



KENAI PENINSULA BOROUGH

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Blaine Gilman, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *mw*

FROM: Stormy Brown, Director of Human Resources *SB*

DATE: July 7, 2016

SUBJECT: Confirmation of new department head

Pursuant to Chapter 2.20 of the Kenai Peninsula Borough Code, the name of Valentina Sustaita is hereby submitted for confirmation as the Purchasing and Contracting Director of the Kenai Peninsula Borough.

KPB 2.20.030 states:

The assembly shall examine the qualifications of the executive for the purpose of determining whether they comply with the requirements prescribed by statute or ordinance for the position occupied. If they comply, the assembly shall so find and shall confirm the appointment. If they find the executive not qualified, they shall deny confirmation and the mayor shall thereafter hire a qualified person. No more than 31 days shall pass after the mayor has submitted the name of a new executive officer before the assembly shall determine by majority vote whether or not the qualifications set by statute and ordinance have been met. Failure to consider the matter within this time shall be deemed to constitute a finding that the officer possesses the requisite qualifications.

Ms. Sustaita's resumé and job description are attached. Based on her qualifications, past experience, accomplishments, and proven performance, I strongly recommend confirmation.