

SUNSET AUDIT REPORT

2021-S3

Senior Citizens Advisory Commission

Anchorage Health Department

August 13, 2021

MUNICIPALITY OF ANCHORAGE
Internal Audit Department
632 W 6th Avenue, Suite 710
P.O. Box 196650
Anchorage, Alaska 99519-6650
www.muni.org/departments/internal_audit



INTERNAL AUDIT DEPARTMENT
Michael Chadwick, CIA, CICA
Director
Phone: (907) 343-4438

E-Mail: michael.chadwick@anchorageak.gov



MUNICIPALITY OF ANCHORAGE
MAYOR DAVE BRONSON

INTERNAL AUDIT DEPARTMENT

August 13, 2021

Honorable Mayor and Members of the Assembly:

I am pleased to present for your review **Sunset Audit Report 2021-S3, Senior Citizens Advisory Commission, Anchorage Health Department**. 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 Senior Citizens Advisory Commission. The objective of this audit was to provide information to the Mayor and Assembly to assist them in determining if the Senior Citizens Advisory 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 Senior Citizens Commission be reauthorized.

The Senior Citizens Advisory Commission will sunset October 14, 2021, unless reauthorized by the Assembly.

Michael Chadwick, CIA, CICA
Director, Internal Audit



MUNICIPALITY OF ANCHORAGE
MAYOR DAVE BRONSON

INTERNAL AUDIT DEPARTMENT

August 13, 2021

Sunset Audit Report 2021-S3
Senior Citizens Advisory Commission
Anchorage Health Department

Introduction. We have performed a sunset audit of the Senior Citizens Advisory 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 June through July 2021.

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.**

Senior Citizens Advisory Commission

2. **Sunset Date.**

October 14, 2021

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

Anchorage Municipal Code (AMC) subsection 4.60.110A., Senior citizens advisory commission, states "The commission shall be empowered to:

- 1. Advise the mayor, the assembly and appropriate department heads with respect to aspects of aging which bear upon the welfare of senior citizens.*
- 2. Conduct surveys and compile and disseminate for the benefit of senior citizens information on housing, health, nutrition, transportation, education, recreation, legal services and social and mental health services.*
- 3. Carry out educational and public relations programs designed to create public awareness of the needs of senior citizens and the community services which senior citizens can provide.*

4. *Assist and provide programs that alert elderly persons of the resources and services available to them."*

4. **Is the Commission fully staffed?**

AMC subsection 4.60.110A. states "There is established a senior citizens advisory commission consisting of nine members, each of whom shall serve for a three-year term."

Audit Finding. Currently, the Commission is fully staffed.

<u>Commission Member</u>	<u>Most Recent Assembly Confirmation</u>	<u>Term Expiration Date</u>
Theresa Brisky	11-20-18	10-14-21
Hattie L. Gardner	11-20-18	10-14-21
Gayle Schuh	11-20-18	10-14-21
Pamela R. Kelley	8-6-19	10-14-21
Emily E. McMahan	10-22-19	10-14-22
AnnaBell Stevens	10-22-19	10-14-22
James W. Bailey	1-12-21	10-14-23
Dawnia Clements	1-12-21	10-14-23
Mary Shields	6-22-21	10-14-23

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. **Were positions deemed vacant after the maximum number of absences?**

AMC subsection 4.05.060A., Attendance requirements; vacancies, states "The office of a member of a board or commission member shall become vacant if the member:

- 1. Ceases to meet the qualifications prescribed for the office;*
- 2. Resigns;*
- 3. Dies;*
- 4. Is judicially determined to be incompetent;*
- 5. Is convicted of a felony;*
- 6. Is removed from office for breach of the public trust; or*
- 7. During any 12-month period while in office:*
 - a. Is absent from three regular meetings without excuse;*
 - b. Is absent from:*
 - i. Six regular meetings; or*
 - ii. Eight regular meetings for members of the planning and zoning commission, urban design commission, platting board, or zoning board of examiners and appeals; or*
 - c. Fails to attend a two-thirds majority of the regular meetings without excuse."*

Audit Finding. No members were absent from three regular meetings without an excuse during any 12-month period from January 2020 through June 2021.

No members were absent from six regular meetings during any 12-month period from January 2020 through June 2021.

No members failed to attend two-thirds of the regular meetings without an excuse during any 12-month period from January 2020 through June 2021.

7. **Did 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 2020 through June 2021, the Commission met 12 times. Meetings are publicly announced on the Commission's website and on the Municipality of Anchorage's Public Notices website.

8. **Were 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. Anchorage Health Department staff keeps a copy available for the public. In addition, the meeting minutes are available on the Anchorage Health Department's website.

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

AMC subsection 4.60.110A. states "The commission shall be empowered to:

- 1. Advise the mayor, the assembly and appropriate department heads with respect to aspects of aging which bear upon the welfare of senior citizens.*
- 2. Conduct surveys and compile and disseminate for the benefit of senior citizens information on housing, health, nutrition, transportation, education, recreation, legal services and social and mental health services.*
- 3. Carry out educational and public relations programs designed to create public awareness of the needs of senior citizens and the community services which senior citizens can provide.*
- 4. Assist and provide programs that alert elderly persons of the resources and services available to them."*

Audit Finding. From January 2020 through June 2021, the Commission approved a motion supporting a ballot measure to upgrade area wide facilities. Moreover, the Commission provided a letter to the Mayor updating him on the Commission's work. The letter referred to topics such as Alzheimer's Awareness, outreach and education efforts, and revival of the Senior Friendly Project. Another letter offered support for Alzheimer's and Dementia Awareness and the Commission also recognized the efforts of the editor and media manager of the Senior Voice. The Commission also awarded the annual Ron Hammett Award to volunteers from the community ". . .highlighting their efforts to improve the lives of Anchorage seniors." This award was presented at the Older Americans Month Kick-Off Event. Finally, Commission meetings often included presentations from organizations such as the United States Census

Bureau, Southeast Alaska Independent Living, Older Persons Action Group, and the Anchorage Fire Department.