

SPECIAL ASSEMBLY HUMAN RESOURCES COMMITTEE THE CITY AND BOROUGH OF JUNEAU, ALASKA

December 10, 2014 5:30 PM
City Hall Conference Room #224

Immediately followed by a Special Assembly Meeting for purposes of making appointments to the Planning Commission and Hospital Board.

I. ROLL CALL

II. APPROVAL OF AGENDA

III. AGENDA TOPICS

A. Board Matters

1. Planning Commission Applicant Interviews

The Planning Commission has three open seats for terms beginning January 1, 2015 and expiring December 31, 2017.

Interview scheduled from 5:30pm - 6:40pm.

Applicants to be interviewed in order of interview schedule are: Nicole Grewe, Paul Voelckers, Jerry Medina, Ruth Baumgartner, Mike LeVine, and Myrna Gardner.

2. Bartlett Regional Hospital Applicant Interviews

The Bartlett Regional Hospital Board has three open seats for terms beginning January 1, 2015 and expiring December 31, 2017. In accordance with CBJ Code 40.05.010, "...up to two members of the hospital board of directors may be physicians in the community appointed from a list of those names submitted by the hospital medical staff."

Interviews scheduled from 6:50pm-8:30pm.

Applicants to be interviewed in order of interview schedule are: Nancy Davis, Dr. Burton Vanderbilt, Robert (Bob) Storer, Danial (Dan) Spencer, Catherine Price, Dan Neumeister, William (Will) Judy, and Brenda Knapp.

B. Other Business

III. EXECUTIVE SESSION

- A. Committee deliberation on matters which may tend to prejudice the reputation or character of the applicants.

IV. ADJOURNMENT

Note: Agenda packets are available for review online at www.juneau.org.

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city_clerk@ci.juneau.ak.us

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Planning Commission Applicant Interviews

MANAGER'S REPORT:

The Planning Commission has three open seats for terms beginning January 1, 2015 and expiring December 31, 2017.

Interview scheduled from 5:30pm - 6:40pm.

Applicants to be interviewed in order of interview schedule are: Nicole Grewe, Paul Voelckers, Jerry Medina, Ruth Baumgartner, Mike LeVine, and Myrna Gardner.

ATTACHMENTS:

Description	Upload Date	Type
<input type="checkbox"/> Full Assembly as HRC Interview Schedule	12/9/2014	Staff Report
<input type="checkbox"/> Planning Commission Code Section 49.10 excerpts	12/8/2014	Ordinance
<input type="checkbox"/> Planning Commission Membership List	12/9/2014	Exhibit
<input type="checkbox"/> Planning Commission 2014 Attendance Sheet	12/9/2014	Staff Report
<input type="checkbox"/> Nicole Grewe Application and Interview Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Paul Voelckers Application and Interview Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Jerry Medina Application and Interview Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Ruth Baumgartner Application and Interview Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Mike LeVine Application and Interview Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Myrna Gardner PC Application Only	12/9/2014	Presentation

ARTICLE I. PLANNING COMMISSION ^[2]

[49.10.100 Establishment.](#)

[49.10.110 Membership; term of office.](#)

[49.10.120 Seal.](#)

[49.10.130 Meetings.](#)

[49.10.140 Decisions.](#)

[49.10.150 Committees.](#)

[49.10.160 Office and staff.](#)

[49.10.170 Duties.](#)

49.10.100 Establishment.

There is established the planning commission for the City and Borough to perform the areawide functions of planning, platting and zoning for the City and Borough.

(Serial No. 87-49, § 2, 1987)

49.10.110 Membership; term of office.

- (a) The members of the commission shall be nine citizens who are residents of the City and Borough and who shall serve without pay but may be paid an honorarium. Members of the commission shall be appointed by the assembly.
- (b) Members of the commission shall be appointed for a term of three years. Terms shall end on December 31 of the third year, provided that a member shall continue to serve until a successor is appointed and takes office. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. No member of the planning commission who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply:
 - (1) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or
 - (2) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.
- (c) Officers of the commission shall be chair, vice chair, clerk and assistant clerk elected by a majority vote of the members of the commission at the second meeting after the appointment of new commissioners each year or when necessary because of a vacancy.
- (d) A vacancy in the planning commission shall exist under the following conditions:
 - (1) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
 - (2) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
 - (3) If a member submits his or her resignation to the commission or assembly;

- (4) If a member is unable to attend regular commission meetings for a period of more than 90 days;
 - (5) If a member misses more than 40 percent of the regular commission meetings in a 12-month period; or
 - (6) If a member is removed by the assembly, in its sole discretion, for the convenience of the City and Borough.
- (e) For the purposes of counting attendance, a member participating telephonically in accordance with the Assembly Rules of Procedure shall be counted as present.
 - (f) The chair of the commission shall notify the clerk's office of any new vacancy on the planning commission. Upon notification, the assembly shall appoint a new member for the unexpired term.
- (Serial No. 87-49, § 2, 1987; Serial No. 2004-08, § 6, 3-22-2004; Serial No. 2005-03(d), § 6, 6-13-2005; Serial No. 2006-08, § 2, 4-3-2006)

Charter reference— Quorum, § 3.16(e).

49.10.120 Seal.

The seal of the commission shall consist of two concentric circles within which appear the words "City and Borough of Juneau Planning Commission," "Seal" and "State of Alaska." It shall be retained in the custody of the director.

(Serial No. 87-49, § 2, 1987)

49.10.130 Meetings.

- (a) Regular meetings shall be held on the second and fourth Tuesday of each month.
- (b) Special meetings may be called by the chair or any three members of the commission. Public notice of special meetings shall be made 24 hours in advance and shall be supplied to the local news media and posted on the municipal bulletin board. Commission members will be notified by the department.
- (c) Public notice for all permits and other land use ordinance actions shall be according to the requirements established for such actions.
- (d) Meetings shall be conducted under Mason's Manual, as modified by the commission.
- (e) The commission may, by motion, establish its own rules of procedure and committees, meeting times, dates and places, media for public notice, development application and evidentiary forms, referral and review agencies and procedures, and any other matter reasonably necessary or desirable for the full and complete conduct of its duties pursuant to this title and any other provision of law.

(Serial No. 87-49, § 2, 1987)

49.10.140 Decisions.

All permit actions of the commission shall be in the form of a notice of decision setting forth the reasons therefor and conditions thereon, if any, signed by the presiding officer of the commission, and promptly filed with the municipal clerk. Notice shall be mailed to the applicant with a copy retained in the department permanent records.

(Serial No. 87-49, § 2, 1987; Serial No. 97-01, § 3, 1997)

49.10.150 Committees.

Committees shall be established and appointments thereto made in accordance with the rules of order.

(Serial No. 87-49, § 2, 1987)

49.10.160 Office and staff.

- (a) The department shall maintain the planning commission minutes, resolutions, records, reference materials, correspondence and maps, plats, and charts, all of which shall constitute public records of the City and Borough.
- (b) The planning commission shall be furnished secretarial assistance at each regular or special meeting to assist in preparing its minutes and resolutions, and as required to prepare the commission's correspondence under the direction of the commission chair and the director.

(Serial No. 87-49, § 2, 1987)

49.10.170 Duties.

- (a) *Comprehensive plan review.* The commission shall undertake a general review of the comprehensive plan two years after the adoption of the most recent update, and shall recommend appropriate amendments to the assembly. Proposed map changes shall be reviewed on a neighborhood or community basis as directed by the planning commission.
- (b) *Review of the capital improvements program.* Upon adequate notice which shall be provided by the director, the commission shall review annually the capital improvements program of the City and Borough and submit its recommendations to the assembly.
- (c) *City and borough land acquisitions, disposals and projects.* The commission shall review and make recommendations to the assembly on land acquisitions and disposals as prescribed by title 53, or capital improvement project by any City and Borough agency. The report and recommendation of the commission shall be based upon the provisions of this title, the comprehensive plan, and the capital improvements program.
- (d) *Development code amendments.* The commission shall make recommendations to the assembly on all proposed amendments to this title, zonings and rezonings, indicating compliance with the provisions of this title and the comprehensive plan.
- (e) *Land use actions.*
 - (1) All plats approved by the platting board prior to adoption of Serial No. 87-49 are ratified, notwithstanding the use of the commission seal or resolution.
 - (2) The commission shall hear and decide all major development permit applications, density bonus requests and appeals of decisions made by the director.

(Serial No. 87-49, § 2, 1987; [Serial No. 2013-26\(am\), § 3, 11-4-2013, eff. 12-5-2013](#))

FOOTNOTE(S):

Cross reference— Docks and harbors board, § 49.05.170. [\(Back\)](#)

ARTICLE II. BOARD OF ADJUSTMENT

[49.10.200 Organization.](#)

[49.10.210 Duties.](#)

49.10.200 Organization.

The board of adjustment is created. The commission is the board of adjustment.

- (1) Meetings of the board shall be held at the call of the chair of the board.
- (2) The chair, or in the absence of the chair, the vice chair, may administer oaths and compel attendance of witnesses.
- (3) All meetings of the board shall be open to the public.
- (4) The board shall keep minutes of its proceedings, showing the vote of each member on each question, or if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be public record.

(Serial No. 87-49, § 2, 1987; Serial No. 96-41, § 14, 1996)

49.10.210 Duties.

The board of adjustment shall have and shall be limited strictly to the powers and duties prescribed by this chapter and as elsewhere provided in this title to:

- (1) Hear and decide variance request other than de minimus variances.
- (2) Rule upon map boundary questions and interpret the text of the title as provided in section 49.20.300
- (3) Make similar use determinations as provided in section 49.20.320

(Serial No. 87-49, § 2, 1987)

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Bartlett Regional Hospital Applicant Interviews

MANAGER'S REPORT:

The Bartlett Regional Hospital Board has three open seats for terms beginning January 1, 2015 and expiring December 31, 2017. In accordance with CBJ Code 40.05.010, "...up to two members of the hospital board of directors may be physicians in the community appointed from a list of those names submitted by the hospital medical staff."

Interviews scheduled from 6:50pm-8:30pm.

Applicants to be interviewed in order of interview schedule are: Nancy Davis, Dr. Burton Vanderbilt, Robert (Bob) Storer, Danial (Dan) Spencer, Catherine Price, Dan Neumeister, William (Will) Judy, and Brenda Knapp.

ATTACHMENTS:

Description	Upload Date	Type
<input type="checkbox"/> BRH Board Membership List	12/9/2014	Staff Report
<input type="checkbox"/> Hospital Board - Code Section 40.05	12/8/2014	Ordinance
<input type="checkbox"/> Hospital Attendance 2014 (updated 12/9/14)	12/9/2014	Staff Report
<input type="checkbox"/> Nancy Davis BRH Application and Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Dr. Burton Vanderbilt BRH Application and Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Bob Storer BRH Application and Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Dan Spencer BRH Application and Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Catherine Price BRH Application and Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Dan Neumeister BRH Application and Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Will Judy BRH Application and Question Responses	12/9/2014	Presentation
<input type="checkbox"/> Brenda Knapp BRH Application and Question Responses	12/9/2014	Presentation

PART II - CODE OF ORDINANCES

TITLE 40 - HOSPITALS

Chapter 40.05 CITY AND BOROUGH HOSPITAL—BOARD OF DIRECTORS

Chapter 40.05 CITY AND BOROUGH HOSPITAL—BOARD OF DIRECTORS [\[2\]](#)

[40.05.010 Appointment.](#)

[40.05.020 General powers.](#)

[40.05.030 Adoption of bylaws.](#)

[40.05.040 Organization.](#)

[40.05.050 Vacancies.](#)

[40.05.060 Meetings.](#)

[40.05.070 Membership in associations.](#)

40.05.010 Appointment.

The hospital board of directors shall consist of nine members appointed by the assembly for staggered three-year terms. Members of the hospital board of directors shall serve at the pleasure of the assembly. Up to two members of the hospital board of directors may be physicians in the community appointed from a list of those names submitted by the hospital medical staff. Terms shall commence on January 1. No board member, or member of a board member's immediate family or household, may be employed by the hospital. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. No member of the hospital board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply:

- (1) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or
- (2) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

(GJB § 40.05.010; Serial No. 76-42, § 2, 1977; Serial No. 87-27, § 2, 1987; Serial No. 87-70, § 2, 1987; Serial No. 2004-08, § 4, 3-22-2004; Serial No. 2005-03(d), § 4, 6-13-2005)

40.05.020 General powers.

- (a) Subject to state laws and City and Borough ordinances, the hospital board of directors shall be responsible for the operation of all hospitals owned or leased by the City and Borough according to the best interests of the public's health, shall make and enforce all rules and regulations necessary for the administration of hospitals under their management, shall prescribe the terms under which patients shall be admitted thereto and shall establish and enforce standards of operation. The hospital board of directors shall, within the hospital appropriation, establish and may amend the pay plan for hospital employees.
- (b) The pay plan and amendments thereto shall be based on wages paid in similar job classifications in private hospitals in other communities, adjusted for cost of living differentials. The pay plan and amendments thereto shall become effective upon adoption by the hospital board of directors.

PART II - CODE OF ORDINANCES

TITLE 40 - HOSPITALS

Chapter 40.05 CITY AND BOROUGH HOSPITAL—BOARD OF DIRECTORS

- (c) The hospital board of directors may establish one or more programs for the purpose of attracting qualified physicians to practice in the community. Such programs may include grants, loans, the lease or use of improved hospital real property to the extent permissible by state and federal law or grant conditions, and the sale, lease or license to use hospital personal property to the extent permissible by state and federal law or grant conditions; provided, a license or lease of real or personal property under such a program may be canceled by the hospital board of directors or the assembly upon 30 days' notice to the licensee or lessee.
- (d) Personnel actions regarding the hospital administrator, including hiring, evaluation, discipline, and termination, shall be after consultation with the city manager.

(GJB § 40.05.020; Serial No. 74-24, § 3, 1974; Serial No. 75-06, § 3, 1975; Serial No. 76-05, § 2(c), 1976; Serial No. 82-08, § 2, 1982; Serial No. 2005-32(b), § 3, 10-10-2005)

40.05.030 Adoption of bylaws.

The hospital board of directors shall recommend bylaws for the administration and government of the hospital which bylaws shall become effective upon approval of the City and Borough assembly by resolution. The assembly may accept the bylaws recommended by the hospital board of directors, may reject such bylaws or may modify them.

(GJB § 40.05.030)

40.05.040 Organization.

The hospital board of directors shall elect annually from its members a president and secretary and such other officers as it deems necessary. The hospital board of directors shall establish an executive committee, a financial committee, a maintenance and building committee, and a joint conference committee; and shall assign such duties and responsibilities to the committees or appoint such other committees as it deems necessary.

(GJB § 40.05.040)

40.05.050 Vacancies.

A vacancy in the hospital board shall exist under the following conditions:

- (1) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
 - (2) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
 - (3) If a member submits his or her resignation to the board or assembly;
 - (4) If a member is unable to attend regular board meetings for a period of more than 90 days;
 - (5) If a member misses more than 40 percent of the regular board meetings in a 12-month period; or
 - (6) If a member is removed by the assembly, in its sole discretion, for the convenience of the City and Borough.
- (b) For the purposes of counting attendance, a member participating telephonically in accordance with the Assembly Rules of Procedure shall be counted as present.

PART II - CODE OF ORDINANCES

TITLE 40 - HOSPITALS

Chapter 40.05 CITY AND BOROUGH HOSPITAL—BOARD OF DIRECTORS

- (c) The chair of the hospital board shall notify the clerk's office of any vacancy on the hospital board. Upon notification, the assembly shall appoint a new member for the unexpired term.

(GJB § 40.05.050; Serial No. 2005-03(d), § 5, 6-13-2005)

40.05.060 Meetings.

The hospital board of directors shall meet at least once each month at a place and time to be designated by the board. All meetings of the hospital board of directors shall be open to the public except:

- (1) Matters the immediate knowledge of which would adversely affect finances;
- (2) Subjects that tend to prejudice the reputation and character of any person, provided that the person may request a public discussion;
- (3) Matters which, by law, municipal charter or ordinance are required to be confidential; may be considered in executive session but no action may be taken at the executive session.

(GJB § 40.05.060)

State law reference— Public meetings, AS 29.20.020, 44.62.310.

40.05.070 Membership in associations.

The hospital board of directors may maintain membership in any local, state or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of hospital administration and, in connection therewith, pay dues and fees thereto.

(GJB § 40.05.070)

FOOTNOTE(S):

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Charter reference— Hospital board, § 3.15. [\(Back\)](#)

**ASSEMBLY AGENDA/MANAGER'S REPORT
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Committee deliberation on matters which may tend to prejudice the reputation or character of the applicants.