

**KENAI COUNCIL ON AGING**  
**REGULAR MEETING**  
**MARCH 9, 2023 – 3:00 P.M.**  
**KENAI SENIOR CENTER**  
**361 SENIOR CT., KENAI, AK 99611**  
**\*Telephonic/Virtual Information Below\***  
<http://www.kenai.city>

1. **CALL TO ORDER**
  - a. Pledge of Allegiance
  - b. Roll Call
  - c. Agenda Approval
  
2. **SCHEDULED PUBLIC COMMENTS** *(Public comment limited to ten (10) minutes per speaker)*
  
3. **UNSCHEDULED PUBLIC COMMENT** *(Public comment limited to three (3) minutes per speaker; thirty (30) minutes aggregated)*
  
4. **APPROVAL OF MEETING SUMMARY**
  - a. January 12, 2023 .....Pg. 2
  
5. **UNFINISHED BUSINESS**
  
6. **NEW BUSINESS**
  - a. **Discussion/Recommendation** – Recommending City Council Approval of the Student Representative Policy No. 20.100 .....Pg. 5
  
  - b. **Discussion/Recommendation** – Recommending City Council Approval of Amendments to the City Council Procedures for Commissions, Committees, and Council on Aging Policy No. 2016-01 .....Pg. 10
  
  - c. **Discussion** – NCOA Senior Center Accreditation/Building Excellence Program .....Pg. 15
  
7. **REPORTS**
  - a. Senior Center Director
  - b. Council on Aging Chair
  - c. City Council Liaison ..... Pg. 36
  
8. **NEXT MEETING ATTENDANCE NOTIFICATION** – April 13, 2023
  
9. **COMMISSION QUESTIONS AND COMMENTS**
  
10. **ADDITIONAL PUBLIC COMMENT**
  
11. **INFORMATION ITEMS**
  
12. **ADJOURNMENT**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85932221514?pwd=U1VQMm8wNHZ3UFRGN01rUWpmTml1Zz09>

**Meeting ID:** 859 3222 1514

**Password:** 363482

**OR Dial in by your Location:** (253) 215-8782 or (301) 715-8592

**Meeting ID:** 859 3222 1514

**Password:** 363482

**KENAI COUNCIL ON AGING MEETING  
JANUARY 12, 2023 – 3:00 P.M.  
KENAI SENIOR CENTER  
361 SENIOR CT., KENAI, AK 99611  
CHAIR RACHAEL CRAIG, PRESIDING**

**MEETING SUMMARY**

**1. CALL TO ORDER**

Chair Craig called the meeting to order at approximately 3:00 p.m.

**a. Pledge of Allegiance**

Chair Craig led those assembled in the Pledge of Allegiance.

**b. Roll was confirmed as follows:**

Members Present: R. Craig, R. Williams, K. Ayers, B. Modigh, J. Straughn,

Members Absent: V. Geller, F. Kilfoyle, A. Heckert

A quorum was present.

Staff/Council Liaison: Senior Center Director K. Romain, Volunteer Coordinator K. Feltman, Council Liaison D. Sounart

**c. Agenda Approval**

**MOTION:**

Member Modigh **MOVED** for approval of the agenda as presented and Member Williams **SECONDED** the motion. There were no objections. **SO ORDERED.**

**d. Election of Chair and Vice Chair**

**MOTION:**

Member Ayers **MOVED** for that Member Craig be re-elected as Chair. Member Straughn **SECONDED** the motion. There were no objections. **SO ORDERED.**

**MOTION:**

Member Straughn **MOVED** for that Member Williams be re-elected as Vice-Chair. Member Ayers **SECONDED** the motion. There were no objections. **SO ORDERED.**

**2. SCHEDULED PUBLIC COMMENTS – None.**

**3. UNSCHEDULED PUBLIC COMMENT -- None.**

**4. APPROVAL OF MEETING SUMMARY**

a. October 13, 2022

**MOTION:**

Member Straughn **MOVED** to approve the October 13, 2022 Meeting Summary. Member Williams **SECONDED** the motion. There were no objections. **SO ORDERED**

5. **UNFINISHED BUSINESS** -- None.

6. **NEW BUSINESS**

a. **Discussion/Recommendation** – List of Senior Center Goals from December 2022 Work Session

Senior Center Director Romain reviewed the list of Senior Center Goals that had been discussed during the from December 8, 2022 Council on Aging Work Session.

Members discussed the goals as presented in the packet; of primary interest was working towards getting an accreditation from the National Council on Aging.

**MOTION:**

Member Williams **MOVED** to approve the list of Senior Center Goals from December 2022 Work Session. Member Modigh **SECONDED** the Motion. There were no objections. **SO ORDERED.**

7. **REPORTS**

a. Senior Center Director – Director Romain reported on the following:

- The month of December was full of holiday events.
- FY24 Budget process;
- Driver positions within the Senior Center;
- Gearing up for March for Meals fundraiser Kentucky Derby theme.

b. Council on Aging Chair – Chair Craig thanked the staff and the volunteers.

c. City Council Liaison – Council Member Sounart echoed Chair Craig and reported on the actions of the December 21, 2022, and January 4, 2023, City Council Meetings.

8. **NEXT MEETING ATTENDANCE NOTIFICATION** – Thursday, February 9, 2023

Council Member Sounart noted that she will be absent from this meeting.

9. **COUNCIL MEMBERS COMMENTS AND QUESTIONS**

Council Member Williams reminded us about the Chinese New Year’s lunch on Thursday, January 19. He stated he is very grateful for the Senior Center and the staff.

10. **ADDITIONAL PUBLIC COMMENT** – None.

11. **INFORMATION ITEMS** – None.

12. **ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:10 p.m.

Meeting summary prepared and submitted by:

---

Meghan Thibodeau  
Deputy City Clerk

DRAFT



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

## MEMORANDUM

**TO:** Chair Craig and Council on Aging Members  
**FROM:** Shellie Saner, City Clerk  
**DATE:** February 21, 2023  
**SUBJECT:** **Recommending City Council Approval of the Student Representative Policy No. 20.100**

---

The Student Representative to City Council Policy was adopted in 2005 and last amended in 2010. The Student Representative to the Parks and Recreation Commission was adopted in 2018-03 and last amended in 2020.

The proposed amendment would be to repeal both the City Council and Parks and Recreation Commissions Student Representative Policies and adopt one Student Representative Policy that would be applicable to all boards, commissions, committees and councils of the City of Kenai.

This has been forwarded for recommendation from your council. Your council may recommend adoption of the policy or fail to recommend adoption of the policy. In addition, your council may propose additional amendments to the policy. The list below identifies changes that were made from the existing policies.

- Purpose and scope of the policy were expanded to provide clarity regarding the purpose of a student representative.
- Previously the policy required students attend Kenai Central High School. The new policy would remove that requirement and allow Juniors and Seniors for applicants from all schools within Kenai City Limits.
- Preference is given for students who are members of Leadership Groups or the Student Council. This ensures the ability for a student to report back to the school the actions or issues that are affecting students.
- The term of the student representative was reduced to 1-year terms, to ensure an opportunity for more students to participate as well as consider their academic and athletic schedule when committing to the service.
- The student representative will no longer be in rotation of the roll call and will now be called last, this takes into consideration that sometimes the issues before the commission may be controversial and that the students vote is advisory only.
- Previously the Parks and Recreation Commission Student Representative was required to reside within the Kenai City Limits, the new policy will allow non-residents attending a school within the city limits to participate as student representative to boards, commissions, committees and the Council on Aging. There are provisions within Kenai Municipal Code that allow a certain number of non-residents as members of various boards and commissions. *Note: Student Representatives to City Council will still be required to be residents of the City, which is the same requirement that applies to the Mayor and City Council Members.*



### CITY COUNCIL – 20.100 STUDENT REPRESENTATIVE

Effective Date: February 15, 2023  
See Also: PRO-20.100; TSK-20.100

Last Approved Date:  
Approved by:

April 19, 2023  
City Council

## POLICY – 20.100 Student Representative Policy

### Purpose

The purpose of this policy is to provide an opportunity for student representation to the various governmental body of the City of Kenai. The policy provides an opportunity for students to develop and strengthen leadership skills by connecting with the various governmental bodies of the City of Kenai and assisting fellow students with having their voices heard.

**Commented [S1]:** Purpose and Scope have been expanded to provide a broader idea of why Student Representation is important.

### Scope

The Student Representative is a vital channel of communication between the students and the governmental bodies of the City of Kenai and has a variety of important roles and responsibilities, including representing the views of students on matters of concern to students; as time allows, participation in other events attended by the governmental body; and increased student involvement in matters affecting students. The appointed student acts as a representative leader of the student body.

### Policy

It is important to seek out and consider student ideas, viewpoints and reaction to City decisions and policies affecting students. In order to provide student input and involvement, the Kenai City Council may appoint a Student Representative and an Alternate Student Representative to the various governmental bodies of the City as it deems necessary.

**Commented [S2]:** Previously the Council Policy required students attend KCHS. In 2020 the Parks and Recreation Commission did a very thorough review of their policy and amended it to allow students from other schools within the City.

### Qualifications of Student Representatives

1. Must be a Junior or Senior in good standing at a school within the Kenai City Limits.
2. Residency Requirements are as follows:
  - a. City Council Student Representatives must reside within the Kenai City limits.
  - b. Student Representatives to the Council on Aging, Airport Commission, Harbor Commission, Parks and Recreation Commission, Planning and Zoning Commission or Beautification Committee may but are not required to reside within Kenai City limits.
3. Preference will be given to students who are active members of a School Leadership Group or the Student Council.
4. Must obtain approval from the school administration and their parent or legal guardian.
5. If multiple applications are received for the same governmental body, the Mayor may select one applicant for appointment.

**Commented [S3]:** Qualifications for Student Reps to Council requires City residency (same as required for Council Members) Qualifications for Student Reps to other bodies does not require City residency (same as required for those bodies)

**Commented [S4]:** One of the primary purposes of a Student Rep is to be a communication liaison between the City Council and the students. Students who are part of the leadership groups from their schools will have a better ability to report to the students.

### Requirements of Student Representatives

1. Attend and participate in all meetings and work sessions of the governmental body in which the student is appointed to while school is in session, unless excused by the Mayor or Mayors designee.
2. Act as a communication liaison between the governmental body and students by reporting to the students the activities of the governing body; and, providing information and feed back to the governing body on policies and issues affecting the students.
3. Conduct themselves in proper business etiquette when acting as a Student Representative.
4. Should have an interest in public service and utilize this appointment as a way to develop leadership skills.

Limitations of Student Representatives

1. Appointments are for 1-Year terms, beginning in early September of each year and ending in August of the following year.
2. May not move or second items during a meeting.
3. May cast advisory votes on all matters except those subject to executive session discussions; however, the advisory vote will not affect the outcome, the advisory vote will be recorded in the meeting minutes, and the student vote will be last in the roll call order.

**Commented [SS5]:** Limiting the term to 1-year, will allow the students who apply to review the meeting schedule and any potential conflicts with their academic, athletic or personal schedules. It will also provide more students with the opportunity serve as students reps.

**Commented [SS6]:** This is a change, Council may be voting on very controversial items and allowing the student to vote last will reduce the pressure on the student, as well as provide a more clear role to observers that the vote is in fact advisory only and does not impact the outcome.

\_\_\_\_\_  
Brian Gabriel Sr., Mayor

ATTEST:

\_\_\_\_\_  
Shellie Saner, MMC, City Clerk

*Student Representative Policies History: Action Approval 03/16/2005; Action Approval 09/01/2010; Resolutions 2018-03; 2020-61; and, 2023-XX*

**[CITY COUNCIL STUDENT REPRESENTATIVE POLICY. NOT NUMBERED.]**

IT IS IMPORTANT TO SEEK OUT AND CONSIDER STUDENTS' IDEAS, VIEWPOINTS AND REACTIONS TO CITY DECISIONS AND POLICIES AFFECTING STUDENTS. IN ORDER TO PROVIDE STUDENT INPUT AND INVOLVEMENT, THE KENAI CITY COUNCIL MAY APPOINT A STUDENT REPRESENTATIVE AND AN ALTERNATE STUDENT REPRESENTATIVE AS IT DEEMS NECESSARY.

LIMITATIONS, QUALIFICATIONS AND REQUIREMENTS:

1. THE STUDENT MAY CAST ADVISORY VOTES ON ALL MATTERS EXCEPT THOSE SUBJECT TO EXECUTIVE SESSION DISCUSSION. ADVISORY VOTES SHALL BE CAST IN ROTATION WITH THE OFFICIAL COUNCIL VOTE AND SHALL NOT AFFECT THE OUTCOME OF THE VOTE. ADVISORY VOTES SHALL BE RECORDED IN THE MINUTES. STUDENT REPRESENTATIVES MAY NOT MOVE OR SECOND ITEMS DURING A COUNCIL MEETING.
2. THE STUDENT(S) SHALL BE RESIDENTS OF THE CITY OF KENAI.
3. THE STUDENT(S) SHALL BE A JUNIOR OR SENIOR IN GOOD STANDING AT KENAI CENTRAL HIGH SCHOOL.
4. THE STUDENT(S) SHALL BE ELECTED BY THE STUDENT COUNCIL OF KENAI CENTRAL HIGH SCHOOL AND SUBJECT OF APPROVAL OF THE KCHS ADMINISTRATION.
5. THE STUDENT(S) SHALL ATTEND ALL CITY COUNCIL MEETINGS AND WORK SESSIONS, UNLESS EXCUSED BY THE MAYOR. THE ALTERNATE SHALL ATTEND MEETINGS IN THE ABSENCE OF THE STUDENT REPRESENTATIVE.
6. THE STUDENT(S) SHOULD HAVE A LONG-TERM INTEREST IN PUBLIC SERVICE/
7. THE STUDENT(S) SHOULD GIVE FEEDBACK TO COUNCIL MEMBERS ABOUT POLICIES IMPACTING YOUNG PEOPLE.
8. THE STUDENT(S) SHOULD USE THIS OPPORTUNITY AS A WAY TO DEVELOP LEADERSHIP SKILLS.
9. THE STUDENT(S) WILL COMMUNICATE WITH STUDENT COUNCIL MEMBERS AT KENAI CENTRAL HIGH SCHOOL TO PROVIDE INFORMATION AND SEEK FEEDBACK FROM OTHER STUDENTS ON CITY ISSUES AFFECTING YOUNG PEOPLE AND COPIES OF ALL WRITTEN REPORTS REGARDING THEIR SERVICE BE PROVIDED TO THE KENAI CITY COUNCIL THROUGH THE CITY CLERK'S OFFICE.]

*Action Approval Dates: 03/16/05; 09/01/2010*

**[PARKS AND RECREATION COMMISSION STUDENT REPRESENTATIVE POLICY. POLICY No. 2018-01**

**PURPOSE**

THE PURPOSE OF THIS POLICY IS TO PROVIDE FOR A STUDENT REPRESENTATIVE FOR THE PARKS AND RECREATION COMMISSION.

**SCOPE**

THIS POLICY APPLIES TO THE PARKS AND RECREATION COMMISSION AND ALL STUDENT REPRESENTATIVES APPOINTED TO THE PARKS AND RECREATION COMMISSION.

**POLICY**

IT IS IMPORTANT TO SEEK OUT AND CONSIDER STUDENTS' IDEAS, VIEWPOINTS AND REACTIONS TO PARKS AND RECREATION DECISIONS. IN ORDER TO PROVIDE STUDENT INPUT AND INVOLVEMENT, THE MAYOR OF THE CITY OF KENAI, MAY APPOINT A STUDENT REPRESENTATIVE TO THE PARKS AND RECREATION COMMISSION AND THE STUDENT REPRESENTATIVE MAY PARTICIPATE IN THE PARKS AND RECREATION COMMISSION MEETINGS PURSUANT TO THE FOLLOWING:

1. LIMITATIONS, QUALIFICATIONS, AND REQUIREMENTS:



- A. THE STUDENT MAY CAST ADVISORY VOTES ON ALL MATTERS EXCEPT THOSE SUBJECT TO EXECUTIVE SESSION DISCUSSION. ADVISORY VOTES SHALL BE CAST IN ROTATION WITH THE OFFICIAL COMMISSION VOTE AND SHALL NOT AFFECT THE OUTCOME OF A VOTE. ADVISORY VOTES SHALL BE RECORDED IN THE MEETING SUMMARIES. STUDENT REPRESENTATIVES MAY NOT MOVE OR SECOND ITEMS DURING A COMMISSION MEETING.
- B. THE STUDENT SHALL BE A KENAI RESIDENT AND A JUNIOR OR SENIOR IN GOOD STANDING WITH THE SCHOOL ADMINISTRATION.
- C. THE STUDENT SHALL BE APPROVED BY SCHOOL ADMINISTRATION; IF MULTIPLE APPLICATIONS ARE RECEIVED, THE MAYOR MAY SELECT AN APPLICANT FOR APPOINTMENT.
- D. THE STUDENT SHALL ATTEND ALL PARKS AND RECREATION COMMISSION MEETINGS AND WORK SESSIONS, UNLESS EXCUSED BY THE PARKS AND RECREATION DIRECTOR.
- E. THE STUDENT SHOULD HAVE AN INTEREST IN PUBLIC SERVICE.
- F. THE STUDENT SHOULD USE THIS OPPORTUNITY AS A WAY TO DEVELOP LEADERSHIP SKILLS.
- G. THE STUDENT WILL COMMUNICATE WITH OTHER STUDENTS TO PROVIDE INFORMATION AND SEEK FEEDBACK FROM OTHER STUDENTS ON PARKS AND RECREATION ISSUES AFFECTING YOUNG PEOPLE.]

*Policy History: Resolution No.'s 2018-03; 2020-61*



# KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

## MEMORANDUM

**TO:** Chair Craig and Council on Aging Members  
**FROM:** Shellie Saner, City Clerk  
**DATE:** February 21, 2023  
**SUBJECT:** **Recommending City Council Approval of Amendments to the City Council Procedures for Commissions Committees and Council on Aging Policy No. 2016-01**

---

City Council Policy No. 2016-01 was originally adopted in 2014, since adoption the policy has been amended on multiple occasions with the last amendments made in 2019.

The proposed amendments to the policy have been forwarded for recommendation from your council. Your council may recommend adoption of the proposed amendment or fail to recommend adoption of the proposed amendments. In addition, your council may propose additional amendments. Below is an outline of the amendments as currently proposed:

- The scope of the policy has been expanded to include references to code sections that area applicable to each commission.
- The amendment to paragraph 3.b. at the request of the Airport Manager would move Airport Commission meetings from City Hall Council Chambers to the Conference Room of the Kenai Municipal Airport terminal building.
- The amendment to paragraph 3.c. would remove the specific times for each commission meeting from the policy. Meetings schedules and times would still require Council approval.
- The amendments to paragraph 3.e. will include rescheduling meetings for the occasion when a meeting may be rescheduled instead of cancelled.
- The amendment to paragraph 4.b. would change the type of minutes kept for commissions from Summary minutes to Action minutes. Action minutes capture what was done, not what was said. When acting as an advisory body recommendation that were acted on and approved by the majority of the body are the ones that should be forwarded and considered by the City Council. **Exception:** *Summary minutes will be produced for the Planning and Zoning Commission when they are acting on quasi-judicial items.*
- The amendments to paragraph 6.b. clarify that actions of the commission must be relevant to the authority of the commission.
- Newly inserted paragraph j. clarifies the role of commissioners and that they may only speak on behalf of the commission when authorized to do so by a majority vote of the commission.
- The amendments to Section 7 expand and clarify the role of the Council Liaison as well as the role of a Council Member when attending a meeting as a sponsor to a legislative item.



**CITY COUNCIL – 20.020 [2016-01]**

**COMMISSIONS, COMMITTEES AND COUNCIL ON AGING PROCEDURES**

Effective Date: March 5, 2014

Last Approved Date:

April 19, 2023

See Also: PRO-20.020 TSK-20.020

Approved by:

City Council

**POLICY – 20.020 Commissions, Committees and Council on Aging Procedures**

**Purpose**

The purpose of this policy is to establish procedures, other than those provided in KMC 1.90, for Commissions, Committees and Council on Aging.

**Scope**

This policy applies to all advisory bodies appointed by the City Council. [In addition to this policy the following Kenai Municipal Code \(KMC\) provisions are applicable:](#)

[Airport Commission is also regulated by KMC 21.20](#)

[Harbor Commission is also regulated by KMC 11.10](#)

[Parks and Recreation Commission is also regulated by KMC 19.05](#)

[THE] Planning and Zoning Commission is also regulated by KMC 14.05.

**Commented [SS1]:** The scope was expanded to reference the code sections that exist and are applicable to certain commissions.

There are no code provisions for the Beautification Committee.

**Policy**

**1. Appointment and Reappointments**

- a. An application for consideration of appointment or reappointment to a Commission, Committee or Council on Aging must be submitted to the City Clerk.
- b. The Mayor nominates an applicant for appointment or reappointment and by motion, the City Council confirms.

**2. Establishing Subcommittees**

- a. A subcommittee of a commission or committee may be established for a specific function upon approval of Council.

**3. Meeting Schedules**

- a. Commission, Committee and Council on Aging meeting schedule is as follows:

Commission / Committee / Council on Aging	Meeting Schedule	Scheduled Meeting Days
Airport Commission	Monthly	Second Thursday of the month
Beautification	Meetings held January, April, May, September and October	Second Tuesday of the month
Council on Aging	Monthly	Second Thursday of the month
Harbor Commission	Meetings held February, March, April, May, June, August, September and November	First Monday after first Council meeting of the month
Library Commission ( <i>Suspended as of 2015, Ordinance No. 2815-2015</i> )		

Parks & Recreation Commission	Monthly, except for July	First Thursday of the month
Planning & Zoning Commission	Twice monthly	Second & fourth Wednesday

- b. All regular meetings will be held in the Kenai City Hall Council Chambers with the exception of the Council on Aging who shall meet at the Senior Center and the Airport Commission who shall meet in the Conference Room of the Kenai Municipal Airport terminal building. unless offsite arrangements are approved by the Clerk. Exceptions for subcommittee meetings may be made with the advance notice of the City Clerk.
- c. **[REGULARLY SCHEDULED MEETINGS SHALL BEGIN AT 7:00 P.M. UNLESS OTHERWISE APPROVED BY COUNCIL VIA MOTION, WITH THE EXCEPTION OF THE COUNCIL ON AGING, WHICH BEGINS AT 4:30 P.M.]** Regularly scheduled meeting times will be approved by Council.
- d. Commissions, Committees and Council on Aging may, with the City Clerk's approval and notification to Council and the City Manager, hold special meetings (for a specific purpose) on an as-needed basis.
- e. Commissions, Committees and Council on Aging meetings may be cancelled or rescheduled by the City Clerk, with notification to Council and the City Manager, if cancellation or rescheduling is warranted, i.e. lack of agenda items, pre-knowledge of lack of a quorum, etc.
- f. Any additional commissions or committees established will be set and incorporated into the meeting schedule by the City Council.

**Commented [SS2]:** This proposed amendment was requested by the Airport Manager.

**Commented [SS3]:** The information in the current policy is incorrect. Removing the specific times from the policy; however, establishing that changes in the times are approved by Council will eliminate the possibility of this policy having incorrect information in it.

**Commented [SS4]:** There are occasions when meetings are not cancelled, just rescheduled. Including "or rescheduled" would include steps already being taken.

**4. Minutes & Meeting Recordings**

- a. With exception of the Planning & Zoning Commission, taking notes and electronically recording meetings shall be the responsibility of department liaison to the specific meeting body. The Clerk's Office shall take notes and record the meeting for the Planning and Zoning Commission.
- b. **[SUMMARY]** Action minutes will be produced by the Clerk's Office from the department liaisons notes and provided to the City Council as official records of the meetings. Summary minutes will be produced by the Clerk's Office for Planning and Zoning Commission items when the item is quasi-judicial.
- c. Regularly scheduled meetings shall be electronically recorded and with the exception of Planning & Zoning Commission, shall be kept for two years.
- d. Planning & Zoning Commission meeting recordings shall be kept for 6 years.

**Commented [SS5]:** Roberts Rules of Order establishes that minutes capture what was done, not what was said.

When acting as an advisory body, the opinions and recommendations that were acted on and approved by the majority or disapproved by the majority, are the recommendations that should be considered by the Council.

It is my recommendation when acting in an advisory capacity the minutes kept be "Action Minutes", not summary minutes.

When acting in a quasi-judicial role, summary minutes will be taken; however, it would be in the best interest in quasi-judicial hearings to also clearly adopt findings that support their decisions.

**5. Work Sessions**

- a. Work sessions may not be held without the approval of the City Clerk unless they occur on the night of and at the time of a regularly scheduled advertised meeting. Notification of scheduled work session shall be provided to City Council and the City Manager. Work session may be requested by Council, the liaison or Chair of the body.
- b. During work sessions, only items on the work session agenda may be discussed and no formal actions may be taken.
- c. At a minimum, work sessions shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.

**6. Basic Meeting Information**

- a. All meetings shall be open to the public.
- b. At a minimum, meeting notices shall be posted on the Official City Bulletin Board in Kenai City Hall and on the city website at least five days prior to the meeting.
- c. Meeting agendas shall be established by the Chair and the department liaison and shall be relevant to the authority of the board, commission or committee as designated within the bylaws or Kenai Municipal Code. Items requiring Committee, Commission or Council on Aging action under applicable municipal code prior to final action by the Council, as distinguished from advisory recommendations, will be referred to the respective body prior to any final Council action. The City Council, by motion, may refer any other item to be placed on an agenda seeking a recommendation from the respective Committee, Commission, or Council on Aging.
- d. The department liaison shall submit items for the agenda and supporting documentation to the Clerk's Office one week prior to a meeting, no later than 2:00 p.m. The Clerk's Office will compile meeting material and distribute. The Planning & Zoning Commission is exempt from this requirement as the Planning Department advertises, compiles meeting material and distributes for its commission.
- e. Rules of Order: Pursuant to KMC 1.15.120(b) and KMC 1.90.050(c), in all matters of parliamentary procedure, Robert's Rules of Order, as revised shall be applicable and govern all meetings, except as specified in KMC 1.15.060 (Motions), KMC 1.15.100 (Speaking), and KMC 1.15.110 (Voting).
- f. Quorum: No meeting may proceed in the absence of a quorum, i.e. a quorum is more than one-half of the board/commission (quorum of the whole).
- g. Motion: Pursuant to KMC 1.15.060(k), all motions require a second. A majority of votes is required to pass a motion.
- h. Speaking: In a meeting, members should be recognized by the Chair before speaking.
- i. When is it a Meeting: If any public business is discussed collectively by four or a majority of members of one body.
- j. Representation of the body: Members of a City of Kenai Board, Commission, Committee or Council on Aging may only speak on behalf of the body when approved to do so by a majority vote of the body; at which time their basic responsibility is to carry out the body's directives identified within motion as approved.

**Commented [SS6]:** It is important to keep the City of Kenai bodies and staff on task, including this in the policy ensures that body is acting on matters that the City Council has given them authority to act on.

**Commented [SS7]:** This addition is important in establishing each members role to the body they have been appointed to; if speaking on behalf of the body, a member must receive direction from a majority of the body to do so.

This would not prevent a member from providing comments on a subject to the council as an individual, they would just need to make it clear they are speaking as an individual and do not represent the opinions of the body they serve on.

**Commented [SS8]:** More than three would be a quorum, and a violation of the State of Alaska Open meetings act.

**Commented [SS9]:** Neither Council Liaison or a Council Member who sponsored a legislative item should influence the direction in which an advisory body is going to advise. The Council members (Liaison or legislative sponsor) will have the opportunity to debate the issue when it is before the City Council.

**7. Council Participation**

- a. Any Council Member may attend a meeting or work session of any Commission, Committee or the Council on Aging; however, no more than three Council Members may attend any one meeting without additional public notice.
- b. Only the Council Liaison to the respective, Commission, Committee or Council on Aging may speak on behalf of the Council if approved to do so by a majority vote of the City Council. [PARTICIPATION BY COUNCIL MEMBERS AT COMMISSION, COMMITTEE OR COUNCIL ON AGING MEETINGS SHOULD BE LIMITED TO INTRODUCTION OF LEGISLATION BY ONE COUNCIL LEGISLATIVE SPONSOR. PARTICIPATION BY ANY OTHER COUNCIL MEMBERS, WRITTEN OR ORAL, IS DISCOURAGED.] Participation of the Liaison at Commission, Committee and Council on Aging meetings is limited to updating the body on the actions of the Council and reporting back to the Council the actions of the Commission, Committee or Council on Aging. The Liaison is a non-voting member and does not participate in the debate of an advisory body.
- c. Participation by Council Members other than the Liaison should be limited to ONE Council Member who is a sponsor of a legislative item to be considered for recommendation from the advisory body. The

sponsors participation should be limited to three-minute testimony and answering questions from the body, the sponsor of the legislation will not participate in debate of the advisory body. When speaking to the advisory body as the legislate sponsor the following additional rules apply:

i. The legislative sponsor will not testify from the Dais, testimony from the sponsor shall be made from the area designated for public comment.

ii. If the legislative sponsor is the Liaison to the advisory body, the legislative sponsor will remove themselves from the dais and seat themselves in the public area of the chambers. The legislative sponsor will remain in the public seating area during the discussion, debate and voting on the legislative item in which they sponsored.

- b. Exception: Council Members may fully participate in any joint work session or other meeting with a Commission, Committee, or the Council on Aging when it has been noticed that the City Council will be in attendance, or there has been a specific delegation of authority by the Council for a member(s) to represent the Council.

\_\_\_\_\_  
Brian Gabriel Sr., Mayor

ATTEST:

\_\_\_\_\_  
Shellie Saner, MMC, City Clerk

*Policy History: Action Approval on 08-04-2004; R2017-24; R2018-19; 2019-03; 2023-XX  
Note: Between 2004 and 2017 other amendments to the policy were made through the action approval process.*

Letter from National Council on Aging (NCOA) on Senior Center Accreditation

February 2023

Thanks for your interest in the Building Excellence Manual. The self-assessment process is a great tool to review your center's operations.

Since 1998, NCOA has accredited nearly 300 senior centers. Accredited centers have established and set the standard for what senior centers can achieve.

Our goal now is to reach a much broader audience by making Building Excellence even more accessible to senior centers nationwide. Many centers have told us that the fees and effort associated with accreditation have been a barrier to their ability to engage with the standards and self-assessment process and the opportunity it offers to improve their operations. After much consideration and consultation, NCOA will be transitioning our current program to make it easier for all senior centers to access and use this valuable tool.

In Spring 2023, Building Excellence will be posted on NCOA's website, allowing free and easy access to the accreditation standards and self-assessment process. NCOA will continue to support our online portal for material collection as centers proceed through self-assessment; however, we will no longer offer a formal peer review process and accreditation program.

# **BUILDING EXCELLENCE:**

## **National Council On Aging/National Institute of Senior Centers -*The National Senior Center Self-Assessment Process***

*“This manual is dedicated to all the senior centers that were first,  
To all the senior centers that are now,  
To all the senior centers that will be  
...And especially to all the creative people who make them work.”*

**National Council on Aging**  
National Institute of Senior Centers/NISC  
251 18<sup>th</sup> Street South, Suite 500  
Arlington, VA 22202  
membership@ncoa.org  
1-800-373-4906  
www.ncoa.org/nisc

Revised January 2023  
Draft



## Table of Contents

Preface.....	3
Welcome Letter.....	4
Benefits and Process of Self-Assessment.....	5
WHO’S WHO.....	5
Self-Assessment Business office.....	5
BENEFITS OF SELF-ASSESSMENT PROCESS.....	5
PURPOSE OF THE SELF-ASSESSMENT PROCESS.....	5
WHO DOES THE SELF-ASSESSMENT?.....	6
HOW IS IT DONE?.....	6
SUBMITTING FOR A CERTIFICATE OF COMPLETION (available Spring 2023).....	6
MEMBER OF A SPECIAL GROUP.....	7
Steps to Complete Self-Assessment.....	8
Self-Assessment Committee.....	9
Certificate of Completion Application Request.....	10
Certificate of Completion Application.....	11
Document Checklist.....	12
Standard Documents Naming Conventions.....	13
About the National Council on Aging (NCOA).....	15
About NCOA.....	15
About the National Institute of Senior Centers.....	15
History of the National Institute of Senior Centers.....	16
Get started as a NISC Affiliate: Joining is easy and free! Join today.....	16
Self-Assessment History.....	18
SENIOR CENTERS.....	19
History of Senior Centers: A Long and Proud Heritage.....	19
Definition of a Senior Center.....	19
The Senior Center Philosophy.....	20

## Preface

The National Institute of Senior Centers (NISC) celebrates senior centers, a tested and customer-focused service model for older people. Senior centers have grown from the first, established in New York in 1943, to an estimated 10,000 senior centers, serving 10 million older adults.

Senior centers, located in most of America, are rural and urban, public and private, and single or multiple sites. They serve a diverse and growing population of older adults with many new facilities developing annually. Each senior center is a unique operation with a direction and focus determined by its community, older people, and their families.

Senior centers are an accessible focal point and a gateway to an important system of home and community-based services. Senior centers serve people from those thinking ahead to retirement to those who are struggling with the vicissitudes of advanced years. They strengthen and support the integration of older people into community life by offering intergenerational activities, volunteer services, life-long learning, and leadership opportunities. They invigorate the older person by encouraging healthy behaviors, and thereby, discouraging disability and disease. Senior centers also support the family and community by providing information and referral to a myriad of social service resources including caregiving and long-term support and services.

Although each is unique, NISC member senior centers operate effectively from a common philosophy and with adherence to established standards of excellence. This manual is an important tool, developed to help review and strengthen key operations and programs. Senior centers have benefited in many ways from the self-assessment process by:

- updating or developing new policies and procedures,
- developing future goals and strategies,
- increasing community involvement and knowledge of the center and
- improving organizational and infrastructure at your center.

The National Institute of Senior Centers (NISC) is to be congratulated on its initiatives with national senior center standards and the self-assessment process.

Senior centers create a better future for all of us.

## Welcome Letter

Dear Colleague:

Congratulations! You, the senior center, and community are embarking on an exciting path. The senior center self-assessment is an important step in the quality improvement of your senior center. This letter gives you an overview of the self-assessment process and some helpful tips for successful completion. And it includes steps to complete this process with an online submittal of your application to receive a Certificate of Completion.

The entire manual consists of three documents:

1. Introduction - General Information
2. National Senior Center Standards - Criteria for the Nine Standards
3. Assessment Forms for First Time Assessments or Renewal Assessments (for those sites that may have gone through a previous self-assessment process)

The Introduction/General Information section will provide background information and hints for carrying out the self-assessment process. The National Standard section will spell out the criteria by which the senior center will evaluate itself. These criteria along with the scoring document are the measuring sticks that the self-assessment committee will use in gauging whether the senior center meets the standard. The assessment forms are used to prepare for the online application to receive a certificate of completion.

The entire self-assessment manual can be delivered by filling out an Intent to Self-Assess form. In Spring of 2023 you'll also receive a link to apply for a Certificate of Completion. You will use the questions answered and documents gathered during the self-assessment process to complete the application for a certificate.

Please know that there are many people who want to help make this a worthwhile experience for you and your community's senior center. The forthcoming pages will help you start down the road to examine your senior center and prepare to submit the information necessary for the self-assessment certificate.

Good luck. You will be glad that you decided to take this journey.

Sincerely,

NCOA's NISC Executive Committee

# Benefits and Process of Self-Assessment

## WHO'S WHO

Self-Assessment Business office is led by the NCOA/NISC staff. They can quickly answer questions via phone calls or emails.

## BENEFITS OF SELF-ASSESSMENT PROCESS

By conducting the Senior Center Self-Assessment community process, several accomplishments can be realized:

- It establishes a community-wide process that increases awareness of the senior center's contribution in the lives of older adults and their families.
- It creates a forum in which the community and a center's participants can ask questions, raise concerns and advocate for their needs.
- It serves as a catalyst for opening a dialogue between community leaders and service providers to better understand senior centers' significant role in the aging population and the local community.
- Working together with community leaders in a structured evaluation often leads to a clearer understanding of why additional resources are needed to expand your facility, programming, and staffing.
- It documents the senior center as an accountable, reliable, and fundable program with capacity to provide services that lead to substantive outcomes.
- It leads to a sense of pride and empowerment for senior center staff, participants, volunteers, and members of the community.

## PURPOSE OF THE SELF-ASSESSMENT PROCESS

The purpose of the self-assessment is to evaluate how well the senior center meets the standard criteria as indicated within each of the nine (9) standards. The senior center measures itself against the information contained in the standards section of the manual. The standard criteria are used to examine the senior center's total operation in relation to the expectation set out in each standard. The senior center will recognize what it is doing well. It will identify ways in which the program and services can be expanded or strengthened. Many times, a senior center is able to strengthen its collaborative role with other community agencies. The standards provide an excellent review of management and operating procedures and policies. The ability of the senior center to evaluate its programs and services is examined. It scrutinizes procedures regarding financial and facility management. The programs and the needs of the community are examined to see if the senior center is meeting those needs. A schedule is developed to meet the criteria as set forth in the standards.

## WHO DOES THE SELF-ASSESSMENT?

A committee representative of the community should be appointed to conduct the self-assessment. The committee should be composed of senior center participants, staff, volunteers, individuals from the governing structure, community, corporate and government leaders, other organizations who serve the older population, institutions of higher education and other interested individuals. The perspectives and ideas offered by a diverse committee are essential for a complete assessment and for recognizing what the senior center is doing well and what needs to be done to strengthen its operations and programs. A committee may have 20 to 30 members that break down into smaller work groups.

Senior center participants and those not participating but eligible are important to be included. Their view of how the senior center meets the needs and interests of older people in the community is a critical measure of its responsiveness. It is important to look at what might be missing in the program and service offerings.

## HOW IS IT DONE?

After the committee is chosen, it needs to receive orientation. Information contained in the previous pages can be used for an orientation. Each standard is divided into four (4) parts. The *Principle* is a statement about what the standard accomplishes. The *Rationale* gives a discussion as to why and sometimes how the standard should be met. The *Standard Criteria* spells out in more detail what is expected in each standard. The *Workbook* section uses questions to help the committee examine how well the senior center satisfies the criteria.

The committee decides its schedule of work, who and how it will accomplish its review. The leader of the process can be the director of the senior center, another staff person, someone from the governing body, or an interested community leader. In many instances the staff is involved in gathering the information needed to evaluate each standard.

After the standards are read and understood, the Workbook section can provide guidance in evaluating whether the senior center meets the criteria in that standard. Notice needs to be given to the proper staff in instances where the senior center does not meet the criteria. The appropriate staff person and, if needed, committee members can plan what needs to be done to meet the criteria. A report for each standard indicating good practices and areas for improvement would be helpful to the senior center.

## SUBMITTING FOR A CERTIFICATE OF COMPLETION (available Spring 2023)

To document your work in completing the self-assessment you can apply for a Certificate of Completion. During this process you'll upload the answers developed during the self-assessment and the documents that have been gathered. The material will be scanned for completion and a certificate will be issued.

The database of applications will help strengthen the senior center field by providing NCOA staff with examples of promising practices to share in a learning format. Material may be compiled into instruction manuals, “how to” guidelines with templates, or webinars sharing promising practices in different areas like programming, policies, evaluation, or strategic planning.

It will also be a venue to identify national senior center leaders. Those individuals that might want to share their promising practices in a webinar, write a blog or take part in the NISC Collaborative.

### MEMBER OF A SPECIAL GROUP

An important and valuable by-product of the self-assessment process is the recognition of best practice models in the field. It provides an opportunity to identify programs, exemplary policies, and unique components of senior center operations worthy of broader dissemination. By working together, we will demonstrate that senior centers are the gateway to a broad array of services and opportunities for senior adults of all ages, needs and abilities.

Senior center professionals and governing bodies will find the Self –Assessment Process to be the most important step they will take in analyzing the structure of their organization. Achieving a Certificate of Completion will bring much-deserved recognition to a senior center and assure the community that they are competently prepared to provide services and opportunities to their older residents and their families.

# Steps to Complete Self-Assessment

## With Online Certificate of Completion

1. **Preview the material:** A senior center who is an affiliate member of NISC can begin the process by completing an [Intent to Self-Assess form](#). “*Building Excellence*”, *The National Institute of Senior Center’s Self-Assessment Manual* will be sent to you.
2. The manual consists of 3 separate documents and includes:
  - The Introduction, covers the process
  - The 9 Standards - Each standard describes the standard and lists the criteria needed within each area. It also lists items that are necessary that need to be collected and submitted to apply for the Certificate of Completion Application.
  - The Workbook pages for First Time or Renewal Assessments, these forms provide questions and lists documents needed to assess your center. The answers to the questions and documents requested are used to apply for the Certificate of Completion.
3. **Get Key staff/individuals buy-in** – Share the manual with other staff. Earning acceptance and support from key staff and participants is an important step in achieving a successful community assessment process.
4. **Form a committee.** The center forms a committee and completes the self-assessment process.
5. **Evaluate your center.** The senior center evaluates its level of compliance with the national standards and completes any tasks needed to bring it into compliance.
6. **Use the Scoring Document.** The scoring document will help you easily pinpoint items or elements that that you might want to include now or in a future strategic plan.
7. **Apply for a Certificate of Completion.** In Spring 2023, the process will be developed, and you’ll be sent the link to apply for a Certificate of Completion. You will use the answers and documents you have gathered to complete the application.
  - a. There are also fillable charts which you will need to complete some of the questions. And within each standard you’ll find documents you need to collect for the online application. Review these documents with your self-assessment committee.
  - b. In addition to acknowledging your work in completing the self-assessment process, your Certificate of Completion application will serve as a collective learning instrument for NCOA to share created resources. Promising practices will be identified, templates will be developed and leadership opportunities for engagement with the national field of senior center professionals will be made available.

# Self-Assessment Committee

The NISC Leadership believes that one of the benefits of the Self-Assessment process is a Self-Assessment Committee whose members represent many organizations and groups within the community. This committee will tap into the resources of the community and help the Senior Center develop and strengthen ties to the community. In order to be able to gauge how effectively this has been done, one of the measurements in the Community Connections Standard is the manner in which the process has been carried out.

## Self-Assessment Process

A senior center self-assessment committee shall be made up of a wide variety of community people. The committee should:

1. Represent the diversity of the community
2. Include community leaders
  - Include paid and unpaid staff and board of directors or advisory board members
  - Include people familiar with the Center as well as people who are not familiar with the center

The committee could include the following people or groups:

1. Elected officials
  1. Town officials
  2. Marketing professionals
  3. Higher education personnel
  4. Members of fire or police department
  5. Nonprofits or for profits who serve the 50+ population
  6. Housing authority and other housing options for those 50+
  7. Religious organizations
  8. Funding organizations
  9. Medical professionals
  10. Leaders in the business community
  11. Staff, paid and unpaid
  12. Board and Advisory Council members
  13. Center participants/members/clients
  14. Other
- There should be an orientation meeting followed by meetings to review individual standards.
  - The process ideally should be accomplished in 6 to 12 months.
  - Items needed for the Certificate of Completion Application should be gathered throughout the process so the online application can be completed when the process is completed.



NCOA/NISC  
**National Senior Center Self-Assessment Program**  
**Certificate of Completion Application Request**

After a senior center has completed the self-assessment process, it may wish to be acknowledged for this effort by applying for a Certificate of Completion.

During this process you'll upload the answers developed during the self-assessment and the documents that have been gathered. The material will be scanned for completion and a certificate will be issued.

The database of applications will help strengthen the senior center field by providing NCOA staff with examples of promising practices to share in a learning format. Material may be compiled into instruction manuals, "how to" guidelines with templates, or webinars sharing promising practices in different areas like programming, policies, evaluation, or strategic planning.

The applications will also be a venue to identify national senior center leaders. Those individuals that might want to share their promising practices in a webinar, write a blog or take part in the NISC Leadership Collaborative.

The NISC Senior Center Leadership Collaborative creates a forum for sharing promising practices, trends, concerns, and successes within and between states and national leaders. Collaborative members learn from other states, learn about NCOA and NISC initiatives, tools, and resources, and then communicate information back to their state and professional networks, such as state associations.

The process to apply for a Certificate of Completion will be developed in the Spring of 2023.

## Certificate of Completion Application

When the self-assessment committee has completed their review of the standards, it is time to decide if the center meets the standard criteria at a level acceptable to apply for a Certificate of Completion.

During the self-assessment process noted information should have been gathered to make the process of putting together the *Online Certificate of Completion Application* easy at this point. The materials should be put together in this manner:

### Required Documentation to Apply for a Certificate of Completion (Available in Spring 2023)

Each senior center submitting for a certificate must submit their *Online Application*. Please read the following directions and process notes and then use the Document Checklist to organize your documents.

- **File your intent to self-assess.**
- **Use the document naming convention** found in the Document Check list to name documents.
- **When saving documents use the following formats: PDF** is the preferable format. The system will also accept .DOCX or .DOC (Word Doc.). The system will not accept Excel or other formats. Each file for upload is limited to 1GB.
- **Submit easily read documents.** Material should be scanned so they can be easily read and in correct orientation. Do not submit documents that are upside down.
- **Answer the workbook page questions.** The questions you answer in the workbook will be used to answer the questions in the online application. Save the workbook pages in Word so that you can cut and paste them into the application.
- **Fill out the Charts.** For some questions that are presented in a matrix format we have developed writable Word documents. You will fill out these charts and upload them in the application within the appropriate standard.
- **Share best practices** – within each standard there is one file upload, found at the end of each standard, where you can add a best practice that occurs at your center. Promising practices may be shared by NISC with other centers.
- **Your application will be reviewed** by NCOA staff to access completion.

# Document Checklist

When naming your documents, please use the following Document Checklist Titles (found in **bold** and beginning with document **1A**) and ensure that all required documents have been formatted as required.

## **DOCUMENTATION REVIEW NOTEBOOK**

**Senior Center Description and Process.** Develop these one-to-two-page descriptions, that include all bulleted items, for inclusion in your online application.

**1.1 Senior Center Description** - Provide a comprehensive written description of the senior center in terms of the following elements. Limit to two (2) pages.

- Community Context (urban, rural, suburban)
- Participant demographics
- Size of membership, average daily attendance
- Primary funding sources
- Community partnerships
- Administrative structure (private, non-profit, operated by municipality)
- Number of years in operation

**1.2 Description of Senior Center's Self-Assessment Process** -provide a comprehensive description of the following: Limit to two (2) pages.

- How the process was organized
- List of individuals who participated in the process with their affiliations
- Scope and frequency that various workgroup(s) met to accomplish their tasks
- Interesting experiences related to the process

**3. Insert the completed Self-Assessment Workbook** sheets that correspond to each Standard at to the beginning of each standard section in the Self-Assessment Notebooks.

## Standard Documents Naming Conventions

**Scan and save each document.** Use the Document number and name as it is written below in bold.

Only one document can be uploaded with each document listed. If multiple documents are needed for a specific item, please incorporate them into one PDF or document. If this is not possible there is an additional upload field within each standard.

### **Standard 1 PURPOSE and PLANNING**

**1A - Planning Document** - Senior center's planning document with goals, objectives, and action plan.

**1B – Planning Document Report** - Report on accomplishments and/or status of the planning document

**1C – Annual Report** - The senior center's most recent annual report.

### **Standard 2 COMMUNITY CONNECTIONS**

**2A –Community Partners** - List of collaborative community partners.

**\*2B – Sample Cooperative Agreement** - Sample of a cooperative agreement between senior center and collaborative community partner.

**2C – Marketing Plan** - Copy of marketing plan.

**2D – Marketing Materials** - Copy of marketing materials (No older than two [2] years). Put all materials into one PDF or document.

**\*2E – Research Guidelines** - Research guidelines.

### **Standard 3 GOVERNANCE**

**\*3A By-Laws** - Documents or by-laws showing that nine (9) of the guidelines are met for the senior center governing board or charitable arm or advisory board/council as listed under Governing Structure C#1

**3B - Code of Ethics**

**3C - Conflict of Interest**

**3D - Standing Boards and Committees** – include the members' names & their affiliation or profession.

**3E – Posted Certificates or Inspection Records** - List of activities or services that require certificates or inspections to be posted.

### **Standard 4 ADMINISTRATION and HUMAN RESOURCES**

**\*4A – Chief Administrator Resume**

**\*4B – Paid Staff job descriptions**

**\*4C - Personnel Policies for paid staff**

**\*4D – Unpaid Staff Job Descriptions**

**\*4E - Organizational chart(s)** showing structure and lines of authority.

**\*4F - Volunteer Handbook for unpaid staff** that includes policies.

### **Standard 5 PROGRAM DEVELOPMENT and IMPLEMENTATION**

**5A. - Description of programs and services** that show senior center meets the standard criteria as outlined in Program Implementation #1, 5 and 6

**5B - List of Program or Service hours**

**Standard 6 EVALUATION** Be sure to put evaluations for each question into one document. For example, 6B, incorporate the two examples into one PDF.

**6A – Evaluation Plan** - Senior center’s evaluation plan

**6B – Two (2) Examples of Evaluations in Different Areas** - Two (2) evaluations that show measuring different areas as identified in B, Areas of Evaluation #1. Include compilation of results and two (2) recommendations drawn from the results.

**6C -Two (2) Examples of Methods of Evaluation** - Examples of two (2) types of evaluations from C, Information Collection Methods #3, with explanation as to why that type was chosen

**6D– Two (2) Examples of Outcome-Based Evaluations** - Two (2) examples of outcome-based evaluations, with an explanation as to why they were done and how the information was used.

**Standard 7 FISCAL and ASSET RESPONSIBILITY**

**7A - Senior center budget**

**7B – Financial Statement**

**7C – Current Audit or Financial Review**

**\*7D – Internal Financial Control**

**7E – Insurance Coverage Statement**

**\*7F – Incident Report Form**

**\*7G – Disaster Recovery Plan or Business Continuity Plan**

**Standard 8 RECORDS and REPORTS**

**8A - Monthly or quarterly report** on programs and services

**8B - Two (2) Year-end statistical report** for two (2) separate years

**\*8C - Participant Form**

**\*8D - Participant form for specific services**

**8E - Confidentiality policy**

**\*8F - Policy and Procedures Manual** (Table of Contents can be submitted)

**Standard 9 - FACILITY and OPERATIONS**

**9A - Senior Center Picture** that includes outside signage.

**9B - Transportation Options**

**9C – Center Layout** - Drawing that shows layout of senior center.

**9D - Safety Procedures**

**9E – Preventative Maintenance Schedule**

**9F – (optional) Rental Policies and Procedures** - Written procedure for rental to other groups or agreement for senior center to rent its space.

**Senior Center Profile** - See separate blank worksheet to gather answer prior to completing application.

# About the National Council on Aging (NCOA)

## About NCOA

We believe every person deserves to age well. That's why we're on a path to improve the lives of 40 million older adults by 2030. Learn about the work we do, the people we serve, and why equitable aging matters now more than ever.

Since 1950, we've walked beside generations of Americans. Perhaps you didn't see us. But we were there—quietly making life better as we age. We were the first national voice for older adults. We helped end mandatory retirement. We advocated to secure Medicare, Medicaid, and the Older Americans Act. Local organizations turned to us for support as they served older adults every day. And we built digital tools that empower older adults with knowledge.

Now, we're stepping forward to do even more. Americans are living longer, but far too many are being left behind without the resources to age with dignity. We're changing that. We believe aging well is something every American deserves—regardless of gender, color, sexuality, income, or zip code.

We will deliver the resources, tools, best practices, and advocacy our nation needs to ensure that every person can age with health and financial security. That's our renewed promise to you. You have an even stronger ally. Because aging well for all is a matter of equity. A matter of dignity. And a matter of justice. Learn more at [ncoa.org](https://ncoa.org) and @NCOAging.

## About the National Institute of Senior Centers

NCOA's National Institute of Senior Centers (NISC) supports a national network of over 3,000 senior center professionals dedicated to helping older adults remain active, engaged, and independent in their communities. NISC is setting the standard for the future of senior centers by promoting research, promising practices, professional development, and advocacy. Learn more at [ncoa.org/NISC](https://ncoa.org/NISC).

As an affiliate member of NCOA's National Institute of Senior Centers (NISC), you're connected to a national network of professional support and innovative solutions. Ask for help, leverage NISC resources, share an opinion, or get your next big idea from your peers!

# History of the National Institute of Senior Centers

NCOA's National Institute of Senior Centers (NISC) was established in March 1970. NISC is a network of professionals dedicated to enhancing the lives of older adults through professional development, advocacy, and promotion of national standards. They believe that Senior Centers create opportunities for successful aging in our communities.

Through the efforts of their volunteer leadership, the NISC Delegate Council, members receive these "robust" member benefits:

[Get started as a NISC Affiliate: Joining is easy and free! Join today.](#)

- **With our monthly newsletter**, you'll get the latest news, best practices, and innovations for senior centers right in your inbox every month. Learn what's happening in Congress, discover upcoming free webinars, and get connected to program ideas for your center.
- From virtual brown bag lunches to focus groups on pressing issues impacting senior center professionals nationally—NISC affiliate members have an opportunity to attend **numerous networking opportunities** throughout the year.
- **Our new learning hub, [NCOA Connect](#)**, is curated each season to bring community, state, and national partners together. Learn from experts in their field and talk about the issues that matter to older adults, encouraging discussion around challenges and highlighting solutions. The learning hub is also a great place to promote your own innovations.
- **Share best practices**, national initiatives, strategies, and resources to spur innovation and to identify national senior center leaders.
- **NCOA houses several national resource centers** funded by the Administration for Community Living, including the newly funded Modernizing Senior Centers Resource Center. As a NISC Affiliate, you'll have **access to [The Center for Benefits Access](#)** which connects eligible older adults to benefits programs that can help them pay for daily needs, as well as [The Center for Healthy Aging](#), which supports evidence-based programs on falls prevention and chronic disease self-management.
- **[Get involved in our advocacy efforts](#)** to advance the field of senior centers and improve the economic security and health of the clients you serve.
- **Get a discount** at our [Age+Action](#) conference.





## THE NATIONAL SENIOR CENTER SELF-ASSESSMENT PROCESS

### Self-Assessment History

Among NISC's many accomplishments were its development and publication of national standards for the industry in 1978. It was initially a reference tool for communities interested in developing senior centers and a guide for existing centers. The initial Senior Center Self-Assessment served as a guide for program development, assessment of program quality and identification of areas that needed improvement. Since 1978, NISC has completed revisions of the national standards in 1990, 1996, 1999 and 2010. The national standards function as a guide for developing and implementing programs and service as the core of NISC's self-assessment process.

In 1996, an AT&T grant to fund the development and implementation of national senior center accreditation was awarded; In 1997, eight pilot sites were selected; In 1998, the first national senior center accreditation was awarded; In 1999, Accreditation was rolled out nationally. Each accreditation lasts for five years. To date there have been 496 individual accreditations at 281 senior centers, the centers completed from one to five accreditations each. An average of 22 accreditations per year for 23 years.

In 2023, to help modernize and transform the field, we moved to a system that can easily engage a substantial portion of senior center professionals. The accreditation process moved to a self-assessment process that did not include peer review. This allows for a relevant learning experience, senior center growth, community involvement and is delivered at no cost to the senior center.

This manual would not have been possible without the advice, opinions and input from experts and professionals who served on advisory committees during the initial development and subsequent revisions.

With emphasis on evidence-based programs in community-based services, NISC's Senior Center Self-Assessment helps those in the field meet this need. Centers who participate in the process show that they are able to meet new challenges of an aging population, measure their compliance to national standards and demonstrate excellence in accomplishing their mission.

NCOA staff work diligently to ensure that senior centers pursuing self-assessment receive necessary information and materials. Please email [membership@ncoa.org](mailto:membership@ncoa.org) and put "self-assessment" in the subject line, if you have any question or concerns when reviewing the manual or during the self-assessment process.

**NCOA**  
**251 18<sup>th</sup> Street South, Suite 500, Arlington, VA 22202**

# SENIOR CENTERS

## History of Senior Centers: A Long and Proud Heritage

The legacy of senior centers and their roles across the nation represent more than 65 years of rich tradition. The industry started in 1943 with one senior center, the William Hodson Community Center, established by the New York City Department of Welfare. The senior center's primary function was to provide a place where older, isolated members of the community could come together for socialization. Within a few years, similar sites in San Francisco, Philadelphia, Menlo Park, and Bridgeport followed Hodson. By 1961 there were an estimated 218 senior centers operating across the country.

Senior centers were initially small, private clubs established by local nonprofit groups or units of government such as recreation and social service departments. They experienced dramatic growth in the 1970s when the Older Americans Act (OAA) identified senior centers as "essential links in the service network for older adults." In 1972, amendments to OAA provided funding for acquisition, alteration, or renovation of senior center facilities, development and delivery of services and construction and operation of senior centers. The OAA defined a senior center as "a community facility for the organization and provision of a broad spectrum of services..." including health, social, educational, and recreational services and to serve as a focal point for the delivery of services to older adults in the community.

## Definition of a Senior Center

No longer do senior centers provide only socialization opportunities. A senior center is a community focal point where older adults come together for services and activities that reflect their experience and interests, enhance their dignity, support their independence, and encourage their involvement in and with the senior center and the community.

As part of a comprehensive community strategy to meet the needs of older adults, senior centers offer services and activities within the senior center, outside the center and link participants with resources offered by other agencies. Senior center programs consist of a variety of individual and group services and activities that include but are not limited:

- Health and wellness
- Arts and humanities programming
- Intergenerational activities
- Employment assistance
- Information and referral services
- Social and community action opportunities
- Transportation services
- Volunteer opportunities
- Educational opportunities

- Financial and benefits assistance
- Meal programs

Senior centers also serve as a resource for the entire community for information on aging, support for family caregivers, training professionals, lay leaders, and students and for developing innovative approaches to addressing aging issues.

### The Senior Center Philosophy

The philosophy of the senior center movement is based on these premises:

- Aging is a normal developmental process.
- Human beings need peers with whom they can interact
- Peers are a source of encouragement and support
- Older adults have the right to a voice in determining matters that impact them

In accordance with these premises, senior centers adhere to the following beliefs.

- Older adults, like all people, are individuals with ambitions, capabilities, and creative capacities.
- They are capable of continued growth and development.
- They have certain basic needs, including the need for opportunities for relationships and for experiencing a sense of achievement.
- They need access to sources of information and help for personal and family problems and the opportunities to learn from individuals coping with similar experiences.
- They have a right to involvement and representation in a senior center's decision-making process.

Senior center staff are obligated to create an atmosphere that acknowledges the value of human life, affirms the dignity and self-worth of the older adult participant, and maintains a climate of respect, trust, and support. Within this atmosphere, the staff creates opportunities for older adults to apply their wisdom, experience, and insight and to learn new skills.

As an integral part of the aging network, a senior center serves community needs, assists other agencies in serving older adults and provides opportunities for older adults to develop their potential as individuals within the context of the entire community.

Today, there are an estimated 15,000 senior centers in the United States. The evolution and growth of the industry has mirrored society in many ways. As the nation's older population has increased, senior centers have grown, adapted, and changed to function as viable participants in the community-based system of services for older persons. They provide social opportunities as well as education, nutrition, recreation, health programs and support services. Senior centers are unique because they focus on older adults as total persons, recognizing their diverse interests, needs, experience and skills.



## Kenai City Council - Regular Meeting

February 15, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*\*Telephonic/Virtual Information on Page 3\*\***

[www.kenai.city](http://www.kenai.city)

### Action Agenda

## **Work Session - Review of Council Adopted Policies 3:30 p.m. - 5:30 p.m.**

### **A. CALL TO ORDER**

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

\*All items listed with an asterisk (\*) are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

### **B. SCHEDULED PUBLIC COMMENTS** (*Public comments limited to ten (10) minutes per speaker*)

1. Kenai Permanent Fund Annual Review, 2022 Financial Performance, Financial Projections and Recommended 2023 Asset Allocations for the City's Permanent Fund, Brandi Niclai and Bill Lierman, from Alaska Permanent Capital Management.
2. Project Homeless Connect 2023 Report, Jodi Stuart, Project Homeless Connect Publicity Chair.

### **C. UNSCHEDULED PUBLIC COMMENTS** (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

### **D. PUBLIC HEARINGS**

1. **ENACTED UNANIMOUSLY. Ordinance No. 3335-2023** - Increasing Estimated Revenues and Appropriations in the Airport Fund Fiscal Year 2023 Budget for Utility Costs Associated with the Alaska Regional Fire Training Center. (Administration)
2. **ADOPTED UNANIMOUSLY. Resolution No. 2023-06** - Authorizing the City Manager to Accept a Donation, on Behalf of the City, of Property Described as Lot 4, Block 8 of the Original Townsite of Kenai, Kenai, Alaska from the Trust Agreement of Thelma M. Bagoy, for a Public Purpose and Determining that the Public Interest will Not be Served by an Appraisal. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2023-07** - Designating the Investment and Allocation Plan for the City's Permanent Funds and Establishing Appropriate Benchmarks to Measure Performance for Calendar Year 2023. (Administration)

4. **ADOPTED UNANIMOUSLY. Resolution No. 2023-08** - Repealing City Council Adopted Policy 2018-02 - Procedures for Including Contingency Funding in Contracts. (Administration)
5. **ADOPTED UNANIMOUSLY. Resolution No. 2023-09** - Renumbering Kenai City Council Travel Policy No. 2014-02 to Policy No. 20.200. (City Clerk)
6. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2023-10** - Renumbering Kenai City Council Public Recognition Policy No. 2014-01 to Policy No. 20.210. (City Clerk)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2023-11** - Amending the City Council Agenda and Packet - Preparation, Distribution and Publication Policy No. 2019-01 and Renumbering to Policy No. 20.000. (City Clerk)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2023-12** - Amending the City Council Procedures for Recording City Council Meetings and Work Sessions Policy No. 2017-03 and Renumbering to Policy No. 20.010. (City Clerk)
9. **ADOPTED UNANIMOUSLY AS AMENDED. Resolution No. 2023-13** - Repealing the Unnumbered City Council Electronic Devices During Meetings of the Council Policy and Adopting City Council Policy No. 20.110 Use of Electronic Devices During Meetings. (Gabriel, Baisden, Knackstedt)
10. **ADOPTED UNANIMOUSLY. Resolution No. 2023-14** - Amending the City Council Mobile Device Use and Management Policy No. 2017-01 and Renumbering to Policy No. 20.120. (City Clerk)
11. **POSTPONED UNTIL 3/15/2023. Resolution No. 2023-15** - Amending the City Council Selecting and Appointing a Qualified Person or Persons to Fill Vacancies on the City Council Policy No. 2021-01 and Renumbering and Renaming to City Council Policy No. 20.220 - Filling Council Vacancies by Appointment. (City Clerk)

#### **E. MINUTES**

1. \*Regular Meeting of February 1, 2023. (City Clerk)

#### **F. UNFINISHED BUSINESS**

#### **G. NEW BUSINESS**

1. \***Action/Approval** - Bills to be Ratified. (Administration)
2. \***Action/Approval** - Approval of the First Extension to the Agreement with Redline Sports for Management Services at the Kenai Multi-Purpose Facility. (Administration)
3. \***Ordinance No. 3336-2023** - Accepting and Appropriating an American Rescue Plan Act Grant Passed through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)
4. \***Ordinance No. 3337-2023** - Accepting and Appropriating an Increase from the Kenai Peninsula Borough for the Senior Citizen Program Grant. (Administration)

#### **H. COMMISSION / COMMITTEE REPORTS**

1. Council on Aging
2. Airport Commission
3. Harbor Commission

4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Committee

**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

**K. ADDITIONAL PUBLIC COMMENTS**

1. Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
2. Council Comments

**L. EXECUTIVE SESSION**

**M. PENDING ITEMS**

1. **Ordinance No. 3332-2023** - Amending Kenai Municipal Code Section 3.10.070-Livestock within the City Limits, to Allow a Maximum of Twelve (12) Chicken Hens to be Kept on Certain Lots Less than 40,000 Square Feet within the City of Kenai. (Douthit and Winger)

*[01/04/23 Introduced by Council; Referred for recommendation to the 01/25/23 Planning and Zoning Commission Meeting; First Public Hearing by Council Scheduled for 02/01/23; 02/01/23 Referred to the Planning & Zoning Commission for a Work Session; Second City Council Public Hearing Scheduled for March 1, 2023.]*

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://www.kenai.city). Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.*

**Join Zoom Meeting**

<https://us02web.zoom.us/j/85487897501>

**Meeting ID:** 854 8789 7501 **Passcode:** 397933

OR

Dial In: (253) 215-8782 or (301) 715-8592

**Meeting ID:** 854 8789 7501 **Passcode:** 397933



## Kenai City Council - Regular Meeting

March 01, 2023 – 6:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

**\*\*Telephonic/Virtual Information on Page 3\*\***

[www.kenai.city](http://www.kenai.city)

### Action Agenda

#### A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval
4. Consent Agenda (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

\*All items listed with an asterisk (\*) are considered to be routine and non-controversial by the council and will be approved by one motion. There will be no separate discussion of these items unless a council member so requests, in which case the item will be removed from the consent agenda and considered in its normal sequence on the agenda as part of the General Orders.

#### B. SCHEDULED PUBLIC COMMENTS (*Public comments limited to ten (10) minutes per speaker*)

1. Rasmussen Foundation/State of Alaska Broadband Access and Digital Equity Across Alaska, Associate Emily Pape, MMP of Kallander & Associates.

#### C. UNSCHEDULED PUBLIC COMMENTS (*Public comments limited to three (3) minutes per speaker; thirty (30) minutes aggregated*)

#### D. PUBLIC HEARINGS

1. **ENACTED UNANIMOUSLY. Ordinance No. 3336-2023** - Accepting and Appropriating an American Rescue Plan Act Grant Passed through the State of Alaska Department of Health and Social Services for Kenai Senior Center Expenditures in Support of its Response to the COVID-19 Public Health Emergency. (Administration)
2. **ENACTED UNANIMOUSLY. Ordinance No. 3337-2023** - Accepting and Appropriating an Increase from the Kenai Peninsula Borough for the Senior Citizen Program Grant. (Administration)
3. **ADOPTED UNANIMOUSLY. Resolution No. 2023-16** - Amending the Employee Classification Plan by Removing the Data Entry Clerk, Consolidating the Meals Driver and Driver Classes, and Adjusting the Ranges of Driver, Kitchen Assistant, and Cook Positions at the Kenai Senior Center. (Administration)
4. **ADOPTED UNANIMOUSLY. Resolution No. 2023-17** - Authorizing the Use of the Fleet Replacement Fund for the Purchase of Equipment to Upfit Four New Police Vehicles and Authorizing the Sole Source Purchase of a Portion of the Items from Alaska Safety Inc. Utilizing the Contract of Another Government Agency in which the City is Authorized to Participate. (Administration)

5. **ADOPTED UNANIMOUSLY. Resolution No. 2023-18** - Renumbering Kenai City Council Supervisory Sub-Committee Policy No. 2017-02 to Policy No. 20.230. (City Clerk)
6. **ADOPTED UNANIMOUSLY. Resolution No. 2023-19** - Authorizing the Purchase of Real Property Described as Lots 8 and 9, Block 19, of the Original Townsite of Kenai, According to US Survey 2970B, Record of the Kenai Recording District, Third Judicial District, State of Alaska, and Designated as Kenai Peninsula Borough Parcel Number 04710308 from Billy McCann Et Al. and Glenda Sterling, for the Public Purpose of Including the Property in the Bluff Erosion Restoration Project and Determining that the Public Interest Will Not Be Served by an Appraisal. (Administration)
7. **ADOPTED UNANIMOUSLY. Resolution No. 2023-20** - Authorizing a Budget Transfer in the Visitor Center Improvement Capital Project Fund and Authorizing a Contract Award and Corresponding Purchase Order for the Visitor Center Roof Replacement Project. (Administration)
8. **ADOPTED UNANIMOUSLY. Resolution No. 2023-21** - Authorizing a Contract Award and Corresponding Purchase Order for the Green Strip Playground Equipment Project. (Administration)

**E. MINUTES**

1. \*Regular Meeting of February 15, 2023. (City Clerk)

**F. UNFINISHED BUSINESS**

1. **ENACTED UNANIMOUSLY AS AMENDED. Ordinance No. 3332-2023** - Amending Kenai Municipal Code Section 3.10.070-Livestock within the City Limits, to Allow a Maximum of Twelve (12) Chicken Hens to be Kept on Certain Lots Less than 40,000 Square Feet within the City of Kenai. (Douthit and Winger)  
*[01/04/23 Introduced by Council; Referred for recommendation to the 01/25/23 Planning and Zoning Commission Meeting; First Public Hearing by Council Scheduled for 02/01/23; 02/01/23 Referred to the Planning & Zoning Commission for a Work Session; Second City Council Public Hearing Scheduled for March 1, 2023.]*

**G. NEW BUSINESS**

1. **\*Action/Approval** - Bills to be Ratified. (Administration)
2. **\*Action/Approval** - Non-Objection to the Renewal of a Retail Marijuana Store License for Cook Inlet Cannabis Co., DBA: East Rip - License No. 13382. (City Clerk)
3. **\*Action/Approval** - Non-Objection to the Renewal of a Marijuana Product Manufacturing Facility License for Herban Extracts LLC., DBA: Herban Extracts LLC. - License No. 14432. (City Clerk)
4. **\*Action/Approval** - Non-Objection to the Renewal of a Retail Marijuana Store License for KRC LLC., DBA: Kenai River Cannabis. - License No. 17808. (City Clerk)
5. **\*Action/Approval** - Non-Objection to the Renewal of a Retail Marijuana Store License and a Standard Marijuana Cultivation License for Majestic Gardens LLC., DBA: Majestic Gardens LLC. - License No.'s 15393 and 15395. (City Clerk)
6. **\*Action/Approval** - Non-Objection to the Renewal of a Beverage Dispensary Liquor License for D & E Investments Inc., DBA: The Bow - License No. 1312. (City Clerk)



7. **\*Action/Approval** - Non-Objection to the Transfer of Ownership of a Beverage Dispensary Liquor License and Restaurant Designation Permit for Solitaire LLC., DBA: Pizza Paradisos - License No. 3032. (City Clerk)
8. **\*Ordinance No. 3338-2023** - Amending Kenai Municipal Code Chapter 1.15 - Rules of Order, to Allow Approval of the Agenda and Consent Agenda in One Motion, Remove Sections that May Conflict with the State of Alaska Open Meetings Act, and Remove any Rules that are Standard Rules as Established in Roberts Rules of Order. (City Clerk)

**H. COMMISSION / COMMITTEE REPORTS**

1. Council on Aging
2. Airport Commission
3. Harbor Commission
4. Parks and Recreation Commission
5. Planning and Zoning Commission
6. Beautification Committee

**I. REPORT OF THE MAYOR**

**J. ADMINISTRATION REPORTS**

1. City Manager
2. City Attorney
3. City Clerk

**K. ADDITIONAL PUBLIC COMMENTS**

1. Citizens Comments (*Public comments limited to five (5) minutes per speaker*)
2. Council Comments

**L. EXECUTIVE SESSION**

**M. PENDING ITEMS**

1. **Resolution No. 2023-15** - Amending the City Council Selecting and Appointing a Qualified Person or Persons to Fill Vacancies on the City Council Policy No. 2021-01 and Renumbering and Renaming to City Council Policy No. 20.220 - Filling Council Vacancies by Appointment. (City Clerk) [*Postponed to the March 15, 2023 Regular City Council Meeting*]

**N. ADJOURNMENT**

**O. INFORMATION ITEMS**

*The agenda and supporting documents are posted on the City's website at [www.kenai.city](http://www.kenai.city). Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.*

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83177161203>

**Meeting ID:** 831 7716 1203 **Passcode:** 166921

OR

Dial In: (253) 215-8782 or (301) 715-8592

**Meeting ID:** 831 7716 1203 **Passcode:** 166921