

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

September 21, 2015 6:00 PM
City Hall Conference Room #224

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. August 31, 2015 Regular Human Resources Committee Meeting Minutes

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

- 1. Douglas Advisory Board Annual Report and Appointments

[As of packet preparation deadline 9/17/2015, no applications had yet been received for the two open seats on the Douglas Advisory Board.]

- 2. Update on Social Services Advisory Board/Block Grant Program [Verbal Report]

B. Other Business

VI. STAFF REPORTS

- A. Updated CBJ Board Application

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

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@juneau.org

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

August 31, 2015 6:00 PM
Chambers

I. ROLL CALL

Chair Jones called the meeting to order at 6:00 p.m.

Committee members present: Loren Jones, Karen Crane, Maria Gladziszewski, and Debbie White

Absent: None

Other Assemblymembers present: Mary Becker

Staff present: Beth McEwen, Deputy Clerk; Rob Steedle, Deputy City Manager; Laurie Sica, Municipal Clerk

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. APPROVAL OF MINUTES

A. August 17, 2015 Regular Human Resources Committee Meeting Minutes

MOTION by Ms. Gladziszewski to approve the minutes of the August 17, 2015 Regular Assembly Human Resources Committee meeting. *Hearing no objection, the minutes were approved.*

B. August 17, 2015 Full Assembly as Human Resources Committee Meeting Minutes

MOTION by Ms. Gladziszewski to approve the minutes of the August 17, 2015 Full Assembly as the Assembly Human Resources Committee meeting. *Hearing no objections, the minutes were approved.*

IV. PUBLIC PARTICIPATION

None.

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Americans with Disabilities Act Committee - Annual Report & Appointments

No one was present from ADA Committee. The committee's annual report was provided in the packet.

Mr. Jones asked if any of the HRC members wished to send comments or questions back to the ADA Committee through the Clerk.

Mr. Jones brought up the mention in the report regarding lack of ADA accessible street parking between the Twisted Fish and Ferry Way. He suggested that although there isn't a solution for on street parking, the ADA Committee may wish to discuss the parking spots located near the Twisted Fish with Docks and Harbors who maintains that parking lot.

Mr. Jones and Ms. Gladziszewski asked what Pocket Talkers are, how many CBJ has, and how are they made available. Ms. McEwen explained they are a personal hand-held sound amplification devices that people can use to better hear what is being said at meetings. Ms. McEwen said she knew of the ones available at City Hall and that Clerk's staff has informed the ADA Committee and others that they are available for check out for any public meetings where they may be needed. HRC members expressed a wish to make sure they were also available at all the libraries and Ms. McEwen said she would check the status of the libraries and follow-up with the committee.

There were two open seats on the ADA Committee for terms expiring August 31, 2018.

MOTION by Ms. Gladziszewski to recommend the Assembly reappoint Cheryl Putnam and appoint Charlene Steinman to the ADA Committee to terms expiring August 31, 2018. *Hearing no objection, the motion carried.*

2. Local Emergency Planning Committee - Nomination

Ed Quinto Jr. has applied to fill the Firefighter seat on the Local Emergency Planning Committee which was previously held by Chad Cameron.

MOTION by Ms. Gladziszewski to recommend the nomination of Ed Quinto Jr. to the Firefighter seat on the Local Emergency Planning Committee to a term expiring December 31, 2016. *Hearing no objection, the motion carried.*

3. Sister Cities Committee - Appointment

There was one remaining public seat open on the Sister Cities Committee created by Resolution 2508 which increased the membership of the committee from five members to seven members.

MOTION by Ms. Gladziszewski to recommend the Assembly appoint Larry M. Snyder to the Sister Cities Committee to a public seat for a term expiring January 1, 2017. *Hearing no objection, the motion carried.*

4. Utility Advisory Board - Appointment

There was one open seat on the Utility Advisory Board for a term expiring May 31, 2018. There were two applicants, William Brown and Andrew Campbell.

MOTION by Ms. White to recommend the Assembly appoint Andrew Campbell to the Utility Advisory Board to a term expiring May 31, 2018.

Ms. Crane said she does not have any objection to Mr. Campbell's appointment and thinks he is a great applicant but she was concerned that he is already serving as the Chair of the Wetlands Review Board. Ms. White asked if those boards work together at all. Mr. Jones noted that they both meet often and they both are consulted on issues before the Planning Commission when it is related to utilities such as garbage, wastewater, electrical. Wetlands Review gets involved in many of those permits. He said his concern was mostly with the time elements required for service on two very active boards. Ms. McEwen also noted that both boards hold their meetings on Thursday nights and although they are currently meeting on alternating Thursday nights for the next couple of months, that may not always be the case.

MOTION WITHDRAWN: Ms. White withdrew her nomination given the concerns expressed by the other committee members.

MOTION by Ms. Gladyszewski to recommend the Assembly appoint William Brown to the Utility Advisory Board to a term expiring May 31, 2018. *Hearing no objection, the motion carried.*

5. Youth Activities Board - Annual Report & Appointments

Youth Activities Board Vice-Chair Joyce Vick presented the board's annual report.

Ms. Vick thanked the Assembly for continuing to fund the programs. She said the programs funded touch the lives of 10,000 youth which is approximately one third of the community population. She noted that they have approximately 480,000 participant hours at A funding level of approximately \$0.68/hr. She feels that is a very good use of the money the Assembly puts into the programs.

She gave a synopsis on the Youth Activities Board's work and explained the grant scoring process. They divide the board into three groups for grant scoring: 1) Academics/Miscellaneous 2) Arts and 3) Sports. She gave examples of programs that fall into each of the three categories. She and the HRC members discussed details of the grant review and approval process.

The HRC members thanked Ms. Vick for the report and the work of the board.

There were three open seats on the Youth Activities Board: one (1) public seat for a term expiring August 31, 2016, one (1) public seat for a term expiring August 31, 2018, and one (1) seat for a youth representative for a person 18 years or younger at the time of appointment to a term expiring August 31, 2018.

Mr. Jones noted that youth applicant Kathy Tran was present in the audience and invited her up to speak to the committee about why she would like to serve.

Miss Kathy Tran, a sophomore at Thunder Mountain High School, said she applied for the YAB because she is passionate about student advocacy. She said she is involved in a lot of student leadership programs and has become an advocate for youth making their voices heard through student government and other venues.

MOTION by Ms. Crane to recommend the Assembly make the following appointments to the Youth Activities Board: Elizabeth Lange to a public seat for a term expiring August 31, 2018 and Liz Brooks to a public seat for a term expiring August 31, 2016 and Kathy Tran to the Youth Representative seat to a term expiring August 31, 2018. *Hearing no objection, the motion carried.*

The members thanked Miss Tran for applying and for attending the meeting.

B. Liquor Licenses

1. New Restaurant-Eating Place Public Convenience Liquor License #5415 - Canton Asian Bistro, LLC d/b/a Canton Asian Bistro

Ms. White noted that she is the property manager for Kotznoowoo Plaza which is the building in which this is located. She said she can verify that ownership and management of the restaurant is total unrelated to the her property management. Mr. Jones said in the absence of the City Attorney, he would ask her to step down from the discussion on this matter. He encouraged her to talk with the City Attorney prior to the Assembly action at the meeting that evening as to whether or not a conflict exists.

Mr. Jones asked for a staff report. Ms. McEwen explained that the staff recommendation is for the Assembly to waive its right to protest the issuance of the Restaurant-Eating Place Public Convenience license. She explained that since this is a Public Convenience license which is outside the population restrictions, the Assembly may choose to protest the issuance of license if it feels they do not wish additional licenses be allowed in Juneau. If the Assembly does choose to protest the license, the memo in the packet outlines the next steps in the process.

Ms. McEwen answered questions from the committee members regarding the petition certification process done by Alcohol Beverage Control (ABC) staff, the previous liquor license (#2185) that was protested by CBJ in the spring and upheld by the ABC Board and the differences between a Restaurant-Eating Place regular license and Restaurant-Eating Place Public Convenience license.

MOTION by Ms. Crane that the HRC forward a recommendation to the Assembly to waive the right to protest the issuance of the Restaurant-Eating Place Public Convenience License #5415 for Canton Asian Bistro, LLC. *Hearing no objection, the motion carried.*

Mr. Jones invited Ms. White to rejoin the committee.

C. Other Business

None.

VI. STAFF REPORTS

A. Jensen-Olson Arboretum Advisory Board - School District Representative

Ms. McEwen noted that the governing legislation for the Jensen-Olson Arboretum Advisory Board sets out the membership of the board to include the School District Superintendent or their designee and that seat is not actually appointed by the Assembly. Ms. McEwen noted the memo in the packet from Superintendent Mark Miller appointing Ms. Kristin Bartlett to serve as his designated representative to the board.

B. Empowered Boards + Planning Commission - CBJ Email Implementation

Ms. McEwen explained that the Clerk's office is rolling out the CBJ emails for members of the Empowered Boards and Planning Commission. This change ensures that those board and commission members are conducting CBJ business only using CBJ email accounts rather than their personal emails.

One of the reasons for this change is to make it easier to comply with any public records requests in accordance with the Alaska Public Records Act. Should a request be received, the emails can be searched via the CBJ email server without having to request a boardmember surrender their personal devices/emails for search and retrieval of CBJ related correspondence.

This issue was originally brought up at the board training in February 2015 and staff has been working on all the details associated with the implementation since then. The final roll-out of this is now taking place and staff liaisons were given training a week ago and it is in the process of being rolled out to the various empowered boards over this next month. Ms. McEwen explained that in addition to the boards and staff liaisons, she wanted to be sure the Assemblymembers were aware of these changes. Ms. McEwen provided an overview on how this came about. This topic was discussed during the board training sessions back in February 2015 and the members of the empowered boards present during those training sessions were the ones to request it. During that training, City Attorney Amy Mead was quite surprised to learn that it was not already in place. Ms. Mead stressed that for the empowered boards and the Planning Commission it is important that their business is being conducted on the CBJ servers.

Ms. McEwen attended the most recent Hospital Board meeting where it was discussed at length. The board had some concerns and want look at implementing some specific policies and procedures as it relates to hospital matters before it is finally rolled out so it will most likely be the end of September before they are ready to go live with the new emails.

Ms. Crane noted that the first time the Hospital Board heard about it was this past week. She said the Hospital Board did have some concerns. They have some specific rules regarding HIPPA and other things. She said she thinks it is a good idea but like most things, one size may not fit all and we may need to work with individual boards to make them work.

Ms. Gladziszewski said she thinks this is a great thing because she thinks public business should be conducted via public emails. She asked if the Hospital Board members are using their own private emails currently. Ms. McEwen said they are. Ms. Gladziszewski asked if they somehow find that more secure than the CBJ servers.

Ms. McEwen explained that for compliance with the Alaska Public Records Act and fulfilling any requests for public records within the 10-day window required, having those emails searchable on a CBJ server is much better than having to try to conduct a search of someone's private emails from their home computer or device when they may be traveling or otherwise unavailable. She also agreed with Ms. Crane that there are specific needs for specific boards that are being worked out between MIS staff and the staff liaisons to the boards to make sure those specific needs are addressed.

Mr. Jones said that Laurie Sica came and addressed the Planning Commission about this issue the previous week. He said most were in agreement and that this was probably a good idea. He said the concerns raised related to having to manage another email and also any issues relating to ex-parte contact on matters of a quasi-judicial nature.

The committee also talked about the favorable responses from the Aquatics Board and the Airport Board. The Airport Board has been clamoring for this ever since the board training and has been checking in every month to find out the status of the implementation.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Mr. Jones said he was hoping to have an update from the City Manager on the discussions with the Juneau Community Foundation (JCF) about the Social Services Grants. He said there has been at least one meeting between JCF and the City Manager's staff but due to scheduling conflicts, that topic has been set aside to the September 21, 2015 HRC instead.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 6:35p.m.

**DOUGLAS ADVISORY BOARD
ANNUAL REPORT
SEPTEMBER 2014 THROUGH AUGUST 2015**

The seven-member Douglas Advisory Board is scheduled to meet on the second Wednesday of each month at 5:30 p.m. in the conference room of the Douglas Community Building. During the period covered by this report, those meetings were held as scheduled with the exception of September, 2014 when there was no quorum. The attendance record for the remaining meeting is attached. Approved minutes have been sent previously to the City Clerk's office.

The following issues were reviewed/discussed by the DAB during the report period.

Welcome to Douglas Sign

The DAB supports the installation of a welcome sign in the vicinity of the roundabout at the Douglas bridge. Size constraints, design of the structure, and funding sources were among issues discussed and searched out by the Board, with the lead contact on the Board being Marcheta Moulton. At present, work on this is ongoing.

Treadwell Historical Society

Board Member Linda Snow is a liaison member to the Treadwell Historical Society and routinely gave updates to the DAB about the activities of the Society.

Bus Shelters

The DAB actively supported construction of two bus shelters on the Channel side of the Douglas Highway, one at the base of Cordova street, and one at the base of Crow Hill. Shelters at the base of David Street and the base of Crow Hill have been let for construction, and a shelter at the base of Cordova Street may still be a possibility.

Douglas Island Mini Park Fruiting Forest

Information was supplied to the DAB on this project.

Alaska Marine Lines Noise Issue

A resident of Capital View Subdivision raised this issue to the Douglas Advisory Board in February, 2015. The resident was informed of what participation the Board had in the past regarding the "noise" ordinance, and the Board facilitated a meeting in May on this subject. It was determined that rather than the Board dealing with this in an official advisory capacity to the Assembly, a community group would be better suited for handling the issue.

DAB Brochure/Rack Card

The Board is currently in final review of a rack card which highlights the Board, with the hopes of having it available at various Douglas Island locations. The goal is to make residents aware of the Board and it's objectives.

Proposed Capital Transit Route Revisions

The Board reviewed proposed revisions to the Capital Transit routes as they would have affected Douglas and sent correspondence to the Assembly expressing concern about eliminating the St. Ann's portion from the Douglas route.

Sidewalk Extension, Gastineau School to Crow Hill

The Board became aware of this proposal on the uphill side of the Douglas Highway and sent correspondence to the Assembly in support of it.

Building Debris, First and Dock Streets

The debris resulting from the demolition of the washeteria building was of concern to the Board in the fall/early winter of 2014 due to prevalence of Taku force winds in Douglas and this debris possibly being blown around, causing damage. The debris was subsequently hauled away prior to any damage occurring.

Guests at various meetings during the year included:

Maraiya Gentilli in December, 2014 to discuss the First Street Debris

Mary Lou Bavard in February, 2015 to discuss the Alaska Marine Lines Noise

Assemblyman Jerry Nankervis in March, 2015 to discuss various issues, including AML noise

Mayor Merrill Sanford in July, 2015 to discuss various issues

Reviewed and approved by the Douglas Advisory Board on August 12, 2015.

DOUGLAS ADVISORY BOARD ATTENDANCE

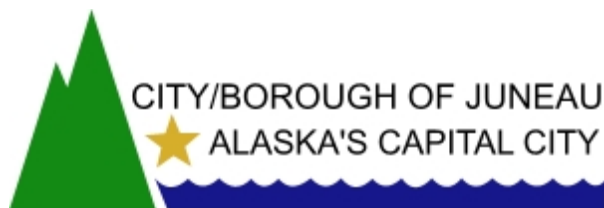
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Douglas Advisory Board

Governing Legislation: Resolution 2331

Total # of Seats: 7

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	Douglas Advisory Board	Ms.	Sylvia	Harvey	Public	Secretary	12/7/2012	9/30/2015	1/10/2011	12/7/2012		Downtown Douglas Resident [chose not to apply for reappointment]
Yes	Douglas Advisory Board	Ms.	Mary Kay	Pusich	Public	Vice-Chair	11/25/2013	9/30/2016	4/21/2008	4/21/2008	12/20/2010	Downtown Douglas Resident
Yes	Douglas Advisory Board	Ms.	Marcheta	Moulton	Public		10/1/2014	9/30/2017	5/23/2011	5/23/2011	9/29/2014	Downtown Douglas Resident
Yes	Douglas Advisory Board	Ms.	Joyce	Vick	Public		10/1/2014	9/30/2017	1/12/2009	9/19/2011	9/29/2014	Downtown Douglas Resident; Also member of YAB
Yes	Douglas Advisory Board	Mr.	Adam	Garner	Public		11/25/2013	9/30/2016	1/10/2011	11/25/2013		North Douglas Resident
Yes	Douglas Advisory Board	Ms.	Linda	Snow	Public		12/7/2012	9/30/2015	2/28/2011	12/7/2012		Downtown Douglas Resident [chose not to apply for reappointment]
Yes	Douglas Advisory Board	Mr.	John	DelGado	Public	Chair	11/25/2013	9/30/2016	6/2/2008	12/20/2010	11/25/2013	Downtown Douglas Resident; Original term expired 9/30/2009, continued to serve until reappointed to a three year term 12/2010-12/2013.



City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Douglas Advisory Board Fact Sheet

Title: Douglas Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

-Resolution 2331

-Date Created: July 01, 1970

-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the [General Board Information page](#).

Description: Provides advice to the Assembly and administration on matters which affect Douglas Island and its facilities and residents.

Membership: This is a seven-member board and all members must be qualified voters of the City & Borough residing on Douglas Island.

Officers: Chair, Vice-Chair, Secretary

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): September

Meetings: At the call of the chair and/or as set by the board at each meeting.

Special Facts: Previously named Douglas Service Area Advisory Board originally created through the adoption of the Charter with the unification of the City of Douglas, City of Juneau, and Greater Juneau Borough.

Staff Contact: City Clerk - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Douglas_Advisory_Board.php

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Presented by: HRC
Introduced: 04/23/2007
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2331

A Resolution Reestablishing and Renaming the Douglas Service Area Advisory Board, and Repealing Resolution Nos. 210 and 1665.

WHEREAS, a temporary Advisory Board for Douglas Service Area, Service Area No. 2, was established by the Charter in Section 16.8(d); and

WHEREAS, the Douglas Service Area Advisory Board has continued to function under authority granted by the Assembly; and

WHEREAS, it is desirable that this board continue to function, and that it be renamed.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The Douglas Service Area Advisory Board, shall be known as the Douglas Advisory Board

Section 2. The board shall consist of seven members appointed by the Assembly for staggered three-year terms.

Section 3. Any person appointed to serve on the Douglas Advisory Board must be a qualified voter of the City and Borough residing on Douglas Island.

Section 4. The purposes of such board shall be to advise the City and Borough Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

Section 5. Repeal of Resolutions. Resolution Nos. 210 and 1665 are repealed.

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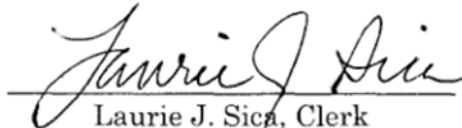
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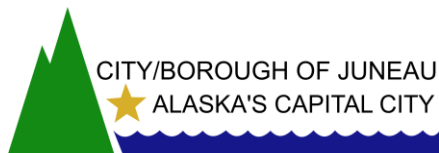
Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 23rd day of April, 2007.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk



CBJ BOARD/COMMISSION APPLICATION

c/o Municipal Clerk's Office, 155 S. Seward Street, Juneau, AK 99801;
Phone: 907-586-5278 Fax: 907-586-4552 Email: City.Clerk@juneau.org

First Name:

Last Name:

Daytime Phone :

Evening Phone:

Email Address:

Mailing Address:

City:

AK Zip

Residence Address:

City:

AK Zip

Occupation

Employer

I am currently a member of the following CBJ Board/Committee(s):

Board or Committee(s) you are applying for (please indicate no more than 3*, in priority order):

First Choice

Second Choice

Third Choice

*If you are applying for more than one board, how many total boards are you willing to serve on? ____

Explain with specificity, your reasons for applying to serve on each board listed above:

Please note that some CBJ Boards have membership criteria. These criteria can be found on-line at: http://www.juneau.org/clerk/boards/Board_Information.php. Please review the requirements on the factsheets to see if you qualify for any specifically designated board seats. For example, the Airport Board has public seats and tenant seats. Please state whether you fit one of the specific seat criteria or if you are applying for the "general public" seat on each board below:

Please disclose any potential conflicts of interest that may arise from your appointment. To see what constitutes a "Conflict of Interest" as a board member, please refer to CBJ Code 01.45 available online at https://www.municode.com/library/ak/juneau/codes/code_of_ordinances?nodeId=PTIICOOR_TIT01GE_PR_CH01.45COIN.

CITY AND BOROUGH OF JUNEAU – BOARD/COMMISSION APPLICATION (Page 2)

Please state any organizations which you currently serve as an employee, board member, or officer.

Please list your employment work history including paid, unpaid, or voluntary positions.

List both formal and informal education and training experience:

List any community service, municipal government, and state positions held, and any awards received.

List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:

[Check One] I can commit up to ___ 3, ___ 5, ___ 10, or ___ 20 hours towards board service per month.

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM IS OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

I understand that this is a voluntary, position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media outlet. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember.

I certify that the information in this application is true and accurate.

Signature of Applicant: _____ *Date:* _____

(Date Stamp below)

Clerk's Office Use Only

Date of Assembly Appointment: _____ or /Not appointed, keep on file 1 yr.

Term Beginning Date _____ Term Exp. Date _____

Reappointed to term(s) [beginning-end dates:] _____

Appointment Materials Mailed _____

Resignation Notice Received _____ Effective date _____