

SUNSET AUDIT REPORT

2024-S1

Municipal Health and Human Services Commission

Anchorage Health Department

August 7, 2024

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MUNICIPALITY OF ANCHORAGE
MAYOR SUZANNE LAFRANCE

OFFICE OF INTERNAL AUDIT

August 7, 2024

Honorable Mayor and Members of the Assembly:

I am pleased to present for your review **Sunset Audit Report 2024-S1, Municipal Health and Human Services 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 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. Although the Municipal Health and Human Services Commission did not issue any resolution or report between January 2023 and June 2024, the Municipal Health and Human Services Commission met six times. The Municipal Health and Human Services Commission stayed active and worked to identify the action items for the Municipal Health and Human Services Commission such as vaccine hesitancy and lead testing protocols.

The Municipal Health and Human Services Commission will sunset October 14, 2024, unless reauthorized by the Assembly.

Scott Lee
Acting Director, Internal Audit



MUNICIPALITY OF ANCHORAGE
MAYOR SUZANNE LAFRANCE

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Municipal Health and Human Services Commission
Anchorage Health Department

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.

Overall Evaluation. Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Commission be reauthorized. Although the Commission did not issue any resolution or report between January 2023 and June 2024, the Commission met six times. The Commission stayed active and worked to identify the action items for the Commission such as vaccine hesitancy and lead testing protocols.

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, 2024

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

Anchorage Municipal Code (AMC) subsection 4.60.060A.1. 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. Is the Commission fully staffed?

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

Audit Finding. Currently, the Commission is staffed with eight of the required nine members.

<u>Commission Member</u>	<u>Most Recent Assembly Confirmation</u>	<u>Term Expiration Date</u>
Donna Mears	2-27-24	10-14-25
John McCormick	2-27-24	10-14-26
Benjamin Mishler	11-7-23	10-14-26
Matt Heilala	6-6-23	10-14-24
Andrea Mocerì	8-8-23	10-14-24
Torijaun Dallas	5-9-23	10-14-25
Melissa Skarbeck	12-5-23	10-14-26
Matthew Thomas	5-23-23	10-14-25
Vacant		

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."*

Audit Finding. No members were absent from three regular meetings without an excuse during any 12-month period from January 2023 through June 2024.

No members were absent from six regular meetings during any 12-month period from January 2023 through June 2024.

No members failed to attend two-thirds of the regular meetings during any 12-month period from January 2023 through June 2024.

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 chair 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, or when meeting solely to make a decision on a procedural motion brought by a party in an adjudicatory proceeding, from which the public may be excluded.”

Audit Finding. From January 2023 through June 2024, the Commission met six times. Meetings are publicly announced on the Commission’s website, on the Municipality of Anchorage’s Public Notices website and the Municipality’s Event Calendar 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, meeting minutes are available on the Commission’s website.

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

AMC subsection 4.60.060A.4. 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. Between January 2023 and June 2024, the Commission did not issue any resolution or reports.