits

Personnel files are the property of Wrangell Medical Center, and access to the information they contain is restricted. Generally, only supervisors and management personnel of the medical center who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Personnel department. With reasonable advance notice, employees may review their own personnel files in the Personnel department office. The examination of the personnel file will be supervised and will be scheduled during regular office hours. If an employee requests a photocopy of the contents of her or her personnel file, the request must be made in writing.

JOB DESCRIPTION

Upon application, each employee will receive a written job description which describes the following:

- Qualifications necessary for the position
- Essential functions of the position
- Job classification
- Brief description of responsibilities and duties
- Title of immediate supervisor

Any job description distributed by Wrangell Medical Center is not inclusive of all duties that the employee will be required to perform. The employer expressly reserves the right to change the responsibilities and duties at its sole discretion. Upon hire, the job description will be signed by the employee to indicate acceptance and knowledge of the responsibilities of the position. The signed job description will be placed in the employee's personnel file.

LICENSURE AND CERTIFICATION

Those employees required by law, regulation or Wrangell Medical Center to be licensed or certified shall have the appropriate license or certification, and shall maintain such license in force during employment. Failure to acquire or maintain a required license or certification may result in suspension or termination.

PERFORMANCE EVALUATIONS

Performance evaluations for each job title will be at six (6) months, and one (1) year, and annually thereafter. The purpose of the employee evaluation is to take a personal inventory, to pin-point weaknesses and strengths, and to outline and agree upon a practical improvement program. The evaluations will provide a history of development and progress. Additional evaluations may be performed at any time. Employee evaluations will be in writing, signed by the supervisor and the employee and become part of the permanent personnel file. Employees may request a copy of the evaluation from their supervisor.

Supervisors and the executive team will be notified in writing of all evaluations that have not been completed in the past calendar year.

CONFIDENTIALITY

Employees have access to a wide range of confidential information. “Confidential information” is information which is not generally known and which the employee obtained solely as a result of his or her employment. It includes, but is not limited to, written records, lists, and any information pertaining to patients. Employees should only share or discuss confidential information with other employees on a need to know basis. It is not information which should be gossiped about or discussed with any other employees who do not have a need to be aware of that information. Employees should never discuss confidential information with anyone outside of the facility. As a condition of employment, employees must sign a confidentiality agreement. That agreement is a legally binding document in which employees acknowledge their obligation to maintain and protect the confidential information of Wrangell Medical Center.

Any breach in confidentiality should be reported to the employee’s supervisor. The supervisor must file an incident report with the Quality Director and place a statement of the incident in the employee’s personnel file.

Information to press and radio is restricted; do not give information to these sources unless you have been designated to do so by the CEO. If at any time an employee has any questions concerning what is or is not confidential and what their duties are with regard to confidential information, they should not hesitate to discuss those questions with their immediate supervisor.

MEETINGS AND IN-SERVICES

All necessary training required by the employer or any state, federal or local agency must be completed by all employees. Documentation of attendance at training will be kept by the In-Service department. Direct patient care personnel are required to take CPR.

EMERGENCY PREPAREDNESS PLAN

Employees are expected to review the Emergency Preparedness Plan, as established by the Medical Center. Emergency Preparedness Drills are held periodically. Employees present at the facility, for any reason, are expected to participate in Fire Drills. All employees are expected to participate in mandatory Emergency Preparedness Drills. Copies of the Emergency Preparedness Plan are available in all departments.

WORK SCHEDULES

Personnel in the nursing, dietary, housekeeping, maintenance, laundry and lab departments may be scheduled to work shifts. Employees are responsible for working the assigned posted schedule. If an employee voluntarily trades a shift after the schedule is posted, it is the scheduled employee's responsibility to find a replacement for that shift. The trade in shifts cannot result in overtime for either employee without the prior approval of the supervisor. Employees working evening shift and night shift will be eligible for shift differential pay.

SHIFT DIFFERENTIAL

Personnel in departments that regularly schedule two or more shifts per day will be eligible for shift differential. Normally, the evening shift is scheduled from 4:00 p.m to 12:00 midnight and night shift is scheduled from midnight to 8:00 a.m.

Employees working within two (2) shift differential periods shall be paid the respective differential rate for hours worked within each period. Differential is paid only for hours worked. Paid time off, call back time, sick time, education time, and other non-worked benefit time do not qualify for differential pay.

OVERTIME PAY

All hourly employees who are scheduled up to twelve (12) hours or less, shall be paid at time and a half for all hours worked in excess of:

- Eight (8) to twelve (12) hours in any workday
- Eight (8) to twelve (12) consecutive hours on any shift
- Forty (40) hours in a seven (7) day work period

All overtime will be computed to the nearest quarter (1/4) hour.

MEAL PERIOD

The meal period will be at least a 30-minute non-paid break to be scheduled where possible in the middle of each shift scheduled over six hours. The meal period should be taken. The omission is no basis for leaving work early.

A dining room is available for staff to take breaks and eat meals. Staff members are responsible for keeping dining room clean and neat after use.

REST PERIOD

A paid rest period of 15 minutes is allowed for each four hours worked. Rest periods should be taken. Their omission is no basis for leaving work early, nor qualifying for overtime.

ON CALL & CALLBACK

Designated employees are scheduled to take call and will do so as a requirement for employment. During call time, employees will abstain from any consumption of alcohol or the use of drugs. Violations of this policy will be subject to disciplinary procedures at the discretion of the supervisor. Employees who are onBcall will be responsible for being able to be reached by Wrangell Medical Center and available to report for work at all times. On-call pay continues when called in. This is in addition to the call back pay.

Employees will be guaranteed a minimum of 1 hour pay when called back to work. Call back pay is 12 times employee's regular rate of pay.

TIME CLOCK

All employees are expected to be at their work areas ready and able to start work at the scheduled time and are expected to remain in their work areas until their scheduled quitting time. A time clock is provided for employees to keep an accurate record of attendance, time worked and leave taken for pay purposes. It is the employee=s responsibility to clock in at the beginning of his/her shift and out at the end of the shift. Employees are not required to punch out and back in at lunch time C a lunch break will be automatically deducted. Employees should not clock in over 7 minutes before the beginning of the shift or more than 7 minutes after the shift ends. Employees working in multiple departments need to clock in to the appropriate department. It is the employee=s responsibility to report any problems he/she may have clocking in or clocking out, or any exceptions to pay that need to be reported by completing a Payroll Exceptions form. Call Pay, In-service time and PTO may also be recorded on the time clock. Supervisors will review their employee's time and attendance and sign a Supervisor Review form at the end of the pay period. The signed Review form must be turned in to the Payroll Department by noon on the Monday of the week of payday. Any time not recorded or any problems not reported by this time will be paid or adjusted on the next regular pay period.

TIME STUDIES

Time Studies are mandatory and must be done one week of every month for salary allocation on the Medicare cost report. These studies must be on rotating weeks. The personnel affected are the Nursing staff, Physical Therapy and Activities.

PAY DAY

Employees are paid on a bi-weekly basis every other Friday. Direct deposit of funds is available to either a savings or checking account at the employee's bank of choice. To activate direct deposit, a Direct Deposit Authorization form must be completed and returned to the Personnel department. Wrangell Medical Center employees are eligible for membership in the Alaska USA Federal Credit Union. See the Personnel department for membership application.

Any paycheck or direct deposit voucher not picked up by 5:00 pm on pay day will be mailed to the employee.

There will be no employee advances between pay days.

TRAVEL AND MEALS

An employee must fill out a Personnel Action Form for any employee travel. Travel funds must be approved in advance by the supervisor and the CEO. The Medical Center will pay the employee=s regular salary while they are attending education or business meetings. Travel and Education pay will not exceed 8 hours per day.

Airline tickets should be charged to the hospital. Registration fees, meal per diem and lodging expenses may be obtained in advance, if the employee wishes. Airline and lodging reservations should be made through the Administrative Assistant. Receipts for expenses must be returned to the Accounts Payable department within 30 days of travel.

A meal per diem allowance is paid for any out of town travel resulting in an overnight stay. One day of meal per diem will be given for each night the employee is out of town.

Rental cars must be charged to employee=s own credit card and the receipt turned in to Accounts Payable for reimbursement. Employees may be asked to present a written or oral report on information learned while traveling at the Medical Center=s expense.

ATTENDANCE POLICY

Wrangell Medical Center (WMC) encourages excellent attendance and punctuality by all employees. While there are sometimes legitimate reasons for employees to be absent or late on occasion, excessive absenteeism and lateness impacts other employees and impedes the WMC's progress toward meeting its goals. Excessive absenteeism and lateness are not acceptable behaviors, and employees will be counseled when their absence record is excessive. Should an employee be unable to correct the excessive absence or lateness, corrective action up to and including discharge may be taken.

Notification of Absence: Employees who must be absent or late are required to notify their supervisor or his/her designee, who will be responsible for notifying the manager/supervisor of the absence or tardiness as soon as possible. The manager/supervisor should designate an individual to be notified during times when they cannot be reached.

Employees requesting leave under one of our specific leave policies (FMLA, Earned Time, Military Leave, etc.) must follow the notification and approval procedures contained in that leave policy. Attendance expectations are administered within the requirement of applicable leave laws. Certain absences such as Family and Medical Leave (FMLA) and approved disability accommodations generally do not count as unscheduled absences under this policy.

Employees who fail to properly report their absence within three consecutive scheduled working days are considered to have voluntarily terminated their employment. Improper notification or failure to notify of absence will be considered just cause for corrective disciplinary action and may affect some clinical licenses.

Reducing Absenteeism by Disciplinary/Corrective Action: Excessive absenteeism, excessive lateness, or improper notification are correctable infractions; as such, the appropriate pattern for correcting is verbal counseling, written warning, final written warning with corrective probation, and termination. In applying corrective action to excessive absenteeism, the following guidelines should be used:

- An "occurrence" approach should be adopted. "Occurrence" means one (1) or more consecutive days of unscheduled absence. If an employee misses work due to an illness for one or multiple consecutive work days, this will be considered as one occurrence. Consecutive absences, however, for different reasons will be treated as separate occurrences. For example, an employee who is sick on one day, and then who fails to show up to work the next day due to a car problem, would have two absenteeism occurrences under this policy. Any absenteeism from a scheduled workday or tardiness greater than an hour that has not been pre-approved with the department supervisor/manager is generally considered an absenteeism occurrence. Please make note that the provision of the physician's note does not prevent the absence from constituting an absenteeism occurrence under this policy.
- When applying corrective action to an employee for absenteeism, it is important to explore the reasons for the absences at the first stage, during verbal counseling. For

example, if the employee's absences are due to a legitimate reason not the fault of the employee, it may not be appropriate to discipline the employee.

- In cases where formal corrective action is being taken with an employee for excessive absence, it is appropriate to deny the last minute request for personal time off (not including Paid Time off (PTO) for illness or emergency) until the employee's attendance complies with departmental averages.
- If an employee's absence continues to be excessive, after application of formal corrective action, it is appropriate for a supervisor to have the employee verify their reasons for continued absence or lateness, e.g., doctor's certification.
- All employee absenteeism must be handled consistently, and within the definitions provided in this policy. Employee attendance records should be reviewed with the employee, at least annually, during the employee's performance appraisal.

Administrative Guidelines: Supervisors are responsible for maintaining accurate attendance records for employees under their direction. Records must document the reasons for the employee's absence/lateness. An employee's record of attendance should be documented and shared with the employee on an annual basis.

DEFINITIONS:

"Absenteeism" is generally defined as the failure of employees to report on the job for normally scheduled work hours; absenteeism does not include time-off scheduled in advance.

The term *"Excessive Absenteeism"* occurs when one or more of the following exists with regard to an employee's absenteeism:

- Absences are exceeding PTO time accrued.
- Absences are developing a "pattern"; e.g., employee calls in sick every Friday or Monday, to extend weekend, etc.
- Rate of employee absenteeism is exceeding average departmental and/or hospital absenteeism rates.
- When an employee's absence or lateness begins approaching or reaches an excessive stage, it is required that the reasons for lateness/absence be documented by the manager.

"Lateness" occurs when an employee is not at their workstation and ready for work at the start of assigned shift or when returning from meals or breaks.

The term *"Excessive Lateness"* is defined as lateness that exceeds an average of **three late** start times per month or three late returns from meals and breaks per month.

LEAVES OF ABSENCE

FAMILY MEDICAL LEAVE ACT

Those regular employees who have worked (hours include in-service, holidays and PTO) at least 1250 hours in the previous 12 month period prior to the requested time off are entitled to take up to 12 work weeks of leave during a 12 month period. The determination of eligibility for the Family and Medical Leave Act is made at the time that the employee's leave would begin. Request for leave will be made in writing at least 30 days in advance when possible. It is the supervisor's responsibility to notify the personnel department in the event of an emergency medical leave situation.

The appropriate instances for this leave are:

- The birth of a son or daughter and to care for the newborn child
- The placement with the employee of a son or daughter by adoption or foster care
- The need to care for the employee's spouse, son, daughter or parent with a serious health condition
- A serious health condition that makes the employee unable to perform the functions of the employee's job

Leave taken under this act will run after all PTO, and sick time has been used. Your health coverage, along with the coverage of any spouse or dependents will be maintained at the same rate, as coverage would have been provided had the employee not taken leave. Any share of the health insurance premiums which has been paid by the employee prior to family medical leave will continue to be paid by the employee during the family medical leave period. Payment would be due at the same time as it would be made if by payroll deduction unless another payment schedule is agreed to between the employee and the Medical Center.

Upon return from family medical leave an employee is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. The anniversary date of the employee will be adjusted by the length of the leave of absence.

If an employee decides not to return to work following FMLA leave and you fail to provide your supervisor with advance notice, you will be considered to have voluntarily resigned.

It is Wrangell Medical Center's intent to fully comply with the Family Medical Leave Act. The actual federal regulation will govern any questions arising under this policy. This is intended as a general summary of Wrangell Medical Center's compliance with FMLA.

NON - FAMILY MEDICAL LEAVE POLICY

For special, personal or urgent reasons, an employee employed one year or more may apply for a leave of absence without pay up to 120 consecutive calendar day's duration. A leave of absence must be requested in writing on the Leave of Absence Request Form and submitted to your supervisor as far in advance as possible. The request must state the reasons for the leave and the amount of time requested. The supervisor will give consideration to the circumstances of each application and shall have the right to determine whether or not the leave shall be granted and the duration. A major consideration in granting or denying a requested leave of absence for other than medical related conditions, or those conditions covered under the Family Medical Leave Act, will be the ability of the Medical Center to provide adequate coverage without extra cost. All accumulated PTO hours will be used prior to the granting of leave of absence without pay. Benefits will not accrue during a leave of absence without pay. The employee will be responsible for the entire expense of continued health insurance coverage (COBRA) during personal leave. The employee must pay the entire premium at the regularly scheduled payment date. Failure to make timely payments will result in termination of benefits. Approval of a leave of absence without pay does not guarantee employment at the Medical Center at the end of the leave. Upon returning from a leave of absence, the anniversary date of the employee will be adjusted by the length of the leave. All benefits will resume immediately upon return to work from a leave of absence. Leave may be extended with CEO approval. If an employee decides not to return to work following personal leave and you fail to provide your supervisor with advance notice, you will be considered to have voluntarily resigned.

MILITARY LEAVE POLICY

Wrangell Medical Center will comply with its obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA). The Act applies to persons who perform duty, voluntarily or involuntarily, in the "uniformed services." These services include the Army, Navy, Marine Corps, Air Force, Coast Guard and Public Health Service Commissioned Corps, including their reserve components.

PAID TIME OFF

Employees requesting Paid Time Off (PTO) will fill out a Personnel Action Form for scheduling purposes. A personnel action form must be filled out for any time off the job which will be claimed for pay, with the exception of regular holidays. This form will be filled out in advance when requesting vacation, leave, travel and education. Employees are responsible for managing their PTO balances.

All employees accrue Paid Time Off for purposes of vacation and sick leave. Employees in temporary or PRN status do not accrue Paid Time Off.

Rate of Accrual:

The rate of accrual shall be based upon the total number of hours worked during a pay period, and your accrual rate for length of service.

X	0-1 years	.084616 per hour worked	
		6.77 maximum accrual per pay period	176 Hrs.
X	1-4 years	.103847 per hour worked	
		8.31 maximum accrual	216 Hrs.
X	4-9 years	.123077 per hour worked	
		9.85 maximum accrual	256 Hrs.
X	9 + years	.142308 per hour worked	
		11.38 maximum accrual	296 Hrs.

Paid Time Off Pay:

PTO shall be paid at the employee's base rate of pay and will be figured into that pay period during which the leave was taken. PTO used for leave from work will be used at least at the rate an employee is normally scheduled to work, which has been determined by your supervisor. No regular employee shall have a negative PTO balance.

Accumulation:

PTO accrued, but not used, shall accumulate from pay period to pay period to a maximum of 500 hours. Anything beyond this cap will periodically be paid in cash.

Conversion to Cash:

Employees may request a cash payment of hours accumulated in their PTO banks on a quarterly basis. Any conversions over four in one year must be approved by the CEO. PTO shall be paid at 100% of the employee's base rate. Cash conversions are subject to normal payroll withholdings. Requests for conversion to cash will be paid with the regular payday.

Required Time Off:

All employees regularly scheduled for full-time will be required to take ten days off during the calendar year. Employees regularly scheduled for part-time will be required to take off five days

during the calendar year. Supervisors will be notified in October of those who need to schedule vacation.

Scheduling:

Employees shall present written requests for Paid Time Off at least four (4) weeks in advance. PTO is subject to supervisor approval, and will be granted according to the convenience of the Medical Center.

Extended PTO (more than four (4) weeks) must be submitted for approval at least eight (8) weeks in advance.

Illness:

Employees who must be absent or late are required to notify their supervisor or his/her designee, who will be responsible for notifying the supervisor of the absence or tardiness as soon as possible. The supervisor should designate an individual to be notified during times when they cannot be reached. Employees will be required to use PTO for scheduled shifts missed due to illness.

Payment on Termination:

An employee shall be paid upon termination for all PTO accumulated but not used. PTO shall be paid at 100% of the employee's base rate.

HOLIDAYS

The following days are approved holidays:

- < New Year's Day
- < President's Day*
- < Seward's Day*
- < Memorial Day
- < Independence Day
- < Labor Day
- < Alaska Day*
- < Veteran's Day*
- < Thanksgiving
- < Christmas

Holidays designated with an asterisk (*) are considered minor holidays. Departments will need to schedule staff for these holidays as determined by the supervisor.

You must be paid for at least 40 hours in the pay period, which contains the holiday to be eligible for holiday pay. Paid hours will consist of regular hours worked, PTO, Sick Time, In-service Time, Jury Duty, or Bereavement pay.

Regular employees are entitled to holiday pay in proportion to the number of hours paid in the holiday pay period:

- Less than 40 hours: 0 hours holiday pay
- 40 C 44 hours paid: 4 hours holiday pay
- 45 C 49 hours paid: 5 hours holiday pay
- 50 C 59 hours paid: 6 hours holiday pay
- 60 C 69 hours paid: 7 hours holiday pay
- 70 C up hours paid: 8 hours holiday pay

Holiday pay will be paid in the pay period, which contains the holiday for all regular and exempt employees. Exempt employees will not be paid extra for working on a holiday. Holiday time will not be added to your PTO balance.

BEREAVEMENT LEAVE

Scheduled employees, with approval of the CEO, will be granted a leave with pay of 40 hours for regular employees in the event of a death in the immediate family. The Supervisor must be notified and the bereavement leave must be requested immediately. Immediate family is defined as *parents, parents-in-law, spouse, children, grandchildren, grandparents, brothers, sisters, and domestic partners*.

JURY DUTY

Employees must notify their supervisor when they are notified that they are on call for jury duty. Also, please notify your supervisor when you have been released from the courthouse.

Employees, who are called to serve on Jury Duty, will be compensated by the Medical Center for his/her regular pay for the regularly scheduled time missed.

LOW CENSUS DAYS

When more personnel are scheduled than required because of intermittent low patient census, a low census period may be given to employees who request it, or it may be assigned to employees if there are no requests. Assignment will depend upon the particular needs of the Medical Center for that period; however, every effort will be made to equitably rotate such periods where feasible.

A low census period is a period without regular pay, but one for which benefits are accrued for all regular employees. Employees may elect to use PTO for low census periods.

A low census period must be assigned at least one hour before the scheduled shift, unless the supervisor and staff member agree to a lesser time period. Low census hours must be authorized by the supervisor in writing.

Low census periods do not contribute to overtime calculations.

Low Census Periods must be designated by the CEO. The CEO will designate a beginning and ending date for low census periods.

PERSONAL APPEARANCE

Employees are expected to maintain high standards of neatness, cleanliness and personal hygiene. All employees should arrive for work in modest, neat and clean clothing appropriate for work. Wrangell Medical Center is an important part of our community and our employee's attire should be reflective of our professional commitment to those we serve. Our appearance should not distract from our professionalism individually or collectively, and should not be distracting or offensive.

Clothing must be clean, safe, non-wrinkled, in good repair and sized appropriately (no wrinkled, torn or revealing apparel) with no slogans, or inappropriate pictures/graphics. No sweatshirts, bare midriffs, low rider jeans or tank tops can be worn. Wrangell Medical Center and Wrangell Medical Center Foundation logo attire is acceptable. Specific uniform requirements may apply depending upon your position. These will be documented in each department and communicated to all staff within that department. Any change to department dress code must have prior administrative approval.

All employees must wear a facility issued photo identification badge. This must be worn in a visible location above the waist at all times. The Personnel department will issue these upon hire. Duplicate identification badges may be obtained from the Personnel department.

Cosmetics, colognes and fragrances must be kept to a minimum so as to prevent discomfort or allergic reactions from co-workers and patients. These include, but are not limited to, heavy cologne, perfume, or after shave lotions.

Body piercings and jewelry must be conservative in nature and should not compromise health, sanitation or safety. Tattoos should not be perceived as offensive to patients, visitors or other staff. Employees will be asked to cover any visible tattoos which are determined to be offensive and remove any excessive body piercings or jewelry at the discretion of the employee's immediate supervisor.

Footwear should be appropriate and safe for each employee's daily work activities. For reasons of safety and infection control, no open toe shoes, thong type footwear or any type of shoes with openings are allowed in clinical areas.

Supervisors are responsible for enforcing dress codes. Employees are responsible to know and follow the hospital and departmental dress codes. If any employee reports to work improperly dressed or groomed, the supervisor will instruct the employee to obtain a pair of scrubs, shower if necessary and return to their shift, or be asked to return home to change into appropriate attire. The employee will not be compensated during such time away from work. Repeated violations may result in disciplinary action.

FRAGRANCE POLICY

In order to ensure the comfort and safety of our staff, visitors and patients, no strong odors are allowed to be worn. Staff members are asked to refrain from using cologne, hairspray, perfume, aftershave lotion or scented lotions in the facility. If any employee reports to work wearing a strong fragrance, the supervisor will instruct the employee to shower if necessary and return to their shift, or be asked to return home. The employee will not be compensated during such time away from work. Repeated violations may result in disciplinary action.

SMOKE-FREE WORKPLACE

In order to provide a smoke-free workplace, smoking is allowed in designated areas only. Employees may smoke during his/her break times and meal periods only. The designated staff smoking area is at the back of the covered area where the LTC van is parked. Containers will be provided for the extinguishing and disposal of smoking materials. Smoking is not allowed in WMC vehicles.

PARKING

There is available parking for employees in the parking lots, except that lot adjacent to the clinic. No employee parking is allowed on the street from the first driveway of the Medical Center entrance to the driveway of the clinic parking lot. The parking in front of the ER is to be kept free for patients, visitors, and family.

USE OF PERSONAL TECHNOLOGY

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for use of personal technology in the work place. The term “personal technology” refers to portable or stationary devices/resources personally owned by anyone covered by the scope of this policy and includes, but is not limited to desktops, laptops, notebooks, palmtops, handhelds, portable digital assistants (PDA), smart tablets, iPods, thumb drives, USB keys, flash memory, portable storage devices, BlackBerries, smart phones, and any other computer or media.

Wrangell Medical Center supports a healthy balance between work and personal life and understands the need for staff members to occasionally connect with their personal life while at work. We expect staff to act in a way that lives out our Mission, Vision and Values and our Standards of Performance when considering use of personal technology in the work environment. Therefore, during work hours, staff should limit their use of personally-owned technology to break times, except in cases of emergency. Use of personal technology in patient care areas should be limited to activities authorized by Wrangell Medical Center.

The use of personal technology should not interfere with an employee’s work performance or direct patient or resident care and should otherwise be in accordance with all other applicable Wrangell Medical Center and/or department policies or procedures.

PERSONAL TECHNOLOGY BEHAVIORAL EXPECTATIONS:

- No device with earphones will be allowed to be used in the facility.
- Ringers/alerts on personal technology should be silenced during working time and in patient care areas, unless authorized by WMC administration.
- Even in circumstances where personal technology use is permitted at work, the viewing of sexually explicit or offensive material, or any material that is contrary to Wrangell Medical Center’s Mission, Vision and Values and our Standards of Performance is strictly prohibited.
- To protect the privacy of our patients, no photographs or video, audio or voice recordings may be made that contain any protected patient information, in adherence with HIPAA and applicable state health information privacy laws and to be consistent with Wrangell Medical Center policies.

- Electronic messages on personal technology (for example emails or text messages), even those that have been deleted, are typically discoverable in legal proceedings to the same extent as hard copies. By transmitting a message electronically, a user may be deemed to have waived certain personal privacy protections that would otherwise be available.
- Wrangell Medical Center is not liable for the loss or damage of personal technology brought into the workplace.
- Violations of this policy may result in corrective action, up to and including termination of employment.

USE OF WMC TECHNOLOGY

This policy applies to all Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members”.

The purpose of this policy is to establish guidelines for the use of e-mail, voice mail and Internet usage on equipment and devices provided by Wrangell Medical Center.

Staff members should have no expectation of privacy in e-mail or voice mail communication, whether to supervisors, co-workers, or others. Even if e-mail is deleted from the device, it is not deleted from the system. Internet activity may be monitored by Wrangell Medical Center administration and privileges may be changed or revoked at any time.

Use of e-mail, voice mail or Internet on Wrangell Medical Center equipment and devices should be in accordance with all applicable Wrangell Medical Center and/or department policies or procedures. Any device or equipment that is the property of Wrangell Medical Center must be surrendered immediately upon termination.

WRANGELL MEDICAL CENTER TECHNOLOGY EXPECTATIONS:

- All e-mail and voice mail are the property of Wrangell Medical Center. Wrangell Medical Center reserves the right to monitor the communications. E-mail should be restricted to Wrangell Medical Center business use.
- Wrangell Medical Center reserves the right to determine, at the sole discretion of Wrangell Medical Center administration, what constitutes permissible use of e-mail in the event of a dispute.
- Internet access is provided for Wrangell Medical Center business use. Internet users have a responsibility to use the Internet appropriately in conducting the business of Wrangell Medical Center. Misuse of the Internet can result in disciplinary action, including termination. Some examples of behavior that could result in disciplinary action are:
 - Illegally downloading electronic files, including those that may be copyrighted.
 - Downloading, transmission and possession of pornographic, profane or sexually explicit material.
 - Sending threatening messages/files.
 - Sending racial, ethnic, religious, sexually harassing or offensive message/files.
 - Sending chain letters through e-mail.
 - Attempting to access any computer system without proper authorization.
 - Sending or posting confidential information.
 - Using company time or resources for personal gain.

SOCIAL MEDIA

All Wrangell Medical Center staff members including employees, medical staff, volunteers, students, and contractors working onsite; all hereafter referred to as “staff” or “staff members” will be expected to follow the established policy regarding the appropriate use of social media for business and personal reasons.

Wrangell Medical Center recognizes that social media has changed the way people communicate and that this form of communication will continue to evolve in the future. For those in the health care field, our responsibility to our patients means special caution is necessary in maintaining a separation of personal and professional life. While Wrangell Medical Center has no desire to restrict our staffs’ ability to have an online presence, staff are expected to be mindful of our Mission, Vision and Values and our Standards of Performance in how they present themselves and represent this organization when using or accessing social media sites. Staff members are the ambassadors for Wrangell Medical Center in our community and should use good judgment and sound ethics when posting to social media sites.

Social media can take many different forms including, but not limited to: internet forums, chat rooms, blogs and micro-blogs, online profiles, wikis, podcasts, pictures, videos, instant messaging, music-sharing and voice over IP. Whether posting for business or personal reasons, staff members are prohibited from posting confidential patient or Wrangell Medical Center confidential or proprietary information unless it is within the course and scope of their position. Additionally, staff members are expected to keep their focus on work and refrain from utilizing social media during work hours, with the exception of approved business-related activities. Nothing in this policy is intended to prohibit activities protected by law such as union organizing, whistleblower protection or other protected concerted employee activity.

If a posting includes information that could directly or indirectly identify a Wrangell Medical Center patient or resident, even if the patient or resident is not identified by name, it could violate Wrangell Medical Center policy and state and federal law.

SOCIAL MEDIA BEHAVIORAL EXPECTATIONS: Whether you are posting for business or personal reasons, the following are expected of all staff members:

- Always act consistently with Wrangell Medical Center Mission, Vision & Values and our Standards of Performance.
- Know and follow laws, regulations and Wrangell Medical Center policies regarding privacy and confidentiality at all times.
- Always be aware that written messages are, or can become, public. The Internet is immediate and nothing posted is ever truly private or anonymous.
- If a staff member sees unfavorable opinions, negative comments or criticism about Wrangell Medical Center on a social media site, he or she should not attempt to rebut it

nor have it removed as that may escalate the situation. Instead, he or she should forward the information to the CEO.

- Any staff member who believes they have been the target of harassment through another staff member's social media activity should report the incident to their supervisor. Abusive or harassing behavior violates Wrangell Medical Center's policy and is subject to disciplinary action.
- Any unauthorized information posted on a social media site that discloses confidential or proprietary Wrangell Medical Center information or implies official Wrangell Medical Center opinion violates Wrangell Medical Center policy and may be used as grounds for discipline, up to and including termination, even if the action was on personal time and equipment.
- A suspected Breach of Confidentiality will be dealt with according to Wrangell Medical Center's Confidentiality policy.
- Wrangell Medical Center administration has the right to view, monitor and request removal of any posting on a social media site that does not meet the requirements of this policy.

Personal Social Media Activity: The majority of social media sites on the Wrangell Medical Center network are blocked. This section pertains to staff members' personal social media use not related to their work, position or responsibilities at Wrangell Medical Center. If a staff member's personal posting includes comments on any aspect of Wrangell Medical Center's business, they must reveal their relationship and include a disclaimer stating: *"The opinions expressed in this post are my own and do not represent the views of Wrangell Medical Center."* Staff members should not use their Wrangell Medical Center e-mail address or include any reference to Wrangell Medical Center in their personal username when posting online.

Social Media Activity for Business Purposes: Business social media activity refers to developing, writing, and posting content for social media sites within the staff members' job duties for Wrangell Medical Center.

- Any media release must be approved by the Wrangell Medical Center CEO.
- When you post or comment on social media, always state your name or be speaking as a representative of Wrangell Medical Center.
- Always act consistently with Wrangell Medical Center's Mission, Vision, Values and our Standards of Performance. You are accountable for what you write, produce or record. Participation in social media within a staff member's role at Wrangell Medical Center must be taken seriously.
- Be a leader. Frame what you write to invite differing points of view. Refrain from denigrating our competitors or any other businesses or individuals. Once the words or other material are out there, you cannot get them back.
- Reply to comments quickly when a response is appropriate.
- Requests for staff member references must be processed through Human Resources only.
- Stick to posting Wrangell Medical Center materials and information. Do not share third party copyrighted publications, logos or other trademarked images. If you do use

someone else's material, give them credit. In some cases, you may also need their written permission.

- Write what you know. Write and post about your area of expertise, especially as it relates to Wrangell Medical Center or health/medical care. Write in the first person. Talk to your readers as you would talk to people in professional conversations. Consider content that invites response and encourages comments.
- Quality matters. Use a spell-checker. You must make an effort to be clear, complete and concise. There are very few first drafts that cannot be shortened and improved.

Use of Wrangell Medical Center Resources and Relationship: Staff may not link their personal websites or blogs to Wrangell Medical Center's internal or external web site.

- Staff members should not be in the position of endorsing anything on behalf of Wrangell Medical Center without prior approval.
- Wrangell Medical Center, as an entity of the City and Borough of Wrangell, cannot support or endorse candidates for office. Support or opposition to legislation on behalf of Wrangell Medical Center is limited to authorized personnel.

MEDIA RELEASES

Only authorized spokespersons may give information to the media. If a contact is made by the media directly to an unauthorized staff person, the staff should require the name of the visitor/caller, the telephone number where the person can be reached and the name of the media represented. The employee must inform the visitor/caller that the employer's spokesperson will return the call or make arrangements to meet with them at an alternate site or time. The employee shall advise the employer of any such call or visit at once. Staff should never release the home telephone number of any other staff member, including the supervisory staff. No member of the press should be allowed in the patient care areas without the approval of Wrangell Medical Center.

NEPOTISM

The employment of a relative of a current employee is permitted by Wrangell Medical Center as long as qualifications for the position are met and, in the opinion of the Medical Center, employing the relative will not create an actual or perceived conflict of interest. Supervisors who seek to hire, transfer or promote any relative (as defined below) must obtain prior written approval from the CEO.

Relative defined: Relatives includes a spouse, parent, parent-in-law, child, grandparent, grandchild, sister/brother, sister/brother-in-law, aunt/uncle, niece/nephew and any individual with who an employee has a personal relationship.

Personal relationships may create an actual or perceived conflict of interest, and/or create the risk of sexual harassment/hostile work environment related claims. A personal relationship includes, but is not limited to a romantic or intimate social relationship. Thus, a supervisor may not hire, promote or directly supervise any person with whom they have a personal relationship, nor may they engage in any personal relationships with their subordinates.

An employee must notify his/her supervisor if his or her relationship to another employee changes to fit the definition of “relative” above. If a personal relationship develops between a supervisor and subordinate, both employees are required to inform the CEO of the relationship.

Company Discretion: Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning and transferring relatives in a manner calculated to eliminate potential conflicts of interest or other employment complaints. To do this, the Executive Team will take action that is fair and equitable and that will remove any direct reporting or management relationship between employees who are defined as “relatives”.

Similarly, Wrangell Medical Center reserves the right to use its sole discretion in hiring, assigning or transferring employees who have personal relationships with co-workers. The Executive Team will take action that is fair and equitable to eliminate any direct reporting or management relationship between employees who are involved in a personal relationship.

Finally, Wrangell Medical Center may change the placement of relatives and individuals involved in a personal relationship regardless of whether there is a direct reporting or management relationship if the Executive Team determines that the personal relationship actually or potentially interferes with the employees’ job performance.

DISCRIMINATION & HARASSMENT

Wrangell Medical Center is committed to providing and promoting an atmosphere in which employees, non employees, and employee applicants can be assured of a workplace free of discrimination or harassment on the basis of sex, color, race, religion, national origin, age, disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. Harassment will not be tolerated, condoned or permitted. Such harassment or discrimination is in direct violation of federal and state law, and is inconsistent with Wrangell Medical Center=s policy on equal opportunity and its Standards of Performance.

Persons who knowingly engage in or instigate such discrimination or harassment will be subject to disciplinary actions which may lead to suspension or discharge. Additionally, managers and supervisors who knowingly permit discrimination or harassment activity to occur without further action will be subject to disciplinary action. Where such prohibited activity is perpetrated by a non-employee, Wrangell Medical Center will take available and appropriate disciplinary action which may include, by way of example, loss of contract.

Persons making frivolous or malicious accusations of discrimination or harassment may be subjected to disciplinary actions. This policy is not intended to restrict bonafide activities such as reprimands, disciplinary actions and employee performance evaluations which are clearly within the scope of a supervisor=s duties and responsibilities, and which serve a legitimate management purpose.

DEFINITIONS:

Discrimination: An act committed on the basis of prejudice or bias based on the sex, race, color, religion, national origin, age disability, marital status, changes in marital status, pregnancy, parenthood or sexual orientation. There are two types of discrimination: 1) **Overt** B conscious actions against individuals and 2) **Systemic** B a result of often normal and seemingly neutral practices throughout the employment. This act can be intentional or unintentional. The result of this act is that an individual or group is subject to unequal treatment or physical conduct.

Quid Pro Quo Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature by one in a position of power or influence constitutes Aquid pro quo sexual harassment@ when 1) submission by an individual is made either an explicit or implicit term or condition of employment or of academic standing, or 2) submission to or rejection of such conduct is used as the basis for employment decisions affecting that employee, non employee or employee applicant. As defined here, Aquid pro quo sexual harassment@ normally arises in the context of an authority relationship. This relationship may be direct as in the case of a supervisor and subordinate or it may be indirect when the harasser has the power to influence others who have authority over the victim.

Hostile Environment Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute a hostile environment sexual harassment when such conduct is directed toward an individual because of his or her gender and has the purpose or effect of 1) creating an intimidating, hostile, or offensive work or academic environment, or 2) unreasonably interfering with another's work performance. Generally, a single sexual joke, offensive epithet, or request for a date does not constitute hostile environment sexual harassment; however, being subjected to such jokes, epithets or requests repeatedly may constitute hostile environment sexual harassment.

In determining whether alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

GUIDELINES FOR IMPLEMENTATION:

Responsibility for Implementation: Overall responsibility for the administration of this policy is delegated to the CEO. All managers and supervisors within Wrangell Medical Center are responsible for taking immediate and appropriate corrective action where they have any knowledge of such prohibited practices.

Complaints: Complaints should be made within ninety (90) days of the last discriminatory incident. Employees believing they have been subjected to discrimination or harassment should contact a member of the Executive Team.

A complaint may be filed in writing and a copy given to a member of the Executive Team. Appropriate steps will be taken to investigate any reported incidents of sexual harassment and discrimination, in order to remedy the situation. Disciplinary action will be taken as warranted.

Any form of retaliation, reprisal or adverse action taken against an employee for complaining about, reporting, or cooperating in the investigation of such alleged discrimination or harassment is prohibited and will be dealt with severely. Such disciplinary action may include suspension or dismissal.

Dissemination of Policy: The policy is to be posted in the facility.

WORKPLACE VIOLENCE

Violence or threats of violence in the workplace will not be tolerated. If an employee engages in any violence in the workplace, or threatens violence in the workplace, the employee=s employment may be terminated immediately subject to the progressive discipline policy.

AViolence@ includes, but is not limited to, physically harming another, pushing, harassing, bullying, intimidating, coercing, brandishing weapons, or threatening or talking of engaging in those activities. It is the intent of this policy to ensure that everyone associated with WMC, including employees, patients, and residents, never feel threatened by any employee=s actions or conduct.

By nature, bullying is the repeated, unreasonable actions of an individual directed toward an employee intended to intimidate, and by doing so, can create a risk to the health and safety of an employee. Bullying includes behavior that intimidates, degrades, offends, or humiliates a worker often in front of others or on a social media site.

WORKPLACE SECURITY MEASURES:

In an effort to fulfill this commitment to a safe work environment for employees, patients and visitors, the following rules have been created. These are:

- X Access to WMC=s property is limited to those with a legitimate business interest.
- X All employees are furnished a name badge upon 1st day of employment and are required to wear it at all times while working.

WEAPONS PROHIBITED

WMC specifically prohibits the possession of weapons by any employee while on Medical Center property. Employees are prohibited from carrying a weapon while performing services for Wrangell Medical Center.

Weapons include guns, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any employee who violates this policy.

REPORTING VIOLENCE

Wrangell Medical Center is committed to trying to provide a safe working environment for its employees. It is every employee=s responsibility to prevent violence in the workplace. An

employee must immediately report to a supervisor what he or she sees or hears in the workplace that could indicate a co-worker may be in a potentially violent situation.

Any private conversations overheard or private messages received that constitute a threat against another individual will be reported to the proper authorities. These threats will also be used as the basis for disciplinary action, up to and including termination.

Employees are encouraged to report any incident that may involve a violation of WMC=s policies that are designed to provide a safe working environment. All complaints will be treated on a confidential basis to the extent possible. No disciplinary or retaliatory action will be taken against any employee filing a complaint in good faith.

All reports will be investigated by the supervisor and CEO and may be reported to the authorities as required by law.

WHISTLEBLOWER PROTECTION

If any employee reasonably believes that some policy, practice, or activity of Wrangell Medical Center is in violation of law, a written complaint must be filed by that employee with the CEO or the Board President.

It is the intent of WMC to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of Wrangell Medical Center and provides WMC with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

WMC will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of WMC or of another individual or entity with whom WMC has a business relationship, or on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

WMC will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Wrangell Medical Center that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

It is Wrangell Medical Center's intent to fully comply with the Whistleblower Protection Act. The actual federal regulation will govern any questions arising under this policy.

ACCEPTANCE OF GIFTS

Employees should not accept gifts from acute care or swing bed patients unless it is a gift to all the staff, such as box of candy, fruit, etc. Employees and their families may accept gifts from long term care residents on special occasions, i.e., Christmas with the value of the gift not to exceed \$25. Money should never be accepted from patients or residents by individual employees. Employees are not permitted to borrow money from patients or residents under any circumstances. Patients or residents may make contributions to Wrangell Medical Center or Wrangell Medical Center Foundation.

BREAK TIME FOR NURSING MOTHERS

Wrangell Medical Center allows sufficient break time for breastfeeding employees to express milk or nurse infants at work for up to one year after the child's birth. Supervisors are encouraged to consider flexible schedules to accommodate employee's needs. Wrangell Medical Center will provide a private room or space close to an employee's work area to express milk or nurse an infant. Supervisors will ensure that employees are aware of these workplace accommodations.

It is Wrangell Medical Center's intent to fully comply with Section 4207 of the Patient Protection and Affordable Care Act. The actual federal regulations will govern any questions arising under this policy.

DISCIPLINARY ACTIONS

The supervisor has the right to discipline any employee for cause. New probationary employees may be terminated for any reason with or without cause. "*Cause*" shall include, but is not limited to: the abuse of a patient or resident, behavior detrimental to patient/resident welfare, incompetence, excessive or unexcused absenteeism, insubordination, unsatisfactory performance of duties, being under the influence of alcohol or unauthorized drugs, or violation of Wrangell Medical Center's personnel policies.

The supervisor may follow a policy of progressive discipline with the severity of the disciplinary measures progressing from verbal warning, to written reprimand, to suspension without pay, to termination, or any combination of the foregoing, all of which will be documented in the employee's personnel file. However, the supervisor reserves the right to discipline any employee at any level of discipline based upon the severity or frequency of his/her misconduct.

Employees shall acknowledge receipt of written disciplinary action by signature. Signature by the employee does not constitute admission of guilt.

After twelve (12) months from the date of a disciplinary action, an employee may request that his/her personnel file be expunged of that disciplinary action. This request must be presented in writing. The CEO, in consultation with the employee's supervisor, shall make a determination, based upon the severity of the offense and the employee's performance since the offense, whether to expunge that disciplinary action from the personnel file. If so, all copies of the disciplinary action shall either be returned to the employee or destroyed.

Prior to any termination of an employee for cause, the CEO and the hospital attorney will be consulted.

PROBLEM RESOLUTION PROCEDURE

Wrangell Medical Center is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the Medical Center supervisors and management.

Wrangell Medical Center strives to ensure fair and honest treatment of all employees. Supervisors, managers and employees are expected to treat each other with mutual respect in accordance with Wrangell Medical Center's Standards of Performance. If an employee disagrees with established policies or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the Medical Center in a reasonable, business-like manner, or for using the problem resolution procedure. If a situation occurs where an employee believes that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

Step One: Discussion of the problem with the employee's immediate supervisor is encouraged as a first step. Within ten (10) working days of the act or event being grieved, the employee shall present the grievance verbally to his or her immediate supervisor. The supervisor shall note the date and time of the presentation of the grievance. An untimely grievance may be rejected.

Step Two: If no mutually satisfactory adjustment is reached between the employee and the immediate supervisor within five (5) working days after the verbal presentation, the employee may present the grievance in writing to the immediate supervisor. The supervisor shall then inform the CEO of the existence and nature of the grievance.

Step Three: If no mutually satisfactory adjustment is reached between the employee and the supervisor, the employee may present the grievance in writing to the CEO within five (5) working days.

Step Four: The CEO, after a full examination of the facts will advise the employee of his or her decision within ten (10) working days.

Step Five: If no mutually satisfactory adjustment of the grievance is reached between the employee and the CEO, the employee may appeal the grievance to a grievance committee by notifying the CEO in writing of his or her intention to do so within five (5) working days. This step is allowed only when the grievance involves the layoff, suspension without pay, any disciplinary action that could result in a written record being placed in the personnel file, or discharge ~~or removal~~ of an employee who has successfully completed the probationary period. The grievance committee shall be composed of:

1. One supervisor selected by the CEO.
2. One regular employee not from the grievant's department and selected by the grievant.
3. One other Wrangell Medical Center employee chosen by the first two members of the committee.

No member of the grievance committee shall be related by blood or marriage to the grievant or the supervisor whose action is being grieved.

The grievance committee shall commence a closed hearing within fifteen (15) working days of the filing of the appeal, unless that time is extended by the committee for good cause. Due and proper notice of the hearing shall be given to the grievant and the supervisor involved. Both sides may be represented by counsel or anyone of their choosing. Both may call and examine witnesses subject to cross-examination by the other and rebut relevant evidence presented. The hearing need not be conducted according to technical rules of evidence. Relevant evidence shall be admitted if it is the sort of evidence on which reasonable persons customarily rely in the conduct of their serious affairs. Irrelevant and unduly repetitious evidence upon hearsay evidence unless it would be admissible over objection in a civil action. The proceedings shall be recorded in their entirety.

Within ten (10) working days following the hearing, the grievance committee shall issue written findings of fact and its decision on the grievance, and shall cause them to be served on the grievant and the supervisor involved. The findings and decision shall be based solely on the evidence presented at the hearing. The grievance committee's decision shall be final and binding.

SUBSTANCE SCREENING

It is the policy of Wrangell Medical Center to maintain a drug free work environment for all employees. Drug and alcohol testing will be conducted by a laboratory certified by CLIA.

Substances to be tested:

Alcohol	Amphetamines	Cannabinoids	Cocaine
Opiates	Oxycodone	PCP	TCH
Methamphetamines			

Pre-Employment Substance Screening:

All new job applicants will be informed that a substance screen is required. All offers of employment will be contingent upon the applicant passing a pre-employment substance screen. Testing methodology and procedures will follow the same guidelines established for employee testing.

- A written consent from the applicant will be obtained prior to the drug and alcohol testing being performed. Completed consents will be kept in personnel records.
- If the applicant refuses to submit to the drug and alcohol test, the offer of employment will be withdrawn.
- An individual will not be allowed to begin work or orientation until test results are received by the Employee Health Coordinator.
- Any applicant who has a positive test for the presence of any illegal or unauthorized substance will be denied employment.

Reasonable Suspicion Testing:

Employees who are reasonably suspected of being under the influence of any illegal or unauthorized substance will be subject to drug and alcohol testing. Before an employee can be requested to have a drug and alcohol test, the recommendation must be approved by the CEO, who will consider the reasonableness of the suspicion and the specific evidence on which the suspicion is based in granting or denying the recommendation.

Examples of reasonable suspicion may include but are not limited to:

- Observed alcohol or drug use during work hours or on-call shifts.
- Apparent physical or mental impairment or abnormal conduct including fights, assaults, flagrant violations of established safety, security or other operating procedures.
- Deteriorating work performance that does not respond to normal corrective action.
- Job-related accidents or other incidents.

- Excessive or unusual absenteeism.
- Actions, appearance, conduct or odors which reasonably cause an employee to suspect that another employee is impaired or under the influence of drugs or alcohol. Any suspicion should be immediately reported to a supervisor.

When an employee is asked to submit to drug or alcohol testing, the employee will be informed of the reasons they are being asked to submit to the test. The test must be performed within 2 hours of notification.

1. The employee must consent or refuse to substance testing in writing. Failure to indicate consent or non-consent will be deemed refusal.
2. An employee under reasonable suspicion of impairment will be suspended in writing without pay until the investigation is complete. If test is negative, pay will be restored retroactive to time of suspension, according to normally scheduled hours.
3. The employee will be informed that refusal to timely submit to the drug test, tampering with the sample during testing, or similar non-cooperation constitutes misconduct or insubordination and is grounds for corrective action up to and including discharge.
4. In all circumstances of suspected drug or alcohol use, the facility will offer appropriate transportation. If the employee refuses to accept transportation and attempts to drive, authorities will be notified.

Consequences of Testing Positive:

1. A preliminary POSITIVE test result for a specific drug indicates that the sample may contain drug/drug metabolite near or above the cutoff level. It does not indicate the level of intoxication or the specific concentration of drug in the urine sample. Positive samples will be sent to a reference laboratory for more definitive testing.
2. If test results are positive, the employee may be administratively referred to the Employee Assistance Program (EAP). Failure to diligently comply with EAP assessment and referral will result in discharge.
3. If the test results are positive, an employee may be granted a leave of absence for rehabilitation. The employee will be required to participate in all recommended continuing care and work rehabilitation programs. Upon successful completion of all or part of these required programs, the employee may be released to resume work but must agree to unannounced testing for up to 24 months after being returned to work. A specific return to work agreement will be required by WMC to document rehabilitation terms.

4. Employees who test positive or who possess, use, buy, sell, dispense or distribute drugs or alcohol during working time, on-call time, at work or while located on or near WMC premises are subject to appropriate discipline including termination.
5. For safety sensitive positions and for positions where the violation results in loss or substantial reduction of authorization to perform the responsibilities of the employee's position, WMC reserves the right to dismiss employees for first violations and for any repeat violations. In lieu of dismissal, WMC may transfer or demote the employee to a less sensitive position, on a temporary or permanent basis. However, due to the small size of the work force and the limited number of openings, this option may not be feasible or appropriate.

Privacy and Confidentiality

1. To the maximum extent feasible, individual privacy and confidentiality will be respected in WMC's testing program. This policy shall not restrict WMC's duties towards its patients or the public, and shall not limit disclosure, which are authorized or permitted by applicable laws, WMC policies, or court order.
2. Employee drug test results will be released without the written authorization of the tested employee to their supervisor, Employee Health and the CEO. It is the responsibility of the supervisor to discuss the test results with the employee. At the discretion of the CEO, the results may be released to the Medical Center board, legal counsel, professional licensing boards, credentialing bodies, government authorities and similar entities, with or without the employee's consent.
3. Written records regarding drug testing and/or communication with the employee regarding substance use and abuse will not become part of the employee's personnel file, but will be maintained as a separate record. Drug testing results will be stored in the employee's health record.
4. WMC will not seek disclosure or access to medical or counseling records developed as a result of the EAP, absent the employee's consent to the release.

Responsibility

Commitment to a Drug-Free Workplace requires the cooperative efforts of everyone who works at Wrangell Medical Center.

1. It is the responsibility of WMC supervisors to monitor job performance. Supervisors should not attempt to diagnose the nature of an employee's problem, but will be alert to changes in behavior and will observe and document problems related to job performance and safety. Supervisors who knowingly or negligently disregard the requirements of this policy may be subject to corrective action.
2. It is the responsibility of all WMC employees to maintain an acceptable standard of job performance and to comply with all regulations, rules, policies and the Standards of Performance regardless of the underlying cause or circumstances of an employee's problem. Employees are encouraged to seek assistance before personal difficulties affect job performance.
3. A Return to Work Agreement will be required. The Return to Work Agreement form follows this policy. Failure to correct unsatisfactory job performance or behavior will result in appropriated corrective action up to and including discharge.

Wrangell Medical Center

EMPLOYEE TESTING CONSENT/REFUSAL FORM

I, _____
Print Name

have been told that I must take and pass a drug test. I have been given a copy of this policy, which gives a summary of the collection and testing processes and of my options. I understand what will happen if I refuse to be tested or test positive for alcohol or drugs.

I have freely and knowingly decided to cooperate. I consent and agree to be tested.

I authorize the release of the test results to Wrangell Medical Center's Employee Health Department.

Signature

Date & Time

I have decided not to be tested; I understand WMC will terminate me if I do not resign, if presently employed, or deny me employment if an applicant.

Signature

Date & Time

Witness

Date & Time

EMPLOYEE ASSISTANCE PROGRAM

Wrangell Medical Center recognizes that a wide range of problems, not directly related to job function, can have an adverse effect on an employee's job performance. In most instances, the employee will overcome such problems independently, and the affect on job performance will be negligible. In other instances, supervisory assistance may be needed as motivation or guidance so problems can be resolved. In some cases, however, efforts of the supervisor and of the employee may not have the desired effect of resolving the employee's problems. WMC recognizes many problems can be successfully treated, provided they are identified in their early stages, and individual referral is made to an appropriate treatment resource. It is in the interest of the employee, the employee's family and the employer and community to provide this employee service. Therefore, it is the policy of WMC, and in the best interest of the employees, to handle such problems within the following framework.

Purpose of the EAP

The Employee Assistance Program (EAP) is a benefit, which provides confidential assistance to employees and their immediate family members (spouse and children). WMC is aware that many personal or health problems can and do interfere with an employee's ability to perform on the job. These problems may include, but are not limited to, emotional, physical, mental illnesses, family and marital stress, financial difficulties, and abuse of alcohol or other drugs.

- a) Employees whose job performance problems are not related to a lack of skill may be in need of professional help in order to return to acceptable job performance.
- b) The EAP is an integral part of the Facility's Drug-Free Workplace Program. The EAP provides confidential assessment and referral to employees and their dependents up to a maximum of three counseling sessions at no cost to the employee. All referrals to the EAP program will be with prior authorization of the CEO.
- c) AICS or a similar approved licensed agency will provide services under the EAP program.

Treatment Costs

If a referral to a provider outside the initial EAP program is necessary, costs may be covered by the employee's medical insurance benefit, but the cost of such outside services is ultimately the employee's responsibility.

Rehabilitation

- a) Any employee identified under this policy as having a substance abuse problem will be given the same consideration extended to employees having other health problems, including use of FMLA medical leave to pursue a professionally prescribed program of treatment.

- b) As a condition of continuing employment, the employee will be required to sign a Return to Work agreement and successfully complete any program (including aftercare) recommended by the treatment professional and approved by the EAP. The Supervisor must receive information about the recommendations of the EAP from the employee. The supervisor will forward all documentation to Employee Health.

Confidentiality and Privacy

All written documentation regarding the EAP should be added to the employee's health file. Information regarding the nature of substance abuse and related problems will be maintained with the strictest confidentiality allowable. Once an employee becomes an EAP client, information about the personal problem, treatment, or substance abuse obtained by the provider will not be revealed to WMC without the employee's knowledge and consent, except as permitted or required by law. Records are kept confidential in accord with professional codes of ethics and applicable federal and state regulations. However, critical situations requiring third-party warnings, medical emergencies, and appropriate legal action may require information release without client consent. Where, in the EAP counselor's professional judgment, the employee's situation poses a significant potential health or safety risk to others, the EAP counselor will as required by law, require the employee to inform WMC of this fact, but not the nature of the problem, and will confirm with WMC that this contact was made.

RETURN-TO-WORK AGREEMENT

A Return to Work Agreement is used to establish a set of conditions for an employee returning to work following participation in the Employee Assistance Program. This agreement will be completed by the employee's supervisor. Check all boxes that apply to the employee's specific situation. This agreement will be signed by the employee, the supervisor and the CEO prior to the employee returning to work.

- ☐ The employee tested positive for alcohol and/or drugs.
- ☐ A supervisor referred the employee to the EAP or treatment due to declining job performance.
- ☐ The employee has violated a work rule that could result in termination.
- ☐ The employee acknowledges receipt of the organization's drug and alcohol policy and agrees to comply with all provisions.
- ☐ The employee has voluntarily signed the Release of Information form allowing the organization to receive information from counseling professionals regarding continuing care recommendations and compliance. The employee understands that they must supply their supervisor with the recommendations given to them by their EAP provider. All documentation will be kept in the employee's health file.
- ☐ The employee agrees to comply with all aspects of the counseling professional's recommendations.
- ☐ The employee agrees to be subject to unannounced follow-up testing for a period of up to 24 months after being returned to work.
- ☐ The employee agrees that WMC will monitor compliance by receiving updates from professionals regarding compliance with continuing care recommendations. The employee will maintain documentation of attendance.
- ☐ The employee agrees that all costs of treatment and monitoring not covered by the employee's insurance plan are the financial responsibility of the employee.
- ☐ If absence from work is required as part of rehabilitation, PTO will be used prior to FMLA medical leave.
- ☐ The employee agrees to comply with all WMC policies and procedures and understands that nothing in this agreement prohibits WMC from applying discipline for other violations.

☐ The employee understands this is his/her last chance to successfully address his/her problem as it relates to their employment at Wrangell Medical Center. The employee must satisfactorily meet WMC's expectations and standards. The employee understands that failure to comply fully with this agreement will result in IMMEDIATE termination.

☐ Other:

Signature of Employee _____

Date: _____

Signature of Supervisor _____

Date: _____

Signature of CEO _____

Date: _____

AUTHORIZATION FOR DISCLOSURE OF PROTECTED HEALTH INFORMATION

I hereby authorize _____ to disclose my individually identifiable protected health information as described below, which may include information concerning communicable diseases such as Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS), mental illness (except for psychotherapy notes), chemical or alcohol dependency, laboratory test results, medical history, treatment or any other such related information. I understand that this authorization is voluntary and I may refuse to sign this authorization. I further understand that my health care and the payment of my health care will not be affected if I do not sign this form.

I understand that if the recipient authorized to receive the information is not a covered entity (insurance company or health care provider); the released information may no longer be protected by federal and state privacy regulations.

Printed Patient Name Date of Birth Social Security Number

Description of information to be released: _____ Dates of Service (if known): _____

- | | | |
|---|---|---|
| <input type="checkbox"/> Admission/Registration Records | <input type="checkbox"/> Emergency Room | <input type="checkbox"/> Nurses Notes |
| <input type="checkbox"/> Billing Records | <input type="checkbox"/> History & Physical | <input type="checkbox"/> Operative Records |
| <input type="checkbox"/> Chemical/alcohol dependency | <input type="checkbox"/> HIV/AIDS | <input type="checkbox"/> Physician's Orders |
| <input type="checkbox"/> Consultation Reports | <input type="checkbox"/> Laboratory Reports | <input type="checkbox"/> Progress Notes |
| <input type="checkbox"/> Discharge Summary | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Radiology Reports |

☐ Other: _____

Description of the purpose of the use and/or disclosure: _____

The health information described herein shall be released to:

☐ Hospital ☐ Physician ☐ Insurance Company ☐ Attorney ☐ Patient ☐ Other

Name Address City State Zip

I understand that this authorization will expire 90 days from the date of this authorization unless I otherwise specify.

I desire this authorization to remain in effect until _____
Expiration Date

I further understand that I may revoke this authorization at any time by notifying the Health Information Management Department above named entity in writing. I also understand that the written revocation must be signed and dated at a date later than the date on this authorization. The revocation will not affect any actions taken before the receipt of the written revocation.

Signature of Patient/Patient Representative Date Relationship

Printed Name of Patient Representative Witness

EMPLOYEE PHYSICALS

As soon as possible after hire, an employee will have a physical exam. The cost of the exam will be paid by Wrangell Medical Center.

Employees will also be tested for Rubella and TB. Some employees may be tested for Hepatitis B, depending on department in which the employee will be working.

MEDICAL EVALUATIONS

The supervisor reserves the right at any time to require the employee to submit to a medical examination verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities from a physician selected by the employer at the employer's expense. The employer also reserves the right at its sole discretion and expense to require an employee who is presently working and is not on any leave of absence, to provide a physician's statement verifying that the employee is physically and emotionally capable of performing the employee's job responsibilities.

SAFETY

Wrangell Medical Center makes every effort to maintain a safe working environment, and safety is the shared responsibility of every employee. Employees must always use their best judgment and avoid carelessness and risky situations. If an accident involving an employee, patient or visitor should occur, the employee must report it immediately to his/her supervisor, who will then make certain that all necessary steps are taken. All incidents and accidents must be reported in writing. In the absence of your supervisor or designee, advise the R.N. on duty.

Employees have a right to know about the chemicals and materials used in the workplace. Wrangell Medical Center has identified hazardous chemicals/materials, labeled containers and secured Material Safety Data Sheets. Employees have been oriented with regard to the safe utilization of all hazardous chemicals and materials in the workplace.

Employees may be required to receive immunizations. Employees are required to participate in infectious disease screening to include Tuberculosis, Rubella and Hepatitis B. Low risk employees may request Hepatitis B vaccinations. Their insurance will be billed and the hospital will write off any portion not covered by insurance.

WORKERS' COMPENSATION

All employees are protected while on the job by Workers' Compensation insurance. This insurance will provide coverage for work-related injuries, occupational illness and prolonged absences due to such injuries. In case of an accident or injury, no matter how slight, the employee must notify their supervisor and fill out an accident report immediately. In the absence of your supervisor, advise the RN on duty. It is the supervisor's responsibility to forward the report to the Director of Quality. It is the employee's responsibility to keep his or her supervisor updated on their ongoing medical care for the injury or illness. Payments for medical expenses and lost time at work are determined by state law. Wrangell Medical Center pays the full cost of this protection. Failure to promptly report an injury may result in loss of benefits.

HEALTH & WELLNESS PROGRAM

Wrangell Medical Center has a Health and Wellness program to promote personal wellness among employees. Wrangell Medical Center sponsors a variety of temporary programs throughout the year to encourage healthy lifestyles, including good nutrition, physical activity, and stress reduction. Staff is encouraged to participate in these programs.

All employees of Wrangell Medical Center have a corporate membership to Wrangell Parks and Recreation facility, and have free use of the pool, weight room, racquetball court, and cardio equipment. Family passes for immediate family members are also provided.

Wrangell Medical Center encourages smoking cessation through the State Quit Line and Alaska Island Community Services, both of which are free to employees. Employees who wish to quit smoking by use of medications may get their co-pays reimbursed by the Medical Center so the entire expense of those medications can be obtained at no cost. This benefit is subject to change at the discretion of the CEO, so employees should first inquire about program status.

Routine adult immunizations will be offered to regular employees at no cost to the employee. Flu vaccination will be offered on a yearly basis in the fall. The employee's insurance will be billed and the hospital will write off any portion not covered by insurance.

HEALTH INSURANCE PLAN

All regular employees who exceed a minimum of 40 hours worked per pay period are eligible for membership in the facility's employee group health insurance program. Coverage will begin on the first day of the month following the date of hire. To maintain health insurance coverage, the employee must be paid for at least 40 hours per pay period. Paid hours will consist of Regular hours worked, PTO, Sick Time, Holiday, Jury Duty or Bereavement Pay. Overtime *does not* apply to the 40 hour minimum requirement.

If an employee is paid for less than 40 hours per pay period, PTO will be applied to make up the difference. If PTO is exhausted, the employee will be required to pay the employer and employee portion of the health insurance premium for yourself and your dependents unless your absence falls under the Family Medical Leave Act. The amount for the insurance will be prorated based on the number of hours missing from the 40 hour requirement.

The Medical Center provides 100% of the cost of employee coverage and 2/3 of the cost for dependent coverage for those who are paid for at least 40 hours per pay period.

Premiera Blue Cross Blue Shield of Alaska provides online information about your health care plan at www.Premiera.com. Benefit booklets, forms and all kinds of useful health and wellness information are available on this website.

COBRA

Employees who terminate their employment or are laid off, discharged from employment or there is a reduction in scheduled work hours, and are covered by the employer's group medical plan may continue their coverage by notifying the Personnel department. The employee must complete a COBRA application form and pay up to 102% of the premium costs. By law, other employment related events may qualify the employee or his or her dependents for COBRA benefits. See the Personnel department for more information on your COBRA rights.

Note: for the following section :

‘Insurance Deductible’ – is a new item, to go in after the ‘Health Insurance Plan’ (page 56)

INSURANCE DEDUCTIBLE

Wrangell Medical Center will forgive the \$1,500.00 annual deductible for regular employees and any employee’s spouse, domestic partner or dependent children that are covered under Wrangell Medical Center’s group health insurance plan for services received at Wrangell Medical Center. That means that employees and their covered dependents will not be required to pay any deductible expense for services received at Wrangell Medical Center. For services that are received outside of Wrangell Medical Center through other providers, the employee and any covered dependents will be responsible for the first \$500.00 of the deductible expense up to \$1,500.00 annually for the family coverage. Any deductible expenses incurred over \$500.00 per individual will need to be submitted to Wrangell Medical Center for reimbursement. Wrangell Medical Center will reimburse the deductible expenses incurred from \$501.00 - \$1,500.00 for each individual family member (capped at maximum of 3 per family) for the calendar year.

EMPLOYEE DISCOUNT

Wrangell Medical Center will accept insurance payments on regular employee bills, as paid in full. A regular employee’s spouse, domestic partner or dependent children that are covered under Wrangell Medical Center’s group health insurance plan will receive a twenty-five percent (25%) discount on hospital bills incurred during employment on any balance of the bill that the insurance carrier does not pay. This employee discount does not apply to long-term care, elective procedures or services not covered by insurance. PRN employees do not receive the employee discount. Any employee’s spouse, domestic partner or dependent children who are not covered under Wrangell Medical Center’s group health insurance plan will not receive the employee discount.

It is the employee’s responsibility to assist the billing department in recouping payment from third party payers. This may include responding to questionnaires from insurance companies.

FLEXIBLE SPENDING ACCOUNTS

Wrangell Medical Center currently offers an employee funded Flexible Spending Account plan to regular employees. At the beginning of each new plan year, plan participants may elect an annual amount of flexible dollars on a pre-tax basis to pay for eligible health care expenses. The Flexible Spending Account covers a wide variety of expenses and may include medical or dental insurance deductibles, co-payments and out of pocket costs for vision care and dental services. See the Personnel department for enrollment information.

LIFE INSURANCE

Wrangell Medical Center has life insurance programs available for regular employees. Coverage will begin on the first day of the month following the date of hire. The basic life insurance program is provided at no cost to the employee. Supplemental life insurance may be purchased by the employee and paid for through regular payroll deductions. See the Personnel department for more information.

EDUCATION REIMBURSEMENT

Wrangell Medical Center's Standards of Performance encourages the professional and personal development of employees through continuing education. In keeping with this philosophy, Wrangell Medical Center has established a reimbursement program for tuition expenses incurred through approved institutions of learning. All regular employees are eligible for education assistance once they have completed the six month probationary period. Employees interested in participating in this education assistance program must complete a Personnel Action Form prior to registering for any courses for which they request to be reimbursed. The employee's supervisor must approve the courses (in his or her sole discretion) prior to registration. Courses eligible for tuition reimbursement must either offer growth in an area related to the employee's current position or might lead to promotional opportunities. Budgetary limitations will also be considered when approving tuition assistance.

Approved coursework must be completed on the employee's own time. Reimbursement is contingent upon the student earning a grade of "C" or better or a "Pass" grade on a pass/fail class. Wrangell Medical Center will reimburse an employee for tuition, books and required course fees for all passing grades up to a maximum of \$3,000 per calendar year. Failure to satisfy the minimum passing grade will result in denial of reimbursement for the course. An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if they terminate employment prior to completion of an approved course.

To receive tuition reimbursement, the employee should:

- Provide his or her supervisor with information about the course and complete a Personnel Action Form outlining the costs of the course.
- The supervisor must approve the class by signing the Personnel Action Form prior to the employee enrolling in the class. A copy of the Personnel Action Form will be given to the Personnel department.
- The employee can then enroll in the course. The employee must pay all tuition, book and course fees.
- Upon completion of the course, the employee must submit the receipts for the tuition and fees, along with a transcript or evidence of a passing grade in the course.

In some cases, the CEO may grant tuition reimbursement above the annual maximum reimbursement limit. In cases where extensive funds are spent on tuition assistance, the employee may be required to sign an agreement to pay back the tuition assistance if he or she leaves employment within a certain period of time.

SOCIAL SECURITY & SUPPLEMENTAL BENEFITS SYSTEM (SBS)

Wrangell Medical Center participates in the Alaska Supplemental Annuity Plan for its eligible employees. Employee and employer contributions are made pre-tax to this plan instead of contributing to Social Security. SBS plan information may be accessed online at www.doa.alaska.gov/drb/retirement. PRN and contract employees will not be eligible for the SBS plan and will remain with Social Security.

DEFERRED COMPENSATION

Wrangell Medical Center has a deferred compensation plan for employees who wish to participate. The Personnel department will provide further information for those employees desiring to join the plan. Wrangell Medical Center provides a matching funds program for participating employees.

RETIREMENT PLAN

Wrangell Medical Center has a defined contribution retirement plan for all eligible employees. Information about the program can be obtained from the Personnel department. Participation in the retirement plan is free of charge to the employee. An employee must complete one year of service and work at least 1,000 hours before they are eligible for the retirement plan. Retirement plan information can be accessed at www.LincolnFinancial.com.

EMPLOYMENT TERMINATION

There are many routine reasons for termination. Below are examples of some of the most common circumstances under which employment is terminated:

- *Resignation:* Voluntary employment termination initiated by an employee. Three days without reporting to work or contacting the supervisor may be considered a voluntary resignation, at the discretion of the supervisor and the CEO. Written notice of voluntary resignation is required. It is requested that the written notice be given as far in advance as possible. Generally, failure to give adequate notice will make the employee ineligible for re-hire.
- *Discharge:* Involuntary employment termination initiated by the medical center.
- *Layoff:* Involuntary employment termination initiated by the medical center for non-disciplinary reasons.
- *Retirement:* Voluntary employment termination initiated by the employee meeting age, or any other criteria for retirement from the medical center.

Employees shall be paid in full, at their request within three working days of termination. All accrued, vested benefits that are due at termination will be paid.

Wrangell Medical Center will generally schedule an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to Wrangell Medical Center and the return of any Medical Center owned property. Suggestions, complaints, and questions can also be voiced at the exit interview.

Layoffs: When it is necessary to reduce the number of employees because of any lawful reason, including lack of work or funds, the supervisor concerned, in conjunction with the Medical Center CEO, will thoroughly investigate the fiscal alternatives and develop a plan for necessary lay-offs and/or curtailment of activities. Consideration shall be given to the length of service employees affected and the possibility of demoting employees in higher grades to lower grades; however, the decision shall also be made on the relative merit of the employees and their function in the Medical center. The decision shall be made at the discretion of the supervisor with the approval of the CEO.

Agenda Item 12b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 24, 2013

INFORMATION:

Approval of the revised Wrangell Medical Center Bylaws, as amended *(postponed from the September 10, 2013 Regular Assembly Meeting)*

Attachments

1. Memorandum Interim Borough Manager Jeff Jabusch dated September 12, 2013
2. Revised Wrangell Medical Center Bylaws (presented at the September 10, 2013 meeting)

Note: *This item will only require the motion to consider it for approval since it was postponed until “a certain date”, September 24, 2013, and was not tabled.*

RECOMMENDED ACTION: (for approval)

Move to approve revised Wrangell Medical Center Bylaws as amended to add: “The CEO position is referred to as the Hospital Administrator in Wrangell Municipal Code Section 3.32.040”.

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MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
INTERIM BOROUGH MANAGER**

SUBJECT: AMENDMENT TO THE BY-LAWS OF THE HOSPITAL

DATE: SEPTEMBER 12, 2013

BACKGROUND:

At the assembly meeting of September 10th, 2013, the Hospital By-Laws were submitted for approval by the assembly. The title CEO is used in the By-Laws and the title hospital administrator is used in the Wrangell Municipal Code 3.32.040. There are various federal statutes/regulations that specifically reference CEO, and that for participation in certain programs, the hospital must have a CEO. I suggested a simple fix to this and Bob agreed.

Currently in Article VII of the proposed By-Laws, under CEO it reads: The Board shall select and employ one CEO, who shall serve at the pleasure of the board.

We propose to add: **The CEO position is referred to as the Hospital Administrator in Wrangell Municipal Code 3.32.040.**

RECOMMENDATION ACTION:

Move to approve the revised Wrangell Medical Center Bylaws as amended to add: “The CEO position is referred to as the Hospital Administrator in Wrangell Municipal Code Section 3.32.040”.

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WRANGELL MEDICAL CENTER

BOARD OF DIRECTORS' BYLAWS

August 21, 2013



The MISSION and VISION Wrangell Medical Center

Our Mission: To enhance the quality of life for all we serve.

Our Vision: Honor our heritage and be the pride of the community

By being a community driven organization;

By being an active participant in planning for the future of our community;

By being the leader in our industry and region in providing high quality care for patients;

By being ready and responsive to meet health care needs;

By being the hospital and long term care facility of choice;

By providing a beautiful, comfortable setting for our patients and our long term care residents;

By being the employer of choice;

By being financially healthy; and

By being a model of excellence in promoting wellness and restoring health.



The VALUES of Wrangell Medical Center

INTEGRITY

We do the right thing, even if it is not the easy choice. We hold ourselves to high standards in the work that we do - this means we have a strong work ethic and do our jobs to the best of our abilities. We are honest, fair, and respectful to our patients, our community and ourselves.

COMPASSION AND CARING

Patients are always the focus and center of everything we do. Regardless of our role in the organization, we go above and beyond to provide services in a manner that lets patients know that we care deeply about them.

TRUST

It is absolutely important to us that that our patients and our community trusts us. We will provide patient care and conduct our business such that they always do.

TRANSPARENCY

We are open and forthright with our community, our partners, and ourselves. Our community and patients have a right to know how we are planning for the future. They deserve to know how we are performing in the present, both financially and on quality measures.

LOYALTY

We are loyal to our patients, because we care about them deeply as our friends, family, and neighbors. We are also loyal to Wrangell Medical Center, and always act as excellent ambassadors of the organization. We treat each other with respect, and work cooperatively as members of a cohesive team.

HONORING OUR HERITAGE

We respect and remember our long history of caring for the diverse people in our community and region. We are committed to honoring this heritage by holding in the highest esteem our elders who came before us. We will focus on planning for our future so our elders can age in place, and maximize the potential that all patients may be served right here in the community.

QUALITY

Above all, we provide safe, high quality health care. We strive for excellence in everything we do, regardless of whether or not it is related directly to patient care. We hold ourselves accountable for this excellence. We embrace growth and change that comes with constantly improving ourselves. We focus on creating strong systems, and do not blame individuals for outcomes related to weak systems.

FISCAL RESPONSIBILITY

We believe in the prudent use of our resources. We deliver high quality services in a manner that is cost-effective while not compromising our services. Good stewardship of our finances benefits our community in the form of improvements and expansion of the services available.

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WRANGELL MEDICAL CENTER BOARD OF DIRECTORS' BYLAWS

DEFINITIONS

"Board of Directors" or "Board": The governing body of Wrangell Medical Center. Whenever the term "Board" is used in the Bylaws, it means a member of the Board of Directors.

"President": The individual elected by the Board to serve as the President of the Board of Directors.

"Dentist": An individual who is licensed to practice dentistry in the State of Alaska.

"Ex-Officio": Service as a member of a body by virtue of an office or position held, and unless otherwise expressly provided, without voting rights.

"Hospital": Wrangell Medical Center

"Medical Staff": The Medical Staff of Wrangell Medical Center who have been granted privileges by the Board to attend patients in the Hospital.

"Physician": An individual licensed to practice medicine and/or surgery in the state of Alaska.

WRANGELL MEDICAL CENTER

Wrangell Medical Center is concerned with meeting the health needs in this community and is owned by the City and Borough of Wrangell. As the community medical center, it must serve all people regardless of race, creed, or economic status.

OBJECTIVE

To competently operate the Wrangell Medical Center's hospital and long term care facility while following the mission, vision and values as defined and adopted by the staff and Board.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

ARTICLE I

NAME

The name of the board shall be "Wrangell Medical Center Board"

ARTICLE II

ROLE AND FUNCTION

The Board shall operate and maintain Wrangell Medical Center, including custody and management of the building, furnishings and property situated thereon. The Board shall provide for repairs and improvements thereto which are necessary to maintain the facility in good condition.

The Board shall also have the power to purchase, sell, exchange, operate, maintain and repair all personal property which it deems advisable, in accordance with the City and Borough of Wrangell's Code.

ARTICLE III

MEMBERSHIP

SECTION I *Membership*

The membership of the Wrangell Medical Center Board shall consist of nine (9) members, none of whom shall be engaged in medical or health

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

professions. Each member shall be elected by Borough and City voters with the terms of office staggered so only one fourth of the board shall expire each year.

Board Members shall not receive compensation, but may receive reimbursement for travel and associated out-of-pocket expenses and paid as are other expenses of Wrangell Medical Center.

SECTION II *Resignation of a Member*

A Board Member who wishes to resign from membership on the board shall cause to be delivered to the Board President a written statement to this effect.

The statement shall:

Be received by the CEO in sufficient time to be included in the Board packet prepared for the meeting where the resigning board member wishes to have the resignation considered. Contain a timeframe as to when the resignation should be effective. The CEO shall forward a copy of the resignation letter to the Board President up on receipt. The Board shall take official action on the resignation received by the CEO at the next regular Board meeting.

SECTION III *Removal of a Member*

Should it be deemed necessary to remove a board member due to a violation, he/she, by recommendation to the Wrangell Borough Assembly, will be asked to be removed from his/her seat.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

SECTION IV *Vacancies*

A vacancy on the board shall be reported to the Clerk of the City and Borough. A notice requesting letters of interest shall be posted for two weeks. Selection will be made by City and Borough Assembly. The selected person will serve until the next general election.

SECTION V *Indemnification and Insurance*

Wrangell Medical Center shall indemnify and hold harmless any Board Member against the reasonable expense, including attorneys' fees, actually and necessarily incurred in connection with the defense of any action, or threatened action, in which such Board Member is made a party, or threatened to be made a party.

Indemnification shall likewise apply in any sums actually paid by way of settlement of any actual or threatened action, or in satisfaction of any judgment rendered against such Board Member. Indemnification, however, shall apply only when such Board Member acted in good faith for a purpose which they reasonably believed to be in the best interests of Wrangell Medical Center. Indemnification should not apply when a judgment or other final adjudication adverse to the Board Member establishes that their acts were committed in bad faith or were the result of active and deliberate dishonesty, or that they personally gained a financial profit or other advantage to which they were legally entitled. Wrangell Medical Center is authorized to purchase insurance for indemnification of its Board Members to the maximum extent permitted by the laws of the State of Alaska.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

ARTICLE IV
OFFICERS AND THEIR ELECTION

SECTION I *Officers*

The officers shall be President, Vice-President, Treasurer and Secretary.

SECTION II *Nomination and Election*

Nomination and election will be held at the October meeting each year. Nominations shall be made by Board Members with election to follow immediately. A majority vote of all members present shall be necessary to elect. Officers must be selected from among the Board members.

SECTION III *Officer Vacancies*

An officer resigning from their position shall submit a letter to the Board. The vacancy in office shall be filled by election at the next meeting.

ARTICLE V
DUTIES OF ELECTED OFFICERS

SECTION I *President*

The president shall call and preside at all meetings of the board, and shall interest themselves in all affairs of the medical center.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

SECTION II *Vice-President*

The vice-president shall act as president in the absence of the president, and when so acting, have all the powers of the president.

SECTION III *Secretary*

The secretary shall provide for the keeping of minutes of all meetings of the Board, and if specifically requested, any or all Board Committees, and shall assure that such minutes are filed with the records of the Corporation. He or she shall give or cause to be given appropriate notices in accordance with these Bylaws or as required by law; shall act as custodian of all corporate records and reports and of the corporate seal, assuring that it is affixed, when required by law, to documents executed on behalf of the Corporation; shall perform all duties incident to the office and such other duties as may be assigned from time to time by the Chairperson or the Board.

SECTION IV *Treasurer*

The Treasurer shall keep or cause to be kept correct and accurate accounts of the properties and financial transactions of the Corporation and in general perform all duties incident to the office and such other duties as may be assigned from time to time by the Chairperson or the Board. If required by the Board, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety as the Board shall determine. The Treasurer may delegate any of his or her duties to any duly elected or appointed Assistant Treasurers.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

ARTICLE VI

BOARD COMMITTEES

SECTION I *Standing, Special or Ad Hoc Committees*

Except as otherwise provided in these Bylaws, the Chairperson shall appoint the chairperson and members of each standing and special committees. The chairperson may also appoint members of standing and special committees from outside the Board of Trustees with the concurrence of the Board. The standing committees are the Executive Committee, the Finance Committee, Strategic Planning Committee and the Quality Council. Special Committees, such as a Nominating Committee, may be established by the Chairperson, with the concurrence of the Board. Upon completion of the task for which created, a special committee shall stand discharged. There shall be a Medical Liaison Committee which shall not be a standing or special committee, but shall meet on an *ad hoc* basis. Minutes of all meetings of standing, special and *ad hoc* committees shall be made available to the Board.

SECTION II *Finance Committee*

The Finance Committee consists of not less than three members, the Chairman, Treasurer and one other board member, and is responsible for general oversight of the financial affairs. The Committee will review, advise, and report to the Board of Trustees on the investment and management of the financial resources of the Corporation and shall review the annual budget and capital plans, fund managements procedures, and internal controls relating to the safeguard of financial assets. The Committee shall:

WRANGELL MEDICAL CENTER BOARD OF DIRECTORS' BYLAWS

(1) act as financial advisor to the Board in all financial affairs of the Corporation, including the annual operating budget, which will include all anticipated income and expenses; (2) review the proposed scope of the annual audits of the Corporation by independent auditors and identify areas of particular concern to the Board; (3) review the independent auditors' reports on the financial statements at the conclusion of the audit of the Corporation; (4) review the independent auditors' "management letters" to the Corporation and management's responses thereto; (5) review the adequacy of accounting policies and of the Corporation's internal control structures; (6) review relationships between management and the independent auditors; (7) recommend the appointment of independent auditors to the Board of Trustees; and (8) review periodically the Corporation's conflicts of interest policies and oversee compliance therewith. The Committee shall meet at the call of the Committee Chairperson.

SECTION III *Quality Committee*

The Quality Committee shall be comprised of the representatives of the Board, Administration, Medical Staff, Nursing and others, as determined by the Chairperson of the Board. The Board shall oversee the quality improvement activities and priorities of the Hospital, and as part of its duties, shall receive reports from the Quality Committee as well as other appropriate committees and departments. The Quality Committee shall meet on a regular basis and shall report its findings and recommendations to the Board.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

SECTION IV *General Committee Provisions*

A Trustee shall chair each of the standing Committees. Meetings may be called by the Chairperson, the Chairperson of the Committee, or a majority of the Committees voting members. Notice of meetings will be given in accordance with the Open Meetings Act requirements, to inform the members of the time and place of the meeting. A majority of members of a Committee shall constitute a quorum for the transaction of business, and a vote of a majority of members present at the time of the vote, if a quorum is present, shall constitute the act of the Committee. Committees shall keep minutes and report to the Board. Except as provided as to the Executive Committee, Committees shall be empowered only to make recommendations. Committees may hold joint meetings to discuss matters of common interest. In such meetings, a majority of the total members of the Joint Committee shall constitute a quorum.

ARTICLE VII

CEO

The Board shall select and employ one CEO, who shall serve at the pleasure of the board.

SECTION I *General Description*

The CEO is directed by this board to establish and direct all operations of the facility's activities, both internal and external.

WRANGELL MEDICAL CENTER BOARD OF DIRECTORS' BYLAWS

The CEO coordinates these activities to ensure compliance with established standards; promotes public relations; and arranges, and obtains transfer and working agreements with other health facilities.

SECTION II *Duties*

Establishes policies pertaining to total patient care, personnel, medical staff, financial status, public relations, maintenance of building and grounds under broad directives from the board. Explains such policies to staff and other concerned parties. Reviews compliance with established policies by personnel and other medical staff. Periodically reviews policies and makes changes as found necessary.

Supervises preparation of policy and procedure manuals, by department heads, for all departments with annual review.

Reviews compliance of the facility with national, state, and local standards and accreditation agencies.

Selects competent personnel to supervise activities of major departments.

Establishes departmental staffing patterns. Evaluates jobs, prepares job descriptions, establishes job classifications and sets wage and salary schedules with help of department heads. Meets with department heads at regular intervals and receives advice on matters pertaining to department operation and external relationships. Conducts inservice and supervisory training meetings through appointed inservice education employee. Reviews and frequently checks competence of work force. Seeks to maintain

WRANGELL MEDICAL CENTER BOARD OF DIRECTORS' BYLAWS

high employee morale and to maintain a professional, healthful atmosphere and environment in the facility.

Regularly checks financial status of the facility and maintains an efficient accounting system to meet the needs of the facility. Directs that forecast budgets be prepared and changes in fee schedules be made to insure coverage of cost of operations.

Represents the medical center in dealings with outside agencies, including governmental and third party payors or delegates a representative. Represents the facility at top level meetings, etc., and participates in such. Inspects physical structure and condition of the facility. Directs repairs and new construction programs at the request of the Board, guided by the financial status of the facility.

Authorizes purchases of major equipment and supplies. Reports to the Governing Board as required.

SECTION III *Absence of CEO*

1. In the absence of the CEO, the director of nursing, CFO, or another person appointed in advance by the CEO shall assume the duties of CEO.
2. The duties of the acting CEO shall be those duties delegated to her/him by the CEO.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

ARTICLE VIII

MEDICAL STAFF

Acting on the advice of the Medical Staff, the board shall appoint a medical staff composed of physicians, surgeons, osteopaths, and dentists, and shall see that they are organized in such a manner as to secure the best possible results.

In the professional care of the patients, the attending physician appointed to the medical staff shall have full authority, subject only to the policies approved by the medical staff and Wrangell Medical Center Board.

In administrative matters, the medical staff, as an organized body, shall act in an advisory capacity, this function being carried on through the medical center Board.

In circumstances that involve the denial of initial appointment or reappointment to the Medical Staff, the current Medical Staff By-Laws, Article IX shall be followed and shall be binding on all parties as to the procedures for hearings and appeals.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

ARTICLE IX
MEETINGS AND QUORUMS

SECTION I *Quorum*

Five members, attending in person, shall constitute a quorum for the transaction of all business of the board.

SECTION II *Regular Meetings*

Regular meetings shall be held monthly on the third Wednesday and at such time and location as shall be decided by members after installation of officers.

When possible, Board members are expected to be physically in attendance at board meetings. When Board members cannot attend physically, they are encouraged to attend meetings electronically. The expectation is that Board members will be present for most meetings.

The Board may declare a seat vacant when a Board member has three (3) consecutive unexcused absences or four (4) unexcused absences in a twelve (12) month period.

All absences by Board members at regular meetings shall be recorded in the minutes of the meeting.

The President of the Board, with the concurrence of the Board, shall have authority to extend the absences of a Board member from attendance at a meeting for good and sufficient cause.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

Board members shall make a reasonable attempt to inform, in advance of the meeting, the CEO or officer of the Board of their inability to attend.

SECTION III *Other Meetings*

Other meetings (special, emergency, executive & work sessions, or for the purpose of credentialing/privileging) may be called by the president or by quorum, in accordance with the State of Alaska's Open Meetings Act,

SECTION IV *Authority on Procedure*

Robert's Rules of Order, Revised, and *Robert's Parliament Law* shall apply on all questions of procedure and parliamentary law not specified in these bylaws.

ARTICLE X

AMENDMENTS AND ADDITIONS

These bylaws may be amended at any regular meeting of the board by a majority vote. The amendment shall have been submitted in writing and read at the previous regular meeting. Copies of the proposed changes shall be mailed to board members at least one week prior to any meeting at which it is to be put to a vote. Additional articles or sections voted by the board must be included in these bylaws, providing they have been read at the previous regular meeting.

**WRANGELL MEDICAL CENTER
BOARD OF DIRECTORS' BYLAWS**

ARTICLE XI
VOLUNTEER ORGANIZATION

SECTION I

The governing board is authorized to designate a volunteer organization (auxiliary) for the Medical Center and to provide for its organization as an integral part of the Medical Center.

SECTION II

The designated organization may perform patient-related services with, or outside of the hospital; conduct fund-raising activities; conduct community service projects; enter into contracts as approved by the medical center administrator; and carry on other activities necessary to accomplish its purposes as approved by the board.

The above bylaws are adopted by Wrangell Medical Center.

Date: August 21, 2013


Larry (Woody) Wilson, President


Marla Sanger, C.E.O.

Agenda Item 13a

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
September 24, 2013**

INFORMATION:

Approval to hold a Special Assembly Meeting on Monday, October 7, 2013, at 5:30 p.m. to Certify the Election Results from the Regular Election

Attachments

None

RECOMMENDED ACTION:

Move to approve a Special Assembly Meeting to be held on Monday, October 7, 2013, at 5:30 p.m. to certify the Election Results from the Regular Election to be held on October 1, 2013

Agenda Item 13b

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 24, 2013

INFORMATION:

Approval to send a letter to SEAPA regarding payment for O&M Costs

This item was added under "Amendments to the Agenda" at the September 10th, 2013 meeting. The proposed motion failed 4 to 2. After the motion failed, Assembly Member Decker requested that this item be brought forward for consideration at the Sept. 24th, 2013 meeting.

Attachments

1. Policies and Procedures Handbook, Section 6.1 – Budget Standards and Procedures with the email correspondence from Kay Key, SEAPA
2. Memo from Mr. Trey Acteson, SEAPA CEO, dated August 19, 2013
3. Memo from Mr. Michael J. Nicholls, TBPA GM, dated August 23, 2013

MOTION INTRODUCED AT THE September 10TH MEETING:

Move to direct our SEAPA Board Representative to ask the SEAPA Board to pay for the O&M cost of the secretary wage and accounting fees under FERC Code 539. If the SEAPA Board does not approve these legitimate O&M expenses, the Borough Manager is directed to deduct these O&M expenses from the monthly power purchases from SEAPA as according to the current O&M Agreement.

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Attachment 13b-1

Jeff Jabusch

From: "Kay Key" <kkey@seapahydro.org>
To: "Jeff Jabusch" <findir@wrangell.com>
Sent: Thursday, September 12, 2013 11:14 AM
Attach: Section 6.1.1.(2) of FDPPA Policies & Procedures Handbook.pdf
Subject: FW: TBPA | Administrative Costs

Jeff,

Here is an email that was sent to the Wrangell Clerk, with the applicable section of SEAPA's policies and procedures manual attached.

From: Sharon Thompson
Sent: Thursday, August 15, 2013 6:57 PM
To: 'Kim Flores'
Subject: RE: TBPA

Hi Kim,

Since the inception of the Power Management Committee (PMC) in the early 1980s, it has been the policy of the Agency to have secretarial, managerial, office rent, and other overhead type charges paid by the Operators – in this case, TBPA. In fact, these types of overhead charges have never been paid for TBPA, with the exception of the TBPA Manager. The policies of SEAPA (which, for legal purposes, is the same as FDPPA) provide for the treatment of this type of overhead. For your convenience, I have attached Section 6.1.1(2) (p. 28) of the June 2005 FDPPA Policies and Procedures Handbook that specifically states:

“(2) Administrative, clerical, and supervisory costs relating to the normal utility operations of the Project that are not the result of the addition of the Project to the Operators System are not permitted as a Project Expense.”

The procedures and standards for budgeting and billing were developed consistent with the requirements of the Power Sales Agreement and SEAPA's (f/k/a FDPPA's) obligations related to the repayment of debt. TBPA would have had to maintain the non-net billable items such as the office secretary and the commission expenses because there was no contractual provision that allowed it, and it is contrary to SEAPA's policies and procedures. Please let me know if you have any questions.

Sharon

Sharon E. Thompson, Executive Assistant

Southeast Alaska Power Agency

1900 First Avenue, Suite 318 | Ketchikan, Alaska 99901
P 907.228.2281 | F 907.225.2287 | C 907.617.8420
sthompson@seapahydro.org | www.seapahydro.org



**FOUR DAM POOL POWER
AGENCY/PROJECT MANAGEMENT
COMMITTEE**

POLICIES AND PROCEDURES HANDBOOK

**Assembled by Ater Wynne, LLP
*June 2005***

SECTION 6. ANNUAL BUDGETS AND DETERMINATION OF RATES PROCEDURES AND STANDARDS FOR BUDGETING AND BILLING

6.1 BUDGET STANDARDS AND PROCEDURES

The PMC has principal budget authority and is responsible for including Agency costs in the annual budget. Section 7 of the PSA, together with a Memorandum of Understanding dated April 8, 1988, gives the PMC the responsibility for approval of budgets. These procedures and standards for budgeting and billing were developed by the PMC consistent with the requirements of the PSA (§ 7(e)), and the Agency's obligations related to the repayment of debt.

6.1.1 Standards and Procedures. The standards and procedures developed consist of the following:

- (1) Each Project Operator will provide annual budget detail, listing personnel requirements by work function, their gross payroll, payroll burdens and the estimated percentage of each work function to be required for the operation and maintenance of the individual Project. The estimated costs for materials, supplies, engineering and other costs to be incurred by the Operator pursuant to the applicable O&M Agreement (Labor costs are capped at \$600,000 per facility (PMC Action 97-891)) will be provided in sufficient detail to allow the PMC a reasonable basis to analyze the budget in the approval process and to provide a basis for the annual audit of actual costs. An estimate of kWh sales from the Project will be provided with the annual budget.
- (2) Administrative, clerical, and supervisory costs relating to the normal utility operations of the Project that are not the result of the addition of the Project to the Operators system are not permitted as a Project expense.
- (3) The Agency will develop and provide to the PMC annual budgets detailing the estimated administrative costs and costs relating to FERC license requirements and insurance.
- (4) The Agency's and PMC's annual budget process shall include a survey of all known potential claims by or against the Agency and PMC, and appropriate expenditures or reserves will be included in the PMC budget. [PMC Resolution 89-31]
- (5) The annual budgets will be furnished to the PMC on or about the 15th of April of each year. The budgets will be verified, summarized and combined into a total PMC budget by the Agency. The resulting estimated wholesale power rate will be calculated, incorporating any changes required by Agency obligations.

Sheet intentionally blank



August 19, 2013

To: John Jensen, President - Thomas Bay Power Authority (TBPA)

From: Trey Acteson, CEO - Southeast Alaska Power Agency (SEAPA)

RE: TBPA – Tyee Hydroelectric Project Operation & Maintenance (O&M) Agreement.

Dear President Jensen,

SEAPA is reaching out to the Thomas Bay Power Authority to explore opportunities that exist to remedy a number of important issues that revolve around the current Tyee O&M Agreement. We have provided specific solutions to each of the prominent topics below and believe that collectively they represent an enormous benefit to the TBPA, your employees, and the communities your organization represents. We offer these potential solutions for the Commission's consideration, contingent upon final approval by the SEAPA Board of Directors.

PERS Unfunded Liability: The four TBPA power plant employees working under the existing Tyee O&M agreement participate in the State PERS retirement program instead of their Union's (IBEW) pension plan. They are technically employees of the City & Borough of Wrangell and one of the positions has an unfunded liability of \$528,250.00 (\$155,920 termination fee + 18 years of annual payments equaling \$372,330). The other three positions are PERS Tier 4, and although there is no unfunded liability identified for them, the City & Borough of Wrangell currently pays a 10% PERS premium above the normal contribution rate.

The TBPA Secretary position has an unfunded liability of \$228,574.00 (\$3,520 termination fee + 18 years of annual payments equaling \$225,054). There is no unfunded liability identified for the TBPA General Manager's position.

Termination of the existing Tyee O&M contract would result in the TBPA (technically the City & Borough of Wrangell) being burdened with payments for positions that no longer exist, totaling \$756,824.00 (per Buck Consultants' Termination Study).

Possible Solution: SEAPA proposes absorbing existing TBPA employees and making a one-time lump sum payment to the City & Borough of Wrangell to cover the unfunded liability for those positions. The City & Borough of Wrangell have indicated that they would consider keeping one employee on their books who prefers to stay in PERS until such time that they retire. The remainder of the employees, with the exception of the Secretary, would have the opportunity to join the IBEW pension plan. The IBEW pension plan is far superior to the PERS Tier 4, which is basically a 401k plan. The IBEW has indicated that they will work with us during any transition and past years of service are typically acknowledged through a partial credit. The secretary position is an administrative position and would be transitioned to SEAPA's NRECA program to be consistent with our other administrative employees.

This solution is a win/win that relieves the Northern communities of a large unfunded liability. It provides a much better opportunity for newer employees to have a "livable" wage when they retire, and also addresses concerns of those approaching retirement.

ARECA Insurance Rebate: There is approximately \$259,798.00 available in rebates from ARECA Insurance Exchange. The original premiums were funded by SEAPA through the net billing process. These

rebate monies could be applied toward the PERS unfunded liability payoff to help reduce the collective impact to SEAPA's three member utilities.

Clearing Crew: The existing clearing crew is based in Wrangell and consists of one regular full-time position, supplemented by seasonal part-time employees. These individuals face uncertainty every year depending on workload and budgets.

Possible Solution: SEAPA proposes absorbing the clearing crew operations as part of a comprehensive package. The crew's home base would remain in Wrangell and SEAPA would commit to hiring one additional regular position. The crew's work scope would expand to cover other areas of the SEAPA transmission system, which would provide greater job stability and help meet line clearing objectives.

Community Oversight of Tyee: There is a strong sense of community pride and purpose for the Tyee hydroelectric project in Wrangell and Petersburg. Although the project is owned by SEAPA, it is the primary source of low-cost hydroelectric power for the area. Power from Tyee also now flows south to the interconnected community of Ketchikan to displace high cost diesel generation. Some people feel that if the extra layer of management provided by TBPA is removed, somehow they will lose local control.

Possible Solution: The SEAPA Board is comprised of community members appointed by their respective Mayors. They are a direct conduit to their communities and are in a strong position to provide oversight and affect change. It is important to acknowledge that half of the members of the TBPA Commission are already on the SEAPA Board. The misperception of loss of community oversight can be resolved through better outreach and communications. SEAPA would commit to providing quarterly project updates in written report form directly to the City/Borough Assemblies of Wrangell and Petersburg. Community members are always welcome to attend SEAPA Board meetings and significant information regarding budgets and ongoing activities is now readily available on the SEAPA website.

Thomas Bay Power Authority's Role and Future: The TBPA's initial mission was to perform hydrosite analysis and advance hydro development in the Thomas Bay Basin. They also assumed the role of O&M contractor for the Tyee project. Over the years TBPA's role has narrowed to just being an O&M contractor.

Possible Solution: The State of Alaska has provided funding for SEAPA to perform regional hydrosite analysis and that process will include potential projects in the Thomas Bay Basin. If the Commission desires to have SEAPA transition into the role of managing daily O&M of Tyee, the TBPA could still remain in the community charters and be available for immediate re-activation should a need arise.

Transition to SEAPA: There is a clause in the current O&M agreement that requires SEAPA to provide a minimum one year notice of contract termination by June 30, effective the following year. The TBPA currently has a funding gap for non-net billables and they would benefit from an expedited solution.

Possible Solution: There is nothing that prevents an early termination of the O&M contract if it is mutually agreed upon by both parties. If it is the desire of the TBPA Commission (and their respective communities), SEAPA is willing to relieve the TBPA of their contractual obligations as part of a more timely transition. Although not required upon termination of the O&M agreement, SEAPA is offering a package of favorable solutions at this time to help facilitate a seamless and positive transition for all parties.

MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL

FROM: MICHAEL J. NICHOLLS
THOMAS BAY POWER AUTHORITY GENERAL MANAGER

SUBJECT: STATUS OF THOMAS BAY POWER AUTHORITY

DATE: August 23, 2013

cc: Kim Lane, Borough Clerk
Rhonda Christian, Thomas Bay Power Authority Administrative Accounts Clerk

In light of Petersburg's reluctance to fund Thomas Bay Power Authority board activities and Mr. Jabusch's memorandum dated August 12, 2013 regarding the status of Thomas Bay Power Authority, I feel compelled, as the General Manager of Thomas Bay Power Authority, to provide some insight on the subject.

It is extremely disturbing that the two communities who so many years ago were integrally involved in the formation of the TBPA board of commissioners and subsequently Thomas Bay Power Authority to provide safe reliable power to Wrangell and Petersburg are now, for all appearances, throwing caution to the wind and rushing headlong in an apparent attempt to ensure the demise of Thomas Bay Power Authority.

I will now address certain points of Mr. Jabusch's memorandum.

First, regarding **key points and concerns**:

- TBPA non-net billable expenses of office and commission expenses have historically been lumped together; however, the TBPA board and office expenses are not synonymous. Although some of the office expenses and office position duties are related to the TBPA board, most of the office expenses and office position duties are handling operation and maintenance related functions including, but not limited to, payroll, purchasing, and inventory; and,
- As stated in the memorandum, TBPA is under contract to provide Operations and Maintenance for the Tyee Hydroelectric Project. TBPA is also under a union contract for the hourly employees including four operators, one line clearing foreman, and one administrative office clerk.

Wrangell and Petersburg by ordinance created the TBPA board of commissioners; and, under provisions of the ordinance, said commission was given full and complete supervision, management, and control of the project known as the “Lake Tyee Hydroelectric Project”⁽¹⁾. Furthermore, the TBPA commission was given the power to employ a general manager⁽²⁾, who by contract with the TBPA commission, has full and complete supervision, management, and control of the project.

Next, regarding **possible directions Wrangell and Petersburg could go:**

It is my understanding TBPA employees are in fact City and Borough of Wrangell employees. However, based on my understanding of the above mentioned contracts and ordinance, I fail to see how the city manager or this assembly is empowered to do any of the proposed options other than continue to operate as usual. To wit:

- Either Wrangell or Petersburg could operate the Tyee project- by ordinance neither community has the authority to operate the project and TBPA has an O&M agreement with SEAPA to operate and maintain the project;
- The Operations and Maintenance could be turned back to SEAPA – again, neither community has the authority to operate the project; and, under the O&M agreement between TBPA and SEAPA, conditions for termination of said agreement are specifically spelled out⁽³⁾. Furthermore, under conditions of the TBPA contract with the IBEW, said union contract together with all its terms, conditions, and mutual commitments and obligations, shall be binding upon the successors of TBPA⁽⁴⁾;
- Continue to operate the facility under a revised form of TBPA - again, neither community has the authority to operate the project or revise the form of Thomas Bay Power Authority; and, under the O&M agreement between TBPA and SEAPA, conditions for termination of said agreement are specifically spelled out⁽³⁾. Furthermore, under conditions of the TBPA contract with the IBEW, said union contract together with all its terms, conditions, and mutual commitments and obligations, shall be binding upon the successors of TBPA⁽⁴⁾; or,
- Continue to operate the facility with Wrangell funding the entire non-net billable – of the proposed options, this is the only viable one.

An alternate proposal would be to continue to operate the facility and follow a provision of the O&M agreement with SEAPA – An operator (TBPA) who is a Purchaser under the Long-Term Sales Agreement may deduct from its monthly power purchase payments the costs provided for in the Project Facility Budget which are actually incurred in operating and maintaining the Project Facility. If the Operator (TBPA) is not a Purchaser under the Long-Term Power Sales Agreement, it may arrange with such a Purchaser to deduct the actual operation and maintenance costs of that Project Facility⁽⁵⁾. Under conditions of the O&M agreement, the operator (TBPA) shall follow the system of accounts prescribed for public utilities and licensees by FERC⁽⁶⁾. FERC code identifies cost of labor, materials used and expenses incurred which are not specifically provided for or are not readily assignable to other hydraulic generation operation expense accounts⁽⁷⁾. Under FERC code the first labor item identified is general clerical and stenographic work. Thus all office expenses and office position duties associated with project O&M may be covered in the above manner⁽⁷⁾.

Lastly, although non-net billable expenses (TBPA commission expenses) have recently been kept to a bare minimum, future commission expenses would still have to be covered by their respective communities.

Bibliography

- (1) Wrangell Municipal Code Chapter 3.40, Section 3.40.050 A
- (2) Wrangell Municipal Code Chapter 3.40, Section 3.40.050 F
- (3) Operations & Maintenance Agreement for Thomas Bay Power Authority Section 2(b)
- (4) Collective Bargaining Agreement between Thomas Bay Power Authority and the International Brotherhood of Electrical Workers, Local 1547 AFL-CIO Section 1.3
- (5) Operations & Maintenance Agreement for Thomas Bay Power Authority Section 9(b)
- (6) Operations & Maintenance Agreement for Thomas Bay Power Authority Section 5
- (7) US Department of Agriculture Rural Utilities Service RUS Bulletin 1767B-1 Uniform System of accounts – Electric Section 539

Agenda Item 13c

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 24, 2013

INFORMATION:

Consideration and possible action regarding the sale of City Tidelands to Donald & Betsy McConachie (Nore Estate)

Attachments

1. Correspondence and Request from Donald & Betsy McConachie
2. Memo from the Port Commission dated September 9, 2013
3. Memo from the Planning & Zoning Commission dated September 13, 2013
4. Correspondence from Borough Attorney, Paul Hoffman dated May 10, 2013
5. Map of Tideland area
6. WMC Section 16.12

RECOMMENDED ACTION:

Assembly Discussion and possible action.

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Attachment 13c - 1

Mayor David Jack and Members of the Wrangell Borough Assembly

We have now completed our canvassing of both the Port Commission and the Planning and Zoning Commission. Letters have been sent to the Assembly expressing a favorable response to our request.

These letters are included in your packet.

This is a letter of request to clarify what action we would like from the assembly and the reasoning for the action.

Although we cannot be positive that this is what happened in the past we feel this is reasonable explanation of possible past historical actions.

Back in the early 1960's is when this all took place so to be exactly correct is probably not going to happen. All of the family members that could have told us have passed away. Even the information that we received while they were still alive are at best a guess on their part. (memory)

We are assuming the Marie Nore felt she already owned the property as she and her husband purchased it from Carl W. Stoeckel. We feel she must have received a letter from the City concerning the Tidelands but either failed to act or just did not understand that she needed to request to purchase the Tidelands from the City.

Thanks to the Borough Clerk we were able to find comparable prices some residents paid for back then for the tidelands. I have a copy of a deed for a similar size piece of property (tide land) for \$203.18 (Lot 12, Block 83A)

We understand that a payment was made by all the other upland owners for their respective tidelands back in the 1960,s and if necessary would pay the dollar amount that was levied at that time. The existing home was built on the Uplands and the Tidelands and as taxes have been paid on this property for over 80 years we feel a degree of ownership to the Tidelands is preexisting we are not trying to obtain the property free gratis.

Our Request of the Borough Assembly:

The Nore Estate would like to request the Assembly of the City and Borough of Wrangell Alaska transfer the Deed of the Tidelands Lot 8, Block 83A to the Nore Estate. Furthermore, that the Appraisal fee is waived, and that the conditions of sale of tidelands as stated in WMC 16.12.040 paragraphs' A, B, and C are also waived.

Betsy McConachie_____

Don McConachie_____

WARRANTY DEED

THE GRANTOR, Carl W. Stoeckel, for and in consideration of Seven Hundred and no/100 dollars in hand paid, convey and warrant to Per P. Nore and Marie E. Nore, husband and wife, the following described real estate:

All that portion of Lot six (6) block eight three (83) as shown on the Official plat of the Wrangell Townsite, approved by the Commissioner of the General Land Office September 12, 1917, to wit:

Beginning 15 feet south east of corner common to lots 6 and 7 on the same block 83 and running north 29° 15' east 100 ft. thence S 58° 15' 40" E 400 ft. more or less to Alaska Avenue; thence S. 43° 15' W. along Alaska Avenue 100 ft; thence N 58° 15' 40" W. 380 ft. more or less to place of beginning on the beach.

Subject to rights and reservations in the original patent expressed.

Situated in Wrangell, Alaska

Dated this 14th day of September, 1929

Witness

WM. G. THOMAS

L. B. ...

UNITED STATES OF AMERICA)
TERRITORY OF ALASKA) SS

CARL W. STOECKEL

Carl W. Stoeckel

I, WM. G. THOMAS, a Notary Public do hereby certify that on this 14th day of September, 1929, personally appeared before me Carl W. Stoeckel, to me known to be the individual described in, and who executed the within instrument, and acknowledged that he signed and sealed the same as his free and voluntary act and deed for the use and purposed therein mentioned.

Given under my hand and official seal this 14th day of September, 1929

Wm. G. Thomas
Notary Public for
Alaska, My Commission
Expires, Feb. 25, 1933

Filed and recorded this 14th day of September at 3:50 o'clock P.M., 1929

Wm. G. Thomas
Recorder

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Comparable Tideland Sold provided by Don & Betsy McConachie

This deed made in duplicate this 28th day of April, 1967, by and between the City of Wrangell, Alaska, grantor, and George W. Wigg, Jr., grantee.

WRANGELL

Serial No.

67-172

WITNESSETH

BOOK 15 Deeds PAGE 341
Wrangell Recording District

That the said grantor, for and in consideration of the sum of Two Hundred Three and 18/100 (\$203.18) dollars, to it in hand paid by the grantee, pursuant to the provisions of the Alaska Land Act (Chapter 169, SLA 1959) and Ordinance No. 180 enacted on October 7, 1963 pursuant thereto, does hereby grant, bargain, sell, convey and confirm unto said grantee and to its successors and assigns the following described lot, piece, parcel and tract of tideland and contiguous submerged land situated within the corporate limits of the City of Wrangell, Alaska, and more particularly described as follows, to-wit:

All of Lot 12, Block 83-A

Tidelands Addition to U. S. Survey No. 1119 Wrangell, Subdivision according to the official Tidelands Subdivision Plat of the City of Wrangell, Alaska, prepared by Hubbell & Waller Engineering Corp., approved by the City Planning Commission October 12, 1964 and recorded in the office of the Magistrate Recorder, Wrangell, Recording District on April 12, 1965 as Plat No. 65-87.

Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining.

To have and to hold the same unto the said grantee, its successors and assigns, forever, it being understood that all reservations made by the State of Alaska to itself in the conveyance from the State of Alaska to the City of Wrangell, shall be binding upon the Grantee herein.

In WITNESS WHEREOF, The Grantor has caused this Deed to be executed the day and year hereinabove first written.

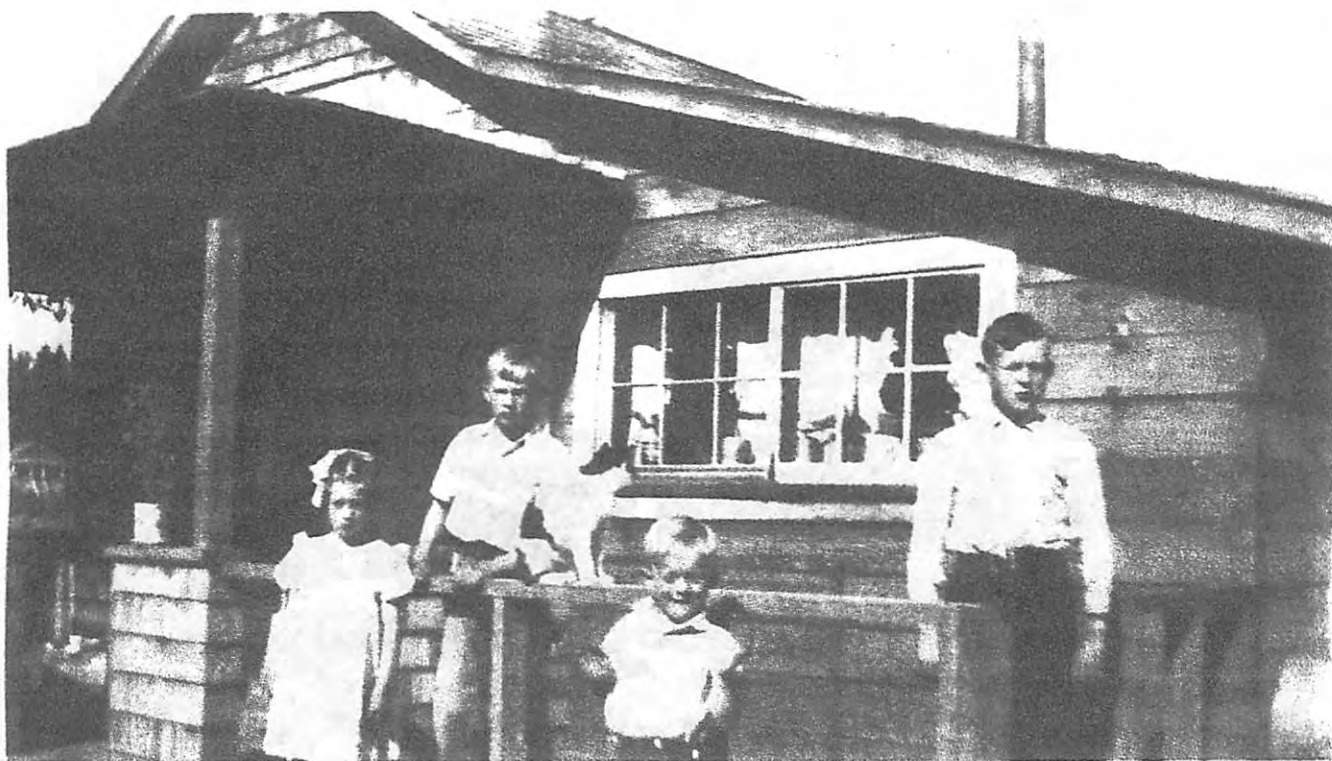
CITY OF WRANGELL, ALASKA

ATTEST

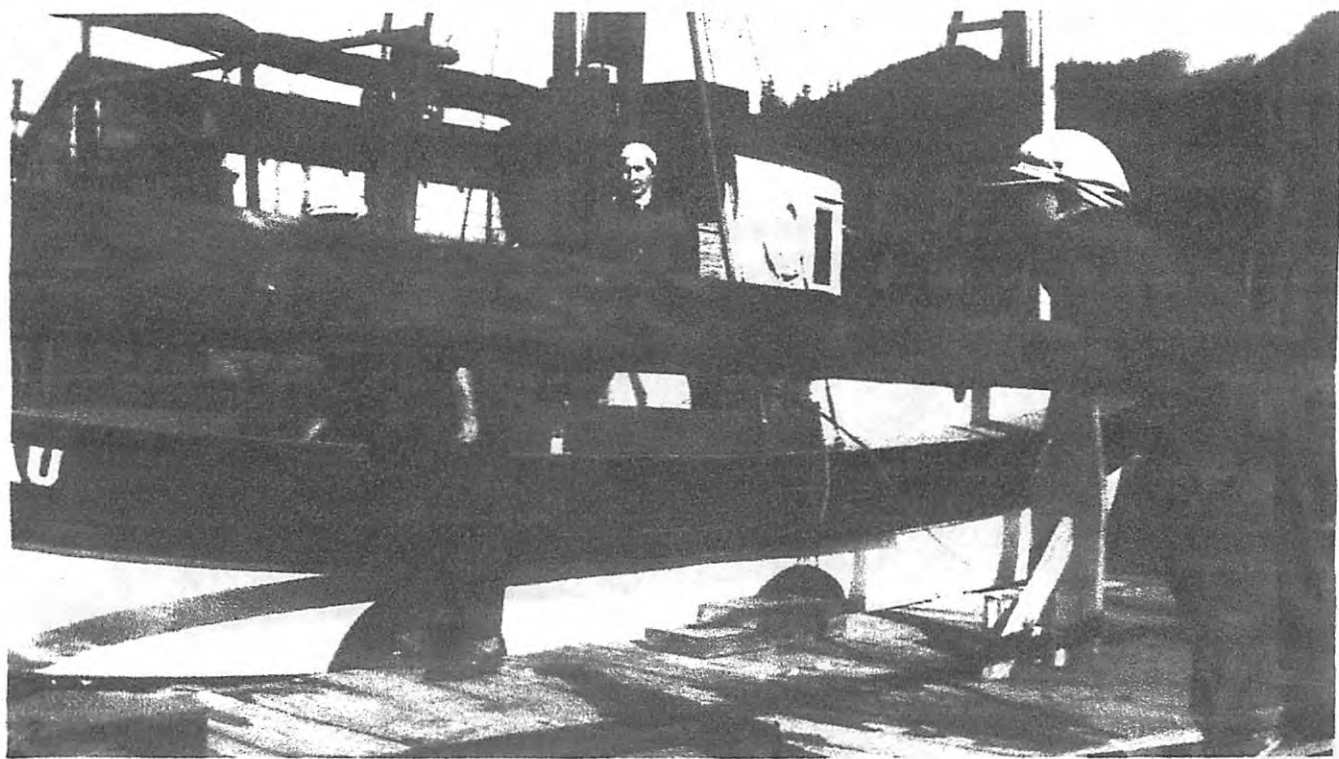
City Clerk

BY

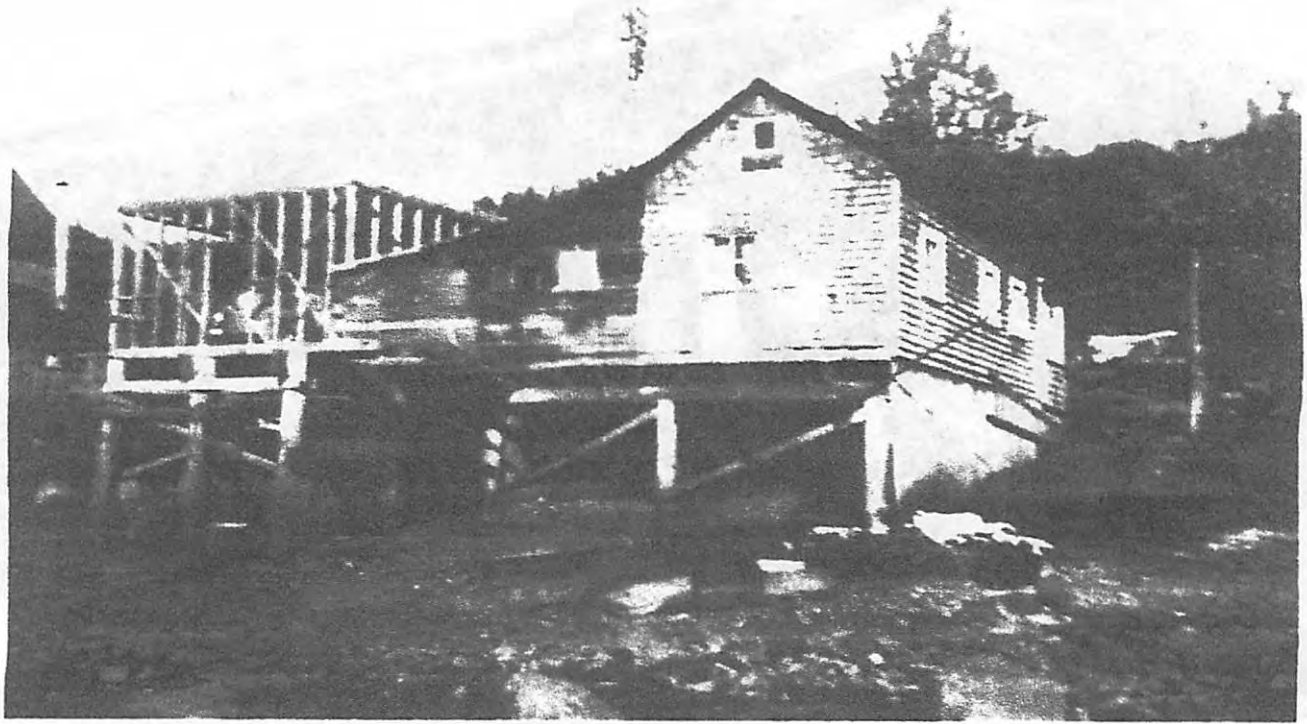
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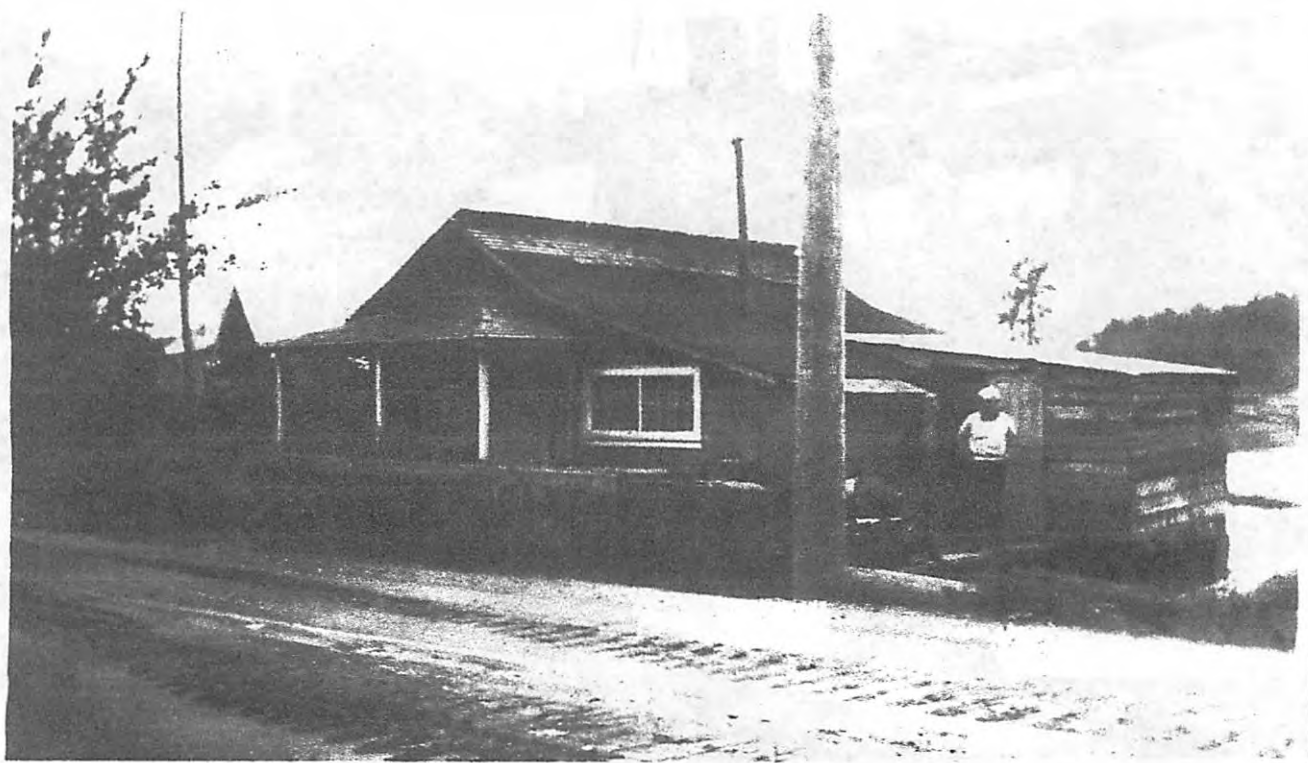
L to R: Mavis, Kjell, Alf & Palmer Nore in front of their Wrangell home.



Marie Nore working on a fishing boat while her son, Alf, looks on.



The back of Per & Marie Nore's small house in Wrangell, Alaska.



The front of Per & Marie Nore's small house in Wrangell, Alaska.

Attachment 13c - 2

Memo

September 09, 2013

To: Mayor, City Council and City Manager

From: Recording Secretary - Sherri

RE: **Request from Betsy and Don McConachie to purchase Lots 8, Block 83A, Wrangell Tidelands Addition**

The Port Commission at their Regular Meeting on September 5th, 2013 recommended the City Council approve Betsy and Don McConachie's request to purchase Lots 8, Block 83A Wrangell Tidelands Addition.

Motion to have the Port write a letter stating they have no interest in this land or develop the land

Motion carried unanimously by consensus.

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Memo

To: Kim Lane, City Clerk
From: Lavonne Klinke, Planning & Zoning Secretary
CC: City Council Members
Date: 9/13/2013
Re: Request to Purchase Tidelands, Lot 8, Block 83A, Wrangell Tidelands Addition zoned Waterfront Development, requested by Betsy McConachie

CITY CLERK
AUG 13 2013
RECEIVED

The Planning and Zoning Commission at their regular meeting of September 12, 2013 unanimously recommend to the Assembly to allow Betsy McConachie to purchase Tidelands, Lot 8, Block 83A, Wrangell Tidelands Addition zoned Waterfront Development

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HOFFMAN & BLASCO, LLC

JUNEAU

ATTORNEYS AT LAW

ATTORNEYS

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SUITE 202
JUNEAU, ALASKA 99801
PHONE: (907) 586-3340
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May 10, 2013

PAUL M. HOFFMAN
ROBERT P. BLASCO
BARBARA J. RITCHIE*

PROFESSIONAL STAFF

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* OF COUNSEL
** BUSINESS MANAGER
+LEGAL ASSISTANT

Mitchell A. Seaver, Esq.
Ziegler Law Firm
307 Bawden Street
Ketchikan, AK 99901

Re: Lot 8, Block 83A, Tidelands Addition to U.S. Survey 1119
According to Plat 65-87, Wrangell Recording District

Dear Mitch,

Your letter of April 22, 2013 to Kim Flores, Borough Clerk, that referenced Lot 6, Block 83, Wrangell Townsite, has been referred to me for a response on behalf of our client, the City and Borough of Wrangell. The CBW has looked into its records regarding this tidelands parcel. I have reviewed those materials and sought additional information, as well as doing research on the DNR site related to this Lot 8. No evidence was found that indicated Ms. Nore was ever issued a deed to Lot 8, or that she ever applied to obtain Lot 8 under ordinances that existed at some past time.

There is reference in the current Borough Code, Sections 16.04.101-.070, of the expiration of time periods for filing for preference rights to tidelands and having purchase options. While we understand that Ms. Nore and the Estate have paid property taxes that appear to include the area of Lot 8, we do not know the reason for that, and find nothing to explain it in the Borough records. As we know from AS 29.71.010, adverse possession does not exist with respect to the Borough as a municipality.

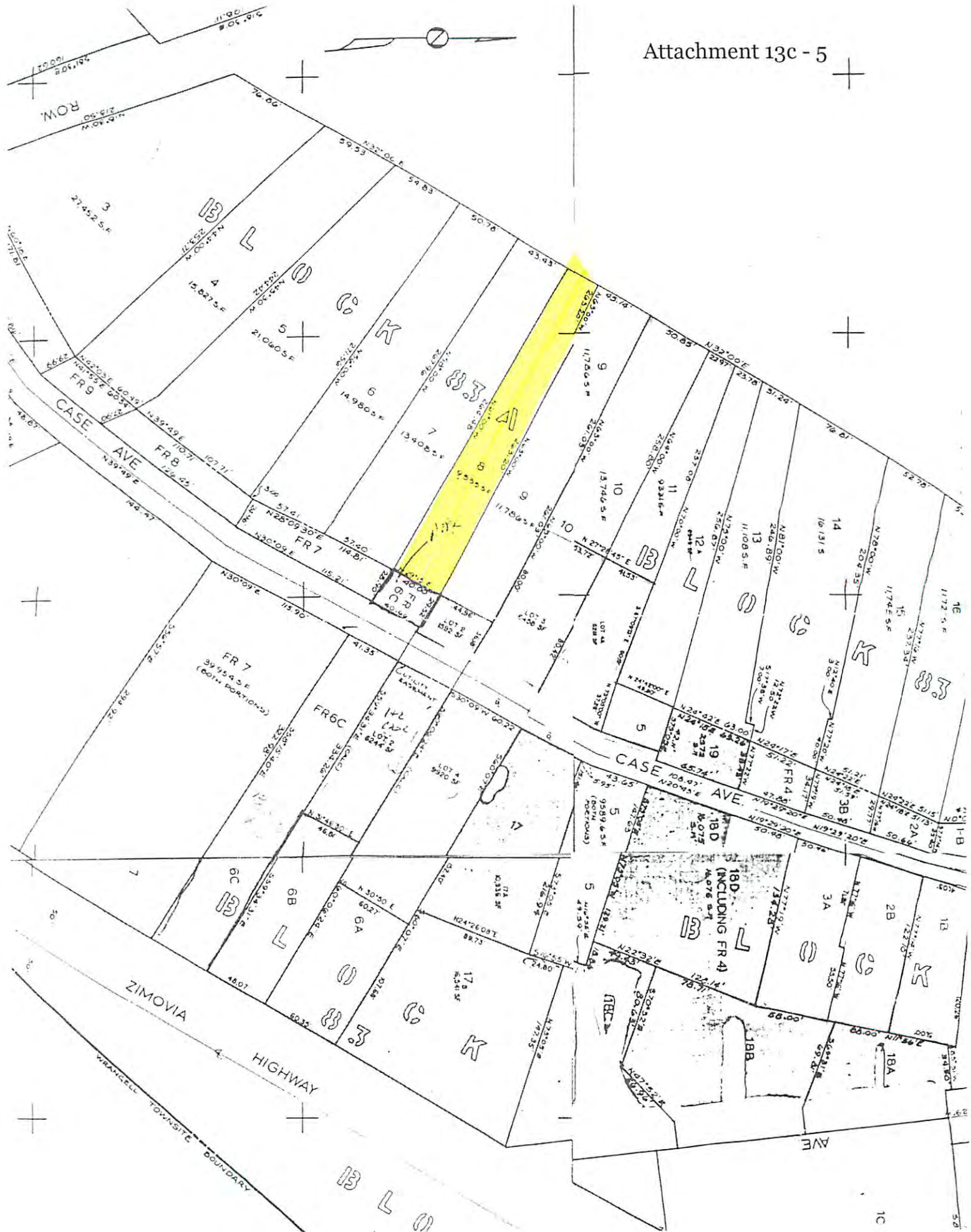
While the Borough Clerk could submit your letter to the Assembly as is, the additional information they would then need to give the Assembly would be that stated above, which might not get the result you want. So we are providing this opportunity for the Nore Estate to submit a more complete history and packet of information to be provided to the Assembly to show why the Estate believes that the tidelands Lot 8 should be deeded to the Nore Estate.

Sincerely yours,

Paul M. Hoffman

Cc: Borough Clerk, Kim Flores

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16.12.030 Sale of tidelands.

A. The policy of outright disposal by sale of tide and submerged lands is not favored; the orderly development of the borough with due consideration toward ocean resource harvesting, municipal revenue and public recreation would indicate a strong preference toward tidelands leasing. However, when it is in the public interest, the assembly may, by resolution, authorize the sale of tracts of tide and submerged lands in the manner provided for the sale of other real property owned by the borough. Tidelands, which may be sold pursuant to this section, as that term is used herein, refers only to those tide and submerged lands conveyed by the state of Alaska to the then-City of Wrangell pursuant to AS 38.05.820.

B. All sales of tide and submerged lands shall be public sales and shall be governed by the provisions of this chapter, insofar as applicable. [Ord. 833 § 42, 2009; Ord. 677 § 4, 2000; Ord. 645 § 5, 1998; Ord. 618 § 4, 1996; Ord. 588 § 6, 1993; Ord. 410 § 7, 1981; Ord. 275 § 5, 1971; prior code § 45.20.030.]

16.12.040 Value assessment – Notice of terms.

A. When an application is filed for the sale, lease or other disposition of real property, tidelands or any interest therein, the borough clerk shall cause an appraisal of the interest to be disposed of to be made by the assessor, who shall submit a report to the assembly, which will include his estimate of the market value of the interest. The assembly shall then submit the application and, upon approval of a majority of those voting on the question, the assembly shall approve the sale on such terms and conditions as provided herein, or set by the assembly. The costs of appraisal fees, survey fees and fees necessary for the preparation of documents, and all other costs associated with the application shall be borne by the applicant.

B. Following approval by the assembly, if the subject interest has a value of \$1,000,000 or less, the borough clerk shall thereafter give notice of the sale, lease or other disposition by publication of notice in a newspaper of general circulation in the borough at least 30 days before the date of the sale, lease, or other disposition, and the notice shall be 30 days before the date of the sale, lease, or other disposition, and the notice shall be posted within that time in at least three public places in the borough.

C. The notice shall contain a description of the property and the interest therein which is being disposed; the estimated value of the interest; declare that the disposition shall be effected through sealed bids, the forms for which may be obtained in advance at the borough clerk's office at City Hall; shall specify the address to which the sealed bids shall be addressed or delivered by the bidders; state the date and hour upon which bids shall be opened in public, and that sealed bids may be submitted at any time prior to the opening; that the property

may be sold, leased, or disposed to the highest responsible bidder for cash, or terms as provided in WMC [16.12.015](#); that the borough reserves the right to reject any and all bids

16.12.075 Additional requirements.

The borough assembly may provide such additional and necessary requirements as they find necessary to carry out the specific and unique terms of each such sale and as may from time to time be necessary and not inconsistent with this chapter.

Agenda Item 13d

CITY & BOROUGH OF WRANGELL

BOROUGH ASSEMBLY AGENDA ITEM September 24, 2013

INFORMATION:

Approval to cancel the November 26, 2013 Regular Borough Assembly Meeting

Attachments

1. Memo from Interim Borough Manager Jeff Jabusch, dated September 13, 2013

RECOMMENDED ACTION:

Move to approve the cancellation of the November 26, 2013 regular Borough Assembly Meeting, and conduct only one meeting on November 12, 2013.

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MEMORANDUM

**TO: HONORABLE MAYOR AND MEMBERS OF THE ASSEMBLY
CITY AND BOROUGH OF WRANGELL**

**FROM: JEFF JABUSCH
INTERIM BOROUGH MANAGER**

SUBJECT: CANCELLATION OF NOVEMBER 26, 2013 MEETING

DATE: September 13, 2013

BACKGROUND:

For the past 4 years, the Borough Assembly has only had one meeting in November. Either the first or the second meeting in November was cancelled due to the amount of Assembly members that would be out of town on Thanksgiving week or due to conflicts with the AML Annual Meetings.

This year, the Alaska Municipal League, the Alaska Association of Municipal Clerks, and the Alaska Municipal Managers Association are having their annual conferences the week of November 18, 2013 in Anchorage. Due to the amount of both staff and Assembly members that will be attending this conference, it would be staff's preference to cancel the November 26, 2013 meeting and conduct only one meeting on November 12, 2013.

RECOMMENDATION:

Staff recommends the Borough Assembly cancel the November 26, 2013 and conduct only one meeting on November 12, 2013.

Agenda Item 14

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
September 24, 2013**

INFORMATION:

ATTORNEY'S FILE - Summary provided to the Borough Assembly

Agenda Item 15

CITY & BOROUGH OF WRANGELL

**BOROUGH ASSEMBLY
AGENDA ITEM
September 24, 2013**

EXECUTIVE SESSION

**Discussion with Borough Attorney on former employee
arbitration proceeding**

RECOMMENDED ACTION:

I move to go into executive session to discuss the arbitration proceeding, which the immediate knowledge of would clearly have an adverse effect upon the finances of the Borough