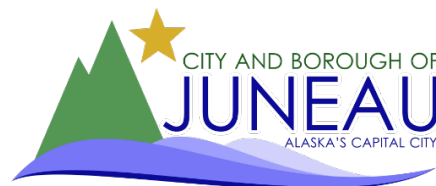


ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - **DRAFT**

July 29, 2024 at 6:00 PM



Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

A. **CALL TO ORDER** – *Acting HRC Chair Wade Bryson called the Assembly Human Resources Committee meeting to order at 6:03 p.m. in the Assembly Chambers and via Zoom.*

B. **LAND ACKNOWLEDGEMENT** – *read by Assemblymember Adkison*

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. *Gunalchéesh!*

C. **ROLL CALL**

HRC Members Present: Wade Bryson, Ella Adkison, and 'Wáahlaal Gídaag (via Zoom)

HRC Members Absent: Greg Smith

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Municipal Attorney Robert Palmer, and Meeting Tech Clerk Kevin Allen

D. **APPROVAL OF AGENDA** – *Approved as presented.*

E. **APPROVAL OF MINUTES** – *All minutes approved as presented.*

1. **May 13, 2024 Assembly HRC Meeting Minutes - Draft**
2. **June 17, 2024 Assembly HRC Meeting Minutes - Draft**
3. **July 1, 2024 Full Assembly as HRC Meeting Minutes - Draft**
4. **July 2, 2024 Full Assembly as HRC Meeting Minutes - Draft**

F. **AGENDA TOPICS**

5. **Douglas Advisory Board (DAB) Appointment**

Per [Resolution 2331](#), the Douglas Advisory Board is a seven member board appointed by the Assembly; and to be appointed to the DAB must reside on Douglas Island. The purposes of the board shall be to advise Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

There is one vacant seat for an unexpired term on the Douglas Advisory Board for a term beginning immediately and ending September 30, 2025.

MOTION: by Ms. Adkison to forward to the full Assembly for appointment, Jackie McMaster to the Douglas Advisory Board or an unexpired term beginning immediately and ending September 30, 2025, and asked for unanimous consent. ***Hearing no objection, motion passed.***

6. **Juneau Commission on Sustainability (JCOS) Appointments**

Per [Resolution 2755](#), the Commission shall be comprised of nine members appointed by the Assembly, plus one liaison from the Assembly and one from the Planning Commission. The liaisons shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is

present. Membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability.

There are currently three seats for terms beginning immediately and ending June 30, 2027; one incumbent, Jessica Barker has reapplied as well as two members of the general public,

MOTION: by 'Wáahlaal Gídaag to forward to the full Assembly for action, the recommendation to reappoint Jessica Barker and to appoint Griffin Plush and Brennen McCulloch to the Juneau Commission on Sustainability all for terms beginning immediately and ending June 30, 2027, and asked for unanimous consent. **Hearing no objection, motion passed.**

7. Local Emergency Planning Committee (LEPC) Appointments

Per [Resolution 2974](#), the LEPC serves as a community coalition advising staff on emergency management issues, reviews the emergency response plan for CBJ and functions, when necessary, as the Local Emergency Planning Committee under SARA Title III. The Assembly nominates applicants and final appointments are done by the State Emergency Response Commission. **A memo from Deputy Clerk Cathcart in the HRC packet outlines which LEPC seats are requiring action.**

MOTION: by Ms. Adkison that the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointments to the Local Emergency Planning Committee of Jeremy Weske, Peace Officer Seat 2, to a term beginning immediately and ending December 31, 2027; Nathan Rumsey, moving from BRH Hospital Seat 5a to BRH Hospital Seat 5 for a term beginning immediately and ending December 31, 2026; and Theresa Ross, Firefighter/EMS Seat 3 to a term beginning immediately and ending December 31, 2025 and ask for unanimous consent. **Hearing no objection, motion passed.**

8. Ordinance 2024-23 An Ordinance Amending the Ordinance Formatting Requirements.

CBJ Code 01.20.020 governs the formatting requirements of ordinances. This housekeeping ordinance would modernize that code as follows:

- Update the enacting clause;
- Clarify that irrelevant code sections do not have to be cited in amendments;
- Update the font requirements to remove the typewriter era standards; and
- Update the codification and archiving standards to eliminate unnecessary post-adoption work.

City Attorney Palmer walked the committee through the updates and changes related to Ordinance 2024-23. Chair Bryson jokingly asked if there was anywhere in the CBJ that still even used a typewriter or staff that knew how to use one. Staff responded there is not a typewriter to be found within City Hall.

MOTION: by Ms. Adkison to forward Ordinance 2024-23 to the full Assembly for action and asked for unanimous consent. **Hearing no objection, motion passed.**

9. Discussion on Airport Board - Waiving the Three (3) Tenant Board Member Rule

Chapter [05.01.010](#) - Airport Board

The Airport is currently reviewing its by-laws - [July 11, 2024 JIA Board meeting agenda item](#)

Staff updated the committee on options related to the Airport Board and the current number of tenants vs. the number of tenants that were appointed by the Assembly in July. Chair Bryson noted that it seemed logical that, like the Docks and Harbors Board members who all own boats that tenants of the Airport would be interested in serving on the Airport Board.

Ms. Adkison commented that the only two applicants the Assembly received Airport Board applications for were both tenants, correct? Ms. Cathcart reported that was correct and that each year it has been harder to find members of the community interested in serving on the Airport Board or any CBJ board or committee.

Committee members discussed directing Law to create a waiver ordinance that would allow for the current four (4) tenants to serve on the Airport Board until their term limits end.

MOTION: Ms. Adkison that the Human Resources Committee introduce a waiver ordinance for the four (4) current airport tenants allowing them all to serve on the Airport Board and ask for unanimous consent. **Hearing no objection, motion passed.**

G. STAFF REPORTS

There is currently a vacant Bartlett Regional Hospital Board seat (term running immediately - December 31, 2026). The Clerk's Office is advertising the vacancy, with an application deadline of Monday, August 5th. As of the posting of this packet on 7/26, no applicants have applied for the BRH Board.

Requested Action: Clerk staff is requesting the HRC decide whether to hold interviews during its regular 8/19 HRC meeting (similar to the 7/1 Docks & Harbors Board interviews with an earlier meeting start time and time to move into executive session); with appointments made during the Regular Assembly meeting that night under Assembly Liaison Reports. Or the committee could pick a separate date in late August to hold interviews and appointments.

Deputy Clerk Cathcart gave an update that the Clerk's Office has yet to receive any application for the Hospital Board and has changed the application deadline from August 5th to an 'open until filled' until the Human Resources Committee determines how it would like to move forward.

Chair Bryson, as the Assembly Liaison to the Hospital Board, noted that the board has not had a hard time meeting quorum and has had good attendance. At the next Hospital Board meeting he will let them know that no one has applied yet and we will continue to advertise that vacant seat; and if the board knows of any good candidates, that aren't physicians, to encourage them to apply. Mr. Bryson will update HRC Chair Smith on this board discussion and he can decide when to potentially hold interviews now or extend until the normal Hospital Board appointment period that happens in December.

H. STANDING COMMITTEE TOPICS - for discussion as meeting time allows

2024 Assembly Goal 4A - Specific to the work of the HRC

- a. Acknowledge and honor Juneau's indigenous culture and place names. Develop a naming policy. - **A Naming Policy is tentatively scheduled for review by the Lands Housing & Economic Development Committee at its August 5, 2024 meeting.**
- b. Consider the impacts of recognizing additional and/or replaced holidays, including Elizabeth Peratrovich Day, Indigenous People's Day and Juneteenth.

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS - None

J. NEXT MEETING DATE

Regular HRC Meeting - August 19, 2025 at 6pm, Assembly Chambers/Zoom

K. SUPPLEMENTAL MATERIALS - None

L. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:27 p.m.