

# ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - DRAFT

November 18, 2024 at 6:00 PM



## Assembly Chambers/Zoom Webinar

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

**A. CALL TO ORDER** - HRC Chair Adkison called the Assembly Human Resources Committee meeting to order at 6:00 p.m. in the Assembly Chambers and via Zoom.

**B. LAND ACKNOWLEDGEMENT** – Read by Assemblymember Steininger

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**

**Members Present:** Chair Ella Adkison, Maureen Hall, and Neil Steininger

**Members Absent:** Wade Bryson

**Staff/Others Present:** Deputy Municipal Clerk Di Cathcart, Municipal Clerk Beth McEwen, Tech Clerk Kevin Allen, City Attorney Emily Wright & CBJ Attorney's Sherri Layne, and Nicole Lynch, Deputy City Manager Robert Barr, Airport Chair Dennis Bedford, Mayor Beth Weldon and Assemblymember Paul Kelly.

**D. APPROVAL OF AGENDA** – agenda approved as presented.

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

1. **2024-09-16 Assembly Human Resources Committee Meeting Minutes - Draft**

**F. AGENDA TOPICS**

2. **Juneau Economic Development Council (JEDC) Board Appointments**

Per [Resolution 2136](#) (JEDC) Board Members serve staggered three-year terms and may serve two consecutive terms. Article Four, Section 2, Paragraph E, of JEDC Bylaws, states:

*“The JEDC shall publish notice of vacancies on the JEDC Board of Directors. The JEDC Board or a recruitment committee will review and may interview candidates for the JEDC Board of Directors. The JEDC Board will forward the names of recommended candidates to the CBJ Assembly. The CBJ Assembly will appoint JEDC board members.”*

The three JEDC applicants are included in the Human Resources Committee packet along with a memo from JEDC Executive Director Brian Holst outlining the process and recommendation.

**MOTION:** by Ms. Hall to forward to the full Assembly for approval, the reappointment of Melissa Kookesh, and Aaron Morrison, and the appointment of Todd Schur, all to At-Large Seats on the Juneau Economic Development Council for terms beginning immediately and ending October 31, 2027 and ask for unanimous consent. **Hearing no objection, motion passed.**

3. **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 as well as a recommended motion.

**MOTION:** by Mr. Steininger 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 reappointments of Warren Russell, Media Seat 6a, Christopher Russell, Right to Know Act Seat 8, Karen Wood, Community Group Seat 9, Ed Williams, Community Group Seat 9a, Sabrina Boone-Grubitz, AK Native Tribal Representative Seat 12, Rhonda Butler, AK Native Tribal Representative Seat 12a, Elaine Hickey, Healthcare Systems Seat 13, Jamie Bursell, Healthcare Systems Seat 13a; all for terms beginning January 1, 2025 and ending December 31, 2027 and the appointments of Kimberly McDowell, BRH Seat 5, and Rhys Mateo, Vulnerable Populations Seat 11a for terms beginning immediately and ending December 31, 2026 on the Local Emergency Planning Committee and asked for unanimous consent. **Hearing no objection, motion passed.**

**4. Resolution 3064 A Resolution Approving Amendments to the Bylaws of the City and Borough of Juneau International Airport Board.**

Chair Adkison thanked Airport Chair Dennis Bedford for attending the HRC meeting and being available for questions. She asked Mr. Bedford why the Airport Board did not incorporate any of the changes brought forward by Clerk and Law staff regarding the draft Airport Bylaws in order to bring them more in alignment with Assembly rules of procedure and other empowered board bylaws.

Mr. Bedford stated that it had been years since the airport bylaws had been updated; and with the recent turnover of board members the board wanted to get something passed. The staff recommendations came at the tail end of the Airport Boards process and the board decided to approve the bylaws that the board had already been working under.

**MOTION:** by Ms. Hall to forward Resolution 3064 A Resolution Approving Amendments to the Bylaws of the City and Borough of Juneau International Airport Board to the full Assembly for approval with the following amendments to those Bylaws, *under Article VI – Officers, remove the wording: There shall be a two-year (two one-year terms) limit for the Chair and under Article X – Amendments, amending the first sentence to state the following: These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, and upon final ratification by the Assembly by Resolution, and asked for unanimous consent. Hearing no objection, motion passed.*

**5. Resolution 3066 A Resolution Approving Amendments to the Bylaws of the Eaglecrest Ski Area Board of Directors**

Chair Adkison asked committee members if they had any questions regarding Resolution 3066; and hearing none, asked for a motion to move this resolution to the full Assembly.

**MOTION:** by Mr. Steininger to forward Resolution 3066 A Resolution Approving Amendments to the Bylaws of the Eaglecrest Ski Area Board of Directors to the Full Assembly for approval and asked for unanimous consent. **Hearing no objection, motion passed.**

**G. STAFF REPORTS**

The Clerk's Office requests that Assembly HRC pick some tentative dates in December to hold Empowered Board interviews & appointments for the following:

**Bartlett Regional Hospital Board** - 1 general public seat for an unexpired term, 2 general public seats & 1 public/physician seat for terms beginning January 1, 2025.

**Planning Commission** - 3 general public seats for terms beginning January 1, 2025.

Clerk Staff recommends looking at the following possible dates/times to hold those interviews; Tues 12/17, Wed 12/18 or Thurs 12/19 starting at 5:30 p.m., committee to decide if they would like to continue to hold these interviews/appointments via Zoom or shift to a hybrid option.

HRC members noted that Tuesday, 12/17 and Thursday, 12/19 were the dates that worked best for them to hold interviews and appointments. Chair Adkison will bring those dates forward to the full Assembly for discussion and to see which date works best for Assemblymembers.

**H. STANDING COMMITTEE TOPICS** - *yet to be determined*

**I. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

Chair Adkison brought forward a topic that the HRC has been discussing off and on for quite some time which is boards and commissions. As meeting time allows, she would like the HRC to review each Advisory board and committees charging document. Is the need for a particular board still necessary or has that boards work been completed or absorbed into normal work for staff and the HRC can look at sunsetting that board. If the committee is amendable to the idea Chair Adkison would like to start with the ADA Committee and the Sister Cities Committee, both committees have not met since 2019 and 2020, and are an example of a boards work getting absorbed into regular staff duties. Along with looking at if a board is still needed, is looking how to create more diversity in board make up, review boards struggling with meeting quorum, do they need a lower membership, how frequently are boards meeting and are they serving their intended purpose.

Ms. Hall and Mr. Steininger were amenable to Chair Adkison's request. Chair Adkison stated she will work with Clerk and Law staff to bring the ADA Committee and Sister Cities Committee forward to the next HRC meeting for discussion and possible action.

**J. NEXT MEETING DATE**

December 16, 2024 at 6:00 p.m. in Assembly Chambers & via Zoom

**K. SUPPLEMENTAL MATERIALS** - *None*

**L. ADJOURNMENT**

*There being no further business before the committee, meeting adjourned at 6:21 p.m.*