

**HEALTH & SOCIAL  
SERVICES COMMISSION  
AGENDA PACKET**

**FEBRUARY 10, 2021**

**FAIRBANKS NORTH STAR BOROUGH HEALTH AND SOCIAL SERVICES  
COMMISSION MEETING AGENDA**

**THIS MEETING WILL BE HELD VIA ZOOM** HOSTED FROM THE  
MONA LISA DREXLER ASSEMBLY CHAMBERS AT THE  
JUANITA HELMS ADMINISTRATION CENTER  
907 TERMINAL STREET, FAIRBANKS, ALASKA

**February 10, 2021 at 12:30 P.M.**

Please use the link below to join the webinar:  
<https://fnsb-gov.zoomgov.com/j/1603581219>

Or Dial (Toll Free) 833-568-8864 Webinar ID: 160 358 1219

**A. CALL TO ORDER AND ROLL CALL**

**B. MESSAGES**

1. Communications to the Health and Social Services Commission
2. Citizen's Comments – limited to three (3) minutes
  - a. Agenda items not scheduled for public hearing
  - b. Items other than those appearing on the agenda
3. Disclosure & Statement of Conflict of Interest

**C. APPROVAL OF AGENDA AND CONSENT AGENDA**

Approval of consent agenda passes all routine items indicated by asterisk (\*) on agenda. Consent agenda items are not considered separately unless any Commission member or citizen so requests. In the event of such request, the item is returned to the general agenda.

**D. \*MINUTES**

1. \*Correct the April 8, 2020 minutes by removing the approval of the March 21, 2020 minutes as they were not approved at the April 8, 2020 meeting.
2. \*Minutes from March 21, 2020.
3. \*Minutes from December 9, 2020.

**E. NEW BUSINESS**

1. HSCMG Scoring Training/Refresher Exercise
2. HSCMG Screening Committee

3. Meeting Schedule Overview
4. Agency Site Visits/Reports
5. Staff Report

**F. EXCUSE FUTURE ABSENCES**

1. March 20, 2021 FY22 HSCMG Agency Presentations/Scoring
2. March 22, 2021 FY22 HSCMG Scoring (if needed)

**G. COMMISSIONER'S COMMENTS/COMMUNICATIONS**

**H. ADJOURNMENT**

Due to the current public health emergency, this meeting will be held via Zoom. More specific information will be posted on the Stay Connected with your Boards and Commissions webpage at <https://www.fnsb.gov/835/Stay-Connected-with-Your-Boards-and-Comm> prior to the meeting so participants can attend by telephone, or other electronic means.

# MINUTES

MARCH 21, 2020

FAIRBANKS NORTH STAR BOROUGH HEALTH & SOCIAL SERVICES COMMISSION

**MINUTES**  
**March 21, 2020**

A regular meeting of the Fairbanks North Star Borough Health & Social Services Commission was held in the Mona Lisa Drexler Assembly Chambers, Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska. The meeting was called to order via teleconference at 10:01 a.m. by Retchenda George-Bettisworth, Chair.

**A. CALL TO ORDER & ROLL CALL**

MEMBERS PRESENT: Pamela Wagaman                          Peter Pinney  
  Joe Blackburn    Juanita Webb  
  Enlow Walker     Retchenda George-Bettisworth  
  Hollis Hall

OTHERS PRESENT: Eric Holland, Administrator; Sharon Wittenkeller, Recording Clerk

**B. MESSAGES**

1. Citizen's Comments – limited to three (3) minutes – None.

- a. Agenda items not scheduled for public hearing
- b. Items other than those appearing on the agenda

2. Disclosure & Statement of Conflict of Interest

**Commissioner Blackburn** disclosed that his daughter is the Director of Northern Hope Center. **Commissioner George-Bettisworth** determined this to be a conflict of interest, therefore, **Commissioner Blackburn** would not score on the Northern Hope Center application.

**Commissioner Wagaman** disclosed she is on the steering committee for one of the organizations under the umbrella of the North Star Council on Aging, however, has no direct contact with the Meals on Wheels project. **Commissioner George-Bettisworth** determined there was no conflict of interest.

**Commissioner Hall** disclosed he serves on the Board of the Fairbanks Community Food Bank and is currently the treasurer. **Commissioner George-Bettisworth** determined this to be a conflict of interest,

therefore, **Commissioner Hall** would not score on the Fairbanks Community Food Bank application.

**Commissioner Webb** disclosed she serves on the Senior Companion Program through the senior center and receives a stipend.

**Commissioner George-Bettisworth** determined this to be a conflict of interest, therefore, **Commissioner Webb** would not score on the North Star Council of Aging application.

**Commissioner Pinney** stated he conducted a grant writing class for some of the agencies who submitted applications, none of the examples used were CMG related and any questions related to the proposals were directed toward staff. No conflict was determined.

C. **APPROVAL OF AGENDA AND CONSENT AGENDA**

Motion to approve the agenda and consent agenda made by **Commissioner Blackburn** and seconded by **Commissioner Webb**. Carried without objection or roll call vote.

D. **MINUTES**

Minutes from February 12, 2020 approved on consent.

E. **NEW BUSINESS**

1. Overview of HSCMG Scoring Process

**Commissioner George-Bettisworth** gave an overview of the process for scoring the submitted applications.

2. Presentations on Human Services Community Matching Grant Proposals

Agency presentations were made by the following agencies listed on items a – f and g – i. Each agency gave their presentation over the phone.

- a. Alaska Legal Services Corporation
- b. Alzheimer's Disease Resource Agency of Alaska
- c. Big Brothers Big Sisters of Alaska
- d. Boys and Girls Clubs of Alaska
- e. Fairbanks Community Food Bank
- f. Interior AIDS Association

3. Break

4. Continuation of Presentations on Human Services Community Matching Grant Proposals

- g. Interior Community Health Center
- h. Literacy Council of Alaska
- i. Love in the Name of Christ of the Tanana Valley
- j. North Star Council on Aging
- k. Northern Hope Center
- l. Resource Center for Parents and Children

5. Lunch

6. Scoring of Human Services Community Match Grant Proposals

For each agency listed under items a-f it was determined by the commission each of them met the definition of essential human services and each application was scored.

- a. Alaska Legal Services Corporation
- b. Alzheimer's Disease Resource Agency of Alaska
- c. Big Brothers Big Sisters of Alaska
- d. Boys and Girls Clubs of Alaska
- e. Fairbanks Community Food Bank
- f. Interior AIDS Association
- a. Interior Community Health Center
- b. Literacy Council of Alaska
- c. Love in the Name of Christ of the Tanana Valley
- d. North Star Council on Aging
- e. Northern Hope Center
- f. Resource Center for Parents and Children

7. Staff Report

Mr. Holland stated he would collect the score sheets from commissioners and would email commissioners and agencies the preliminary scores. Questions and discussion on the score sheets followed.

**F. EXCUSE FUTURE ABSENCES**

- 1. April 8, 2020 HSSC meeting – None noted.

**G. COMMISSIONER'S COMMENTS/COMMUNICATIONS**

**Commissioner Wagaman** thanked the commission and staff for their work.

**Commissioner Pinney** asked how much money is left over since all funds were not disbursed.

Mr. Holland answered the amount was around \$11,000. If state funds are not spent, it is returned to the state.

Discussion ensued on targeting the left-over funds.

**Commissioner Blackburn** thanked the Chair and Mr. Holland for their efforts.

**Commissioner Walker** echoed those comments.

**Commissioner George-Bettisworth** thanked everyone for a good meeting.

#### **H. ADJOURNMENT**

There being no further business the meeting was adjourned at 3:07 p.m.



# MINUTES

APRIL 8, 2020

FAIRBANKS NORTH STAR BOROUGH HEALTH & SOCIAL SERVICES COMMISSION

**MINUTES  
April 8, 2020**

A regular meeting of the Fairbanks North Star Borough Health & Social Services Commission was held in the Mona Lisa Drexler Assembly Chambers, Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska.

The meeting was called to order via teleconference by Retchenda George-Bettisworth, Chair.

**A. CALL TO ORDER & ROLL CALL**

MEMBERS PRESENT: Pamela Wagaman Peter Pinney  
Juanita Webb Hollis Hall  
Enlow Walker Retchenda George-Bettisworth

MEMBERS ABSENT: Joe Blackburn (E) Shelissa Thomas (E)

OTHERS PRESENT: Eric Holland, Administrator; Melanie Brown, Recording Clerk

**B. MESSAGES**

1. Citizen's Comments – limited to three (3) minutes – None.
  - a. Agenda items not scheduled for public hearing
  - b. Items other than those appearing on the agenda
2. Disclosure & Statement of Conflict of Interest - None.

**C. APPROVAL OF AGENDA AND CONSENT AGENDA**

**MOTION** to approve the agenda and consent agenda with the March 21, 2020 minutes made by **Commissioner Pinney** and seconded by **Commissioner Wagaman**.

**ROLL CALL**

Six (6) in Favor: **Wagaman, Hall, Bettisworth, Webb, Pinney, Walker**

Zero (0) Opposed: None.

**MOTION CARRIED**

**D. MINUTES**

Minutes from March 21, 2020 were not available for approval.

**E. NEW BUSINESS**

1. Review/Finalize scores from the FY21 HSCMG scoring meeting

The commissioners reviewed the final scores from the FY21 Health & Social community-matching grant applications. All applications were above the minimum score of 70, which is required for funding.

**MOTION** to approve to ratify the scores as final made by **Commissioner Hall** and seconded by **Commissioner Walker**.

**ROLL CALL**

Six (6) in Favor: **Wagaman, Hall, Bettisworth, Webb, Pinney, Walker**

Zero (0) Opposed: None.

**MOTION CARRIED**

2. Match Assistance Applications: Score Round 3 Applications

The commission scored three (3) applications submitted by Interior Aids Association, Love INC., and Norther Hope Center.

All applications met the definition of essential human services.

All applications are to be submitted to FNSB finance department for final processing.

3. Staff Report

Mr. Holland reported on Q3 reports for FY20, press release on the budget signed by Governor Dunleavy, FY21 HSCMG funding, score sheet submittal, future meetings and agenda items.

**F. EXCUSE FUTURE ABSENCES - None.**

**G. COMMISSIONER'S COMMENTS/COMMUNICATIONS**

Commissioner Webb inquired about a fax number for score sheet submittal.

Commissioner Pinney suggested to collect comments on concerns and issues of the scoring rounds and share those comments.

#### **H. ADJOURNMENT**

**MOTION** to approve adjourn made by **Commissioner Hall** and seconded by **Commissioner Walker**.

#### ROLL CALL

Six (6) in Favor: **Wagaman, Hall, Bettisworth, Webb, Pinney, Walker**

Zero (0) Opposed: None.

#### **MOTION CARRIED**

There being no further business the meeting was adjourned.

# **MINUTES**

**DECEMBER 9, 2020**

FAIRBANKS NORTH STAR BOROUGH HEALTH AND SOCIAL SERVICES COMMISSION

**MINUTES**  
**December 9, 2020**

A regular meeting of the Fairbanks North Star Borough Health & Social Services Commission was held via Zoom from the Mona Lisa Drexler Assembly Chambers, Juanita Helms Administration Center, 907 Terminal Street, Fairbanks, Alaska. The meeting was called to order at 12:35 p.m. by Retchenda George-Bettisworth Chair.

**A. ROLL CALL**

MEMBERS PRESENT: Pamela Wagaman	Peter Pinney
Joe Blackburn	Rosita Wilburn
Enlow Walker	Juanita Webb
Hollis Hall	Retchenda George-Bettisworth

MEMBERS ABSENT: None.

OTHERS PRESENT: Eric Holland, Administrator  
Sharon Wittenkeller, Recording Clerk  
Alexis Fackeldey, Zoom Technician  
David Bates, General Services Tech

**B. MESSAGES**

1. Communications to the Health and Social Services Commission – None.
2. Citizen’s Comments – limited to three (3) minutes

Ann Weaver, Fairbanks Community Food Bank explained that the Food Bank had a record year for Thanksgiving with 144,000 pounds of food and over 2,500 households served. Ms. Weaver gratefully thanked the Commission for their hard work helping the local community.

3. Disclosure & Statement of Conflict of Interest – None.

**C. APPROVAL OF AGENDA AND CONSENT AGENDA**

Motion to approve the agenda and consent agenda made by **Commissioner Blackburn** and seconded by **Commissioner Wagaman**. Carried without objection or roll call vote.

**D. MINUTES**

Minutes from October 14, 2020 were approved.

**E. NEW BUSINESS**

1. Human Services Community Matching Grant (HSCMG) FY22 request for proposals (RFP) Question & Answer session:

- a. Timeline for FY22 HSCMG process

Mr. Holland explained that the FY22 Human Services Community Matching Grant was advertised and posted on the Borough website through Bidnet software. The anticipated amount of funds is approximately \$386,244 with 70% comprising of State funds and 30% comprising of local match funds. Due to the process actual amounts will not be known until Spring 2021. Proposals are due on February 18, 2021 at 4:00 p.m. There will be a meeting on March 20, 2021 beginning at 10:00 am for agencies who have submitted a proposal to provide a presentation, a question and answer session will follow. If time allows the scoring of the proposals will commence at the meeting on March 20th, if time does not allot the scoring will take place on the following Monday, March 22, 2021 beginning at 5:30 p.m.

- b. Use of Bidnet: David Bates: FNSB General Services Department

Mr. Bates gave an overview and presentation of the Bidnet system for submitting grant proposals and answered questions after the presentation.

- c. Other items to note – None.

2. Match Assistance Grants: Score round 2 applications

The Commission scored the following applications for Match Assistance Grants for the second round:

Fairbanks Resource Agency – Senior Family Support Services

The Commission answered: Does the project meet the definition of essential human services?

It was unanimous that the project met the definition of essential human services and the proposal was scored.

Fairbanks Resource Agency – Senior In-Home Services

The Commission answered: Does the project meet the definition of essential human services?

It was unanimous that the project met the definition of essential human services and the proposal was scored.

### 3. Nomination/Election for Chair & Vice Chair

Commissioner George-Bettisworth was the sole nominee for office of Chair and was elected for office of Chair unanimously with eight votes in favor.

Commissioner Wagaman was the sole nominee for the office of Vice-Chair and was elected for office of Vice-Chair unanimously with eight votes in favor.

**F. EXCUSE FUTURE ABSENCES** – None.

### **G. COMMISSIONER'S COMMENTS/COMMUNICATIONS**

**Commissioner Webb** thanked Chair George-Bettisworth and Commissioner Wagaman for accepting the nominations and their service to the Commission. She also thanked Commissioner Pinney for his many years of service and wished everyone a Happy Holiday.

**Commissioner Blackburn** echoed Commissioner Webb's sentiments and thanked Mr. Holland and Clerk Wittenkeller for all their hard work.

**Chair George-Bettisworth** echoed Commissioner Blackburn's sentiments and thanked the Commissioners for their service. She congratulated Ann Weaver at the Fairbanks Community Food Bank on their work and dedication over the years and especially this year. She reminded the Commission of the assigned agency visits.

**Commissioner Wagaman** echoed the Commissioner's comments and thanked Chair George-Bettisworth and the Commissioner's for their hard work.

**Commissioner Pinney** explained he will be volunteering at the Bentley Mall over the weekend in a shop that is setup for a Christmas gift wrapping service by donation supporting the North Star Community Foundation and Santa's Helpers. On December 20, 2020 there will be a need for volunteer drivers to deliver food and toys from the Food Bank to 350 families.

### **H. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:27 p.m.