

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

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

HRC Chair Loren Jones called the meeting to order at 6:19 p.m.

Members present: Loren Jones, Maria Gladziszewski, Karen Crane, and Debbie White (telephonically)

Others present: Mayor Greg Fisk; City Manager Kim Kiefer, Deputy Clerk Beth McEwen

II. APPROVAL OF AGENDA

There were no changes to the agenda.

III. APPROVAL OF MINUTES

A. September 21, 2015 Assembly Human Resources Committee Minutes

MOTION by Ms. Gladziszewski for approval of the minutes of the September 21, 2015 Assembly Human Resources Committee meeting. Hearing no objection, the minutes were approved.

IV. PUBLIC PARTICIPATION

None.

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

V. AGENDA TOPICS

A. Board Matters

1. Douglas Advisory Board - Appointments

There were two open seats on the Douglas Advisory Board for terms expiring September 30, 2018. There were four applicants for the two open seats. Applicants were Arnold Liebelt, Robert Sewell, Michelle Stuart Morgan, and Terrance Seslar.

Ms. Crane said she was hoping to see someone from North Douglas serve on this board but no North Douglas residents submitted an application.

MOTION by Ms. Crane to recommend the Assembly appoint Arnold Liebelt and Michelle Stuart Morgan to the Douglas Advisory Board to terms beginning immediately and expiring September 30, 2018. *Hearing no objection, the motion carried.*

2. Juneau Human Rights Commission - Appointment

Mr. Jones noted that the Juneau Human Rights Commission (JHRC) has two open seats for terms expiring May 31, 2017 and one open seat for a term expiring May 31, 2016. There was one applicant, Jason Puckett. Mr. Jones noted that Mr. Puckett indicated on his application that his first choice was the Juneau Affordable Housing Commission, his second choice was the Juneau Economic Development Council, and his third choice was the Juneau Human Rights Commission.

Mr. Jones noted that the Juneau Economic Development Council will be reviewing applications for that board at its meeting on November 10. It was also noted that the Juneau Affordable Housing Commission terms will be expiring at the end of December and so those appointments are scheduled to come before the HRC at the January 11, 2016 meeting.

Ms. McEwen noted that presently, the Juneau Human Rights Commission is at that tipping point for quorum purposes, such that, if all current members attend a meeting, they have a quorum and can hold the meeting. If even one member is unable to attend, they are not able to establish a quorum and cannot meet. She suggested the Assembly Human Resources Committee may wish to take this opportunity to do a review of the governing resolution of the Juneau Human Rights Commission similar to what they've done with the Social Services Advisory Board and Sister Cities Committee, and determine if there should be any changes made to its governing resolution as pertains to its mission and membership.

There being no motion from committee members, Mr. Jones asked staff to continue to advertise the open seats on the commission and to schedule follow-up at the January 2016 Assembly Human Resources Committee meeting.

3. Local Emergency Planning Committee - Nomination

Mr. Jones noted that the Local Emergency Planning Committee (LEPC) is somewhat different from other CBJ boards in that the seats are designated seats and that while the Assembly nominates members to serve, it is the State Emergency Response Commission which makes the actual appointments to the LEPC.

Seat #7, reserved for the American Red Cross, is presently vacant due to the retirement of Roger Rettig and the application in the packet for that seat is from Andrew Bogar who is the new Disaster Planning Specialist for Southeast Alaska.

MOTION by Ms. Gladyszewski to recommend the nomination of Andrew Bogar for Seat #7 on the Local Emergency Planning Committee. *Hearing no objection, the motion carried.*

4. Utility Advisory Board - Appointment

Mr. Jones noted that there is one seat on the Utility Advisory Board for a term expiring May 31, 2016 and noted that there was one applicant, Bryan Farrell. Mr. Jones noted that there is more latitude in the appointments to advisory boards per the Advisory Board Rules of Procedure's ability to appoint a member to the remainder of a term that has longer than six months remaining.

Ms. McEwen explained that since those rules are via resolution as opposed to CBJ Code, the HRC can make a motion to suspend the Rules of Procedure and once that motion passed, a secondary motion could be made to appoint an applicant to an advisory board for the remainder of a term (longer than six months), plus the full three-year term following that initial unexpired term.

MOTION by Ms. Crane to suspend the Advisory Board Rules of Procedure to allow for a term of service longer than the six month limitation. *Hearing no objection, the motion carried.*

MOTION by Ms. Crane to recommend the appointment of Bryan Farrell to the Utility Advisory Board for the remainder of the term expiring May 31, 2016 and for the full three-year term following that for a term expiration date of May 31, 2019. *Hearing no objection, the motion carried.*

5. Social Services Grant Program - Draft Memorandum of Understanding

City Manager Kim Kiefer stated that the Human Resources Committee directed her to speak with the Juneau Community Foundation (JCF) to look at the option of having JCF take over the Social Service Advisory Board (SSAB) grants. She said that it makes sense now that JCF has \$1 million that they have for the HOPE Foundation and those funds go out to social service agencies. She said they are similar to the agencies that we provide SSAB funding to. She said when she first discussed this with JCF, they originally quoted a rate of \$25,000 for them to do the full grant process. That would include all the work in putting the grants out, evaluating them, and then follow-up and monitoring the agencies. There was additional discussion about what it might take for the JCF to do this for two years. The JCF board met in October but it was too late to bring it back to be discussed at the Assembly Finance Committee meeting.

Ms. Kiefer said that since that time, she has had a number of conversations with Amy Skilbred of the JCF to determine how they may be able to move this forward. She said the HRC/Assembly mainly has three options to follow at this time:

1) The current SSAB grants are due to expire in June 2016 and it doesn't give them much time to get the SSAB board up and running again to have them do everything needed since by this time in the grant cycle, they would have

already been working on the grant documents to get them out for advertising. She said that would be a long shot option to get it done in time.

2) The second option would be to extend the current grants by one year. She said she didn't think that was a very good option as you would lose the progress already being made with the Juneau Community Foundation.

3) She recommends a third option to move forward now with the JCF: let them have the money knowing that it is contingent upon the Assembly approving it as part of the budget and the JCF would wrap it into a grant system that they will already have. She said there will still be SSAB funds and Hope funds and it would fall under the umbrella of the criteria from United Way which is what the SSAB has been basing their grants upon.

Ms. Kiefer said that JCF will also bring to the table their work with agencies to find out what the needs are and try to have them create goals that are consistent across the board with the agencies. The hope is that by doing this, the money that is spent between the Hope Foundation and the SSAB can better be spent and utilized towards common goals. She said that is why they are asking for \$25,000/year to administer this program. That would fund the ongoing operations of the grant system and doing the follow-up with the agencies but will also allow them to work in the community on accomplishing the overall goals and needs of the social service agencies.

The HRC members discussed where the \$25,000 would be coming from to pay for the JCF's administration of the program. Ms. Kiefer explained the recent changes to the budget during the last budget cycle in which \$25,000 which had been for the Young Parent and Healthy Teen Center had been transferred from Catholic Community Services and is now being administered through the Parks and Recreation Department. She also explained that the BAM program is being funded through the City Manager's budget. She explained that the \$25,000 is not taking away money from any other agency.

Ms. Gladziszewski asked if the Law Department has had a chance to review the Memorandum of Understanding. Ms. Kiefer explained that they have reviewed it in general terms but have not yet had an opportunity to review it in detail. Ms. Gladziszewski expressed concern that she would like the Assembly to have an opportunity to have a final word on the grants once the JCF has reviewed the applications and made their recommendations.

Additional discussion took place and it was decided to move this MOU forward to the Law Department for review with the following edits to be included and to be brought back to the full Assembly for final approval:

On page 4 of 4: delete the last sentence of the top paragraph reading: "The Foundation will award SSAB grants in the first year of no more than \$50,000 per program."

On page 4 of 4: to include language in section 8 stating that the JCF will include a list of proposed grant recipients in its annual report due to the CBJ by May 31 each year.

And somewhere in the document to include language requiring an audit be provided to CBJ, if not of the full JCF financials, then just an audit of the portion of JCF's SSAB grant program.

B. Other Business

None.

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

Mr. Jones adjourned the meeting at 6:41 p.m.