

CITY OF BETHEL

City Council Meeting Agenda, March 18, 2019 – 6:00 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Fred Watson, Mayor; Thor Williams, Vice-Mayor; Leif Albertson;
Mitchell Forbes; Perry Barr; Carole Jung-Jordan; Fritz Charles



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

5. APPROVAL OF AGENDA

6. NEW BUSINESS

- 6.1. In accordance with Alaska Statutes 29.20.360, Appointment of Officials- Confirming the City Manager's appointment of Christine Blake as the City's Finance Director (Mayor Watson)

7. ADJOURNMENT

Posted March 14, 2019. at City Hall, AC Co., Swanson's, and the Post Office.

Kevin Morgan, Asst. City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

FINANCE DIRECTOR
RANGE III

Essential Duties and Responsibilities:

- Plans, directs, manages, supervises and coordinates the administration and operations of the Finance Department.
- Plans, evaluates and directs departmental policies, programs and operations related to the financial and budgetary activities of the City government.
- Directs the financial operations of the City by an established central accounting system within commonly accepted governmental accounting principles.
- Prepares financial statements and cost reports at regular intervals.
- Directs the annual audit of the City's finances, both internal and external.
- Prepares, oversees and directs the City's annual central, operating, capital, enterprise, and other essential budgets with regular monitoring and proactive adjustment to ensure compliance with budget line items
- Directs the collection activity and custody of public funds. Oversees the investment of City funds and the payment of bond obligations.
- Supervises the data processing functions to ensure that required programming is in place and that necessary records and reports are produced in a timely manner.
- Works with the Assistant Finance Director in the development and cross-training of all department staff.
- Serves as the financial advisor to the City Council and Administration.
- Ability to oversee adequate staffing and training to over the numerous responsibilities of the department which include, but are not limited to, accounts payable, accounts receiving, sales tax, business licenses, contract management, lease management, insurance claims processing, payroll, utility billing, travel processing, grant management, and purchasing

Marginal Duties and Responsibilities:

- Represents the City and/or the Department by preparing and presenting information to City committees or commissions.
- Provides technical and policy information and assistance to staff members and other City Departments.
- Promotes consumer friendly environment within the Department.

Other Knowledge, Skills and Abilities.

- Knowledge of the laws and policies governing municipal finance and accounting practices and policies.
- Knowledge of accounting practices and administrative policies.
- Knowledge of modern office practices and accounting equipment.
- Knowledge of municipal bonds and contracts and available investment opportunities.
- Knowledge of data processing principles and practices.

- Experience directing and coordinating staff activities.
- Knowledge of the principles, practices and processes of municipal budgeting.
- Ability to prepare complex financial reports in a timely and accurate manner.
- Ability to maintain satisfactory working relationships with employees, government officials, private organizations, and the general public.
- Ability to supervise professional and clerical staff, including assignment of work and review of same.
- Ability to be effective in written and oral communication in contacts with local, state and federal officials and the general public.

Qualification Requirement. To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Bachelor's Degree in accounting or B.A. from an accredited institution with an emphasis in accounting, finance and/or directly related field or equivalent education. A copy of transcripts conferring degree awarded must accompany the resume.
- Certified Public Accountant (CPA). A copy of certification must accompany the resume.
- Minimum Five (5) years' experience in finance and accounting field.
- A minimum of three (3) years in a supervisory capacity within a finance or accounting environment.
- Experience with CASELLE, IRIS, Alaska Budget System (ABS) or similar finance/accounting databases preferred.
- Strong interpersonal, verbal, and written communication skills a must.
- Solid planning, budgeting skills, ability to train, maintain peak performance and manage a 6 person staff, problem solve and organizing/setting priorities critical to job success.
- Must be bondable at the time of hire (able to pass a thorough background and credit check).



CITY OF BETHEL APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Employees of the City of Bethel and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, creed, color, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, disability, political affiliation, genetic information, pregnancy, parenthood, veteran status, or any other status or condition protected under federal, state, or local laws.

If you would like assistance in completing this application, please contact our Human Resources Department.

Position Applying For*: Finance Director Date: January 26, 2019

* Applications received without a currently open position identified will not be considered.

Personal Data

Full Legal Name: Christine Margaret Blake

First

Middle

Last

Mailing Address and Physical Address: [REDACTED] Bethel, AK 99559
[REDACTED] Bethel, AK 99559

Email Address: [REDACTED] Home or Cell Number: [REDACTED]

Please answer the following questions:

1. Do you have the legal right to work and remain in the United States? ☒ Yes ☐ No
2. Are you a resident of the City of Bethel? ☒ Yes ☐ No
3. In the last 2 years have you ever been convicted of a misdemeanor ☐ Yes* ☒ No
In the last 5 years have you ever been convicted of a felony ☐ Yes* ☒ No

*If yes, please explain: _____

* Information supplied on conviction record will not necessarily bar applicant from employment.

4. During the last 2 years, have you been fired from any job for any reason, or resigned in lieu of termination?
If yes, please explain: No.

5. Have you previously been employed by the City of Bethel? ☐ Yes ☒ No
If yes, please name the position title, dates of employment and your previous supervisor(s): _____

6. Have you seen the job description for the job you are applying for? ☒ Yes ☐ No
7. Are you able to perform the duties of the position that you have applied for with or without a reasonable accommodation? ☒ Yes ☐ No

Do you have any relatives (either by blood or marriage) or domestic partners who are current employees of the City of Bethel? ☐ Yes ☒ No

If yes, please state their name, your relationship to them and in which department they are employed:

8. What languages are you proficient in? English

Education and/or Training

Did you graduate from high school or receive a GED Certificate? ☒ Yes ☐ No

School Name & Location (College, Vocational, Other)	Dates Attended		Course of Study	Did you Graduate? - check if yes	Diploma / Degree Earned
	From Month/Year	To Month/Year			
Whatcom Comm College Bellingham, WA	09/1991	03/1994	Business Transfer	yes	AAS
Western Washington University Bellingham, WA	01/1994	06/1996	Accounting and Business	yes	BA- Accounting Minor -Business

List all Licenses or Certifications – including your Drivers license or State ID

License/Certification	State	Profession	Lic/Cert. Number	Expiration Date
Driver's License/ID	Alaska	NA		

Please use additional sheets of paper if necessary.

Official transcripts and/or certified copies of diplomas may be requested for verification.

Special Qualifications

Typing: _____/words per minute Ten Key: _____/strokes per minute

Please list any additional skills you have which you feel would be helpful to this position (for example, Word, Excel, First Aid Training, etc.) _____

Last Updated: 08/03/2018

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Military Service - Include a copy of your DD Form 214

Branch of Service	Date of Entry Month/Year	Date and type of Discharge	Are You a Member of an Active Reserve/Guard Unit?
			☐ Yes ☐ No
			☐ Yes ☐ No

9. ***Military service only*** - Were you ever convicted by Special or General Court-Martial? ☐ Yes ☐ No

Availability for Work

Please answer the following questions:

- a. What days are you available to work?

☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☐ Saturday ☐ Sunday

- b. Are you willing to accept any of the following types of positions

☐ Regular ☐ On-Call ☐ Temporary ☒ Full-Time ☐ Part-Time ☐ Shift

- c. If offered a position, when would you be available to start work? 3 weeks notice

- d. Please list any days or hours that you would **not be available** to work: _____

- e. Would you be willing to work overtime if required? ☒ Yes ☐ No

- f. Would you be willing to travel if your job required it? ☒ Yes ☐ No

Employment History (List all jobs in the last 3 years) - DO NOT indicate "see attached resume"

Employer: YKHC	Telephone Number: 543-6632	Supervisor's Name: Chris Beltzer
Type of Business: Healthcare	Address (include city & zip code) PO Box 528 Bethel, AK 99559	
Your Job Title: Contracts Manager	Dates Employed (month & year) From: 06/2016 To: Present	

Duties: Manage contracts preparation, review, and approval processes.	
Salary: [REDACTED]	Reason for Leaving:

Employer: City of Bellingham Public Works	Telephone Number: 360-778-7700	Supervisor's Name: Eric Johnston, Asst PW Director
Type of Business: Municipality	Address (include city & zip code) 2221 Pacific Street Bellingham, WA 98229	
Your Job Title: Financial Services Manager	Dates Employed (month & year) From: 06/2014 To: 05/2016	
Duties: Financial reporting, budget and supervising accounts payable for Public Works.		
Salary: [REDACTED]	Reason for Leaving: Moved to Bethel, AK	

Use additional sheets of paper if necessary. Please explain any gaps in employment in the comments section below.

Comments (including explanation of any gaps in employment): _____

Skills & Qualifications. Summarize any special skills and qualifications acquired from employment or other experiences that may qualify you with the City. _____

Auditing, accounting and management of public agencies.

Professional References [REDACTED] Please provide at least three (3) professional references. It is strongly preferred if the references have a definite knowledge of your qualifications for the position. DO NOT include relatives as a reference.

Name	Phone Number And E-Mail	Years Known	How Known
[REDACTED]	[REDACTED]	2.5	Former Supervisor - YKHC
[REDACTED]	[REDACTED]	4	Former Supervisor- City of Bellingham
[REDACTED]	[REDACTED]	22	Former colleague- Wa State

Certification and Signature

The City of Bethel is a drug-free workplace in compliance with the Title 41, Sect 81, USC; Drug-Free Workplace Act of 1988. All federally controlled substances, including marijuana, are prohibited. Applicants must be able to pass a pre-employment drug screen as a condition of employment.

I understand that any verbal or written statement that is false, fraudulent or misleading that is contained in this application or attached materials, or made in the course of any related employment process, whether made by me or by others at my request, will result in rejection of my application, denial of employment or dismissal from City service if discovered after employment, and under some circumstances may result in prosecution for a crime.

- I certify that all statements contained herein are true and complete whether made by me or others at my request.
- I understand that if hired, I must prove that I am legally authorized to work in the United States.
- I authorize the City of Bethel to check employment references and verify education information provided on this employment application and as disclosed in any interview process.
- I understand I may be required to provide a driving record if the position for which I am applying requires driving.
- **I understand that I may be asked to submit to a pre-employment drug test and/or criminal history background- check as a condition of employment.**
- I release the City of Bethel and all providers of information from any liability as a result of furnishing and receiving any information to the City of Bethel's hiring process.
- I understand that nothing contained in this employment application or the granting of an interview is intended to create an employment contract between the City of Bethel and myself or to provide any other benefit.
- I agree that if I am offered employment with the City of Bethel, it will be an at-will employment, unless different terms are agreed to in writing, in advance, by the City Manager.
- I understand that as an at-will employee, employment is subject to termination at any time without cause and without notice.

Signature: Christine M Blake Date: January 26, 2019

To submit your application, be sure to sign and date it.

Email a scanned copy to humanresources@cityofbethel.net.

You may also drop off a printed copy at Bethel City Hall, 300 State Highway or mail to Human Resources at PO Box 1388, Bethel AK 99559.

Equal Opportunity Employer

The City of Bethel does not discriminate on the basis of race, creed, color, religion, gender, sex, gender identity, sexual orientation, age, national origin or ancestry, marital status, change in marital status, physical or mental disability, political affiliation, genetic information, pregnancy, parenthood, status as a disabled veteran, or any other status or condition protected under federal, state and local laws in employment.

January 26, 2019

Christine M. Blake

James Harris
Human Resources
City of Bethel, Alaska

Dear Mr. Harris,

The purpose of this letter is to express my interest in the position of Finance Director for the City of Bethel. I have more than 20 years of professional experience that includes executive-level management at a public utility district with responsibility for accounting, accounts payable, payroll, and financial reporting functions. I also have extensive experience conducting and supervising audits of state and local government financial statements, compliance with federal grant requirements, and accountability for public resources which provides me with an excellent foundation for the Finance Director position.

My responses to the required KSAs are on the following pages (please note that my responses to the KSAs refer to the information provided in my attached resume). Also attached are my University transcripts, professional references, an additional example of professional writing, and a recent performance evaluation.

I have been employed at the Yukon-Kuskokwim Health Corporation as Contracts Manager since June, 2016 and am very much interested in utilizing my accounting and business management skills again.

Thank you for your consideration.

Sincerely,

Christine M. Blake

Christine Blake- Cover Letter
Finance Director KSAs

1. A documented extensive knowledge of the principles, concepts, theories and practices of current governmental accounting. My work at the Washington State Auditor's Office, Skagit PUD, and the City of Bellingham required a current understanding and application of GAAP and GASB reporting requirements. During my time at the State Auditor's Office, I was provided with 40 hours per year of professional training on audit standards and updates on GASB financial statement and reporting requirements. After leaving the State Auditor's Office, I maintained memberships in the Washington Finance Officers Association (WFOA) and the Government Finance Officers Association (GFOA). In order to remain up-to-date on government accounting and reporting requirements, I maintained communication with our auditors, attended annual WFOA conferences, and volunteered as a budget reviewer on behalf of the GFOA Budget Award program.
2. Demonstrated ability to build a team through application of principles of personnel management. My extensive experience supervising continues to be a learning experience, and I think that is the key to success. I am consistent in my tailored approach to supervising because people are all different, as are the challenges of expecting them to form a cohesive and productive work group. My approach is to accept and respect people as individuals that have different backgrounds, personalities, and talents. I also believe that each and every employee has talents that should be identified and utilized, which is beneficial for both employee and employer. I consider my work groups to be a team, and expect team members to have respect for the contributions of everyone on the team. I strive to provide consistent expectations and open communication, including regular staff meetings, staff performance reviews, and performance improvement plans, when necessary. Using this approach, I have succeeded in building productive and cooperative teams. Most recently, I succeeded in improving communication, work product, and morale in my position at the City of Bellingham. My work group was physically located in different buildings several miles from one another. There was an "us and them" mentality, with little communication between the two groups. This resulted in frustrations, in-fighting, and process steps being done twice, or not being done at all. I began regular staff meetings (taking turns at each location) to discuss current challenges, solutions, and to eat sweets and recognize birthdays. If someone presented a problem, I asked them what they think regarding the best way to solve it. This reduced complaints within the team, and improved productivity, morale, and communication.
3. Ability to communicate effectively, orally and in writing, with employees, City officials, outside agencies and the general public. My background has provided me with extensive experience in communicating effectively. Specific examples include:
 - a. State Auditor's Office- Required me to develop and maintain positive and productive communications with clients, ask clear, concise questions, explain concerns, provide suggestions, and make recommendations. Every audit required an exit conference presentation of the audit results to upper management and elected officials and included presenting and explaining written audit findings and reports.
 - b. Skagit PUD-I attended weekly open public meetings of the elected Board of Commissioners and presented quarterly budget status reports which included explaining numbers on the reports, providing explanation of fluctuations, and answering related questions from Board.
4. Ability to conduct research, prepare and analyze complex financial reports. Preparation of the annual financial statements of the Skagit PUD often required me to perform research in terms of how to apply new accounting standards and reporting requirements. For example, GASB 67 and 68 related to public pension reporting requirements required research (using "The Blue Book", GASB pronouncements, and state accounting and reporting manuals). I also regularly performed research as an auditor with regard to compliance in the federal arena. In addition, each financial statement audit included analytical review of the agency's financial statements.
5. Ability to apply administrative concepts and practices to a variety of discrete functions. I am not certain I understand what is being asked, but offer that I am self-sufficient with regard to administrative tasks and am not accustomed to having an assistant.

6. Ability to analyze and solve complex organizational and administrative problems. Managers are generally the front-line problem-solvers and I am no exception. My approach is to first gain a thorough understanding of the perceived problem and how it is affecting the organization. I talk to the people who identified the problem, gain an understanding of what effect it has on them and their work processes, then discuss with the problem and potential resolution with people it affects. The important thing is to include the people who have a stake in the processes involved and include them in identifying the solution (this helps with "buy-in" of the solution).
7. Considerable knowledge of internal control procedures. As noted in my resume, I have 10 years of experience at the Washington State Auditor's Office, where I was involved in hundreds of audits as a Staff Auditor, Auditor-in-Charge, and Assistant Audit Manager. Audit areas included Compliance with State and Local Requirements, Federal Single Audit, and Financial Statements, and one of first steps for all audit areas is gaining a thorough understanding and assessment of the internal controls that have been established to ensure compliance. My skills in assessing internal controls have been put to use in all of the positions I have held since leaving the Auditor's office.
8. Considerable knowledge of comprehensive, integrated financial management software system, Caselle preferred; demonstrated ability to learn and effectively use new software system. My experience with financial management software was acquired at the Skagit PUD and the City of Bellingham. The PUD had a fully integrated system known as Harris Utilities. The PUD implemented in it 1988, moving from paper to a computerized system. It included modules for financial reporting, accounts payable, billing/accounts receivable, cash receipting, work orders, purchasing, and inventory. I quickly learned and regularly used all modules to look-up information, record general ledger entries, reconcile subledgers to the general ledger, run reports, etc. In 2013 we began the process of replacing the aging Harris system with Cayenta software. We were running accounts payable and payroll in both Harris and Cayenta when I left the PUD. I also used Cayenta at the City of Bellingham, primarily to look up accounts payable and project cost information.
9. Considerable knowledge of public finance and fiscal planning, payroll, and accounts payable functions. My first job out of college was Accounts Payable Supervisor for a manufacturing company. In addition, I have audited and supervised payroll and accounts payable functions at the PUD and the City of Bellingham. As CFO at the PUD, I was responsible for creating and maintaining budget forecasts up to five year for operating budget and 10 years for capital projects. Capital project budgets included bond retirements and new issues. I also regularly audited for compliance with bond covenants.
10. Ability to maintain confidentiality. Maintaining confidentiality goes hand in hand with being an auditor and being a manager, so my entire career has involved exercising good judgment, being discrete, and being sensitive to the risks of handling or discussing confidential information. I fully understand the importance of maintaining confidentiality.
11. Other Knowledge, Skills and Abilities. The bulleted items listed in this category have been addressed in my answers above.

Bellingham, Washington



Student No: [REDACTED] Date of Birth: [REDACTED]

Date issued: 26-JAN-2006
0

Record of: Christine Margaret Blake
SSN: [REDACTED]

OFFICIAL

Page: 1

Issued To: Christine Blake
[REDACTED]

Course Level: Undergraduate
High School: Chico Senior High School 01-JUN-1981

Degree Awarded : Bachelor of Arts 14-JUN-1996
College : Coll of Business and Economics
Major : Accounting
Minor(s) : Business Administration

Degree Comments:
Degree GPA : 3.48

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
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TRANSFER CREDIT/DEGREE ACCEPTED:

Calif St Univ Chico
Ehrs: 72.50 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00

Whatcom Cnty College
Ehrs: 51.00 GPA-Hrs: 0.00 Pts: 0.00 GPA: 0.00 AA

INSTITUTION CREDIT:

Winter 1994
ACCT 245 INTRO MGRl ACCTg 4.00 B+ 13.20
MGMT 311 MGT/ORG BEHAVIOR 4.00 B 12.00
Ehrs: 8.00 GPA-Hrs: 8.00 Pts: 25.20 GPA: 3.15
Good Standing

Spring 1994
ECON 409 MANAGERIAL ECON 4.00 B 12.00
MGMT 360 OPERATIONS MGMT 4.00 A 16.00
Ehrs: 8.00 GPA-Hrs: 8.00 Pts: 28.00 GPA: 3.50
Good Standing

Fall 1994
ACCT 341 THRY/PRACTICE I 4.00 A- 14.80
ACCT 375 INCOME TAX I 4.00 A- 14.80
FMDS 201 BUS COMP SYST I 2.00 S 0.00
FMDS 330 PRINCS MARKETING 4.00 B+ 13.20
Ehrs: 14.00 GPA-Hrs: 12.00 Pts: 42.80 GPA: 3.56
Good Standing

Winter 1995
ACCT 342 THRY/PRACTICE II 4.00 A 16.00
ACCT 370 COMMRL TRANS I 4.00 B+ 13.20
Ehrs: 8.00 GPA-Hrs: 8.00 Pts: 29.20 GPA: 3.65
Good Standing

Spring 1995
ACCT 477 TAX RSRCH & PLAN 3.00 A- 11.0
FMDS 341 PRINCS FINANCE 4.00 A- 14.80
Ehrs: 7.00 GPA-Hrs: 7.00 Pts: 25.90 GPA: 3.70
Good Standing

Fall 1995
ACCT 321 INFO SYSTEMS I 4.00 A 16.00
ACCT 331 COST MEASUREMENT 4.00 B 12.00
ACCT 343 INTERMED THY (WI) 4.00 B+ 13.20
Ehrs: 12.00 GPA-Hrs: 12.00 Pts: 41.20 GPA: 3.43
Good Standing

Winter 1996

***** CONTINUED ON NEXT COLUMN *****

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
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Institution Information continued:

ACCT 377 NOT-FOR-PROFIT 3.00 A 12.00
ACCT 421 INFO SYSTEMS II 3.00 B 9.00
ACCT 441 ADV THRY/PRACT 4.00 B 12.00
ACCT 475 INCOME TAX II 3.00 A- 11.10
Ehrs: 13.00 GPA-Hrs: 13.00 Pts: 44.10 GPA: 3.39
Good Standing

Spring 1996

ACCT 461 AUDIT THRY/PRACT 4.00 B 12.00
FMDS 495 BUSINESS PLC (WI) 4.00 A- 14.80
MGMT 482 BUS ENVIRONMENT 4.00 A- 14.80
Ehrs: 12.00 GPA-Hrs: 12.00 Pts: 41.60 GPA: 3.46
Good Standing

***** TRANSCRIPT TOTALS *****
Earned Hrs GPA Hrs Points GPA
TOTAL INSTITUTION 82.00 80.00 278.00 3.47
TOTAL TRANSFER 123.50 0.00 0.00 0.00
OVERALL 205.50 80.00 278.00 3.47
***** END OF TRANSCRIPT *****

Christine Blake
[REDACTED]

This official University transcript is printed on security paper.

Joseph M. St. Hilaire

Joseph M. St. Hilaire, egi trar

TO VERIFY: TRANSLUCENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD A LIGHT SOURCE

Performance Evaluation Form

Employee	Blake , Christine	Reviewer	Christopher Beltzer	Performance	5 - Consistently Goes Above & Beyond
Employee	17200 Contract	Due Date	2/28/2019	Ratings	4 - Meets; Occasionally Exceeds Expectations
Position	Manager-Legal	Last Reviewer	Sharon D Sigmon		3 - Fully Competent; Meets Expectations
Employee ID	██████████	Last Review	2/7/2018		2 - Opportunity for Skill Development
Hire Date	6/21/2016	Date			1 - Unacceptable Job Performance
Employee Status	Active	Performance Cycle	2018 Exempt Review by Manager		

Attachment

Instructions

Evaluation Process:

1. This evaluation of employee performance is completed by you the manager. Add comments if score is not 3 out of 5, & list goals for his/her skill development.
2. Once complete, it is sent electronically to your Administrator for review.
3. After Administration approval you will review this evaluation with the employee in a one-on-one meeting.
4. During or prior to the one-on-one meeting, your employee adds comments, & accepts/rejects your review.
5. You/employee may request Human Resources review of an evaluation at any step in this process.

Rating Scale Definitions:

- 5 – Consistently goes above and beyond requirements.
- 4 – Meets & occasionally exceeds expectations of the position.
- 3 – Fully competent; always meets the expectations of position.
- 2 – Need skill development in this area.
- 1 – Performance is unacceptable & improvement is required.

Competency Categories

PATIENT-CENTERED EXCELLENCE: Employee helps to design our YKHC processes to deliver timely and effective care to our patients by making recommendations for improvement, and implementing changes as identified by leaders.

Comments

I discussed competency in the goal area because Christine does not deal with patients. And also because in her self exam Christine did not fill out these boxes. But to the extent YHHC needs to get contracts executed in order to deliver patient centered excellent care, Christine is an integral part of making that happen. And she thinks about and makes recommendations about how the process can be improved.

Category Score 5.0000

MODELS COMMITMENT TO PATIENTS: Employee adheres to YKHC employee expectations and procedural guidelines; he/she fulfils all identified responsibilities in their Job Description; demonstrates personal commitment to the YKHC team goals.

Comments

I don't have anything else to add that's not discussed above or below.

Category Score 5.0000

ALASKA NATIVE WORK FORCE DEVELOPMENT: I train, educate, mentor and empower tribal members to manage and serve the community with excellent health care, and to preserve self-determination.

Comments

Christine is not involved in Native Work Force Development as far as I know.

Category Score N/A

CONTRIBUTES TO YKHC SUCCESS: I work with my team to support Native self-determination and to continue to build our culturally relevant health system, toward our mission to be the healthiest people.

Comments

Category Score N/A

Goal Categories

2018 Annual Performance Review

Other goals identified through employee/manager supervision. Make notation of these goals and summarize any further information regarding employee performance for 2018 in "Comments" section below.

Comments

Christine has done a lot in 2.5 years. She drafted or helped draft the Procurement Guide. I understand she has trained other departments about procurement. She has made recommendations about centralizing contract formation to help with efficiency and compliance with Official Guidance. As Christine, April, and I go through the LEAN protocol perhaps we can find ways to improve the process. A goal, not necessarily job performance wise, could be to maintain a certain level of PTO.

Category Score 4.0000

Job Description Key Objective 1

Performance objective based on individual employee's job description

Comments

To provide timely and accurate contract services to YKHC departments.
In my short time here I have noticed Christine is experienced, knowledgeable, she works hard, independently, she works well with YKHC employees, and tries to make the process the best it can be, she does not cut corners, she is not afraid to express her opinion, she is professional and direct with outside parties, she has handled a high volume of contracts the last two years, approximately 400/yr, she advocated for a contract specialist position, got it, and now trains and manages the contract specialist.

Category Score 5.0000

Job Description Key Objective 2

Performance objective based on individual employee's job description

Comments

Maintains contract management data and other duties.
I think the Conga and DocuSign have been good developments. Conga particularly is something for which Christine, April, and I are looking forward to more training.

Category Score 4.0000

General Comments

Again, I have been here for a short time, but others have appreciated Christine's efforts over the year, her flexibility, and her ability to work independently and handle the volume of contracts. I have appreciated Christine's experience, her work, her input on improvements, training opportunities. It has helped my onboarding experience. She is thoughtful and has a nice personality. Christine gave herself 3s on the self eval, which is too low. At the same time, nobody's perfect, which is why not all 5s.

Overall
Score 4.6000

Signature

By clicking ACCEPT, this signifies this 2018 Employee Performance Review has been reviewed between my active manager and myself. It also confirms I have reviewed my current job description with my manager. Thank you for working together with all our employees to achieve excellent health in our communities.