



## Municipality of Anchorage

Housing, Homeless and Neighborhood Development (HHAND) Commission

Order of Business

Agenda

Wednesday January 07, 2026

4:00 – 5:30 PM

825 L Street Conf. Room #423

### Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 907-519-0237](tel:+19075190237), [327412486#](tel:+1327412486) United States, Anchorage

Phone Conference ID: 327 412 486#

#### HHAND COMMISSION MEMBERS

David Rittenberg, Chair

Michelle Baker

Julie Greene-Graham

Daniel Sager

Jessica Parks, Vice Chair

D. Sheneé Williams

Laura Reijns

Dr. Marvin Johnson

#### The procedure by which the public may speak to the Commission at its meeting is:

1. After the staff presentation is completed on public hearing items, the Chair will ask for public testimony on the issue.
2. Persons who wish to testify will follow the time limits established in the Commission Rules of Procedure.
  - a. Representatives of groups (community councils, PTA's etc.) - 5 minutes.
  - b. Individuals – 3 minutes.
3. When your testimony is complete, the Commission may ask you questions. You may only testify once on any issue unless questioned by the Commission.

*NOTE: Persons planning to testify before the commission will be requested to identify themselves at the beginning of the hearing. Members of the public are asked to mute themselves except when they are testifying or answering questions from the Commission.*

## **HHAND COMMISSION PURPOSE**

Advise the mayor and the assembly on issues related to long-and short-term housing, homeless and community development needs in the municipality, and strategies to effect revitalization of lower- income and at-risk neighborhoods. The commission shall:

1. Review and make recommendations on the proposed allocation of all federal, state, and municipal revenues targeted for housing and community development programs managed by the municipality.

2. Identify and address long-and short-term housing issues in Anchorage, including strategies to stabilize and monitor the housing market, achieve a range of housing options for sale and for rent and cost effective and socially responsible strategies to preserve or increase the supply of affordable housing.

3. Advise the mayor and assembly as to policies, practices and legislation which affect housing and community development issues, neighborhood revitalization strategies, and progress related to plans and programs goals.

4. Advise the planning and zoning commission about relevant housing and community development issues and their connection with land use controls.

5. Participate in the development and implementation of the housing and community development consolidated plan by providing information and policy advice about municipality's housing and community development needs and priorities.

6. Advise the mayor and assembly as to the infrastructure, facilities, transportation, and public services needs of lower-income and at-risk neighborhoods.

7. Facilitate public participation in housing and neighborhood revitalization policies, plans, strategies, and programs.

8. Coordinate with the Anchorage Continuum of Care in the development and implementation of the Anchorage plan to address homelessness.

9. Advise the mayor, and assembly on issues related to homelessness.

10. Report to the mayor and assembly on the progress of the Anchorage plan to address homelessness. The report shall be presented on or before June 1 of each year and shall include recommendations for specific actions to implement the plan.

- A.** Roll call
- B.** Approval of Order of Business
- C.** Approval of minutes
- D.** Disclosures
- E.** Action Items
  - 1. Review and Approve changes to the HHAND Commission Rules & Procedures
- F.** Informational Items
  - 1. Ongoing Business
    - a. Update from the Mayor's Office
    - b. Update from Housing and Homelessness
    - c. Update from Community Safety and Development
    - d. Request for HHAND Commissioner advice about basic needs for unhoused community members
  - 2. New Business
- G.** General Public Comments
- H.** Commissioners Comments
- I.** Report

Adjournment - Next scheduled meeting is February 4, 2026.



**MUNICIPALITY OF ANCHORAGE**  
**Housing, Homeless and Neighborhood**  
**Development (HHAND)**  
**Advisory Commission**  
**SUMMARY MINUTES**  
**December 03, 2025**



**Call to Order**

The Housing, Homeless and Neighborhood Development (HHAND) Advisory Commission meeting reached a quorum and was opened by Chair Dave Rittenberg at 4:05 PM. The meeting was staffed by the Anchorage Health Department (AHD), Human Services Division (HSD), Community Safety and Development (CSD).

**A. Roll Call & Introductions** (*virtual attendance italicized*):

**Commissioners**

**Present:** Chair Dave Rittenberg, *Vice Chair Jessica Parks*, Michelle Baker, *Julie Greene-Graham*, Daniel Sager, D. Sheneé Williams, Laura Reijns, Dr. Marvin Johnson

**Absent:**

**MOA Staff**

**AHD:** Jed Drolet, CSD Program Manager; Chase Burghgrave, CSD Lead Planner; Kyle Mielke, Community Development Specialist; Frankie Dahl, Senior Office Associate; Leila Taylor, Housing Services Division Manager; *Kimberly White, Housing & Homelessness Program Manager*; Makenna Bacon, Homelessness/Behavioral Health Research Analyst

**Other Departments:** *Thea Agnew Bemben, Special Assistant to the Mayor*

**Guests or Presenters**

**B. Approval of Order of Business –Chair entertained a motion to approve the agenda as presented.**

<b>MOTION:</b> Laura Reijns
<b>SECOND:</b> D. Sheneé Williams
<b>DISCUSSION:</b>
<b>SUBSIDIARY MOTION to postpone item F2b to January:</b> Dr. Marvin Johnson
<b>SECOND:</b> Laura Reijns
<b>VOTE:</b> No opposition
<b>VOTE:</b> No Opposition

**C. Approval of November 2025 minutes**

<b>MOTION:</b> Laura Reijns
<b>SECOND:</b> D. Sheneé Williams
<b>DISCUSSION:</b> None
<b>VOTE:</b> No Opposition

**D. Disclosures**

None

**E. Action Items**

1. **Review and Approve changes to the HHAND Commission Rules & Procedures:** This item was postponed until the January meeting

**F. Informational Items**

1. Ongoing Business
  - a. **Update from the Mayor’s Office:** Special Assistant to the Mayor Thea Agnew Bemben gave updates about the microunits project, the Good Neighbor Fund launch event, and the activation of surge capacity at shelters. She also briefed commissioners about the administration wanting feedback about how to best structure outreach practices.
  - b. **Update from Housing and Homelessness:** Housing Services Division Manager Leila Taylor gave updates about shelter capacity, and HHS Research Analyst Makenna Bacon gave updates about the designated safe parking project.
  - c. **Update from Community Safety and Development:** Program Manager Jed Drolet notified commissioners about an upcoming presentation he will be giving about ERA2 outcomes at the Assembly Housing and Homelessness Committee meeting on December 17<sup>th</sup>. He also gave updates about a housing rehabilitation fund that the program is working on.
2. New Business
  - a. **HOME ARP Request for Proposals:** Jed Drolet notified commissioners that there will be an RFGP for HOME ARP supportive services upcoming, and that commissioners are welcome to serve on the scoring committee for the project.
  - b. **Request for HHAND Commissioner advice about basic needs for unhoused community members:** This item was postponed until the January meeting.

**G. General Public Comments —**

1. Adrian Tilden provided public comment.
2. Jamie Lopez provided public comment.

**H. Commissioner Comments —**

None

**I. Reports—**

None

**Chair Rittenberg entertained a motion to adjourn the meeting at 5:21PM**

<b>MOTION:</b> Laura Reijns
<b>SECOND:</b> D. Sheneé Williams
<b>VOTE:</b> No Opposition

Meeting adjourned at 5:21 PM. The next HHAND Commission meeting is scheduled for January 7<sup>th</sup>, 2026, from 4:00 – 5:30 pm., at 825 L Street, Conference Room #423, and through Microsoft Teams.

# HHAND COMMISSION RULES OF PROCEDURE

## I. OFFICERS

### ***Chair and vice-chair.***

- A. The commission shall annually organize and elect a chair and vice-chair at its first meeting in March.
- B. The chair calls the meeting to order, determines if a quorum is present, announces when the board arrives at a decision, helps steer the meeting and keep discussions to the point, and enforces rules when needed. He/she shall be a voting member with full right to have his/her vote recorded in all deliberations of the commission. The chair or his/her designated appointee shall attend Anchorage Assembly meetings at which important commission recommendations are presented and shall speak on behalf of the commission
- C. The vice-chair shall assume the duties of the chair in the event of absence or inability of the chair. A member of the commission shall assume the duties of the vice-chair. In case of the absence or inability of the chair and vice-chair, the members present may elect a temporary chair for the meeting, who shall during such meeting have full powers of the chair.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

## II. MEETINGS

### ***Quorum***

***A quorum is the minimum number of people needed to hold meetings or make decisions during certain company meetings. Most often, the quorum is considered the majority of members within a group or organization.***

***A meeting will be cancelled after 10 minutes if a quorum can not be established.***

***If quorum is not met, several consequences arise:***

- ***No Binding Decisions: The meeting cannot make any binding decisions, and any votes taken are invalid.***
- ***Rescheduling Required: Meetings must be rescheduled, delaying decision-making.***
- ***Nullification of Actions: Any substantive actions taken without a quorum are null and void, meaning they can be legally challenged.***

### ***Time and Place***

- A. Regular meetings of the commission shall be held on the first Wednesday of the month at 4:00 – 5:30pm, unless notice of postponement is given each member at least 24 hours prior to that time. Time of meeting may be changed by public notice in a manner prescribed for notice of public hearings. Should the commission be unable to complete all of the agenda at a regular meeting, the agenda shall be continued to the following meeting, unless otherwise specified at the end of the meeting.
- B. Special meetings may be called by the chair or secretary, provided that at least 24 hours notice of special meeting is given each member at his/her established business or residence.
- C. Regular meetings of the commission shall be held in the Fourth Floor Conference Room, Room 423 at DHHS (825 L Street). Notice of the meeting place shall be given to each member and advertised to the public at least seven days prior to the meeting on the Municipality webpage.

## HHAND COMMISSION RULES OF PROCEDURE

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### **Resolutions.**

All recommendations by the commission to the Anchorage Assembly shall be made by resolution. The Commissioner shall prepare the resolution, and it shall be signed by the chair and the secretary. Resolutions shall be numbered consecutively within each year, according to sequence of approval. The minutes of the meeting at which the resolution is adopted shall show the vote of each member.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### **Agenda.**

The agenda for each regular meeting of the commission shall be prepared by the secretary and shall be distributed along with the packet to each member at least seven days prior to the meeting except for special meetings.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### **Order of business.**

The order of business at all public meetings of the board shall be as follows:

- A. Roll call
- B. Approval of Order of Business
- C. Approval of minutes.
- D. Old business.
- E. New business.
  - 1. Appearance Requests
  - 2. Action Items
- F. General Public Comments
- G. Reports (informational items)
- H.

### **Adjournment**

The deadline for adjournment of all meetings shall be 6:30pm.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### **Record of Proceedings**

A tape recording shall be made of each regular commission meeting. The recorder shall record the minutes which shall include each decision of the commission, the vote of each member of the commission for the respective decision, and the names of commission members moving and seconding each action. Minutes shall also include a record of any public comments, including the name, title, organization represented (if any) of each person offering public comments and a detailed description of comments; and the name, title organization represented and presentation title or topic of any presentations given during a commission meeting. Handouts provided during any public comments or presentations shall be stored with meeting minutes. Comments or opinions of individual commission members other than their vote shall be recorded only when the commissioner states the comment is "for the record".

## HHAND COMMISSION RULES OF PROCEDURE

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### **Public comments**

A. Public comments of persons appearing before the commission shall be limited as follows: representatives of groups, five minutes; individuals, three minutes. The commission may extend the time period for any person where it deems the additional information to be new and necessary to its decision on the matter.

B. Persons wishing to provide public comments at commission meetings shall indicate on which item he/she wishes to speak or otherwise provide information by signing up for the particular item on the sign-up list at the beginning of the meeting. The chair will call on people from the sign-up list to offer comments according to the Order of Business. Easily reproduced materials relevant to the public

comments should be provided to the secretary 72 hours in advance of the meeting, or 17 copies of any materials may be brought to the commission meeting for commissioner members and the secretary.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

### **Conflicts of interest - Disclosure.**

A. No commission member shall participate in any decision in which the commission determines either that such member has a conflict of interest, as defined in Anchorage Municipal Code 3.60.070, or that such member has a personal interest or involvement in the case which would prevent that member from fairly evaluating the case, or that, based on all surrounding circumstances, participation by such member would create the appearance of impropriety in the proceedings. The commission's determination shall take into consideration the interest of the public in a commission which has familiarity with the community and its past and future development. No member shall be excused from participation solely on the basis of personal familiarity with the case or the parties involved.

B. Any commission member who has a possible conflict of interest in a pending matter shall bring this information to the attention of the chair before the staff or commission member begins its presentation or as soon thereafter as the commissioner recognizes his/her possible conflict. If the chair determines the information presents a true conflict of interest, the commission member shall abstain from voting; otherwise the commission member shall not abstain. In the case of a potential conflict of interest of the chair, the vice-chair shall make the ruling in the chair's place. Any commission member may request a vote of the entire commission on the potential conflict of interest, the result of which shall take the place of the chair's or vice-chair's ruling. It shall be the responsibility of each commission member to fully disclose facts showing any known conflict of interest or other personal interest or involvement. Where appropriate the conflict may be discussed in executive session.

C. Any member excused under this section shall not further participate on the commission in any manner for the matter on which he/she abstains.

Authority - Anchorage Municipal Code 3.40, 4.05.120.

## **III. MISCELLANEOUS PROCEDURES**

### **Appearance requests.**

An appearance request besides public comments on a particular topic on the order of business must be submitted 14 days in advance of the regular meeting and state the purpose and topic of the appearance and include any related narrative and graphics. If the graphics are of a size that cannot be readily reproduced,

## HHAND COMMISSION RULES OF PROCEDURE

17 copies shall be submitted with the appearance request. Appearances will be confirmed by staff and scheduled for 5 to 30 minutes, depending on the subject matter and available meeting time.

Authority - Anchorage Municipal Code 3.40, 4.05.120.