

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

September 21, 2020 5:30 PM

Zoom Webinar

<https://juneau.zoom.us/j/92216256450> or call: 1-346 248 7799 webinar ID: 922 1625  
6450

## **AGENDA**

### **I. ROLL CALL**

### **II. APPROVAL OF AGENDA**

### **III. APPROVAL OF MINUTES**

- A. 2019-08-19 Human Resources Committee Minutes-DRAFT
- B. 2019-11-04 Human Resources Committee Minutes-DRAFT
- C. 2019-12-16 Human Resources Committee Minutes-DRAFT
- D. 2020-02-24 Human Resources Committee Minutes-DRAFT

### **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. Aquatics Board - Annual Report
- 2. Youth Activities Board - Appointments

The Youth Activities Board consists of nine members as follows: A Parks and Recreation Advisory Committee member (nominated by PRAC), a Juneau Arts & Humanities Council member (nominated by JAHM), a Juneau Sports Association member, (nominated by JSA), and six public members, one of which must be 18 years or younger at time of appointment. The Recreation Superintendent or alternate designee provides staff to this board. There are currently three public seats up for renewal for terms beginning September 1, 2020 and ending August 31, 2023 and one vacant public seat with a term beginning immediately and ending August 31, 2022 for a total of four seats needing action.

Elizabeth Balstad and Kristen Romanoff have both applied for reappointment; Joyce Vick has not applied for reappointment to the board.

There are five applications in the packet.

- 3. Juneau Commission on Sustainability - Appointment

Per Resolution 2755; the Juneau Commission on Sustainability consists of nine members appointed by the Assembly for staggered three-year terms. In addition to the nine voting members there is one non-voting Assembly member liaison and one non-voting Planning Commissioner sitting on the commission. There is currently one vacant seat with a term beginning immediately and ending June 20, 2023.

There are two applications in the packet.

4. Juneau Commission on Sustainability - Sustainability Awards
5. Amendments to the Bylaws of the Board of Directors of Bartlett Regional Hospital  
CBJ 40.05.030 requires the hospital board to recommend bylaws for the administration and government of the hospital, which become effective upon Assembly approval by resolution. This resolution would accept the hospital board's recommended amendments to its bylaws that were approved by the board at its regular meeting on August 25, 2020.

This resolution is before the Human Resources Committee to review and make a recommendation to the Assembly for action at its regular Assembly meeting on September 21, 2020.

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](mailto:city.clerk@juneau.org)

# **ASSEMBLY HUMAN RESOURCES COMMITTEE**

August 19, 2019 6:00 PM

Assembly Chambers

## **MINUTES**

### **I. ROLL CALL**

The Assembly Human Resources Committee meeting was called to order at 6:00 p.m.

Members Present: Chair Rob Edwardson, Carol Triem, Alicia Hughes-Skandijs and Wade Bryson

Members Absent: None

Also Present: Deputy Clerk, Diane Cathcart

### **II. APPROVAL OF AGENDA**

Agenda approved as presented

### **III. APPROVAL OF MINUTES**

Minutes approved as presented

A. June 3, 2019 Assembly Human Resources Committee Draft 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

A. Historic Resources Advisory Committee - Appointments and Annual Report

Zane Jones, Chair of Historic Resources Advisory Committee gave an overview of the annual report. The Preservation Plan the committee has been working will add the word Cultural to the title of the plan. State of Alaska Department of Transportation is working on a project across from Gold Creek, the Tlingit name of the area will be added to the signage.

Community Development Planner Allison Eddins and Zane Jones were able to go to a conference and bring back some great ideas and information around how to incorporate cultural and significant occurrences of and within a community.

Mr. Edwardson asked Mr. Jones to explain the historical reviews.

Mr. Jones said one of HRAC's duties is to review any building in the historic district

especially when that building owners are looking to do any updates or renovations.

Ms. Hughes-Skandijs asked for clarification on the Armory building, was it part of a historic registry? Mr. Jones noted the Armory had been modified so much that it's essentially deemed not historic.

**MOTION:** by Ms. Hughes-Skandijs to forward to the full Assembly for approval, the recommendation to reappoint Chuck Smythe, Gary Gillette and Zane Jones to the Historic Resources Advisory Board for terms beginning immediately and ending June 30, 2022. **Hearing no objection, motion passed.**

B. Youth Activities Board Appointments and Annual Report

Tom Rutecki, Chair of the Youth Activities Board (YAB) thanked the Assembly for the funds to do these grants and thanked Mr. Pusich of Parks & Recreation for staffing and overseeing the program. Roughly thirty non-profits applied and are divided up between Sports, Arts and Academic/Other. This year \$500,000 in grant requests came in and the board was able to provide \$315,000 in grant funds to the various youth organizations and program. YAB does its best to give a little bit of funding to each grant application; they also give out contingency grants throughout the year.

Mr. Rutecki said the board currently has 2 high school students sitting as members on YAB and every youth they've had on the board, past and present has been amazing.

During the next budget cycle YAB will request the 5% funding cut from 2015 for this program be added back into the Parks & Recreation budget request that will go before the Assembly.

**MOTION:** by Mr. Bryson to forward to the full Assembly for approval, the recommendation to appoint Michelle Burlin and reappoint Bonita Nelson to the Youth Activities Board for terms beginning September 1, 2019 and ending August 31, 2022 and to appoint Della Chaney to serve in the seat appointed as the JAHC representative. **Hearing no objection, motion passed.**

C. Other Business

A. CBJ Board Survey/Questionnaire

Mr. Edwardson asked committee member what their thoughts were after reviewing the survey information.

Ms. Hughes-Skandijs would like more time to digest the information in order to help think of ideas of how best to move forward.

Mr. Bryson asked how we turn this information into something usable to help the committee move forward.

Ms. Triem said she would be happy to help summarize the results and bring them back to the committee for review. She will send her summary to Ms. Cathcart to include in the

September 16 HRC meeting.

**VI. STAFF REPORTS**

**VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

**VIII. ADJOURNMENT**

There being no further business before the committee, the meeting adjourned at 6:37 p.m.

# ASSEMBLY HUMAN RESOURCES COMMITTEE

November 4, 2019 6:00 PM

Assembly Chambers

## MINUTES

### I. ROLL CALL

The Assembly Human Resources Meeting was called to order at 6:01 p.m.

Members Present: Chair Wade Bryson, Alicia Hughes-Skandijs, Michelle Hale and Greg Smith

Members Absent: None

Also present: Deputy Municipal Clerk, Diane Cathcart, Municipal Clerk, Beth McEwen, Mayor Weldon, Assemblymember Loren Jones, City Manager, Rorie Watt, Parks & Recreation Director George Schaaf, Parks & Recreation Deputy Director, Michele Elfers

### II. APPROVAL OF AGENDA

Agenda approved as presented

### III. APPROVAL OF MINUTES

None

### 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

A. Douglas Advisory Board - Appointment

**MOTION:** by Ms. Hughes-Skandijs to forward to the full Assembly for approval, the recommendation to reappoint John Delgado to the Douglas Advisory Board for a term beginning immediately and ending September 30, 2022. ***Hearing no objection, motion passed.***

B. Juneau Commission on Sustainability - Appointment

**MOTION:** by Ms. Hughes-Skandijs to forward to the full Assembly for approval, the recommendation to appoint Anjuli Grantham to the Juneau Commission on Sustainability for a term beginning immediately and ending June 30, 2021. ***Hearing no objection, motion passed.***

C. Other Business

A. Liquor Licenses

A. Staff Recommends Protest of Taku Lanes LLC Liquor License Renewal

Recommendation to protest Taku Lanes LLC liquor license renewal was removed.

**VI. STAFF REPORTS**

A. Memo From Parks & Recreation Department re: Hank Harmon Rifle Range

Parks & Recreation Director George Schaaf gave an overview of the Hank Harmon Rifle Range and the use agreement between Parks & Recreation and Hank Harmon Rifle Range, Inc. (HHRRI) on the management of daily operations of the range first implemented in 2005 and how that agreement is no longer successful for either entities.

Since the current structure is no longer working, Parks & Recreation is looking at a different group and management style to work with. Discussion was had around what that would look like, perhaps a group that is federally recognized, implement membership dues but still being open and accessible to the general public. The department would like to create a partnership that would allow them to work with range users to improve the facility, have the partner organization be required to maintain status as a 501(c) nonprofit with a board of directors that would include CBJ representation.

**VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

**VIII. ADJOURNMENT**

There being no further business before the committee, meeting adjourned at 6:22 p.m.

# **ASSEMBLY HUMAN RESOURCES COMMITTEE**

December 16, 2019 5:30 PM

Assembly Chambers

## **MINUTES**

### **I. ROLL CALL**

The Assembly Human Resources Committee meeting was called to order at 5:31 p.m.

Members Present: Chair Wade Bryson, Michelle Hale, Alicia Hughes-Skandijs and Greg Smith

Members Absent: None

Also Present: Deputy Clerk, Diane Cathcart, Municipal Clerk Beth McEwen, Assemblymember Loren Jones

### **II. APPROVAL OF AGENDA**

Agenda approved as presented

### **III. APPROVAL OF MINUTES**

None

### **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

A. Other Business

A. Survey Update

The committee reviewed the survey.

B. Boards/Committee Recruitment Discussion

Committee members discussed how to move forward with the information they've gathered thanks to the survey.

Mr. Bryson will work on making a trifold and bring it to committee members for review.

Ms. Hughes-Skandijs thanked Assemblymember Triem and Deputy Clerk Cathcart for their work on the survey. Some of Ms. Hughes-Skandij's immediate thoughts and



suggestions were: what do board do, when do they meet, how could we create an at-a-glance type of document; personalize the "thank you" email that goes out to applicants, new and outgoing members; creating more diversity by reaching out and partnering with other organizations and their newsletters, if they have them.

Ms. Hale's thoughts and questions were around board member training, if word of mouth was 50% of how members serving on a board/committee heard about it, is that creating the diversity the HRC is striving for, if demographics show a lot of retirees how to outreach to students and younger generation.

Mr. Bryson suggested having HRC members give brief presentations to groups such as Rotary, Chamber of Commerce, Tlingit & Haida as a way of outreach.

Mr. Smith suggested looking at how we currently advertise for boards/committees and how to expand that.

It was decided to keep this topic as a reoccurring agenda item to discuss as time allows during each meeting.

C. 50th Anniversary of CBJ July 1, 2020 - Ongoing Discussion/Planning

Members discussed ideas of how CBJ and the community could celebrate the 50th anniversary of unification.

Make "UNITY" the theme that runs throughout.

Mr. Smith posed the question of how do we pull the community together. Ms. Hughes-Skandijs recommended reaching out to the libraries and creating programs with them, Ms. Hale discussed a float for the 4th of July parade and working with the Alaska Committee.

This will be a standing agenda topic moving forward to brainstorm as we move closer to July 1.

## **VI. STAFF REPORTS**

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

## **VIII. ADJOURNMENT**

There being no further business before the committee, the meeting adjourned at 6:23 p.m.

# ASSEMBLY HUMAN RESOURCES COMMITTEE

February 24, 2020 6:00 PM

Assembly Chambers

## MINUTES

### I. ROLL CALL

The Assembly Human Resources Committee meeting was called to order at 6:02 p.m.

Members Present: Chair Wade Bryson, Alicia Hughes-Skandijs and Greg Smith

Members Absent: Michelle Hale

Also Present: Deputy Clerk, Diane Cathcart, Municipal Clerk Beth McEwen, Mayor Beth Weldon, Assemblymember Loren Jones,

### II. APPROVAL OF AGENDA

Agenda approved as presented

### III. APPROVAL OF MINUTES

Ms. Hughes-Skandijs moved to approve minutes as presented, hearing no objections minutes approved as presented.

A. 2019-12-18 Special Human Resources Committee Meeting Minutes

B. 2020-02-03 Human Resources Committee 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

A. Personnel Board - Appointments and Annual Report

**MOTION:** by Mr. Smith to forward to the full Assembly for approval, the recommendation to reappoint Cindy Spanyers and Rodney Hesson to the Personnel Board Labor Representative seats for terms beginning immediately and ending January 31, 2023. ***Hearing no objection, motion passed.***

B. Local Emergency Planning Committee (LEPC) - Appointments

**MOTION:** by Ms. Hughes-Skandijs to forward the names as presented on the memo in the Human Resources Committee packet to the full Assembly for approval for the terms

and seats as described in the memo. ***Hearing no objection, motion passed.***

Please note, the below list is organized according to seat number, **primary seat (in bold)** or alternate seat (in regular font) with those applicants that are *new to the committee and a specific seat noted in italics*.

**Seat 3 – Firefighter/EMS Seat [Primary Member] Ed Quinto, end date 12/31/2022.**

Seat 3a – Firefighter/EMS Seat [Alternate Member] Todd Cameron, end date 12/31/2022

**Seat 7 – American Red Cross Seat [Primary Member] Andrew Bogar, end date of 12/31/2022.**

*Seat 7a – American Red Cross Seat [Alternate Member]{seat formerly held by Norman ‘Chip’ Wagoner} replacing him is Patricia Lamson start date immediately, end date 12/31/2022.*

*Seat 10a – Haz/Mat Transporter Seat [Alternate Member] {seat formally held by Joel Curtis} replacing him is Bryan Caffrey start date immediately, end date 12/31/2020.*

**Seat 11 – Vulnerable Population Representative Seat [Primary Member] Zachariah Fisher, end date 12/31/2022.**

Seat 11a – Vulnerable Population Representative Seat [Alternate Member] **Paul Chisholm**, end date 12/31/2022.

C. Other Business

A. 50th Anniversary of CBJ Unification July 1, 2020 - Ongoing Discussion/Planning

Ms. Hughes-Skandij's spoke with Catherine Melville at the library on how to involve the youth such as reoccurring events with Juneau and Douglas history as the focus.

Mr. Bryson suggested creating an Ad Hoc committee of HRC members and other advisory board members such as the Douglas Advisory Board as they may be interested in helping plan events around the 50th.

B. Boards/Committee Recruitment Discussion

Mr. Bryson discussed creating a business card size info card that members could hand out when talking to people about joining a board/committee.

Discussion was had around discount cards or other types of incentives such as pool discounts. It would be good to review 01.45 of CBJ Code that speaks to gifts and legal considerations.

The Douglas Advisory Board and the Juneau Human Rights Commission have

expressed an interest in having an Assembly liaison or at least an Assemblymember attend meetings periodically to keep those boards/commissions up-to-date on what's happening within CBJ. They are also asking for direction from the Assembly - what does the Assembly want us to be working and/or focusing on?

#### **VI. STAFF REPORTS**

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

#### **VIII. ADJOURNMENT**

There being no further business before the committee, the meeting adjourned at 6:41 p.m.

**City Borough of Juneau  
Aquatics Board Annual Report  
August, 2020**

**Introduction:**

The Assembly adopted a revised Aquatics Board Ordinance in January 19, 2019, and as a result the Board's membership was expanded to include representation from Glacier Swim Club and the School system, both significant users of our pools. At the same time, a large turnover in prior Board membership also occurred. The new Ordinance improved clarity as to the powers, duties and expectations of the Board. The Ordinance states that the Board "...shall annually provide to the Assembly a written review of the aquatics program. The review shall include public usage, financial trends, facility maintenance needs, capital needs, and the efficiency of the program operation." Here is the Board's report for FY 2020 which, at best, can be described as a very strange year.

The restructured Board continued with the goals adopted by the prior Board of:

- Increasing efficiency of pool operations and reduce as much as possible the ongoing support required from the General Fund
- Increasing pool usage and ensuring the best possible pool user experience
- Bringing long term stability, sustainability, and transparency to the governance and management of the pools.

**2019-2020 Aquatics Activities**

This period was a time of transition for the Board, given that most members were newly appointed to it. The two continuing members worked with staff to orient the new members to aquatics history and operations at the first Board meeting of the year, in July, and at a subsequent Board retreat in October. The Board as a whole met ten times during the fiscal year, seven times in person, and 3 times by Zoom conferencing. In addition various subcommittees also met to further the Board's work. As well as a Chair and Vice-Chair, the Board also elected a Secretary to take the minutes. At its Retreat, the Board appointed three subcommittees: Outreach, Governance, and Finance.

Midway through the fiscal year, the arrival of the SARS-2 Coronavirus and associated public health actions essentially eliminated plans to move forward on Board initiatives. Both pools were closed on March 14<sup>th</sup> and remained so for almost all of the remainder of the period.

To assist with planning for the renovation of the Augustus Brown Pool, the Outreach subcommittee met several times in the fall and winter to generate ideas and suggestions for maintaining swimming access while that pools was closed. The Board and this Committee also reviewed the design documents for the renovation as they were developed. That planning was well underway, and the construction design documents were completed when the whole project had to be put on hold due to financial and public health issues. The Board requested that the Assembly take advantage of having the ABP renovation "shovel-ready" and use it to boost the

local economy - which was sagging badly from virus effects. Plans to renew the roof as part of the project were approved, while the remainder of the renovation remains in limbo.

With the goal of increasing access to swim lessons, and hence numbers of future swimmers, in the fall plans were made to begin offering lessons by aquatics staff to supplement those already being provided by private teachers. To formalize the latter, the Board began the process of developing regulations governing the commercial use of aquatics facilities. Draft regulations were developed and input from private teachers was sought. Upon arrival of the virus, this process was put on hold.

During the fall and winter, staff found many creative ways to bring people to the pools, and attendance reflected this growth. A “Drive-in Movie” night was a huge success, as were various Days of Play and other activities. Staff became certified to offer Red Cross classes to the public and local organizations – serving as a badly needed community resource.

After the initial shutdown in March, the Dimond Park Pool reopened again on June 15 – however, on a limited basis only in compliance with health mandates. This permitted swimming based on reservations only, without access to the locker-rooms. The on-deck shower provided the necessary “washdown” for swimmers, who arrived already in their swimming gear so as to limit contact time with each other prior to entering or leaving the pool. The Augustus Brown Pool remained closed while the status of its planned renovation was reconsidered. At the end of the fiscal year, the outlook for aquatics remains uncertain pending resolution of the coronavirus pandemic.

### **Pool Usage**

Fiscal year pool usage is calculated through reports from the eTrek and accounting systems that are then used to generate visit reports by membership type. Visits are combined for both pools. Usage numbers provided do not include attendance from Glacier Swim Club and Juneau School District users. The current system does not generate usage reports by swimmer age or by pool location since passes can be used at either facility.

The Parks and Recreation Department will be converting to new recreation management software in October, switching from eTrek to CivicRec. This new system should provide more reliable, and better differentiated, usage reports so that trends among pool usage by type and location of user can be generated. For FY19-20, staff did periodic hand counts of swimmers in the pool to help gain additional information about usage.

**User Visits by Pass Type**

	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>
Annual Pass User Visits	37,341	40,753	39,027
Monthly Pass User Visits	7,007	7,658	5,481
10-Visit Pass User Visits	13,628	15,360	11,019
Daily payment visits	34,639	30,586	22,719
Other Visits	1,522	1,683	1,253
<b>Total Visits</b>	<b>94,137</b>	<b>92,712</b>	<b>79,499</b>

## **Financial Results**

The following table shows projected financial results for FY 2020 with comparisons to the two prior years. Total costs of many items are allocated among the two pools, sometimes arbitrarily and not necessarily reflecting actual costs incurred at each facility. The Aquatics Board advocates that budgeting and accounting be done on a total program basis to allow for greater efficiency, flexibility and sharing of resources between the two pools – albeit while tracking individual pool use of resources where it makes sense from a management standpoint. Note that school use of the pools is provided cost-free to the students and School District. Those costs are absorbed into overall pool operations.

<b>Financial Results for Aquatics</b>				
<b>FY18 - FY20</b>				
	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	
	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	<b>Est Actuals</b>
<b>EXPENDITURES</b>				
Personnel Services - ABP	\$ 565,700	\$ 549,711	\$ 631,560	\$ 612,400
Personnel Services - DPAC	\$ 868,500	\$ 829,036	\$ 893,830	\$ 810,300
<b>Total Personnel Services</b>	<b>\$ 1,434,200</b>	<b>\$ 1,378,747</b>	<b>\$ 1,525,390</b>	<b>\$ 1,422,700</b>
Commodities and Services - ABP	\$ 573,200	\$ 500,996	\$ 533,100	\$ 525,500
Commodities and Services - DPAC	\$ 757,900	\$ 754,923	\$ 778,400	\$ 759,000
<b>Total Commodities and Services</b>	<b>\$ 1,331,100</b>	<b>\$ 1,255,919</b>	<b>\$ 1,311,500</b>	<b>\$ 1,284,500</b>
TOTAL EXPENDITURES - ABP	\$ 1,138,900	\$ 1,050,707	\$ 1,164,660	\$ 1,137,900
TOTAL EXPENDITURES - DPAC	\$ 1,626,400	\$ 1,583,959	\$ 1,672,230	\$ 1,569,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,765,300</b>	<b>\$ 2,634,666</b>	<b>\$ 2,836,890</b>	<b>\$ 2,707,200</b>
<b>FUNDING SOURCES</b>				
Revenues - ABP	\$ 277,400	\$ 255,138	\$ 238,400	\$ 228,100
Revenues - DPAC	\$ 521,400	\$ 425,993	\$ 470,100	\$ 405,000
<b>Total</b>	<b>\$ 798,800</b>	<b>\$ 681,131</b>	<b>\$ 708,500</b>	<b>\$ 633,100</b>
Support from RSA - ABP	\$ 861,500	\$ 795,600	\$ 926,300	\$ 909,800
Support from RSA - DPAC	\$ 1,105,000	\$ 1,158,000	\$ 1,202,100	\$ 1,164,300
<b>Total</b>	<b>\$ 1,966,500</b>	<b>\$ 1,953,600</b>	<b>\$ 2,128,400</b>	<b>\$ 2,074,100</b>
TOTAL FUNDING - ABP	\$ 1,138,900	\$ 1,050,738	\$ 1,164,700	\$ 1,137,900
TOTAL FUNDING - DPAC	\$ 1,626,400	\$ 1,583,993	\$ 1,672,200	\$ 1,569,300
<b>TOTAL FUNDING</b>	<b>\$ 2,765,300</b>	<b>\$ 2,634,731</b>	<b>\$ 2,836,900</b>	<b>\$ 2,707,200</b>
Cost Recovery - ABP	24%	24%	20%	20%
Cost Recovery - DPAC	32%	27%	28%	26%
<b>Total Cost Recovery</b>	<b>29%</b>	<b>26%</b>	<b>25%</b>	<b>23%</b>

## **Conclusion**

The FY 2019-2020 year started off well, with an enthusiastic and expanded Board as well as an outstanding and creative staff. Some progress on aquatics goals was achieved until everything had abruptly to be put on hold with the arrival of this coronavirus in February, ending in a complete shut down in mid-March until a “soft” partial Dimond Park pool reopening took place in mid-June. The long-term future of Aquatics remains uncertain until the pandemic is resolved.



Presented by: The Manager  
Introduced: 09/26/2016  
Drafted by: A. G. Mead

## RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2761

### **A Resolution Reestablishing the Youth Activities Board, and Repealing Resolution 2410.**

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, Resolution No. 2071 extending the Board sunset date, and Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board.

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

**Section 1. Youth Activities Board Reestablished.** There is hereby reestablished the Youth Activities Board.

#### **Section 2. Youth Activities Board Membership.**

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist of:

- (1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;
- (2) One member 18 years old or younger;
- (3) One member from the Juneau Arts and Humanities Council, nominated by the Council;
- (4) One member from the Juneau Sports Association, nominated by the Association;
- (5) Five members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(5) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

- (1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.
- (2) A vacancy on the Board 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 Board and standing committee meetings for a period of more than 90 days; or
  - (E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.

- (3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.
- (4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.
- (5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

**Section 3. Youth Activities Board Purposes.** The purposes of the Board are as follows:

- (a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.
- (b) To adopt procedures for evaluating proposals received for providing youth activities.
- (c) Subject to the limitations established in Section 4, to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.
- (d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

**Section 4. Criteria for Decisions.** The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

- (a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.
- (b) The Board shall annually place in a contingency account a sum equal to five percent of the total youth activity grant funding allocated by the Assembly. The purpose of the contingency account shall be to fund unanticipated events, purchases,

or travel for youth who qualify by competition to attend advanced level competition before the end of the fiscal year. In the last six months of the fiscal year, the Board may allocate unexpended contingency funds to a qualifying community organization in accordance with this section. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

- (1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.
- (2) Programs may not be funded retroactively.
- (3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.
- (4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."
- (5) All programs are subject to City and Borough financial audits.

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

- (1) Number of hours of participation per youth.
- (2) Low program cost per participant hour.
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program.
- (5) High adult per youth ratio to support the program.
- (6) Organization's past history of providing successful youth programs.
- (7) Financial management of organization as indicated by overall budget.

- (8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.
- (9) Amount of volunteer support for the program.
- (10) Existence of scholarship fund for qualified youth within the program.
- (11) Provision of transportation, equipment, and other practical assistance to youth in need.
- (12) Cooperative efforts with other local youth organizations.
- (13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

**Section 5. Rules for Procedure.** The Rules of Procedure for Assembly Advisory Boards reestablished by Resolution No. 2662, as amended from time to time, shall govern the conduct of business by the Board.

**Section 6. Administrative Support.** Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

**Section 7. Repeal of Resolution.** Resolution 2410 is repealed.

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

Adopted this 26<sup>th</sup> day of September, 2016.

  
Kendell D. Koelsch, Mayor

Attest:

  
Laurie J. Sica, Municipal Clerk



City and Borough of Juneau, AK

## Youth Activities Board

### Board Roster



#### Kristen Romanoff

**1st Term** Mar 15, 2018 - Aug 31, 2020

**Position** Voting Member

**Office/Role** Member

**Category** Public



#### Joyce Vick

**5th Term** Aug 01, 2002 - Aug 31, 2020

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Vice-Chair

**Category** Public

**Dais Seat** 8



#### Elizabeth Balstad

**1st Term** Jul 22, 2018 - Aug 31, 2020

**Position** Voting Member

**Category** Public



#### Tom L Rutecki

**4th Term** Apr 01, 2018 - Apr 01, 2021

**Appointing Authority** PRAC

**Position** Voting Member

**Office/Role** Chair

**Category** PRAC Representative

**Dais Seat** 9



#### Caleb Peimann

**1st Term** Sep 01, 2018 - Aug 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Youth 18 yrs or younger when appointed

**Dais Seat** 7



**Kiana Potter**

**1st Term** Sep 01, 2018 - Aug 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 2

---



**Bonita Nelson**

**2nd Term** Sep 01, 2019 - Aug 31, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 5

---



**Della Cheney**

**1st Term** Aug 19, 2019 - Aug 31, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** JAHC Representative

**Dais Seat** 4

---



**Vacancy Immediately - August 31, 2022**

**Appointing Authority** Assembly **Position** Voting  
Member **Category** Public

**Dais Seat** 1

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Elizabeth Balstad  
First Name Middle Initial Last Name

[Redacted]  
Email Address

[Redacted] [Redacted]  
Home Address Suite or Apt  
[Redacted] [Redacted]  
City State Postal Code

[Redacted] [Redacted]  
Primary Phone Alternate Phone

State of Alaska Transportation Planner I  
Employer Job Title

## Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

## Residence Address Line 2

## Residence City

Juneau

## Residence State

AK

## Residence Postal Code

99801

## Comments

Past JSC board member but not currently serving on any board.



Secondary Email Address (if any)

Which Boards would you like to apply for?

Youth Activities Board: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I believe through the YAG Board Grants to non-profit entities in Juneau we are making many activities accessible to youth whom would otherwise not have the opportunity due to barriers of instruction, materials, or costs. The scoring structure through the application process allows the Board members to quantify the applicant responses in a meaningful manner, and assist in distribution of the limited funds available. Because I have raised two children in Juneau, I have experienced the challenges of logistics, equipment, instructors, and affordability of extra curricular activities that can broaden a child's skills, talents, and life experiences. I recognize the importance of the opportunity for children to develop relationships with mentors and peers through these activities, and I support this use of CBJ funds.

Please select the type of board seat for which you are applying \*

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Juneau Gastineau Rotary Club, Secretary Division of Elections, Elections Official (polling place) and hand count volunteer

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

Hunters Instruction & Training (HIT) for the Alaska Dept of Fish & Game, 10 years as an instructor, including as part of the middle school education program Treadwell Advisory Board, Member, 3 years Juneau Skating Club, Board Member, 4 years Juneau Skating Club parent volunteer, travel parent (Youth competitions (Daughter was a competitive figure skater at National level), Synchronized skating competition, Fur Rondy) Juneau Ski Club, Timing Official, Race Official

**Education/Training: Please list both formal and informal education & training experiences:**

Bachelor of Science, Animal & Range Science, Science focus, NDSU Fargo, North Dakota HIT training with ADF&G. I am a hunter and fisher (lakes and rivers) since childhood Officials training, United States Ski Association, Timing officials, Alpine Race training - I am an Alpine skier since childhood United State Figure Skating, informal through working with coaches I learned much about figure skating, and I trained through Adult Level 4. I am a figure skater since childhood I played piano and violin as a youth, and enjoyed participation in theater through my teens. During my college years, I learned many of the skills other peers had experience in 4H showing livestock, and I am able to train and groom a beef cow for show.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

No current special licenses. My current resume is on file from my prior application. Please let me know if a new file is desired.

[Upload a Resume](#)

---

## Demographics

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Female



Date of Birth

---

## Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

---

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

---

☒ I Agree

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Kristina M Moore-jager

First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted] [Redacted]

Home Address Suite or Apt

[Redacted] [Redacted] [Redacted]

City State Postal Code

[Redacted] [Redacted]

Primary Phone Alternate Phone

State of Alaska, Department of Health and Social Services

Health Program Manager II

Employer Job Title

Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

**Secondary Email Address (if any)**

**Which Boards would you like to apply for?**

Youth Activities Board: Submitted

**Are you applying for reappointment to this board?**

☐ Yes ☒ No

**If you are applying for more than one board, how many total boards are you willing to serve on?**

☒ 1

**Special Needs - please list any special needs below such as need for sign language interpreter, etc...**

**Interests & Experiences**

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

**Please explain, with specificity, your reasons for applying to serve on this particular board.**

Professionally, I manage grants for the Division of Senior and Disabilities Services and I enjoy the grants management process. As this is a central tasks of the YAB, I would enjoy serving on the board in that aspect. Personally, I have been matched with the local Big Brothers Big Sisters program for the past 9 years and served as the program's Director for 6 months - through these experiences and being a part of the Juneau community, I've seen firsthand that having engaging, cultural, and interesting activities available to youth is critical for maintaining their well-being and keeping our community healthy. On another note, as previous Director of BBBS in Juneau, I have been a part of the application process for the YAB and the fact that the Board hears from and engages with the applicants and with youth is a very positive part of the Board's service, and I'd like to be a part of it. As a social worker, I find it to be an equitable application process!

**Please select the type of board seat for which you are applying \***

☒ General Public Seat

**Please list any organizations for which you currently serve as a board member, officer, or employee.**

Board Member - National Association of Social Workers (NASW), Alaska Chapter as the Vice President (statewide). Term 07/01/2020-06/30/2022 Employee - State of Alaska/DHSS/SDS/Grants Unit as a Health Program Manager II Employee/Contract Officer - Columbia University School of Social Work (Online MSW program) as a Live Support Specialist (part time, contract)

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

I was recently elected to serve as Vice Present for NASW, Alaska Chapter, for a two-year term. This will be my first experience serving on a board, but I am looking forward to it! Since I have completed my graduate education and have an excellent career, I strongly desire to increase my civic engagement in my community and state.

**Education/Training: Please list both formal and informal education & training experiences:**

I have a Masters degree in Social Work (MSW) from Columbia University School of Social Work, in which I received education and training in the following fields of study: human resource management, staff development and training, community and organizational practice, financial management, policy and program analyses, program evaluation, organizational theories, and leadership theories and practice. Alongside graduate education, I completed a 9 month practicum (internship) with the State of Alaska Division of Behavioral Health, where I received training and supervision working with statewide grantees, providing technical assistance and support. Prior to my MSW, I received my Bachelor in Social Work (BSW), during which my primary focus was on clinical social work, including a practicum in clinical work at UAS. In my current job at the State of Alaska DHSS in the grants unit, I've received informal training on managing statewide grant programs, as well as the other aspects of job performance. Apart from those two most recent university degrees, I graduated from Columbia's institute of Pedagogy, during which I received training and education on supporting students through high quality teaching and instruction as well as the effective use of educational materials and technology. Those are the most recent education and training experiences, but I'm happy to provide others upon request.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

Human Services Management Certification (05/2019). In process of obtaining my professional licensure as an LMSW.

[Upload a Resume](#)

**Demographics**

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

**Ethnicity**

☒ American Indian/Alaskan native Aleutian

**Gender**

☒ Female

  
Date of Birth

**Acknowledgement/Certification**

In order to submit this application, please read and agree to the following statement:

---

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

---

☒ I Agree

## Application Form

### Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Tom L Rutecki  
First Name Middle Initial Last Name

[Redacted]  
Email Address

[Redacted] [Redacted]  
Home Address Suite or Apt  
[Redacted] [Redacted]  
City State Postal Code

[Redacted] [Redacted]  
Primary Phone Alternate Phone

NOAA Auke Bay Fisheries Lab Marine Fisheries Research  
Employer Biologist Retired  
Job Title

### Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

### Residence Address Line 2

### Residence City

Juneau

### Residence State

AK

### Residence Postal Code

99801



## Comments

---

Previous member of Dimond Park Pool Task Force, Aquatic Facilities Advisory Board; current member of YAB & PRAC

## Secondary Email Address (if any)

---

[REDACTED]

## Which Boards would you like to apply for?

---

Aquatics Board: Submitted

Parks & Recreation Advisory Committee: Submitted

Youth Activities Board: Submitted

## Are you applying for reappointment to this board?

---

☒ Yes ☐ No

## If you are applying for more than one board, how many total boards are you willing to serve on?

---

☒ 3

## Special Needs - please list any special needs below such as need for sign language interpreter, etc...

---

---

## Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

## Please explain, with specificity, your reasons for applying to serve on this particular board.

---

I want to switch from PRAC Liaison to YAB seat to Community YAB seat to get 3 year vs 1 yr appointment. YAB is losing its 2nd most senior member and maybe its 3rd as well. Training new members takes a lot of time and members with institutional knowledge are key to the success of YAB. YAB has had difficulty keeping members once appointed. For example, a person seated in last cycle came to 1 meeting and resigned at a very critical time. And as a result YAB was short a member to evaluate annual grants. My PRAC liaison appointment is up in September and the community would be best served if I was selected for a public YAB seat. I also want to serve another term on the Aquatics Board. I have been a member of each iteration of the Aquatics Board going back to Dimond Park Task Force. I have the most institutional/historical knowledge of any other board members and CBJ staff. I can provide historical knowledge on policy and programs that worked, did not work, and were bad ideas not to be revisited. Current CBJ staff are doing a great job running the pools and I want to remain part of that effort.

## Please select the type of board seat for which you are applying \*

---

☒ General Public Seat

**Please list any organizations for which you currently serve as a board member, officer, or employee.**

See attached community service file.

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

See attached community service file.

**Education/Training: Please list both formal and informal education & training experiences:**

Western Michigan University BS and MS Pre Med University of Michigan MS Thesis on Fish Behavior in a Great Lakes Trap Net

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

Upload a Resume

---

## Demographics

The following ***optional*** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

### Ethnicity

☒ Caucasian/Non-Hispanic

### Gender

☒ Male



Date of Birth

---

## Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

---

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

---

☒ I Agree

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Kristen L Romanoff  
First Name Middle Initial Last Name

[Redacted]  
Email Address

[Redacted] [Redacted]  
Home Address Suite or Apt  
[Redacted] [Redacted]  
City State Postal Code

[Redacted] [Redacted]  
Primary Phone Alternate Phone

SOA Wildlife Education and Outreach  
Employer Coordinator  
Job Title

## Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

## Residence Address Line 2

## Residence City

Juneau

## Residence State

Alaska

## Residence Postal Code

99801

## Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Youth Activities Board: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 1

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

none

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I have fulfilled the three year term, but would like to extend my board service for another year. This will allow time to recruit new members, as the current pandemic makes it difficult to recruit new board members.

Please select the type of board seat for which you are applying \*

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

CBJ Youth Activities Board

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Discovery Southeast Board Member ANROE Board Member

Education/Training: Please list both formal and informal education & training experiences:

M.A. Science Education and B.A. Environmental Studies

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Upload a Resume

Demographics

The following *optional* information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Summer A Christiansen  
First Name Middle Initial Last Name

[Redacted]  
Email Address

[Redacted] [Redacted]  
Home Address Suite or Apt  
[Redacted] [Redacted]  
City State Postal Code

[Redacted] [Redacted]  
Primary Phone Alternate Phone

Sealaska Heritage Institute Senior Education Administrative Assistant  
Employer Job Title

## Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

**Secondary Email Address (if any)**

---

**Which Boards would you like to apply for?**

---

Douglas Advisory Board: Submitted  
Juneau Commission on Sustainability: Submitted  
Juneau Human Rights Commission: Submitted  
Parks & Recreation Advisory Committee: Submitted  
Youth Activities Board: Submitted

**Are you applying for reappointment to this board?**

---

☐ Yes ☒ No

**If you are applying for more than one board, how many total boards are you willing to serve on?**

---

☒ 3

**Special Needs - please list any special needs below such as need for sign language interpreter, etc...**

---

---

**Interests & Experiences**

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

**Please explain, with specificity, your reasons for applying to serve on this particular board.**

---

I would like to serve on the following boards because I want to make a positive change in my community. As a lifelong Alaskan and teacher, I know the importance of our youth, our community members, and our environment. Working with children the past seven years has taught me so much. I've see the spark of joy that can come from engagement and the importance of place based education in our wonderful state.

**Please select the type of board seat for which you are applying \***

---

☒ General Public Seat

**Please list any organizations for which you currently serve as a board member, officer, or employee.**

---

N/A

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

---

I was a teacher for the past seven years. I have worked abroad in South Korea and have taught kindergarten up to college aged students. I have worked with a diverse group of teachers, staff, and students and have volunteered my free time working on Sunshine Committees and as student advisors. Please see the attached resume for more information on my employment history and education.



**Education/Training: Please list both formal and informal education & training experiences:**

I have a Master's of Arts in Teaching: Secondary Education from the University of Alaska Southeast, a Bachelor's of Arts in English: Creative Writing from University of Idaho, and an Associate's of Arts from University of Alaska Southeast. I am currently pursuing my Master's of Fine Arts in Writing as well.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

Alaska Teacher Certificate

Upload a Resume

**Demographics**

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

**Ethnicity**

☒ Other

**Gender**

☒ Female



Date of Birth

**Acknowledgement/Certification**

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree



City and Borough of Juneau, AK

## Juneau Commission on Sustainability

### Board Roster



#### Alicia Hughes-skandijs

**1st Term** Oct 15, 2019 - Oct 20, 2020

No Recruitment

**Appointing Authority** Assembly

**Position** Ex-Officio

**Office/Role** Assemblymember

**Category** Assembly Liaison

**Dais Seat** 11



#### Michael LeVine

**2nd Term** Jan 01, 2019 - Dec 31, 2020

**Appointing Authority** Assembly

**Position** Ex-Officio

**Office/Role** Planning Commissioner

**Category** Planning Commissioner

**Dais Seat** 10



#### Anjuli Grantham

**1st Term** Nov 04, 2019 - Jun 30, 2021

**Position** Voting Member

**Category** Public



#### Gretchen Keiser

**1st Term** Feb 12, 2018 - Jun 30, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Chair

**Category** Public

**Dais Seat** 3



### **Steve Behnke**

**3rd Term** Jul 01, 2018 - Jul 01, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 2

---



### **Lisa Daugherty**

**1st Term** Jul 22, 2019 - Jun 30, 2022

**Position** Voting Member

**Category** Public

---



### **John Smith Iii**

**3rd Term** Jul 22, 2019 - Jun 30, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 7

---



### **Duff Mitchell**

**3rd Term** Jul 22, 2019 - Jun 30, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 5

---



### **Christine Woll**

**2nd Term** Jul 01, 2020 - Jun 30, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 9

---



### **James Powell**

**2nd Term** Jul 01, 2020 - Jun 30, 2023

**Position** Voting Member

**Category** Public



**Vacancy** July 1, 2020-June 30, 2023

**Appointing Authority** Assembly **Position** Voting Member

**Category** Public

**Dais Seat** 4

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

David E Teal  
First Name Middle Initial Last Name

[Redacted]  
Email Address

[Redacted] [Redacted]  
Home Address Suite or Apt  
[Redacted] [Redacted]  
City State Postal Code

[Redacted] [Redacted]  
Primary Phone Alternate Phone

Retired  
Employer Job Title

## Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

## Residence Address Line 2

## Residence City

Juneau

## Residence State

Alaska

## Residence Postal Code

99801

## Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Commission on Sustainability: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

Please explain, with specificity, your reasons for applying to serve on this particular board.

As a recent retiree (after more than 20 years as director of the legislative finance division), I now have more time to give to projects that interest me. Sustainability is high on my list of interests. I would like to be part of the team that strives to balance economic growth, CBJ costs and environmental impacts. My experience in public policy and finance/economics will allow me to contribute to the commission's discussions and mission. On a more personal level, we own an electric vehicle and use heat pumps to heat our home. I also volunteer to help other Juneau residents obtain heat pumps.

Please select the type of board seat for which you are applying \*

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

True North FCU

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

No recent service on a board other than TNFCU, but I have volunteered/ presented to the league of women voters and to numerous municipal, state and out-of-state organizations ranging from pension boards to University of Alaska classes.

**Education/Training: Please list both formal and informal education & training experiences:**

MA economics. Over 20 years of experience in policy and fiscal analysis. I am unable to attach a resume at this time. I am in Washington and have no access to my files or to a computer to work on. I return to Juneau in early September and can submit more information at that time if doing so will help with the decision-making process.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

None

[Upload a Resume](#)

---

**Demographics**

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

**Ethnicity**

☒ Caucasian/Non-Hispanic

**Gender**

☒ Male

  
Date of Birth

---

**Acknowledgement/Certification**

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Summer A Christiansen  
First Name Middle Initial Last Name

[Redacted]  
Email Address

[Redacted] [Redacted]  
Home Address Suite or Apt  
[Redacted] [Redacted]  
City State Postal Code

[Redacted] [Redacted]  
Primary Phone Alternate Phone

Sealaska Heritage Institute Senior Education Administrative Assistant  
Employer Job Title

## Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments



**Secondary Email Address (if any)**

---

**Which Boards would you like to apply for?**

Douglas Advisory Board: Submitted  
Juneau Commission on Sustainability: Submitted  
Juneau Human Rights Commission: Submitted  
Parks & Recreation Advisory Committee: Submitted  
Youth Activities Board: Submitted

**Are you applying for reappointment to this board?**

☐ Yes ☒ No

**If you are applying for more than one board, how many total boards are you willing to serve on?**

☒ 3

**Special Needs - please list any special needs below such as need for sign language interpreter, etc...**

---

---

**Interests & Experiences**

Please tell us about yourself and why you want to serve. [Please respond to each of the below questions and don't just write "see attached resume."]

**Please explain, with specificity, your reasons for applying to serve on this particular board.**

I would like to serve on the following boards because I want to make a positive change in my community. As a lifelong Alaskan and teacher, I know the importance of our youth, our community members, and our environment. Working with children the past seven years has taught me so much. I've see the spark of joy that can come from engagement and the importance of place based education in our wonderful state.

**Please select the type of board seat for which you are applying \***

☒ General Public Seat

**Please list any organizations for which you currently serve as a board member, officer, or employee.**

N/A

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

I was a teacher for the past seven years. I have worked abroad in South Korea and have taught kindergarten up to college aged students. I have worked with a diverse group of teachers, staff, and students and have volunteered my free time working on Sunshine Committees and as student advisors. Please see the attached resume for more information on my employment history and education.

**Education/Training: Please list both formal and informal education & training experiences:**

I have a Master's of Arts in Teaching: Secondary Education from the University of Alaska Southeast, a Bachelor's of Arts in English: Creative Writing from University of Idaho, and an Associate's of Arts from University of Alaska Southeast. I am currently pursuing my Master's of Fine Arts in Writing as well.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

Alaska Teacher Certificate

Upload a Resume

**Demographics**

The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

**Ethnicity**

☒ Other

**Gender**

☒ Female

Date of Birth

**Acknowledgement/Certification**

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree




## Juneau Commission on Sustainability

(907) 586-0715  
CDD\_Admin@juneau.org  
www.juneau.org/sustainability  
155 S. Seward Street • Juneau, AK 99801

To: Wade Bryson, Chair  
Assembly Human Resources Committee

---

From: Gretchen Keiser, Chair   
Juneau Commission on Sustainability

Date: August 25, 2020

Subject: Award for Excellence in Sustainability Proposal

As you may recall, former JCOS Chair Mitchell and I presented a draft of this "Sustainability Award" proposal to the Assembly's Human Resources Committee earlier this year (pre-Covid) on February 3, 2020. The concept is fairly straightforward: CBJ would recognize and celebrate Juneau individuals, businesses, agencies or organizations for their outstanding projects, actions, or efforts that make Juneau a more sustainable community. Annual sustainability awards are a way that municipalities not only build community support for tackling its economic, social, and environmental challenges but also help to transfer the useful knowledge gained by an awardee to others in the community for future actions.

In February, the HRC asked us to revise the proposal to more fully explain the possible areas of sustainability achievement and to have JCOS doing the legwork on the application and initial selection process and bring forth award candidates to the HRC for its consideration. Attached is JCOS' revised proposal.

If the Assembly decides to move forward on this idea, JCOS is ready to implement this sustainability award effort.

Attachment: *Award for Excellence in Sustainability*

**Final Draft (8-26-20)**  
**City and Borough of Juneau**  
**Award for Excellence in Sustainability**

**Purpose:** The Award for Excellence in Sustainability (AES) is an annual award that recognizes and celebrates outstanding community projects, plans, policies, individuals, government agencies, and organizations dedicated to supporting Juneau as a sustainable community.

In keeping with the sustainability concept, one or more awards may be given in the following areas (1 - 9) below.

**Sustainability Achievement Areas**

1. **Resilient Economy** – Projects that help grow a strong, local economy and provide opportunities for households to improve their quality of life through education and employment.
2. **Climate Change and Adaptation** – Projects that reduce greenhouse gases or adapt to the impacts from climate change.
3. **Energy and Built Environment** – Projects that conserve energy and promote renewable energy or use building design to enhance the environment.
4. **Public Policy / Institutional** – Projects or processes that increase energy efficiency and are innovative in one or several of the Sustainability Achievement Areas (1 -3, 5-7).
5. **Natural Systems** – Projects that support Juneau’s healthy ecosystems.
6. **Sustainable Transportation** – Projects that encourage multimodal travel options – walking, biking, carpooling, transit combined with safer streets.
7. **Waste Reduction**- Projects that reduce waste by thoughtful procurement of materials and keep materials out of Juneau’s landfill through reuse, composting and recycling.
8. **Food Security** - Projects that increase local food production through innovation, accessibility, and marketing.
9. **Public and Community Health** – Projects that support community building and personal connections.

## **Selection and Award Process**

A Selection Committee consisting of five members of the Sustainability Commission review applications using the criteria below and will then make recommendations to the City and Borough of Juneau Assembly's Human Resources Committee (HRC). The HRC will review and make a decision on candidate/s to forward to the full Assembly.

Awards would be announced by the Assembly at a convenient location and event such as an Assembly Meeting or public event such as the JEDC Annual Innovations Conference or an Earth Day celebration.

## **Award Criteria**

The Selection Committee will use the nine achievement areas outlined above and the relevance of each project or process to contemporary challenges facing the local, regional, state, and global community. Of particular importance is education or knowledge transfer, responsiveness to climate change, inclusive use of technology, and the challenges that were addressed or overcome. The project should also show how the individual, business, agency or group took action to move sustainability forward.

## **Eligibility and Guidelines**

1. The AES is open to any individual or collaborative applications from Juneau resident, or entity (corporations, non-profits, government agency, organizations, etc.).
2. Applicants can nominate themselves, or by a third party.
3. Nominations should describe the project or initiative in progress or completed in \_\_\_\_\_ [include the year]
4. Individual students, school groups or clubs, and community youth groups may nominate themselves and must have a sponsor 18 years or older.

## **Application**

An electronic application is required to be submitted to the CBJ City Clerk's Office. The application would include a one- or two-page description with attachments if applicable. Awards would be announced by the Assembly at a convenient location and event such as an Assembly Meeting or public event such as the JEDC Annual Innovations Conference or Earth Day celebration.



## MEMORANDUM

DATE: September 14, 2020  
TO: CBJ Assembly Human Resources Committee  
FROM: Megan J. Costello, Assistant Municipal Attorney  
Charles Bill, CEO, Bartlett Regional Hospital  
SUBJECT: BRH Board Bylaw Revisions

---

Attached with Resolution 2900 are the BRH Hospital Board Bylaws, with proposed Amendments from the BRH Board on August 25, 2020. Under CBJ Code, the BRH Hospital Bylaws will become active when adopted by the CBJ Assembly. The last BRH Board Bylaw revisions were adopted in 2017.

The Bylaw amendments as proposed by the BRH Board are fairly straightforward and minor, but are summarized and listed below:

### **Bylaw 152 Officers (2):**

The suggested clarification was based on BRH Board questions regarding when Board Officers take possession, which is not outlined in the Board manual or the Board Bylaws.

### **BRH Hospital Board Recommendation:**

Bylaw 152 Officers (2):

Officers shall be elected annually according to the schedule in the Board Manual, and each shall **[take office immediately after election]. [Officers shall]** hold office for a one year term and until successors shall have been elected. Officers shall serve at the pleasure of the Board.

### **Bylaw 152 Officers (4):**

This section references a Nominating Committee. The details of the Nominating Committee are not located anywhere in the Board Bylaws or Policy Manual. The BRH Board recommends that the reference to a Nominating Committee be removed and that the BRH Board not use designated Nominating Committees for officer positions. Votes for the officer positions would continue to be annually elected as referred to in the Board Bylaws and the Board manual.

**BRH Hospital Board Recommendation:**

Bylaw 152 Officers (4):

The President shall preside at all meetings of the Board, and shall be an ex-officio voting member of all committees ~~except the nominating committee~~. The President shall be the Chairperson of the Executive Committee.

**Bylaw 154 (1) Executive Committee.**

The BRH Board recommends removal of the current language that limits the past President to serving as the ex-officio voting member for only one year, and to also remove the “when appropriate” language.

**BRH Hospital Board Recommendation:**

Bylaw 154 (1) Executive Committee:

“The Executive Committee shall consist of the President, Vice President, Secretary, and, ~~when appropriate~~, the Immediate Past President. The President shall be Chair of the Executive Committee and in their absence the Vice President shall be Chair. The Immediate Past President shall serve as an ex-officio voting member on the Executive Committee ~~only for a term of one year~~ following his or her last term as President. The Executive Committee shall be empowered to transact all regular business of the hospital during the interim between meetings of the Board, provided that any action it may take shall not conflict with the policies of the Board. Any action taken by the Executive Committee shall be reported at the next regular meeting of the Board and may be rescinded by Board action at the meeting.”

**Bylaw 154 (2) Finance Committee.**

The BRH Board recommendation is to remove the specific time limit for BRH Board Finance Committee’s proposed budget to allow for some flexibility, with the understanding that BRH will have to prepare the budget with enough time to meet the City budget procedure.

**BRH Hospital Board Recommendation:**

Bylaw 154 (2) Finance Committee:



~~“Not later than April 1,~~ The Finance Committee will complete its review **in a timely fashion**, and forward the budget to the Board for approval and submission to the City and Borough Manager, as provided in CBJ 40.25.2020.”

### **Bylaw 0164 Call of Meetings**

This section revision is to reference the CBJ Assembly rules and CBJ code, to accommodate current Covid19 issues and allow for future changes to the Assembly rules and CBJ Code.

### **BRH Hospital Board Recommendation:**

Bylaw 0164 Call of Meetings:

1. Regular meetings shall be held ~~at least once a month, as provided~~ **[in accordance with]** CBJ 40.05.060.
2. Special meetings not regularly scheduled may be called by the President or upon the presentation of a petition requesting such a meeting and endorsed by a majority of the voting members of the Board.
3. All meetings of the Board and committees of the Board shall be open to the public, except as otherwise provided by law.
4. **[All meetings of the Board and the committees of the Board may be held virtually or telephonic in accordance with the CBJ code or Assembly rules, as amended.]** ~~A member may participate via telephone in a Board meeting, or a Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the President participates by telephone, the Vice President will preside at the meeting. No more than the first three members for a Board meeting, or one member for a Committee meeting, to contact the Administrator may participate via telephone at any one meeting. A member participating by telephone shall be counted as present for purposes of quorum, discussion and voting. If the telephone connection is lost and the member is necessary to achieve a quorum, the meeting shall be at ease, recess or adjourn as necessary until the connection is established or restored.~~

### **Bylaw 0165 Notice (2).**

The BRH Board recommends revising this section with the understanding that the CBJ is undergoing a planned revision to their notice requirements in the CBJ Charter to allow for internet

advertising or social media platforms should a local newspaper become unavailable. The recommendation in this section allows for the planned change to the CBJ code by specifying that notice will occur in accordance with CBJ code, with the addition of advertising on the BRH website.

**BRH Hospital Board Recommendation:**

Bylaw 0165 Notice (2):

Reasonable public notice shall be given for all meetings. Notice of all Board meetings and committee meetings shall **be conducted in accordance with the CBJ Code.** ~~delivered to newspapers of general circulation in the municipality and to the commercial radio and television stations operating in the municipality at least 24 hours prior to such meetings.~~ **Notice shall also be made on the BRH website.** In calling a special meeting this notice shall state the business for the transaction of which the special meeting has been called and no business other than that stated in the notice shall be transacted at such special meeting.

**Bylaw 0211 Appointment**

The BRH Hospital Board recommends revising the bylaws to require six votes of the entire BRH Board before appointing the CEO of the hospital.

**BRH Hospital Board Recommendation:**

Bylaw 0211 Appointment:

The Chief Executive Officer of the hospital shall be a hospital administrator appointed by the Board, after consultation with the CBJ City Manager, only upon affirmative vote of a **[at least six members]** ~~majority~~ of the **[entire]** Board. (CBJ 40.10.010) (40.05.020(d))

In addition to the substantive changes (above), the formatting was fixed and typos/page numbers corrected in the Table of Contents. Notably, the section headers in the Table of Contents for the Medical Staff section were updated to reflect the headers in the actual bylaws.

Presented by: The Manager  
Presented: 09/21/2020  
Drafted by: R. Palmer III

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2900 HRC v1**

**A Resolution Approving Amendments to the Bylaws of the Board of Directors of Bartlett Regional Hospital.**

WHEREAS, the Board of Directors of Bartlett Regional Hospital is responsible for the administration and management of the hospital under the general direction of the Assembly; and

WHEREAS, CBJ 40.05.030 provides that the Bartlett Regional Hospital Board of Directors shall recommend bylaws for the administration and government of the hospital, which bylaws shall become effective upon approval of the Assembly by resolution; and

WHEREAS, the Assembly may accept the bylaws recommended by the Bartlett Regional Hospital Board of Directors, may reject such bylaws or may modify them; and

WHEREAS, at its regular meeting on August 25, 2020, the Bartlett Regional Hospital Board of Directors approved certain amendments to the bylaws consistent with CBJ ordinances and forwarded the same to the Assembly; and

WHEREAS, the Bartlett Regional Hospital Board of Directors 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.** The Assembly hereby approves the Bartlett Regional Hospital Board of Directors Bylaws, dated August 25, 2020 attached as Exhibit A.

**Section 2. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Beth A. Weldon, Mayor

Attest:

\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk

# **Bartlett Regional Hospital**

*BOARD OF DIRECTORS*

*B Y L A W S*

## **VOTING MAJORITIES**

<b>BYLAWS</b>	<b>Recommendation to Adopt, Amend or Repeal</b> <b>(0131 - Page 3)</b>	<b>Prevailing vote of at least six members.</b>
<b>REMOVAL OF BOARD MEMBER RECOMMENDATION</b>	<b>(0144 - Page 4)</b>	<b>Prevailing vote of at least six members.</b>
<b>QUORUM - BOARD MEETING</b>	<b>(0162 – Page 10)</b>	<b>Five members of the board shall constitute a quorum.</b>
<b>VOTING</b>	<b>(0172 – Page 12)</b>	<b>Prevailing vote of at least five members.</b>
<b>APPOINTMENT OF ADMINISTRATOR</b>	<b>(0211 - Page 16)</b>	<b>Prevailing vote of [at least six members] majority of the [entire] Board.</b>

**BOARD OF DIRECTORS BYLAWS**

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**BOARD OF DIRECTORS – 0100  
NAME & PURPOSE – 0110**

**0111 NAME**

The governing body of the Bartlett Regional Hospital shall be known as the Board of Directors.

**0112 PURPOSE**

1. To provide for the management of facilities, personnel and services designed to diagnose and treat patients. Quality patient care shall be provided to all persons without discrimination on the basis of race, color, religion, national origin, age, sex, sexual orientation, sexual stereotyping, gender identity, disability, pregnancy, parenthood, marital status, or change in marital status.
2. To provide appropriate facilities and services to best serve the needs of patients; to improve the standards of health care; to encourage education and training of hospital employees and staff appointees; and to maintain the quality of patient care that is achievable with resources available.
3. To carry on education activities for the promotion of health in the community.
4. To manage, operate or participate insofar as hospital policy, circumstances and available funds may warrant, any activity designed and carried on to promote general health in the community.



**BOARD OF DIRECTORS – 0100  
AUTHORITY & GENERAL  
POWERS – 0120**

**0121 AUTHORITY**

The Board of Directors is constituted, authorized, and governed by the Charter and Ordinances of the City and Borough of Juneau.  
(CBJ Charter, Article III, Section 3.15; C.B.J. Chapter 40.05)

**0122 GENERAL POWERS**

Subject to state laws and other City and Borough Ordinances, CBJ 40.05.020 provides in part that the Board of Directors shall be responsible for the operation of all licensed hospitals owned or leased by the City and Borough according to the best interests of the public's health, shall make and enforce all rules and regulations necessary for the administration of hospitals under its management, shall prescribe the terms under which patients shall be admitted thereto and shall establish and enforce standards of operation. The Board shall, within the hospital appropriation, establish and may amend the pay plan for hospital employees.

**0123 CONTRACTING AUTHORITY**

The Board is responsible for approving all contracts for supplies, services, or professional services, or amendments thereto, relating to the Board's power and authority as established by CBJ 40.05.020. No contract may be approved unless the contract complies with the CBJ Charter and CBJ Municipal Code. Unless otherwise provided by law, the Board may delegate to the CEO authority to negotiate and/or execute all contracts, or may establish parameters by contract type and/or dollar amount, for the exercise of such authority with or without approval of the Board.

**BOARD OF DIRECTORS – 0100  
FUNCTIONS – 0130**

**0131 LEGISLATIVE**

1. The Board of Directors shall recommend bylaws and provide policies and procedures for the administration and governance of the hospitals, which bylaws shall become effective upon approval of the City and Borough Assembly by resolution. The Assembly may accept the bylaws recommended by the Board, may reject such bylaws or may modify them. A manual of bylaws shall be maintained. (CBJ 40.05.030) Policies and procedures shall become effective after being adopted by the Board of Directors. A manual of policies and procedures of the BRH Board shall be maintained and established as the Board Manual.
2. At least annually, the Governance Committee shall review the bylaws as expeditiously as is reasonable under the circumstances.
3. The Governance Committee's recommended revisions to the bylaws, if any, shall be reviewed by the Board at a regular meeting and final Board action taken at a subsequent Board meeting.
4. Any changes approved by the prevailing vote of at least six members of the Board shall be submitted to the CBJ Assembly for approval by resolution.

**0132 EVALUATION**

The Board of Directors shall annually evaluate its performance against the strategic plan and against the goals and objectives established by the Board.

**0141 NUMBER AND APPOINTMENTS**

The Board of Directors shall consist of nine members appointed by the Assembly for staggered three-year terms. Board members shall serve at the pleasure of the Assembly. Up to two members of the hospital Board of Directors may be physicians in the community appointed from a list of those names submitted by the hospital medical staff. Terms shall commence on January first.  
(CBJ 40.05.010)

**0142 EXPECTATIONS**

A voting member shall show willingness to give as much time as is reasonably requested or required. The applicant must be willing to accept responsibility for governance, including availability to participate actively in board and committee activities; to provide effective governance and to utilize experience in organizational and community activities.

**0143 TERM**

The term of membership shall be three years and until a successor takes office, except that a member appointed to fill a vacancy shall serve for the un-expired term.

**0144 VACANCY**

In addition to the vacancy provisions set out in CBJ 40.05.050, the following provisions shall apply:

1. A recommendation to the Assembly for removal of a board member may be made upon the prevailing vote of at least six members of the Board.
2. A Board member may resign at any time by giving written notice to the Assembly, with a copy to the President of the Board. Such resignation shall take effect on the date of receipt or at any later time specified.

**0145 COMPENSATION**

1. Board members shall not be compensated for services rendered in their capacities as board or board committee members. However, nothing herein contained shall be construed to preclude any board member or committee member from receiving reimbursement for expenses incurred in serving the hospital as a board member.
2. Before any reimbursement for expenses is made, receipts of such expenses must be submitted to the Administrator.
3. The Board of Directors may maintain membership in any local, state or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of hospital administration and, in connection therewith, the hospital will pay dues and fees thereto.  
(CBJ 40.05.070)

**0146 TRAINING**

The Board shall provide training to board members on the duties and functions of the Board, the general operations of the hospital, and the history of the hospital and its relationship with the community.

1. Each new board member will be given, not later than their first regular meeting as a board member and for their use and possession for the duration of their term, a copy of CBJ Title 40 Hospitals, the Board Bylaws, the Board Manual and any other documents as deemed appropriate.
2. The Board shall provide ongoing education on board governance, compliance responsibilities, and the health care industry.

**0151 ORGANIZATION MEETING**

The Board shall elect annually from its members a President, Vice President, Secretary and such other officers as it deems necessary.  
(CBJ Section 40.05.040)

**0152 OFFICERS**

1. The officers of the Board shall be a President, a Vice President, and a Secretary.
2. Officers shall be elected annually according to the schedule in the Board Manual, and each shall **[take office immediately after election]. [Officers shall]** hold office for a one year term and until successors shall have been elected. Officers shall serve at the pleasure of the Board.
3. Any officer may resign their office at any time by giving written notice to the Board. Such resignation shall take effect on the date of receipt or at any later time specified.
4. The President shall preside at all meetings of the Board, and shall be an ex-officio voting member of all committees ~~except the nominating committee~~. The President shall be the Chairperson of the Executive Committee.
5. The Vice-President shall act as President in the absence of the President, and when so acting, shall have the power and authority of the President. The Vice President shall succeed to the office of President for the unexpired term if that office becomes vacant.
6. The Secretary shall ensure the retention of minutes of all meetings of the Board and board committees, and shall ensure appropriate public notice is given for all meetings of the Board and its committees in accordance with these bylaws or as required by law. The Secretary shall ensure that the records and reports of the Board are kept as required by law.
7. Upon a vacancy in the office of Vice President, or Secretary, the Board shall hold an election at its next regular meeting to fill such vacancy for the unexpired term.

**153 COMMITTEES**

1. The President shall establish the following standing committees: an Executive Committee, a Finance Committee, a Governance Committee, Compliance and Audit Committee, a Planning Committee, a Quality Committee and a Joint Conference Committee. The Board shall assign such duties and responsibilities to the committees or appoint such other committees as it deems necessary.
2. The President shall appoint the Chair and members of all committees.
3. With the exception of the Executive Committee, committees of the Board shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.
4. Unless otherwise determined by the Board, committees shall consist of no fewer than two board members and shall serve until the committee is discharged.

**BOARD OF DIRECTORS – 0100  
ORGANIZATION – 0150  
(CONTINUED)**

5. A board member may request or refuse appointment to a committee and the refusal to serve on any one committee shall not be grounds for failure to appoint that board member to another committee.
6. A committee shall be convened by the Chair or designee who shall report for the committee. The chair shall ensure that minutes will be kept and submitted for Board review.
7. The Board may assign the functions of any management and/or board committee, except the Executive Committee, to combined or new committees, or to the Board acting as a Committee of the Whole.
8. The Administrator shall, unless otherwise expressly provided, be a non-voting ex-officio member of all Board committees.

**154 COMMITTEE FUNCTIONS**

**1. Executive Committee**

The Executive Committee shall consist of the President, Vice President, Secretary, and, ~~when appropriate,~~ the Immediate Past President. The President shall be Chair of the Executive Committee and in their absence the Vice President shall be Chair. The Immediate Past President shall serve as an ex-officio voting member on the Executive Committee ~~only for a term of one year~~ following their last term as President. The Executive Committee shall be empowered to transact all regular business of the hospital during the interim between meetings of the Board, provided that any action it may take shall not conflict with the policies of the Board. Any action taken by the Executive Committee shall be reported at the next regular meeting of the Board and may be rescinded by Board action at the meeting.

**2. Finance Committee**

The Finance Committee shall consist of a chair and two members appointed by the President. The duties and responsibilities of the Finance Committee are to review and make recommendations to the Board concerning all matters affecting the financial condition of the hospital, including but not limited to, the annual budget and capital budget matters referred to the committee by the President.

- A. The Finance Committee will review the annual budget prepared, and submitted to the Board, by the hospital administrator.
- B. ~~Not later than April 1, [T]~~ the Finance Committee will complete its review **[in a timely fashion]**, and forward the budget to the Board for approval and submission to the City and Borough Manager, as provided in CBJ 40.25.020.
- C. The year-end audited financial reports by an outside auditing firm shall be reviewed by the Finance Committee and the committee shall report conclusions to the Board at the next board meeting.

**3. Governance Committee**

The Governance Committee shall consist of a chair and two members appointed by the President. The duties and responsibilities of the Governance Committee are to assist and make recommendations to the Board in the areas of Board governance, development, performance and effectiveness.

- A. The Committee will review Board bylaws and forward its recommended revisions, if any, to the Board on at least an annual basis and will periodically review and make recommendations to the Board, as needed, for revisions to the Board manual.
- B. The Committee will monitor current standards, regulations and general expert commentary on corporate governance practices and procedures and will review and make recommendations to the Board on all matters of governance, including governance practices and procedures.
- C. The Committee will review and make recommendations to the Board for Board member training and education, and will establish criteria for, and guide the Board in, an annual self-evaluation of Board performance.

**4. Compliance and Audit Committee**

The Compliance and Audit Committee shall consist of a chair and two members appointed by the President. The duties and responsibilities of the Compliance and Audit Committee shall be to assist and make recommendations to the Board in its oversight of the Hospital's Compliance Program.

- A. The Committee will oversee and ensure the Hospital's development and implementation of Compliance Program guidelines and procedures, and the Hospital's compliance education and training. The Committee will oversee and ensure the Hospital's maintenance of internal controls, systems, processes, resources and channels of communication for identifying, reporting and investigating compliance violations or concerns, and implementing corrective action.
- B. The Committee will oversee and review periodic reports regarding compliance activities and investigations and ensure the conduct of regular internal and/or external audits and surveys to verify adherence to the Hospital's compliance guidelines and procedures.]

**5. Planning Committee**

The Planning Committee shall consist of a Chair and two members appointed by the President. The Planning Committee shall provide information to the Board on changes and trends in the health care field that may influence the growth and development of the hospital.

- A. The Committee may assist in the preparation and modification of long- range and short-range plans to ensure that the total hospital program is attuned to meeting the health care needs of the community served by the hospital. Any plan should coordinate the hospital services with those of other health care facilities and related community resources.

- B.** The Board shall provide for institutional planning by including the Administration, the Medical Staff, the Nursing Department, other department/services, and appropriate advisors in the planning process with participation at the Planning Committee meetings.
- C.** Maintenance and building issues will be referred to the Planning Committee.

**6. Quality Committee**

The Quality Committee shall consist of a Chair and two members appointed by the President.

- A.** The Quality Committee shall provide information to the Board concerning the hospital quality assurance program and the mechanisms for monitoring and evaluating quality, identifying and resolving problems, and identifying opportunities to improve patient care.
- B.** One member of the Quality Committee shall be appointed annually by the Board to serve as Board liaison to the staff Quality Improvement Committee (QIC)
- C.** The Board shall meet its quality assurance goals by involving the Administration, the Medical Staff, the Nursing Department, and appropriate advisors regarding quality assurance through participation on the Quality Committee.

**7. Joint Conference Committee**

The Joint Conference Committee shall consist of the Executive Committee of the Board, the Executive Committee of the Medical Staff and representatives from Administration. The President of the Board will chair the Joint Conference Committee. In the absence of the Board President, the Board Vice President will serve as Chair of the Committee.

The purpose of this Committee is to provide a forum for communications between the Medical Staff and the Board of Directors.

**8. Ad Hoc Committees**

Ad hoc committees may be appointed by the President for special tasks. Upon completion of the task for which appointed, such ad hoc committees shall be discharged.

**0155 BOARD CALENDAR**

The Board shall conduct its business by reference to a calendar which specifies the month or date that decisions, resolutions, deliberations, notices, and reports must be made, instituted or received by the Board.



**0161 PARLIAMENTARY AUTHORITY**

Meetings shall be conducted under Robert's Rules of Order, using the edition currently adopted by the City and Borough of Juneau, and such amendments of these rules as may be adopted by the Board

**0162 QUORUM**

Five members of the Board shall constitute a quorum, and no business shall be conducted in the absence of a quorum, other than to adjourn a meeting to a later date. (CBJ Charter 3.12(e))

**0163 PRESIDING OFFICER**

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall preside. In the absence, disability, or disqualification of the President and Vice President, the Secretary shall preside. In the absence, disability, removal, or disqualification of the President, Vice President, and Secretary, the person with the longest period of current consecutive service on the Board shall preside.

**0164 CALL OF MEETINGS**

1. Regular meetings shall be held ~~at least once a month, as provided [in accordance with]~~ CBJ 40.05.060.
2. Special meetings not regularly scheduled may be called by the President or upon the presentation of a petition requesting such a meeting and endorsed by a majority of the voting members of the Board.
3. All meetings of the Board and committees of the Board shall be open to the public, except as otherwise provided by law.
4. **[All meetings of the Board and the committees of the Board may be held virtually or telephonic in accordance with the CBJ code or Assembly rules, as amended.]** ~~A member may participate via telephone in a Board meeting, or a Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the President participates by telephone, the Vice President will preside at the meeting. No more than the first three members for a Board meeting, or one member for a Committee meeting, to contact the Administrator may participate via telephone at any one meeting. A member participating by telephone shall be counted as present for purposes of quorum, discussion and voting. If the telephone connection is lost and the member is necessary to achieve a quorum, the meeting shall be at ease, recess or adjourn as necessary until the connection is established or restored.~~

**0165 NOTICE**

1. The President shall notify each Board member, in writing and no later than three days in advance of the meeting, of the time, date, location, and, to the extent it is known, the agenda of any regular meeting. Notice of the time, date, location and purpose of a special Board meeting shall be given to board members no later than twenty-four hours in advance of the meeting.

**BOARD OF DIRECTORS – 0100  
MEETINGS – 0160  
(CONTINUED)**

2. Reasonable public notice shall be given for all meetings. Notice of all Board meetings and committee meetings shall be **[conducted in accordance with CBJ Code. Notice shall also be made on the BRH website.]** ~~delivered to newspapers of general circulation in the municipality and to the commercial radio and television stations operating in the municipality at least 24 hours prior to such meetings.~~

In calling a special meeting this notice shall state the business for the transaction of which the special meeting has been called and no business other than that stated in the notice shall be transacted at such special meeting.

**0171 CONFLICT OF INTEREST**

Board members shall be governed by the CBJ Charter, Section 15.1 and CBJ Chapter 01.45 with respect to conflict of interest.

**0172 MOTIONS/VOTING**

1. The prevailing vote of at least five members of the Board shall be required for official action except that the prevailing vote may be reduced by one vote for every two members of the board who are present but who do not vote because of a conflict, as more fully set out in CBJ Charter 3.16(e).
2. A board member with a declared conflict of interest on an issue shall be excused from voting by the President and must abstain from any discussion and/or the vote on the issue. If the President declares a conflict of interest, the President shall excuse themselves.
3. A vote may be taken by voice, show of hands or roll call. If one or more members are participating telephonically, the vote of all members shall be taken by voice or roll call. Proxy voting shall not be permitted. At the request of any member, the Board shall be polled.

**0173 EXECUTIVE SESSIONS**

1. If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that come within the exceptions set forth below shall be determined by a majority vote of the Board. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. No subjects may be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. No action may be taken at the executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

The following subjects may be considered in an executive session:

- A. Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
  - B. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
  - C. Matters which by law, municipal charter, or ordinances are required to be confidential.
  - D. Matters involving consideration of government records that by law are not subject to public disclosure.
2. Any executive session where the subject to be discussed tends to prejudice the reputation and character of any person shall require advance notification of the person and the opportunity for the person to request a public discussion.

**BOARD OF DIRECTORS – 0100  
CONDUCT – 0170  
(CONTINUED)**

3. Board members participating via telephone in a meeting in which an executive session is called, may participate in the executive session only after verifying, on the record and before the session, that the member is alone, in a private place and able to maintain and safeguard the private status of the telephone call for the duration of the session. If at any time the privacy of the call becomes in question any member or invited attendee in the session may request re-verification of the caller's privacy status.

**0174 HEARING OF PUBLIC**

Members of the public present at the meeting of the Board shall be offered a reasonable opportunity to be heard in accordance with Board policy.

**0176 ADJOURNMENT**

The Board may at any time recess or adjourn a meeting to a time and place certain. Upon resuming, the Board shall commence business at the point in the agenda where the motion to recess or adjourn was adopted.

**0177 CODE OF ETHICS**

Members of the Board, including ex officio members, shall at all times abide by and conform to the CBJ Conflict of Interest Code (CBJ 01.45) and to the following code of ethics in their capacity as board members:

1. Members of the Board of Directors will conduct the business affairs for the Hospital in good faith and with honesty, integrity and due diligence.
2. Members of the Board of Directors will exercise proper authority and good judgment in their dealings with staff, patients, and the general public and will respond to all in a responsible, respectful, and professional manner.
3. Each member of the Board of Directors will use his or her best efforts to regularly participate in board activities and will perform his or her duties in a responsible manner.
4. Upon termination of service, a retiring board member will promptly return to the Hospital all property entrusted to the Board member for the purpose of fulfilling his or her responsibilities. The Board of Directors must act at all times in the best interests of the Hospital and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will consult and adhere to CBJ 01.45, including, as required, removing themselves from all discussion and voting on the matter. Board members shall avoid placing, or the appearance of placing, their own self-interest or any third-party interest above that of the Hospital which shall include:
  - A. Not using board membership or the Hospital's staff, resources or property for personal or third-party gain; not representing that their authority as a board member extends any further than that to which it actually extends;
  - B. Not engaging in any outside business, professional or other activities that would materially adversely affect the Hospital;

**BOARD OF DIRECTORS – 0100  
CONDUCT – 0170  
(CONTINUED)**

- C.** Not soliciting or accepting gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the Hospital;
- D.** Providing goods or services to the Hospital as a paid vendor only after full disclosure to the Board.

**0181 OFFICIAL MINUTES**

1. The Board shall keep minutes of all of its board meetings and board committee meetings and a record of all proceedings of the Board.
2. All minutes shall be filed in the office of the Administrator in a minutes book as the permanent record of the acts of the Board.
3. The minutes shall show the time and place, the members present, the members absent, the subjects considered, the actions taken, the vote taken, and any other information required by law.
4. Motions to convene and the subject matter(s) to be discussed in executive session shall be clearly reflected in the minutes.
5. Copies of all written reports received at a Board or committee meeting shall be attached to the minutes for that meeting.

**0211 APPOINTMENT**

The Chief Executive Officer of the hospital shall be a hospital administrator appointed by the Board, after consultation with the CBJ City Manager, only upon affirmative vote of a **[at least six members]** majority of the **[entire]** Board. (CBJ 40.10.010) (40.05.020(d))

**0212 VACANCY**

Whenever a vacancy occurs, the succession plan as described in the Board Manual will be implemented.

**0213 DUTIES AND RESPONSIBILITIES**

In addition to the duties and responsibilities set out in CBJ 40.10.020:

1. The Administrator shall have the duties and responsibilities with respect to the Board as described in the Board Manual.
2. The Administrator shall fulfill the duties set forth in the administrator's job description.

**0241 ANNUAL EVALUATION**

Annually, or more frequently as the Board deems necessary, the Board shall review the performance of the Administrator. The President of the Board shall inform the Administrator of the results this evaluation. Minutes of the Board meeting shall document the evaluation of the Administrator.

**0321 MEDICAL STAFF ORGANIZATION AND BYLAWS**

The Board serves as the Governing Body for the hospital. The Medical Staff is responsible to the Board for the clinical and scientific work of the hospital and shall, with approval of the Board, adopt bylaws, rules, regulations and policies for the proper conduct of its work and eligibility for appointment to the hospital medical staff. The Medical Staff bylaws shall be submitted to the Board for its approval and shall not become effective until approved by the Board. The bylaws shall include provisions for hearings on applications for membership on the Medical Staff that are consistent with the requirements of due process, federal law, state law, and these bylaws. When the Medical Staff reviews or revises its bylaws, rules, regulations and policies it will submit its recommendations for amendment to the Board for its review and approval. (CBJ 40.15.040)

Neither the Medical Staff nor the Board may unilaterally amend the staff bylaws.

**0322 SELF-GOVERNING**

The Medical Staff shall be self-governing with respect to the professional work performed in the hospital. It shall:

1. Designate one of its members as Chief of Staff.
2. Hold regular meetings in accordance with Medical Staff bylaws, for which minutes and records of attendance shall be kept.
3. Review and analyze at regular intervals the clinical experience of the Hospital. Medical records of patients shall be the basis for such review and analysis. (CBJ 40.15.050)



**MEDICAL STAFF – 0300  
ACTIONS AND DECISIONS  
REGARDING MEMBERSHIP – 0350**

**0351 ACTIONS AND DECISIONS**

In accordance with the Medical Staff bylaws adopted pursuant to CBJ 40.15.030 the Board, after appropriate action by the Medical Staff, shall take action or make a decision on Medical Staff matters, including applications for membership, clinical privileges and professional discipline matters.

**036[5]2 REVIEW OF ACTIONS AND DECISIONS**

The Medical Staff bylaws shall include procedures for hearings whereby the applicant or member of the Medical Staff shall be afforded a hearing in connection with a request for a review of a decision or action taken pursuant to Section 0351 of these bylaws.

**036[5]5[3] REAPPLICATION FOLLOWING DENIAL OR REVOCATION**

If an application for membership on the Medical Staff or renewal of membership is denied by the Board, or if the Board revokes the membership of a staff member, the applicant may reapply for appointment to the Medical Staff after the expiration of two years from the date of such denial, unless the Board provides otherwise in the formal written denial.

**MEDICAL STAFF – 0300  
QUALITY OF CARE  
AND SUPPORT – 0370**

**0371 BOARD OBLIGATION TO THE MEDICAL STAFF**

The Board, through the administrator, shall ensure that the Medical Staff is provided with the administrative assistance necessary to conduct quality assurance activities in accordance with the hospital's Quality Review Plan. This includes the services of the medical record department, and any other administrative or technical assistance deemed necessary and appropriate to facilitate the Medical Staff's conduct of quality review activities. The nature and the frequency of submission of required reports shall be in accordance with the hospital's Quality Review Plan and the Medical Staff bylaws, rules and regulations.