

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

March 20, 2023 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

HRC Chair Smith called the Assembly Human Resources Committee meeting to order at 6:02 p.m.

B. LAND ACKNOWLEDGEMENT

C. ROLL CALL

Members Present: Chair Greg Smith, Maria Gladziszewski, Alicia Hughes-Skandijs and Christine Woll(via Zoom)

Members Absent: None

Others Present: Deputy Clerk Di Cathcart, City Clerk, Beth McEwen, CBJ Attorney Sherri Layne and P&R Director George Schaaf

D. APPROVAL OF AGENDA

Agenda approved as presented.

E. AGENDA TOPICS

1. Local Emergency Planning Committee (LEPC) Appointments

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 as well as a recommended motion.*

MOTION: by Ms. Hughes-Skandijs to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointments of Travis Wolfe to the Firefighter/EMS Seat 3a, Kenneth Murphy to the Haz/Mat Transporter Seat 10a and Jamie Bursell to the Healthcare Systems Seat 13a on the Local Emergency Planning Committee and ask for unanimous consent.

Hearing no objections, motion passed.

2. Personnel Board Appointments

Per 44.05.060; the Personnel Board is composed of five members appointed by the Assembly. All appointments shall be for staggered three-year terms. Two seats shall be designated for members with a background in labor, two designated for members with a background in management, and one for a member of the general public. No member of the Personnel Board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the Assembly Human Resources Committee.

Both Labor Representative Seats are for terms beginning immediately (February 1, 2023) and ending January 31, 2026.

MOTION: by Ms. Gladziszewski to forward to the full Assembly for approval, the recommendation to appoint Nadine Lefebvre and to reappoint Cindy Spanyers to the two Labor Representative Seats on the Personnel Board, both for terms beginning immediately and ending January 31, 2026. **Hearing no objections, motion passed.**

F. STANDING COMMITTEE TOPICS

3. Assembly Goal - Specific to Human Resources Committee

Goal 4: Community, Wellness and Public Safety - Juneau is safe and welcoming for all citizens

A. Acknowledge and honor Juneau's indigenous culture, place names, naming policy and recognize Elizabeth Peratrovich Day.

Chair Smith will ask Mr. Barr to provide additional material at a future HRC meeting for Goal 4 topics and will reach out to HRRM Director Dallas Hargrave regarding Elizabeth Peratrovich Day.

Committee members asked if CBJ has a current naming policy, it doesn't, so step 1 is to come up with a naming policy and look at a naming convention consistent with names currently on the books or in use. It was requested to look at what the Empowered Boards, Streets or Parks and Recreation do in regards to naming. Lastly, to be proactive vs. reactive when creating a naming policy that is actively reflecting on the indigenous cultures landscape of place names.

4. CBJ Board & Committee Outreach & Diversity

Ms. Cathcart gave an overview of the material included in the packet relating to boards and committee. Ms. Hughes-Skandijs noted that it was helpful to see how many of the boards were listed "as needed". Ms. Woll appreciated seeing the staff support listed and noticed that city clerk was on many of the items and wondered how much is because of tech or minutes needs and asked if going on-line created more work. Ms. Gladziszewski stated that if have engaged boards doing work the City Manager should assign some type of staff support but not necessarily default to clerks. Ms. Hughes-Skandijs discussed reviewing each boards governing legislation as well as wondering if perhaps CBJ can be too formal which could be a deterrent for some people applying. Ms. Woll agreed with Ms. Hughes-Skandijs that CBJ's systems can be intimidating and would appreciate having a future discussion around how to improve our board application questions and interview process and questions. Chair Smith agreed it would be a good idea to take up application questions at a future meeting as well as to start to capture the ideas discussed during the last couple meetings around board outreach and diversity.

G. STAFF REPORTS

The "new" Parks & Recreation Advisory Committee - Clerk's Office and Parks & Recreation are advertising and reaching out to members of the various consolidated Parks & Recreation boards and encouraging interested people in submitting an application via: <https://juneau.org/clerk/boards-committees>

The HRC should discuss how they would like to proceed with reviewing applications and if the HRC wishes to hold interviews or not; if they do, they will need to come up with advanced interview questions as well as a schedule. If the HRC does not plan on holding interviews then Clerk staff recommends reviewing applications and forwarding recommendations to the full Assembly during the regularly scheduled Assembly Human Resources Committee Meeting on April 17, 2023 with a start time of 5:30pm. PRAC appointments would most likely be the only thing on the agenda.

Ms. Cathcart outlined potential processes for reviewing of applications and requested the HRC decide how they would like to move forward, either with standard review of applications received or to create additional interview questions and holding interviews on a designated night. Ms. Gladziszewski stated she would like to see a hybrid of that, sending out some additional questions that would be included with the application and not hold interviews. Ms. Hughes-Skandijs said she didn't think we needed to do interviews since we have this

committee to review applications. She noted that the application does hit some of the questions we are looking for as Ms. Gladyszewski had mentioned about 'why are you interested in serving'. Ms. Woll agreed that not holding interviews was fine and agreed with Ms. Gladyszewski about including a few additional questions. In the future Ms. Woll would like to look at updating the application questions to make them more specific to the board being applied for. Ms. Cathcart did note that our current board management program only allows for a generic set of questions vs. board specific and will be looking at the new board management program CBJ is transitioning into to see if it's possible to make specific applications for boards. Chair Smith agreed with coming up with and sending out some additional questions.

Ms. Cathcart will send out an email reminder to committee members to send in any questions they would like to see as part of the PRAC application and review process and will include copies of the current Empowered Board questions and the CBJ board application as examples. Committee members will send any questions in by Wednesday prior to the April 17 HRC meeting. The committee will finalize questions which will be sent to applicants and the HRC will review applications at its May 8, 2023 meeting.

H. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None

I. NEXT MEETING DATE

Monday, April 17, 2023

J. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:45 p.m.