

SUNSET AUDIT REPORT

2015-S3

Senior Citizens Advisory Commission

Department of Health and Human Services

August 14, 2015

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Municipality of Anchorage

Ethan Berkowitz, Mayor

Internal Audit Department

August 14, 2015

Honorable Mayor and Members of the Assembly:

I am pleased to present **Sunset Audit Report 2015-S3, 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, 2015 unless reauthorized by the Assembly.

Michael Chadwick, CICA
Acting Director, Internal Audit



Municipality of Anchorage

Ethan Berkowitz, Mayor

Internal Audit Department

August 14, 2015

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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 June through July 2015.

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, 2015

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 staffed with 8 of the required 9 members.

<u>Commission Member</u>	<u>Most Recent Assembly Confirmation</u>	<u>Term Expiration Date</u>
Theresa Brisky	10-9-12	10-14-15
Dawnia Clements	8-5-14	10-14-17
Ella Craig	10-8-13	10-14-16
Joan Fisher	8-5-14	10-14-17
Carol Jackson	4-9-13	10-14-15
Stuart Rader	10-9-12	10-14-15
Anna Bell Stevens	10-8-13	10-14-16
Kevin Turkington	10-8-13	10-14-16
Vacant		10-14-17

Source: Assembly Memorandums

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 eight 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 six regular meetings within any 12 month period.

One member failed to attend two thirds of the regular meetings within any 12 month period from January 2014 through May 2015. 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. From January 2014 through May 2015, the Commission met 13 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 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 for the public. In addition, Commission minutes are available on the Commission’s 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. From January 2014 through May 2015, the Commission issued one resolution supporting Fiscal Year 2016 Funding for the Human Services Community Matching Grant Program. The Commission also awarded the Ron Hammett Award annually to recognize individuals whose service, dedication, and leadership have had a significant impact on the quality of life for seniors in Anchorage. In addition, the Commission sponsored an Older Americans Month event each May and held two public forums: a Health Care Forum and a Senior Housing Forum. Finally, in May 2015, the Commission provided a letter to the Mayor and the Assembly updating them on the work that the Commission accomplished in 2014 and 2015.