

# **Resource Management Committee Report**

# Memorandum



**To:** Larry Norene, Chair  
Resource Management Committee

**Date:** April 16, 2015

**From:** Karol Collyer

**Phone:** 269-8658

**Subject:** April 16, 2015 – Resource Management Committee Meeting Summary

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**Board Consultations:** The following action requiring full board of trustee concurrence occurred at the April 16, 2015 RMC meeting:

**Item A – Doug Baker Placer Lease, Flume Creek, MHT 9400572.** The TLO is requesting that the Trust Authority board of trustees concur with the decision to negotiate a placer lease with Doug Baker, doing business as Lakeview Excavating, Inc. The lease is on Flume Creek in the Fairbanks Mining District.

**Anticipated Revenues/Benefits:** 1) Revenues will consist of an annual rental fee of \$5,000, which can be credited against production royalty as it occurs for that year; 2) Any production that occurs is subject to a 10% net royalty; and 3) The areas that are mined will be reclaimed according to current state standards.

**Recommended Motion.** “The Resource Management Committee recommends that the Trust Authority board of trustees concur with the negotiated lease of Trust mineral estate on Flume Creek for mining of placer gold, as proposed.”

**Board Approvals:** The following action requiring full Trust Authority board approval occurred at the April 16 meeting:

**Item 1 – FY16 Real Estate Budget.** The TLO is requesting approval from the board of trustees of the budget for expenditures necessary to service properties owned by the Trust.

**Recommended Motion.** “The Resource Management Committee recommends that the board of trustees concur with the recommendation to approve the incremental building expenditures, totaling

\$4,774,400 budgeted for FY16 to be paid by the property manager from rents and other income collected from the properties.”

cc: Board of Trustees  
Jeff Jessee, CEO, Alaska Mental Health Trust Authority  
Steve Williams, COO, Alaska Mental health Trust Authority  
Marcie Menefee, Executive Director, Trust Land Office  
John Morrison, Deputy Director, Trust Land Office

# **Executive Committee Report**

**To:** Board of Trustees  
**From:** John McClellan, Board Chair  
**Date:** 4/29/2015  
**Re:** Executive committee report

## MEMO

The executive committee met on Wednesday, March 25, 2015, at the Trust Authority office. The purpose of the meeting was to:

- 1) Review the draft proposed revisions to the current the Alaska Mental Health Trust Authority's regulations (May 2012)
- 2) Review the draft revisions to the current *Trust Personnel Guide* (2010)

The following people attended:

Trustees: Mike Barton (Chair), John McClellan (Vice Chair), Paula Easley (Secretary) and Larry Norene  
Trust Staff: Jeff Jessee, Steve Williams, Mike Baldwin, Luke Lind, Valette Keller and Miri Smith-Coolidge  
Trust Land Office: Marcie Menefee and John Morrison

### **Brief Summary - DRAFT revisions to current regulations**

Steve Williams walked the committee through substantive proposed changes as well as proposed changes to update nomenclature and references to other documents or publications (AMPS, DSM-IV, ICD-9, etc.) in the Trust's current regulations. The substantive changes were related to increasing the small project grant amount from \$10,000 to \$20,000. This change was discussed with trustees at the August 2014 planning committee meeting and the following full board meeting in September 2014, when trustees approved the FY16 budget.

Steve explained that reason for bringing these changes to the committee was get the committee's approval of the proposed changes so staff could move forward with the Department of Law in the adoption process of the revised regulations. Once the proposed revisions have gone through the full regulation adoption process, they will be brought forward to the full board for approval. The committee passed a motion approving the proposed revisions to the current regulations (see attached).

### **Brief Summary - DRAFT updates to the Trust Personnel Guide**

Steve Williams provided an overview of why the *Trust Personnel Guide* needed updating and the process used to identify and update the sections in the current guide. He explained this was a joint process between the Trust Authority and the TLO staff, as the personnel guide applies to both offices.

Valette Keller then walked the committee through the substantive proposed updates as well as proposed updates to wording for clarity and formatting. The substantive changes included areas like: changes to staff merit anniversary dates to comport with State HR policies; staff merit increase policy to comport with an agreement between the Trust and the previous Administration; approval of Trust Land Office staff salary adjustments are by the TLO Executive Director and the Trust Chief Executive Officer; TLO Executive determines the nature, form, and frequency of TLO staff evaluations; and, the leave accrual and leave of absence section were updated to comport with Senate Bill 91 which passed in 2013.

The committee requested that Valette work with Trust Authority and TLO staff to draft language outlining a process to resolve proposed TLO staff salary adjustments, should the TLO Executive Director and the Chief Operating Officer of the Trust have an irreconcilable disagreement. This draft language has been approved by the Trust Authority and TLO staff and is included in the attached updated *Trust Personnel Guide*.

The committee passed a motion recommending the full board of trustees approve the updates to the *Trust Personnel Guide* (see attached).

# Trust

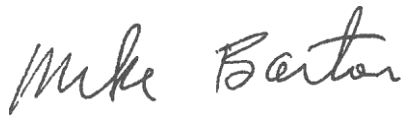
## Alaska Mental Health Trust Authority

3745 Community Park Loop, Suite 200  
Anchorage, Alaska 99508  
Phone: 907-269-7960  
Fax: 907-269-7966

**To:** Mike Barton, Chairman, Board of Trustees  
**Date:** March 30, 2015  
**Re:** Trust Regulation Revisions

### REQUESTED MOTION:

The Executive Committee approves the proposed revisions to amend the Mental Health Trust Authority's existing regulations dated May 2012. Furthermore, the Executive Committee directs Trust staff to initiate work with the Department of Law to amend existing regulations dated May 2012 to incorporate the proposed revisions.



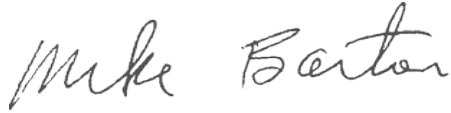
Signature

Date

**To:** Mike Barton, Chairman, Board of Trustees  
**Date:** March 25, 2015  
**Re:** Trust Personnel Guide Revisions

### REQUESTED MOTION:

The Executive Committee approves the proposed updates and revisions to the Alaska Mental Health Trust Authority's current personnel guide (2010). Furthermore, the Executive Committee recommends approval to the full Board of Trustees.



Signature

Date



# Trust

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## Alaska Mental Health Trust Authority

### **PERSONNEL GUIDE**

**March 24, 2015**

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## **INTRODUCTION**

These personnel guidelines have been written to provide employees with general information about The Trust's present guidelines with respect to employment practices. These personnel guidelines apply to all Trust and Trust Land Office positions with the exception of the Long-Term Care Ombudsman position who is a member of the Supervisory Collective Bargaining Unit. These guidelines are subject to change without notice to the employees and do not represent implied or actual employee contract provisions

The Trust employees are not covered by any implied or actual bargaining unit agreement, with the exception of the Long-Term Care Ombudsman, nor are they party to any implied, verbal, or actual contractual terms of employment. The Trust employees have no seniority rights or benefits. All employment is based upon The Trust's desire for employee services and may be terminated without cause at any time.

It is the intent of these personnel guidelines to comply with all federal, state, and local laws applicable to The Trust and its operations. If any part of these policies conflicts with any law, or with the rules, regulations, and conditions prescribed by any regulatory body, those laws or regulatory specifications shall prevail.

The Trust offers no employment contracts nor does it guarantee any minimum length of employment. The Trust reserves the right to terminate any employee, at any time "at will" with or without cause. A supervisor of The Trust has no authority whatsoever to make any contrary representations to any employee except as may be otherwise provided by express written agreement signed by the Chief Executive Officer of The Trust.

Any questions or requests for further information about any particular guideline in this manual may be directed to the Chief Operating Officer or the Administrative Manager.

These personnel guidelines supersede all previous manuals, letters, memoranda and understandings.

## **Section 1. DEFINITIONS**

Unless the context requires otherwise, the following definitions govern the construction of these guidelines.

Board: the Alaska Mental Health Trust Authority Board of Trustees.

Chief Executive Officer (CEO): the staff position as defined by AS 47.30.026 serving the Board as the chief executive officer of the Alaska Mental Health Trust Authority.

Chief Operating Officer (COO): the Chief Operating Officer of The Trust.

Class or Classification: one or more positions sufficiently similar as to duties and responsibilities, degree of supervision exercised or required, and entrance requirements, so that the same descriptive title may be used to designate those positions.

Current Rate of Pay: the salary received by an employee for scheduled hours of work.

Demotion: the voluntary or involuntary change of an employee from a position in one class to a position in another class assigned a lower salary range or the voluntary or involuntary change of an employee to a lower salary range in the same class.

Deputy Director: the deputy director of the TLO.

Dismissal: the termination of an employee from The Trust for reasons other than resignation, retirement or layoff.

Employee: any person in The Trust's service who is paid a salary or wage and who is subject to these guidelines.

Ethics Supervisor: a person designated by the commissioner in the Department of Revenue and the Department of Natural Resources.

Executive Director: the Executive Director of the TLO which is the staff position serving the Board of Trustees and the Commissioner of Natural Resources.

Exempt Employee: the terminology used to refer to all Trust positions not included in the classified service, as provided by AS 39.25.110(34) and (37).

Full-time Employee: an employee who works a minimum 30 hours a week.

Grievance: an employee's written expression to the employee's immediate supervisor of feelings of dissatisfaction with (1) working conditions or environment; (2) relationships with supervisors, other Trust employees or Trust officials; or (3) employment decisions.

Grievance Procedure: the mechanism available to resolve grievances prior to utilizing other judicial or non-judicial dispute resolution procedures.

Hiring Authority: an employee with authority to hire.

Human Resources Section: the Human Resources Section within the Department of Revenue for the Trust Administrative Office and the Department of Natural Resources for the Trust Land Office.

Immediate Family: an employee's father/step-father, mother/step-mother, husband, wife, mother-in-law, father-in-law, son/step-son, daughter/step-daughter, brother/step-brother and sister/step-sister.

Immediate Supervisor or Supervisor: the employee responsible for supervising a specific employee or group of employees within The Trust.

Introductory Period: the first six (6) months of employment for every full-time employee in a position in Ranges 13 and below, and one (1) year in Ranges 14 and above.

Introductory Employee: an employee who has not completed the introductory period for a position in accordance with these guidelines.

Layoff: the termination of an employee because a position has been abolished due to insufficient funds or lack of business need.

Leave Cash Value: the number of hours accrued during a pay cycle of a month multiplied by the annualized hourly rate of pay for that pay cycle, added to the value of untaken leave from all previous pay cycles.

Leave of Absence: means an approved absence from the official performance of duties, with or without pay.

Leave Year: December 16 through December 15.

Part-time Employee: an employee whose workday and work week is less than the normal workday and/or normal work week (as defined in Section 3).

Pay Plan: a schedule of salaries established wholly or partially pursuant to these guidelines, covering all job classes or positions in The Trust.

Pay Cycle: the first of the month through the 15th, or the 16th through the last day of the month.

Per Diem: the compensation, over and above the employee's wages, authorized for payment to cover the cost of an employee's meals and incidental expenses while on pre-approved Trust business, as defined in AAM 60.250.

Performance Evaluation Report: a systematic and periodic appraisal (not less than annually) in writing of an employee's work performance on forms prescribed by The Trust and the TLO.

Personnel File: the official employee personnel file kept by the Department of Revenue and the Department of Natural Resources.

Personnel Officer: the Administrative Manager and the TLO Business Manager.

Post Introductory (Post "I") Employee: an employee who has satisfactorily completed the introductory period in accordance with these guidelines.

Promotion: the movement of an employee from a position in one class to a position in another class assigned a higher salary range, or the movement to a higher range within a class.

Position: paid employment in The Trust's service composed of specific duties and requiring the full-time or part-time services of an employee.

Position Control Number (PCN): the unique number assigned to identify a budgeted position.

Range: the pay range assigned to each position on the basis of the duties, responsibilities and qualifications required for the position as defined in the pay scale.

Reassignment: a change of position or duties that is not considered a demotion or promotion under these guidelines.

Reclassification: the action taken to place an existing position in another job class due to changes in the requirements for the position, or as an amendment of the classification plan.

Resignation: the voluntary termination of employment by an employee.

Retirement: the voluntary termination of employment after the completion of a period of employment service or upon reaching a certain age as defined by the Public Employees' Retirement System applicable Statutes and Regulations.

State: the State of Alaska.

Step: the level of salary within a range authorized by the Chief Executive Officer or Executive Director.

Suspension: an enforced leave of absence for disciplinary purposes or pending investigation.

Temporary Position: a position established with an anticipated duration of less than four months or one year, depending on identified need.

Temporary Employee: an employee hired into a position with an anticipated duration of less than four months or one year, depending on identified need.

Termination: the end of employment due to dismissal, layoff, resignation, or retirement.

The Trust: the Alaska Mental Health Trust Authority, including the Trust Administrative Office, Trust Land Office, and Office of Long-Term Care Ombudsman, unless specifically stated otherwise.

Trust administrative office: the office tasked with providing support and administration to the Chief Executive Officer of The Trust and the Board of Trustees and is housed in the Department of Revenue.

Trust Land Office (TLO): the office which is tasked with Trust resource management, and is housed in the Department of Natural Resources.

Long-Term Care Ombudsman (LTCO): the Long-Term Care Ombudsman incumbent who is a member of the supervisory collective bargaining unit and manages the Office of Long-Term Care Ombudsman.

Unlawful Discrimination: discrimination prohibited by State or Federal statute.

## **Section 2. INTRODUCTORY PERIODS**

The introductory period for each employee is an integral part of the employment process and shall be utilized for closely observing the employee's work performance and for securing the most effective adjustment of the employee to the employee's position.

Duration: Except where specifically excluded elsewhere in these guidelines, all new hires and rehires shall be subject to an introductory period of six (6) months of continuous service for employees in Ranges 13 and below, or twelve (12) months of continuous service for employees in Ranges 14 and above. The introductory period for part-time employees is computed on a pro-rata basis (i.e., if an employee works half of a normal work week, the employee's introductory period is doubled).

For each period of leave without pay totaling 23 working days or more within the Introductory Period, whether taken consecutively or at separate times, the Introductory Period shall be increased by one month. For periods less than 23 working days, no change will be made in the Introductory Period.

An employee who is promoted to a higher level position in the same class series prior to the completion of the employee's introductory period shall be deemed to have completed the balance of their introductory period in the lower position by the completion of an equal amount of service in the higher position. If the higher position requires a longer introductory period, the employee is required to complete the additional introductory time in the new position.

Former employees do not have to complete an introductory period for a position in which they previously completed an introductory period, but do have to complete an introductory period for new positions.

Performance Evaluation Report: Unless previously terminated, approximately two (2) weeks prior to the end of their introductory period, full-time employees shall receive from their immediate supervisor a copy of a written performance evaluation that includes a recommendation to the Chief Executive Officer or Executive Director to either terminate or continue the employee's employment.

Dismissal During the Introductory Period: At any time during an introductory period an employee may be dismissed from The Trust at the discretion of the Chief Executive Officer or Executive Director after prior notice to the employee. The reason(s) for the dismissal shall be given to the employee and placed in the employee's personnel file. New employees dismissed during their introductory period have no appeal rights through the grievance procedure, except where the employee alleges the dismissal was due to unlawful discrimination. Allegations of unlawful discrimination must be appealed through the grievance procedure outlined in Section 18.

Post Introductory (Post "I") Employees: Post "I" status shall be granted to an employee upon satisfactory completion of the introductory period. If an employee is rehired to a position in



which Post "I" status was previously held, the employee does not have to repeat the Introductory Period for that previously held position, but automatically attains Post "I" status.

If the employee is retained, the employee shall be given Post "I" status beginning the day after the end of satisfactory completion of the introductory period.

### **Section 3. HOURS OF WORK**

Scheduled Hours of Work: Each supervisor, with approval of the Chief Executive Officer or Executive Director, shall establish the scheduled hours of work for employees under their supervision within the parameters of The Trust's Alternate Work Schedule. Employees shall document hours of work each Pay Cycle on time sheets and accompanying leave slips, where appropriate. Time sheets and leave slips, where appropriate, must be signed by the employee and approved by their supervisor.

Minimum Work Week for non-Alternate Work Employees: 37½ hours of actual, authorized duty between midnight Sunday to the following Sunday at midnight shall constitute the minimum work week for full-time employees with recognition for authorized holidays and personal leave.

Minimum Work Week for Alternate Work Schedule Employees: 37½ hours of actual, authorized duty between 11:00 a.m. Friday to the following Friday at 11:30 a.m. shall constitute the minimum work week for full-time employees with recognition for authorized holidays and personal leave who select Friday as their regular day off. Alternate work week schedule requests are reviewed and approved on a case by case basis.

Normal Work Week: The normal work week shall consist of five consecutive work days, Monday through Friday.

Normal Work Day: The normal work day shall consist of seven and one-half (7½) hours with the exception of those employees who are working under an alternate work schedule agreement. The Trust offices are open from 8:00 A.M. to 4:30 P.M. Monday through Friday.

Timesheets: Timesheets must be completed by overtime eligible employees on or before the last work day of each Pay Cycle for that Pay Cycle. Hours worked must be documented on the days actually worked and include all hours worked on each work day. Timesheets are not required for overtime ineligible employees.

Overtime: Overtime compensation shall be paid at the employee's regular hourly rate for hours actually worked by overtime eligible employees in excess of 37.5 hours and up to 40 hours during the work week. Overtime compensation, at time and one-half the employee's hourly rate, will be paid for hours (approved in advance by the employee's supervisor) actually worked by overtime eligible employees in excess of 40 hours per week. Leave and holiday time is not considered worked for purposes of overtime compensation.

All overtime must be approved in advance by the employee's supervisor. All hours of work performed by overtime eligible employees which fall between any Sunday midnight and the following Sunday midnight, with the exception of those under alternate work schedule agreement, whether regularly scheduled or authorized to meet peak workloads or emergency situations, shall be included for payment during that work week if the full 37.5 hour work week is met.

Other Employment: Under the terms of the Alaska Executive Branch Ethics Act (AS 39.52). Any volunteer or non-compensated work in addition to your state employment must be reported by July 1 of each year to the department's Ethics Supervisor if there is any possibility that the work might conflict with your official state duties.

Legal Holidays: The following days are observed as paid Trust holidays for non- temporary employees:

- the 1st of January, known as New Year's Day
- the 3rd Monday in January, known as Martin Luther King, Jr. Day
- the 3rd Monday in February, known as President's Day
- the last Monday in March, known as Seward's Day
- the last Monday in May, known as Memorial Day
- the 4th of July, known as Independence Day
- the first Monday in September, known as Labor Day
- the 18th of October, known as Alaska Day
- the 11th of November, known as Veteran's Day
- the fourth Thursday in November, known as Thanksgiving Day
- the 25th of December, known as Christmas Day
- every day designated by public proclamation by the President of the United States or the Governor of the State as a legal holiday.

If a holiday listed above falls on a Sunday, the following Monday shall be observed. If a holiday listed above falls on a Saturday, the preceding Friday shall be observed.

## Section 4. COMPENSATION

The Personnel Officer shall maintain and administer a pay plan for all employee positions based upon, at a minimum, the State's exempt pay scale.

### Beginning Salary:

*New Employee:* The Chief Executive Officer or the Executive Director will approve a starting salary based on the position range and the recommendations of the hiring supervisor. Salaries will be based on experience and current market conditions for similar positions.

*Promoted Employee:* When an employee is promoted, the employee's salary shall at a minimum, provide a 2% increase in salary.

*Transferred Employee:* An employee transferred from one position to another position assigned to the same pay range shall be appointed, at minimum, at the same salary held prior to transfer and the employee's merit anniversary date shall remain unchanged.

*Demoted Employee:* An employee, who is demoted because of inability to perform satisfactorily at the higher level, or for any other reason, shall enter the new range at the salary assigned by the Chief Executive Officer or the Executive Director. The merit anniversary date of a demoted employee shall remain unchanged.

*Reclassified Employee:* An employee occupying a position which is reclassified to a different classification has the option to accept the reclassified position at the salary assigned by the Chief Executive Officer or the Executive Director.

Merit Anniversary Date: The merit anniversary date of all employees shall be the first or the sixteenth of the month following completion of one year of service in their current position, including the introductory period. For each 172½ hours of non-worked time, for part-time employees, the merit anniversary date moves by one month. At the beginning of each merit year, the computation begins anew.

Merit Increases: Merit increases shall be based upon The Trust's evaluation of an employee's performance and are subject to approval of the Chief Executive Officer or Chief Operating Officer, or the Executive Director and the Chief Executive Officer for the TLO staff. If the Executive Director and the Chief Executive Officer cannot reach agreement on a merit increase determination, the matter may be brought before the Executive Committee of the board of directors for final resolution. A merit increase within the salary range may be, but is not required to be, given to an employee who has received a satisfactory rating or above on their performance evaluation. Such increases shall be based on merit and are not mandatory even if acceptable performance is observed.

For the first five years in a specific position with The Trust or Trust Land Office, merit increases within the salary range may be at twelve month intervals when an employee has demonstrated

satisfactory service or a progressively greater value to The Trust. The actual rate of increase can be from 0 to 5%. Every year thereafter, an employee may be granted a merit increase of up to 2%.

The merit anniversary date does not change when a merit increase is not granted. If the employee's standard of performance reaches acceptable levels later in the merit year, the salary increase may be granted effective the first or sixteenth of the month in which The Trust determines "acceptable" performance and no change in the merit anniversary date will result.

When an employee's work performance becomes less than acceptable in the judgment of their immediate supervisor, an interim performance evaluation may be prepared. When such an evaluation is prepared, the employee shall be made aware of the required improvements to be made in the employee's performance. If the employee's performance does not improve to an acceptable level within a specified period of time to be determined by the supervisor, the employee's salary may be lowered on the sixteenth day of the month following completion of the period allotted for improvement. Any determination to reduce an employee's salary shall be approved by the Chief Executive Officer or Chief Operating Officer, or the Executive Director for the TLO staff. Reducing an employee's salary is not intended to be the exclusive remedy for substandard performance; The Trust may take other appropriate disciplinary action as described in Section 8.

Before a personnel action withdrawing salary is prepared, the employee shall be notified in writing that their performance has not improved and that such action is being taken.

If the employee's level of performance subsequently becomes acceptable, the salary reduction may be restored effective the sixteenth of the month in which The Trust determines "acceptable" performance, as documented in a performance evaluation. Salary restoration must be approved by the Chief Executive Officer or the Executive Director.

Cost of Living Increases: Cost of living increases are subject to and dependent upon approval of such increases by the Chief Executive Officer or the Executive Director of and approval of administrative budgets by the Board of Trustees and the Legislature.

Total Remuneration: The salary paid to an employee shall represent the total remuneration for services rendered by the employee. Except as otherwise provided in these guidelines or unless approved in advance by the Chief Executive Officer or the Executive Director, no employee shall receive pay from the State in addition to the salary authorized under the schedule provided in the pay plan for services rendered by the employee either in the discharge of their ordinary duties or any additional duties which may be assigned to the employee by The Trust or which the employee may volunteer to perform.

Compensation includes payment for hours of authorized paid leave and holidays, in accordance with these guidelines.

Hourly and Semi-Monthly Rates: Semi-monthly rates of pay shall normally be paid except that where the payment of semi-monthly rates for certain positions is not feasible for stated reasons, the Chief Executive Officer or the Executive Director may authorize payment of hourly rates for

the positions concerned. Such hourly rates shall be computed from the semi-monthly rates established in the pay plan by the following formula:

$$\text{Hourly Rate} = \frac{\text{Semi-monthly rate} \times 24}{\text{No. of hours per work week} \times 52}$$

Rates for part-time service shall be proportionate to the rates for full-time service.

A full-time employee who works less than a full pay period will be paid a proportional part of the employee's semi-monthly salary based on the ratio of hours worked to the total number of hours in the pay period.

Overtime Compensation: An employee who is overtime eligible in accordance with these guidelines and who is required to work in excess of 40 hours in a work week shall be compensated, at one and one-half times their hourly rate, as described in Section 3, for such excess hours worked.

Alternate Work Schedule: An Alternate Work Schedule may be authorized to allow for the execution of duties outside the normal work week and outside an employee's normal work day, including under the Flexible Work Day Policy. Flex time must be approved in advance by the employee's immediate supervisor or the Chief Executive Officer and the Executive Director.

## **Section 5. PERSONNEL EVALUATION AND TRAINING**

Personnel Evaluation: Performance levels established for personnel evaluation shall refer to the quality and quantity of work performed, the manner in which the service is rendered, the faithfulness of the employee to their duties, and such other characteristics measuring the value of the employee to The Trust.

The Chief Operating Officer or the Executive Director shall prescribe the nature, form, and frequency of the evaluation reports. To the extent possible, the Chief Operating Officer or the Executive Director shall provide for uniform application of evaluation criteria by different supervisors. All evaluations must be typed, signed and approved by the employee's immediate supervisor, and the Chief Executive Officer or the Chief Operating Officer, or the Executive Director for the TLO staff.

The employee's immediate supervisor shall prepare draft personnel evaluation and provide the draft to that supervisor's immediate supervisor for review and approval.

The employee's immediate supervisor shall then discuss the evaluation with the employee to assist the employee to better understand what is expected, how the employee can improve, and how the employee is measuring up to the expectations for the position.

The reports and records of an employee's evaluation shall be filed in the employee's personnel file and may be open to inspection by the employee or the employee's designated legal representative. Trust officials authorized to act under the grievance procedure are also authorized to review an employee's personnel file. With the exception of the employee's supervisor, any supervisor of the employee's supervisor, the Chief Executive Officer or the Executive Director and the Personnel Officer personnel files are confidential and are not open to inspection by any other fellow employee or non-Trust personnel except by proper written demand based on proper judicial or statutory authority.

Reimbursement Agreement for Educational Costs: Employees receiving approved training for which they desire reimbursement, travel, or educational costs to be paid by The Trust shall be required to sign an agreement with The Trust prior to the commencement of training or prior to any lawful obligation of payment for training, whichever comes first. This agreement is intended to cover the costs associated with college or other education/training costs, not workshops and/or seminars required by The Trust. The requirement to sign a training agreement may be waived by the Chief Executive Officer or the Executive Director.

A training agreement will bind the employee to reimburse 100% of all related training expenses paid for by The Trust, if the employee fails to successfully complete the training course (must receive a passing grade) or if the employee voluntarily leaves The Trust prior to the completion of training. An employee who voluntarily leaves The Trust after the successful completion of training shall be bound to reimburse The Trust for related training expenses greater than \$500 paid for by The Trust according to the following:

- Terminates within 3 months of the date of graduation or successful completion of training, reimburse 100% of all expenses paid by The Trust.
- Terminates after 3 months but less than 6 months from the date of graduation or successful completion of training, reimburse 75% of all expenses paid by The Trust.
- Terminates after 6 months but less than 9 months from the date of graduation or successful completion of training, reimburse 50% of all expenses paid by The Trust.
- Terminates after 9 months but less than 12 months from the date of graduation or successful completion of training, reimburse 25% of all expenses paid by The Trust.
- No reimbursement is required if the employee remains in The Trust's employ for a period of at least 12 months from the date of graduation or successful completion of training.

The reimbursement may be deducted from the employee's final pay check.



## Section 6. LEAVE ACCRUAL AND LEAVES OF ABSENCE

### Leave Accrual:

Full-time permanent employees of The Trust (or State) first employed prior to 7/1/2013 accrue Personal Leave at the following rates:

- 7.5 hours for each full semi-monthly pay period if the employee has less than two (2) years of state service.
- 8.44 hours for each full semi-monthly pay period if the employee has two (2) but less than five (5) years of state service.
- 9.38 hours for each full semi-monthly pay period if the employee has five (5) but less than ten (10) years of state service.
- 11.25 hours for each full semi-monthly pay period if the employee has ten (10) or more years of state service.

Full-time permanent employees of The Trust (or State) first employed on or after 7/1/2013 accrue Personal Leave at the following rates:

- 6.5625 hours for each full semi-monthly pay period if the employee has less than two (2) years of state service.
- 7.5 hours for each full semi-monthly pay period if the employee has two (2) but less than five (5) years of state service.
- 8.44 hours for each full semi-monthly pay period if the employee has five (5) but less than ten (10) years of state service.
- 9.38 hours for each full semi-monthly pay period if the employee has ten (10) but less than 15 years of state service.
- 11.25 hours for each full semi-monthly pay period if the employee has fifteen (15) or more years of state service.

Part-time employees accrue leave on a prorated basis as follows:

$$\frac{\text{hours worked}}{(\text{total hours in pay period for full-time employees}) \times (\text{applicable accrual rate})}$$

There shall be no accrual of leave for any pay period during which an employee is absent without approved leave. The accrual will be adjusted for periods of approved leave without pay. No leave accrual is posted until after 30 days of employment.

Changes in the rate of accrual, as stipulated herein, shall take effect on the 16th day of the month immediately following the month in which the employee completes the prescribed period of service. This date is referred to as the leave anniversary date.

Application for Leave: Applications for leave will be made on a form approved by the Personnel Officer. Supervisors shall document approval of requested leave time by signing and dating the leave request form.

Posting of Leave Accrued and Taken: Records of leave accrued and taken shall be maintained. An employee cannot use paid leave time before it has been earned and posted to the employee's leave record at the end of each pay period.

When authorized, all leave shall be documented by submitting the approved leave request form along with the appropriate time sheet for the effected pay period. These leave forms shall be retained for reference and audit purposes for a period of 5 years.

Use of Leave: With prior supervisory approval, an employee may take accrued and posted leave when The Trust's business makes such leave convenient. At least one week prior notice is required for leave in excess of five consecutive work days. Leave in excess of three weeks requires the advance approval of the Chief Executive Officer or the Executive Director.

#### Leave and Holidays:

If an employee is on leave without pay (LWOP) the majority of the day before or after a holiday, the employee is considered to be on leave without pay for the holiday.

Personal leave credit is not deducted for holidays falling within a period of paid personal leave.

An employee may not be paid for a holiday which falls after the effective date of the employee's termination, unless the holiday falls within the period covered by lump sum payment for personal leave. If the employee's termination is effective on a holiday because the employee worked on that holiday, the employee will be paid for that holiday.

An employee's final day cannot be a leave day, unless it relates to illness (i.e., workers' compensation, family leave, sickness, etc.).

Medical Leave: An employee may take personal leave for medical reasons upon notification to the employee's supervisor. The supervisor may require written notification from a physician to verify the medical leave requirement for an absence exceeding one day. Written notification may be requested to verify the employee's ability to safely return to work.

The following constitute "medical reasons" for taking accrued leave and are subject to the conditions noted:

- Illness or injury of an employee. The supervisor may require a doctor's certificate in support of said leave.

- Illness or injury of a member of an employee's immediate family, provided that the attendance of the employee is required. The supervisor may require a doctor's certificate in support of said leave.
- A medical condition of an employee which makes their presence at work a danger to the health of fellow employees. The supervisor may require a doctor's certificate in support of said leave and to support a return to work.
- Death of a member of an employee's immediate family is medical reason for taking five days of accrued leave. Additional days may be granted at the discretion of the supervisor.

An employee on approved medical leave will receive payment at their current salary to the extent that they have leave accrued. If wage continuation payments are made to the employee under the Alaska Workmen's Compensation Act, the amount of such payments shall be deducted from payments for leave. In such cases, accrued leave shall be charged only in the amount that payment is made for personal leave.

Family and Medical Leave Act of 1993 and Alaska Family Leave Act: The Trust complies with all requirements under the Federal Family and Medical Leave Act of 1993 and the Alaska Family Leave Act. The provisions of these acts are complex and employees are encouraged to consult with the Personnel Officer with respect to these acts' applicability to the employees' particular circumstances.

The following is a general description of rights under these acts:

*The Family and Medical Leave Act (FMLA)* requires covered employers to provide up to 12 weeks of unpaid job-protected leave to eligible employees for certain family and medical reasons. Employees are eligible if they have worked for The Trust or the State for at least one year and for 1,250 hours over the previous 12 months.

*The Alaska Family Leave Act* has certain requirements that the employee must meet to qualify. A qualified employee may take family leave of 18 work weeks during any 24-month period for a serious health condition or 18 work weeks within a 12-month period following childbirth or adoption.

*Reasons for Taking Leave:* Unpaid leave must be granted for any of the following reasons:

- The birth of a child and to bond with the newborn child within one year of birth, or placement for adoption or foster care and to bond with the newly placed child within one year of placement;
- to care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or
- a serious health condition that makes the employee unable to perform the employee's job.

At the employee's or The Trust's option, certain kinds of paid leave may be substituted for unpaid leave.

*Advance Notice and Medical Certification:* The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if the requirements are not met.

The employee ordinarily must provide 30 days advance notice when the leave is foreseeable.

The Trust may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at The Trust's expense), periodic updates, and a fitness for duty report to return to work.

*Job Benefits and Protection:* For the first twelve weeks of FMLA leave, The Trust must maintain the employee's health coverage under any group health plan. Upon return from FMLA leave, most employees must be restored to their original position or a position with equivalent pay, benefits and other employment terms.

The use of FMLA cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave.

*Unlawful Acts By Employers:* FMLA makes it unlawful for The Trust to interfere with, restrain, or deny the exercise of any right provided under FMLA; or discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

*Complaints/Enforcement:* Employees may file a complaint with the State of Alaska, Department of Labor and if not brought to a satisfactory conclusion, with the U.S. Department of Labor, the federal agency authorized to investigate and resolve complaints of violations. An eligible employee may bring a civil action against The Trust for violations.

Court Leave: A full-time employee called to serve as a juror or subpoenaed as a witness is entitled to court leave at no loss of pay.

Court leave must be supported by written documents such as subpoena, marshal's statement of attendance, payment for jury duty, jury duty per diem and travel pay, etc.

An employee shall submit payment received from the Court for jury duty to The Trust's Personnel Officer.

Military Leave: An employee is entitled to a Military Leave of Absence without pay to serve in the Armed Forces of the United States and is entitled to the reemployment benefits granted under Section 9 of the Universal Military Training and Service Act, as amended, 50 USC Section 459.

An employee who is a member of a reserve component of the United States Armed Forces is entitled to a leave of absence without loss of pay, time, or performance rating on all days during which the employee is ordered to training duty, as distinguished from active duty, with troops or field exercises, or for instruction. The leave of absence with pay shall not exceed 16½ working days in any calendar period beginning January 16 and ending the following January 15.

Leaves of Absence Without Pay: Upon application by an employee, a leave of absence without pay may be granted by the Chief Executive Officer or the Executive Director for disability because of sickness or injury. Such leave shall be limited to one month for each full month of service to a maximum of 24 months. The Trust, from time to time, may require that the employee submit a certificate from the attending physician or from a designated physician. In event of a failure or refusal to supply such certificate or if the certificate does not clearly show sufficient disability to preclude the employee from the performance of the employee's duties, The Trust may cancel such leave without pay and require the employee to report for duty on a specified date.

Employees may be granted leave without pay, not to exceed a total of 12 months, on the basis of applications for leave without pay approved by the Chief Executive Officer or the Executive Director. Such leave shall be granted only when it will not result in undue prejudice to the interests of The Trust beyond any benefits to be realized.

When a leave of absence for travel or study will equip the employee to render more effective service to The Trust deemed beneficial to the interests of The Trust and where the leave exceeds 6 months, The Trust may keep the position open by hiring a temporary or part-time employee on a substitute basis to perform the necessary duties of the position, until the return of the employee.

Cancellation of Leaves of Absence: All leaves of absence without pay may be canceled by The Trust upon written notice to the employee specifying a reasonable date of termination of the leave. The Chief Executive Officer or the Executive Director, upon prior notice to the employee, may cancel an approved leave of absence if the Chief Executive Officer or the Executive Director finds that the employee is using the leave for purposes other than those specified at the time of approval.

Effect of Leave Without Pay on Anniversary Date: The leave anniversary date and the merit anniversary date of an employee shall be set forward one month for any leave without pay totaling 172½ hours in the leave year.

Mandatory Usage of Accrued Leave: Leave accrued but not used shall carry over from one year to the next and accumulate until separation from service. However, at least ten (10) days of personal leave must be used each leave year (December 16th through December 15th). Employees and their supervisors shall be advised on or before October 16th of each year how many days of personal leave must be used to fulfill the ten (10) day minimum requirement. If the employee does not schedule the mandatory ten (10) days of personal leave or remainder of it, the employee's supervisor may direct the employee to use the appropriate amount of personal leave to satisfy the 10-day requirement.

If at the end of the leave year the employee has failed to use the ten (10) days of personal leave required, the difference between ten (10) days and the amount of personal leave actually used and its cash value will be deducted from the employee's personal leave account and cash value balances. No payment will be made to the employee for the personal leave that was deducted.

Five or fewer days of personal leave cashed-in may be applied to the employee's mandatory personal leave requirement.

Maximum Accumulation Limit and Mandatory Leave Usage:

- If an employee's leave balance as of December 16, 2013 is 400 hours or less, then their Maximum Accumulation Limit is 1,000 hours as of 12/16 of each leave year, and their Mandatory Leave Usage each leave year is 10 days.
- If an employee's leave balance as of December 16, 2013 is more than 400 hours, then they are exempt from the 1,000 hour limit until such time as the personal leave balance is equal to or less than 400 hours on 12/16 of any leave year. Their Mandatory Leave Usage each leave year while it is above 400 hours is 15 days.

Leave Cash-in: Employees who have accumulated at least five (5) days or 37½ hours of accrued leave have the option to cash-in personal leave six or fewer times in a leave year (December 16 through December 15). The employee's leave balance will be reduced by the number of days and the leave cash value reduced on a first-in-first-out basis (the value of the leave accrued earliest shall be subtracted first). The amount paid to the employee will be the value reduced from the leave balance. Leave cash-in's must not reduce the employee's leave balance to less than five days.

Donation of Leave: Employees may donate accrued personal leave to another employee for medical leave purposes only. Donated leave will be deducted from the donor's account and credited to the recipient's leave account during the next payroll period. The total donation in hours by the donor will be transferred to the recipient in equal dollar amount but translated into hours based upon the recipient's hourly rate at the time of transfer. As an example, a 15 hour donation by one staff member may translate into 20 hours for the recipient. Leave donations must be submitted on the appropriate form available from the Personnel Officer. No leave is transferable or usable until properly posted.

Leave donation does not reduce the mandatory leave requirements stated earlier in this Guide.

Accrued Leave upon Termination: An employee shall receive a lump sum payment within 30 days of termination for any unused, accrued personal leave. Compensation for leave balances shall equal the leave cash value of the employee's leave account at the time of termination.

## **Section 7. TERMINATION, DEMOTION AND SUSPENSION**

Termination: The Trust employees may be terminated from employment due to retirement, resignation, layoff, or dismissal.

*Retirement*: Employees are eligible for retirement in accordance with applicable statutes and the regulations of the Public Employees Retirement System. Retirement must be voluntary with the employee.

*Resignation*: Employees are normally required to give The Trust written notice at least 14 calendar days prior to the effective date of resignation. Resignations may be rescinded with the approval of the Chief Executive Officer or the Executive Director. Additionally The Trust will consider an employee to have resigned employment if the employee does either of the following:

- Does not return from an approved leave of absence on the date specified by The Trust; or
- Fails to report to work and fails to call in for three or more consecutive work days.

*Layoff*: The Trust may lay off an employee if the employee's position is abolished, if there is a shortage of work or funds, or for other reasons outside the employee's control that do not reflect discredit on the services of the employee. The Personnel Officer will attempt to provide a minimum 14 day written notice of layoff to affected employees. Layoff notices will be in writing and state the reason for layoff.

*Dismissal*: An employee may be dismissed at any time with the written approval of the Chief Executive Officer or the Executive Director. The employee shall be advised in writing of the reason for the dismissal. Except as specifically provided elsewhere in these guidelines, only Post "I" employees may utilize the grievance procedure to appeal a dismissal.

Suspension: As a disciplinary action, the Chief Executive Officer or the Executive Director may suspend any employee by putting the employee on leave without pay status. The employee will be notified in writing prior to suspension; the reason for suspension will be given at that time. Except as specifically provided elsewhere in these guidelines, only Post "I" employees may utilize the grievance procedure to appeal a suspension.

An employee suspended without pay is not eligible for leave accrual for the suspended time.

Demotion: An employee may be demoted because of inability to satisfactorily perform their work or for any other job related reason, with the written approval of the Chief Executive Officer or the Executive Director. The employee shall be advised in writing of the reason for the demotion.

Except as specifically provided for elsewhere in these guidelines, only Post "I" employees may utilize the grievance procedure to appeal a demotion. Post "I" employees will maintain their Post "I" status when entering the demoted position, if it is in the same class series, and maintain

the merit anniversary dates established in the higher position from which the employee was demoted.

Voluntary Demotion: A Post "I" employee may request in writing a voluntary demotion to a lower class of position in the same series of positions. If approved by the Chief Executive Officer or the Executive Director, Post "I" will maintain their Post "I" status in the lower position, along with their established merit and leave anniversary dates from the former position.



## Section 8. PROGRESSIVE DISCIPLINE

Where appropriate, the Trust will follow progressive disciplinary procedures. Depending upon the facts and circumstances involved in each situation, disciplinary action may begin at any step. In general, however, disciplinary action may follow this pattern:

1. *Verbal Warning*: For minor infractions, the employee may be issued a verbal warning by the employee's supervisor. If the situation does not improve within a reasonable time (one to four months, depending on the seriousness of the issue), the supervisor may reissue the warning, or implement a more severe option.
2. *Written Warning*: For repeated minor infractions, or a more substantial infraction, the employee may be issued a written warning. The CEO/COO or the Executive Director must approve the written warning prior to it being given to the employee. If the situation does not improve within a reasonable time (one to four months, depending on the seriousness of the issue), the supervisor may reissue the warning or take the steps required to suspend or discharge the employee.

The written warning will be prepared and provided to the employee prior to a disciplinary interview with the employee. The employee will be given an opportunity to comment in writing and will be asked to sign the warning, acknowledging receipt. Five copies of the warning will be distributed as follows:

- Employee.
  - Supervisor
  - Personnel Officer
  - CEO/COO or Executive Director
  - Personnel File
3. *Suspension*: For major infractions, or failure to respond appropriately to prior disciplinary action, suspension without pay may be the appropriate recourse. Written approval of the supervisor's supervisor, with written notification to the Chief Executive Officer or the Executive Director must be obtained prior to the suspension of an employee under any circumstances.

If events compel a supervisor to take immediate action when discharge or other disciplinary action appears possible, the supervisor may immediately suspend the employee, pending conclusion of the investigation. The employee will be required to leave the premises immediately. The Chief Executive Officer or the Executive Director will be notified immediately. The investigation will be conducted at the direction of the Chief Executive Officer or the Executive Director.

4. *Discharge*: For major infractions, or continued failure to respond appropriately to prior disciplinary action, discharge may be warranted. Written approval of the supervisor's supervisor and the Chief Operating Officer or the Executive Director must be obtained prior to the discharge of an employee under any circumstances.

Without limiting *the* discretion of Trust supervisory personnel, the following are examples of conduct that may result in immediate discharge without warning:

- Malicious or willful destruction or damage to Trust property or supplies, or to the property of another employee, a customer, or a visitor.
- Stealing or removing without permission Trust property or property of another employee, a customer, or a visitor.
- Obtaining a job by lying or giving false or misleading information; falsifying any employment documents or records, including an employee's time records; and other acts of dishonesty.
- Bringing or possessing firearms, weapons, or other hazardous or dangerous devices or substances onto Trust property without proper authorization.
- Insubordination, including improper conduct toward a supervisor or refusal to perform tasks assigned by a supervisor.
- Fighting on Trust property.
- Harassing, threatening, intimidating, or coercing a supervisor, another employee or a member of the public on The Trust's premises.

Documentation of disciplinary action will become part of the employee's personnel record.

## **Section 9. PERSONNEL RECORDS AND PRIVACY**

Changes in Status: All changes of legal name, address and/or telephone number must be reported immediately to the Personnel Officer.

Personnel Files: Access to personnel files is restricted to the employee, the employee's designated legal representative, the employee's supervisor, any supervisor of the employee's supervisor, the Chief Operating Officer, the Chief Executive Officer or the Executive Director and the Personnel Officer.

Employment References: Verbal or written requests for references of current or former employees will be directed to the supervisor or the Personnel Officer. Other employees are prohibited from providing employment references on current or former employees.

Information Requests: Requests for information from employee files received from outside The Trust will be directed to the department's Human Resources Section. Information will be verified via telephone, but will be limited to the following:

- date of hire
- date of separation
- most recent job title

If the request for information is in writing at the employee's request, salary information will be verified in addition to the above. This verification will be in writing and a copy retained in the employee's file.

Release and Examination of Personnel Records: Trust personnel records, including employment applications, are confidential and generally are not open to public inspection.

The following information, however, is generally available for public inspection during office hours by contacting the Human Resources Section:

- The names and position titles of all Trust employees;
- The position held by a Trust employee;
- Prior positions held by a Trust employee;
- The dates of appointment and separation of a Trust employee; and
- The compensation authorized for a Trust employee.

A Trust employee has the right to examine their own personnel file and may designate legal representatives to examine those files.

## **Section 10. EMPLOYMENT OF IMMEDIATE FAMILY**

Applications for employment from Immediate Family will be considered with other qualified applications when personnel vacancies occur. Some restrictions in job placement will apply to help prevent problems of supervision, safety, security and morale.

Immediate Family will not be hired into the office where they directly or indirectly supervise or are supervised by another family member.

Immediate Family will not be placed in positions where they have access to sensitive or confidential information regarding other Immediate Family.

If employees become related after employment and a conflict such as described above exists, or if a reorganization creates such a conflict, reasonable time will be provided to resolve the matter voluntarily or by transfer of one of the employees or some other method.

## **Section 11. PROHIBITIONS AND PENALTIES**

Code of Ethics: Alaska Statute, AS 39.52, enacted in 1987, as amended in 1998, applies to all "public officers," that is, all current and former executive branch public employees and members of statutorily created boards and commissions. Accordingly, this Act and the regulations adopted there under apply to all Trust employees. This law does not discourage independent pursuits, as long as those activities are arranged so that employees do not benefit financially or personally from their actions as public employees. Employees are required to carefully review the Act and the regulations promulgated there under. If you are involved in outside employment or activities that may appear to be in conflict with the public trust, contact the Department of Law for more information. (The general headings covered in the Code of Ethics include misuse of official position; improper gifts; improper use or disclosure of information; improper influence in state grants, contracts, leases or loans; improper representation; outside employment restricted; and, restrictions on employment after leaving state service.)

Outside Employment: An employee must complete, submit, and have an approved Ethics Disclosure Form available from the Personnel Officer prior to accepting or engaging in paid or unpaid private employment or rendering services for private interests. Approval for outside employment and services is at the discretion of the Chief Executive Officer or the Executive Director or their designee. The Ethics Disclosure Form must be re-submitted and re-approved by July 1 each year.

Securing of Positions: No person may give, render, pay for, offer, solicit, or accept any money, service, gift or other object of value in connection with any Trust employment decision or condition.

Party Assessments: No person may require any assessment, subscription, contribution, or service for any political party from any Trust employee.

Party Endorsement: No person may seek or attempt to use any political party endorsement in connection with any Trust employment decision or condition.

Post Trust Employment: Any employee who leaves The Trust service may not, for two years after leaving The Trust service, represent, advise, or assist a person for compensation regarding a matter that was under consideration by The Trust and in which the employee participated personally and substantially through the exercise of the employee's work duties. See AS 39.52 for additional information on restrictions.

Nomination and Candidacy: Any employee who seeks nomination or becomes a candidate for any statewide elective political office (other than a non-partisan office in a local governmental unit) shall immediately resign the employee's position.

Misrepresentation: No employee shall knowingly make false statement, certificate, mark, rating or report with regard to any test, certification, employment decision, or other official Trust action.

Rights of Others: An employee shall not defeat, deceive, or obstruct any other Trust employee or other individual's right to examination, eligibility, certification, appointment, or promotion under these guidelines.

Investments: An employee shall not own, or invest, or hold any investment directly or indirectly in a financial, business, commercial or private entity or transaction in which the employee's duties with The Trust may include taking or withholding official action related to the business, entity or transactions.

Use of Information: No employee shall use information peculiarly within the employee's knowledge or purview concerning the property, government or affairs of The Trust to advance the financial or other private interest of himself or others.

Use of Office Technologies: The Trust provides various office technology, including but not limited to voice mail, electronic mail, and Internet access, to enable employees to further The Trust's interest. Personal use of office technology shall be kept to a minimum. Usage of provided technologies must comply with the State's Information Security Policy *Business Use/Acceptable Use* ISP-172. The Trust may routinely monitor usage and report such uses to appropriate Supervisors and the Chief Executive Officer, Chief Operating Officer, or Executive Director.

Gifts and Favors: No employee shall accept any form of salary, payment, gift, loan, or any gratuity for the performance of their duties, other than the salary paid by The Trust. The cumulative value of gifts (whether in the form of money, service, loan, travel, entertainment, hospitality, employment, promise or any other form) an employee may accept in any calendar year shall not exceed \$500 from any individual, organization or combination of individuals and organizations representing identical or similar interests, upon whom the employee may take or withhold action. Employees may not accept a gift with a value in excess of \$50 from a giver, upon whom the employee may take or withhold action, if the gift benefits the employee's personal or financial interests and is given under circumstances in which it could reasonably be inferred that the gift is intended to influence the performance of official duties, actions or judgment. All gifts over \$50 must be disclosed to the Chief Executive Officer or the Executive Director or their designee on an Ethics Disclosure form within 30 days after its receipt.

Purchases of Commodities and Services: No employee may be a party to the purchase of or influence the purchase of goods or services by The Trust from any person, company or business in which they have a substantial financial interest unless approved in advance by the Chief Executive Officer or the Executive Director. Such approval shall be in written form and be open to inspection by the public.

Legal Counsel: No employee may retain private legal counsel at the expense of The Trust for advice or defense in any matters regarding the employee's job performance or exercise of official duties without the prior approval of the Chief Executive Officer or the Executive Director.

## **Section 12. VEHICLE PARKING AND USAGE**

Employee Parking: The Trust shall provide reasonable parking for employees.

Incidental Use of Private Vehicle: It is The Trust's policy to utilize courier services for Trust errands to the maximum extent possible. Use by an employee of the employee's personal vehicle for Trust purposes will only be permitted in limited circumstances. It is The Trust's policy to use rental cars when deemed necessary.

Employees are expected to comply with the State of Alaska's mandatory insurance requirements. An employee using their vehicle for Trust purposes can receive reimbursement at a flat rate per mile (the lower of that currently recognized by the IRS or the State of Alaska travel mileage rate in AAM 60.140). The rate paid by The Trust for use of personal automobiles covers all operating, maintenance, and insurance costs.

The Trust will respond to claims for damage or injury as a result of personal use of a private vehicle in limited circumstances, i.e., only in a third-party liability situation, and then only to act as excess insurer to supplement existing liability insurance the employee has previously obtained. In order for The Trust to respond, the employee must be on bona fide Trust business and it must be established that the employee's negligence was the proximate cause of the accident.

Generally, The Trust does not pay for damages to an employee's vehicle or personal injury to the employee (other than as may be required by Workers Compensation laws). In the discretion of the Chief Executive Officer or the Executive Director after consultation with the State of Alaska Division of Risk Management, however, The Trust may pay for such damages in a particular case and then only as an excess insurer to supplement existing insurance and only to the extent determined by the Chief Executive Officer or the Executive Director.

### **Section 13. OFFICE CONDUCT**

Employees shall conduct themselves in a courteous, organized and professional manner. Personal phone calls and visitations shall be kept to a minimum; such activities must not interfere with the employee's ability to accomplish assigned duties, meet deadlines, or hinder the work performance of fellow employees in the execution of their duties.

The following Standards of Conduct are established for the guidance of all employees. This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the "employment at will" relationship between the employee and The Trust. Infractions may lead to disciplinary action up to and including discharge:

#### Breaches of Standards of Conduct:

- Falsification of Trust records including, but not limited to, employment application or timesheets.
- Unauthorized possession of Trust or another employee's property or fraud.
- Gambling or carrying weapons or explosives on Trust premises.
- Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee or Trust operations.
- Threatening, intimidating, coercing, using abusive or lewd language, or interfering with the job performance of fellow employees.
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
- Unauthorized use of Trust materials, time or equipment.
- Conduct by the employee which The Trust feels reflects adversely on The Trust.
- Performance which in The Trust's opinion, does not meet the requirements of the position.
- Engaging in such other practices as may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of The Trust and its employees.
- Other circumstances in which The Trust feels that discipline is warranted.



#### **Section 14. DRUG-FREE WORKPLACE**

It is The Trust's policy to provide a drug-free workplace. Any employee who unlawfully manufactures, distributes, uses or dispenses a controlled substance at the workplace or during working hours is subject to discipline including immediate dismissal.

Any employee under the influence of illegal drugs or alcohol which impairs judgment, performance or behavior while on Trust premises or while on Trust business is subject to progressive disciplinary action up to and including dismissal.

An employee who has been convicted of an offense at the workplace involving a controlled substance must report that conviction to The Trust within two working days; an employee who fails to make this report is subject to progressive disciplinary action up to and including dismissal.

Smoking is not permitted within any Trust building or office. Smoking outside of any Trust building or office will be confined to designated smoking areas.

## **Section 15. WHISTLEBLOWER ACT**

Trust employees who wish to report certain matters of public concern involving The Trust or any other State agency including, a violation of a State, Federal, or municipal law, regulation, or ordinance; a danger to public health or safety; gross mismanagement, a substantial waste of funds, or a clear abuse of authority; may be afforded protection under the Alaska Whistleblower Act. The provisions of this Act are found under Alaska Statute, Title 39 (AS 39.90.100-150).

In general, the Act requires an employee to first report the matter in writing to the employee's supervisor, unless the employee's supervisor is the source of the concern; in that case, the matter should be reported to the Chief Executive Officer or the Executive Director.

## **Section 16. BENEFITS**

Eligible employees are entitled to participate in several State benefit packages:

- Alaska Care Health Plans (employer provided, with optional programs)
- Life Insurance (employer provided)
- Alaska Public Employees' Retirement System (PERS) (mandatory)
- Supplemental Benefits System (SBS) (mandatory)
- Deferred Compensation Plan (DCP) (optional)

For more information on these benefit packages, contact the State of Alaska, Division of Retirement and Benefits or the Personnel Officer.

## **Section 17. SEXUAL HARASSMENT**

The Trust complies with the State of Alaska's Executive Branch Policy on Sexual Harassment and Other Discriminatory Harassment. A copy of the policy is posted on The Trust bulletin board.

## **Section 18. GRIEVANCE PROCEDURE**

Any employee who has completed an introductory period during the employee's current tenure of employment with The Trust and who has a grievance relating to their position, working conditions, discipline, or employment over which The Trust may lawfully exercise discretion or any person who alleges they are subject to an unlawful act of discrimination must use this grievance procedure as the means for settling the dispute prior to seeking outside legal counsel, except where such prior or concurrent legal counsel is specifically authorized or required by law. It is anticipated that prior to reducing a grievance to writing an employee will attempt to work with their supervisor up through the chain of command, or the Personnel Officer.

Employees covered by these procedures shall have the freedom to seek adjudication of their grievances without fear of restraint, interference, coercion, discrimination or reprisal. This principle applies equally to any employee taking part in the presentation and adjudication of a grievance. There shall be no retaliation for good faith use by an employee of these Grievance Procedures.

Failure by the grieving party to follow the time limitations identified in each Step of this grievance procedure shall constitute a withdrawal of the grievance by the employee and terminate further recourse under these procedures. Failure by The Trust to follow the time limitations identified in each Step of this grievance procedure shall, at the request of the employee, advance the grievance procedure to the next step in the process. Deadlines may be extended by written agreement of the employee and employer representative.

*Step 1:* The employee shall present the grievance in writing to the immediate or acting supervisor, if the immediate supervisor is unavailable, within five working days of the grieved act or the date the employee becomes aware of the act. The supervisor will attempt to resolve the grievance and will issue a written finding to the employee within ten (10) working days after presentation of the grievance.

*Step 2:* If not satisfied with the report of the supervisor under Step 1, the employee shall within five (5) working days after the written response is issued by the supervisor is due, submit the grievance in writing to the Chief Executive Officer or the Executive Director, including a statement of desired relief.

The Chief Executive Officer, Executive Director, or their designee will investigate, in consultation with the Personnel Officer or Human Resources Manager as needed, the grievance and provide the grievant a written determination within ten (10) working days from the receipt of the grievance.

The decision is final in all cases.

# **Finance Committee Report**

	Item Type	Proposal	Organization	Page #	Proposed Motion
1	Trust Land Office Item	FY16 Real Estate Budget	Trust Land Office	99	Approve the Finance Committee's recommendation that the board of trustees approve the incremental building expenditures, totaling \$4,774,400 budgeted for FY16 to be paid by the property manager from rents and other income collected from the properties.
2	Designated Grant	Youth Engagement and Enrichment: Street Outreach Program Preventing Adult Homelessness	Covenant House Alaska	103	Approve the Finance Committee's recommendation for a \$75,000 FY16 Designated Grant to Covenant House Alaska for the Youth Engagement and Enrichment: Street Outreach Program Preventing Adult Homelessness project.
3	Focus Area Allocation	Implementation for the 2015 Recidivism Reduction Plan	Alaska Mental Health Trust Authority	109	Approve the Finance Committee's recommendation for a \$100,000 expenditure authorization increase to FY15 Disability Justice (AR 16874-18) to fund a contract to facilitate the implementation of the 2015 Recidivism Reduction Plan and other efforts identified by the Trust aimed at reducing criminal recidivism of Trust beneficiaries.
4	Focus Area Reallocation	Alaska Prisoner Reentry Initiative: Reentry Coalition Capacity Development	Alaska Mental Health Trust Authority	113	Approve the Finance Committee's recommendation for \$500,000 FY16 to support local Reentry Coalition Capacity Development in targeted communities.
5	Focus Area Allocation	Alaska Justice Information Center	Alaska Justice Information Center/University of Alaska Anchorage	117	Approve the Finance Committee's recommendation for a \$125,000 FY16 MHTAAR allocation to the University of Alaska Anchorage for the Alaska Justice Information Center.
6	Focus Area Allocation	Alaska DB101 website and Online Benefits Calculator	Statewide Independent Living Council	119	Approve the Finance Committee's recommendation for a \$146,000 FY15 beneficiary employment focus area funding allocation to the Statewide Independent Living Council for the Alaska DB101 website and online benefits calculator project.
<b>Finance Report - Items Approved at the April 16, 2015 Finance Committee Meeting</b>					<b>(NO ACTION REQUIRED)</b>
	Focus Area Allocation	FY16 Beneficiary Projects Initiative Grants	Multiple Grantees		Approve a FY16 beneficiary employment & engagement focus area allocation in the amount of \$1,380,100 for the purpose of FY16 BPI grant funding.



2600 Cordova Street  
Anchorage, Alaska 99503  
Phone: 907-269-8658  
Fax: 907-269-8605

**To:** Russ Webb, Chair  
Finance Committee  
**From:** Craig Driver  
**Date:** 4/16/2015  
**Re:** FY16 Real Estate Budget  
**Fiscal Year:** 2016  
**Amount:** \$4,774,400

Approval

**Proposed RMC Motion:**

*"The Finance Committee recommends that the board of trustees concur with the recommendation to approve the incremental building expenditures, totaling \$4,774,400 budgeted for FY16 to be paid by the property manager from rents and other income collected from the properties."*

**Background:**

**Transaction/Resource:** Budgets are presented to seek approval from the board of trustees for the expenditures necessary to service the properties. The proposed property expenditures are funded by tenant rents and other income collected from the properties.

**Property Description/Acreage/MH Parcel(s):** All Real Estate Management Plan and other AMHT Properties are as follows:

**Real Estate Management Plan Properties**

1111 Israel Road; Tumwater, WA  
1973 North Rulon; Ogden, UT  
2600 Cordova; Anchorage, AK  
2618 Commercial Drive; Anchorage AK  
2420 & 2500 Ridgpoint Drive; Austin, TX

**Other AMHT Properties**

3745 Community Park Loop Road; Anchorage, AK  
650 Yonker Court; Fairbanks, AK

**General Background:** We have established a system to adequately plan, manage, and report activity in the real estate portfolio. Through the use of professional management services, the property information is accounted for by:

- 1) matching income to expenses;
- 2) comprehensive reporting and budgeting for each property;
- 3) capital expense forecasting

**Consistency with the Resource Management Strategy:** The proposal is consistent with the “Resource Management Strategy for Trust Land” (RMS), which was adopted January, 2015 in consultation with the Trust and provides for maximization of return on investment and provides for long term income generation at prudent levels of risk.

**Trust Land Office Recommendation:** The TLO recommends that it is in the Trust’s best interest to approve the incremental building expenditures for FY16 to be funded by tenant rents and other income collected from the properties.

**Trust Authority Consultation:** This briefing document fulfills the consultation requirements that are applicable to the transaction. In the event that significant changes to the transaction are made necessary by the public notice process, the Trust Authority will be consulted regarding the changes.

**Schedule of Actions:**

Resource Management Committee Consultation: April 16, 2015

Trust Authority Consultation: May 14, 2015

**Exhibit(s):**

Property Budget Summary

## FY16 Real Estate Budget Summary

Name	City, State	Operating	Capital	Principal	Interest	Total
Parks	Tumwater, WA	443,600	27,500	426,000	483,400	1,380,500
IRS	Ogden, UT	818,700	194,300	303,900	315,800	1,632,700
Commercial	Anchorage, AK	8,600		49,300	49,800	107,700
Cordova	Anchorage, AK	269,400	123,500			392,900
TAB	Anchorage, AK	240,700	66,300			307,000
Detox	Fairbanks, AK	14,800	20,000			34,800
Promontory Point	Austin, TX	311,000		169,500	438,300	918,800
<b>Totals</b>		<b>2,106,800</b>	<b>431,600</b>	<b>948,700</b>	<b>1,287,300</b>	<b>4,774,400</b>



# **Left Intentionally Blank**

**To:** Russ Webb, Finance Committee Chair  
**Date:** 3/27/2015  
**Re:** FY15 Designated Grant Request  
**Fiscal Year:** 2016  
**Amount:** \$75,000.00  
**Grantee:** Covenant House Alaska (CHA)  
**Project Title:** Youth Engagement and Enrichment: Street Outreach Program  
Preventing Adult Homelessness

## MEMO

### PROPOSED MOTION:

*Recommend approval to the full board of trustees for a \$75,000 FY15 Designated Grant to Covenant House Alaska for the Youth Engagement and Enrichment: Street Outreach Program Preventing Adult Homelessness project.*

**Assigned Program Officer:** Natasha Pineda

*The following is excerpted from the prospective grantee's application.*

### PROJECT DESCRIPTION

Funding is requested to help support the street outreach and youth engagement and enrichment activities designed to meet the needs of one of the most vulnerable populations in the state-- runaway, homeless, at-risk and trafficked youth (**RHY**) ages 13-24 many of whom are experiencing signs of early onset mental illness, struggling with chronic substance abuse and/or those with developmental disabilities or traumatic brain injury.

Youth homelessness is a problem consistently increasing in Alaska. In FY2014, CHA served 3,472 unduplicated youth, with 69% of those youth receiving services through our emergency shelter or transitional housing programs. Youth in Alaska experience some of the nation's highest rates of suicide, alcohol abuse and domestic violence. CHA is the only agency offering comprehensive services to RHY, representing a bridge between youth and adult services reducing the likelihood that youth will fall through the cracks. Worse still are the rates of exploitation, sexual abuse and human trafficking the youth we serve have experienced.

Statistics on the youth we served during a 10-year period indicated that among the girls we served, 46% had been sexually abused. In addition, youth we served had previously been in foster care 33% or in residential settings such as in a mental health facility 40%. Fourteen percent (14%) of youth served, had been arrested in the past 3 months. These youth often lack the support needed to overcome their current situations and develop into healthy, self-sufficient adults, particularly as they age out of these

systems. Among the 18-20 year olds who received services at CHA, 66% of them haven't finished high school. Without the proper support, youth are destined for lives that lack social, emotional and economic security and which will likely lead to chronic poverty, poor mental health outcomes, and homelessness as adults.

This effort especially targets Trust beneficiaries, who are vulnerable, often experiencing the confusion of their first mental health symptoms or are struggling with substance abuse. Youth experiencing these challenges easily fall victim to predators' intent on sexual abuse and exploitation. We estimate that 50% of the youth we serve are Trust beneficiaries. Services will be provided in Anchorage and the Mat-Su, but will serve youth from areas throughout the state. There are three main components of the Street Outreach program:

1. Education and Training
2. Developing Strategic Partnerships with other provider organizations and local businesses
3. Street Outreach Activities

CHA has 6 key partners that provide additional services beyond the scope of what CHA can provide, to ensure that vulnerable youth have access to services that address their physical, social, emotional, and spiritual needs. Those agencies include providers of health, behavioral health, education, and cultural services all within CHA's Youth Engagement Center's footprint. CHA's Street Outreach Teams will make 3,400 unduplicated contacts with youth in a 12-month period. Access to health and behavioral health services, including psychiatry, onsite at our Wellness Center has played an important role in engagement with this population. In the past four years, there has been a 50% increase in the number of youth provided health services and a 386% increase in the number of visits made to the Wellness Center. The purpose is to begin the process of building a trusting relationship with youth with the intent of helping to get them off the street. The goal is to help youth build resiliency, increase protective factors and develop the skills necessary to leave homelessness and move to a safe and stable environment.

Street Outreach Teams, comprised of one adult/professional staff and one Peer Outreach worker, frequent areas where homeless youth are known to be. Outreach Teams are in the community 7 days a week and spend 40 hours a week providing services as well as collaborating with other community partners to strengthen services available to youth. In response to funding challenges experiences by both, CHA and AYA (described in the Sustainability section), CHA is re-defining its approach to street outreach in the community. CHA is currently working through a planning process to develop a unified, community-wide approach to providing Street Outreach services throughout the Municipality of Anchorage and the Mat-Su Borough. CHA is partnering with Alaska Youth Advocates (**AYA**), Parachutes, Identity, and My House to develop a Street Outreach Plan that will:

1. Clearly define each agency's terminology and approach to conducting outreach;
2. Identify the locations, times, and days that outreach activities will take place and by which agency;
3. Unify data collection methods and reporting frequency; and
4. Identify the steps necessary to implement a single data management system.

This strategic planning and partnership with the agencies will result in all entities conducting outreach activities entering data into the Efforts to Outcomes system described in more detail in the Evaluation Criteria section. This will allow for a comprehensive view of the youth in our services system.

CHA is requesting funding to support this effort as well as a three-year “step down” approach to gap funding to help continue street outreach services and allow CHA and their partners time to develop a plan to secure private funds in the event federal funds are not secured, while not compromising 7 day a week outreach in our community.

## EVALUATION CRITERIA

CHA utilizes the Efforts to Outcomes data management system. Efforts to Outcomes will be used to track all data collected by the Outreach Team including results from the Youth Engagement Scale. Youth Engagement Scale is an assessment that measures engagement and readiness to change, based around the Stages of Change on a 10-step scale across service areas in which youth must succeed to bridge the gap from being homeless to living in safe and stable environments.

### How much did we do?

- CHA will serve 1,320 unduplicated youth and 528 will be Trust beneficiaries

### How well did we do it?

- 100% of RHY are provided information about CHA programs and know where to go if they need help and/or feel unsafe
- 100% of RHY who exhibit signs of mental health or substance abuse issues will be provided with education and referral information
- 100% of RHY who come to the Wellness Center will be screened for behavioral health and substance abuse issues
- 90% of RHY are more approachable and engage with outreach staff following initial contact with outreach workers.
- 75% of RHY access at least 1 additional service at CHA, beyond outreach

### Is anyone better off?

From 2/1/15-1/31/15 CHA contacted 1,320 youth. Of the youth served:

- 554 (42%) access services at our emergency shelter.
- 60 (11%) of RHY went from our emergency shelter to a transitional program.
- 409 (31%) of RHY who completed the Youth Engagement Scale demonstrated an increase in engagement and motivation.
- 185 (14%) came into CHA seeking mental health and/or substance abuse services

## SUSTAINABILITY

Federal funding to support street outreach efforts have become increasingly competitive nationwide, with 105 anticipated applications competing for 32 awards during the upcoming round of funding. Despite receiving a perfect score on CHA’s previous application to the Administration for Children and Families, CHA’s application was not funded due to the lack of resources to fund all of the applications that scored within the fundable range. AYA, operated by Anchorage Community Mental Health Services, also experienced this during the last grant cycle and was not funded either.

CHA has a proven track record of raising money through partnerships and private funds. With an annual operating budget of over \$5 million, CHA is a leader in building successful relationships with private funders. Currently, 65% of the agency’s operating budget is supported through private donations. One of the goals of the proposed project is to increase CHA’s ability to attract and engage

with donors, volunteers and additional supporters of the organization with the intended outcome of improving the overall sustainability of the organization and this project in particular. Leadership at CHA continues to cultivate and build partnerships in the community. CHA works with organizations we know are also working with the youth we serve, such as AYA, Parachutes, Identity and My House but in different capacities with the overall goal of increasing our ability to share resources and to begin developing a plan for how we approach our work together.

The total annual program budget for the Street Outreach program is \$207,575. CHA has been successfully funded through the U.S. Department of Health and Social Services, Administration for Children and Families, Street Outreach Program for over 18 years. As previously mentioned, due to budget reductions and the increase in requests for funding nationally, the past two funding cycles' funding levels were much lower than in years' past resulting in increased competition. CHA's application to fund the Street Outreach program was not funded by ACF in FY14. This loss of federal funds required CHA's executive team to plan and coordinate with local funding agencies, in order to secure funding to continue this vital program. Based on our projects, we anticipate the following need over the next few years, as we replace those funds.

Year	Projected annual CHA Board Commitment	Projected Non-Trust Funds	Gap \$ Needed	Total Program Costs
<b>FY 2016</b>	\$ 32,575.00	\$ 100,000.00	\$ 75,000.00	\$ 207,575.00
<b>FY 2017</b>	\$ 57,575.00	\$ 100,000.00	\$ 50,000.00	\$ 207,575.00
<b>FY 2018</b>	\$ 82,575.00	\$ 100,000.00	\$ 25,000.00	\$ 207,575.00

Following the loss of funding, CHA worked to refine and strengthen their application for the next round of Administration for Children and Families funding. In FY15, despite our applications' perfect score there were not sufficient resources to fund all of the high scoring applications. Feedback from federal program officers indicates a positive outlook in terms of increased funding levels in the coming year. Simultaneously, the Municipality of Anchorage did not fund CHA's Human Services Matching grant, a source of funding the agency has received to support emergency shelter services in the city for more than 15 years. This resulted in another loss of \$186,000 in funding to support emergency shelter services. CHA's board of directors approved the use of reserves to augment the loss while the Executive team developed a strategy to secure other sources of public and private support. CHA will continue to work to cultivate relationships with donors as well as to increase the money raised through fundraising events. CHA anticipates, with more time and planning, there will be no barrier to securing additional funds to ensuring sustainability of the project after the Trust's support.

## WHO WE SERVE

Providing outreach, education and early intervention efforts serves as a preventative measure to reduce the likelihood of chronic drug and alcohol abuse in the future as well homelessness as an adult.

Expected benefits:

- 1) A reduction in risky behaviors such as chronic drug and alcohol abuse
- 2) Access to behavioral health services
- 3) An increase in connectedness with positive role models
- 4) Connectivity to services and support accessing them
- 5) Access to safe and structured living environments

RHY overwhelmingly experience challenges related to mental illness, struggles with drug and alcohol addiction, and unmet needs related to developmental disabilities, particularly with Alaska's high rates of FAS/FAE. Studies show that 50% of school-age homeless children experience anxiety, depression, or withdrawal compared to 18% of non-homeless children. By the time homeless children are 8 y/o, 1 in 3 has a major mental disorder. Access to healthcare services at our Wellness Center is also an effective way to engage with youth and provide them the behavioral health services they need. Street outreach teams inform youth about the availability of healthcare services. All youth who are seen by the ANP are provided a behavioral health screening and those who need services are offered assistance onsite. We recognize the importance of collecting data and when possible, document both estimates and confirmation of mental illness, developmental disability, or chronic alcohol abuse. Our primary goal is engagement and relationship building with a focus on prevention, harm reduction, and positive youth development outcomes.

ESTIMATED NUMBER OF BENEFICIARIES SERVED EXPERIENCING	
Mental Illness:	226
Developmental Disabilities:	20
Substance Abuse	257
Traumatic Brain Injuries:	25
Secondary Beneficiaries (family members or caregivers providing support to primary beneficiaries):	951
Non-Beneficiaries:	792

BUDGET			
Personnel Services Costs	\$71,000.00		
Personnel Services Costs (Other Sources)	\$103,643.00		
Personnel Services Narrative:	Program Coordinator	1.0FTE	6,365.18
	Case Manager	1.0FTE	18,673.93
	Dir of Prog. Svcs	1.0FTE	7,539.50
	Peer Worker	1.0FTE	20,123.83
	Case Workers	2.0FTE	2,052.49
	FICA		4,189.29
	Med		7,021.23
	Unemployment		1,478.70
	Workers Comp		1,509.54
	Retirement		1,818.03
	Disability & Live Ins		228.28

Space or Facilities Costs	\$0.00
Space or Facilities Costs (Other Sources)	\$13,232.00
Space or Facilities Narrative:	

Supplies Costs	\$4,000.00
Supplies Costs (Other Sources)	\$9,200.00

Supplies Narrative:	Food, Water, Hand warmers, Items to engage youth
---------------------	--

Other Costs	\$0.00
Other Costs (Other Sources)	\$6,500.00
Other Costs Narrative:	Vehicle Maintenance and Fuel

Total Amount to be Funded by the Trust	\$75,000.00
Total Amount Funded by Other Sources	\$132,575.00

Other Funding Sources	
Providence Alaska Health System -- SECURED	\$50,000.00
Carr Foundation-- SECURED	\$50,000.00
CHA Board Committed--SECURED	\$32,575.00
<b>Total Leveraged Funds</b>	<b>\$132,575.00</b>

**To:** Russ Webb, Finance Committee Chair  
**Date:** 4/16/2015  
**Re:** FY15 Disability Justice Focus Area Allocation  
**Fiscal Year:** 2015  
**Amount:** \$100,000  
**Grantee:** N/A  
**Project Title:** Implementation for the 2015 Recidivism Reduction Plan

## MEMO

### PROPOSED MOTION:

*Recommend the full board of trustees approve a \$100,000 expenditure authorization increase to FY15 Disability Justice (AR 16874-18) to fund a contract to facilitate the implementation of the 2015 Recidivism Reduction Plan and other efforts identified by the Trust aimed at reducing criminal recidivism of Trust beneficiaries.*

**Assigned Trust staff:** Steve Williams, Chief Operating Officer

### PROJECT DESCRIPTION

#### Background

The 28<sup>th</sup> legislature included intent language to the FY15 operating budget bills requesting the development of a Recidivism Plan and with data findings. This plan was developed and presented to the legislature on February 18, 2015. It is anticipated that the 29<sup>th</sup> legislature will include intent language in the FY16 operating budget to continue these efforts directing the Trust, Departments of Corrections, Health & Social Services, Labor & Workforce Development, the Alaska Court System and the Alaska Housing Finance Corporation to develop an implementation plan. And, to deliver to draft plan to the Office of Management & Budget in the fall of 2015.

To fulfill the legislature's request, a contract will be procured to facilitate the development of the requested report and to assist as identified by the Trust in other efforts aimed at reducing criminal recidivism of Trust beneficiaries. Below is the DRAFT 29<sup>th</sup> legislature's intent language expected to be included in the FY16 operating budget bills.

**LEGISLATIVE INTENT LANGUAGE RELATING TO REDUCING ALASKA RECIDIVISM:** It is the intent of the legislature that the Department of Corrections, Department of Health and Social Services, Department of Labor and Workforce Development, Alaska Mental Health Trust Authority, Alaska Housing Finance Corporation, Alaska Criminal Justice Commission, and Alaska Court System to continue to work collaboratively to implement a recidivism reduction plan using evidence-based practices for the



purpose of slowing Alaska's three percent prison population growth rate and reduce its 63 percent recidivism rate.

The above-identified state agencies shall continue to engage in and support meaningful consultation with Alaska Native entities on the design, content and operation of the Alaska Justice system with the purpose of reducing the overrepresentation of Alaska Native people in this system. Further, these entities shall work together to:

1. analyze the state's criminal justice data to identify the factors driving Alaska's rate of prison population growth;
2. identify evidence-based or promising practices (as those terms are defined by the Washington State Institute of Public Policy) that will address each of those factors; and
3. outline a plan for the implementation of each proposed practice that:
  - a. identifies the service or treatment program proposed;
  - b. identifies the number of inmates or returning citizens to be served; and
  - c. includes a five consecutive year, beginning in FY 2017, phased-in outline of the programs and services to be implemented and the cost per fiscal year.

The implementation plan shall include effectiveness and efficiency measures addressing, but not limited to:

1. recidivism rates and cost per client served of current practices and programs;
2. recidivism rates and cost per client served of proposed practices and programs;
3. quality assurances;
4. fidelity to the model assurances; and
5. projected savings to the State of Alaska.

The draft implementation plan described herein shall be delivered to the Office of Management and Budget by September 30, 2015 so it can be considered for inclusion in the Governor's FY17 budget and legislative proposals. The final implementation plan shall be delivered to the legislature by January 22, 2016.

## EVALUATION CRITERIA

Key deliverables of the contractor will include but are not limited to:

1. Facilitate with the continued collaborative work of the Departments of Corrections, Health and Social Services, and Labor and Workforce Development, along with the Alaska Mental Health Trust Authority, Alaska Housing Finance Corporation, and the Alaska Court System to develop an implementation plan of the *2015 Recidivism Reduction Plan*, as defined by the 29<sup>th</sup> legislature.
2. Coordinate and facilitate joint meetings of the named entities as requested or deemed necessary.
3. Gather and analyze the state's criminal justice data to identify the factors driving Alaska's rate of prison population growth.
4. Identify evidence-based or promising practices (as those terms are defined by the Washington State Institute of Public Policy) that will address each of those factors.

5. outline a plan for the implementation of each proposed practice that:
  - a. identifies the service or treatment program proposed;
  - b. identifies the number of inmates or returning citizens to be served; and
  - c. includes a five consecutive year, beginning in FY 2017, phased-in outline of the programs and services to be implemented and the cost per fiscal year.
6. Write and produce in consultation with the name entities the implementation plan as outlined in the legislative intent language.
7. Present the draft implementation plan to the Office of Management and Budget by September 30, 2015.
8. Deliver and present the final implementation plan shall be delivered to the legislature by January 22, 2016.
9. Create a PowerPoint presentation of the Implementation Plan.
10. Participate in presentations of the Implementation Plan as requested.
11. To assist as directed by the Trust in other efforts aimed at reducing criminal recidivism of Trust beneficiaries.

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**To:** Russ Webb, Finance Chair  
**Date:** 3/27/2015  
**Re:** FY16 Focus Area Reallocation  
**Fiscal Year:** 2016  
**Amount:** \$500,000  
**Grantee:** Determined through a request for proposal (RFP) process  
**Project Title:** Alaska Prisoner Reentry Initiative: Reentry Coalition  
Capacity Development

## MEMO

### PROPOSED MOTION:

*Recommend approval to the full board of trustees for a \$500,000 FY16 Disability Justice authority grant to support local Reentry Coalition Capacity Development in targeted communities. The funds for this project will be allocated from the sources listed in the attached table.*

Fund Source	Original Intent	Amount	Appropriation	Colocation Code
FY14 Disability Justice	Norton Sound Behavioral Health Wellness Center Capital	\$200,000	16867-17	04806671
FY15 Disability Justice	Norton Sound Behavioral Health Wellness Center Capital	\$200,000	16874-18	04806875
FY15 Substance Abuse Prevention and Treatment	Coalition Capacity Development/Advocacy	\$100,000	16874-18	04806880

**Assigned Program Officer:** Natasha Pineda

### Request summary:

This request seeks authorization to fund the first year (FY16) of a planned two year project (FY16-17) to support the hire of a local reentry coordinator in five communities with an established Prisoner Reentry Coalition. The five target communities include Anchorage, Mat-Su, Fairbanks, Juneau and Dillingham. The funding for year two will be incorporated in the FY17 focus area budgets.

### PROJECT DESCRIPTION

#### Background – Summary of the Alaska Prisoner Reentry Initiative (AK-PRI)

For several years the Trust and the Department of Corrections (DOC), with other government and community partners, have focused on adult criminal justice reform. In 2014, DOC entered into a contract with the Michigan-based *Center for Justice Innovation* (the Center) to conduct an internal

review of Alaska's reentry services. Among many conclusions, was the recognition that increased coordination between DOC and Alaska communities was needed to overcome the barriers faced by returning citizens and preventing their successful reintegration back into the community. To facilitate this coordination, the Center produced a recidivism reduction framework for the Department, the *Alaska Prisoner Reentry Initiative Framework (AK-PRI)*.

*AK-PRI* is a five year, Trust and stakeholder effort, led by DOC to effectively reduce recidivism. The goal of *AK-PRI* is to ensure that every inmate discharged from prison will have the necessary tools and support needed to succeed in the community. This requires a high degree of coordination of prisoner re-entry plans between correction facility staff, parole and probation officers, and community-based organizations to ensure the right supports and services are available and accessible at the point of release. These services and supports include but are not limited to access to healthcare, substance abuse treatment, mental health services, employment and stable housing.

In 2014, the Legislature passed intent language in HB266 which required DOC, Department of Health and Social Services, Department of Labor and Workforce Development, Alaska Housing Finance Corporation, Alaska Court System and the Trust to develop a comprehensive recidivism reduction plan to ultimately improve prisoner outcomes and reduce recidivism rates. *AK-PRI* is a key strategy of the 2015 Recidivism Reduction Plan developed through this inter-governmental task force.

### **Prisoner Reentry Coalitions – Capacity Development**

At the heart of *AK-PRI* and one of the most important aspects of implementation of the prisoner reentry initiative is the local capacity of any given community to effectively manage the needs of all returning citizens, including Trust beneficiaries, as they transition back into our communities. Within the initiative framework, this capacity lies with local prisoner reentry coalitions. Reentry Coalition membership generally represents a cross section of pertinent state- and community-based service organizations in a given community. Currently, there are active coalitions in five communities across Alaska including Anchorage, Mat-Su, Fairbanks, Juneau and Dillingham. The focus of these Coalitions is to:

- (1) educate the community about the criminal justice system
- (2) identify local challenges facing returning citizens
- (3) identify local gaps in services and identify collaborative solutions to address identified gaps
- (4) be the local point of contact for DOC in the reentry planning and transition for returning citizens in the given community

To identify local challenges facing returning citizens, the local gaps in services and collaborative solutions to address identified gaps, each coalition must complete a community assessment. The results of the assessment will assist each individual coalition to develop a comprehensive community reentry plan focusing on the assets, gaps, barriers, proposed solutions, case management strategy, and plans to follow evidenced-based practices for reentry services. The assessment will reveal pertinent information about the availability of necessary services and resources within the community, such as whether or not the community has available housing, if there is access to treatment in the community and how treatment needs are addressed and drive each coalition's planning for reentry services to support the returning citizen.

Currently, the coordination of these local efforts is limited because community members have limited capacity due to primary responsibilities of their full-time job. The Center and the local coalitions have highlighted the critical need of a full-time coordinator for each coalition. These coordinators will assist with the community assessments, formalize the coordinated efforts of the coalition members, be the identified interface between the local coalition and the Department of Corrections, and facilitate the coalitions' efforts with the DOC to connect the returning citizen with the needed services and supports to be successful in the community.

Trust funds will be used in these first two years by the coalitions to secure a full-time coordinator to fulfill these and other identified functions. It is anticipated that DOC will then be well positioned to apply for Federal Second Chance Act funding to continue the support for Coalition Coordinators beginning in 2018.

### **Why invest in reentry coalitions?**

The Hornby Zeller May 2014 study of Trust beneficiaries in Department of Corrections revealed that of the Trust beneficiaries incarcerated whose clinical characteristics could be determined, 70% of the mental health diagnosis were substance abuse related. According to the same study the second ranked predictive factor for recidivism is having a substance abuse diagnosis. This lends credence to the importance of reentry coalitions being well positioned to address reentry needs around substance abuse, including access to treatment and recovery stabilizing factors such as stable housing and employment.

### **Timeline & Implementation Plan**

With trustee authorization, Trust staff will work collaboratively with DOC and the Center to write an RFP with intent to provide funds for a period of two years to fund the Coalition Coordinators in the five communities: Anchorage, Mat-Su, Fairbanks, Juneau and Dillingham (September 2016-September 2017). Collaboratively, DOC and Trust staff will review and select the local organizations to receive the funds for these Coalition Coordinators in FY16. The Department of Corrections will direct the projects in collaboration with the Trust through the framework of the *AK-PRI* plan.

The second year of Trust funds for these Coalition Coordinators will be incorporated into FY17 focus area budgets and presented to trustees for approval during the August 2015 full board meeting

The Department of Corrections, the Trust and partners anticipate learning much about the reentry needs of returning citizens in the five communities across Alaska. This information will be incorporated and applied to the future planning process within each of the Trust focus areas, potentially influencing strategies within Substance Abuse Prevention and Treatment, Disability Justice, Housing and Employment.

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To: Russ Webb, Finance Committee Chair  
From: Jeff Jessee, CEO  
Date: 4/2/15  
Fiscal Year: 2016  
Amount: \$125,000 MHTAAR, \$125,000 GF/MH  
Grantee: Alaska Justice Information Center/University of Alaska  
Anchorage  
Project Title: Alaska Justice Information Center

## MEMO

### PROPOSED MOTION:

*Recommend approval to the full board of trustees for a \$125,000 FY16 MHTAAR allocation to the University of Alaska Anchorage for the Alaska Justice Information Center.*

### PROJECT DESCRIPTION

The goal of the Alaska Justice Information Center would be to regularly combine data from key criminal justice agencies to create an integrated data platform. That data platform would then support many kinds of research in Alaska. With that integrated dataset, the immediate goals of Alaska Justice Information Center would be to provide:

- (1) reports on the state of the criminal justice system in Alaska
- (2) answers to data questions from agencies and legislators
- (3) reports on the status of Trust beneficiaries within the criminal justice system

A perfect example comes from the questions asked by Senator McGuire during the crime summit. Right now, each of those questions would require 9 to 12 months of work, and at least \$100k. With an integrated data platform, AJIC would have the ability to answer the majority of those questions in a few hours, at no additional cost. AJIC gives us the capacity to move towards data-driven decision making. At the same time, by having regular reports, we will no longer rely on sporadic research reports to make data-driven decisions. Instead, we would now have regular up-to-date information. The difference is analogous to having a yearly wellness check-up, versus having a detailed medical examination every 10 years.

Building this capacity and having up-to-date information will help inform the Trust's disability justice focus area and assist us in assessing the impact of current strategies and provide us with data to make any necessary adjustments.



From the recidivism reduction plan, here are the initial goals of AJIC:

*The initial goal of the Center would be to compile, analyze, and report justice data from the Alaska Department of Public Safety, the Alaska Department of Law, and the ADOC and to produce a yearly “State of the Alaska Criminal Justice System” report. This report would include population measures for the entire criminal justice system. Population measures would globally assess how well the Alaska criminal justice system is holding offenders accountable and protecting public safety. This information currently does not exist – but it is essential to develop sound criminal justice policy and to evaluate its impact on public safety. Over time, additional data would be compiled, analyzed, and reported to support additional state initiatives and interests.*

One key advantage of AJIC is that it would have the capacity to develop an Alaska-based inventory of best practices. Once a statewide recidivism model is built, it can be partitioned to examine the effectiveness of any program. We would only need three data points:

- (1) who participated in the program
- (2) when did they start the program
- (3) when did they stop the program

With that information, we could re-run the recidivism analysis and assess the effectiveness of any program. Over time, we would see a dramatic increase in the number of programs that are evidence-based. This information would provide significantly more details on the cost effectiveness of our programs in Alaska.

**To:** Russ Webb, Finance Committee Chair  
**Date:** 3/31/2015  
**Re:** FY16 Beneficiary Employment & Engagement focus area allocation  
**Fiscal Year:** 2016  
**Amount:** \$1,380,100  
**Grantee:** Authorized grantees (attached)  
**Project Title:** FY16 Beneficiary Projects Initiative Grants

## MEMO

### PROPOSED MOTION:

*Approve a FY16 beneficiary employment & engagement focus area allocation in the amount of \$1,380,100 for the purpose of FY16 BPI grant funding.*

**Assigned Program Officer:** Katie Baldwin

### PROJECT DESCRIPTION

This request is seeking approval of the attached FY16 BPI authority grant allocation for beneficiary projects in the amount of \$1,380,100. The spreadsheet includes a detailed list of recommended funding levels by program.

In 2015, three programs previously funded under the initiative transitioned from Trust funding completely. This next phase of funding is focusing efforts on the remaining programs which meet an unmet need for Trust beneficiaries, have the potential to create lasting system change, and are capable of working toward greater organizational sustainability. Organizational assessments are underway to help inform focus area planning as well as budget strategy for FY17 and FY18. Staff continues to work with the remaining programs to:

- 1) demonstrate program/service impact on beneficiaries;
- 2) evaluate organizational capacity; and
- 3) establish strategic objectives and timelines for fund development and diversification.

FY16 BPI Authority Grants will be distributed as proposed in the accompanying spreadsheet.

#### Initiative background:

The primary goals of the initiative when it began in 2006 were to:

- 1) provide a source of funding and technical assistance that would allow for the 'incubation' of beneficiary group initiated and managed projects, activities, developments and advocacy;
- 2) ensure that Trust beneficiary group initiated and managed activities and services are safe, effective, and sustainable; and

3) provide a viable avenue for Trust beneficiary group initiated advocacy that is rooted in community needs and addresses existing service gaps.

The cohort of programs funded through the focus area provides a range of supports and services including:

- Employment, housing and engagement services (Polaris House, Juneau) – A clubhouse model providing a community of people working together toward a common goal of recovery from mental illness through meaningful activities and supported employment
- Peer support services in a community nonprofit utilizing an outreach and community-based model (CHOICES, Anchorage)
- Education, referral, support and advocacy for individuals and families affected by mental illness (NAMI affiliates, Anchorage and Juneau)
- Peer support for individuals and families experiencing Alzheimer’s Disease or related dementias (Brave Heart Volunteers, Sitka)
- Beneficiary led/facilitated training, advocacy and technical assistance (Alaska Peer Support Consortium)
- Peer support, outreach, advocacy and system navigation for youth and families (Alaska Youth and Family Network and Stone Soup Group, Anchorage). Stone Soup Group transitioned from Trust funding in FY15
- Peer recovery support for women and families impacted by addictions (Southcentral Foundation’s Alaska Women’s Recovery Project, Anchorage). This program transitioned from Trust funding in FY15
- Peer support services developed in a community mental health setting – Anchorage Community Mental Health Services’ Wellness Innovation Center (transitioned from Trust funding)

Over the life of the initiative, many lessons have been learned and are continuing to guide systems work around beneficiary run organizations and peer support. As the state of Alaska continues to be challenged by budget constraints, it becomes increasingly clear that the health of the nonprofit sector is challenged with both cuts to programs and services as well as increased pressure to demonstrate impact through well-articulated program outcomes. Part of the story behind the data for the BPI programs is how they are pursuing efficiencies and maximizing opportunities to partner, collaborate, and, even in some circumstances, join services to establish a more effective continuum of care and supports to best serve Trust beneficiaries.

To assist each organization in the cohort to examine sustainability, a primary strategy within the initiative is to invest in the organizational capacity of peer support programs via operational funding and specialized technical assistance. While organizations have made substantial progress in setting up solid foundations, long-term sustainability is an ongoing challenge. As programs make progress, it is anticipated that some BPI programs will become less dependent upon Trust funding over time, however the pace in which this occurs is not the same for all programs and some are further along than others. As most are generally non-medically driven (non-Medicaid) community-based services, grant dependence is a reality for a majority. We anticipate the organizational assessments will provide this information.

The FY16 funding cycle is one year of continuation funding for programs which received BPI funding previously.

#### Attachment

1. FY16 BPI Authority Grant Award Recommendations

FY2016 Beneficiary Project Initiative Grantee Funding Allocation					
Organization	Beneficiary Group	Program Information	FY14 Award	FY15 Award	FY16
Alaska Peer Support Consortium	All Beneficiary	AKPSC is a statewide network of peer operated, peer support organizations collectively taking the lead to enhance Alaska's system of care with peer and consumer services.	\$137,800	\$137,700	<b>\$137,700</b>
Alaska Youth and Family Network	MI/DD/SA	AYFN is a peer-run, peer delivered service that provides peer navigation services (independent case management and advocacy in a peer/family driven model).	\$147,600	\$147,600	<b>\$147,600</b>
Braveheart Volunteers	Seniors ADRD	Braveheart (BHV), located in Sitka strives to help fill healthcare gaps, offer assistance, visiting and compassionate care to frail elders, those homebound, isolated, disabled, chronically ill and suffering from dementia or another terminal illness.	\$47,000	\$47,000	<b>\$47,000</b>
Choices, Inc.	MI	CHOICES is a consumer run, mental health service provider that offers beneficiaries strategies, opportunities, resources and supports for personal growth, recovery and successful community integration.	\$190,400	\$324,000	<b>*\$347,700</b>
NAMI Anchorage	MI/SA	NAMI Anchorage provides support, education and advocacy to people and families who have experienced mental illness.	\$142,000	\$146,500	<b>\$146,500</b>
NAMI Juneau	MI	NAMI's mission is to provide education, support and advocacy to people and families who have experienced mental illness in the Juneau.	\$90,600	\$90,600	<b>\$90,600</b>
Polaris House	MI/DD/SA	Polaris House is an accredited clubhouse located in Juneau serving persons with co-occurring issues.	\$159,000	\$159,000	<b>\$159,000</b>
The Web	MI/SA	The Web is a recovery-based, peer-run drop in center in Anchorage.	\$238,000	\$304,000	<b>\$304,000</b>
Total FY16 Trustee Authorized		\$1,620,000	* Increase for partial cost of new office space lease: \$26,876		
Total FY16 Allocation		\$1,380,100			
Remaining unobligated FY16 funds		\$239,900			

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**To:** Russ Webb, Finance Committee Chair  
**Date:** 3/27/2015  
**Re:** FY15 Beneficiary Employment Focus Area Allocation  
**Fiscal Year:** 2015  
**Amount:** \$146,000.00  
**Grantee:** Statewide Independent Living Council  
**Project Title:** Alaska DB101 website and Online Benefits Calculator

## MEMO

### PROPOSED MOTION:

*Recommend approval to the full board of trustees for a \$146,000 FY15 beneficiary employment focus area funding allocation to the Statewide Independent Living Council for the Alaska DB101 website and online benefits calculator project.*

**Assigned Program Officer:** Amanda Lofgren

*The following is excerpted from the prospective grantee's application.*

### PROJECT DESCRIPTION

One of the most frequent challenges identified by beneficiaries, families, providers and state agencies has been the need for access to basic benefits and work incentives information in an efficient and timely manner. The risk of losing benefits is a significant concern when contemplating employment. Benefits, including Social Security resources, and medical insurance such as Medicaid or Medicare would be too expensive for beneficiaries to cover on their own in addition to their basic cost of living needs. The decision point for a person entering employment about whether to work full time or part time hinges on whether they will jeopardize their core medical benefits and comes with specific timelines after beginning to work. Accurate, reliable information can assist many beneficiaries in making an informed decision about their employment.

Currently, there is very limited capacity for beneficiaries to receive benefits counseling from a Community Work Incentives Coordinators (CWIC's) or "benefits planners." The Social Security Administration only allows Virginia Commonwealth University as the single entity to provide the training and certification. This makes the limited training seats very competitive. Over the last year as part of the employment initiative, the total number of certified CWIC's in Alaska has increased from 6 to 11, with one more attending the training in May. Some beneficiaries can receive this service through the Division of Vocational Services for a benefits analysis which costs approximately \$400-\$600, essentially eliminating access to this service by thousands of beneficiaries who can't afford it. The Center for Human Development has a Work Incentives Planning and Assistance project which employs 1 full-time and 1 half-time benefits planner.

This spring, through the employment initiative, a tier 1 benefits counseling training was piloted for case managers, service providers, teachers and other professionals to understand the basics of Social Security work

incentives and financial planning. This training allows for them to provide benefits counseling to beneficiaries who are exploring employment options. It is imperative that providers have access to this training so we can shift from the mentality of “you should not work or you’ll lose your benefits” to “you should think about working as we can help ensure you won’t lose your medical benefits and your income can be much higher.” An interactive benefits counseling tool that is constantly updated with current with accurate information would significantly increase the access to career planning, health coverage options, and asset building. Providers can use the tool to sit with each of their clients and provide information on work incentives and benefits so beneficiaries can make an informed decision regarding employment.

To increase access to benefits counseling several states are turning to online tools such as DB101, that are developed so individuals, their families and/or providers can understand how the wages they earn from employment may affect their benefits. The DB101 web-based benefits and work calculator can be customized to incorporate specific Alaska information. Anyone with access to the internet can utilize it and enter information about their benefits and the income that would ensure self-sufficiency and provides a blueprint for how they can return to work and keep needed medical benefits. This is the first step for many considering going to work, getting off of benefits and increasing their income, assets, self-sufficiency, self-esteem and, for many, community engagement.

DB101 has developed similar programs for six other states, with two more currently under development. This is a one-time funding request for the costs associated with the development of a customized website with online benefits calculator and web content that allows Social Security beneficiaries to understand how work and wages impact their benefits. This will help them understand how they can maintain needed medical benefits after their wages exceed Social Security Income limits and they are no longer eligible for Social Security benefits due to income.

The DB101 Benefits and Work Calculator allows the user to create and explore scenarios that match their life situations to find out how their health care and benefits might be affected by changes in employment, earnings levels, marital status or other circumstances. The tool allows the user to save their session for up to six months, return to it, and change it as situations warrant. The user can add more than one employment plan to a first plan and compare job opportunities. The benefits and work calculator may include the following components:

- Supplemental Security Income, including Impairment Related Work Expenses, Blind Work Expenses, and the Student Earned Income Exclusion
- Alaska SSI State Supplement
- Social Security Disability Insurance, including the Trial Work Period and Extended Period of Eligibility
- Childhood Disability Beneficiary
- Supplemental Nutrition Assistance Program
- Medicare and the SSDI Medicare extension after paid work begins
- Medicare Part D Low Income Subsidy
- Medicaid: SSI-linked, Sections 1619(a) and (b), spend down/share of cost, Alaska Medicaid Buy-In, and poverty-based categories of Medicaid
- Federally funded Section 8 Housing and its Earned Income Disregard
- State disability insurance (where applicable)
- Private disability insurance
- Private health coverage, including the Affordable Care Act exchange coverage and subsidy
- Federal Earned Income Tax Credit

## EVALUATION CRITERIA

- Completion of Alaska DB101 web-based tool by 12/31/2015
- Number and type of users accessing the website after release
- Number of beneficiary providers using the website to assist consumers
- Feedback from agencies, providers, educators and beneficiaries and their families via survey post implementation

## SUSTAINABILITY

There are ongoing maintenance fees which will be covered by the Department of Labor and Workforce Development; Division of Vocational Rehabilitation, Employment Security Division (Job Centers) and the State Independent Living Council. With these low yearly maintenance costs, and the significant service given to the entire employment system for Social Security beneficiaries, this tool will be sustainable long into the future.

## WHO WE SERVE

The Social Security Administration reports that in Alaska, approximately 12,700 individuals receive Supplemental Security Income (SSI) and 12,800 individuals receive Social Security Disability Insurance (SSDI) benefits, many who are Trust beneficiaries. Individuals, their family or provider share they are afraid that working above what is termed by Social Security as “Substantial Gainful Activity” which in 2015 is more than \$1,090 per month or \$1,820 if the individual is blind. Employment provides wages to live more independently, secure housing, transportation and basic living necessities. Additional benefits from employment include improved overall health, more community integration, improved life structure, increased self-esteem and in many cases, a reduction in disability symptoms.

## ESTIMATED NUMBER OF BENEFICIARIES SERVED EXPERIENCING

Mental Illness	8,000
Developmental Disabilities	2,000
Substance Abuse	2,000

## BUDGET

Contractual Services Costs	\$146,000.00
Personnel Services Narrative:	The following deliverables for the contract include: Planning and Infrastructure \$20,000 Customized Benefit Calculator \$100,000 Interactive Benefit Worksheets \$20,000 Beneficiary and Provider Trainings \$6,000



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THE STATE  
*of* **ALASKA**  
GOVERNOR BILL WALKER

**Department of  
Health and Social Services**

Senior and Disabilities Services  
Governor's Council on Disabilities & Special Education  
Patrick J. Reinhart, Executive Director

3601 C Street, Suite 740  
Anchorage, Alaska 99503  
Main: 907.269.8990

December 17, 2014

Amanda Lofgren, Program Officer  
Alaska Mental Health Trust Authority  
3745 Community Park Loop Suite 200  
Anchorage, AK 99508

RE: Alaska Integrated Employment Initiative Advisory Board Recommendations

Dear Ms. Lofgren,

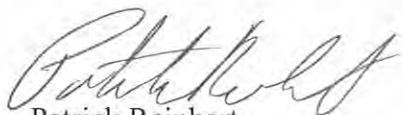
The Governor's Council on Disabilities and Special Education's Alaska Integrated Employment Initiative (AIEI) grant seeks to improve the employment outcomes for youth and young adults with intellectual and developmental disabilities. We recently held our AIEI Advisory Consortia Board meeting this past November with stakeholders comprised of individuals with disabilities, parent/family members, educators, providers, employers, and agency representatives. The feedback that we received from these stakeholders was very strong regarding two recommendations that they would like us to relay to the Trust:

1. The AIEI Advisory Consortia Board would like to recommend that the Trust invest seed money to determine a better rate basing methodology which would incentivize the fading of employment supports by service providers, such as outcome payments/paying for performance. The consortia feels that such new rate structures would be instrumental in increasing not only the utilization of employment services over other day services, but would also ensure their proper use in fading supports over time to make sure that recipients are ultimately able to become as self-sufficient and independent as possible.
2. The AIEI Advisory Consortia Board would also like to recommend that the Trust invest seed money into creating an online "DB101" (Disability Benefits 101) calculator for Alaska to accompany the 2-tier benefits analysis training which is being created. The consortia feels that this will be very useful particularly for individuals and families to be able to see how paid employment impacts an individual's benefits and how they can work, maintain needed medical benefits and have safety nets to return to Social Security benefits if their situation requires. The inability to access current and accurate information about how paid employment impacts benefits and how needed health insurance can be maintained while working has been identified as one of the principal barriers to beneficiaries seeking jobs.

Thank you in advance for your consideration of these recommendations by our stakeholders.

Amanda Lofgren, Program Officer  
December 17, 2014  
Page 2

Sincerely,

A handwritten signature in cursive script, appearing to read "Patrick Reinhart".

Patrick Reinhart  
Executive Director  
Governor's Council on Disabilities and Special Education  
3601 C St., Suite 740  
Anchorage, AK 99503  
(907) 269-8554

# **Planning Committee Report**

**To:** Paula Easley, Planning Committee Chair  
**From:** Michael Baldwin, Evaluation & Planning Officer  
**Date:** 5/4/2015  
**Re:** Planning Committee Report

## MEMO

There has been one Planning Committee meeting since the last Board report. The meeting occurred on April 16<sup>th</sup>, 2015. Trustees participating in the meeting were Paula Easley (Chair), John McClellan, Larry Norene, Mary Jane Michael, and Russ Webb.

A brief summary of the topics addressed are provided below:

- *Alaska Behavioral Health Systems Assessment – Update:* Agnew::Beck staff provided a review of the project, and a current status update. The reporting regions were briefly reviewed and examples of data reports that are expected to be included in the final product were shared. An example of the U.S. Substance Abuse and Mental Health Administrations framework model of the continuum of behavioral health services was also shared. There was discussion about starting to plan for the next steps after the completion of the assessment, and identify what other types of secondary assessment and analyses of the dataset might be valuable.
- *Medicaid Expansion & Reform – Update:* Trust staff provided updates on the Medicaid reform efforts centered on the exploration of 1915 waivers. The Medicaid RFP proposal evaluation committee met to review proposals submitted. After analyzing proposals, DHSS did not believe the RFP elicited the information desired, so made the decision to cancel the procurement. They indicated they would revise and reissue the RFP.
- *Focus Area Update – Long Term Support & Services: Conflict Free Case Management:* Trust staff provided a thorough introduction and overview of the Conflict Free Case Management initiative and possible approaches for implementation currently underway. The role of the Trust in this process, and time line for implementation was highlighted. The importance and potential long term impact for beneficiaries and the system of care were discussed. Trustees were provided with a copy of the report on *Conflict-Free Case Management System Design*.
- *Focus Area Update - Disability Justice/Substance Abuse Prevention & Treatment : Re-Entry Coalitions:* Trust staff provided a review of the Re-Entry initiative, and Alaska's current efforts that include the Trust Disability Justice focus area, the Criminal Justice Working Group (Executive and Judicial Branch), the Alaska Recidivism Reduction Plan (HB266), the Alaska Criminal Justice Commission (SB64), the Alaska Prisoner Reentry Initiative (Dept. of Corrections) and five local reentry coalitions. The role of local reentry coalitions was highlighted as well as the importance of community assessment to identify the needs and areas of focus for the coalitions. Trustees were provided with a copy of the *Alaska Department of Corrections Recidivism Reduction Plan*.
- Trustees were provided a copy of the *Alaska Scorecard 2014 Update* for reference. In the next fiscal year the plan is to assemble key stakeholders to review the scorecard to determine if the indicators continue to be useful, or if new indicators and targets should be identified.

# **FY15 Small Projects Approvals May 2015**

**To:** John McClellan, Chairman, Board of Trustees  
**Date:** 5/13/2015  
**Re:** FY15 March Small Project Approval  
**Fiscal Year:** 2015  
**Amount:** \$106,900.00  
**Grantee:** Multiple Small Project Grantees (attached)  
**Project Title:** FY15 March Small Projects

## MEMO

### REQUESTED MOTION:

*Approve the recommended FY15 small projects from the March application period in the amount of \$106,900.00*

### PROJECT DESCRIPTION

The Trust, in accordance with its mission to improve the lives and circumstances of beneficiaries, awards one-time small project grants of up to \$10,000 to create innovative new program ideas, substantially improve and supplement existing activities, or significantly increase the quality of ongoing projects. The small project grants are available three times a year, July, November, and March.

For the March 2015 application period, the Trust received 19 applications totaling \$171,494.00. A review committee comprised of Trust staff, with input from the statutory advisory boards met on March 30th to review the applications and make recommendations to the full Board of Trustees.

Attached is a spreadsheet listing the review committee's recommendations to approve \$106,900.00 for 11 Small Project grants.

Attachment: Small Project PEC Recommendations, March 30, 2015



PEC recommends Trustees approve							
ID	Organization	Title	Brief Description	Request Amount	Location	PEC Recommendation	PEC Comments
6440	The Assistive Technology Library of Alaska	Tech for Tots	The 'Tech for Tots' project will increase the number and variety of early childhood devices available for demonstration and loan through the ATLA loan library. Research shows early intervention for children with developmental delays and those with cognitive impairments is extremely important to independence; by increasing access to assistive technology at a young age, we will be increasing the potential for independence and success.	\$10,000.00	Anchorage	Recommend approval, \$10,000.00	<i>Assistive technology is a key tool for early intervention for children with developmental disabilities.</i>
6441	Nine Star Enterprises, Inc.	Extending Internships for Youth Trust Beneficiaries	Nine Star Education & Employment Services Youth Services Program hosts youth employment programs for at-risk youth/Trust Beneficiaries that help them prepare for unsubsidized employment through high school completion, pre-employment readiness training, and on-the-job work experiences. This project will provide extended internships to Trust Beneficiaries who because of intellectual or cognitive disabilities or brain injury need longer internships than those for most other at-risk youth.	\$10,000.00	Anchorage	Recommend approval, \$10,000.00	<i>By providing extended internships, this will support young Trust beneficiaries as they enter the workforce.</i>
6444	Law Project For Psychiatric Rights (PsychRights)	PsychRights Educational Series	This grant requests funding to bring Dr. Peter C. Gøtzsche, one of the founders of the Cochrane Collaboration to provide public presentations to Trust beneficiaries about what the research really says about psychiatric treatments and Laura Delano to talk about recovering after a diagnosis of mental illness and getting off psychiatric drugs.	\$10,000.00	Anchorage	Recommend approval, \$10,000.00	<i>This project maintains a perspective of mental health recovery.</i>
6445	Arctic Resource Center for Suicide Prevention	Resource Library	ARSCP is opening a Resource Center in Fairbanks Alaska to prevent suicide by empowering gatekeepers and survivors. The Resource Center will feature a library with literature and media from every discipline that is linked to suicide prevention and research. This project will fill help fill the shelves with resources to be shared with our community.	\$10,000.00	Fairbanks	Recommend approval, \$10,000.00	<i>This is a good opportunity to build capacity for suicide prevention in the Fairbanks Community.</i>
6446	The Other Paw Assistance Dogs	Camp Yes in the Woods	Camp Yes in the Woods combines nature literacy with social thinking and sensory self-regulation. Campers learn about their own sensory systems and the people around them, building relationships and problem-solving skills in the context of nature. Campers include children 5-12 years old who are neurotypical along with children with diagnoses including autism, Attention Deficit Disorder, Pervasive Developmental Disorder, Fetal Alcohol Spectrum Disorder, and other neurodevelopmental differences. Camp curriculum includes team-building and problem-solving activities, social thinking and sensory self-regulation activities, and nature literacy.	\$10,000.00	Fairbanks	Recommend approval, \$10,000.00	<i>This project focuses on the developmental skills of children Trust beneficiaries in a social enviornment.</i>
6447	Ilisagvik College	Behavioral Health Camp, 2015	The purpose of the Behavioral Health Camp is to engage and educate students on key topics in the field of behavioral health (including abuse, neglect, addiction, grief, stress, and mental health) while exposing them to potential career pathways. Students will explore a variety of occupations including social workers, counselors, psychologists, psychiatrists, behavioral health aides, and other positions within the field of behavioral health and human services. This camp takes the first step towards recruiting future behavioral health care providers which will benefit all Trust beneficiaries, especially individuals living in rural communities.	\$10,000.00	Barrow	Recommend approval, \$10,000.00	<i>Ilisagvik College is leveraging their program to focus on beneficiary related services and to build community interest in behavioral health workforce careers.</i>
6448	Catholic Social Services	Charlie Elder House Floors	This project will replace/ re-finish flooring in a group home licensed for 5 male youth who experience severe emotional disabilities. The home is older and the original hardwood floors are splintering. We fear if the floor isn't fixed, it will eventually cause injury.	\$7,000.00	Anchorage	Recommend approval, \$7,000.00	<i>With this one time funding, the Trust is supporting maintaining community based levels of support for youth.</i>
6449	Set Free Alaska	Telehealth Group Therapy Pilot	Set Free Alaska seeks to prove the effectiveness of group substance abuse treatment through a tele-health platform. This is the third and final phase of a three year pilot project. Through this partnership the agency will provide a complete treatment program in a group setting to individuals in different locations.	\$10,000.00	Wasilla	Recommend approval, \$10,000.00	<i>This project increases the capacity of the behavioral health system to rural communities.</i>
6453	University of Alaska Southeast	Assistive Technology for UAS students receiving Disability Services Accommodations	University of Alaska Southeast Disability Services is requesting a Small Projects Grant to purchase assistive technology equipment and software to provide accommodations for students with documented disabilities, including chronic alcoholism or substance abuse, developmental disabilities, mental illness and/or a traumatic brain injury, to increase their successful completion of college coursework.	\$9,900.00	Juneau	Recommend approval, \$9,900.00	<i>This will improve the access to higher education for Trust beneficiaries.</i>
6454	Girl Scouts Susitna Council	Inclined platform lift for Trust beneficiaries at Camp Singing Hills	Camp Singing Hills is located on a beautiful 40 acre property in Chugiak. The camp was the victim of arson and we are now rebuilding to; expand day camp capacity, increase outdoor recreation and educational opportunities and to develop Alaska's only STEM (science, technology, engineering and math) center for girls. Girl Scouts is committed to having key areas of the camp accessible to Trust beneficiaries and others with disabilities. ADA trails are already in place. With the installation of a wheelchair (inclined platform) lift, Trust beneficiaries will have access to the loft for programs and overnight (sleeping) events.	\$10,000.00	Anchorage	Recommend approval, \$10,000.00	<i>This project will increase the accessibility for Trust beneficiaries to access the camp.</i>
6457	ACMHS Consumer Driven Services, LLC	ACMHS Little Tykes Playground	ACMHS Little Tykes is a behavioral health program for children ages 3-6 who experience behaviors that make it difficult for them to be successful in a classroom or educational setting. One of the primary components of any program geared towards children this age, is providing a safe space for physical activity and play. Trust funding will assist with purchasing outdoor play equipment for Little Tykes participants and other children ages 3-6 who are participating in ACMHS programs.	\$10,000.00	Anchorage	Recommend approval, \$10,000.00	<i>This provides developmentally appropriate equipment for Trust beneficiaries in a therapeutic environment.</i>
			<b>Total recommended to be approved</b>			<b>\$106,900.00</b>	



PEC recommends Trustees decline							
ID	Organization	Title	Brief Description	Request Amount	Location	PEC Recommendation	PEC Comments
6439	North Star Council on Aging, Inc.	Connecting Brain Injury and Dementia for Recovery	This project will connect those who have a form of brain injury (concussion, dementia, PTS, brain injury) with peers in Fairbanks, Alaska. The peers will work with such persons on a one-to-one basis and provide information on diet, physical activity and mental activity that assists in brain injury recovery.	\$9,700.00	Fairbanks	Recommend Decline	<i>The project is focused on ongoing operating costs, which are not appropriate for Small Project funding.</i>
6442	Alaska Young Family Network	AYFN Lighting Upgrade	AYFN is requesting funds to upgrade lighting in its main facility with full-spectrum fluorescent bulbs and ballasts. Full-spectrum lighting has been shown to reduce depression among individuals with seasonal affective disorder and bipolar depression, which is particularly problematic during Alaska's dark winters. In addition, full-spectrum lights lessen agitation among clients with behavioral issues and improve sleep and circadian rhythms.	\$4,775.00	Anchorage	Recommend Decline	<i>This is not a current funding priority of the Trust.</i>
6443	Partners Reentry Center for (Ice Cold Ent.)	Intoxicated Alaska	This project will help those with the disease of chronic alcoholism show younger people with the upcoming issues that its a difficult life living with this disease. My team and I will help with the prevention of this disease, while also benefiting people with the disease by telling their stories, helping both the future and the present. I have 12 subjects already dedicated to the project, ranging from the age of 16 to 54 including myself. Hopefully, it will be played at school and other event within Alaska.	\$9,044.00	Anchorage	Recommend Decline	<i>This is not appropriate for the Small Projects program. The applicant will be referred to the mini-grant program at a smaller amount.</i>
6450	No Limits Incorporated	Reentry Supportive Housing (South Side Reentry Center)	No Limits has eight years' experience providing Reentry Supportive Services. We are committed to reducing the recidivism rate in our State. We will focus on Trust Beneficiaries involved with Alaska's Criminal Justice System. We have found that most returning offenders are trust beneficiaries. With our new project, we will provide reentry supportive services to trust beneficiaries released to Fairbanks communities. These services will provide successful transition to communities while building self-sufficiency. Funds from this grant will be used to purchase needed appliances such as, washers and dryers, computers for resource room, a commercial stove and refrigerator.	\$10,000.00	Fairbanks	Recommend Decline	<i>The application did not include support from the local reentry coalition. Additionally, there was no sustainability plan beyond Trust funding.</i>
6451	Community Connections, Inc.	Foster Care Home Heating Upgrades	This project will upgrade the heating system for a foster care home that currently houses a pair of foster care parents who are caring for 5 severely emotionally disturbed children. The current system is end of life and a heat pump system with backup electric heaters will significantly decrease costs and improve quality of life in the home. A side benefit of the system is that it will allow for cooling on those few days a year that Ketchikan experiences warm temperatures.	\$8,400.00	Ketchikan	Recommend Decline	<i>This is not a current funding priority of the Trust.</i>
6452	Sled Dog Sanctuary	Educational Yurt	The project will provide us with a place for our visitors to come out of the weather and learn about the sport of dog mushing no matter what the conditions are outside. The shelter this yurt will provide will also allow us to run electronic equipment to further illustrate how our sport works through color slide shows and interactive video. The yurt will also serve as a warm up tent for those who may have trouble with the cold and need a quick warm up during our outdoor interactive workshops with the sled dogs.	\$9,975.00	Talkeetna	Recommend Decline	<i>The project was not targeted enough at Trust beneficiaries.</i>
6455	Real Life Foundation	Brown Bag Speaker Series	Real Life Foundation will partner up with AK Mental Health Consumer Web to provide a lunch time speaker series on vital information such as Housing, Employment, Stopping the violence, and various recovery approaches. Once per month, a 90-120 minute session will be set up to allow experts from outside the sponsoring programs to speak and guide Beneficiaries in these important topics. Afterwards, a simple lunch will be provided to participants. Average class will vary, but we hope to have 30 to 40 students each time. These classes will be held at the Ak MHC Web.	\$2,700.00	Anchorage	Recommend Decline	<i>The application should have been made by the Alaska Mental Health Consumer Web.</i>
6456	Ninilchik Traditional Council	Community Hall Kitchen	NTC is currently using a tribal property/ building to create a community hall. This community hall would be used for potlucks, funerals, elder and youth activities, and a community youth coalition. We are applying for funding to help install a kitchen for events.	\$10,000.00	Ninilchik,	Recommend Decline	<i>The project was not targeted enough at Trust beneficiaries.</i>

# **Governor's Council on Disabilities and Special Education**

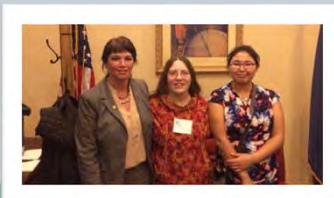
## May 2015 Trust Report

THE GOVERNOR'S COUNCIL ON  
DISABILITIES AND SPECIAL EDUCATION  
PATRICK REINHART  
RICH SANDERS



### 2015 Legislative Highlights: Council Priorities

- **HB 161: Durable Medical Equipment Re Use-**allows Medicaid to repurpose DME to someone else when it makes sense. Passed, awaiting Governor to sign
  - Details still need to be worked out
- **HB 76: Council Statute-**Removes the word “gifted” from our enabling statute. Passed House



## 2015 Legislative Highlights: Council Priorities

- **HB 77: Disability Training and ID Bill** – Provides disability training for law enforcement and disability symbol on state ID if the individual wants.
  - Made it through one committee of House
- **Capital Budget Requests:**
  - \$995 K for Denali Deaf Community Center. No
  - \$1 M for Coordinated Transportation. \$750 K. Yes
- **Medicaid Reform and later expansion bills** (more on this later)

## Other Bills We Became Interested In and Followed

- **HB 154/Sb 49: Civil Legal Services Fund** - Allows state to appropriate 25% of Civil Legal fees to support Alaska Legal Services. House Rules, Senate Judiciary
- **HB 99: Voluntary Termination of Life.** Opposed
- **SB 104/HB188: Person with a disability savings account.** Authorizes federal ABALE Act here.



## Other Bills We Became Interested In and Followed

- **HB 154/Sb 49: Civil Legal Services Fund** - Allows state to appropriate 25% of Civil Legal fees to support Alaska Legal Services. House Rules, Senate Judiciary
- **HB 99: Voluntary Termination of Life.** Opposed
- **HB 102: Residential Psychiatric Education Funding**
  - We are still reviewing this



## Medicaid Reform and Expansion



- From beginning, the Council recommended reforms around DME, and 1915 K and 1915 I adoption
- Council itself was split on expansion itself, mainly for fear of losing waiver services to larger population
- Adopted expansion platform later, and fully embrace not only the cost savings possibilities, but the reform potentials around 1915 I and K state plan options- Consult plan moving forward regardless of legislative session.
- Ability to mold services to specific target groups, like Autism, ADRD, FASD, and TBI

## Operating Budget Items of Interest

- Was enough funding for waitlist draw of 200/year included? Yes, in all versions so far.
- \$506 K reduction of Community DD grants, down from \$13.9 M to \$13.5 M
- Education Cuts – Impact on Special Education???
- Alaska Legal Services, \$100 K restoration of \$200 K cut
- \$50 K cut from Council travel
- Cuts to independent living



## What are we concerned about for the future?

- Education policy and funding and the impact on special education services on the state and local level
- Freeze on I/DD registry draws and growth of waitlist
- Further cuts in DD Community grants
- Deeper cuts to PCA services



## What are we excited about for the future: The 5 year Autism Initiative, Phase II

- ✓ With support from the Trust, Women's Children's and Family Health, and LEND, a group of stakeholders has held 2 face to face meetings, facilitated by Agnew::Beck
- ✓ Developed 5 core priority areas
  - ✦ *Screening and diagnosis*
  - ✦ *Funding and systems issues*
  - ✦ *Workforce development & training*
  - ✦ *Early Intervention and Education*
  - ✦ *Integrated and comprehensive services*
- ✓ Each priority area has a workgroup that is finishing developing their part of a new 5 year plan. One more face to face meeting is planned

## Council Employment Activities

- **Employment First Implementation**
  - Interdepartmental meeting
  - Alaska APSE Chapter – June Conference
- **Ticket to Work / Benefits Planning & Advisement**
  - Increased number of Certified Benefits Planners (CWIC's)
  - First Behavioral Health Provider application
  - Partnering on new Disability Employment Initiative]
  - DB 101
- **Beneficiary Employment & Engagement Workgroups**
  - Data Workgroup
  - Workforce Development Workgroup
  - Transition Youth Workgroup



## Project SEARCH



## Get out and Play Video

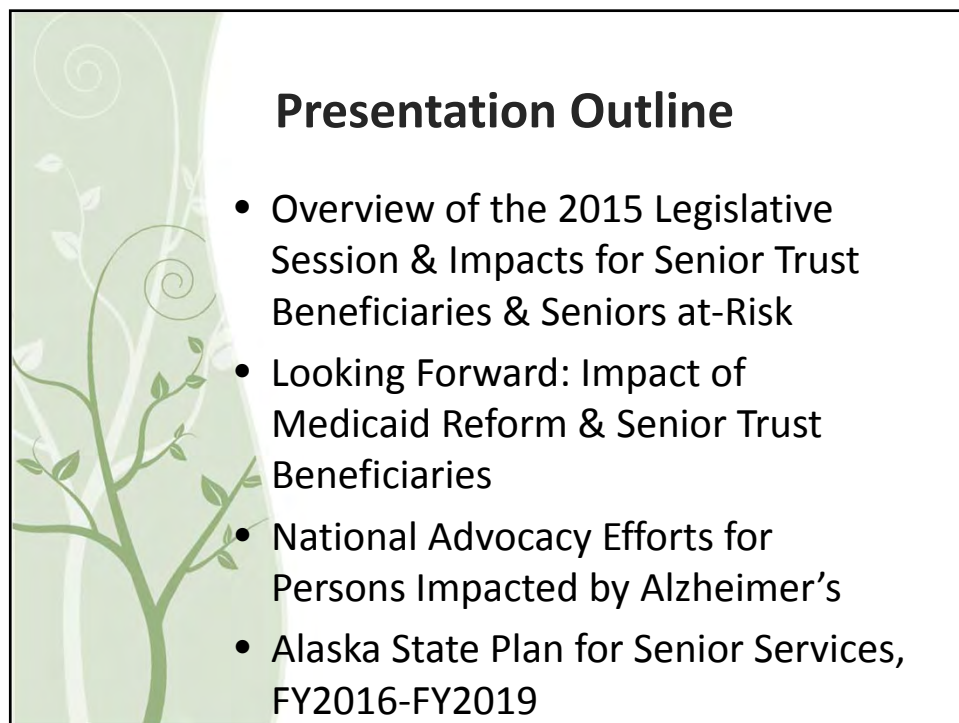
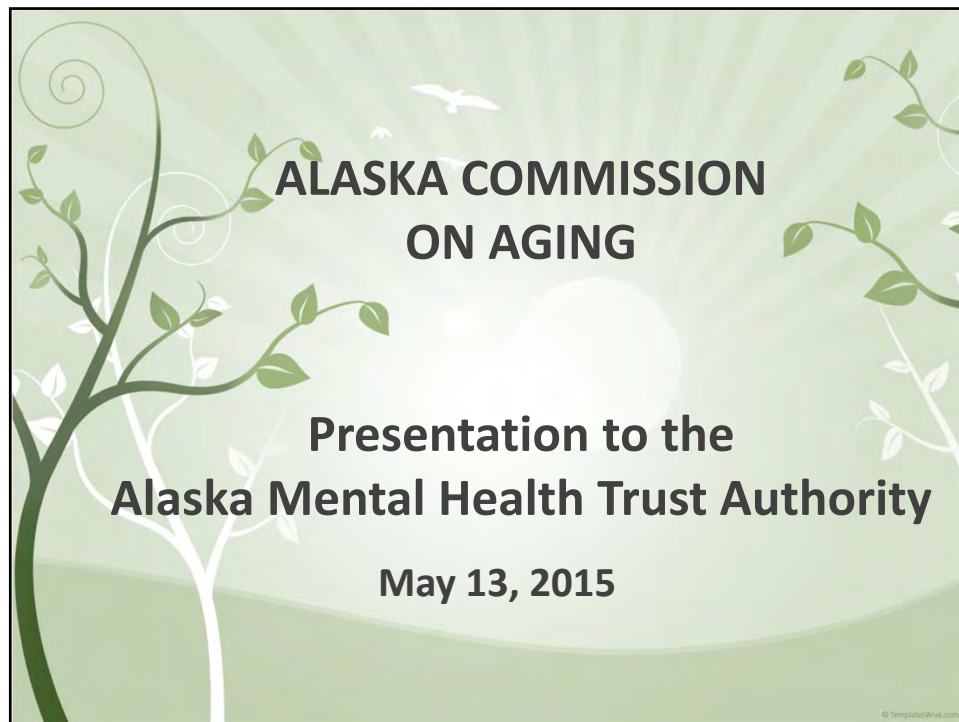
- New commercial features children with disabilities engaging in healthy play.



[Get Out and Play](#)



# **Alaska Commission on Aging**



## **2015 Review of Legislative Outcomes & Impacts for Senior Trust Beneficiaries & Seniors At-Risk**



## **ACoA FY2015 Senior Advocacy Efforts**



- Held 8 Statewide Senior Legislative Teleconferences
- Supported 18 Participating Community Advocacy Sites
- Monitored 30 House and Senate Bills
- Actively supported 11 pieces of legislation with letters of support & committee testimony
- ACoA Commissioners met with 34 legislators & staff during their February advocacy meeting

## SFY 2016 Budget Items Affecting Senior Trust Beneficiaries & Other Seniors at-Risk

- **Senior Benefits:** **-\$5,091,600 GF** (20% program reduction)
- **Adult Day Programs:** **\$500,000 GF** cut was restored
- **Other Senior Grant Funded Programs:** **-\$33,800 GF total reduction to four identified senior grant programs**
- **Senior Fall Prevention Funds:** **-\$150,000 GF**
- **Alaska Housing Finance Corporation Senior Citizen Housing Development Fund:** **\$0 Capital Budget**
- **WWAMI Medical School Program:** Conference Item

## Legislation Affecting Senior Trust Beneficiaries & Other Seniors At-Risk

- **Medicaid Reform & Expansion, HB 148/SB 78 (Governor's Bills):** Enhance access to health care for 12,000 uninsured Alaskans age 55-64, persons with ADRD who do not qualify for existing services, uninsured family caregivers, & uninsured senior providers.
- **Powers of Attorney, HB 8 (Rep Hughes):** Strengthens Alaska's POA by incorporating provisions from the Uniform Power of Attorney Act and increasing the principal's control in the delegation of powers assigned.
- **Conservator of Protected Persons, HB 5 (Rep Hawker):** Expands the pool of conservators subject to court approval.
- **Training Regarding Non-Apparent Disabilities & Voluntary Disability Designations on State IDs, HB 77 (Rep Thompson):** Implements a voluntary identification system for persons with "hidden disabilities" to inform public safety officers during encounters.

## Legislation Affecting Senior Trust Beneficiaries & Other Seniors At-Risk

- **Regulation of Smoking, SSSB 1 (Senator Micciche):** Provides for smoke-free workplaces statewide but has implications for residents of the Pioneer Homes & other long-term care facilities.
- **Civil Legal Services Fund, HB 154 (Rep Edgmon)/SB 49 (Senator McGuire):** Allows the Legislature to appropriate up to 25% of court filing fees to a fund to help pay for free civil legal services for seniors, veterans, and low-income Alaskans.
- **Designated Caregivers for Patients, SB 72 (Senator Giessel):** Allows hospital discharged patients to voluntarily designate a caregiver to provide aftercare and for the hospital to provide instruction to caregivers in the aftercare tasks.
- **Establish Elders' Day, HB 142 (Rep Foster):** Establishes winter solstice as the day to honor "elders" who are defined as persons of respect in the community, irrespective of age and cultural heritage.

## Looking into the Future... Impact of Medicaid Reform/Expansion and Senior Trust Beneficiaries



## Medicaid Expansion/Reform & Impacts for Senior Trust Beneficiaries, Seniors at Risk, & Caregivers


### **Medicaid reform/expansion will increase access to health care for the following Alaskans:**

- An estimated 12,000 Alaskans age 55-64 who are not age-eligible for Medicare (Evergreen Economics Report 2015). (Expansion)
- Unemployed/underemployed family caregivers caring for elderly loved ones at home to avoid institutional placement. (Expansion)
- Seniors with uninsured family members who qualify. (Expansion)
- Providers serving seniors with no health care insurance who earn less than \$20,314 annually. (Expansion)
- Seniors with ADRD who do not qualify for existing 1915(c) waiver services. (Reform)
- Seniors with behavioral health needs. (Reform)
- Rural older residents through enhanced tele-medicine. (Reform)

## Medicaid Reform & Budget Impacts for Senior Programs

### **If Medicaid reform measures are implemented...**

- 1915(k) option could result in \$13.3 million savings for Personal Care Assistance (PCA), Senior & Disabilities Services. (Medicaid Reform Advisory Group Recommendations 2014)
- 1915(i) option could provide a new revenue source for the Pioneer Homes for services to income-eligible residents with ADRD who do not qualify for existing waiver services and are covered by Payment Assistance (100% GF).
- 1915(i) option may result in significant savings to General Relief that covers the cost of assisted living for income-eligible seniors.
- 1915(i) would refinance Senior In-Home and Adult Day programs for persons who qualify.

 <b>Impact of Medicaid 1915(i) Option</b>					
Program Type	GF Funds	Total Served	Average Cost /Individual	Estimated Eligible for 1915i*	Estimated GF to be Refinanced
Adult Day	\$1,757,011	416	\$4,224	114	\$240,744
Senior In-Home	\$2,917,265	1,528	\$1,909	123	\$117,416
General Relief	\$723,900	630	\$1,149	349	\$200,509


Source: Senior & Disabilities Senior Grant Unit, 2015

- Eligibility for 1915 (i) = Meets financial eligibility and one of the following ADRD, TABI, CDDG, SMI

## Alzheimer's Disease & Related Dementia: Advocacy Efforts on the National Level








## **National Advocacy Efforts to Address Alzheimer's Disease & Related Dementias**

- Increase the Commitment to Alzheimer's Research: Increase funding for research by \$300 million in FFY2016
- Improve Access to Care Planning: HOPE Act, S. 857 / HR 1559 Health Outcomes, Planning, & Education for Alzheimer's Act
- Improve Doctor Disclosure Rates for Alzheimer's Diagnosis

Source: Alzheimer's Association National Advocacy Forum, March 2015



## **State Priorities 2015 to Confront Alzheimer's Disease**

- Develop and implement a comprehensive state Alzheimer's disease plan.
- Adopt uniform adult guardianship legislation.
- Improve dementia care training.
- Increase state based surveillance through the BRFSS (Behavioral Risk Factor Surveillance System).

Source: Alzheimer's Association National Advocacy Forum, March 2015



## Alaska State Plan for Senior Services, FY2016-2019

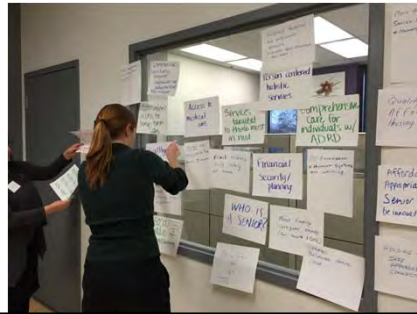


### State Plan for Senior Services, FY2016-FY2019 Advisory Committee Agency Affiliation

- AARP Alaska
- Adult Protective Services Program
- AgeNet
- AHFC Senior Housing Program Office
- Alaska Commission on Aging
- Alaska Mental Health Trust Authority
- Alaska Native Tribal Health Consortium
- Alaska Office of Public Advocacy, Office of Elder Fraud and Assistance
- Alzheimer's Resource of Alaska
- Anchorage Senior Advisory Commission
- DHSS Division of Behavioral Health
- DHSS Division of Public Health
- DHSS Division of Senior & Disabilities Services
- Fairbanks North Star Borough Senior Advisory Commission
- Mature Alaskan Seeking Skills Training
- Municipality of Anchorage
- Office of Long Term Care Ombudsman
- Residential Licensing and Background Check Programs
- Senior Consumers
- Statewide Independent Living Council of Alaska
- Tanana Chiefs Conference Elders Program
- UA Trust Training Cooperative
- U.S. Administration on Community Living/Administration on Aging
- UA Office of Health Programs

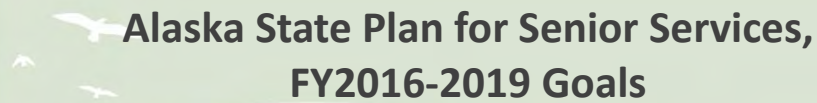
## Alaska State Plan for Senior Services, FY2016-2019 Vision Statement

- *The Alaska State Plan for Senior Services FY 2016-2019 builds on strong partnerships to provide high-quality, culturally-sensitive, accessible services for Alaskans age 60 and above to live healthy, independent, meaningful lives in the place and manner of their choosing.*



## Alaska State Plan for Senior Services, FY2016-2019 Goals

- **Goal 1:** Promote healthy aging and provide access to comprehensive and integrated health care.
- **Goal 2:** Assist seniors with financial planning, employment opportunities, and promote awareness of and access to economic benefits and support services.
- **Goal 3:** Protect vulnerable seniors from abuse, neglect, self-neglect, and exploitation.



## Alaska State Plan for Senior Services, FY2016-2019 Goals

- **Goal 4:** Ensure seniors have access to quality, affordable, accessible, safe, and appropriate senior housing across the continuum of care.
- **Goal 5:** Promote opportunities for meaningful aging, intergenerational connectivity, and civic engagement.
- **Goal 6:** Provide quality and affordable home- and community-based long-term support services that provide seniors with the highest quality of life.

## Thank You! Questions?



*May is Older Americans Month in Alaska*