

**ASSEMBLY TASK FORCE ON HOMELESSNESS  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

July 23, 2017 5:00 PM

Conference Room #224

**I. Call to Order**

**II. Approval of Agenda**

**III. Approval of Minutes**

**A. Approval of Minutes**

**IV. Agenda Topics**

**A. Mission & Organization of Task Force**

**V. Public Participation on Non-Agenda Items**

**VI. Staff Reports**

**A. Basic Sanitation**

**B. Alaska Mental Health Trust Authority Request**

**C. Emergency Shelter Operator Meeting**

Emergency Shelter Operator Meeting, Tuesday July 25, 2017

**VII. 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)

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

Meeting Minutes - July 11, 2017

**I. Call to Order**

Chair called the meeting to order at 5:35pm.

Members present: Chair Debbie White, Norton Gregory, Bruce Van Dusen, Mariya Lovishchuk, Bryce Johnson

Other Assembly Members present: Jesse Kiehl

Staff present: Scott Ciambor

**II. Approval of Agenda**

Hearing no objections, the agenda was approved.

**III. Approval of Minutes**

A. June 2016 Meeting

Hearing no objections, the minutes of June 13, 2017 were approved.

**IV. Agenda Topics**

**A. Mission**

Chair White discussed a number of items suggested by Mayor Koelsch for the Task Force to cover. These included storage/lockers, toilet and bathroom situation, winter shelter or warming center, and tiny homes.

Chair White asked as a topic if the Glory Hole is located in the right spot. Or, what is the ideal location? Discussion. Ms. Lovischchuk noted that it would be really expensive to move and that the topic has been brought up many times. Mr. Johnson noted that if starting from scratch, it might not be the best location and that bigger population centers are moving toward multiple, smaller and scattered emergency shelters. Ms. Lovischchuk noted that it doesn't seem likely and also wondered if this was indeed the priority at the moment -- given the other needs and limited resources.

For storage options, after discussion, Chair White asked staff to look into potential unused lockers at Juneau School District.

**B. Organization & Tasks**

Scott Ciambor suggested utilizing the task force templates provided for future meetings to help narrow down action items and assemble all the details necessary for steps to be taken.

**V. Public Participation on Non-Agenda Items**

None

**VI. Staff Reports**

**VII. Adjournment**

The meeting adjourned at 6:38pm.



**OFFICE OF THE MANAGER**

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[Rorie.Watt@juneau.org](mailto:Rorie.Watt@juneau.org)

July 18, 2017

Greg Jones, CEO  
Alaska Mental Health Trust Authority  
3745 Community Park Loop, Suite 200  
Anchorage, Alaska 99508

Dear Greg,

Thank you for the opportunity to send details about the Housing and Homeless Services Coordinator position that the City and Borough of Juneau (CBJ) intends to create to address an increase in homelessness in the Capital City.

As you know, Alaska Mental Health Trust Authority beneficiaries make up a good portion of the homeless population, many of whom struggle with mental illness, substance abuse disorders, and lack of permanent shelter. In recent years, CBJ and local housing and service providers have seen a steady increase in the number of local residents experiencing homelessness. According to the January 2017 Point-In-Time Homeless Count, 215 people were homeless with 59 of them being unsheltered. For a community of roughly 32,000 residents, this is an extremely large number and is the highest per capita in the State.

CBJ has taken many recent efforts to address housing and homelessness concerns, including establishment of an Assembly Task Force on Homelessness, hiring a Chief Housing Officer, providing \$2.7 million in grants funding for the \$8.2 million Juneau Housing First Collaborative 32-unit permanent supportive housing project, and applying for a Runaway and Homeless Youth Grant to establish a Street Outreach Program for Transition-Aged Youth through the CBJ-operated Zach Gordon Youth Center.

Despite this work, there is still a clear need for better planning and coordination of local housing and social services for those on the street in our community. The Housing and Homeless Services Coordinator position aims to provide that coordination, primarily through work with the housing and social service providers that make up the local Continuum of Care (Juneau Coalition on Housing and Homelessness).

The Juneau Coalition on Housing and Homelessness (JCHH) is in the midst of an extensive shift in how it operates as it moves toward implementation of a Coordinated Entry system. Coordinated Entry involves data collection and sharing in the Alaska Homeless Management Information System (AKHMIS), monthly case conferencing, utilization of a common assessment tool, and establishing community-wide prioritization protocols and system performance measures. JCHH is in need of organizational capacity to help put these best practices into place and the CBJ in turn needs to understand system gaps, devise long-term housing and homelessness strategies, and to provide these details for the community.

Comparable to similar work being done in Fairbanks and Anchorage, CBJ thinks that this position is needed for three years to ensure a successful transition to a functional Coordinated Entry system. The request for funding for the position from the Alaska Mental Health Trust Authority is for \$100,000 per year, for 3 years.

A job description for the position is included with this letter.

CBJ appreciates the previous support that the Alaska Mental Health Trust Authority has provided for efforts to reduce homelessness in the Capital City, including travel and training funds to visit permanent supportive housing models in other states and financial contributions to the Juneau Housing First Collaborative 32-unit permanent supportive housing and healthcare clinic that is set to open this August.

If you have further questions about this request, please feel free to contact me.

Sincerely,



Duncan Rorie Watt



**City and Borough of Juneau  
Housing and Homeless Services Coordinator  
Job Description**

**Reports To:** CBJ City Manager

**Salary Range:** Competitive, based upon qualifications

**Background**

The City and Borough of Juneau (CBJ) has created a Housing and Homeless Services Coordinator position to assist the CBJ and its state and local partners address an increase in homelessness in the Capital City.

CBJ recognizes a need to better coordinate local housing and social services that assist persons experiencing homelessness, including the chronically homeless, youth, veterans, families, and victims of domestic violence.

The Juneau Coalition on Housing and Homelessness (JCHH), 26 organizations that serve as the local Continuum of Care, is in the midst of an extensive shift in how it operates as it moves toward implementation of a Coordinated Entry system. Coordinated Entry involves data collection and sharing in the Alaska Homeless Management Information System (AKHMIS), monthly case conferencing, utilization of a common assessment tool, and establishing community-wide prioritization protocols and system performance measures. JCHH is in need of organizational capacity to help put these best practices into place. CBJ in turn needs to recognize system gaps, devise strategies, and provide oversight for community plans to end homelessness.

This position augments CBJ's recent efforts to address housing and homelessness concerns, including establishment of an Assembly Task Force on Homelessness, hiring a Chief Housing Officer, providing \$2.7 million in funding for the Juneau Housing First Collaborative 32-unit permanent supportive housing project, and applying for a Runaway and Homeless Youth Grant to establish a Street Outreach Program for Transition-Aged Youth through the CBJ-operated Zach Gordon Youth Center.

**Housing and Homeless Services Coordinator Job Description Summary**

The Housing and Homelessness Services Coordinator position will be in the City Manager's Office, working in conjunction with the Chief Housing Officer due to the high priority of the issue.

The timeline for the position is 3 years.

### **Essential Job Functions and Responsibilities**

The main role of the Housing and Homeless Services Coordinator will be to better coordinate local housing and social services for the homeless. Duties will include:

- Serve as resource for CBJ Assembly, CBJ Task Force on the Homeless, and CBJ Staff on local homeless policy issues; including planning and implementation of local Coordinated Entry initiatives;
- Serve as liaison to the Juneau Coalition on Housing and Homelessness to assist with data collection, coordinated entry, community-wide prioritization, and long-term system planning; this includes attendance and/or facilitation of meetings with the Juneau Coalition on Housing and Homelessness;
- Public education and contact for communication on local homeless policy issues;
- To work with statewide housing and homelessness policy-makers including the Governor's Council on the Homeless, Alaska Coalition on Housing and Homelessness, Alaska Housing Finance Corporation, Alaska Mental Health Trust Authority, and other municipal peers in Anchorage and Fairbanks.