



KENAI PENINSULA BOROUGH

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**MIKE NAVARRE
BOROUGH MAYOR**

MEMORANDUM

TO: Gary Knopp, Assembly President
Members, Kenai Peninsula Borough Assembly

THRU: Mike Navarre, Mayor *MN*

FROM: Mark A. Dixson, Director of General Services *MAD*

DATE: August 23, 2012

SUBJECT: Ordinance 2012-34, amending KPB Chapters 2.33, 2.34, 2.90 and 5.04 renaming the General Services Department to Human Resources Department and eliminating the department's oversight of the risk management office

With the increase in regulations affecting human resources and healthcare, including the continued implementation of the remaining requirements of the Patient Protection and Affordability Act, the borough needs to maintain an office whose expertise is primarily focused on human resources and healthcare rather than an office which is only partially dedicated to these disciplines.

As the Director of General Services position will soon be vacant it would be prudent to change the department at this time to the Department of Human Resources and allow the Risk Management Office to be overseen by the Risk Manager and the Risk Management Committee.

On the date this ordinance is set for hearing and vote, a resolution will be presented changing the position description of the General Services Director to Human Resources Director with accompanying changes to qualifications and duties. The Risk Manager position will also be amended to reflect the change in oversight.

Shortened hearing is requested to allow advertising for a new director to commence as soon as possible.