

**Mission Statement:** "United Way collaborates with partner agencies to strengthen and improve Health, Education and Income Stability in Southeast Alaska."

**United Way of Southeast Alaska  
Board of Directors Meeting**

**Thursday, May 17, 2018  
5:15-7:00 PM**

**United Way of Southeast Alaska 3225 Hospital Drive, Suite 106**

**Teleconference: (800) 315-6338, Code: 32251#**

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- I. CALL TO ORDER and INTRODUCTIONS** –Chair Russell
- II: APPROVAL OF AGENDA** – Corrections/Additions
- III: APPROVAL OF MINUTES** – Corrections/Additions
  - March 15, 2018 Meeting Minutes
  - April 19, 2018 Work session minutes
- IV: PRESENTATIONS** – **Donor Development & Sustainability**, Kaylee Matheny & Samantha Dye
- V: COMMITTEE REPORTS**
  - Resource Development**
    - Finance Committee** – Karmen Bowman, Treasurer; Chris Pace, Mark Mesdag
      - March Finance report**
    - Campaign Committee** –Mark Mesdag, Kendri Cesar, Warren Russell, Jennifer Treadway
    - Events Committee**– Brittany Pace, Jennifer Treadway-O’Dea, Karmen Bowman, Robbie Stell
    - Nonprofit Executives** – Joy Lyon, Millie Ryan
  - Governance Committee**
    - Board Development Committee** – Mark Mesdag, Warren Russell
    - Personnel Committee** – Jennifer Treadway, Brittany Pace, Warren Russell
- VI: STRATEGIC DISCUSSIONS** –
- VII: Old Business** – **Adopt Conflict of Interest policy**
- VIII: New Business** – **Karen Wright Letter of Resignation**
  - Authorizing President/CEO as Entity Administrator for Federal Government System Award Management (SAM)**
  - Election of Sasha Moore, Front Street Health Clinic to the Board**
  - United Way Website review**
- X: CHAIR REPORT** – Warren Russell
- XI: PRESIDENTS REPORT** – Wayne Stevens
- XII: BOARD MEMBER COMMENTS**
- XIII: ADJOURNMENT**      **Next Meeting June 21, 2018**

**Vision Statement:** "United Way of Southeast Alaska addresses individual needs and improves lives by organizing the caring and collaborative power of our communities"

### 2018 Board Member Attendance

Board Term Ends	First Name	Last Name	2018				4/19	X's	Total	%
			1/25	2/15	3/15	4/19				
Jan - 2020	Karmen	Bowman	X	X	X	X	X	4	100%	
Jan - 2020	Kendri	Cesar	X	X	X	E		3	75%	
Jan - 2021	Jennifer	Treadway-O'Dea	X	X	X	E		3	#DIV/0!	
Jan - 2020	Joy	Lyon	E	X	E	E		1	25%	
Jan - 2019	Mark	Mesdag	X	T	T	X		4	100%	
Jan - 2020	Brittany	Pace	X	X	X	X		4	100%	
Jan - 2020	Chris	Pace	X	X	X	E		3	75%	
Jan - 2020	Fred	Parady	E	X	E	E		1	25%	
Jan - 2021	Warren	Russell	X	X	X	E		3	75%	
Jan - 2019	Millie	Ryan	E	X	X	X		3	75%	
Jan - 2019	Robbie	Stell	X	E	X	E		2	50%	
Jan - 2021	Tom	Sullivan	X	T	E	X			#DIV/0!	
Jan - 2021	Karen	Wright	X	T	E			2	67%	
Total Board Attendance			12	12	13	12		33	70.21%	
Average Percentage attending			9	11	9	5				
			75%	92%	69%	42%				
	X = Attended									
	T = Teleconferenced in									
	E = Excused									
	A = Absent									

**United Way of Southeast Alaska  
Board of Directors Meeting**

**Thursday, March 15, 2018  
5:19-6:39 PM**

**United Human Services Conference Room  
3225 Hospital Drive**

<b>Board Members in Attendance</b>					
X	Warren Russell- Chair	X	Brittany Pace		<b>Staff</b>
T	Mark Mesdag - Past Chair	X	Chris Pace	X	Wayne Stevens
X	Jennifer Treadway- O'Dea – Secy.	E	Fred Parady	X	Kaylee Matheny
X	Karmen Bowman-Treasurer	X	Millie Ryan		
X	Kendri Cesar	X	Tom Sullivan		
X	Robbie Stell	X	Karen Wright		<b>Guest(s):</b>
E	Joy Lyon			X	Dr. Jenny Fremlin
Legend: X= Present E= Excused Absence T= Teleconference A= Absent					

**CALL TO ORDER AND INTRODUCTIONS-**

Chair Russell called the meeting to order at 5:19 PM. A quorum was established with 11 members present.

**APPROVAL OF AGENDA -**

**Motion: Secretary Treadway-O'Dea moved to adopt the agenda as presented. Board Member Brittany Pace seconded the motion.**

Chair Russell asked if there were any objections to adopting the agenda as presented. Members expressed no objections to the adoption of the agenda as presented.

**With no objections, the agenda was adopted as presented.**

**APPROVAL OF MINUTES-**

**Motion: Secretary Treadway-O'Dea moved to approve the minutes of the December 14<sup>th</sup>, 2018 and February 15<sup>th</sup>, 2018 Board of Directors meeting. Board Member Brittany Pace seconded the motion.**

**Motion to approve minutes as presented was approved unanimously.**

**PRESENTATIONS-**

**Update on United Way Social Media Efforts-** Dr. Jenny Fremlin, PhD, Media Psychology

Fremlin gave board members an overview on how social media can be used by UWEAK as a way to encourage people to donate and volunteer, promote UWSEAK related events, gain exposure, and much more. The main goal of social media is getting the right information to the right people. With three Facebook accounts to manage, UWSEAK is lacking effectiveness. Fremlin has been working to combine and create one main account (United Way of Southeast Alaska) with multiple pages (Youth Connect, AmeriCorps, and Common Thread). By combining these accounts, UWSEAK will save time and reduce the number of posts needed.

# United Way of Southeast Alaska Board of Directors Meeting

Thursday, March 15, 2018

5:19-6:39 PM

United Human Services Conference Room  
3225 Hospital Drive

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## COMMITTEE REPORTS-

### Resource Development:

**Finance Committee-** Karmen Bowman, Chris Pace, & Mark Mesdag

Members from the finance committee explained to the UWSEAK financial statement looks bad in comparison to our numbers from last year. However, the finance committee members are hopeful that the numbers will start to rise given that several donors have not contributed yet, workplace campaigns are still in process, and the accountant has been out due to medical issues which is causing a delay in entering pledge and donation information into ANDAR.

The finance committee also discussed was the removing of the AmeriCorps finances from the monthly finance report and creating a separate report so that members can see related revenue and expenses given that the AmeriCorps program is currently being reported as an expense on the finance report. Committee members also mentioned creating a donor spreadsheet so that all board members can see who has donated and who has not donated, so that board members can identify individuals and organizations on the donor spreadsheet that they may know personally and encourage them to support UWSEAK.

**Campaign Committee-** Kendri Cesar & Mark Mesdag

Committee members reminded the board to continue to contact organizations and offer to have UWWSEAK give a presentation. If board members are uncomfortable with public speaking, they are still encouraged to get involved and attend future presentations. In addition, board members are encouraged to identify organizations that have not been contacted and connect with them about supporting UWSEAK.

**Events Committee-** Brittany Pace, Jennifer Treadway-O'Dea, & Karmen Bowman

Board Member Pace discussed the different level of sponsorship – Bronze, Silver, and Gold – for the upcoming comedy show and explained what sponsors may receive at each level. Pace also discussed the idea of selling VIP access tickets in addition to regular admission tickets. The VIP access tickets would give purchasers the chance to go backstage before or after the show, meet the comedian, and have a photograph taken with the comedian.

The committee also discussed the upcoming Cruise for a Cause event and the need to find an individual that would be interested in being the guest star. Once an individual has officially committed to the event, UWSEAK will start promoting the event.

### Governance:

**Board Development Committee-** Warren Russell & Mark Mesdag

Chair Russell announced that Tom Sullivan with First National Bank Alaska is excited to start his new role on the board. Russell also announced that the bank donated over \$10,000 in employee and corporate donations toward the campaign.

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With the newly elected board members, UWSEAK only has one spot left unfilled. Chair Russell explained that he is hoping to find someone that has a big influence in the medical industry, which is currently not represented.

**Personnel Committee-** Warren Russell, Jennifer Treadway-O'Dea & Brittany Pace

No report.

## **STRATEGIC DISCUSSIONS-**

As discussed at the last board meeting, Chair Russell wanted members to read over the strategic plan so that everyone would be able to help work on and accomplish goals outlined in the strategic plan. Board members briefly discussed:

- Fund Development:
  - Board members that training can be put on hold.
- Fundraising Ideas:
  - Board members upcoming fundraising events such as the comedy show and Cruise for a Cause. Board members will also need to start thinking about the Day of Caring in Juneau, Sitka, and Ketchikan. Chair Russell expressed his interest in eventually introducing a Day of Caring event in other towns across Southeast.

## **OLD BUSINESS-**

No old business.

## **NEW BUSINESS-**

### **Code of Ethics (Conflicts of Interest)-**

Board Member Cesar went through the Code of Ethics and Conflicts of Interest forms with board members. If a board member has a conflict of interest, it is up to that board member to act ethically and bring the conflict forward. She also encouraged all board members to be open for discussion when it comes to a conflict of interest or appearance of conflict of interest.

Board members also talked about how they could look to UWSEAK's partner agencies and see what they do when they have a conflict of interest that needs to be resolved and to determine if that resolution would help or be in UWSEAK's best interest. Cesar stressed that it is better to ask for permission in advance rather than ask for forgiveness later.

Board members were told to read the Code of Ethics and to make any changes/edits that they see necessary. After reading and making changes, board members are asked to sign and bring back to the next board meeting.

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**REACH 40<sup>th</sup> Anniversary Party (Purchasing of a Table)-**

UWEAK board members and staff were invited to the REACH 40<sup>th</sup> Anniversary Party. Discussion was held on whether or not board members and/or staff should purchase a table and attend the event as a group. A table costs \$450 with a total of 10 seats per table; it would cost \$45 for each member or \$90 if a board member brings a guest.

**Motion: Treasurer Bowman moved to approve purchasing a table to the 40<sup>th</sup> Reach Anniversary Party. Board Member Stell seconded the motion.**

**Motion to approve purchasing a table to the 40<sup>th</sup> Reach Anniversary Party was approved unanimously**

**CHAIR'S REPORT-**

Chair Russell brought up the idea of talking a different board member out to lunch once a month so that he can get to know each board member better. By getting to know each other, the board can build stronger relationships, creating a better and more successful board. These lunches may also help identify the strengths of an individual board member and how he/she could best help UWSEAK going forward.

**PRESIDENT'S REPORT-**

President Stevens explained that he had hired Marie Stevens as the new AmeriCorps program manager. However, due to unforeseen medical issues, she had to turn down the position. President Stevens also explained that Sharon Cannon, the Reading Tutor, would be leaving USEAK and moving to Colorado to take care of her mother.

Two positions with UWSEAK are current available and President Stevens is taking any recommendations from board members. An email of the job descriptions can be sent to those members that have a recommendation.

**BOARD MEMBER COMMENTS-**

Board Member Ryan announced that she will be retiring at the 40<sup>th</sup> REACH Anniversary Party, but would like to stay on the Board of Directors until the end of her term.

Chair Russell announced that both he and Board Member Parady had their first grandchild in the last couple of weeks.

**ADJOURNMENT-**

Chair Russell adjourned the meeting at 6:39 PM.

**United Way of Southeast Alaska  
Board of Directors Meeting**

Thursday, April 19<sup>th</sup>, 2018  
5:23-6:28 PM

United Human Services Conference Room  
3225 Hospital Drive

Board Members in Attendance					
E	Warren Russell- Chair	E	Brittany Pace		<b>Staff</b>
X	Mark Mesdag - Past Chair	E	Chris Pace	X	Wayne Stevens
X	Jennifer Treadway- O'Dea – Secy.	E	Fred Parady	X	Kaylee Matheny
X	Karmen Bowman-Treasurer	X	Millie Ryan		
E	Kendri Cesar	X	Tom Sullivan		
X	Robbie Stell				<b>Guest(s):</b>
X	Joy Lyon			X	Becky Roth
				X	Monica Liang-Aguirre
Legend: X= Present E= Excused Absence T= Teleconference A= Absent					

**CALL TO ORDER AND INTRODUCTIONS**

Past Chair Mesdag called the meeting to order at 5:23 PM. With only 7 members present, a quorum was not established.

**APPROVAL OF AGENDA**

**Motion:** No adoption of the agenda. With no quorum, voting of all business will have to be done at the next board meeting.

**APPROVAL OF MINUTES**

**Motion:** No approval of minutes.

**PRESENTATIONS**

**R.O.C.K. Juneau - Becky Roth**

Becky Roth briefly explained that R.O.C.K. Juneau (Raising our Children with Kindness) represents a multi-year commitment of local partners and stakeholders working to improve the lives of young people through collaboration by discovering the needs of young children, changing policies for the better, and moving things forward for the best of kids.

**Best Starts Program - Monica Liang-Aguirre**

Monica Liang-Aguirre spoke with board members about the Best Starts Program in Seattle and how Alaska could benefit. Monica explained that early learning for children (attending preschool) has long term benefits. Children that do not attend preschool often end up behind those that do attend preschool. Research shows that children who start kindergarten knowing their letters, numbers, colors, and have a much larger vocabulary can navigate the classroom easier and are comfortable being separated from their parents for long periods of time.

Monica explained that the Best Starts program in Seattle is paid by levies, a tax that is paid from those residing in Washington. Contracts have been made between different schools, daycares, and other school related

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organizations which allow a designated individual to visit a classroom and monitor and rate both the classroom and the teacher in the hopes of producing more quality classrooms. Many Washington residents have said that their child(ren) would not have been able to attend preschool without the bill. Because of the bill, more children will be kindergarten ready and graduation rates will be higher.

Discussion was had on how Alaska can follow in the same footsteps, but many concerns/issues were raised such as state legislatures not wanting to support a program that they may not be involved with by the time the program begins. Monica explained that a good way to overcome this particular obstacle would be to start with a pilot program. Other issues discussed included 1) the creation a tax people may complain about and interpret as “paying for someone else’s children” and 2) the lack of childcare and childcare assistance in Alaska.

**COMMITTEE REPORTS**

**Resource Development:**

**Finance Committee** - Karmen Bowman, Chris Pace, & Mark Mesdag

No discussion.

**Campaign Committee** - Kendri Cesar & Mark Mesdag

No discussion.

**Events Committee**- Brittany Pace, Jennifer Treadway-O’Dea, & Karmen Bowman

Briefly discussed the Cruise for a Cause event, reminding board members that the cruise is on May 2<sup>nd</sup> and everyone needs to arrive by 5:15 to depart at 5:30pm. Also board members were reminded that tickets are still available for purchase. Board members should consider purchasing a ticket as well as taking initiative and promoting the event.

**Governance:**

**Board Development Committee**- Warren Russell & Mark Mesdag

No discussion.

**Personnel Committee**- Warren Russell, Jennifer Treadway-O’Dea & Brittany Pace

No discussion.

**STRATEGIC DISCUSSIONS**

No Discussion.

**OLD BUSINESS-**

No old business.



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**NEW BUSINESS-**

No new business

**CHAIR'S REPORT-**

No report

**PRESIDENT'S REPORT-**

No report

**BOARD MEMBER COMMENTS-**

No comments

**ADJOURNMENT-**

Past Chair Mesdag adjourned the meeting at 6:28 PM

## Code of Ethics

United Way of Southeast Alaska (UWSEAK), its employees, volunteers, Board Members and representatives are committed to the highest ethical standards – both for ourselves and the benefit of our communities. We believe these standards go beyond compliance with laws and regulations, calling us to fulfill higher obligations as stewards of the public trust. Upholding these ethical standards is at the heart of what we do and who we are as an organization.

This UWSEAK Code of Ethics (Code) is based on our mission of building a better community, and it intended to guide us in our goal of gaining and maintaining the public’s trust. No document can anticipate all the challenges that may arise, and we must continuously strive to develop and implement more detailed policies, guidelines, explanations, and examples in order to bring our values into actual practice. And, we must all commit to seeking and providing guidance and clarification when questions or difficult situations arise.

**1. PERSONAL AND PROFESSIONAL INTEGRITY:** Conducting our activities with honesty, integrity, professionalism, and in the best interests of the organization we serve, is essential to preserving and growing our network, brand, and reputation. Accordingly, we commit to:

- Communicating openly and honestly to avoid misrepresentation, both within and outside of UWSEAK.
- Promoting a working environment where others are encouraged to share their thoughts, opinions or disagreement without intimidation or judgment.
- Show respect and fairness to all those with whom we come into contact.

**2. ACCOUNTABILITY:** UWSEAK is responsible to its stakeholders, which include member UWSEAK organizations, donors, volunteers, and others who have placed faith in UWSEAK. To uphold this trust, we commit to:

- Promoting good stewardship of UWSEAK resources, including membership fees, grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Refraining from using organizational resources for non-UWSEAK purposes.
- Promptly addressing any use of UWSEAK resources which appears to be improper, even if it is not.
- Observing, staying informed of, and complying with all laws and regulations affecting UWSEAK, as well as UWSEAK’s own policies and procedures.

- Promptly disclosing any violations of this Code of Ethics to the UWSEAK President.

**3. SOLICITATIONS AND VOLUNTARY GIVING:** UWSEAK recognizes that giving is a very personal decision, but also that the most responsive contributors are those who have had the opportunity to become informed and involved. We are therefore mindful that our mission and core values must be clearly articulated, communicated, and continuously reinforced, yet in a manner that inspires, rather than pressures, others to give. We therefore commit to:

- Promoting voluntary giving in dealing with donors and vendors by articulating the mission of UWSEAK in an enthusiastic, yet respectful manner.
- Refraining from any use of coercion in fundraising activities, such as suggesting personal favor, professional advancement or financial benefit for donating, or in contrast, personal, professional or financial consequences for declining to donate.
- As appropriate, sharing our own personal stories of why we support UWSEAK, and encouraging others to do the same.
- Protecting the confidentiality of UWSEAK donors and their gift/pledge data or other personal information.

**4. INCLUSION AND DIVERSITY:** UWSEAK is an equal opportunity employer, committed to the principles of inclusion and diversity in all aspects of the organization. We recognize that to achieve our goal of building a better community, we must have meaningful representation and involvement from all communities in our region, as well as the sectors within those individual communities. Diversity refers not only to diversity of race or color, but also to diversity of religion, creed, age, national origin or ancestry, marital status, sex, sexual orientation, disability, political affiliation, or any other categorization of individuals in our communities. We therefore commit to:

- Striving for diversity and inclusion in all aspects of UWSEAK activities.
- Respecting individuals without regard to how they self-identify, but also while being conscious of their individual values and beliefs.
- Communicating openly and respectfully where differences in values or beliefs may cause disagreement or friction, and working together to find an appropriate path forward.
- Supporting affirmative action and equal employment opportunity programs throughout UWSEAK.
- Refusing to engage in or tolerate any form of prejudice, discrimination or harassment.

**5. POLITICAL CONTRIBUTIONS:** UWSEAK respects and encourages individual participation in civic affairs. As a charitable corporation, however, UWSEAK is prohibited from making contributions to any candidate for public office or to any political committee, and may not

intervene in any political campaign on behalf of or in opposition to any candidate for public office. We therefore commit to:

- Refraining from making any contributions to any candidate for public office or political committee on behalf of UWSEAK, or with the appearance that it is on behalf of UWSEAK.
- Refraining from using any organizational financial resources, facilities, or personnel to endorse or oppose a candidate for public office, including where UWSEAK only appears to endorse a candidate.
- Clearly communicating that we are not acting on behalf of UWSEAK, if identified as being affiliated with UWSEAK, while engaging in political activities in an individual capacity.

**6. CONFLICTS OF INTEREST.** Both real and perceived conflicts of interest have the potential of tarnishing the reputation of UWSEAK, discouraging partnership with and financial support for UWSEAK, and undermining the public's trust in all United Way organizations.

*Interest* means any commitment, investment, relationship, obligation, or involvement, financial or otherwise, direct or indirect, that may influence a person's judgment, including receipt of compensation from UWSEAK, a sale, loan, or exchange transaction with UWSEAK. A *conflict of interest* is present when, in the judgment of the Board of Directors (or, as appropriate, the President), an insider's stake in a decision or transaction is such that it reduces the likelihood that an insider's influence can be exercised impartially in the best interests of the UWSEAK. This includes where there is a duality of interests, such as where a Board Member serves two competing organizations.

We therefore commit to ensuring that UWSEAK staff, representatives (e.g., contract workers), Board Members, committee members, and any other volunteers:

- Do not allow outside employment and other activities to adversely affect the performance of their UWSEAK duties or the achievement of UWSEAK's mission.
- Only incur expenses for travel, entertainment and related activities on a basis consistent with and in the promotion of UWSEAK's business or mission, and not for personal gain or interests.
- Disclose any activity or outside interest which conflicts, or appears to conflict with, the best interests of UWSEAK. This includes self-disclosure as well as disclosure of known or potential conflicts of others. Disclosure should include all relevant facts.
- Discuss any questions regarding real or potential conflicts of interest with the UWSEAK President or Board Members prior to taking action on behalf of UWSEAK or in furtherance of UWSEAK's mission.

- Avoid any action or statement intended or perceived to influence the conduct or decisions of UWSEAK, which could confer any financial benefit on themselves or their immediate family members. This includes the selection of staff, consultants or vendors who are their relatives, personal friends, employees, or with whom they have a relationship which could create the appearance of bias, partiality, or nepotism.
- Decline any gift, gratuity or favor in the performance of UWSEAK duties except for promotional items of nominal value and any food, transportation, lodging or entertainment directly related to UWSEAK business.
- Refrain from making any payment that may improperly influence government officials, business partners, or other individuals to act in favor of UWSEAK's mission or activities.
- Ensure that any payments using UWSEAK funds are made in accordance with applicable laws and UWSEAK policies.
- Keep all information regarding real or potential confidential conflicts as confidential as possible, so as to encourage a culture of candor, and protect the disclosing individual from any unintended personal or reputational harm.

Board Members must specifically disclose in writing all known or potential conflicts of interest to the UWSEAK President, at least annually, but also as soon as a potential conflict arises, before participating in any decision-making or Board discussion relating to that conflict. The President will submit such conflicts to the remaining Board Members for consideration and review. A Board Member may also voluntarily recuse himself or herself from any discussion or voting on matters relating to the conflict.

The existence of a real or potential conflict of interest does not automatically bar the disclosing individual from further involvement in UWSEAK activities or decision-making. It does require, however, prior review and approval by the UWSEAK President, or if by a Board Member, by the UWSEAK Board of Directors, in consultation with the UWSEAK President. Any such review and/or approval must be documented, and the outcome presented to fellow Board Members. The Board may seek additional information from the disclosing individual or others, as necessary to an informed decision. If the Board determines that a conflict does exist, it should exclude the Board Member from discussion or voting on any matter involving the particular conflict. If the Board determines that only an appearance of conflict exists, it may similarly decide to exclude the Board Member, or may consider other alternatives to mitigate the appearance of conflict.

**7. WHISTLEBLOWER POLICY.** UWSEAK encourages any affiliated individuals to submit questions and seek guidance from the UWSEAK President or Board of Directors regarding ethical issues that arise, and to report known or suspected violations of this Code of Ethics. UWSEAK believes that it is important to first address ethical issues internally, to ensure a resolution that is most appropriate to the organization as well as the involved individuals. To ensure a safe environment for this to occur, we therefore commit to the following:

- Keeping all reports of suspected ethical violations as confidential as possible, to protect the reporting individual, as well as the individual who is the subject of the report, and

ensure a fair and thorough investigation of the potential violation and compliance with applicable laws. The reporting individual should be kept reasonably informed of whether and to what extent UWSEAK is able to maintain confidentiality while responding to or investigating the report.

- Keeping all questions regarding ethical issues as confidential as possible, except that UWSEAK may discuss topics raised with its Board Members, volunteers, and other affiliated individuals as appropriate to encourage ethical behavior, while maintaining the confidentiality of the individual who submitted the question or issue.
- Submitting complaints or potential violations in good faith, and with reasonable grounds for believing that a violation may have occurred. Any unsubstantiated allegations that prove to have been made maliciously or with knowledge of falsity will be treated as a serious disciplinary offense, which may result in termination or separation from the organization.
- Refraining and protecting reporting individuals from any form of retaliation or harassment for good faith reports of a potential violation, whether in their personal or professional lives. Such retaliation or harassment will be treated as a serious disciplinary offense, which may result in termination or separation from the organization.
- Promptly responding to questions, investigating and resolving reports of potential ethical violations. Individuals alleged to have violated this Code of Ethics should be given fair opportunity to respond to such allegations and provide relevant information.

In most cases, the UWSEAK President is in the best position to initially address ethical questions or reports of potential ethical violations. An individual may, however, choose to instead approach the Board Chair, if appropriate under the circumstances, or if more comfortable for the individual. In any case, the UWSEAK President will submit reports of suspected violations to the Board Chair, who has specific and exclusive responsibility to investigate all reported violations. The Board Chair must keep the President informed of his/her progress and findings. In cases where the Board Chair is the subject of the complaint, the Chair-Elect shall take over these investigation responsibilities.

The Board Chair may seek assistance of the UWSEAK President or other Board Members to investigate and/or deliberate on a particular ethical violation. If the reported violation involves fraud, accounting, or misuse of UWSEAK resources, the Board Chair must involve the Finance Committee in the investigation and deliberation. Substantiated reports of violations by Board Members may result in removal of the Board Member, as necessary to protect UWSEAK's mission and reputation.

**8. CONFIDENTIALITY AND PRIVACY:** Confidentiality is a hallmark of professionalism. It is necessary to ensure that decisions regarding UWSEAK's mission and activities can be made with meaningful discussion and candor, and without outside influences which distract from the best interests of UWSEAK. It is also vital to maintaining the privacy and trust of UWSEAK's partners and supporters. We therefore commit to:

- Ensuring that all confidential information of the organization is disclosed only in accordance with UWSEAK policies, or with knowledge and approval of UWSEAK staff.
- Refraining from personal use of any information acquired or learned of in the course of performing duties for or on behalf of UWSEAK.
- Respecting the personal privacy of all individuals in their support of, or performance of duties for UWSEAK.

*NOTE: The intent of the Code is meant to apply to United Way of Southeast Alaska internally and is not intended to be a requirement of our member agencies.*

*Updated, reviewed, and approved by the UWSEAK Board of Directors on March 15, 2018.*

**BY MY SIGNATURE BELOW, I ACKNOWLEDGE THAT I RECEIVED AND HAVE READ THE UWSEAK CODE OF ETHICS, AND I AGREE TO BE BOUND BY IT.**

---

Name of UWSEAK Employee, Board Member, Volunteer, Consultant

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Signature

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Date

From: Warren Russell [mailto:wjrussell@gci.com]  
Sent: Monday, April 16, 2018 10:09 AM  
To: Karen Wright  
Cc: Wayne A. Stevens  
Subject: RE: Letter of Resignation

Good Day Karen,

I sadly accept your resignation from the United Way of SEAK Board. Seems like we really did not get a chance to launch your valued participation on the board. That said, as a firm believer in "family first" I can appreciate your decision and wish you the best in taking on the new parenting role for your granddaughter. If or when your situation changes such that it allows time to pursue reengagement in civic activities, please be sure to keep the United Way on the top of your list.

Regards,  
Warren Russell  
Chairman, Board of Directors  
United Way of SEAK

From: Karen Wright [mailto:karenlrite@aol.com]  
Sent: Sunday, April 15, 2018 12:36 PM  
To: Wayne A. Stevens; Warren Russell  
Subject: Letter of Resignation

[External Email]

Warren,  
It is with sadness and regret that I will need to resign from the United Way Board. I was very much looking forward to serving with you on the board. My granddaughter has moved in with my husband and I and so I will need to dedicate what would have been my free time to raising a 10, almost 11 year old with who has been diagnosed with Autism Spectrum Disorder. Perhaps at some point in the future I will have another opportunity to serve the board and the organization.

Thank you for your consideration,  
Karen Wright  
REALTOR®  
Southeast Alaska Real Estate  
C - 907-321-5866  
Karenlrite@aol.com  
Sent from my iPad



**From:** Corporation for National & Community Service <[cncs@delivery.nationalservice.gov](mailto:cncs@delivery.nationalservice.gov)>  
**Sent:** Thursday, April 05, 2018 6:01 AM  
**To:** Hughes, Margy (CED) <[margaret.hughes@alaska.gov](mailto:margaret.hughes@alaska.gov)>  
**Subject:** SAM.GOV Renewals Soon Will Require Notarized Letter

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## Grants and Financial Management

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Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 

CNCS recently learned that **beginning April 27, 2018, all organizations registered in SAM.gov are required to submit an original, signed notarized letter designating their Entity Administrator at the time of renewal.** Notice of this change applying to new and lapsed registrations requiring a notarized letter was previously distributed.

The SAM.gov system is now sending 30- and 60-day renewal notices with the new requirements. CNCS encourages all of its grantees to keep this new requirement in mind as they approach their renewal cycle to ensure they allow enough time for renewal processing. Free assistance is available from the Federal Service Desk at [www.fsd.gov](http://www.fsd.gov), or by telephone at 866-606-8220 (toll free).

The Government Services Administration continues to explore alternate solutions. As such, CNCS will continue to advise through the GovDelivery system as updates become known.

### **In Service,**

**Joseph Liciardello, Acting Chief Grants Officer**  
Corporation for National and Community Service Grant Offices  
Washington, DC and Philadelphia, Pennsylvania

AmeriCorps | Senior Corps | Volunteer Generation Fund

[NationalService.gov](http://NationalService.gov) | [Manage Preferences](#)



This email was sent to [margaret.hughes@alaska.gov](mailto:margaret.hughes@alaska.gov) using GovDelivery Communications Cloud on behalf of: Corporation for National & Community Service · 250 E. Street SW · Washington, DC 20525 · (202) 606- 5000 · (800) 833-3722

**GOVDELIVERY** 

April 20, 2018

Joseph Liciardello  
Acting Chief Grants Officer  
Corporation for National and Community Service Grant Offices  
Washington, DC and Philadelphia, Pennsylvania

Mr. Liciardello,

United Way of Southeast Alaska is recognized as a 501 C 3 Nonprofit Corporation by the Internal Revenue Service and is duly recognized by the State Of Alaska, Department of Commerce, Community and Economic Development, Division of Corporations as a certified nonprofit corporation.

Wayne A. Stevens serves as our President/CEO and is the registered agent for our corporation. As such he receives report notices, signs documents, accepts legal papers served on the entity; and is our official representative for all business matter as they pertain to the corporation.

Per the new requirements of the Federal Governments System for Award Management (SAM), the Board of Directors of United Way of Southeast Alaska met in a regularly scheduled meeting on April 19, 2018 to confirm that they designate Wayne A. Stevens, President/CEO as the organizations Entity Administrator Alaska and is authorized to represent the organizations interest in any and all transactions for all matters related to SAM.

United Way of Southeast Alaska has been assigned DUNS Number 84-064-6327 and the SAM CAGE # 7VCV4. This authorization for entity administrator will apply to any transaction related to the DUNS and CAGE numbers.

Signed this 17th day of May, 2018

UNITED WAY OF SOUTHEAST ALASKA

SIGNED:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Warren J. Russell

Jennifer Treadway

Chair

Secretary

# STEPS ALASKA

Supporting Transitions and Educational Promise Southeast Alaska is a data-driven collective impact focused on the following womb to world solutions in Hydaburg, Kake, Angoon, Sitka, Hoonah, Juneau, and Klukwan.

## EARLY CHILDHOOD



### SOLUTIONS:

Parents As Teachers \* Head Start \* Reading Programs (Imagination Library, Baby Raven Reads) \* Childcare Certification/Training \* Parent Programs (Circles of Security) Teaching Strategies Gold \* Alaska-based Online Resources  
Kinder-Ready Programs \* Childcare Support



### PARTNERS:

Assoc. of AK School Boards  
Tlingit & Haida \* AEYC-SE  
School Districts \* Local Tribes  
AK Dept of Ed & Early Devel.  
R.O.C.K Juneau

## K-12



### SOLUTIONS:

Reading Mentors \* Project Based Learning/STEM/STEAM Course Alignment \* Professional Development \* Equity Audit School Policy \* Cultural Integration \* Trauma Informed Schools \* Post-Secondary Mentoring \* Credit Recovery Homework Tutors \* Summer Programs \* Afterschool



### PARTNERS:

Assoc. of AK School Boards  
Tlingit & Haida \* School Districts  
UAS \* AEYC-SE \* Local Tribes  
SAFV \* AWARE \* United Way SE  
Afterschool Network

Many of these Solutions/Strategies Overlap with Post Secondary

## POST SECONDARY



### SOLUTIONS:

Alignment of HS & University \* College Experience \* Post-Secondary Mentoring \* Successful Scholars \* Summer Programs Dual Credit Enrollment \* Trauma Informed \* Cultural Integration Vocational Track \* Summer Programs & Employment TED-style Post-Secondary Talks



### PARTNERS:

Assoc. of AK School Boards  
Tlingit & Haida \* UAS  
School Districts \* Local Tribes \* Spruce Root  
SEARHC \* United Front

Many of these Solutions/Strategies Overlap with K-12

## PREVENT & ENGAGE



### SOLUTIONS:

Coalition Building & Collective Impact \* Community Engagement & Dialogues \* Family Support Teams \* Navigators Wrap Around Youth Leadership & Empowerment \* Suicide Prevention Girls On The Run \* Itoowu klatseen (Boys Run)



Assoc. of AK School Boards  
Tlingit & Haida \* Local Tribes  
School Districts \* AWARE \* SAFV  
R.O.C.K Juneau \* Sitka Pathways  
SEARHC \* Ak Mental Health Board \*  
First Alaskans Institute \* Healthy Voices  
Healthy Choices Coalition \* CDVSA

ASSOCIATION OF ALASKA SCHOOL BOARDS CONTACTS: LISA WORL & EMILY FERRY  
907.463.1660, STEPSAK@AASB.ORG



Partner in the following communities:  
Juneau \* Sitka \* Klukwan \* Angoon \* Hoonah \* Kake \* Hydaburg

Mission: Collaborate with communities and agencies across Southeast Alaska to strengthen and improve the Health, Education and Financial Stability of all

**Lead:**

K-12 Post Secondary:

- Reading & Homework
  - Reading Milestones
- Data Integration

**Partner:**

- Assessing Resources for all Solutions
- Trauma Informed Programs

**Committees:**

- Ø  SE K-12 Schools & PS
- Ø  Creating Conditions Council
- Ø  Steering & Collective Impact Committee
- Ø  Data Coordination\*

\* Co-Chair or Chair



Organization Contact – Wayne Stevens  
president@unitedwayseak.org, 907-463-5530

For additional information contact the  
Association of Alaska School Boards  
STEPSAK@aasb.org, 907 463-1660

STEPS is a data-driven collective impact focusing on cradle to career solutions and strategies in Angoon, Hoonah, Hydaburg, Juneau, Kake, Klukwan, and Sitka.

# STEPS Results and Indicators

Partners are working collaboratively to achieve results as measured by the following indicators

Ⓟ = Indicators United Way Southeast Alaska is focused on impacting



## Kindergarteners are Ready to Succeed

- é  Children entering kindergarten with age appropriate functioning
- é  Families that have equitable access to quality early childhood care



## Ⓟ Students are Proficient in Core Academic Subjects

- é  Students who are at or above grade level according to state math assessments
- é  Students who are at or above grade level according to English language arts assessments
- é  Students who are enrolled in college and career readiness preparation courses



## Students Transition from Middle to High School

- é  Attendance rate of students in 6-9<sup>th</sup> grade as defined by average daily attendance
- é  Chronic absenteeism rate of students in 6-9<sup>th</sup> grades



## Students Graduate from High School

- é  Four-year adjusted cohort graduation rate

## High School Graduates Obtain Post-Secondary Degree or Credential

- é  Alaska Native or mixed race students who are enrolled in a two or four-year college after graduation
- é  Alaska Native or mixed race students who graduate from a 2-4 year college
- é  Students who report they would like to pursue post-secondary education



## Students are Healthy

- é  Children who consume five or more daily servings of fruits and vegetables
- é  Children who participate in 60 minutes of physical activity daily



## Students Feel Safe at School and in Their Communities

- é  Children who do not go to school because they do not feel safe



## Communities are Drug-Free

- é  Students using substances

## Ⓟ Communities are Stable

- é  Students who change schools or communities



## Students Have Access to 21<sup>st</sup> Century Tools

- é  Students who have school and home access to broadband internet & devices
- é  Students who have STEM and STEAM opportunities

## Schools are Culturally Responsive

- é  Students reporting culturally responsive schools



## Ⓟ Families and Community Members Support Learning

- é  Family members reading to or encouraging their children to read three or more times a week
- é  Family members talking about the importance of college and career
- é  Adults who support local schools

## Communities are Low Violence

- é  Lifetime domestic violence or sexual assault rates of women
- é  Students who consider suicide
- é  Students who attempt suicide

For more information contact 907 463-1660, [STEPSAK@asb.org](mailto:STEPSAK@asb.org)



## Southeast Partner Organizations Win \$21 Million Grant to Help Kids Succeed

By Adelyn Baxter, KTOO

May 14, 2018



A \$21 million federal grant focused on improving the lives of children in Southeast Alaska is bringing together educators and social service providers.

Partners from two dozen organizations and seven different communities came together Monday at Centennial Hall in Juneau to discuss the data behind helping kids succeed as adults.

Phil Burbick, co-assistant superintendent of the Sitka School District, said it's important to get everyone working across the region together in one place to share ideas and strategies for helping students.

“Especially in education, we tend towards silos, and we tend towards closing our classroom doors and teaching, or closing our schools and saying ‘This is my school,’” Burbick said. “That’s an old model that just doesn’t work in this time. So for me, it’s really about creating a community that there are no barriers, there’s a lot more free flow.”

That’s why AWARE, **United Way**, the Association for the Education of Young Children, SEARHC and the Central Council of Tlingit and Haida Indian Tribes of Alaska are among the partners. They all brainstormed strategies for a new initiative called STEPS, Supporting Transitions and Educational Promise Southeast.

Much of the conversation on Monday revolved around “adverse childhood experiences,” traumas that sometimes develop into substance abuse or severe mental or physical health problems.

STEPS coordinator Emily Ferry said it’s rare to get so many different players together to work toward a common goal.

“One of the challenges of our neighborhood is that it’s so difficult to get between places, that even though we’re working kind of towards the same purposes, to have this time together is pretty special and to learn from each other,” Ferry said.

The initiative is now in the planning stage and the budget has not been finalized. The funding will be divided between Juneau, Sitka, Hoonah, Kake, Hydaburg, Angoon and Klukwan over five years. Implementation begins July 1.

The Alaska Association of School Boards and its partners won the Promise Neighborhoods grant from the U.S. Department of Education. The idea behind Promise Neighborhoods is that helping children succeed in distressed communities improves the entire community.

## Presidents Report for May 17, 2018

### Meetings

- 4/20 – Financial Reality Fair, Thunderbird High School
- 4/24 – Rotary meeting; Foraker Rural Task Force
- 4/25 – Pillars luncheon w/staff,
- 4/26 – Chamber meeting; Andy Rogers, Alaska Business Week program; Juneau Chamber BAH  
Jordan Creek Mall; Red Cross open house
- 4/29 – Scholastic book order inventory;
- 4/30 – Deliver books to Harborview elementary
- 5/1 - Rotary meeting; Dawn Wesley, VITA program discussion
- 5/2 – Orca Point Cruise fund raiser
- 5/3 – Reading Tutor luncheon Mendenhall River Elementary; Assembly meeting Best Starts  
presentation
- 5/4 – Capital Chat KINY, The Glory Hole Empty Bowls; lunch w/Warren Russell, Sasha Moore,  
Front Street Clinic Manager
- 5/8 – Reading Tutor luncheon Harborview Elementary; Alaska Division of Insurance, Request for  
Waiver discussion with Commissioner Parady, Division Director Lori K. Wing-Heier  
Director, Deputy Director Anna Latham, Program Coordinator, Grey Mitchell
- 5/9 – Reading Tutor luncheon Riverbend Elementary: Dawn Wesley, VITA Grant application
- 5/10 – VITA Grant webinar; Reading Tutor luncheon, Gastineau Elementary; Geoff Kirsch, article  
discussion: Best starts conversation at SEARHC w/Dan Neumeister, COO, Chuck Bill, CEO  
BRH, Ruth John, CEO, Wildflower Court;
- 5/11 – Becky Roth ROCK Juneau conversation; Samantha Dye, Donor Development and  
Sustainability planning; presentation to CBJ Leadership program
- 5/14 – Alaska STEPS grant training; JCF check presentation Assembly meeting
- 5/15 - Alaska STEPS grant training; Rotary meeting;
- 5/16 – Summer Reading Tutor discussion, Sharon Lowe & Sharon Cannon; ROCK Juneau  
conversation
- 5/17 – PMI Training; United Way Board meeting

### Worked on following tasks –

- ❖ AmeriCorps reporting
- ❖ April Newsletter
- ❖ STEPS Grant
- ❖ Dinner cruise planning
- ❖ VITA Grant application discussions
- ❖ Four Reading Tutor luncheons
- ❖