



Item: Appointment to the Library Board
From: City Manager's Office
Initiated By: City Commission
Presented By: City Commission
Action Requested: Appoint one member to the Library Board

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission appoint _____ to a five-year term through June 30, 2021, to the Library Board.”

2. Mayor requests a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation: It is recommended that the City Commission appoint Jane West for a five-year term through June 30, 2021, to the Library Board.

Background: Judy Riesenbergs term on the Library Board expired on June 30, 2016. Ms. Riesenbergs has served two five year terms and is not eligible for reappointment. Advertising for the opening was done through the local media and also on the City's website. One Application was received.

Purpose

The Library Board is comprised of five members who are appointed by the City Commission. The Board oversees the Library policies and operations including book policies and service to the City, County, and pathfinder Federation of Libraries. Members serve for five-year terms, but no more than two full terms in succession, exclusive of time served on any unexpired term.

Continuing members of this board are:

Dea Nowell
Mitch Tropila
Mary Brinkley
Mary Ellen Kropp

Concurrences: The Library Board submitted a letter recommending that Jane West be reappointed to the Board.


Attachments/Exhibits: Library Board recommendation letter
Application



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)**

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For: Library Board of Trustees		Date of Application: 06/24/2016
Name: Jane West		
Home Address: 819 5th Avenue South, Great Falls, MT 59405		Email address: jane.west.hayworth@gmail.com
Home Phone: (314) 956-9552	Work Phone: (406) 454-9098	Cell Phone: (314) 956-9552
Occupation: Clinic Assistant	Employer: Planned Parenthood	
Would your work schedule conflict with meeting dates? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (If yes, please explain) No conflict.		
Related experiences or background: Experience with non-profit business practices and community outreach and education.		
Educational Background: Bachelor of Science, Business Management and Human Resources. Park University, 2014.		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: Previously served as Key Spouse for the 341st Munitions Squadron from 2013 to 2015, as appointed by the squadron commander.		
Previous and current public experience (elective or appointive): No previous public experience.		
Membership in other community organizations:		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what board and when did you serve?	
Are you currently serving on a Board? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, which board?	
Please describe your interest in serving on this board/commission? I am interested in expanding my professional experience, by offering my time and skills in service to the Library Board of Trustees.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? I have experience working in a community-based non-profit organization with a diverse consumer population.	
Additional comments:	
Signature 	Date: 6/24/2016

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:
City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net

JANE WEST

Administrative Healthcare Professional

(314) 956-9552

jane.west.hayworth@gmail.com

819 5th Avenue South, Great Falls

SKILLS / PROFICIENCIES

- Non-profit business management
- Electronic health record systems, medical records, terminology
- HIPAA, reproductive healthcare
- Affordable Care Act; Medicaid, Medicare, assistance programs
- Data tracking, trend identification, analysis, and reporting
- Health insurance processing, billing and coding
- Community outreach, event coordination

WORK EXPERIENCE

- Apr 2013- Present — **PLANNED PARENTHOOD OF MONTANA**
Clinic Assistant, Certified Application Counselor
- Provide the highest quality healthcare by assisting in all areas of the clinic.
Achieve excellent inventory record.
Drastically decrease billing errors.
Increase patient satisfaction.
Ensure patients received care as indicated.
Empower community members to access necessary preventative healthcare.
- Sep 2012- Apr 2013 — **THE HISTORY MUSEUM**
Administrative Assistant, Membership Coordinator
- Secured success of Museum's mission.
Facilitated the conservation of local history.
Enabled more effective budgeting of Museum funds.
- May 2011- Sep 2012 — **TARGET CORPORATION**
Human Resources Assistant
- Supported the efficient management of the retail facility.
Increased employee satisfaction and engagement.
- Aug 2009- May 2011 — **ROCKHURST UNIVERSITY**
Volunteerism Coordinator Assistant
- Integrated community service into core curriculum.
Published quarterly editorial, *Reflections*.
Managed student service transcripts.

EDUCATION

**Bachelor of Science,
Business Management
Human Resources**

Magna cum laude, May 2014
Park University

CERTIFICATIONS

Certified Application Counselor
Licensed by Commissioner of Securities and Insurances, State of Montana.

Health Insurance Portability and Accountability Act
Annual advanced training and certification, Planned Parenthood of Montana

Cardio-Pulmonary Resuscitation
Annual training and certification, Planned Parenthood of Montana

TeamSTEPPS Master Trainer
Teamwork tools and skills to optimize patient safety and outcomes.

REFERENCES

Brittney Morris
(406) 770-3265
Supervisor,
Regional Health Center Manager
Planned Parenthood Great Falls

Rhiannon Simon
(406) 770-3293
Supervisor,
Navigator Program, Grant Facilitator

J. Chris Knight, SMSgt Ret.
(307) 214-2766
First Sergeant, 341 Munitions Squadron

VOLUNTEERISM

SQUADRON KEY SPOUSE 2013-2015

Volunteer position, appointed by the squadron commander. Training included grief counseling, emergency response, suicide and domestic abuse intervention, victim advocacy, and community resource facilitator.



July 1, 2016

Great Falls Mayor,
Bob Kelly
Great Falls City Commissioners,
Bill Bronson
Bob Jones
Fred Burow
Tracy Houck

Dear Mayor and Commissioners,

We would like to recommend that Jane West be appointed to fill the open seat on the Library Board. This is a five-year term expiring June 30, 2021.

Sincerely,

[Redacted signature]

Great Falls Public Library Board:
Judy Riesenberg, Chair
Dea Nowell, Vice-Chair
Mitch Tropila
Mary Brinkley
MaryEllen Kropp