

May 19, 2023

Petersburg Borough Assembly
PO Box 329
Petersburg, AK 99833

Dear Assembly members,

At their May 2, 2023 meeting, the Petersburg Borough Assembly requested a risk management review of the Borough's safety and human resources practices. APEI is submitting this proposal for services for consideration by the Assembly.

Background

After the May 2 meeting, APEI's deputy director and HR specialist, Carleen Mitchell, was contacted by Petersburg Borough attorney Sara Heideman to discuss the Assembly's request for a third-party review of the Borough's risk management. On May 8th, Carleen and I, along with loss control manager Cole Cummins, met with Sara and borough clerk Debbie Thompson to discuss the scope of services and goals of the review. Our understanding is that this request for a review was made by the Assembly to address concerns raised by the community following the vehicle accident which occurred on July 4, 2016, in which two Borough employees lost their lives. The Assembly's goal for the risk management review is to make sure that the Borough has procedures in place to minimize the possibility of such a situation arising in the future.

APEI is the administrator of a non-profit "Joint Insurance Arrangement" (JIA) of which the Borough is a long-time member. A JIA, or "pool", is a group of Alaskan public entities who have agreed to work together to assume risks and purchase excess insurance as a group. Pools are a well-established approach to risk management that are common for public entities around the United States, and generally place a much stronger emphasis on risk management than is the case for a commercial insurance company.

APEI has expertise in assisting our membership in implementing best practices to reduce risk and prevent incidents in which employees or members of the public may be harmed. We regularly work with our members to review their practices and advise them on changes that they can make to reduce their exposure to risk. For this reason, we feel that our staff are able to complete this review objectively and provide constructive recommendations. Resumes for the individuals to be involved are attached to this proposal.

Proposal

APEI's deputy director, Carleen Mitchell, and loss control manager, Cole Cummins, would partner to complete an assessment and provide recommendations to the Borough. Executive director, Barbara Thurston would provide additional support and feedback. The assessment would include a review of the Borough's written procedures and their implementation of those procedures in the following areas:

- Risk Mitigation practices, including
 - Risk assessment and safety program review;
 - The internal review process for incidents resulting in employee injuries;
 - The existence and effectiveness of a Borough safety committee;
 - Job safety analyses for positions requiring driving; and
 - Employee training.
- Hiring practices, including:
 - The development and completeness of the list of the essential job functions and minimum qualifications for each position;
 - Verification that individuals hired in each position meet the minimum qualifications and possess any required certification or licensure; and
 - Consistency in the completion of reference checks on prospective hires.
- Reasonable accommodation requests and implementation, including:
 - Identification of an employee's functional limitations and the development and implementation of reasonable accommodations;
 - Communication of an employee's accommodations and safety considerations to those who need to know; and
 - Ongoing assessment of the effectiveness of the accommodations.

Report

Following the assessment of the areas listed above, APEI will provide a report to the Petersburg Borough Assembly that includes:

- An acknowledgment of the situation leading to the July 4, 2016 accident that led to the death of two borough employees and resulted in the assembly's request for this review;
- Identification of Borough policies and practices currently in place which will help prevent future accidents;

- Written guidance for the Borough regarding how and when employee accommodations due to disability may be shared with other employees, and circumstances in which they must be kept confidential; and
- Recommendations for additional policies and practices, or modifications to the existing policies and practices, to further the Borough's risk management goals.

This report will be provided in writing and APEI staff will be available to present the report to the Petersburg Borough assembly at one of their meetings.

Cost

As a public entity pool, APEI provides many risk management services to our members at no cost to the member beyond their regular premium contributions. The review and report included in this proposal fall within our regular scope of services, and would be provided to the Petersburg Borough at no cost to the Borough.

Timeline

Once the Borough engages APEI to perform this analysis, APEI should be able to start working on it immediately after that decision, and have a report to the Borough Assembly within 60 days.

We welcome the idea of working with the Petersburg Borough and helping address the community's concerns about this issue. Please feel free to contact me if you have any questions about this proposal.

Sincerely,



Barbara Thurston
Executive Director
Alaska Public Entity Insurance

CARLEEN MITCHELL

2233 Jordan Ave.
Juneau, AK 99801
907-523-9430
cmitchell@akpei.com

EDUCATION

- Diploma, Juneau Douglas High School; Juneau, AK
- Certificate, Human Resource Management. Villanova University Online; December 2012
- Certificate, Mastering Organizational Effectiveness. Villanova University Online; February 2013
- Certificate, Finance and Accounting for the Non-financial Manager. Villanova University Online; May 2013
- CPCU 500, Foundations of Risk Management & Insurance; May 2018
- CPCU 540, Finance and Accounting for Insurance Professionals; September 2019

CERTIFICATIONS

- Professional in Human Resources (PHR). Human Resource Certification Institute; December 2014
- SHRM Certified Professional (SHRM-CP). Society for Human Resource Management; March 2015

WORK EXPERIENCE

January 2019 – Present

Deputy Director. *Alaska Public Entity Insurance, 2233 Jordan Avenue, Juneau, AK 99801*

- Assist the Executive director with overseeing all organizational functions
- Assist Executive Director in reviewing organizational capital to make recommendations to the board of directors
- All duties as listed below for the Administrative Manager, plus
 - Oversee marketing and member outreach
 - Coordinate renewal of pass-through coverages
- Develop and deliver comprehensive training on professional boundaries/child abuse prevention to present in person or by webinar, including:
 - *Professional Boundaries for Alaskan School Staff*
 - *Administrator's Guide to Professional Boundaries*

March 2016 - December 2018

Administrative Manager. *Alaska Public Entity Insurance, 2233 Jordan Avenue, Juneau, AK 99801*

- Oversee all finances for the organization
 - Preparation of annual budget
 - Preparation and oversight of annual financial audit
 - Oversight of A/P, A/R, bank account reconciliations
 - Oversight of organizational investment account exceeding \$30MM
- Oversee all human resources for the organization
 - Process payroll
 - Oversee employee benefits, including health insurance and retirement plan
 - Recruitment and selection of new employees
 - Assist the executive director with performance management

- Provide human resources loss control guidance and training to APEI members:
 - Develop and deliver comprehensive training to present in person or by webinar on a wide variety of HR and employment law topics
 - Provide direct consultation to members regarding employment law and personnel issues

July 2010 – February 2016

Human Resource Manager. *Catholic Community Service, 419 6th Street, Juneau, AK 99801*

Serve as a member of the CCS senior leadership team

Oversee all aspects of agency human resource management

- Coordination of recruitment efforts
- Advise management in all aspects of employee hiring, evaluation, coaching and development, discipline and terminations, including for a bargaining unit
- Propose, draft and implement personnel policies and procedures
- Develop and provide staff training and educational materials
- Compensation and benefit administration, including salary surveys, wage scale development and review, health insurance and retirement plan development and oversight, staff benefits education and open enrollment
- Development and maintenance of job descriptions, forms and applications
- Job analysis and classification
- Conduct grievance investigations, provide mediation and assist in dispute resolution
- Union contract negotiations and assurance of contract compliance
- Worker's compensation documentation and reporting

April 2009 – June 2010

Project Development/Quality Assurance Coordinator. *Child Care and Family Resources Division, Catholic Community Service, 419 6th Street, Juneau, AK 99801*

- Management of client mental health documentation
- Verbal, electronic and written communications with client and client representatives
- Collection of relevant documentation relevant for client referrals and intakes
- Development of program promotional materials and activities
- Special Project: Oversight of a foster care promotion and awareness grant January 1998 – October 2010

COLE CUMMINS

2233 JORDAN AVE, JUNEAU, AK 99803, (907) 523-9470, CCUMMINS@AKPEI.COM

Experience

October 2012 – Present

Loss Control Manager Alaska Public Entity Insurance, Juneau, AK 99801

- Reduce member losses through on-site training and building inspections.
- Develop and administer safety and risk management programs and resources.
- Conduct virtual and on-site risk evaluations of facilities and operations.
- Provide OSHA 10 and 30-hour general industry training.
- Consult with clients on various safety and risk management topics.

May 2009 – September 2012

Tax Credit Specialist Tlingit-Haida Regional Housing Authority, Juneau, AK 99801

- Qualify applicants for housing and ensure they meet the program requirements.
- Conduct move-in and move-out inspections as well as annual inspections.
- Handle housing properties in five communities with over 180 households.
- Process and complete Alaska Housing annual audits.

June 2007 – April 2009

Administrative Clerk III State of Alaska, Juneau, AK 99801

- Answer detailed business and professional licensing questions.
- Process and issue licenses into the state licensing database.

Education

University of Alaska Anchorage, Anchorage, AK

- Associate of Applied Sciences degree, Occupational Safety and Health (in progress - expected graduation May 2026)

Juneau-Douglas High School, Juneau, AK

- High School Diploma, May 2006

Professional Certifications

- Associate in Risk Management for Public Entities – The Institutes
- Associate in Insurance – The Institutes
- OSHA Authorized Outreach Instructor for General Industry
- General Industry Safety & Health Specialist – OSHA