

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

November 10, 2014 6:00 PM  
Assembly Chambers

## **I. ROLL CALL**

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

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

Other Assemblymembers present: Mary Becker, Jesse Kiehl

Staff Present: Deputy Clerk Beth McEwen, Municipal Clerk Laurie Sica

Also present: Suzanne Dutson, Social Services Advisory Board Chair

## **II. APPROVAL OF AGENDA**

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

## **III. APPROVAL OF MINUTES**

### **A. September 29, 2014 Regular Human Resources Committee Meeting**

Ms. White provided the clerk with some grammatical changes to be made. Hearing no objection, the minutes of the September 29, 2014 Assembly Human Resources Committee were approved with corrections.

## **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. Juneau Economic Development Council - Appointments**

The Juneau Economic Development Council (JEDC) had two public seats open and one seat for a non-profit environmental group representative. JEDC advertised for the open seats and interviewed the applicants and recommended the Assembly appoint the following individuals:

Lauren MacVey - reappointment to a public seat to a three-year term expiring 10/31/2017.

Brandon Cullum - appointment to a public seat to a three-year term expiring 10/31/2017.

Susan Murray- appointment to the non-profit environmental group

representative seat to a three year term expiring 10/31/2017.

**MOTION** by Ms. Crane to recommend the Assembly make the appointments to the Juneau Economic Development Council listed above as nominated by the Juneau Economic Development Council.

Ms. Gladziszewski asked if there were any other groups that went through the same process as JEDC and why the Assembly appoints their members. Mr. Jones explained that no other non-CBJ groups go through this process but JEDC was originally created by the Assembly and they still receive annual funding from CBJ. Ms. Gladziszewski asked that when the HRC does its review/evaluation of boards and their governing legislation in the future that JEDC be one of the groups that it reviews and see if CBJ should be continuing to do the appointments or not.

2. Assembly Human Resources Committee - Review Processes & Assembly Rules of Procedure Resolution 2550

Ms. McEwen explained that in light of the recent Assembly transitions and the new members on the Assembly Human Resources Committee, this was a good time to review the Assembly Rules of Procedures Resolution 2250 and the duties assigned to the HRC.

In addition to the HRC duties, Ms. McEwen noted that Ms. Gladziszewski had asked about why the Assembly was copied on the emails sent to the Alcohol Beverage Control (ABC) Board following Assembly action and this was a good chance to review procedures and make any changes that the HRC would like to see made. Ms. McEwen explained that a former HRC Chair had requested that the Assembly receive notice of all liquor license correspondence. HRC members discussed this practice and the liquor license review process in general and asked that the Assembly only be copied on those liquor licenses that a protest recommendation or some other special consideration is acted upon. They said they did not need to be copied on those liquor license items that go directly to the Assembly on the consent agenda with a no-protest recommendation.

3. Jensen-Olson Arboretum Advisory Board - Appointment

The Jensen-Olson Arboretum Advisory Board had two open seats: one Public seat to be filled by an Artist, and one seat designated for the representative from Discovery Southeast. Two applications had been received for these seats.

**MOTION** by Ms. Gladziszewski to recommend the Assembly appoint Shawn Eisele to the Discovery Southeast representative seat and appoint Nell McConahey to the Public/Artist seat on the Jensen-Olson Arboretum Advisory Board to terms expiring January 31, 2017. *Hearing no objection, the motion was approved by unanimous consent.*

4. Building Code Advisory Committee - Annual Report

Mr. Jones noted that the HRC packet contained the annual report from the Building Code Advisory Committee (BCAC). The report noted that longtime member and General Contractor Steve Burnett stepped down as of October 27, 2014 and that local contractor Russ McDougal had applied for that seat. Ms. McEwen explained that the clerk's office had not in fact received an application for the Building Code Advisory Committee from Mr. McDougal but there is an application on file from him for his service on the Affordable Housing Commission and that he had left a voicemail message earlier that day stating that he did wish to be considered for appointment to the BCAC.

Ms. White said she was acquainted with Mr. McDougal and felt he would do a good job on the committee. Ms. Gladziszewski said that as long as he did indicate via voicemail that he was willing to serve, she did not object to considering the appointment during this meeting.

***MOTION*** by Ms. White to recommend the Assembly appoint Russ McDougal to the Building Code Advisory Committee to a term expiring November 30, 2017. *Hearing no objection, the motion carried.*

5. Discussion re: CBJ Board Evaluation/Review - Including Juneau Commission on Sustainability and Social Services Advisory Board

The HRC members had received a copy of the CBJ Board Informational Pamphlet. Ms. McEwen directed the HRC members to Resolution 2686 under Appendix B which is the Advisory Board Rules of Procedure and specifically Rule 7. Evaluation. This rule sets out the process for the Assembly to periodically evaluate each advisory board, its mandate, goals and objectives and to develop recommendations for future functions of the board.

Mr. Jones said he asked to have this on the agenda as it relates to the Social Services Advisory Board (SSAB) and the Juneau Commission on Sustainability (JCOS). Mr. Jones said he would like to hold an HRC worksession with the SSAB members sometime in January to go into this in more depth and that he would also like to invite Juneau Community Foundation (JCF) Executive Director Amy Skilbred to attend that worksession. He said JCF recently received a large donation from Bill Corbus and the JCF will be looking at how they will be distributing those funds in the community. Mr. Jones said he hoped that by including JCF in the conversation, hopefully they can determine the best way to distribute the social service funds in the community without duplicating efforts. He said he would also like to have the City Manager present for the discussion to help determine the level of staff support available for the board.

Ms. Gladziszewski asked to what degree the Assembly is involved in the awarding of the SSAB grants. Mr. Jones explained that the Assembly is mainly involved in the big picture items such as how the RFP is written, how much total funding is provided for the program but that the specific grant application review and recommendations for awards come from the SSAB directly.

Ms. Crane said she thinks doing an evaluation would be good and she would also like to involve some of the agencies themselves at some point in the process to hear their input on the process.

Ms. Gladyszewski said she agreed with the process of discussing this with the board and the agencies. She did say that when it comes to the Juneau Community Foundation piece, she felt that is an entirely separate thing. She explained that the JCF monies are not meant to replace anything that CBJ may be doing and that she would like to see us get our own SSAB piece in order first.

Mr. Jones said he doesn't disagree with that. He did say that part of the process they will be looking at is the piece of the SSAB's governing legislation that charges them with advising the Assembly on social service issues within the community. He said that has been a difficult thing for them to do when they have been awarding and managing grants. He said the JCF will be doing a similar thing but they will have staff and he doesn't want to see CBJ putting out an RFP that puts us in a competition or a totally opposite direction from what they are trying to do, unless there is a good reason for it. He said he wants to make sure that the group the Assembly appoints has some kind of conversation with another group that is also providing almost equal funding within our community.

Ms. Gladyszewski said while she understands that, to her it is no different from a local organization asking for money from Rasmussen or the Paul Allen foundation or any other foundation. She said she doesn't think we should be deep in that discussion. Mr. Jones agreed that he did not feel they need to be deep in the discussion but that there should be some knowledge of what is going on and that there should be some line of communications open. Ms. Gladyszewski said she just does not want to design the CBJ process around that of the JCF.

Mr. Jones said he anticipates that will be part of the agenda for the meeting in January to start the process of looking at the governing legislation of the SSAB and then decide at that time if they will need a second or third meeting to work through the process.

Mr. Jones said the second item for discussion under this evaluation section relates to the Juneau Commission on Sustainability. The membership of the JCOS has the Planning Commission and the Assemblymember as voting members of that commission and as such, their attendance counts towards establishing a quorum for meetings. Ms. McEwen noted in the memo that due to the scheduling conflicts between the JCOS meetings and the Assembly Finance Committee meetings being held on the same nights, often times the Assemblymember is unable to attend the JCOS meetings. Mr. Jones asked if they would consider making changes to their governing legislation such that the Assemblymember and Planning Commissioner presence or absence is not part of the quorum equation.

Ms. Gladyszewski said she spoke with the JCOS chair and the chair

indicated that they would like to discuss it at one of the JCOS meetings before any changes are made. Ms. Gladziszewski said the reason the language was written in that manner was to make sure the work of the commission had a stronger tie to the Assembly and Planning Commission and that the two members were more active members in the work of the commission more than a liaison might tend to be.

Mr. Jones said they will wait to hear more from the JCOS before taking any further action on this. Ms. McEwen explained that JCOS staff liaison Beth McKibben was polling members to check for a quorum for the Wednesday, November 12 JCOS worksession that was scheduled but that is also an Assembly Finance Committee meeting night so the Assemblymember would not be available to attend the JCOS meeting.

B. Other Business

### **III. STAFF REPORTS**

### **IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

### **V. EXECUTIVE SESSION**

### **VI. ADJOURNMENT**

There being no further business to come before the committee, the meeting was adjourned at 6:33p.m.