

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

March 1, 2021 5:30 PM

Zoom Webinar

To participate in the meeting: <https://juneau.zoom.us/j/95241164899> or call: 1-253-215-8782 Webinar ID: 952 4116 4899

## **AGENDA**

### **I. ROLL CALL**

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

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

A. 2021-02-11 Special Human Resources Committee Meeting Minutes-Draft

B. 2020-03-16 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. Jensen Olson Arboretum Advisory Board (JOAAB) - Annual Report & Appointments

Resolution 2377 established the Jensen Olson Arboretum Advisory Board. It is a nine member board and to the extent practicable, one shall be representative of the horticulture or botanical community, two shall be representatives of the financial community, one shall be a representative from Discovery Southeast, one shall be a working artist, one shall be a representative of the Southeast Alaska Land Trust, one shall be the Superintendent of the Juneau School District or designee, and two shall be representatives of the public.

There are currently four open seats. Three seats with terms beginning immediately and ending January 31, 2024 and one seat for an unexpired term beginning immediately and ending January 31, 2022.

2. Juneau Commission on Aging - Appointments and Amending Resolution 2802

There are three seats, each for two-year terms, on the commission with terms beginning immediately and ending December 31, 2022 and all three current members have applied for reappointment; no other applications have been received.

Resolution 2802 Reestablished the Juneau Commission on Aging in 2017. The resolution was written with a sunset clause of August 2020 unless the committee

and or the Assembly wished to extend the continuation of the commission due to active participation.

At it's February 16, 2021 meeting the Juneau Commission on Aging made the motion to request the Assembly either remove or extend the sunset date of the commission. They are an active board and are currently working on finalizing the Senior Survey which the commission puts together every 10 years.

3. Sister Cities Committee Appointments

Resolution 2508 Increasing membership to the Sister Cities Committee (SCC). The SCC is a five member committee appointed for staggered three-year terms.

There are currently three open seats on the committee. Two are full term seats beginning immediately and ending January 1, 2024 and one unexpired seat for a term beginning immediately and ending January 1, 2022.

The only application received to-date is from the current SCC Chair, Junnie Chup. If reappointed she is requesting to be put into the unexpired seat with term ending 2022 due to balancing the SCC with other commitments.

4. Douglas Advisory Board Appointment

Resolution 2331 Reestablishing and renaming the Douglas Advisory Board (DAB). The DAB is a seven member board, members are appointed for staggered three-year terms and must be a qualified voter of the City and Borough residing on Douglas Island.

There is currently one vacant seat on the Douglas Advisory Board for a term beginning immediately and ending September 30, 2023.

B. Other Business

1. Adding Equity Commitment as part of HRC's Charge
2. Discussion on Advisory Board Trainings Happening March 18 & 20

## **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 audiotope 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)

# SPECIAL ASSEMBLY HUMAN RESOURCES COMMITTEE

February 11, 2021 5:30 PM

## MINUTES

### I. ROLL CALL

The Full Assembly met as the Human Resources Committee via Zoom Webinar in Juneau, Alaska; the meeting was called to order at 5:32 p.m. by HRC Chair Wade Bryson.

Assemblymembers Present: Chair Wade Bryson, Mayor Beth Weldon, Deputy Mayor Loren Jones, Maria Gladziszewski, Michelle Hale, Carole Triem, Greg Smith, Alicia Hughes-Skandijs and Christine Woll

Assemblymembers Absent: None

Staff Present: Deputy Municipal Clerk, Diane Cathcart

### II. APPROVAL OF AGENDA

Agenda approved as presented

### III. APPROVAL OF MINUTES

A. 2021-02-06 Special HRC Meeting Minutes-DRAFT

Minutes approved as presented

### IV. AGENDA TOPICS

A. Board Matters

1. Continuation of Discussion from February 6, 2021 SRRC Interviews

The HRC recessed into executive session per a motion by Ms. Triem at 5:33 p.m. and reconvened into open meeting session at 6:23 p.m. in order to make recommendations for appointments to the Systemic Racism Review Committee.

**MOTION:** By Mayor Weldon to forward to the full Assembly for approval; the recommendation to appoint the following applicants to the Systemic Racism Review Committee: Dominic Branson and Carla Casulucan to terms ending June 30, 2022, Grace Lee, Lillian Worl and Gail Dabaluz to terms ending June 30, 2023, David Russell-Jensen and Kelli Patterson to terms ending June 30, 2024 and asked for unanimous consent. **Hearing no objection, motion passed**

Ms. Triem made the motion of an April 1st start date so the committee could begin to organize prior to waiting until July 1 when those newly appointed may lose momentum if waiting until July to begin. Ms. Hale objected and asked if this topic should go to an

Assembly Committee of the Whole or Human Resources Committee meeting for further discussion around a start date and what the committee would begin working on. Mayor Weldon liked and April 1st start date and wanted to see the Assembly step away from this committee, especially if the committee is tasked with reviewing the Assembly's work. Ms. Hughes-Skandijs agreed with the motion by Ms. Triem. She said the Assembly should not put too much of it's "hand-print" on it and the community wants to see this committee get started.

**MOTION:** By Ms. Triem for the Systemic Racism Review Committee to have an initial start date of April 1, 2021 to allow them to get organized and review its charge. ***Objection by Ms. Hale***

#### **Role Call**

aye: Triem, Woll, Hughes-Skandijs, Gladziszewski, Jones, Weldon, Bryson

nay: Hale, Smith

#### **Motion Passes 7-2**

B. Other Business

None

### **V. EXECUTIVE SESSION**

A. Executive Session - Committee Deliberation

The HRC recessed into executive session per a motion by Ms. Triem at 5:33 p.m. and reconvened into open meeting session at 6:23 p.m. in order to make recommendations for appointments to the Systemic Racism Review Committee.

### **VI. ADJOURNMENT**

There being no further business before the committee, meeting adjourned at 6:36 p.m.

# **ASSEMBLY HUMAN RESOURCES COMMITTEE**

March 16, 2020 5:30 PM

Assembly Chambers

## **MINUTES**

### **I. ROLL CALL**

The Assembly Human Resources Committee meeting was called to order at 5:35 p.m.

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

Members Absent: None

Others Present: Deputy Clerk, Diane Cathcart, Municipal Clerk, Beth McEwen, Assembly Members Loren Jones and Rob Edwardson, City Attorneys Rob Palmer, Emily Wright, Teresa Bowen and Megan Costello

### **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. Resolution 2883: A Resolution Temporarily Amending Resolution 2862 Related to the Assembly Rules of Procedure and COVID-19.

**This resolution will also be presented to the Assembly on March 16 for consideration.**

In light of the public health social distancing recommendations, resolution 2883 would temporarily amend the Assembly Rules of Procedure to do three things (1) allow up to five Assemblymembers to participate by telephone, (2) to encourage seating for members of the public to be three to six feet apart, and (3) to encourage CBJ public meetings with substantial public interest to be live broadcast, like with Facebook Live. Members of the public will still be provided a public comment opportunity at meetings. However, members of the public are encouraged to email the Assembly or use the online Assembly Contact Form to provide public comments.

The social distancing recommendations for COVID-19 were discussed at the Special Committee of the Whole on March 9. Additional COVID-19 updates were provided at the Assembly Finance Committee meeting on March 11. This resolution is on the March 16 Assembly agenda for consideration.

Mr. Palmer outlined the changes and additions to Resolution 2883 specifically Section 2 on COVID-19. Ms. Hughes-Skandijs asked if Section 2(C) Alternative public broadcasting, is airing on the side of caution while maintaining the ability for public participation. Mr. Smith asked about prohibiting public attendance at a meeting. Mr. Palmer noted the CBJ Charter dictates the Open Meetings Act.

Ms. Hale asked if this resolution would become guidance for all boards and committees and can it pass this evening. Mr. Palmer stated that yes Mr. Edwardson will address this during tonight's Assembly meeting that it relates to all boards and committees and the resolution could pass this evening.

**MOTION:** By Ms. Hughes-Skandijs to forward Resolution 2883 to the full Assembly for approval and asked for unanimous consent. ***Hearing no objection, motion passed.***

- B. Ordinance 2020-16: An Ordinance Amending the Civil Defense Code to Improve City and Borough of Juneau Procedures for Emergencies.

Ordinance 2020-16v1 would amend CBJC 03.25, the Civil Defense Organization chapter to be consistent with current emergency management practices. Mr. Palmer gave an overview of the proposed ordinance and walk committee members through the process.

Ms. Hughes-Skandijs asked if with Section 03.25.020 and a strong City Manager form of government if the Assembly could continue to give the Manager direction. Mr. Palmer said that is correct; the Assembly has the power to restrict duties and that government works much better when elected officials weigh in.

Mr. Bryson asked if they could include language that wouldn't dampen the managers powers but would direct the manager to check in with the Assembly. Mr. Palmer noted that language stating that in Resolution 2884 could be pulled and added to Ordinance 2020-16. Law will work on clarifying the violations section 03.25.150 better.

**MOTION:** by Ms. Hughes-Skandijs to move Ordinance 2020-16 to the Assembly Committee of the Whole for further discussion and asked for unanimous consent. ***Hearing no objection, motion passed.***

- C. Ordinance 2020-15: An Ordinance Amending the Continuity of Government Code to Improve City and Borough of Juneau Procedures for Emergencies.

A continuity of government code was created in 1962 during the height of the Cuban Missile Crisis when communities were concerned about physical attacks. While the underlying concepts in the continuity of government code remain relevant today—like

designation of successors for certain municipal officers—some code provisions are outdated. This ordinance would modernize the continuity of government code to provide the current form of City & Borough of Juneau government better code authority to deal with emergencies other than physical attacks.

Mr. Palmer walked the committee through the proposed ordinance updates.

**MOTION:** by Mr. Smith to move Ordinance 2020-15 to the Assembly Committee of the Whole for further review and asked for unanimous consent. ***Hearing no objections, motion passed.***

D. Other Business

None

## **VI. STAFF REPORTS**

None

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

None

## **VIII. ADJOURNMENT**

There being no further business before the committee, meeting adjourned at 6:44 p.m.

Presented by: The Manager  
Introduced: 12/11/2006  
Drafted by: J.W. Hartle

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

Serial No. 2377

### **A Resolution Establishing the Jensen-Olson Arboretum Advisory Board.**

WHEREAS, the City and Borough has received a generous bequest from the Estate of Caroline Jensen; and

WHEREAS, it was Ms. Jensen's intent that the bequest be used for certain enumerated arboretum purposes, as specified in the Administrative Agreement Concerning the Jensen-Olson Arboretum between Caroline Jensen and the City and Borough of Juneau, dated September 30, 1993; and

WHEREAS, it is important that the City and Borough honor Ms. Jensen's intentions in making this gift and carefully oversee the stewardship of Ms. Jensen's gift, as well as the gifts of future donors, so that all donors to the Jensen-Olson Arboretum may be assured that their gifts will be used for their intended purposes, and for the benefit of the Arboretum and the public; and

WHEREAS, the Assembly expresses its gratitude for the generosity of Ms. Jensen.

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

**Section 1. Jensen-Olson Arboretum Advisory Board Established.** There is established a board of nine persons, which shall be known as the Jensen-Olson Arboretum Advisory Board.

- (a) The Assembly shall appoint members of the board to three-year terms. To the extent practicable, one shall be a representative of the horticulture or botanical community, two shall be representatives of the financial community, one shall be a representative from Discovery Southeast, one shall be a working artist, one shall be a representative of the Southeast Alaska Land Trust, one shall be the Superintendent of the Juneau School District or designee, and two shall be representatives of the public.



- (b) The presence of five members of the board shall be required for a quorum.
- (c) The board shall elect a chair from its members for a three-year term.
- (d) A member chosen to fill a vacancy other than by expiration of a term shall be appointed for the unexpired term of the member whom he or she is to succeed. A member of the board shall be eligible for reappointment.

**Section 2. Board Purpose.** The Arboretum Advisory Board will advise on the Arboretum's guiding vision as provided by Caroline Jensen:

“The vision of the Arboretum is to provide the people of Juneau a place that both teaches and inspires learning in horticulture, natural sciences, and landscaping; to preserve the beauty of the landscape for pure aesthetic enjoyment; to maintain the historic and cultural context of the place and its people.”

The board shall advise and assist the Director of Parks and Recreation on issues including, but not limited to, capital campaigns and fundraising, and programmatic direction consistent with the guiding vision above.

**Section 3. Endowment Subcommittee Established.** A three member Endowment Subcommittee shall be established from the Arboretum Advisory Board consisting of one of the financial community members, the member from the horticultural/botanical community, and one of the public members. The presence of all members of the subcommittee shall be required for a quorum and any action of the subcommittee shall require at least two affirmative votes.

**Section 4. Endowment Subcommittee Purpose.**

- (a) The Endowment Subcommittee shall advise and make recommendations to the Director of Parks and Recreation and the board regarding the Jensen-Olson Arboretum Endowment Fund, which shall comprise all gifts and donations designated for the Endowment Fund bequeathed to the City and Borough by Caroline Jensen.
- (b) Endowment Fund monies shall be maintained in a trust account managed by the Finance Department in accordance with CBJ 57.05.040, for the purpose of augmenting the Arboretum's budget and not supplanting normal operational funds.

- (c) The Endowment Fund will be managed with the intent to preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall advise the Parks and Recreation Director annually whether and how much of the income it recommends be expended each year for the benefit of the Arboretum and to accomplish the goals of the September 30, 1993, Administrative Agreement Concerning the Jensen-Olson Arboretum.

**Section 5. Regular Meetings.** The Arboretum Advisory Board shall meet at least quarterly. The Endowment Subcommittee shall meet at least twice per year.

**Section 6. Board Rules and Procedures.** The board's procedure shall be governed by Robert's Rules of Order except where superceded by the Advisory Board Rules of Procedure, as such may be amended from time to time.

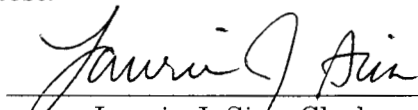
**Section 7. Deposit of Bequest.** The bequest from Caroline Jensen shall be deposited in the Endowment Fund for use in accordance with this resolution and subject to the restrictions of the bequest and the Administrative Agreement Concerning the Jensen-Olsen Arboretum.

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

Adopted this 11<sup>th</sup> day of December, 2006.

  
Bruce Botelho, Mayor

Attest:

  
Laurie J. Siga, Clerk



## **Jensen – Olson Arboretum Advisory Board Annual Report – 2020**

To: CBJ Assembly Human Resources Committee

From: Nell McConahey, Chair  
Jensen – Olson Arboretum Advisory Board

Date: January 2021

Subject: Jensen – Olson Arboretum (JOA) Advisory Board  
2020 Annual Report

2020 proved to be a very interesting and challenging year at the Jensen-Olson Arboretum. COVID restrictions cancelled all programming for the year which included 4 children's programs, the docent volunteer days, A Day of *Primula*, Alaska Public Gardens Day, all school tours, the annual Mother's Day Plant sale, and all community organizations' various annual picnics. The Arboretum was the only P&R facility that remained opened throughout COVID closures. Administration and Staff determined that the Arboretum provided a safe space with social distancing for Juneau residents to have a place of solace during the pandemic. Many visitors made multiple visits during the season stating it was one of the few locations in Juneau that was open for visitors. The lack of cruise ships and independent travelers lowered the total of overall visits for the year; however visitorship remained very high which required even more staff time for visitor management and engagement.

The weather during 2020 was the exact opposite of 2019's record heat and drought. Unending rains made garden maintenance a challenge. COVID restrictions also impacted staffing. An Assembly decision to limit staffing early on in the pandemic allowed for the hiring of only one of the two seasonal gardener positions. With the strong showing of visitors, the second position was finally allowed to be filled starting in July. With full staffing, several garden projects were able to take place. The entry bed at the parking lot was installed. A large bed adjacent to the vegetable garden was completely redone. The beds around the newly remodeled Gardeners' Shed were formed and replanted.

Changing weather patterns are affecting the Nationally Accredited Plant Collection™ for the genus *Primula*. The drought of 2019 severely restricted the growth of many Sino-Himalayan accessions and some of the more valuable ones were not able to survive the hot, dry conditions. The result of those unusual conditions carried over into 2020 which resulted in decreased vigor or lack of bloom in many accessions. This also resulted in a marked decrease in seed production where the Arboretum has historically been a major supplier of seed donations to various seed exchanges around the world.

The long anticipated permanent restroom was finally installed in October. Funding for this project was provided by donations to Friends of Jensen-Olson Arboretum, and a grant from the Rasmuson Foundation.

The Parks & Recreation overhaul of its commercial use policies was delayed due to the pandemic and is slated to be finished in 2021 and will include items specific to the Arboretum and its management.

Together with the GIS department of University of Alaska Southeast, Merrill Jensen created the first Visitor Map of the Arboretum; this includes a variety of information enhancing the visitor experience and was made available in December 2020. Also in production is the first Field Guide to selected plants of the Arboretum which Merrill Jensen has drafted; this will be released in spring 2021. Printing costs for both publications are generously provided by Friends of Jensen-Olson Arboretum.

As forecast in the 2019 annual report, 2020 was the scheduled year of the retirement of Merrill Jensen, the Arboretum's first manager with a tenure of 13.5 years. A total of 48 people applied for the position; only 5 met the minimum qualifications. Ginger Hudson was the successful candidate. She brings a background of public garden experience as well as educational programming experience. She began her appointment in early January 2020.

Nell McConahey  
Jensen – Olson Arboretum Advisory Board, Chair

Attachment: 2020 Attendance Record

# JENSEN-OLSON ARBORETUM ADVISORY BOARD ATTENDANCE 2020

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	1/8/20	5/13/20 Cancelled	8/12/20	11/18/20
<b>Nell McConahey</b> Chair	P		P	P
<b>Ed Buyarski,</b> Co-Chair	P		P	P
<b>Kristin Bartlett</b>	P		P	A
<b>Catherine "Rose" Evans</b>	P		P	P
<b>Peter Froehlich</b>	P		P	P
<b>Patricia Harris</b>	P		A	P
<b>Deborah Rudis</b>	A		P	P
<b>Paulette Schirmer</b>			P	P
VACANT				

LEGEND: **A** – Absent / **P** – Present / **P(t)** Present telephonically



City and Borough of Juneau, AK

## Jensen-Olson Arboretum Advisory Board

### Board Roster



#### Edric Carrillo

**1st Term** Feb 11, 2019 - Feb 28, 2021

No Recruitment

**Appointing Authority** PRAC

**Position** Ex-Officio

**Category** PRAC Liaison

**Dais Seat** 10



#### Catherine R Evans

**1st Term** Nov 05, 2018 - Jan 31, 2021

**Position** Voting Member

**Category** Public: Financial

**Dais Seat** 9



#### Ed Buyarski

**5th Term** Feb 01, 2018 - Jan 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Co-Chair

**Category** Public: Horticulture

**Dais Seat** 2



#### Patricia Harris

**5th Term** Feb 01, 2018 - Jan 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** SEAL Trust Representative

**Dais Seat** 6



## Deborah Rudis

**4th Term** Feb 01, 2019 - Jan 31, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Public

**Category** General Public Seat

**Dais Seat** 8

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## Kristin Bartlett

**1st Term** Sep 02, 2015 - Jan 31, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** School Superintendent's Designee

**Dais Seat** 1

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## Peter Froehlich

**5th Term** Feb 01, 2019 - Jan 31, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Public

**Category** Public

**Dais Seat** 4

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## Paulette Schirmer

**1st Term** Feb 01, 2020 - Jan 31, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public: Financial

**Dais Seat** 5

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## Nell McConahey

**3rd Term** Feb 01, 2020 - Jan 31, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Chair

**Category** Public: Artist

**Dais Seat** 7



**Vacancy** Immediately - January 31, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 3



## Application Form

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### 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.]

---

Catherine

First Name

---

R

Middle Initial

---

Evans

Last Name

---

Email Address

---

Home Address

---

City

---

Primary Phone

---

Alternate Phone

---

Suite or Apt

---

State

---

Postal Code

---

NorthWind Architects

Employer

---

Office Manager

Job Title

---

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

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**Residence Address Line 2**

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Unit B

---

**Residence City**

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Juneau

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**Residence State**

---

AK

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**Residence Postal Code**

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99801

## Comments

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I go by my middle name, Rose.

## Secondary Email Address (if any)

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[REDACTED]

## Which Boards would you like to apply for?

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Jensen-Olson Arboretum Advisory Board: Submitted

## Are you applying for reappointment to this board?

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☒ Yes ☐ No

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

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☒ 1

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

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## Interests & Experiences

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

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

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I am applying to this board for three reasons. The first is that I like to stay busy, and COVID has greatly reduced the amount of activities I can participate in. Additionally, I think it's important to engage in the community in areas/activities/causes that one appreciates. Finally, I 100% support the mission of the Jensen Olsen Arboretum, and I think it is a really special place that our community has access to. I would feel privileged to be a part of preserving it and making sure it is protected for generations.

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

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☒ General Public Seat

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

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I am an employee of NorthWind Architects.

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

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I have served on this board since November 2018.

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

I received a B.A. in Economics, with a concentration in Management, from Lewis & Clark College in 2007. After graduating, I continued to take classes at the University of Alaska Southeast and completed about 80 credits of random classes I took for personal and professional development including Art, English, Accounting and others. Also, I have about seven years of accounting and budgeting experience working for the City and State. I am currently taking classes in the Construction Technology, Welding, and Diesel Technology departments.

**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.**

I do not think I have any of relevance, but I am always looking for new educational opportunities, so I would be more than happy to start working towards some sort of certification if the board asked me to/recommended it. I have a plot at the Montana Creek Community Garden.

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**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

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**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.]

Patricia Harris

First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Retired

Employer Job Title

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

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

SEAL Trust Representative

Patricia Harris

Secondary Email Address (if any)

Which Boards would you like to apply for?

Jensen-Olson Arboretum Advisory 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. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

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

I have served on this advisory board since it's inception representing the Southeast Alaska Land Trust, holder of a conservation easement on the arboretum. Also I am a founding member of Friends of Jensen-Olson Arboretum and still serve on that board of directors. I feel that my involvement with these 3 arboretum stakeholders is beneficial to all 3 groups.

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

☒ Criteria specific seat as listed in the board's governing legislation

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

Board Friends of Jensen-Olson Arboretum Board Southeast Alaska Master Gardeners

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

20 years. Board member Southeast Alaska Land Trust ...still on their lands committee 10 years Board member Juneau Community Garden In addition to CBJ's JOAB, & FOJA

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

BSc Biological Sciences UAF Post grad courses UAS 30 years NOAA fisheries

**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.**

Master Gardeners

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**Demographics**

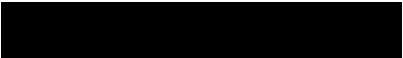
The following ***optional*** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B.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

**Ethnicity**

None Selected

**Gender**

None Selected



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.]

Patricia White

First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Retired

Employer Job Title

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

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?

Jensen-Olson Arboretum Advisory 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. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

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

As President of the Friends of the Arboretum Board, I am keenly interested in what the advisory board's activities. We need a representative from FJOA on this board, and I would like to be that person.

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

☒ Criteria specific seat as listed in the board's governing legislation

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

President of the Friends of the Jensen-Olson Arboretum

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

Prior President of the Licensing Board for Marriage and Family Therapists. Six years Board of Directors of Condominium Association in Arizona, two years, until 2018.

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

BS in Liberal Arts/ Sociology Ms Vocational Rehabilitation Counseling 38 year resident and gardener!



**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.**

Non current, though Licensed in Alaska to practice Marriage and Family Counseling for 20 years.

**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.]

Sarah Dolan

First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

CBJ Community Service Officer

Employer Job Title

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

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?

Jensen-Olson Arboretum Advisory 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. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

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

I have a huge passion for all things gardening and a particular fondness for the Jensen-Olson Arboretum. The vision that Caroline Jensen had for her space rings true every time I visit the Arboretum and I want to make sure it stays that way. My children have participated in almost every event at the Arboretum over the past several years and thoroughly enjoy it out there. The Arboretum is a special place in Juneau and I'd love to be able to help keep it that way.

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.

I'm a parent representative on the JAMM (Juneau Alaska Music Matters) board but it is a non-voting position.

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

I have never served on a board before other than the previously mentioned parent rep to the JAMM board.

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

I went to Colorado Christian University for a BA in Elementary Education and taught school for several years at a residential treatment center for youth in Colorado prior to moving to Juneau. I've been working at the Juneau Police Department for just over 12 years, first working as a dispatcher and now a Community Service Officer. I have received lots of training in communication, as well as training in several different computer programs. I started a side business called Rising Tide Farm 2 years ago and grow cut flowers that I wholesale to different florists locally, sell dahlia tubers in the spring, and do landscaping work throughout the summer. I attended the Floret Workshop in 2020 which is an online training on how to grow cut flowers.

**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.**

I have a Master Gardeners Certificate that I earned in 2019.

---

**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**

None Selected

**Gender**

None Selected

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.]

Ed Buyarski  
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

Ed's Edible Landscaping Landscaper  
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

Ed's Edible Landscaping, Master Gardener, Horticulturist

Secondary Email Address (if any)

Which Boards would you like to apply for?

Jensen-Olson Arboretum Advisory Board: Appointed

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. [Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV]

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

Provide a continuity on the board to keep the arboretum a viable park and place for people to see and learn about gardening in SE AK.

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

☒ Criteria specific seat as listed in the board's governing legislation

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

Alaska Primrose Society, Juneau Douglas Advisory Board ADFG, SE Master Gardeners

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

Owner of Ed's Edible Landscaping, range safety officer, hunter education instructor, Petersburg Children Center, Betty Eliason Childcare Center-Sitka, Juneau Community Gardener

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

BS Biology-Lake Superior State University MI

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.

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---

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

---

None Selected

Gender

---

None Selected

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

Presented by: The Manager  
Introduced: 08/21/2017  
Drafted by: A. G. Mead

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

**Serial No. 2802**

### **A Resolution Reestablishing the Juneau Commission on Aging and Repealing Resolution 2279.**

WHEREAS, the Senior Citizens' Advisory Committee was established in January 1977 by Resolution 430 (and amended with Resolution 434) to assist with Alaska State Housing Authority (ASHA) with the development, construction and management of a 42-unit elderly housing project (now known as Fireweed Place); and

WHEREAS, Resolutions 430 and 434 were repealed in August 1985 via Resolution 1121am, which dissolved the Senior Citizens' Advisory Committee and established the Juneau Commission on Aging to provide greater opportunities for citizen participation in the planning, development, operation, and maintenance of programs and services for Juneau's senior citizens; and

WHEREAS, Resolution 1121am was repealed in May 2005 and replaced with Resolution 2279, which changed the Juneau Commission on Aging's membership numbers and age criteria; and

WHEREAS, a series of public meetings were held in May and June of 2017 to determine the future of the commission or a similar advisory group; and

WHEREAS, following the recommendations coming from the public meetings, the Assembly Human Resources Committee agreed it was in the best interest of the community to reestablish the commission with a newly refocused mission and membership structure.

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

**Section 1. Commission reestablished.** The Juneau Commission on Aging (JCOA) is reestablished.

**Section 2. Membership.** The JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered two-year terms. Incumbents serving on the JCOA at the time this resolution is adopted may continue to serve the remainder of their present term and are eligible for reappointment. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other



areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

**Section 3. Purpose and mission.** The purpose of the JCOA is to advise the Assembly on issues regarding seniors in Juneau and to promote awareness of Juneau's senior population, the quality of life of seniors; and the role of seniors in the social and economic life of Juneau.

**Section 4. Powers and Duties:** The JCOA's powers and duties may include the following:

- a. Promote senior citizen participation in the planning and development of programs which benefit and enhance the health, safety, and welfare of senior citizens in the City and Borough of Juneau.
- b. Build a coalition among established groups and support programs working to address the needs of seniors. Assess and identify gaps in the senior service delivery system. Share information within the coalition and report findings to the Assembly.
- c. Act to support the Assembly's Economic Plan as it relates to the senior economy.
- d. Collect facts and statistics, and make studies of, the conditions and problems pertaining to the employment, health, financial security, social welfare, and other factors that bear upon the well-being of older Juneauites. Act as plan manager and facilitator of the Juneau Senior Needs Survey.
- e. Coordinate events in May highlighting Older Americans Month.

**Section 5. Procedures.** The Commission's procedures shall be governed by the Rules of Procedure for Assembly Advisory Board, as amended from time to time.

**Section 6. Staff Assistance.** The Manager or Manager's designee shall provide such staff support and assistance for the Commission to the extent funds are available for such support.

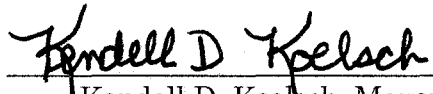
**Section 7. Duration.** The duration of the Commission shall be as follows:

- a. If the Assembly is unable to appoint a qualified slate of commissioners to serve on the JCOA by December 31, 2017, then the JCOA will sunset as of that date.
- b. If the Commission does not sunset due to the Assembly's inability to appoint qualified members, the Commission shall sunset three years from the effective date of this resolution.

**Section 8. Repeal of resolution.** Resolution 2279 is repealed in its entirety.

**Section 9. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this 21<sup>st</sup> day of August, 2017.

  
Kendell D. Koelsch, Mayor

Attest:

  
for Laurie J. Sica, Municipal Clerk



City and Borough of Juneau, AK

## Juneau Commission on Aging

### Board Roster



#### Jennifer Carson

**1st Term** Jun 24, 2019 - Dec 31, 2020

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Public

**Category** Public

**Dais Seat** 6



#### Janet M Beauchamp

**1st Term** May 18, 2020 - Dec 31, 2020

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public Member over 65

**Dais Seat** 4



#### Carol Ende

**1st Term** Feb 11, 2019 - Dec 31, 2020

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Public

**Category** Public

**Dais Seat** 2



#### Christine Woll

**1st Term** Oct 26, 2020 - Oct 04, 2021

No Recruitment

**Position** Assembly Liaison

**Office/Role** Assemblymember

**Category** Assembly Liaison



### **Kathleen Samalon**

**1st Term** Jan 01, 2020 - Dec 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public Member over 65

**Dais Seat** 3

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### **Justin L Jones**

**1st Term** Jun 24, 2019 - Dec 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 7

---



### **Paul D. Douglas**

**2nd Term** Jan 01, 2020 - Dec 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public Member over 65

**Dais Seat** 1

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### **Susan H Warner**

**2nd Term** Jan 01, 2020 - Dec 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public Member over 65

**Dais Seat** 9

---



### **Emily A Kane**

**2nd Term** Jan 01, 2020 - Dec 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Co-Chair

**Category** Public

**Dais Seat** 5



**Linda Kruger**

**1st Term** Aug 13, 2018 - Dec 31, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public Member over 65

**Dais Seat** 8

# 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.]

Carol Ende  
First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

City

[Redacted]

Suite or Apt

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Retired  
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?

Juneau Commission on Aging: Appointed

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. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

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

I was encouraged to apply for this particular board from current member, Emily Kane. For the majority of my professional career I have worked in the field of Elderhood. Creating communities where Elders continue to have opportunities to contribute and thrive no matter what challenges may occur on their life path has become a life passion.

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.

I have not served on any board. I have worked with boards in my position as the Executive Director of The Eden Alternative, a non-for-profit international organization.

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

none

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

BS Therapeutic Recreation

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.

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## 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

---

None Selected

### 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

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[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.]

Janet M Beauchamp  
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 Registered Nurse  
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?

Juneau Commission on Aging: Appointed

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. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

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

I would like to provide service to my community, the wider community of Juneau as well as my community of senior citizens.

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

☒ Criteria specific seat as listed in the board's governing legislation

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

none at this time

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

Juneau School District Site Council Harborview School 1990's for 3 years Vice-president Southeast Roadrunners for 2 years 2008-2010 Member Juneau Local Emergency Planning Committee representing BRH approx dates 2002-2005

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

Master of Public Health, Loma Linda University 2000 Bachelor of Science Nursing, University of Alaska, 1982 Undergraduate study Oakland University, 1967-1970 Board Certification Infection Control and Prevention 2009 Wilderness First Responder Certification (WFR) 2015

**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.**

Registered Nurse State of Alaska 1982-present

---

## 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

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[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.]

Jennifer Carson  
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  
Catholic Community Service Director of Hospice and Home  
Employer Job Title Care of Juneau/Compliance Officer

## 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?

Juneau Commission on Aging: 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. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

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

I am applying to be on the Juneau Commission on Aging due to the community concerns and gaps that as Director of Hospice and Home Care of Juneau I am made aware of on a daily basis. It is concerning that as a medical provider in the community there are services that are either lacking or don't exist that could allow seniors to remain in their homes longer and with dignity. I feel that I would be a good resource to the commission by being knowledgeable of the current and growing needs of the senior population and the struggle that family members and caregivers go through. We regularly get calls from either the senior or a loved one who needs help just getting through the day (i.e. chores, personal care, etc.). At this time there appears to be a greater demand for assistance than their in the supply of care workers. As the aging population continues to increase, the gap will get larger. We at HHCJ/CCS are looking for ways to help close some of the gaps, but this is not an isolated issue, but an issues that must be addressed as a community. Additionally as a Medicare certified provider and certified compliance officer I am knowledgeable of current rules and regulations that govern the services we provide. I also have experience in writing and implementing policies. I have experience in program development and developing/managing budgets.

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.

Catholic Community Service - Director of Hospice and Home CAre of Juneau/Compliance Officer National Goverment Services - Member of Provider Outreach and Education Advisory Group

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

Family Promise of Juneau - founder and Board Member. Current volunteer Front Street Clinic - board member Juneau Suicide Coalition - past member Juneau Coordinated Food Resource Coalition - past member

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

BA Psychology and BA Social Work, Miami University, Oxford, Ohio - 1994 Masters of Public Administration, University of Alaska Southeast, Juneau, AK - 2013 Certificate in Nonprofit Mangement - 2015 Certified in Healthcare Compliance Certified in Healthcare Privacy Compliance Training in Non-Violent Crisis Intervention

**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.**

Certified in Healthcare Compliance (CHC) Certified in Healthcare Privacy Compliance (CHPC)

---

## 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

Presented by: HRC  
Introduced: 11/23/2009  
Drafted by: J.W. Hartle

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

**Serial No. 2508**

### **A Resolution Increasing the Membership of the Sister Cities Committee and Repealing Resolution 2420(c).**

WHEREAS, the Sister Cities Committee has requested that its membership be increased from three to five members in order to better facilitate the committee's work on its various activities and projects; and

WHEREAS, at its meeting of November 2, 2009, the Human Resources Committee recommended approval of this request and directed that this resolution be prepared for presentation to the Assembly for adoption.

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

#### **Section 1. Sister Cities Committee.**

- (a) Committee established. There is established a Sister Cities Committee for the City and Borough of Juneau. The committee shall consist of five public members appointed by the Assembly to serve for 3-year staggered terms.
- (b) Purposes of Committee. The purposes of the committee shall be:
  - 1. To focus on nurturing the City and Borough's relationships with each of the cities the Assembly has designated as a Sister City, including improving and maintaining the City and Borough's communications with each of its sister cities;
  - 2. To promote and foster mutually beneficial cultural exchanges, international municipal cooperation, and bonds of friendship and understanding between the City and Borough and its sister cities;

3. To provide planning and coordination of activities in relation to the sister cities, including official visits by sister city guests to the City and Borough and hosting of events for the visiting sister city; the committee may establish subcommittees and ad hoc volunteer groups to assist the committee in these efforts;
  4. To make recommendations to the Assembly regarding official visits by the City and Borough to its sister cities;
  5. To make recommendations to the Assembly regarding the establishment of additional sister city relationships;
  6. To periodically evaluate whether existing sister city relationships are achieving their purpose, and advise the Assembly accordingly; and
  7. To perform such other functions and advise the Assembly on such other matters regarding the City and Borough's sister cities as the Assembly may request.
- (c) Procedures. The committee's procedures shall be governed by the Rules of Procedure for Assembly Advisory Boards, as such may be amended from time to time.

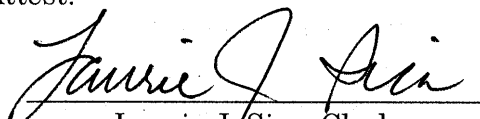
**Section 2. Repeal of Resolution.** Resolution 2420(c) is hereby repealed.

**Section 3. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 23<sup>rd</sup> day of November, 2009.

  
Bruce Botelho, Mayor

Attest:

  
Laurie J. Sica, Clerk





City and Borough of Juneau, AK

## Sister Cities Committee

### Board Roster



#### Annie Bartholomew

**1st Term** Apr 22, 2019 - Jan 01, 2021

**Position** Voting Member

**Category** Public



#### Junnie Chup

**1st Term** Mar 05, 2018 - Jan 01, 2021

**Position** Voting Member

**Office/Role** Chair

**Category** Public



#### Maria Gladziszewski

**1st Term** Oct 26, 2020 - Oct 04, 2021

No Recruitment

**Appointing Authority** Assembly

**Position** Assembly Liaison

**Category** Assembly Liaison



#### Allan Alcancia

**1st Term** Feb 11, 2019 - Jan 01, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 6



#### Dashiell Hillgartner

**1st Term** Nov 23, 2020 - Jan 01, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 2



**Matthew Maixner**

**1st Term** Nov 23, 2020 - Jan 01, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 1



**Kelsey B Aho**

**1st Term** Nov 23, 2020 - Jan 01, 2024

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Public

**Category** Public

**Dais Seat** 3



**Vacancy** Immediately - January 1, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 7

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.]

Junnie Chup  
First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

[Redacted]

City

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

CBJ Law Department Litigation 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?

Sister Cities Committee: 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...

Applying for the term ending Jan 01, 2022

Interests & Experiences

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

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

I have served on this board since March 2018 to present and have served as Chair since late fall of 2018. During my time as chair, we have successfully navigated a Whitehorse hockey tournament, a Victory Day Tea House Celebration in solidarity of our sister city of Vladivostok (one of my ideas), and a Fourth of July Celebration with Whitehorse RCMP. Unfortunately, COVID-19 happened and we've been on hiatus, so I'd like to stay on the board just a little longer to wrap up my term as chair and to help pass the torch to another member. I also have a lot of ideas for socially distant exchanges that I'd love to bring up with the committee.

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

☒ Criteria specific seat as listed in the board's governing legislation

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

CBJ Law Department

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

CBJ Law Department SOA Law Department SOA Dept of Commerce SOA Dept of Revenue SOA Dept of Administration Juneau Sister Cities Committee

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

A.S. Humanities A.S. Health Sciences Currently working on B.A. Social Sciences

**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

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**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**

☒ Asian or Pacific islander

**Gender**

☒ Female

  
Date of Birth

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**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

Presented by: HRC  
Introduced: 04/23/2007  
Drafted by: J.W. Hartle

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

Serial No. 2331

### **A Resolution Reestablishing and Renaming the Douglas Service Area Advisory Board, and Repealing Resolution Nos. 210 and 1665.**

WHEREAS, a temporary Advisory Board for Douglas Service Area, Service Area No. 2, was established by the Charter in Section 16.8(d); and

WHEREAS, the Douglas Service Area Advisory Board has continued to function under authority granted by the Assembly; and

WHEREAS, it is desirable that this board continue to function, and that it be renamed.

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

**Section 1.** The Douglas Service Area Advisory Board, shall be known as the Douglas Advisory Board

**Section 2.** The board shall consist of seven members appointed by the Assembly for staggered three-year terms.

**Section 3.** Any person appointed to serve on the Douglas Advisory Board must be a qualified voter of the City and Borough residing on Douglas Island.

**Section 4.** The purposes of such board shall be to advise the City and Borough Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

**Section 5. Repeal of Resolutions.** Resolution Nos. 210 and 1665 are repealed.

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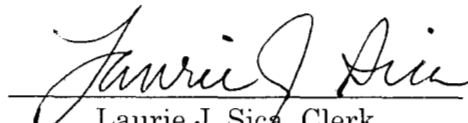
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**Section 6. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 23<sup>rd</sup> day of April, 2007.

  
Bruce Botelho, Mayor

Attest:

  
Laurie J. Sica, Clerk



City and Borough of Juneau, AK

## Douglas Advisory Board

### Board Roster



#### Troy M Wuyts-smith

**1st Term** Jun 29, 2020 - Sep 30, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 3



#### Summer A Christiansen

**1st Term** Nov 23, 2020 - Sep 30, 2021

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 2



#### John DelGado

**5th Term** Oct 01, 2019 - Sep 30, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Secretary

**Category** Public

**Dais Seat** 1



#### Teri Tibbett

**2nd Term** Oct 01, 2019 - Sep 30, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Chair

**Category** Public

**Dais Seat** 6





**Mary Kay Pusich**

**5th Term** Oct 01, 2019 - Sep 30, 2022

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 5

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**Joyce Vick**

**5th Term** Oct 01, 2020 - Sep 30, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 7

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**Vacancy** Immediately - September 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.]

Ed Schoenfeld

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Retired

Employer

Job Title

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

Residence Address Line 2

Residence City

Douglas 99824

Residence State

Ak

Residence Postal Code

99824

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Douglas Advisory 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. [*Contact the Clerk's Office at 586-5278 or [city.clerk@juneau.org](mailto:city.clerk@juneau.org) if you wish to submit a resume or CV*]

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

I've lived in Douglas for close to 40 years, most of my adult life. As a journalist, and a resident, I became very familiar with our island community and its residents and issues. I've volunteered at Gastineau School, on island trail repair projects and with a food bank that helps Head Start families in need. I've researched and presented programs on true crime topics from Douglas (and other parts of Juneau) and take on anyone who tries to call our crossing the Juneau-Douglas Bridge. I've also written and performed songs about Douglas for adults and kids. We raised our daughters here and, though retired, have no plans to leave. I also run a Facebook group, I Live in Douglas, with almost 1,000 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.

None.

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

See first listing.

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

I've trained hundreds of journalists statewide and locally. I attended UAS and a Lower-48 school. And I've attended dozens of trainings in my profession.

**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.**

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**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

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**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.

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