



City and Borough of Juneau
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TO: Chair Smith and The CBJ Human Resources Committee

DATE: May 8, 2024

FROM: Katie Koester, City Manager

RE: Assembly Communication with Boards and Commissions

Annually the Clerk's office updates the Board Pamphlet that provides guidance to CBJ empowered and advisory boards and committees. Those updates are before the Human Resources Committee on April 13th.

The guidelines dictate that "the Chair is the official representative/spokesperson of the board to the Assembly and other groups/ agencies. The Chair, as the body's representative, conveys only those recommendations the board has approved by majority vote." (Section VI, Role of Officers & Staff Liaisons, Chair). However, they remain silent on how that communication is transmitted. Staff often gets requests from a board or commission to include official written communication in the Assembly packet. Our response is always that the BoroughAssembly@juneau.gov is the appropriate mechanism to communicate with the Assembly. We also get such requests from community groups/organizations and we give the same response unless the information was explicitly requested by the Assembly.

It would be helpful for the Assembly to give boards and commissions clear guidance in the Board Pamphlet. I propose that the following section be added to the Board Pamphlet and be communicated to board, committees and commissions.

Written Communication with the Assembly (email only)

In addition to the annual report presented to the Assembly Human Resources Committee, the Chair of a CBJ board, committee or commission may submit written communication to the Assembly on a topic as long as the communication has been approved by a majority vote. Communications should be submitted via email at BoroughAssembly@juneau.gov. Unless directed otherwise by the Assemblymember chairing a meeting, the communication will not be included in a published packet.

Recommendation: Amend Board Pamphlet to include direction on written communication with the Assembly and distribute to boards, committees, and commissions.