



# JUNEAU COMMISSION ON AGING AGENDA

October 17, 2023 at 1:30 PM

Zoom Webinar

<https://juneau.zoom.us/j/81491760970?pwd=bkFwWk42Mllmazi0aFdMS3ArTG5qZz09>

Or Call In: 1-253-215-8782 Meeting ID: 814 9176 0970 Passcode: 858248

## A. CALL TO ORDER/ROLL CALL

Present:

Absent:

Others Present:

## B. APPROVAL OF AGENDA

## C. APPROVAL OF MINUTES

1. **PLACEHOLDER - September 19, 2023 Juneau Commission on Aging Minutes - Draft**

## D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

## E. AGENDA TOPICS

-Discuss recommendation for creating position of permanent elder services navigator for Junea/SE/CBJ

-Chair Kane meeting with City Manager Katie Koester to update on JCOA's work

-Possible JCOA project to help create a community wellness assessment and report partnering with Public Health and AARP

### 2. **JCOA - Standing Agenda Topics - Main Projects/Subcommittee Updates**

A.) **Housing Subcommittee Updates** - How/If to push universal design with new projects through changing permitting requirements/PC

B.) **Recreation/Fitness Subcommittee Updates**

C.) **Southeast Regional Eldercare Coalition Updates** - PATH has 8 solid students. Job Fair at SERRC Friday 10/20. Other info about DSP/Workforce Development.

## F. COMMITTEE MEMBERS & ASSEMBLY MEMBER COMMENTS AND QUESTIONS

## G. NEXT MEETING DATE

November 21, 2023 @ 1:30pm

December - Recess/No Meeting

January 16, 2024 @ 1:30pm (Election of Officers & Subcommittee Leads)

## H. SUPPLEMENTAL MATERIAL

3. **JCOA Recommendations to Chair for October Meeting**

4. **letter to Director Sanders to maintain funding to AK Division of Senior Disabilities Oct 2023**

## I. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

**From:** [Emily Kane](#)  
**To:** [Dallas Hargrave](#); [Michelle Hale](#); [Di Cathcart](#)  
**Subject:** Senior resource specialist  
**Date:** Thursday, October 5, 2023 6:45:22 PM  
**Attachments:** [Community Navigator-RRC.12.2021.pdf](#)

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Hello Mr Hargrave

I have chaired the Juneau Commission on Aging for 6 years and maintain a small clinical practice in the community. I am writing to inform you of one of the goals the JCOA is working on: help create a permanent job position within CBJ to serve as an advocate and comprehensive navigator for the myriad services required by our aging population such as housing, healthcare/homecare/hospice, transportation, recreation/social engagement, legal and finance/wills/taxes.

Such services are scattered around various agencies such as CCS, SAIL, Central Council and Bartlett Hospital but nowhere is there a focus on the needs of seniors.

I was thinking your Department might be the best fit.

Below is a sketch of the job duties. The Juneau Commission on Aging is still in the exploratory stages for this idea. I look forward to your thoughts on the feasibility of this proposal coming to fruition in the next 2 years or so or any other ideas you might have to share on the topic of senior services within CBJ.

narrative job description:

### **Eldercare Navigator**

Reports to: Director, Division of Human Resources/CBJ

Job mission: Bring eldercare providers together to problem solve mutual issues, share program information, and be a collaborative force for change.

### **Position Summary:**

The Eldercare Navigator (could also be known as Senior Services Officer) is a member of the CBJ Human Resources team who helps individuals 60 and over and their families' overcome barriers to quality of life resources. Those barriers may include access to services, insurance, or lack thereof, poor literacy, transportation, unsafe or inadequate housing security, and others. This position will serve individuals and families throughout Southeast Alaska. The Eldercare Navigator will have a good understanding of the Southeast communities to be served. The Eldercare Navigator will work closely through the Catholic Community Service Senior Center System to engage rural clients and providers. The Eldercare Navigator will build effective working relationships with regional agencies and stakeholders, and especially with their clients, helping to support, educate and assist clients to navigate the complex landscape which factors into quality of life as we age. They need to be able to identify their clients' physical, emotional, and cultural needs, facilitate appropriate referrals, and help clients access appropriate resources to meet their specific needs.

### **Responsibilities:**

Facilitate direct care to clients needing eldercare services:

Provide information and referral to seniors, family members, other agencies, etc. via one-on-one supportive counseling and assistance to ensure successful linkage to services.

Establish close relationships with and serve as primary point of contact for clients upon initial service.

Observe, report, and assess client capacity for self-care.

Identify and arrange for services with individual's consent.

Provide outreach and support to rural communities through travel (as needed), telephone or zoom and in clients' home as needed to exchange information.

Identify resources for clients to overcome barriers to care, such as transportation, housing, and childcare arrangements.

Follow up to ensure services have been secured or determine if more assistance is needed.

Maintain strict confidentiality in accordance with agency policies.

Maintain documentation of all client encounters and complete reporting requirements according to organization standards.

Track client information, schedules, files, and forms in a confidential manner. Assist with development of forms and tracking documents.

Track client progress and satisfaction with services on a periodic basis.

Attend and represent the CBJ at professional conferences, in-service trainings, community events, and meetings at the request of or with the approval of Director.

Execute necessary reporting requirements.

Meet regularly with stakeholder agencies to coordinate and share information, track progress, identify opportunities to collaborate, etc.

Other duties as assigned.

### **Core Competencies:**

Experience with and/or willingness to learn about different cultures to enhance personal and professional relationships with people of diverse backgrounds and to enhance activities, products, and goals with cultural sensitivity.

Commitment to the Independent Living Philosophy, which arose out of the Civil Rights Movement and seeks equity, access and inclusion for seniors who may or may not experience a disability but desire independence.

Commitment to the mission of care coordination and an interest in working with elderly clients.

Passion, trustworthiness, and empathy when working with clients.

Ability to build relationships with different types of people, including clients, organization members, and health care providers.

Good communication and interpersonal skills and the ability to speak concisely to clients and family members.

Excellent organization and time management skills, especially relating to confidential client material and appointment tracking.

Flexibility and adaptability in response to changing client and health care provider' needs

### **Requirements:**

Minimum high school degree or some college education

Strong understanding of cultural competency with the target population

Computer literacy

Exposure to issues of death and dying

Regional and local travel

Some evening and weekend work required

This position is eligible for a flexible work schedule Annual Salary: \$60,000 (Similar to Case Manager Position at CCS) Benefits: Calculation: 30% of Salary including retirement allocation, paid leave and holidays, health insurance negotiable.

I also attach a Bartlett/CBJ job description for a navigator at the hospital. The hospital does have navigators, but they help patients of all ages "navigate" within the hospital system and then get connected to post acute services. Because of our changing demographics (the number of people in SE Alaska aged 65+ will double between 2020 and 2040, and currently is

growing faster than the preschool age demographic) the JCOA believes it is crucial to proactively and holistically address the need for focused senior services going forward.

I look forward to meeting you!

Cheers

Emily Kane

## POSITION DESCRIPTION

Pos #: 01.9866.411022

### POSITION CLASSIFICATION

(HR will complete blank shaded areas)

PCN:	01.9866.411022	Position Job Class Title:	Community Navigator (RRC)
Class Code:	411022	Band, Grade, Sub Grade:	B22
Salary Schedule:	General - 400	Work Schedule:	Days
FTE:	1.0 (3.0 FTE total)	Status Code:	FT
OT Eligibility:	Eligible <input checked="" type="checkbox"/> Exempt <input type="checkbox"/>	FLSA Exemption(s):	<input type="checkbox"/> Executive <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
PX: No <input checked="" type="checkbox"/> Yes <input type="checkbox"/>	Classified: No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>	Bargaining Unit:	<input type="checkbox"/> None <input checked="" type="checkbox"/> ILWU
Types of actions:	<input type="checkbox"/> Update Only	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Change Classification
	<input type="checkbox"/> Class Study	<input type="checkbox"/> MQ Review	<input type="checkbox"/> Salary Review
	<input type="checkbox"/> Change Status	Other:	

Sub-Grading Results: 2 | 6 | 3 = 10 .

### Body of work with the most difficulty, complexity, and highest level skill required for decision making:

This position is assigned to Band B: Processes and methods of operation are outlined in guidelines, regulations, and case management standards. Incumbent authority includes: Determining adverse application information and researching options to resolve discrepancies or potential barriers to health and social services; effectively advocating and guiding clients through complicated public program processes; and independently coordinating various services for multiple clients, each with different needs to consider.

**Complexity of Work:** Positions perform work that requires similar knowledge, skill, and ability related to the coordination of health and social services for members of the community. Incumbents must adapt to various situations and utilize their knowledge of public process and systems to achieve the goals set forth in a client's treatment plan and help access and receive services.

### MQ's:

**Education:** High School diploma or the equivalent.

**Experience:** Two (2) years of providing any combination of behavioral health/substance use services, case management, community safety and education, homelessness and housing outreach, community organization and engagement services.

OR Six (6) months of experience as a Community Navigator or equivalent elsewhere.

### Certifications/Licenses:

At time of appointment and for continued employment:

- Valid Alaska Driver's License

Within 90 days of appointment and for continued employment:

- BLS for Healthcare Provider
- Techniques for Effective Aggression Management (TEAM) & Behavioral Emergency Response Team (BERT) training.

**Other:** Qualified Addiction & Mental Health Professional as a Peer Support Specialist under the 1115 Medicaid Waiver (initiate process within 30 days of hire).

The above classification action(s) have been approved and reflect the current PD of record.  
CCARTE

Approved by:	Cindy Carte, HR Manager	Date:	12/21/2021
Processed by:	Sarah Cole, HR Generalist	Effective Date:	12/12/2021

☐ Meditech-Job Code ☐ Meditech - Position Number ☐ Meditech - Pos ID ☐ API ☐ PAF (employee)

## POSITION DESCRIPTION

Pos #: 01.9866.411022

### Section 1: Position Information

**“Position Information” lists the reason for the review and current information. Either type the correct information or if there is an option available select the correct answer.**

<b>Reason for Submission:</b>	Update MQs and Supervisor.		
<b>Current Position Title:</b>	Community Navigator	<b>Official Working Title:</b>	
<b>Department:</b>	RRC	<b>Current Class Code:</b>	411022
<b>Supervisors’ Title:</b>	Behavioral Health Clinical Supervisor (CIS/Outreach)	<b>Supervisors’ Pos #:</b>	01.6190.413052
		<b>Date of Submission:</b>	December 21, 2021

### Section 2: Position Summary

**“Position Summary” describes the overall purpose of this position. Using the space below provide a few sentences explaining the objective of your job and what needs to be achieved. The overall summary you provide will help to understand your duties in relation with other positions reporting to your supervisor.**

Under general supervision of the Behavioral Health Clinical Supervisor (CIS/Outreach), this position performs community outreach and engagement services for the Rainforest Recovery Center outpatients. The primary role is to be a patient advocate and assist clients to navigate a large variety of social services to ensure they receive and have access to the best resources and care. The majority of their work is conducted in the Juneau community.

Incumbents collaborate with a variety of community providers to coordinate medical care and social services for outpatients. Community providers and professional services used may include, but are not limited to, the CCF/R CARES ‘sleep off’ program, the AWARE shelter, medical practice providers, Alaska Housing Finance Corporation, Southeast Alaska Independent Living, Front Street Clinic, Polaris House, Glory Hall, Juneau Alliance for Mental Health, and other related agencies.

The position requires a high degree of tact, empathy, independence, and flexibility to effectively work with those who are underserved, vulnerable, experiencing homelessness or mental health issues, or are considered socio-economically disadvantaged community members. In addition, this position requires life experience in navigating or assisting others in navigating the various community systems (Behavioral Health, house, child welfare, employment, entitlement programs, etc.) with an approach that is problem solving in nature.

### Section 3: Employment Requirements

**It is an expectation that all BRH employees convey courtesy, display accountability, show respect, and achieve excellence through CARE Values.**

**Courtesy** – We act in a positive, professional and considerate manner, recognizing the impact of our actions on the care of our patients and the creation of a supportive work environment.

**Accountability** – We take responsibility for our actions and their collective outcomes; working as an effective, committed and cooperative team.

**Respect** – We treat everyone with fairness and dignity by honoring diversity and promoting an atmosphere of trust and cooperation. We listen to others, valuing their skills, ideas and opinions.

**Excellence** – We choose to do our best and work with a commitment to continuous improvement. We provide high quality, professional healthcare to meet the changing needs of our community and region.

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Pos #: 01.9866.411022

### Section 4: Primary Duties/Essential Functions

**Duty Statements.** List your duties, starting with the most important. Include the percent of time for each duty. All duties must total 100%. It is not necessary to include minor duties on which you spend less than 5% of your time, unless such duties are significantly important or critical to your job.

40%	<p><b>Community Outreach &amp; Engagement</b></p> <p>Navigators will deliver the following services (but not limited to) both at RRC and in the community and at RRC to identified patients/clients. These services are 100% reimbursable under the 1115 Medicaid Waiver:</p> <ul style="list-style-type: none"> <li>- Intensive Case Management</li> <li>- Care Coordination</li> <li>- Community Intensive Support.</li> <li>- Substance Use/Mental Health Treatment Advocacy</li> </ul>
40%	<p><b>Case Management &amp; Care Coordination</b></p> <p>Prepares and completes the following documents with first-time patients:</p> <ul style="list-style-type: none"> <li>• CE Intake and VIS</li> <li>• AHFC Application</li> <li>• Mainstream Voucher Application</li> <li>• AHFC ROI</li> <li>• SVdPHousing Applications</li> <li>• Coho/Chinook Housing Application</li> <li>• Gruening Park Housing Application</li> <li>• Public Assistance Application</li> <li>• Bartlett ROI</li> <li>• RRC ROI</li> <li>• AMHI ROI</li> <li>• Other applicable ROI</li> </ul>
15%	<p><b>Other Case Management/Care Coordination duties include but are not limited to:</b></p> <ul style="list-style-type: none"> <li>- Identify potential social service or medical needs and potential barriers to housing, jobs, or services.</li> <li>- Coordinate appointments, assists the client to complete required forms, transport to and from a variety of locations (airport, hospital, clinic, ferry, home, etc) and/or attend appointments with clients.</li> <li>- Obtain any missing documentation or information required for services including, but not limited to: ID, SS Card, Birth Certificate, Medicaid, Food Stamps, Medical Care, Meds, Mental Health Care, and Behavioral Health Treatment. Attend medical or social service appointments with clients; attend court sessions and advocate for the client as they work through the court system.</li> <li>- Pick up and deliver medications</li> <li>- Schedule special clinical evaluations with direction from a RRC clinical staff member</li> <li>- Finds clothing for patients, delivers food, ensures patients get to their appointments.</li> <li>- Enters client information into the Alaska Homeless Management Information System (AKHMIS)</li> </ul>
5%	<p><b>Other</b></p> <p>Participates in BRH Case Conference meetings, Housing &amp; Homeless Coalition meetings, Community Action Planning meetings and ongoing RRC Clinical Supervision meetings.</p> <p>Other duties as assigned.</p>



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### Section 5: Decision Making and Judgment

**“Decisions Making and Judgement” is a factor HR will consider when determining the appropriate job classification and DBM rating.**

Provide two to three examples of decisions you make without consulting your supervisor.

- Carry out Case Management/Care Coordination services specifically outlined in patients’ Care/Treatment Plans.
- Provide initial outreach and engagement to individuals identified by community providers (JAMHI, Glory Hall, St. Vincent de Paul, AWARE) who may benefit from having an assigned Community Navigator.
- Initiate appointments (discharge, medical, housing, entitlements, etc.) with community resources as laid out in patient’s Treatment/Care Plan.

Provide two to three examples of situations in which you consult with your supervisor prior to acting.

- Patient agitation level increasing despite interventions/supports provided.
- Urgent safety events such as elopements, restraints, trends or concerns in the patient care system.
- Nursing or Physician related issues/concerns.

### Section 6: Supervisory Responsibilities and Authority

**“Supervisory Responsibilities and Authority” assists HR in understanding relationships between positions. By identifying supervisors and their direct reports, levels of supervisory authority is identified. At a minimum, supervisors hold direct reports responsible for the work performed and sign their performance evaluations. Lead duties include responsibility for assigning work, training staff, providing quality control of work, and monitoring workloads.**

**This position supervises direct reports:** Yes ☐ No ☒ (if “Yes” complete table below)

**This position has lead duties only:** Yes ☐ No ☒ (skip table below)

**Use the definitions for the acronyms listed below when making selections:**

**NA:** Position does not have authority to take action.

**R:** Effectively recommend action to their supervisor.

**PA:** Position must inform supervisor and obtain approval before taking action.

**CA:** Incumbent is authorized to take action without approval from their supervisor; must inform supervisor of any action taken.

POSITION TITLE	# of Incumbent	Schedule shifts	Provide training	Approve OT	Offer appointment	Offer promotion	Evaluate work	Approve timesheet	Discipline
		Select	Select	Select	Select	Select	Select	Select	Select

### Section 7: Position Requirements

**“Position Requirements” lists licenses, certifications or registrations that are required to perform the work assigned at the time of appointment to this position.**

**List required licenses, certifications or registrations:**

**At time of appointment and for continued employment:**

- Valid Alaska Driver’s License

**Other:** Qualified Addiction & Mental Health Professional as a Peer Support Specialist under the 1115 Medicaid Waiver (initiate process within 30 days of hire).

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Pos #: 01.9866.411022

### Section 8: Physical, Mental, and Environmental Conditions & Requirements

To comply with the Americans with Disabilities Act of 1990 as Amended (ADAAA), Occupational Safety Health Administration (OSHA), and Blood-borne Pathogens Standards, it is necessary to specify the physical, mental, and environmental conditions of the ESSENTIAL DUTIES of the job. Check the box that best describes the frequency of the activity or environment.

Use the following codes defined for use in completing this section:

**F:** Frequent, ESSENTIAL of the position

**O:** Occasional, up to 33% of the time; ESSENTIAL of the position

**NE:** Required, not essential of the position

**NA:** Not required of the position

PHYSICAL DEMANDS	F	O	NE	NA
Sitting	X			
Walking	X			
Standing	X			
Bending		X		
Stooping		X		
Twisting		X		
Squatting		X		
Kneeling		X		
Crawling				X
Climbing				X
Reaching above shoulder level		X		
Reaching below shoulder level		X		
Pushing and pulling up to 25 pounds		X		
Pushing and pulling up to 50 pounds		X		
Pushing and pulling more than 50 pound with assistance		X		
Lifting and carrying up to 25 pounds		X		
Lifting and carrying up to 50 pounds		X		
Lifting and carrying more than 50 pounds with assistance		X		
Simple/Light grasping using Left and/or Right hand		X		
Firm/Heavy grasping using Left and/or Right hand		X		
Repetitive motion of hands/fingers (keyboarding, turning pages)		X		
Fine manipulation/dexterity		X		
Use fine finger movements (twisting and pinching with fingers)		X		
Repetitive use of foot controls				X
Hold and handle objects		X		
Distance vision ( <i>clear vision at 20 feet or more</i> )	X			
Close vision ( <i>clear vision at 20 inches or less</i> )	X			
Distinguish colors ( <i>ability to identify and distinguish colors</i> )	X			
Peripheral vision ( <i>ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point</i> )	X			
Depth perception ( <i>three-dimensional vision; ability to judge distances &amp; spatial relationships</i> )	X			
Ability to adjust focus ( <i>ability to adjust eye to bring an object into sharp focus</i> )	X			

## POSITION DESCRIPTION

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PHYSICAL DEMANDS	F	O	NE	NA
Hearing conversations or sounds (e.g. alarms on equipment, patient call, overhead page, instructions from physician/department staff)	X			
Hearing via radio or telephone	X			
Communicating through speech	X			
Communicating through writing and reading	X			
Distinguishing odors by smell			X	
Distinguishing tastes			X	
Use of hazardous equipment			X	
Others not listed above				X
MENTAL DEMANDS	F	O	NE	NA
Read and comprehend	X			
Write	X			
Perform calculations			X	
Problem solving	X			
Reason and analyze	X			
Multi-task	X			
Work cooperatively with others	X			
Direct, control and plan	X			
Perform under constant or changing deadlines	X			
Manage confidential information	X			
Comprehend and follow instructions	X			
Make presentations to public forums or committees	X			
Manage or lead the work of others				X
Others not listed above				X

ENVIROMENTAL	F	O	NE	NA
Driving cars, trucks, emergency vehicles	X			
Exposure to electrical current (not outlets)				X
Exposure to insect bites/stings				X
Exposed to changes in temperature and/or humidity				X
Work at heights (towers, poles)				X
Works in confined spaces				X
Work in/exposure to wet, humid conditions (non-weather)				X
Work in/exposure to extreme cold (non-weather)				X
Work in/exposure to extreme heat (non-weather)				X
Work in/exposure to inclement weather				X
Work near/around moving mechanical parts				X
Work near/around moving machinery				X
Exposure to electrical shock/current (not outlets)				X
Exposure to vibration				X
Exposure to radiation				X
Exposure to/work with explosives				X
Exposure to dust, chemicals, fumes, or airborne particles				X
Exposure to toxic or caustic chemicals				X

## POSITION DESCRIPTION

Pos #: 01.9866.411022

ENVIROMENTAL	F	O	NE	NA
Exposure to infection, germs, or contagious diseases	X			
Exposure to blood, bodily fluid, or materials potentially contaminated by blood or body fluids				X
Exposure to needles or sharp implements				X
Exposure to excessive noise				X
Use of hot equipment (e.g. lab equipment)				X
Exposure to high noise levels				X
Exposure to violent/aggressive behavior		X		
Restraining/grappling with people in a behavioral unit		X		
Other not listed above:				X

### Work Assignments:

Select conditions of work assignments by clicking on applicable boxes.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Must comply with all workplace health and safety requirements.  | <input checked="" type="checkbox"/> Must be willing to work overtime.            |
| <input checked="" type="checkbox"/> Must be willing to work shifts.                                 | <input checked="" type="checkbox"/> Must be willing to work nights and weekends. |
| <input checked="" type="checkbox"/> Must be available for alternate work schedule.                  | <input type="checkbox"/> Must be available for on-call assignments.              |
| <input checked="" type="checkbox"/> Travel outside of normal business hours & outside normal hours. | <input type="checkbox"/> Travel, to include overnight stays.                     |
| <input type="checkbox"/> Others:  |  |

### Comments:


### Certifications:

I have reviewed this position description and certify that all the information cited above is accurate and complete to the best of my knowledge.

Employee:	Date:
Supervisor:	Date:
Department Director: <b>Scott Heaton</b>	Date: <b>12/30/2021</b>

Signature: Scott Heaton  
Scott Heaton (Dec 30, 2021 12:24 AKST)

Email: sheaton@bartletthospital.org

Signature: 

Email: ccarte@bartletthospital.org





# Community Navigator-RRC.12.2021

Final Audit Report

2021-12-30

Created:	2021-12-30
By:	Sarah Cole (scole@bartletthospital.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAARFAPLITDb8_3gSkAUFiVpcrF6AhvTNg6

## "Community Navigator-RRC.12.2021" History

-  Document created by Sarah Cole (scole@bartletthospital.org)  
2021-12-30 - 9:05:39 PM GMT
-  Document emailed to Scott Heaton (sheaton@bartletthospital.org) for signature  
2021-12-30 - 9:06:19 PM GMT
-  Email viewed by Scott Heaton (sheaton@bartletthospital.org)  
2021-12-30 - 9:23:49 PM GMT- IP address: 54.215.213.243
-  Document e-signed by Scott Heaton (sheaton@bartletthospital.org)  
Signature Date: 2021-12-30 - 9:24:17 PM GMT - Time Source: server- IP address: 199.116.8.7
-  Document emailed to Cindy Carte (ccarte@bartletthospital.org) for signature  
2021-12-30 - 9:24:19 PM GMT
-  Email viewed by Cindy Carte (ccarte@bartletthospital.org)  
2021-12-30 - 9:39:24 PM GMT- IP address: 54.219.183.184
-  Document e-signed by Cindy Carte (ccarte@bartletthospital.org)  
Signature Date: 2021-12-30 - 9:49:09 PM GMT - Time Source: server- IP address: 199.116.8.7
-  Agreement completed.  
2021-12-30 - 9:49:09 PM GMT

## JUNEAU COMMISSION ON AGING

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### Structural Suggestions for the October Meeting

#### Meeting Structure

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1. Have a 2-hour strategy meeting in which we commit to projects for 2024 to accomplish (November?)
2. Allocate time for Committee Chairs to report out on project
3. Allocate time for proposal of new projects *but focus on committee projects – avoid scope creep*
4. Have longer monthly meeting to allow time to discuss issues

#### Open Meetings Act

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1. Di has confirmed that a couple of people can get together to gather materials and do research to then bring to the full Commission so we do not need to be concerned about phone conversations or even two people meeting to discuss an issue as long as decisions are not made.
2. Di has confirmed that are regularly scheduled committee meetings are a way to gather 3 or more members to work on an issue to bring to the full Commission.

**Proposal:** schedule regular committee meetings that can be cancelled if needed but allow for groups to meet regarding specific subjects – we meet on the third week of the month so we can schedule get togethers on the other weeks. This does not mean we HAVE to meet, it means we can if we want.

- a. Workforce Committee – Chair Deborah – Week One
  - i. SREC –Purpose – Develop more DSP positions
  - ii. CBJ Senior Coordinator position – Purpose – convince CBJ to have perm position
- b. Housing Committee – Chair: \_\_\_\_\_ Week Two
  - i. CBJ Code – Purpose -
  - ii. Expansion of options - Purpose -
- c. Senior Services Committee – Chair: \_\_\_\_\_ Week Four
  - i. Senior Center – Purpose – Enhance current senior centers or build new one
  - ii. Senior Activities Group – Purpose – Expand senior options for physical and social interaction



**JUNEAU COMMISSION ON AGING**  
**C/O Office of the Municipal Clerk**  
155 S. Seward St., Room 202  
Phone: (907)586-5278  
[City.Clerk@juneau.org](mailto:City.Clerk@juneau.org)

October 1, 2023

Dear Director Sanders

As you are well aware, the older adult (65+) population segment is growing faster than the preschool aged population. The "silver tsunami" well established, and Alaska is following this national trend. Inadequate planning and funding will spell disaster for the future of Alaska's elders. While seniors may represent a big slice of the social services pie, many contribute financially, offer community wisdom, the spirit of volunteerism, and, generally speaking, have mellowed into a peace-keeping power for our society. Many appreciate the beneficent impact of elders in their communities. Furthermore, these are our parents and grandparents and elder states-people and if we don't take care of them we are admitting that we really don't care at all.

It is reasonable to plead for the same level of AK Division of Senior & Disabilities Services funding in FY 24-25 but we ask for a cost-of-living allowance increase. Professional and volunteer elder advocates such as JCOA are working diligently to keep our elders safe, fed, and getting the services they need to maintain quality of life. We are having trouble finding senior-friendly housing - retro-fitting one's home to age in place is often not feasible, or too costly. We are working to boost the eldercare workforce, which suffers from ongoing staff shortages. These efforts take time, with many agencies on board, and a conceptual shift to paying decent wages for these jobs which conventionally have been provided by underpaid women or family members. Prices are rising, and the elder segment of the population keeps growing. Community Grant Services have allowed state funds to stretch towards all these goals, and remain critically necessary.

On a personal note, I have had the pleasure of delivering Meals on Wheels once a week for 8 years and I plan to continue. It just about broke my heart when the Friday meals were discontinued due to lack of adequate funding. I have a Thursday route and I try to ask my clients if they are OK for food over the weekend. But honestly, I'm not sure what I would do if they said "no." Meals on Wheels is one of many programs run by one of many senior service agencies (Catholic Community Service) which collectively rely on state funding to some degree.

The Juneau Commission on Aging asks for your compassion, and policy leverage, to ensure our elders are treasured and their services are adequately funded to provide for their health and wellbeing.

Sincerely  
Dr. Emily Kane  
Chair, Juneau Commission on Aging