

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

June 25, 2018 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. June 11, 2018 Special HRC 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. Historic Resources Advisory Committee - Appointment

The Historic Resources Advisory Committee consists of nine public seats.

Three seats are currently up for consideration for full terms July 1, 2018 - June 30, 2021.

- Incumbents John Fox and Donald Harris have applied for reappointment.
- Incumbent Karenza Bott has not submitted an application for reappointment.

2. Juneau Commission on Sustainability - Appointment

The Juneau Commission on Sustainability consists of nine public seats plus one Planning Commissioner and one Assemblymember serving as liaisons.

There are currently four seats available.

- One vacant seat beginning immediately, term ending June 30, 2019.
- One vacant seat beginning immediately, term ending June 30, 2020.
- One seat, with incumbent Steve Behnke (who has submitted an application for reappointment) for a term July 1, 2018 - June 30, 2021.
- One seat, with Incumbent Darrell Wetherall (not reapplying) for a term July 1, 2018 - June 30, 2021.

3. Treadwell Arena Advisory Board - Appointment

The Treadwell Arena Advisory Board consists of seven public seats plus one Parks & Recreation Advisory Committee liaison.

There are currently two seats available with terms beginning immediately and ending on June 30, 2021. The current incumbents for those seats, Molly McCormick and Elizabeth Balstad have not submitted applications for reappointment.

4. Utility Advisory Board - Appointment

The Utility Advisory Board consists of seven seats: one Engineer, one Accountant, one Contractor, two Commercial Customers, one Residential Customer, & one Public.

One seat is open effective immediately with a term ending June 30, 2021. Incumbent, Andrew Campbell has submitted his application for reappointment.

5. Wetlands Review Board - Appointment

The Wetlands Review Board consists of nine seats: seven Public seats and two Planning Commission seats.

There are currently two vacant seats available immediately with a term ending December 31, 2018 and December 31, 2020 respectively. In accordance with CBJ Board Rules of Procedure, if there is less than six months remaining to a vacant seat's term, the Assembly may choose to appoint a member to the remainder for the current term plus the subsequent full three-year term following.

B. Other Business

1. Community Development Block Grant Schedule/Process

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

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

June 11, 2018 6:00 PM

City Hall Conference Room #224

Immediately Followed by Special Assembly Meeting for Board Appointments;

I. ROLL CALL

Human Resources Committee Chair Maria Gladziszewski called the meeting to order at 6:05p.m. in the Municipal Building conference room #224.

Assemblymembers present: Chair Maria Gladziszewski, Mayor Ken Koelsch, Deputy Mayor Jerry Nankervis, Mary Becker, Jesse Kiehl, Loren Jones, Norton Gregory, Rob Edwardson, and Beth Weldon (telephonic).

Others present: Deputy Clerk Beth McEwen, Airport Manager Patty Wahto, Port Director Carl Uchytel, Kent Craford (Alaska Seaplanes Owner), and board applicants as listed below.

II. APPROVAL OF AGENDA

Ms. McEwen noted that, of the applicants who were scheduled for interviews, Mr. James Barrett has withdrawn his application from consideration. She also noted that staff had not received confirmation from Mr. James Robinson as to whether or not he would be available to interview.

There being no further changes, the agenda was approved as presented.

III. AGENDA TOPICS

A. Board Matters

1. Airport Board - Applicant Interviews

Applicants interviewed for the Airport Board were incumbent Angela Rodell, Andy Hughes, Chris Peloso, and Al Clough. James Robinson did not appear for an interview.

The HRC recessed into executive session at 7:16p.m and reconvened at 7:30p.m.

MOTION by Mr. Kiehl for the Assembly Human Resources Committee to recommend the Assembly make the following appointments to the Airport Board: **Angela Rodell** and **Al Clough** to full terms beginning July 1, 2018 and expiring June 30, 2021 and to appoint **Chris Peloso** to the vacant seat for a term beginning immediately and expiring June 30, 2019.

Hearing no objection, the motion carried.

2. Docks & Harbors Board - Applicant Interviews

Ms. Becker stated that her husband, Jim Becker, is one of the applicants for the Docks and

Harbors Board and she consulted with City Attorney Amy Mead about the potential for conflict of interest due to their relationship. She was told by Ms. Mead that she does not have a conflict of interest but may have the appearance of bias. Ms. Becker said that she does not have a conflict but if the committee decided that she had a bias, she would excuse herself from this portion of the meeting. The committee discussed the matter and asked Ms. Becker if she felt that she had a bias. Ms. Becker said she did not think that she would have a bias. As a former teacher, she taught her own children and gave them the grades they earned and did not have any bias in that situation. She said she didn't think that she would be biased in this case and if she felt that Mr. Becker was not the best fit for the board, she would not vote in favor of his appointment.

The committee agreed that since the City Attorney stated it was not a conflict of interest, they would leave the decision up to Ms. Becker as to whether or not she wished to participate if she felt she could do so without bias. Ms. Becker said she did not feel that she would be biased and chose to participate in the remainder of the meeting.

Applicants interviewed for the Docks & Harbors Board were Jim Becker, Chris Peloso, Steve Guignon, David McCasland, and Dan Blanchard. Unavailable to interview were applicants Jason Duke and Bob Wostmann.

Following the interviews, the committee recessed into executive session at 8:53p.m. and reconvened at 9:00p.m.

MOTION by Mr. Kiehl for the Assembly Human Resources Committee to recommend the Assembly appoint Jim Becker, Dan Blanchard, and David McCasland to the Docks and Harbors Board for full terms beginning July 1, 2018 and expiring June 30, 2021.

Hearing no objection, the motion carried.

3. Eaglecrest Board

There were 22 applications received for the Eaglecrest Board and Ms. Gladziszewski asked the HRC members if the committee wished to narrow the list of applicants to be interviewed or how they wished to proceed.

The Clerk's office procedure has been to keep applications on file for a one year period in the event of any vacancies and/or longer if an applicant specifically requested that it be held for a longer time. Of the 22 applications, 13 applications were received in 2018 and the remainder were received in either 2017 or 2016. Clerk's staff has not yet contacted the 2017 and 2016 applicants to see if they wished to have their applications considered this year or not.

The committee directed the Clerk to send out the advance interview questions to all the Eaglecrest Board applicants. Those applicants who return their advance interview questions would then be contacted and scheduled for an interview with the HRC on June 27. The committee discussed the amount of time and scheduling of the interviews and delegated that to Ms. Gladziszewski to work with the Clerk's staff and make the necessary arrangements.

B. Other Business

IV. EXECUTIVE SESSION

A. Executive Session - Committee Deliberation

MOTION by Mr. Kiehl to enter into executive session to to discuss matters which may tend to prejudice the reputation or character of individuals, specifically to deliberate on the qualifications of the Airport Board applicants.

Hearing no objection, the committee recessed into executive session at 7:16p.m. and reconvened at 7:30p.m.

MOTION by Mr. Kiehl to enter into executive session to to discuss matters which may tend to prejudice the reputation or character of individuals, specifically to deliberate on the qualifications of the Docks and Harbors Board applicants.

Hearing no objection, the committee recessed into executive session at 8:53p.m. and reconvened at 9:00p.m.

V. ADJOURNMENT

There being no further business to come before the committee, the meeting was adjourned at 9:04p.m.

HISTORIC RESOURCES ADVISORY COMMITTEE

Governing Legislation: CBJ Code 49.10.410

Total # of Seats: 9

Active Member or Liaison	Board Membership	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	Re-appointed 4	Comments
Yes	Historic Resources Advisory Committee	Mr.	Chuck	Smythe	Public		9/12/2016	6/30/2019	9/12/2016					Sealaska Heritage Institute Director, History & Culture Dept.
Yes	Historic Resources Advisory Committee	Mr.	Gary	Gillette	Public		2/8/2016	6/30/2019	2/8/2016					previous member of HRAC 7/2003-6/2015
Yes	Historic Resources Advisory Committee	Ms.	Karenza	Bott	Public		7/1/2015	6/30/2018	6/8/2015					UAS Student - Alaska Native Studies and member of UAS Student Govt.
Yes	Historic Resources Advisory Committee	Mr.	John	Fox	Public		9/12/2016	6/30/2018	9/12/2016					HECLA Greens Creek Mine Purchasing Officer
Yes	Historic Resources Advisory Committee	Ms.	Anastasia	Tarmann	Public		7/1/2017	6/30/2020	6/26/2017					
Yes	Historic Resources Advisory Committee	Ms.	Shauna	McMahon	Public	Recorder	7/1/2017	6/30/2020	6/29/2009	5/23/2011	6/30/2014	6/26/2017		State Natural Resource Spec./AK State Museum Docent/Owner of Historic Home
Yes	Historic Resources Advisory Committee	Ms.	Myra	Gilliam	Public		8/21/2017	6/30/2020	8/1/2007	5/23/2011	6/30/2014	8/21/2017		Originally appointed 8/1/2007, did not reapply when term expired. Serving again after reapplying
Yes	Historic Resources Advisory Committee	Mr.	Zane	Jones	Public		7/1/2016	6/30/2019	11/25/2013	6/13/2016				Also appointed 6/13/16 to serve on the Juneau Commission on Sustainability
Yes	Historic Resources Advisory Committee	Mr.	Donald G.	Harris	Public		7/1/2015	6/30/2018	6/4/2012	6/8/2015				Retired Psychologist. Member of Gastineau Channel Historical Society, Friends of JDCity Museum, JCVB Volunteer; Owner of Historic House (Cole House from 1899)
Yes	Historic Resources Advisory Committee	Ms.	Laura	Boyce	Staff Liaison	staff liaison	n/a	n/a	n/a					
Yes	Historic Resources Advisory Committee	Ms.	Allison	Eddins	Staff Liaison	staff liaison	n/a	n/a	n/a					

JUNEAU COMMISSION ON SUSTAINABILITY

Governing Legislation: Resolution 2755

Total # of Seats: 9 public + [1 Planning Commissioner 1 Assemblymember serving as liaisons]

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Reappointed 2	Comments
Yes	Mr.	Darrell	Wetherall	Public	Vice-Chair	8/17/2015	6/30/2018	9/19/2011	6/4/2012	8/17/2015	Electrical Engineer at AEL&P
Yes	Mr.	Steve	Behnke	Public		8/17/2015	6/30/2018	7/19/2010	6/4/2012	8/17/2015	Energy/Green House Gas Subcommittee Chair
Yes	Mr.	Duff	Mitchell	Public	Chair	7/1/2016	6/30/2019	4/2/2012	6/3/2013	6/13/2016	Juneau Hydropower, Inc. Business Manager
Yes	Ms.	Christine	Woll	Public		8/21/2017	6/30/2020	8/21/2017			The Nature Conservancy Program Director/Scientist
Yes		Vacant	Seat	Public			6/30/2019				Formerly held by Kate Bevegni who moved out of town 5/2018.
Yes	Mr.	Edward	King	Public		7/1/2017	6/30/2020	6/27/2017			State of Alaska Economist
Yes	Ms.	Gretchen	Keiser	Public		2/12/2018	6/30/2021	2/12/2018	2/12/2018		appointed for the next 6 months & additional term ending June 30, 2021
Yes		Vacant	Seat	Public			6/30/2020				
Yes	Mr.	John	Smith III	Public		7/1/2016	6/30/2019	2/23/2015	6/13/2016		Juneau School District-Culture Specialist; Trucano Construction-Mechanic
Yes	Mr.	Michael	LeVine	Planning Commission liaison		n/a	n/a	n/a			Planning Commission liaison
Yes	Assemblymember	Maria	Gladziszewski	Assembly Liaison		n/a	n/a	n/a			Assemblymember (Non-Voting Member)
Yes	Ms.	Beth	McKibben	Staff liaison	staff liaison	n/a	n/a				staff liaison
Yes	Mr.	Tim	Felstead	Staff liaison	staff liaison	n/a	n/a				staff liaison

Treadwell Arena Advisory Board

Governing Legislation: Ordinance 2015-18

Total # of seats - 7 Public Seats + 1 PRAC Liaison; See Ordinance 2015-18 for membership qualifications.

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	Comments
Yes	Treadwell Arena Advisory Board	Mr.	Miles	Brookes	Public		6/1/2016	5/31/2019	5/23/2016		
Yes	Treadwell Arena Advisory Board	Mr.	Jason	Soza	Adult Hockey Board Member	Acting Co-Chair	6/5/2017	5/31/2020	6/8/2015	6/5/2017	President - Juneau Adult Hockey Association (JAHA)
Yes	Treadwell Arena Advisory Board	Ms.	Leah	Farzin	Juneau Skating Club; Part-time Coach at Treadwell		7/31/2017	5/31/2020	7/31/2017		Part time coach at Treadwell arena; Member of Professional Skaters Assoc., Us Figure Skating, & Juneau Skating Club
Yes	Treadwell Arena Advisory Board	Ms.	Molly	McCormick	Public		6/8/2015	5/31/2018	6/8/2015		2 sons play on JDHS Hockey Team
Yes	Treadwell Arena Advisory Board	Ms.	Elizabeth	Balstad	Public	Acting Co-Chair	6/8/2015	5/31/2018	6/8/2015		Appointed to Youth Activities Board in March 2018. Not applying for reappointment to TAAB 5/2018
Yes	Treadwell Arena Advisory Board	Mr.	Bret	Connell	Public		6/26/2017	5/31/2020	8/17/2015	6/26/2017	JAHA participant
Yes	Treadwell Arena Advisory Board	Mr.	Ryan	Kauszlarich	Public		5/14/2018	5/31/2021	5/14/2018		State of Alaska Accountant III
Yes	Treadwell Arena Advisory Board	Mr.	Edric	Carrillo	<i>PRAC Liaison</i>		n/a	n/a	n/a		<i>Parks & Recreation Advisory Committee Liaison</i>
Yes	Treadwell Arena Advisory Board	Mr.	George	Schaaf	Parks & Rec. Director	Parks & Rec. Director		n/a			Parks & Rec. Staff Liaison
Yes	Treadwell Arena Advisory Board	Ms.	Lauren	Anderson	Parks & Rec. Staff Liaison	Ice Rink Manager		n/a			Parks & Rec. Staff Liaison

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	Board Membership	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	Utility Advisory Board	Mr.	Bryan	Farrell	AEL&P/Mechanical Engineer		11/9/2015	5/31/2019	11/9/2015	11/9/2015				Appointed to remainder of current term ending 5/31/16 and full 3-year term expiring 5/31/2019
Yes	Utility Advisory Board	Mr.	Leon	Vance	Attorney	Chair	6/1/2016	5/31/2019	4/1/2005	6/23/2008	5/19/2010	5/13/2013	5/23/2016	Attorney at Faulkner Banfield
Yes	Utility Advisory Board	Mr.	Geoffrey	Larson	Large Commercial User	Vice-Chair	5/14/2018	5/31/2021	4/1/2005	6/1/2006	6/11/2009	6/4/2012	6/8/2015	Owner - Alaskan Brewery
Yes	Utility Advisory Board	Mr.	Andrew	Campbell	General Public		5/23/2016	5/31/2018	5/23/2016					Also serves on Wetlands Review Board; Self-employed General Contractor
Yes	Utility Advisory Board	Mr.	Kevin	Buckland	General Public		12/18/2017	5/31/2020	12/18/2017					Investment Officer - Alaska State Treasury
Yes	Utility Advisory Board	Ms.	Janet	Hall-Schempf	Retired State Habitat Biologist		6/5/2017	5/31/2020	4/1/2005	6/23/2008	7/11/2011	8/25/2014	6/5/2017	
Yes	Utility Advisory Board	Mr.	Grant	Ritter	General Public		6/5/2017	5/31/2020	1/27/2014	6/5/2017				
Yes	Utility Advisory Board	Mr.	Mike	Vigue	Public Works/Engineering Director	staff liaison	n/a	n/a	n/a					Engineering/Public Works Director
Yes	Utility Advisory Board	Ms.	Autumn	Sapp	staff	staff liaison	n/a	n/a	n/a					Engineering/Public Works Business Manager
No	Utility Advisory Board	Ms.	Diane	Pearson	Innkeeper/Travel Consultant		6/23/2008	5/31/2010	4/1/2005	6/23/2008				Resigned 4/12/2010

Wetlands Review Board

Governing Legislation: CBJ Code 49.10.700-49.10.790

Total # of Seats: 9 total: 7 Public seats 2 Planning Commission seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reapp. 2	Reapp. 3	Reapp. 4	Comments
Yes		Vacant Seat	Vacant Seat	Public			12/31/2018						Seat formerly held by Amy Sumner
Yes	Mr.	John	Hudson	Public	Chair	3/5/2018	12/31/2021	3/5/2018					SEAK Watershed Coalition Restoration Biologist
Yes	Dr.	Harold "Hal"	Geiger	Public		1/11/2016	12/31/2018	1/25/2010	1/28/2013	1/11/2016			St. Hubert Research Group: Biologist-Statistician
Yes	Mr.	Tyler	Adams	Public		3/5/2018	12/31/2021	3/5/2018					State Biologist - Wildlife Services
Yes	Ms.	Irene	Gallion	Public		1/11/2016	12/31/2018	1/11/2016					CBJ Housing & Homelessness Coordinator
Yes	Ms.	Brenda	Wright	Public		2/2/2015	12/31/2018	8/6/2007	1/12/2009	1/30/2012	2/2/2015		Retired Fisheries Biologist
Yes		Vacant Seat	Vacant Seat	Public			12/31/2020						Seat formerly held by Dr. Lisa Hoferkamp
Yes	Mr.	Andrew	Campbell	Planning Commission Rep.	Liaison		n/a	2/27/2018					Planning Commission Liaison (Appointed by PC on 2/27/2018)
Yes	Mr.	Dan	Miller	Planning Commission Rep.	Liaison		n/a	2/27/2018					Planning Commission Liaison (Appointed by PC 2/27/2018)
Yes	Ms.	Teri	Camery	Staff Liaison	Staff Liaison		n/a						




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MEMORANDUM

DATE: June 15, 2018

TO: CBJ Assembly Human Resources Committee

FROM: Beth McKibben, ACIP, Planning Manager
Community Development Department 

SUBJECT: Community Development Block Grant Application Process

INTRODUCTION

This memorandum contains the staff recommendation for amending the standardized process for soliciting and selecting which community project will apply for a federal Community Development Block Grant (CDBG), administered in Alaska by the State Department of Community and Economic Development (DCED). Grant proposals must be sponsored by a local government and sent to DCED where the proposals are reviewed and compete against each other on a statewide basis. A local government has the choice of generating its own project ideas or soliciting ideas from the general public. The CBJ has worked with community organizations to develop proposals and has been successful in obtaining CDBG grants using this method.

DISCUSSION

In 2011 staff presented, and the Human Resources Committee approved, a standardized process for soliciting projects and recommending which project the CBJ should support via the CDBG application. This process was used successfully in 2011 when the CBJ and AWARE received a CDBG grant.

In May of 2014, the process was amended by adjusting the timelines and removing the obligation for the Community Development Department (CDD) to make a presentation about the CDBG grant process and timeline to the HRC. Instead, the HRC is invited to the presentation made to prospective applicants. While this change worked relatively well, the adjustment of the timeline did not successfully address the challenge of CDD presenting the recommended community partner to the HRC with sufficient time to meet Assembly deadlines for necessary resolution.

Therefore, staff recommends changes to the beginning of the standardized process which will make the grant writing process more efficient. Starting the public process earlier will give staff additional time to work on community proposals and will ensure all the necessary documents are completed before CDD staff present the recommended community project proposal to the HRC. This will allow for the presentation to the HRC to occur before the October election. Additionally, staff recommends that the CDD presentation regarding the recommended CDBG proposal be heard either by the HRC or the Assembly's Committee of the Whole. It is felt that having this flexibility will ensure that Assembly members will have the opportunity to consider CDD's recommendation in September and will allow the applicant and CDD staff time to complete the application and put this before the full Assembly for resolution in November. CDBG applications are due to arrive in Fairbanks in the first week of December.

Proposed deletions in the timeline (Attachment A) are shown as ~~strikethrough~~ and proposed new language is shown as **bold underline**.

RECOMMENDATION

Staff recommends the Human Resources Committee reviews the proposed revisions to the CDBG process and accept it with or without modifications.

ATTACHMENTS

- A- Draft revised CDBG Process

CBJ PROCESS FOR APPLYING FOR CDBG GRANTS

This process is designed to help potential grant applicants understand the application process for Community Development Block Grants (CDBG) and the CBJ process for choosing which project will be applied for in a given year.

- July** No later than July 15, advertise for solicitation of project ideas.
- Reach out to social service agencies with notice of solicitation.
- August** No later than August ~~15~~ **1**, schedule public meeting – invite general public and proposers of projects. Discuss CDBG application and grant process, eligible projects, ranking, and timelines.
- Using the grant handbook/application as guidance, proposers will be given direction on what sort of information will be needed for ranking and recommendation to Human Resources Committee(HRC) –project description, rough budget, what matching funds available, how the project meets goals of CDBG program, etc.
- Notices of this meeting advertisement and meeting notes will be kept for grant application documentation of public outreach.
- The Assembly, specifically the Human Resources Committee, will be invited to this public meeting in order to become familiar with the grant program and process.
- Late August** ~~About one month after public meeting with project proposers~~ Schedule deadline for material requested **from proposers of projects at that meeting** (budget, description, etc.) **about one month after the public meeting.**
- September** First week of September, notice of CDBG applications is expected from Division of Community and Regional Affairs (DCRA).
- Set up staff review committee and schedule review.
- After initial review, allow project proposers an opportunity to submit additional information with final deadline for all applications.
- Final staff review. Ideally within one meeting decide on project to recommend to HRC.
- Notice proposers of staff recommendation to HRC. Send copy of staff report to HRC when available.
- Schedule project recommendation at the HRC meeting **or Committee of the Whole Meeting (COW)** in late September.
- ~~Late September~~ Written staff report and presentation to HRC **or COW**, providing staff recommendation for project to submit CDBG application.
- Copy of staff report and notice of HRC **or COW** meeting sent to all project proposers.

- Late September** Based on HRC **or COW** action at meeting, begin working with project proposer to develop application.
- Early October** Notify other project proposers of HRC **or COW** recommendation.
With applicant, develop schedule and distribute work load for CDBG application.
- November** Schedule authorizing resolution for Assembly ~~in November~~ following HRC **or COW** recommendation. **Resolution must be acted on no later than November.**
- December** Applications due in Fairbanks first week of December.