

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.