

# **SPECIAL ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA**

January 15, 2015 5:00 PM

Assembly Chambers

Special Joint Human Resources Committee Worksession with the Social Services  
Advisory Board

## **I. ROLL CALL**

## **II. APPROVAL OF AGENDA**

## **III. AGENDA TOPICS**

### **A. Board Matters**

#### **1. Worksession with Social Services Advisory Board**

### **B. Other Business**

## **III. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org)

**ASSEMBLY AGENDA/MANAGER'S REPORT  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Worksession with Social Services Advisory Board

**ATTACHMENTS:**

	<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
<input type="checkbox"/>	Social Services Advisory Board Membership List	1/8/2015	Staff Report
<input type="checkbox"/>	Resolution 2206 Restablishing the Social Services Advisory Board	1/7/2015	Resolution
<input type="checkbox"/>	2014 SSAB Annual Report with attachments	1/7/2015	Report
<input type="checkbox"/>	2013 SSAB Annual Report	1/7/2015	Report

# **SOCIAL SERVICES ADVISORY BOARD**

**Governing Legislation: Resolution 2206**

**Total # of Seats: 7 Public**

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	Social Services Advisory Board	Ms.	Jenny	Fremlin	Public		11/25/2013	9/30/2016	11/25/2013			
Yes	Social Services Advisory Board	Ms.	Suzanne	Dutson	Public	Chair	10/1/2012	9/30/2015	11/8/2010	4/27/2009	9/17/2012	
Yes	Social Services Advisory Board	Ms.	Elizabeth	Lange	Public		9/29/2014	9/30/2015	9/29/2014			Also serving on YAB
Yes	Social Services Advisory Board	Mr.	Scott	McAdams	Public		9/29/2014	9/30/2015	9/29/2014			Former Mayor & School Board Member in Sitka
Yes	Social Services Advisory Board		Open Seat	Open Seat	Public			9/30/2017				Seat formerly held by Nate Vallier
Yes	Social Services Advisory Board		Open Seat	Open Seat	Public			9/30/2017				Seat formerly held by Joanne Schmidt
Yes	Social Services Advisory Board		Open Seat	Open Seat	Public			9/30/2016				Seat formerly held by Diana Wright
Yes	Social Services Advisory Board	Mr.	Sam	Muse	liaison	staff liaison	n/a	n/a				

Presented by: The Manager  
Introduced: 04/28/2003  
Drafted by: J.R. Corso

## **RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2206**

### **A Resolution Reestablishing the Social Services Advisory Board and Repealing Resolution No. 2053.**

WHEREAS, the City and Borough supports the provision of health and social services in the community, and

WHEREAS, the mental, physical, and social health needs of the community are often best met through multiple support services, and

WHEREAS, the City and Borough Assembly makes funds available annually for health and social services provided by community nonprofit organizations, and

WHEREAS, the City and Borough Assembly seeks the advice of citizens with expertise and experience in the arena of social services, and

WHEREAS, to further these ends, the Assembly by Resolution 2053 established the Social Services Advisory Board, and

WHEREAS, to broaden the service provided by the Board and to better draw upon the expertise of its members, it is now advantageous to expand the scope of Board activities.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Social Services Advisory Board Established.** There is hereby reestablished the Social Services Advisory Board.

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**Section 2. Membership.** The Board shall consist of seven members who shall serve without compensation. Nominations for appointment shall be made by the Assembly Human Resources Committee, and shall be subject to ratification by the Assembly. Appointments shall to the extent practicable include or represent social service consumers. Board members may not at the time of appointment be employees or directors of any agency applying for or receiving a CBJ social services block grant, and upon becoming so thereafter shall resign from the Board.

**Section 3. Purposes.**

(a) Social Services Block Grants. The Board shall oversee the process for recommending to the Assembly that CBJ funds be awarded to community health and social services organizations. Such oversight shall include:

(1) Establishing criteria for allocation of available funding among applicants based on an assessment of need in the community,

(2) Advising the Manager on the content of the “Request for Applications for Block Grants”,

(3) Reviewing and evaluating grant applications,

(4) Recommending approval of applications and awarding of funds to the Assembly Finance Committee annually during consideration of the CBJ budget,

(5) Reviewing grantees’ quarterly narratives and financial reports, and monitoring progress toward goals and objectives stated in grantee’s applications for funds, and

(6) Advising the Assembly as needed on the level of block grant funding necessary to meet the need for supplemental local government support to nonprofit social services providers.

(b) Social Services Advocacy. The Board shall serve as a forum for social services issues in the community, shall advise the Assembly on any course of action that would help to resolve the issue, and shall advocate to the Assembly on behalf of Juneau social service nonprofit agencies.

**Section 4. Frequency of Meetings.** The Board shall hold regular meetings quarterly and schedule special meetings as necessary to carry out the purposes of the Board.

**Section 5. Rules of Procedure.** The rules of procedure for Assembly advisory committees established by Resolution No. 1180, as amended by Resolution No. 1213, shall govern the conduct of business by the Board and its committees.


**Section 6. Organization Chart.** The organizational chart attached hereto as Exhibit "A" depicts the relationships between the Assembly, the Assembly Human Resources Committee, and the Social Services Advisory Board.

**Section 7. Administrative Support.** The Manager shall provide the Board with such department staff support as may be available and appropriate.

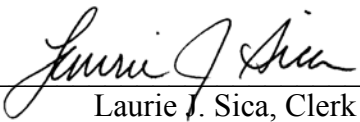
**Section 8. Repeal of Resolution.** Resolution No. 2053 is repealed.

**Section 9. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 28<sup>th</sup> day of April, 2003.

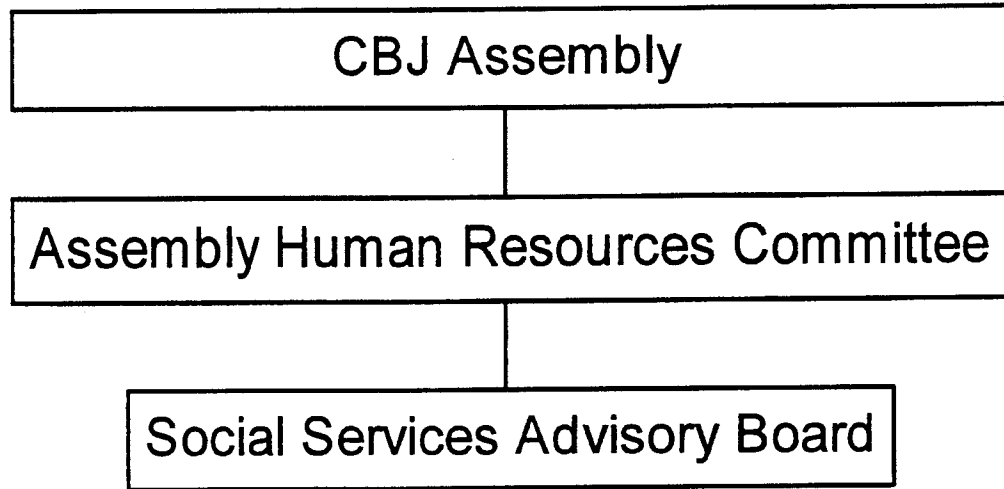
  
\_\_\_\_\_  
Sally Smith, Mayor

Attest:

  
\_\_\_\_\_  
Laurie J. Sica, Clerk

Vote: Unanimous

# Social Services Advisory Board Organizational Chart



September 16, 2014

City and Borough of Juneau  
CBJ Assembly, Human Resources Committee  
Attn: Jesse Kiehl, Chair  
155 S. Seward Street  
Juneau, AK 99801

RE: SSAB Annual Report - July 1, 2013 through June 30, 2014

Dear Mr. Kiehl, Members of the Committee:

The Social Services Advisory Board (SSAB) has had a busy year, and we completed our bi-annual review and award of grant funds to local social service agencies for the SSAB Block Grant and SSAB Utility Waiver Grant during March and April.

The SSAB received 35 applications, which was an unexpected and substantial increase of 12 applications from the 2012-2014 grant cycle. Due to an increase in the advertising efforts by CBJ to promote this opportunity, as well as changes to the Proposal Criteria and Guidelines, more agencies/programs were eligible to apply.

Unfortunately, the funding appropriated to the SSAB this year was decreased by \$46,300. As such, we were able to fund only 26 of the 35 Block Grant applications, and one was not approved because the agency did not have current 501(c)3 status as a non-profit agency. We were able to provide a total of 826,700 to agencies under the SSAB Block Grant. We were able to fund 5 agencies with the Utility Waiver Grant and offset a total of \$47,500 in utility expenses for the agencies (Please see Attachment A for a complete list of agencies awarded the SSAB Block and Utility Waiver Grants).

The SSAB experienced some changes in membership; four new members were appointed and one member was removed due to poor attendance (Please see Attachment B, Monthly Attendance Record for SSAB members). We have a nearly full board now, with the membership comprised of people with a broad range of knowledge, skill and ability, and the desire to get things done.

The SSAB continued to work on a set of Policies and Procedures, and a draft was reviewed by Kim Kiefer, City Manager, and members of the Human Resources committee. Comments, feedback and edits were passed on to the SSAB, and these have been incorporated into a final draft that is ready for review and approval.

During the next fiscal year, the SSAB will continue to review agency quarterly reports. This summer we approved a review form for quarterly reports to streamline the process, identifying what we review for the agencies so they can simplify and standardize their reports.

The term currently held by me will expire September 2014, and I will not seek reappointment at that time. I have been with the SSAB for nearly 10 years; I have seen enormous growth and positive change in the way SSAB business is conducted and the provision of services by our grantee agencies. It has been a pleasure to serve my community, and I appreciate the opportunity to have been a part of such a hardworking, professional group of people.

Thank you for all that you do for Juneau, and I wish the SSAB much success in the future.

Best Regards,



Joanne M. Schmidt, Chair  
Social Services Advisory Board

**SOCIAL SERVICE ADVISORY BOARD  
REGULAR MEETINGS**

**ANNUAL ATTENDANCE REPORT FY14**

Member Name	9/16/13	10/16/13	11/25/13	12/10/13	12/16/13	1/27/14	2/24/14	3/24/14	4/21/14	5/20/14	6/10/14	6/24/14	7/23/14	8/19/14	9/16/14	9/23/14
Schmidt, Joanne	R	R	X	X	X	X	X	X	X	X	X	X	A	X	LQ	X
Dutson, Suzanne	R	R	X	X	X	X	X	X	X	X	X	X	X	X	LQ	X
Vallier, Nate	R	R	X	A	X	X	A	A	A	A	A	N/A	N/A	N/A	N/A	N/A
Christenson, Michael	R	R	X	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Jenny Fremlin	N/A	N/A	N/A	X	X	X	A	X	X	X	X	X	X	X	LQ	X
Caitlin Teaster	N/A	N/A	N/A	X	X	X	X	X	A	X	A	A	X	X	LQ	X
Adeline Violas	N/A	N/A	N/A	X	X	A	A	X	X	X	X	X	X	N/A	N/A	N/A
Diane Wright	N/A	N/A	N/A	X	X	X	X	X	A	X	A	X	A	X	LQ	X
<b>Staff Name:</b>																
Sam Muse	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	X	X	X	X	LQ	X
Lopez-Campos, Angelica	R	R	X	X	X	X	X	X	X	X	X	N/A	N/A	N/A	N/A	N/A

X = present

A = Absent

R= Recess

NA = Not a current board member

LQ = Lack of Quorum

## FY15-16 Cycle

Organization/Project/Program Title		Averaged Scores
<b>TIER I:</b>		
(AWARE) Juneau Choice & Accountability Program	\$25,000.00	231.71
(AWARE) Domestic Violence/Sexual Assault Prevention Education	\$25,000.00	230.86
(SERRC) Adult ESL, Citizenship, and Employment Program	\$25,000.00	229.86
(CCS) Young Parent Healthy Teen Center	\$25,000.00	229.83
(SAIL) Adult Orca	\$25,000.00	228.71
(CCS) Bridge Adult Day Program of Southeast Senior Services (SESS)	\$25,000.00	227.67
(JFHBC) Donated Healthcare:Empowering Individuals, Strengthening Families	\$25,000.00	221.71
(JYS) Teen Intervene (Substance Use Screening and Early Intervention	\$25,000.00	217.86
(NCADD) School Prevention - SADD/TATU Peer Modeling	\$25,000.00	217.57
(NCADD) School Prevention - CHOICE ATI Retreats	\$25,000.00	214.57
(HAVEN HOUSE) Transitional Housing Program	\$24,999.00	212.43
(DCUMC) Feed the Hungry	\$25,000.00	181.14
(ADC) Juneau Homeless Medical Respite Program	\$18,000.00	166.43
(HUB) After School Program	\$25,000.00	165.29
(Juneau Sympony) Symphony Sundays	\$870.00	130.86
<b>TIER II:</b>		
(SERRC) The Learning Connection - Family Literacy Center	\$50,000.00	237.86
(JYS) Cornerstone Emergency Shelter	\$50,000.00	236.71
(JYS) Transitional Living Program	\$50,000.00	233.86
(The Glory Hole) Emergency Shelter, Soup Kitchen, Care Center	\$50,000.00	233.71
(SAIL) Aging and Disability Empowerment	\$50,000.00	233.00
(AWARE) Domestic Violence Children's Program Services	\$50,000.00	232.00
(CCS) Senior Wrap-Around Services	\$50,000.00	232.00
(CCS) Hospice and Homecare of Juneau (HHCJ)	\$50,000.00	230.33
(SERRC) The Learning Connection - Computer Literacy Center	\$50,000.00	229.29
(NCADD) Formal Intervention Services for Juneau (PARTIAL)	\$32,831.00	229.00
(NCADD) Formal Intervention Services for Juneau (PARTIAL)	\$17,169.00	225.14
(AEYC) Juneau Parents as Teachers for Infant Toddler Classrooms	\$50,000.00	225.14
(ALSC) Juneau Families at Risk Project	\$50,000.00	222.71
(NCADD) Senior Outreach & Intervention	\$50,000.00	220.43
(REACH) Project Now	\$50,000.00	217.14
(CIS) JUMPP: Connecting Our Medical and Mental Health Prevention Efforts	\$50,000.00	216.17
(GHS) Healthy Relationships & Family Recovery	\$44,050.00	214.43
(NAMI Juneau) Mental Health Initiative	\$50,000.00	214.29
(CIS) Dropout Prevention	\$50,000.00	198.43
(HAVEN HOUSE) Intermin Staffing Pattern	\$49,999.00	187.71
	<b>\$1,287,918.00</b>	

**Total Requested for FY15-FY16 Cycle: \$1,340,118.00**

FY15-FY16 cycle budget: **\$878,900.00**

Under Funded/(Missing \$\$) to fund ALL grants: **-\$461,218.00**

Requested for Diversity Training: \$5,000.00

5% decrement: -\$300.00

PLUS Diversity Training w United Way: \$4,700.00

### Utility Waiver

The Glory Hole	\$13,400.00	95.29
St Vincent de Paul	\$16,100.00	95.00
Gastineau Human Services	\$4,700.00	93.29
Wildflower Court	\$10,000.00	91.86
AWARE	\$3,300.00	90.14
Haven House	\$0.00	47.29
	<b>\$47,500.00</b>	

Block Grant, Diversity Training & Utility Waiver FY15-16: **\$878,900.00**

## **SSAB Policies and Procedures**

### **I. MANAGING THE SSAB GRANT PROCESSES**

#### **A. Advertising/Publicly Noticing New Grant Cycle**

*The SSAB will publicly notice the RFPs through the SSAB webpage and the local newspaper 30 days prior to the due date of the proposals. The SSAB will provide email notification to current SSAB Block Grant/Utility Waiver recipients, including the United Way and PSA with local radio.*

#### **B. Scoring the Grant Applications**

*The SSAB will use a scoring matrix previously developed, vetted and accepted by the SSAB and made available to all grant applicants as a part of the application packet. Any changes to the scoring matrix will be publicly noticed at least 30 days prior to issuance of the new grant/waiver RFPs.*

*The grant/waiver proposals are scored individually by multiple members of the SSAB. Once all proposals have been evaluated, the scores are averaged and ranked accordingly. The review of grant/waiver proposals is done outside of the public meeting process.*

#### **C. Awarding Funds**

*The SSAB recommends awarding grant/waiver funds according to total average score as determined by the scoring matrix. Awards are also subject to total funds allocated by the CBJ Assembly and grant/waiver requests that exceed this amount may not be funded. The lowest scoring proposals may not be fully funded, may be partially funded, or not be funded at all according to the total funds available per cycle.*

*The SSAB may elect to approach the Assembly and request additional funds if requests are not funded due to requests exceeding the budget.*

#### **D. Managing Appeals of Rank/Score**

*All appeals of score/rank will be considered on a case by case basis and applicants will have the opportunity to meet with the SSAB during a regularly scheduled monthly board meeting to discuss. All appeals must be submitted in writing to the SSAB Staff Liaison and the SSAB prior to approaching the CBJ Assembly with their appeal. If an applicant is not satisfied with the outcome of their appeal, they have the option of elevating their appeal to the CBJ Assembly for further review.*

## **II. CHANGES TO PROPOSAL CRITERIA AND GUIDELINES**

### **A. Public Notice of Proposed Changes**

*Sixty days prior to release of the new RFP, a draft copy reflecting all suggested changes shall be made available to the CBJ Assembly for review. The CBJ Assembly will provide comments and feedback to the SSAB within 30 days of receipt of the draft RFP, allowing time for the SSAB to finalize the document and make it available to the public in a timely manner.*

### **B. Managing Appeals and Complaints Regarding Changes to the Criteria and Guidelines**

*All appeals and complaints will be considered on a case by case basis and applicants will have the opportunity to meet with the SSAB during a regularly scheduled monthly board meeting to discuss. All formal appeals and complaints must be submitted in writing to the SSAB Staff Liaison and the SSAB, and prior to approaching the CBJ Assembly with their appeal or complaint. If an applicant is not satisfied with the outcome or response to their appeal/complaint, they have the option of elevating their appeal/complaint to the CBJ Assembly for further review.*

## **III. MANAGING BUDGET MODIFICATION REQUESTS**

### **A. When a Budget Modification Request is Required**

- 1. Budget modifications shall not exceed 15 percent of the total annual program budget without approval by the SSAB.*
- 2. Funds cannot be shifted from one budget category to another without approval by the SSAB, but small shifts within a budget category that do not exceed 15 percent of the total budget do not require a modification request.*

### **B. Submission of a Budget Modification Request**

*Grant/waiver recipients must submit a budget modification request in writing and it is recommended that requests be submitted and approved prior to any changes to the budget being made. Applicants must also complete a Budget Modification Questionnaire and submit the completed questionnaire with their written request.*

### **C. Review of Budget Modification Requests**

*Requests will be reviewed during the SSAB monthly public meeting, and it is recommended that the agency attend the meeting and be available to answer questions. Review of requests shall be made within 60 days upon receipt of the required documentation.*

#### **D. Approval of Requests**

*The SSAB may recommend denial of a budget modification request if the scope or focus of the program as was originally approved through the grant/waiver review process has been substantively altered.*

#### **IV. REVIEWING QUARTERLY REPORTS**

- A. All members of the SSAB will use a standard review form approved by the SSAB to assess grant recipient's quarterly reports. Individual board members review quarterly reports outside of the public meeting process. If Financial and Performance reporting requirements are met, the SSAB member will submit the completed form to the SSAB Staff Liaison as approval of the quarterly report.
- B. If a quarterly report fails to fulfill the Financial and/or Performance reporting requirements of the grant contract, the reviewing member will fill out the review form with comments identifying the concerns and steps required to address the concerns. This form will be sent to the SSAB Staff Liaison to finalize and submit to the agency. Members also may choose to bring concerns to the full SSAB board at a public meeting.

#### **V. MANAGING FUNDED PROGRAMS THAT FAIL TO MEET REVIEW REQUIREMENTS**

The SSAB aims to enable agencies to fulfill their program goals and serve the community. With this goal, the SSAB will identify issues of concern in quarterly reports and make suggestions to individual grant recipients as needed to help them fulfill their grant contracts. Recipients may attend public meetings or submit written requests through the SSAB Staff Liaison for a special work meeting with the SSAB to address concerns or needs related to fulfilling the grant contract.

If an agency cannot meet the contracted requirements for continued grant funding even after SSAB mediation, the SSAB will recommend that the Assembly cease funding the grant in question and apply the remaining funds to a discretionary SSAB fund to be applied to other social service needs in the community.

**Comment [JWF1]:** Or contingency fund?

#### **VI. MANAGING FUNDED PROGRAMS THAT TERMINATE**

- A. Agencies shall submit written notice to the SSAB as soon as possible indicating that their SSAB-funded program, or substantial aspects of their program, will terminate. The agency shall also submit a written transition plan identifying how to transition the program and program participants appropriately to another provider that can continue to provide services as needed.

- B. The agency must schedule a meeting with the SSAB to present their Transition Plan to the Board.
- C. All program funds not used point forward shall be returned.

**VII. PUBLIC EDUCATION AND OUTREACH**

- A. The SSAB will maintain a webpage, hosted by and managed through CBJ, to provide information to the public about SSAB activities and the grants process.
- B. The SSAB will participate in community workgroups whenever possible to foster collaborative relationships with other groups in Juneau with the same scope and focus, with the core purpose being to develop greater understanding of the community's needs and how the SSAB can meet those needs through its mission and charter under CBJ.

December 13, 2013

City and Borough of Juneau  
City Assembly  
150 Seward Street  
Juneau, AK 99801

**RE: SSAB Annual Performance Report**

Dear Mayor Sanford, CBJ Assembly Members:

The Social Services Advisory Board (SSAB) has had a very busy and productive year. The Board continued to work on the SSAB Block Grant's Proposal Criteria and Guidelines and made significant progress in aligning the criteria with community-specific needs identified through reports such as the United Way Compass II Assessment and the Juneau Economic Development Council's Community Indicators.

The SSAB focused upon two significant goals this past year – we further improved the granting process through a revised Proposal Criteria and Guidelines and established Policies and Procedures for the SSAB granting process. In addition, we welcomed four new members to the advisory board so all seven seats are currently filled. We look forward to a new year with a fully seated board just in time for a new grant cycle.

SSAB members are looking forward to the challenges ahead of us in the coming year, and will be working hard to improve collaboration between agencies, foster stakeholder engagement, and more frequent communication and interaction with the Assembly.

The SSAB appreciates the continued support of the Assembly in our efforts. Thank you!

Sincerely,

*Joanne Schmidt*

Joanne Schmidt, Chair  
CBJ Social Services Advisory Board  
(907) 723-6803