



SOUTHWEST ALASKA MUNICIPAL CONFERENCE  
BOARD OF DIRECTORS - OCTOBER MEETING

October 16, 2014 – 9:30am  
Call-In: 888.550.5602  
Passcode: 3977 9073

AGENDA

I. Call to Order ----- Ruby

A. Roll Call ----- Obrien

- Meeting Called to order 9:43am
  - In Attendance: Paul Gronholdt; Teleconference: Layton Lockett, Shirley Marquardt, Alice Ruby, Dan O’Hara, Joe Sullivan; Late at 9:45am Carol Austerman
- Quorum Established.

II. Approval of Agenda ----- Ruby

- Ruby called for a Motion to approve Agenda called, 1<sup>st</sup> Joe Sullivan, 2<sup>nd</sup> Layton Lockett
- Agenda Approved

III. Consent Agenda ----- Ruby

- A. Meeting Minutes September 20 &21, 2014
- Ruby called for a Motion to approve Consent Agenda called, 1<sup>st</sup> Joe Sullivan, 2<sup>nd</sup> Layton Lockett
- Consent Agenda, September 20, 21 Minutes Approved

IV. BRE Address: Alaska Division of Economic Development, Ethan Tyler -----Obrien

- Development Manger Tyler provided overview of BRE Program; confirmed that SWAMC is scheduled for training the first week in November.
- O’Hara: Requested more information on the training, and that staff follow up with the Borough to coordinate training offerings. Tyler confirmed that he would provide training information to interested Board Members.
- Austerman: How is feedback translated into actionable efforts the community can make to improve economic opportunity?
  - Tyler: BRE program is focused on identifying trends and common observations on impediments to growth, and helping develop programs or responses to these identified issues. Often we find that there are programs already in place, and its about informing communities of the resources available; this could also be a tool for identifying need, from which could be used to develop new programs
  - Austerman: Most local organizations are aware of the issues they currently face, for instance affordable housing options in Kodiak; hopeful this becomes a tool for communities to work with local businesses and State to work collaboratively for solutions to solving well know problems
    - Tyler: Confirmed this is possible
    - Austerman: It will be important to let members know this can be a tool for finding solutions to economic barriers for local communities/organizations
    - Tyler: We don’t know what we don’t know until we ask the questions
- Tyler: Mentioned Alaska Maritime Initiative, and will be sure to forward to Board
  - Ruby: Look forward to seeing that report.
- Obrien: There is an opportunity for coordinated training with Local Municipalities and SWAMC
  - Austerman and O’Hara expressed Interest for Kodiak Borough and Bristol Bay Borough
  - Obrien: will follow up on training specifics

**V. Governance & Policy ----- Ruby**

**A. Executive Session: Personnel Discussion**

- Ruby called for motion to move to Executive Session, 1<sup>st</sup> called by Joe Sullivan 2<sup>nd</sup> by Layton Lockett. Entered Executive Session at 10:03am
- No action was taken in Executive Session. Ruby called for motion to return out of Executive Session and resume Board Meeting, 1<sup>st</sup> called by Paul Gronholdt, 2<sup>nd</sup> by Carol Austerman. Out of Executive Session at 10:14am

**B. ARDOR Program, BRE Project**

- Obrien: Explained resolution approves BRE Scope of work, which Board has; explained ARDOR application, as defined in Scope, is carried out by SWAMC personnel primarily through in-house activities, towards defining a framework for conducting BRE activities including defining membership engagement and data integrity
- Ruby: Appreciates redesign to focus on developing the framework for membership engagement and data integrity, before data collection can occur; data collection is not a program, but a project; the program is not in place until we determine how the data collected will be used and what purpose it serves

Ruby asked for a motion to approve Board Resolution FY15-01, 1<sup>st</sup> made by Carol Austerman, 2<sup>nd</sup> by Dan O'Hara. With no objections motion passes, approving SWAMC Board Resolution FY15-01

**VI. Management & Program Issues ----- Obrien**

- Obrien: Rearranged Agenda schedule to streamline meetings and draw clarity between items for Board consideration, under *Government & Policy Issues*, and Staff operations under *Management and program Issues*

**A. SWAMC Work Plan**

- Obrien: EDA FFY13 Grant finalized, no longer committed to spend \$31,500+; asked to hold off on developing scope of work for developing Economic Geography & Data Analysis project until staff has greater understanding of the empirical data we will have to work with from CEDS development, Energy Plans and BRE Project; Data Analysis project would fit Scope of Work & Action Plan and compliment data collection efforts
- Ruby: Phone line keeps cutting out; Austerman confirmed; Obrien recapped
- Ruby: Asked for more comprehensive presentation on Work Plan at November Meeting

**B. Regional Energy Plans**

- Obrien: Energy planning is large effort, and affects how staff time is allocated due to contract revenue, necessitating need to allocate staff time on timesheets; this allows for appropriate allocating of resources between budget classes, and is public granting requirement
- Obrien: Provided update on Kodiak and Bristol Bay plans
- Obrien: Hired Intern Laura Vaught; there will be ample energy planning work load to require some effort from all staff

**C. September Financials**

- Obrien: We have finalized budget Board passed in September, though we have not received the updated financials from Foraker
- Obrien: shared finalized budget with Officers; the refined Budget clearly identify budget classes allocation of resources between classes
- Lockett & Ruby: Confirmed that we lost one Board member, thus losing Quorum; noted that SWAMC could address September financials at November meeting
  - Austerman: Would prefer waiting to see updated financials
- Ruby & Lockett: Thanked staff for sharing detailed Budget Classes, but not necessary in future
- Ruby: Address Budgets at November Meeting

D. November Board Meeting Anchorage

- Ruby: Need to confirm final date for November Board meeting in Anchorage, which Obrien has identified as the 17<sup>th</sup> and 18<sup>th</sup>, the days preceding AML
- Gronholdt: Travel from the region is difficult on Sunday, so traveling Monday would mean not being available early in the day, also with AML and the Boat Show starting Wednesday, Tuesday the 18<sup>th</sup> might be most appropriate
  - Austerman : Agreed
- Ruby: New AML Member training might start on the 18<sup>th</sup>
  - Marquardt: Mayors Training takes place on the 18<sup>th</sup>
  - Lockett: Managers training also take place on 18<sup>th</sup>
  - O’Hara: Agreed we would likely lose people on that day
- Austerman: We could hold Committee Meetings on the 17<sup>th</sup>
- Marquardt: Monday the 17<sup>th</sup> is likely going to be a better day for SWAMC. Asked how long SWAMC Meeting would be?
  - Ruby: SWAMC should be a full day. Asked Paul his availability to travel in
  - Gronholdt: Less likely he can make it, but agreed that planning for the majority is goal
- Ruby: Can Joe Make it?
  - Sullivan: Might have a conflict; will have to get back to us; signed out of meeting 10:25am
- Ruby : Staff should schedule a full day meeting on Monday November 17<sup>th</sup>
  - Austerman: Agreed, but stated if we can get done earlier all the better
- Ruby: This will be first opportunity for Board to sit down with new ED Doug Griffin
- Ruby: Should consider a late morning meeting so people can travel that day.

**VII. Staff Report -----Obrien**

A. Summer Report

- Obrien: Victoria may develop expanded report to share
- Ruby: Make sure Director filters emails to Board

B. Fall Report

- Ruby: Noted typo – Subsistence Abuse, not Substance Abuse
- Obrien: Started sharing documents with Conference Committee

**VIII. Board Comments / Other Business**

- Gronholdt: People are craving solutions to the Substance Abuse issue
  - Lockett: Agreed, Reclaim Alaska is great theme to include; ANTHC could be targeted for sponsorship

**IX. Adjourn -----Ruby**

Adjourn – 10:45

**Next Board Meeting**  
 November 17<sup>th</sup> Anchorage  
 TBA