

SUNSET AUDIT REPORT

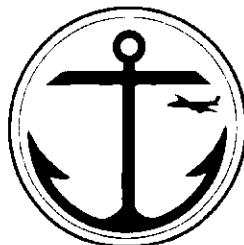
2012-S4

Senior Citizens Advisory Commission

Department of Health and Human Services

August 15, 2012

MUNICIPALITY OF ANCHORAGE
Internal Audit Department
632 W. 6th Avenue, Suite 600
P.O. Box 196650
Anchorage, Alaska 99519-6650
www.muni.org/departments/internal_audit



INTERNAL AUDIT DEPARTMENT
Peter Raiskums, CIA, CFE, CGFM
Director
Phone: (907) 343-4438
Fax: (907) 343-4370
E-Mail: raiskumspw@muni.org

MUNICIPALITY OF ANCHORAGE



Internal Audit Department
632 W. 6th Ave., Suite 600

Phone: 907-343-4438

Fax: 907-343-4370

Mayor Dan Sullivan

August 15, 2012

Honorable Mayor and Members of the Assembly:

I am pleased to present **Sunset Audit Report 2012-S4, Senior Citizens Advisory 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 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 Advisory Commission be reauthorized.

The Senior Citizens Advisory Commission will sunset on October 14, 2012 unless reauthorized by the Assembly.

A handwritten signature in black ink, appearing to read "Peter Raiskums".

Peter Raiskums, CIA, CFE
Director, Internal Audit

August 15, 2012

Sunset Audit Report 2012-S4
Senior Citizens Advisory Commission
Department of Health and Human Services

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, Commission resolutions and agendas, and Commission member authorization and participation.

The audit was conducted in accordance with generally accepted government auditing standards, except for the requirement of an external quality control review, and accordingly, included tests of accounting records and such other auditing procedures as we considered necessary in the circumstances. The audit was performed during the period of July through August 2012.

Overall Evaluation. Based on our review of meeting minutes, resolutions, and attendance records, we recommend that the Senior Citizens Advisory 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, 2012

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

Anchorage Municipal Code (AMC) 4.60.110.A, 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. Have Commission members been appointed?

AMC 4.60.110.A 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>Appointed</u>	<u>Reappointed</u>	<u>Term Expiration Date</u>
Theresa Brisky	2010		10-14-12
Stuart Rader	2005	2006/2009	10-14-12
Janet Knutson	2008	2009	10-14-12
Anna Bell Stevens	2004	2007	10-14-13
Dawnia Clements	2005/2008	12-6-11	10-14-14
Joan Fisher	2008	12-6-11	10-14-14
Sandra Camery	1-17-12		10-14-13
Mary Sullivan	2010		10-14-13
Ella Craig	2005	2007/2010	10-14-13

 Source: Mayor's Office

5. Are the terms of the Commission members current?

AMC 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 the all Commission members are current.

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

AMC 4.05.060.A, 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."*

Audit Finding. No members were absent from three regular meetings without an excuse within any 12 month period.

No members were absent from three regular meeting within any 12 month period.

One member failed to attend two thirds of the regular meetings in the 12 month period from January 2011 through December 2011. The same member failed to attend two thirds of the regular meetings in the 12 month period from August 2011 through July 2012. This member has not been removed from the Commission.

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

AMC 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. In 2011 and through July 2012 the Commission met 17 times.

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

AMC 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. Yes, Commission minutes were taken at each Commission meeting. Department of Health and Human Services staff keeps a copy available to the public. In addition, Commission minutes are available on the Department of Health and Human Services' website.

9. Do meetings have action items or other business?

AMC 4.60.110.A 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. The Commission provided an annual report to the Mayor's Office in 2011 and 2012. The Commission also awarded the Ron Hammett Award annually to recognize individuals whose exceptional and dedicated service leadership have had a significant impact on the quality of life for seniors in the Municipality of Anchorage. In addition, the Commission sponsors an Older Americans Month event each May, met with Sister City delegates from Darwin Australia on July 18, 2012, sponsored an Americans with Disabilities presentation, co-sponsored the First Annual Anchorage Elders Summit, and has been meeting this past year to establish an Anchorage Senior Friendly Business Campaign in partnership with Older Persons Action Group.