

SUNSET AUDIT REPORT

2018-S2

Municipal Health and Human Services Commission

Department of Health and Human Services

August 10, 2018

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Municipality of Anchorage

Ethan Berkowitz, Mayor

Internal Audit Department

August 10, 2018

Honorable Mayor and Members of the Assembly:

I am pleased to present **Sunset Audit Report 2018-S2, Municipal Health and Human Services Commission, Department of Health and Human Services**, for your review. A brief summary of the report is presented below.

In accordance with Assembly Ordinance Number 2011-64(S-1), Section 14, we have performed a sunset audit of the Municipal Health and Human Services Commission. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Municipal Health and Human Services Commission should be reauthorized. Our audit included a review of meeting minutes, resolutions and agendas, and member authorization and participation.

Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Municipal Health and Human Services Commission be reauthorized.

The Municipal Health and Human Services Commission will sunset on October 14, 2018, unless reauthorized by the Assembly.

Michael Chadwick, CIA, CICA
Director, Internal Audit



Municipality of Anchorage

Ethan Berkowitz, Mayor

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Introduction. We have performed a sunset audit of the Municipal Health and Human Services Commission (Commission) as required by Assembly Ordinance Number 2011-64(S-1), Section 14 which states:

“The Municipal Clerk shall notify the Assembly and the Mayor by assembly memorandum at least 120 days prior to the sunset of any board or commission, and an ordinance for reauthorization shall be introduced through the Assembly Chair with the assembly memorandum. The assembly memorandum shall include direction to the Office of Internal Audit to audit the board or commission under Anchorage Municipal Code section 3.20.110 D.3. and 4. The Office of Internal Audit shall report its findings to the Mayor and Assembly at least 60 days, prior to sunset, prior to vote by the Assembly on reauthorization.”

Objective and Scope. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Commission should be reauthorized. Our audit included a review of meeting minutes, resolutions and agendas, and member authorization and participation.

We conducted this performance audit in accordance with generally accepted government auditing standards, except for the requirement of an external quality control review. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained

provides a reasonable basis for our findings and conclusions based on our audit objectives. The audit was performed during the period of May through July 2018.

Overall Evaluation. Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Commission be reauthorized.

SUNSET FACTORS

The following factors were used in our evaluation and are presented for information to the Mayor and Assembly:

1. **Name of Commission.**

Municipal Health and Human Services Commission

2. **Sunset Date.**

October 14, 2018

3. **The purpose and goal of the Commission.**

Anchorage Municipal Code (AMC) subsection 4.60.060A.1., Composition; powers and duties; staff, states "There is established a municipal health and human services commission whose purpose is to advise the Municipality on health and human services issues. Members shall broadly represent the community's principal social, economic, ethnic, age and gender-related characteristics."

4. Have Commission members been appointed?

AMC subsection 4.60.060A.2. states “The commission shall consist of nine persons.”

Audit Finding. Currently, the Commission is fully staffed.

<u>Commission Member</u>	<u>Most Recent Assembly Confirmation</u>	<u>Term Expiration Date</u>
Teresa Bormann	11-10-15	10-14-18
Gary Ferguson	11-10-15	10-14-18
Laura Hudson	11-10-15	10-14-18
Matthew Thomas	1-24-17	10-14-19
Kaitlynd Ward	2-27-18	10-14-19
Fabrice Evengue	2-27-18	10-14-19
Donna Mears	2-27-18	10-14-20
Gabriel Garcia	2-27-18	10-14-20
Stephanie Berglund	2-27-18	10-14-20

Source: Assembly Memorandums

5. Are the terms of the Commission members current?

AMC section 4.05.040, Terms, states “Except as otherwise specified in this Code, the regular term of each member of a board or commission is three years commencing on October 15 of the year in which appointed and ending three years thereafter on October 14, provided however, to avoid a vacancy until new appointments can be made and confirmed, an appointed member's term is extended until a new appointment is confirmed or a maximum of 120 days which ever occurs first. The terms of initial or subsequent appointments to a board or

commission shall be staggered so that, as nearly as possible, a pro rata number of its members shall be appointed each year of the established regular term of office.”

Audit Finding. The terms for all Commission members are current.

6. Are positions deemed vacant after the maximum number of absences?

AMC subsection 4.05.060A., Attendance requirements; vacancies, states “. . . a vacancy shall occur if a member during any 12-month period while in office:

- 1. Is absent from three regular meetings without excuse;*
- 2. Is absent from:*
 - a. six regular meetings; or*
 - b. eight regular meetings for members of the planning and zoning commission, platting board, or zoning board of examiners and appeals; or*
- 3. Fails to attend a two-thirds majority of the regular meetings.”*

Note: Attendance requirements found in AMC subsection 4.05.060A. were amended on April 24, 2018, by Assembly Ordinance Number 2018-31, as amended. According to Assembly Counsel, this ordinance is effective prospectively. As a result, the amended changes did not affect this sunset audit for the period beginning January 2017 and ending June 2018. AMC subsection 4.05.060A. cited above is the language prior to the April 24, 2018, amendment.

Audit Finding. No members were absent from three regular meetings without an excuse within any 12-month period from January 2017 through June 2018.

No members were absent from six regular meetings within any 12-month period from January 2017 through June 2018.

Two members failed to attend two-thirds of the regular meetings in the 12-month periods from April 2017 through March 2018 and July 2017 through June 2018. In addition, one member

failed to attend two-thirds of the regular meetings in the 12-month period from July 2017 through June 2018. These members have not been removed from the Commission.

7. **Does the Commission meet regularly?**

AMC section 4.05.090, Meetings, states “A board or commission shall hold regular monthly meetings at such time and place as may from time to time be designated by the board or commission, but meetings need not be held if no business is pending. Boards and commissions shall advise the public of their meeting schedules, or publicly advertise their meetings where necessitated by statutory requirements. The chairman of a board or commission, or the municipal employee who is designated as an ex officio member of the board or commission pursuant to section 4.05.140, or a majority of the board or commission, may call a special meeting of the board or commission. Meetings of all boards and commissions shall be open to the public, except for an executive session, from which the public may be excluded.”

Audit Finding. From January 2017 through June 2018, the Commission met six times. Meetings are publicly announced on the Commission’s website and on the Municipality of Anchorage’s Public Notices website.

8. **Are minutes taken and published?**

AMC section 4.05.130, Reports, minutes and public hearing records, states “A board or commission shall keep minutes of the board or commission proceedings, and such minutes shall record the vote of each member physically present upon every question formally presented to the board or commissions for its consideration. The minutes shall be maintained in the custody of the municipal agency which supplies staff support to the board or commission and shall be a public record, open to inspection by any person.”

Audit Finding. Meeting minutes were taken at each Commission meeting. Department of Health and Human Services staff keeps a copy available for the public. In addition, the 2017 meeting minutes are available on the Department of Health and Human Services' website.

9. **Do meetings have action items or other business?**

AMC subsection 4.60.060A.3. states "The commission shall:

- a. Recommend to the mayor and assembly a health and human services plan. The plan shall include a review and inventory of existing health and human services, and health and human service priorities and goals, and recommend mechanisms and actions to meet these goals and priorities. The plan shall be updated at least every two years.*
- b. Advise the mayor and assembly as to conformance with the health and human services plan, all ordinances proposed to or by the assembly relating to municipal health or social service programs and activities affecting the well-being of the residents. The commission shall also advise the mayor and assembly as to policies, practices and legislation which affect the health and social well-being of the residents.*
- c. At the request of the mayor, assembly or on their initiative produce interim or special reports on specific concerns the commission believes affect or will affect the municipality.*
- d. Inform the general public on matters of health and human services."*

Audit Finding. In 2017, the Commission issued seven resolutions. For example, the Commission issued a resolution ". . . honoring the Department of Health and Human Services as a leader and partner promoting health and well-being in the Anchorage community for the past 80 years." Two other resolutions recommended that the 2017 Action Plan and Assessment of Fair Housing Plan be approved by the Mayor and Assembly for submission to the United States Department of Housing and Urban Development. Furthermore, the Commission issued a resolution recommending support for the Tudor and Downtown Development which includes a new building for the Department of Health and Human Services. Other resolutions included

support of the Homeless Medical Outreach Pilot Project, Alaskan Aids Assistance Program's proposal for a fully-funded Syringe Services Program, and a joint resolution with the Senior Citizens Advisory Commission honoring the life and work of a former commissioner.

Presentations and discussion at the Commission meetings included topics such as healthcare price transparency, Teen Unintended Pregnancy Prevention Program, homeless medical outreach pilot program, update on tuberculosis sweeps, update on a mumps outbreak, and the status on emergency cold weather shelters.