

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

November 9, 2015 6:15 PM

City Hall Conference Room #224; Start time will be immediately following adjournment of the Special Human Resources Committee Meeting.

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. September 21, 2015 Assembly Human Resources Committee 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 - Appointments
2. Juneau Human Rights Commission - Appointment
3. Local Emergency Planning Committee - Nomination
4. Utility Advisory Board - Appointment
5. Social Services Grant Program - Draft Memorandum of Understanding

B. Other Business

VI. STAFF REPORTS

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

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

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

Others present: Beth McEwen, Deputy Clerk; Kim Kiefer, City Manager; John Delgado, Douglas Advisory Board Chair; Eric Kueffner, Juneau Community Foundation; Jenny Fremlin, Social Services Advisory Board Member

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. APPROVAL OF MINUTES

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

MOTION by Ms. Crane to approve the minutes of the August 31, 2015 Regular Assembly Human Resources Committee meeting with minor correction. *Hearing no objection, the minutes were approved as corrected.*

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

Douglas Advisory Board Chair John Delgado was present to answer questions related to the Annual Report submitted by the board. The two incumbents, Linda Snow and Sylvia Harvey have indicated that they did not wish to continue to serve past their term end dates.

Discussion took place regarding the Alaska Marine Lines noise issue. Mr. Delgado explained that a community group has taken up this topic and will continue to pursue it via that group rather than the Douglas Advisory Board. Ms. McEwen had given Mr. Delgado a copy of the memo from the Port Director about the work about to begin on the Cruise Ship Berth project and

the associated hours of work that will be causing noise as a main part of that work.

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

City Manager Kim Kiefer and Juneau Community Foundation (JCF) Board Chair Eric Kueffner reported on their meeting in July regarding the possibility of taking over management of the Social Services Grant program.

Discussion took place regarding the manner in which JCF might take on the responsibility for managing the CBJ Social Services grants. Ms. Kiefer said she is looking for direction from the Assembly on how the administration of the grant by JCF would be paid for, whether it would come out of the grant program funds or if they plan on trying to find it elsewhere in the budget.

There had been a misunderstanding in the expectations as to whether the JCF would administer the grants in a two-year cycle vs. an annual cycle. Mr. Kueffner said when they drafted the proposal, it was in the amount of \$35,000 for administering the grant on an annual basis. However, he does not feel it would be difficult to change it to a two-year cycle and they would have to look at the proposed numbers and give a better figure for what it would cost them to administer the program on a two-year cycle.

Additional discussion took place regarding the work involved by JCF vs. CBJ staff and how the work has been done in the past with the Social Services Advisory Board (SSAB). SSAB member Jenny Fremlin was present and explained that some of the work of the board never made it past the board to the Assembly and she hoped that the information would be fully shared with the Assembly.

Ms. Crane expressed her concern that the past process did not work well and there was no one group that should be held to blame as it was something that was not working on all levels: staff, the SSAB, and the Assembly.

Mr. Jones expressed his desire to try to find the funding for grant administration through the budget process rather than taking it out of the program funds themselves. He said they have already reduced some of the grant funds by moving some money for the Zach Gordon Center program to the Parks and Recreation annual budget.

Discussion took place regarding next steps and the timing of how this will move forward. The committee decided to request the Assembly Finance Committee (AFC) to include this on the AFC October 21 agenda to make sure there is Assembly agreement on where the funding will be coming from for grant administration. Once that is determined, they would like it to come back to the Assembly Human Resources Committee to determine the next steps in finalizing the grant program and what to do with the current Social Services Advisory Board. They did not want to dissolve the SSAB at this time in case the JCF proposal did not pan out.

Mr. Kueffner said the next meeting of the JCF is scheduled for October 19 and he anticipates they will be able to provide additional information about a two-year proposal in time for the October 21 Assembly Finance Committee meeting.

B. Other Business

VI. STAFF REPORTS

A. Updated CBJ Board Application

Ms. McEwen noted some of the main changes to the CBJ Board application. HRC members requested a number of small changes to the application. It was also decided to allow for additional pages to be added but up to no more than four.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

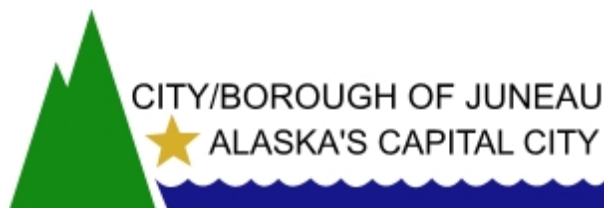
There being no further business to come before the committee, the meeting adjourned at 6:35p.m.

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		Open Seat	Open Seat				9/30/2018				
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		Open Seat	Open Seat	Public			9/30/2018				
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.



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

Adopted this 23rd day of April, 2007.


Bruce Botelho, Mayor

Attest:

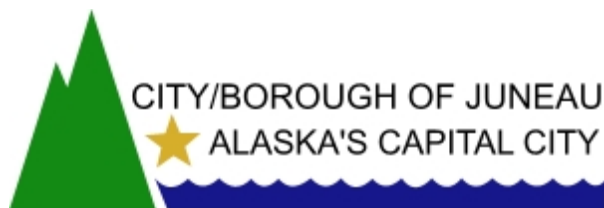

Laurie J. Sica, Clerk

Juneau Human Rights Commission

**Governing Legislation:
Resolution 2436**

Total # of Seats: 7 Public Seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes		Open Seat	Open Seat	Public			5/31/2017				
Yes	Ms.	Haifa	Sadighi	Public		8/11/2014	5/31/2017	2/11/2013			Assistant Principal at Floyd Dryden Middle School
Yes	Mr.	Markus	Bressler	Public		5/18/2015	5/31/2018	9/29/2014	5/18/2015		Formerly served on JHRC 6/30/2009-9/15/2010 (moved out of town)
Yes	Mr.	Alavini	Lata	Public	Chair	5/13/2013	5/31/2016	8/24/2009	4/26/2010	5/13/2013	Appointed to unexpired term beginning 8/24/09 expiring 5/31/2010; Reappointed 4/26/2010 to term exp. 5/31/2013. [Work email: Alavini.lata@alaskaair.com]
Yes		Open Seat	Open Seat	Public			5/31/2016				Seat formerly held by Washington Parks
Yes	Ms.	Morgan	Griffin	Public		5/18/2015	5/31/2018	5/18/2015			seat formerly held by Patricia Hill
Yes		Open Seat	Open Seat	Public			5/31/2017				seat formerly held by Steve Wolf



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Human Rights Commission Fact Sheet

Title: Juneau Human Rights Commission

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

- Resolution 2436
- The Universal Declaration of Human Rights
- Date Created: January 11, 1993
- 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: The focus of the Juneau Human Rights Commission has changed over time and at this time their focus is on developing educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, to examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice within the City and Borough of Juneau, and to advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.

Membership: Resolution 2436 reduced the membership of the Commission from nine to seven members.

Officers: Chair, Vice-Chair, Secretary

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): May

Meetings: Meetings have been held every other Monday in the City Hall Conference Room #224 at 5:15pm or at the Downtown Library. For specific meeting dates/locations please refer to the CBJ Meeting Calendar at <http://www.juneau.org/calendar/index.php>

Special Facts: The Juneau Human Rights Commission was created in 1993 in response to the Alaska State Human Rights Commission Southeast Alaska component being disbanded. Its focus in the early years was as an advocacy and investigatory body. In the 2005-2007 period, the Juneau Human Rights Commission floundered due to lack of members and the inability to hold meetings due to lack of quorum. In 2007-2008 the Assembly, by adoption of Resolution 2436 on Feb. 11, 2008, recreated the commission removing the investigatory role and focusing its efforts on the community education aspect and its advisory role to the Assembly.

Staff Contact: Municipal Clerks Office - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Human_Rights_Commission/Juneau_Human_Rights_Commission.php

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Presented by: The Manager
Introduced: 02/11/2008
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2436

A Resolution Re-establishing the City and Borough of Juneau Human Rights Commission, and Repealing Resolution 2209.

WHEREAS, discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern; and

WHEREAS, this discrimination not only threatens the rights and privileges of the inhabitants of the municipality, but also menaces the institutions of the municipality and threatens peace, order, health, safety, and general welfare of the municipality and its inhabitants; and

WHEREAS, it is therefore the policy of the municipality to eliminate and prevent discrimination and harassment; and

WHEREAS, it is also the policy of the municipality to encourage and enable all citizens to participate fully in the social and economic life of the municipality and to engage in remunerative employment; and

WHEREAS, in order to address the issue of discrimination and harassment, the Assembly in 1992 by Resolution 1615(am) established the City and Borough of Juneau Human Rights Commission.

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

Section 1. Human Rights Commission re-established.

(a) There is established a human rights commission consisting of seven persons, which shall be known as the City and Borough of Juneau Human Rights Commission.

(1) The Assembly shall appoint members of the commission to staggered three-year terms. Members shall be selected to provide the most balanced representation possible. A member of the commission shall be eligible for reappointment.

(b) The commission is charged to:

- (1) Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, including hate crimes;
- (2) Promote harmonious intergroup relations within the City and Borough of Juneau by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor, and governmental organizations, fraternal and benevolent associations, education and other groups concerned with human rights.
- (3) Examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice in the City and Borough of Juneau.
- (4) Advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.
- (5) Recommend to the Assembly, action, policies, and legislation to be considered by state and local governments.

Section 2. Procedure. The board's procedure shall be governed by Roberts Rules of Order except where superseded by the Advisory Board Rules of Procedure and the Assembly's Rules of Procedure, as such may be amended from time to time.

Section 3. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the board shall select its own officers, and shall hold regular meetings on a schedule established by the board, as well as such special meetings as required to conduct business. The presence of four members constitutes a quorum and any action of the commission requires four or more affirmative votes to be approved.

Section 4. Staff Assistance. Staff support to the board shall be provided by the City Manager as available and appropriate.

Section 5. Repeal of Resolution. Resolution 2209, adopted on October 27, 2003, is repealed.

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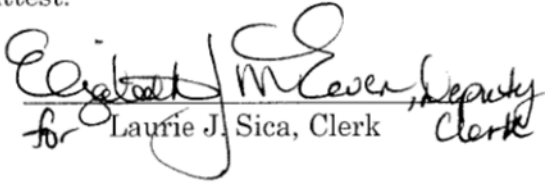
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Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 11th day of February, 2008.


Bruce Botelho, Mayor

Attest:

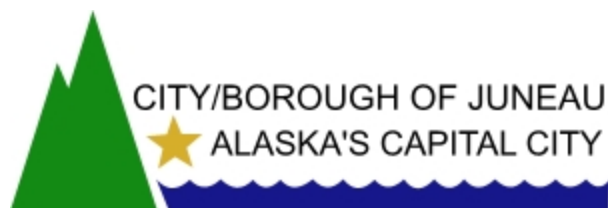

for Laurie J. Sica, Clerk

Total # of Seats: 11 + 11 Alternate Seats + City Manager or Designee

Type of Seat	Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins/ Date Nominated by Assembly	*Current Term Expiration	If appointed - new expiration date will be:	Date of Assembly Nomination	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 4	Comments
1-Elected Official	Local Emergency Planning Committee	Assemblym ember	Maria	Gladziszewski	1-Elected Official			10/31/2015							Nominated by Assembly 10/23/2014
1a - Alternate Elected Official	Local Emergency Planning Committee	Assembly member	vacant	vacant	1a - Alternate Elected Official										
2-Peace Officer/Law Enforcement	Local Emergency Planning Committee	Deputy Police Chief	Ed	Mercer	2-Peace Officer/Law Enforcement		1/12/2015	12/31/2017	12/31/2014	8/8/2011	1/12/2015				Juneau Police Dept.
2a- Alternate Peace Officer/Law Enforcement	Local Emergency Planning Committee	Lt.	David S.	Campbell	2a- Alternate Peace Officer/Law Enforcement		1/12/2015	12/31/2017	12/31/2014	3/5/2012	1/12/2015				Juneau Police Dept.
3-Firefighter	Local Emergency Planning Committee	Asst. Fire Chief	Ed	Quinto	3 - Firefighter		8/31/2015	12/31/2016	12/31/2016	8/31/2015					Assistant Fire Chief
3a-Alternate Firefighter	Local Emergency Planning Committee	Fire Chief	Rich	Etheridge	3a-Alternate Firefighter		1/27/2014	12/31/2016	12/31/2016	4/1/2003	12/1/2004	4/1/2008	2/7/2011	1/27/2014	Formerly held seat 3, nominated to seat 3a on 4/5/2010
4-General Public Seat	Local Emergency Planning Committee	Ms.	Alison	Brehmer	4-General Public Seat		1/12/2015	12/31/2017	12/31/2017	3/5/2012	1/12/2015				Public Health Nurse
4a-Alternate General Public Seat	Local Emergency Planning Committee	Dr.	Destiny	Sargeant	4a-Alternate General Public Seat		1/12/2015	12/31/2017	12/31/2017	3/5/2012	1/12/2015				Psychologist, Critical Incident Stress Management, & MMRS
5-BRH Hospital Seat	Local Emergency Planning Committee	Mr.	Miguel	Lopez	5-BRH Hospital Seat		1/12/2015	12/31/2017	12/31/2017	3/16/2009	1/11/2012	1/12/2015			BRH Lead Security Officer
5a-Alternate Hospital Seat	Local Emergency Planning Committee	Ms.	Cheri	Moyer	5a-Alternate Hospital Seat		1/12/2015	12/31/2017	12/31/2017	1/12/2015					Replacing Rose Lawhorne as BRH alternate member
6-Media Seat	Local Emergency Planning Committee	Mr.	Bill	Legere	6-Media Seat		1/28/2013	12/31/2015	12/31/2015	3/5/2012	1/28/2013				KTOO General Manager, State Emergency Communications Committee member
6a-Alternate Media Seat	Local Emergency Planning Committee	Mr.	Mikko	Wilson	6a-Alternate Media Seat		1/28/2013	12/31/2015	12/31/2015	1/28/2013					KATH-TV, KTOO-TV, JSD (Engineer)

Total # of Seats: 11 + 11 Alternate Seats + City Manager or Designee

Type of Seat	Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins/ Date Nominated by Assembly	*Current Term Expiration	If appointed - new expiration date will be:	Date of Assembly Nomination	Reappointed 1	Reappointed 2	Reappointed 3	Reappointed 4	Comments
7-American Red Cross Seat	Local Emergency Planning Committee		Open Seat	Open Seat	7- American Red Cross Seat			12/31/2016	12/31/2016						Replacing Roger Retig who retired from A.R.C.
7a-Alternate American Red Cross Seat	Local Emergency Planning Committee	Mr.	Scott	Novak	7a-Alternate American Red Cross Seat		1/27/2014	12/31/2016	12/31/2016	1/28/2013	1/27/2014				Nominated 1/28/2013 for an unexpired term ending 12/31/2013.
8-Owner/ Operator of Facility subject to Right to Know Act 1986	Local Emergency Planning Committee	Mr.	Daniel	Garcia	8-Owner/ Operator of Facility subject to Right to Know Act 1986	Chair	1/28/2013	12/31/2015	12/31/2015	2/1/2007 to seat #4 for term expiring 12/1/2007	2/2/2009	1/28/2013			Dan previously served in Seat#4 (Public), and is currently on the Juneau Haz/Mat Team and works for UAS and eligible to serve in Seat #8.
8a-Alternate Seat to #8	Local Emergency Planning Committee	Ms.	Allison	Natcher	8a-Alternate Seat to #8		1/27/2014	12/31/2016	12/31/2016	1/27/2014					
9-Community Group	Local Emergency Planning Committee	Mr.	Matthew	Musslewhite	9-Community Group		1/28/2013	12/31/2015	12/31/2015	1/28/2013					Nominated 3/16/2009 for term expiring 12/1/2012
9a-Alternate Community Group Seat	Local Emergency Planning Committee	Mr.	Ed	Williams	9a-Alternate Community Group Seat	Vice-Chair	1/28/2013	12/31/2015	12/31/2015	3/16/2009	1/28/2013				Nominated 3/16/2009 for term expiring 12/1/2012
10-Haz/Mat Transporter Seat	Local Emergency Planning Committee	Mr.	Paul	Nowlin	10-Haz/Mat Transporter Seat		1/12/2015	12/31/2017	12/31/2017	11/5/2012	1/12/2015				8yrs Haz Mat Training, also SEAPRO Responder
10a-Alternate Haz/Mat Transporter Seat	Local Emergency Planning Committee	Mr.	Joel C.	Curtis	10a-Alternate Haz/Mat Transporter Seat		1/12/2015	12/31/2017	12/31/2017	1/28/2013	1/12/2015				Originally served in seat 6a 3/16/2009, reappointed 12/1/2009 to term ending 12/31/2012. Nominated 1/28/2013 to seat 10a to term expiring 12/31/2014
11 - Vulnerable Population Seat	Local Emergency Planning Committee	Ms.	Pam	Watts	11 - Vulnerable Population Seat		1/12/2015	12/31/2016	12/31/2016	1/12/2015					New Seat created via Resolution 2689 [Executive Dir. JAMHI]
11a- Alternate Vulnerable Population Seat	Local Emergency Planning Committee	Mr.	Jason C.	Burke	11a- Alternate Vulnerable Population Seat		1/12/2015	12/31/2016	12/31/2016	1/12/2015					New Seat created via Resolution 2689 [State of AK Social Services Program Coordinator]
12 - City Manager's Designee		Mr.	Tom	Mattice	City Manager's Designee	City Manager's Designee		upon leaving current job at CBJ.							
12a - Alt. City Manager's Designee		Ms.	Michelle	Brown	City Manager's Alt. Designee	City Manager's Alt. Designee		upon leaving current job at CBJ.							



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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Local Emergency Planning Committee (LEPC) Fact Sheet

Title: Juneau Local Emergency Planning Committee (LEPC)

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Manager

Status: Active

Governing Legislation:

- Resolution 2689
- Alaska Statutes 26.23.071 & 26.23.073
- Resolution 2135 (Repealed by Res. 2689)
- Date Created: May 21, 1990
- 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: Local Emergency Planning Committee. (Assembly nominations applicants and final appointments are done by the State Emergency Response Commission). Advises the fire chief on emergency management issues. Reviews the emergency response plan for the city and borough and keeps the plan up to date. Functions, when necessary, as the local emergency planning committee under SARA Title III.

Membership: Manager or Manager's designee + 11 voting members and 11 alternate members nominated by the Assembly and appointed by the Alaska State Emergency Response Commission.

Officers: Chair, Vice Chair, Secretary

Quorum: 6

Term Limits: None

Annual Appointment Period (Annual Reports Due): December

Meetings: 2nd Wednesday of each month at 12:00 Noon in the Bartlett Regional Hospital Administrative Board Room.

Special Facts: Applicants need to submit both a CBJ Board Application available online at http://www.juneau.org/clerk/boards/Application_Form.pdf and a State LEPC application form available online at http://www.juneau.org/clerk/boards/State_LEPC_Application_Form.pdf

Staff Contact: Tom Mattice, Emergency Program Manager - 586-0419 - Tom.Mattice@juneau.org

Website: http://www.ak-prepared.com/SERC/LEPC_Home

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Presented by: The Manager
Introduced: 07/21/2014
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2689

A Resolution Re-establishing the Juneau Local Emergency Planning Committee, Amending its Membership and Bylaws, and Repealing Resolution 2135.

WHEREAS, The Alaska Disaster Act, AS 26.23, together with the Emergency Planning and Community Right-to-Know Act of 1986, Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) establish requirements for business and industry, and federal, state, and local governments regarding emergency planning and community right-to-know reporting on hazardous substances; and

WHEREAS, implementing the community right-to-know provisions of state and federal law will serve to advise the public of the presence of hazardous substances in the community, and involve the public in preparing for, and mitigating the threat of accidental releases of these substances into the environment; and

WHEREAS, in 1991, pursuant to state and federal emergency planning and community right-to-know law, and at the request of the Assembly set forth in Resolution 1443, the Alaska State Emergency Response Commission designated the City and Borough of Juneau a Local Emergency Planning District; and

WHEREAS, pursuant to state designation as a Local Emergency Planning District, and under the authority of Resolution 1443 the Assembly appointed a Local Emergency Planning Committee; and

WHEREAS, in 1996, the Local Emergency Planning Committee was disestablished pursuant to Resolution 1830 and its functions made a part of the duties of a newly-created Emergency Management Advisory Group; and

WHEREAS, in 1999 the Assembly determined that disestablishment of the Local Emergency Planning Committee had been improvident and it was reestablished pursuant to Resolution 1989 in order to ensure compliance with federal and state community right-to-know law, meet community needs for emergency planning, and facilitate the integration of emergency plans generated by and for the hospital, the airport, the electric utility, oil spills, cruise ships, the Red Cross, and other agencies; and

WHEREAS, alternate members of the Committee were established pursuant to Resolution 2135; and

WHEREAS, representatives of agencies catering to the needs of Juneau's vulnerable populations have been attending and participating in the work of the committee without vote for over a year; and

WHEREAS, the Juneau Local Emergency Planning Committee approved certain amendments to its bylaws consistent with this resolution and recommends that the Assembly approve the amended bylaws attached to this resolution.

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

Section 1. Repeal of Resolutions. Resolution 2135 is repealed, provided that Resolution 1989, and Resolutions 1433 and 1830 repealed therein, shall remain repealed and the Emergency Management Advisory Group remains disestablished.

Section 2. Designation as Local Emergency Planning District. Although Resolution 1443 remains repealed, the Assembly reaffirms the policy set forth in paragraph A of Resolution 1443 that the City and Borough of Juneau continue to be recognized by the Alaska State Emergency Response Commission as a Local Emergency Planning District under Title III of the Superfund Amendments and Reauthorization Act of 1986.

Section 3. Reestablishment Local Emergency Planning Committee. The Juneau Local Emergency Planning Committee originally established by Resolution 1443 is hereby re-established pursuant to AS 26.23.073. The committee shall be known as the Juneau Local Emergency Planning Committee.

Section 4. Membership and Organization. (a) Membership. The City Manager or a designated representative shall be a member of the committee. The Committee shall be composed of the City and Borough Manager and not more than eleven additional primary members and eleven alternate members nominated by the Assembly and appointed by the Alaska State Emergency Response Commission. The Committee membership shall, to the extent possible, include representatives from the following agencies and interest groups:

- (1) Elected Municipal Officials;
- (2) Peace Officers;
- (3) Firefighters/Emergency Medical Services;

- (4) General Public;
- (5) Bartlett Regional Hospital;
- (6) News Media;
- (7) The American Red Cross;
- (8) Owners or Operators of facilities subject to the requirements of the Emergency Planning and Community Right-To-Know Act of 1986;
- (9) Community Groups;
- (10) Hazardous Substance Transporters; and

(11) A representative serving Juneau's vulnerable population. For purposes of this section, "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound, and any others who might be considered at-risk populations.

For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

(b) Terms. Appointees other than the Manager shall serve three-year staggered terms. Nominations for appointment shall be made by the Assembly with recommendations forwarded by the Assembly Human Resources Committee. The terms and appointments of alternate members shall be established in a similar manner, provided that the term of an alternate member shall not be dependent on the term of the person holding the primary appointment.

(c) The Committee shall be organized as follows:

(1) The Committee shall elect annually from its members a chair and such other officers as it deems necessary. The Committee may establish an executive committee with authority to act on its behalf, and may appoint such other committees as it deems necessary. The Committee shall establish rules by which it shall function including solicitation of public comments, response to such comments by the committee, distribution of the emergency plan, and compliance with municipal regulations regarding meetings and notification procedures.

(2) A vacancy on the Committee shall exist:

(A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;

(B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;

(C) If a member submits his or her resignation to the Assembly;

(D) If a member is physically unable to attend Committee meetings for a period of more than 90 days; or

(E) If a member misses more than 40 percent of the Committee meetings in a 12-month period.

(3) The chair of the Committee shall notify the Clerk of any vacancy on the Committee. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in the Advisory Board Rules of Procedure, as such may be amended from time to time.

(4) The Committee shall meet as necessary to carry out the business of the Committee but no fewer than four times per year.

Section 5. Purpose. The Committee shall:

(a) Advise the Manager on emergency management issues.

(b) Review, revise as necessary, and maintain the emergency response plan for the municipality. The plan shall meet the requirements of AS 26.23.075, and shall include:

(1) an analysis of all hazards which threaten people, property, the environment or the economy of the City and Borough, and

(2) identification of agencies and their procedures for responding to protect people, property, the environment and the economy of the City and Borough from any hazard.

(c) Collect, manage, and provide public access to information on hazardous substances and their accidental release within the municipality.

(d) Study and make recommendations on the regulation of transportation routes for hazardous substances, including an assessment of the enforcement of state and federal transportation laws, and investigation of off-loading of explosives to determine the safest way to bring them into the community.

(e) Coordinate with appropriate municipal, state and federal agencies on the collection and use of information on hazardous substances shipped to and from Juneau.

(f) Work with mining companies, the business community, and government agencies in the Juneau area to encourage their participation in the community right-to-know and chemical inventory reporting systems in accordance with the Emergency Planning and Community Right-To-Know Act of 1986.


(g) Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the municipality, and work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.

Section 6. Communication with the State Emergency Response Commission. The Manager shall submit this resolution, the list of nominees and their organizations, and any other documents necessary to establish and maintain the Juneau Local Emergency Planning Committee to the State Emergency Response Commission for approval.

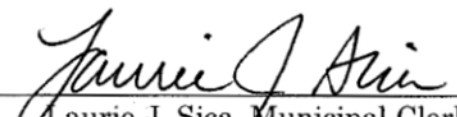
Section 7. Approval of Bylaws. The Assembly hereby approves the Juneau Local Emergency Planning Committee Bylaws attached as Exhibit A.

Section 8. Effective Date. This resolution shall be effective immediately upon its adoption.

Adopted this 21st day of July, 2014.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

**BYLAWS
JUNEAU LOCAL EMERGENCY PLANNING COMMITTEE
JUNEAU, ALASKA**

ARTICLE I - NAME

1. Name of the Committee. This organization shall be known at the Juneau Local Emergency Planning Committee ("LEPC").
2. Mailing Address. The mailing address of the LEPC is:

Juneau Local Emergency Planning Committee
c/o CBJ Emergency Programs
155 S. Seward Street
Juneau, AK 99801

ARTICLE II - PURPOSE

The LEPC has been established as a Local Emergency Planning Committee for the Local Emergency Planning District of the City and Borough of Juneau, Alaska ("CBJ") pursuant to Title III of the Emergency Planning and Community Right-to-Know Act of 1986, Alaska Statute 26.23.071-.077 and CBJ Resolution 1443. The duties and activities of the LEPC include the responsibility for collecting and making available information on extremely hazardous substances in the District and preparing an emergency response plan to be used in the event of a hazardous substance spill or leak. Specifically the LEPC shall:

1. Advise the City Manager on emergency management issues.
2. Review, revise as necessary and maintain the emergency response plan for all potential emergencies which may affect the Juneau area, including earthquakes and avalanches. The plan shall meet the requirements of AS 26.23.075.
3. Collect, manage and provide public access to information on hazardous substances and their accidental release within the CBJ.
4. Study and make recommendations on the regulation of transportation routes for hazardous substances, and coordinate information on hazardous substances shipped to and from Juneau.
5. Work with the business community and government agencies to encourage participation in the community right to know and the chemical reporting systems in accordance with the Emergency Planning and Community Right-to-Know Act of 1986.
6. Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the CBJ and to work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.
7. Seek funding from state and federal agencies.

ARTICLE III - MEMBERSHIP

The LEPC is comprised of the City Manager (Emergency Management Coordinator) and not more than eleven primary members and eleven alternate members nominated by the Assembly and appointed by the State Emergency Response Commission ("SERC") to serve for three-year staggered terms. Members shall include, to the extent possible, representatives from the following groups and organizations:

1. Elected Local Officials
2. Law Enforcement
3. Firefighters
4. Member of the Public
5. Bartlett Regional Hospital
6. Broadcast and/or print media
7. Red Cross
8. Owners/Operators of a Hazardous Material Facility subject to the requirements of 42 U.S.C. 110011-11005 (Hazardous Material Facility)
9. Community Group
10. Hazardous Substance Transporter
11. A representative serving Juneau's vulnerable population. For purposes of this section "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound and any others who might be considered at-risk populations.

For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

ARTICLE IV - OFFICERS AND DUTIES

The officers of the LEPC shall consist of a Chair, a Vice Chair and a Recorder. The Chair's responsibilities include presiding at the meetings; preparing the agenda; conducting the meetings in a fair manner; coordinating with CBI staff on such items as meeting notices, requests for information and committee decisions; and preparing the annual report for submittal to the Municipal Clerk in January of each year. The Vice Chair fills in for the Chair when the Chair is unavailable. The Recorder is encouraged to work with Emergency Programs staff members on the coordination of the preparation and transmittal of the Committee's minutes to the office of the Municipal Clerk. Election of officers occurs annually at a time set by the LEPC. The term of office is for one year, but officers may be re-elected to serve consecutive terms.

ARTICLE V - SUBCOMMITTEES

The LEPC may establish subcommittees as it deems necessary to accomplish its duties.

ARTICLE VI - MEETINGS

1. Regular meetings. The LEPC shall meet as necessary to carry out the business of the committee but no fewer than four times per year.
2. Special meetings. A special meeting deemed necessary to carry out the duties of the LEPC may be called by the LEPC Chair or upon written request of three LEPC members. A meeting held at the request of the members shall be scheduled as soon as possible and preferably within ten days of the written request.
3. Quorum. A quorum shall consist of a simple majority of the voting members of the LEPC. A quorum for any subcommittee shall consist of a simple majority of those voting members appointed to the subcommittee. A quorum shall be required to transact business.
4. Rules of Order. LEPC will adopt an order of business to be used for each meeting and will be governed by Robert's Rules of Order, Newly Revised, when not inconsistent with the Advisory Board Rules of Procedure resolution which may be amended from time to time, these bylaws or with special rules of order adopted by the LEPC.
5. Minutes of Meetings. Accurate minutes of all meetings of the LEPC shall be maintained in the custody of the Municipal Clerk and shall be a public record, open to inspection by any person. The minutes shall include the following: date, time and location of meeting; time the meeting was called to order; a record of attendance, including members present or absent; all motions, even if withdrawn, with the name of the member making the motion and the vote on the motion; the action taken and pertinent points leading to the decision; names of individuals who spoke under public participation and a summary of their comments; the next meeting date and the time of adjournment. The minutes of each meeting shall be transmitted by email to each LEPC member (or by facsimile or regular mail if requested by a member) prior to the next regularly-scheduled monthly meeting.

ARTICLE VII - PUBLIC PARTICIPATION

Members of the public are encouraged to attend all regular and special meetings of the LEPC. Opportunity will be provided at each meeting for members of the public to address the LEPC on issues of local emergency preparedness.

ARTICLE VIII - VOTING

Voting on all motions shall be by voice vote, a show of hands or unanimous consent. If a roll call vote is requested, the vote of each member shall be recorded in the minutes of the meeting. Members may not deliberate or vote on any motion that would constitute a conflict of interest as defined by the CBJ Conflict of Interest Code.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

1. The Bylaws of the LEPC may be amended by an affirmative vote of a simple majority of the total voting membership of the LEPC. No vote to amend the Bylaws will be taken unless the proposed amendment has been provided in writing to the membership prior to the meeting for the proposed vote.
2. Repeal of Previous Bylaws and Amendments: All previous versions of these bylaws and any previous amendments are hereby repealed upon approval of these bylaws by the Assembly.
3. A copy of the signed Bylaws and any subsequent amendments shall be provided to the SERC, the Municipal Clerk's office, and any person requesting a copy.

Adopted by the Juneau Local Emergency Planning Committee for the City and Borough of Juneau, Local Emergency Planning District, on the _____ day of _____, 2014.

_____, CHAIR

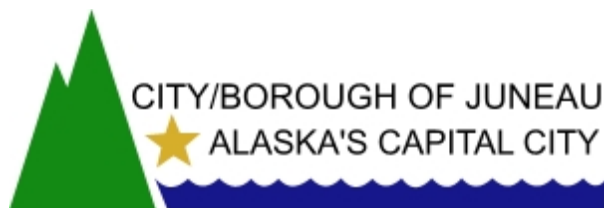
_____, VICE CHAIR

Approved by the Assembly on the _____ day of _____, 2014.

Laurie Sica, Municipal Clerk

UTILITY ADVISORY BOARD
Governing Legislation: Res. 2299
Total # of seats - 7: 1 Engineer, 1 Accountant, 1 Contractor, 2 Commercial Customers, 1 Residential Customer, 1 Public

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Reappointed 4	Comments
Yes		Open Seat	Open Seat				5/31/2016						Seat formerly held by Scott Willis
Yes	Mr.	Leon	Vance	Attorney		5/13/2013	5/31/2016	4/1/2005	6/23/2008	5/19/2010	5/13/2013		Attorney at Faulkner Banfield
Yes	Mr.	Geoffrey	Larson	Large Commercial User	Vice-Chair	6/1/2015	5/31/2018	4/1/2005	6/1/2006	6/11/2009	6/4/2012	6/8/2015	Owner - Alaskan Brewery
Yes	Mr.	William R.	Brown	Civil Engineering Designer		8/31/2015	5/31/2018	8/31/2015					PNG Engineers Civil Designer
Yes	Mr.	David	Hanna			8/25/2014	5/31/2017						Self-employed manufacturer
Yes	Ms.	Janet	Hall-Schempf	Retired State Habitat Biologist		8/25/2014	5/31/2017	4/1/2005	6/23/2008	7/11/2011	8/25/2014		
Yes	Mr.	Grant	Ritter	General Public		1/27/2014	5/31/2017	1/27/2014					
Yes	Mr.	Rorie	Watt	Public Works/Engineering Director	staff liaison	n/a	n/a	n/a					Public Works/Engineering Director
Yes	Ms.	Samantha	Stougenger	staff	staff liaison	n/a	n/a	n/a					Wastewater Superintendent
Yes	Ms.	Lori	Savage	staff	staff liaison	n/a	n/a	n/a					PW/E Admin. Assist.



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

Utility Advisory Board Fact Sheet

Title: Utility Advisory Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Public Works

Status: Active

Governing Legislation:

-Resolution 2299

-Date Created: February 28, 2005

-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: The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows: (a.) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment; (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations; (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems; (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities; (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and (f) Perform such other duties and functions related to the utilities as the Assembly or Manager may request.

Membership: Section 2. Membership, Qualifications. To the extent practicable, appointments shall be made as follows: one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation; one accountant, preferably experienced with utility financial management practices; one general contractor, preferably experienced in the construction of water and/or wastewater utility systems; two commercial customers of the City and Borough water and/or wastewater utility; one residential customer of the City and Borough water and/or wastewater utility; and one member of the general public.

Officers: Chair, Vice Chair

Quorum: 4

Term Limits: None

Annual Appointment Period (Annual Reports Due): May

Meetings: Meetings held on the 3rd Thursday of each month at 5:30pm in the Lemon Creek Utility Building Conference Room.

Special Facts: In 2004 Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically Water Utility and Wastewater Utility. As a result the ad hoc board presented a report to the Assembly which included a recommendation to creating a full time utility advisory board and hence the Utility Advisory Board was established by Resolution 2299.

Staff Contact: Rorie Watt - 586-0877 - Rorie.Watt@juneau.org

Website: <http://www.juneau.org/pubworks/>

Back to List

Presented by: PWFC
Introduced: 02/28/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2299

A Resolution Establishing a Utility Advisory Board.

WHEREAS, in February, 2004, Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically the Water Utility and Wastewater Utility; and

WHEREAS, state and federal grant availability has declined and is predicted to further decline in the future; and

WHEREAS, an ongoing review of water and sewer utility rates and fees for sufficiency and equity is necessary and in the public interest; and

WHEREAS, at the January 10, 2005, meeting of the Public Works & Facilities Committee, a motion was adopted to forward to the Human Resources Committee the Ad Hoc Utility Board's recommendation of creating a full time utility advisory board; and

WHEREAS, at the February 7, 2005, meeting of the Human Resource Committee a motion was adopted to forward a resolution to the Assembly establishing the Utility Advisory Board; and

WHEREAS, the Assembly has determined that a utility advisory board should be established to review and make recommendations to the Assembly and the CBJ administration on water and sewer rate structures and policy issues involving the utilities.

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

Section 1. Utility Advisory Board Established. There is established the City and Borough of Juneau Utility Advisory Board, which shall comprise seven members appointed by the Assembly.

Section 2. Membership Qualifications. To the extent practicable, appointments shall be made as follows:

- (a) one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation;
- (b) one accountant, preferably experienced with utility financial management practices;
- (c) one general contractor, preferably experienced in the construction of water and/or wastewater utility systems;
- (d) two commercial customers of the City and Borough water and/or wastewater utility;
- (e) one residential customer of the City and Borough water and/or wastewater utility; and
- (f) one member of the general public.

Section 3. Utility Advisory Board Purposes. The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows:

- (a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;
- (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;

- (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;
- (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;
- (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and
- (f) Perform such other duties and functions related to the utilities as the Assembly or the Manager may request.

Section 4. Procedures. The rules of procedure for Assembly advisory committees established by resolution, shall govern the conduct of business by the Utility Advisory Board.

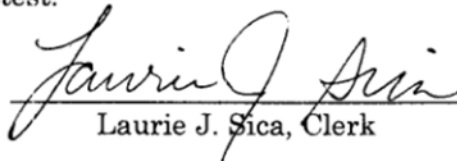
Section 5. Staff Assistance. Staff support and assistance to the Utility Advisory Board shall be provided by the City and Borough Public Works, Engineering, Finance, and such other departments as available and appropriate.

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

Adopted this 28th day of February, 2005.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY AND BOROUGH OF JUNEAU
AND THE JUNEAU COMMUNITY FOUNDATION
FOR ADMINISTRATION OF
CITY AND BOROUGH OF JUNEAU SOCIAL SERVICES GRANTS**

THIS AGREEMENT is made this ____ day of _____, 2015, by and between the **City and Borough of Juneau**, an Alaska governmental entity with its principal place of business at 155 S. Seward Street, Juneau, Alaska 99801 (“**CBJ**”) and the **Juneau Community Foundation**, an Alaska non-profit corporation with its principal place of business at 350 North Franklin Street, Juneau, Alaska 99801 (“**Foundation**”). This MOU outlines the terms and conditions under which the Foundation will administer the social services block grant program.

RECITALS

1. In 2003, the CBJ authorized the creation of a Social Services Advisory Board (the “SSAB”). The SSAB was given the task of overseeing the process for recommending to the CBJ Assembly how the social services block grant funds should be awarded to community health and social services organizations.
2. The CBJ Assembly makes funds available annually for health and social services programs/activities provided by community nonprofit organizations through its social services block grant program. Funds go to programs/activities not construction or infrastructure improvements. SSAB also provides utility grants to nonprofit social services organizations that provide transitional overnight accommodations in Juneau.

In FY16 the funding for SSAB grants was \$826,700, utility grants to organizations that provide transitional overnight accommodation \$47,500 and \$4,700 for Diversity Training for a total budget of \$878,900.

Applicants for funding under the SSAB program can apply for funds to be used in the following categories:

A. Health

1. Access to Health Care (affordable healthcare, insurance coverage)
2. Suicide Prevention (education, student assessments, self-report surveys, access to care)
3. Substance Abuse treatment/prevention (education, student assessments, self-report surveys, access to care)
4. Infants and Toddlers (prenatal care, pediatric care, nutrition)

5. Seniors (access to healthcare, prescription medications, mobility, end of life care, adult daycare)
6. People with Disabilities (access to care, integration into community)

B. Education

7. Readiness to Learn (literacy fundamentals for all ages)
8. Early Elementary Performance (reading, writing)
9. Success in High School (dropout/graduation rate, disproportionally)
10. Community Building in Schools (student volunteers, parent engagement)

C. Income Stability

11. Access to Employment (access to childcare, quality of care)
12. Shelter and Housing (supported/transitional housing, emergency shelter, cost of living)
13. Poverty (food, clothing, shelter)
14. Young Adult Stability (employment, teen pregnancy)
15. Family Stability (adult/mentor support and availability, domestic violence)

These categories are identified below as the “SSBG Fund Categories”.

3. The Foundation administers funds under a program known as the Hope Endowment pursuant to which it also makes funds available annually for health and social services provided by community nonprofit organizations. Applicants for funding under the Hope Endowment can make requests directed to the following social issues:
 - A. the homeless
 - B. substance abuse
 - C. mental health services
 - D. relief for victims of abuse
 - E. hospice
 - F. suicide prevention

These issues are described below as the “Hope Endowment Issues.”

Grants from the Hope Endowment can only be used to support direct services related to these issues and may not be used for maintaining, acquiring or constructing facilities or for health services that are not directly related to mental health.

4. To better serve the community of Juneau, the CBJ has requested that the Foundation administer the social services block grant funds presently overseen by the SSAB. The Foundation is willing to undertake the administration of the SSAB funds and the grants made available from them under the terms and conditions outlined below.

AGREEMENT

In consideration of the mutual promises contained herein, the Foundation agrees to administer the social service block grants for the CBJ subject to the following terms and conditions.

1. CBJ will notify the Foundation of the amount that will be available for granting as soon as possible, but no later than June 15. CBJ must transfer the social services block grant funds to the Foundation by July 1.

2. The Foundation may only make grants from the social services block grant funds to community nonprofit organizations for the purposes identified in the SSBG Fund Categories. Provided that grants are made within those categories, the Foundation will have full discretion to select recipients. Any grant funds that are not used during a particular grant cycle, or that are returned to the Foundation for any reason shall be used for future grants to nonprofit organizations for the purposes identified in the SSBG Fund Categories. Utility grants are limited to \$47,500 total and can be used only for nonprofit organizations providing overnight transitional housing.

3. The Foundation will coordinate the award of social services block grant funds with the award of Hope Endowment grants and use a similar time frame for applications and decisions for both programs. The grants application process will include listening and learning sessions with potential grantee agencies and coalitions, outreach to community agencies, letters of interest reviewed by the Foundation's Professional Advisory Committee and Grants Committee, notification of application availability, review of applications, discussions with applicants, and selection of grantees, all in conjunction with the Hope Fund. This process will include the CBJ SSAB funds every other year in keeping with the current CBJ SSAB two-year grant cycle and allow for additional services beyond the six areas funded by the Hope Fund (hospice, homelessness, mental health, substance abuse, suicide prevention, and victims of violence).

4. The Foundation will provide grants management by engaging in a minimum of two conversations with applicants per year focused on grant progress and related issues. The Foundation will also prepare written reports and analysis as provided below.

5. The Foundation will work to develop community priorities by using an outcomes-based approach and collaborative impact framework. The Foundation will also work with organizations and agencies to ensure funding is provided to programs that address the highest need. The collaborative impact framework requires the development of a common agenda, shared measurements, mutually reinforcing activities, continuous communication and a convening organization.

6. This process will provide a single application for both the Hope Fund and the CBJ SSAB funds. Applicants will be able to indicate whether they are applying for the Hope Fund, the CBJ SSAB funds or both. It is hoped that this approach will set a course for lasting social change where agencies will truly collaborate and limited funding would be

used as well as possible. Additionally, as with the Hope Fund, the Foundation would transition the SSAB funds from a competitive application process to grant funding based on agreed upon priorities. The Foundation will award SSAB grants in the first year of no more than \$50,000 per program.

To accomplish grant funding based on agreed priorities, the Foundation would provide a minimum of \$25,000 per year, and CBJ would provide \$25,000 a year to supplement the grant program created by the Juneau Hope Endowment Fund. These funds would be used to support a supervised position (may be either contract or staff) at the Foundation to focus on this outcome-oriented process and grant making for both the Hope Fund and the CBJ SSAB funds. CBJ would provide funding, contingent on Assembly approval, by July 15 of each year.

7. Once outcomes and priorities have been determined, it is the Foundation's intention to see if additional funding for programs and projects can be obtained from foundations within and outside of Alaska.

8. The Foundation will make an annual report to the CBJ by May 31 evaluating and reviewing the results of the previous year's grant cycle and another report by October 31 regarding any suggested changes to the program.

9. The Foundation has its own policy regarding conflicts of interest on the part of board members. The Foundation will require all board members and any advisory committee members who make decisions or recommendations regarding the social services block grant funds to subscribe in writing to a conflict of interest policy that conforms to the CBJ's conflict of interest policy regarding the administration of grant funds.

10. This agreement will expire two years from its execution, unless the parties mutually agree to extend or amend it.

IN WITNESS WHEREOF, the parties have signed this agreement this ____ day of _____, 2015.

CITY AND BOROUGH OF JUNEAU

By _____
Kimberly A. Kiefer, City Manager

JUNEAU COMMUNITY FOUNDATION

By _____
Amy Skilbred, Executive Director