

# ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

September 11, 2023 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 Smith called the Assembly Human Resources Committee meeting to order at 6:02 p.m.

## B. LAND ACKNOWLEDGEMENT

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 Greg Smith, Alicia Hughes-Skandijs and Loren Jones

**Members Absent:** Maria Gladziszewski

**Others Present:** Deputy Clerk Andi Hirsh, City Clerk, Beth McEwen, City Attorney Sherri Layne, Asst. City Attorney Emily Wright, P&R Director George Schaaf, Board of Equalization Chair David Epstein; Youth Activities Board Chair Tom Rutecki and Vice Chair Bonita Nelson

## D. APPROVAL OF AGENDA

Agenda approved as amended with the addition of supplemental material from the Youth Activities Board.

## E. APPROVAL OF MINUTES

Minutes approved as presented.

### 1. July 10, 2023 Assembly Human Resources Committee Meeting Minutes - Draft

## F. AGENDA TOPICS

### 2. Douglas Advisory Board (DAB) Appointments

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 purpose 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 new applicant in the packet. That applicant could be placed in one of two vacant seats, both beginning immediately with one ending September 30, 2024 and the other ending September 30, 2025.

**MOTION:** by Alicia Hughes-Skandijs to forward to the full Assembly for reappointment to the Douglas Advisory Board, incumbents Mary Kay Pusich and Teri Tibbett both for terms beginning immediately and ending September 30, 2025; and incumbents Joyce Vick and Ed Schoenfeld both for terms beginning immediately and ending September 30, 2026. *Hearing no objection, motion passed.*

**MOTION:** by Alicia Hughes-Skandijs to forward to the full Assembly for appointment to the Douglas Advisory Board, Ann Simard to a term beginning immediately and ending September 30, 2025. **Hearing no objection, motion passed.**

### 3. Board of Equalization (BOE) 2023 Annual Report

Mr. David Epstein was on-hand via Zoom to answer any questions committee members had related to the BOE annual report.

Ms. Hughes-Skandijs thanked Mr. Epstein and the board for the work they do and asked for clarification on the difference between granted and remanded back as noted in the report. Mr. Epstein responded that remanded back means that, during the hearing the board had some questions about the presentation by the Assessor and the information submitted by the appellant so that's when we ask the Assessor to go back and essentially do a little more work and they do that and then we schedule further work on the appeal at a future hearing; we had a least one of those this season. Granted means we accept the appeal; meaning we side with the appellant.

Chair Smith thanked Mr. Epstein for his decade of service on the BOE. Chair Smith noted that in the report on the final page it lists the number of appeals filed vs. what ended up going to the BOE so Chair Smith's understanding, and for the public in general, is the Assessor's Office and Appellant are working back and forth on the assessment and may come to an agreement. Mr. Epstein stated that is correct; during those discussions between the parties, they may come to an agreement, or the Appellant better understands the assessment process and then withdraws their request for a hearing before the BOE.

### 4. Youth Activities Board (YAB) - Annual Report

Q & A Session with Committee Chair & Vice Chair, both attending via Zoom

Mr. Tom Rutecki and Ms. Bonita Nelson answered questions from HRC members regarding the grant scoring process and the training provided to new members of the board. They also touched on the community outreach they have held in the past for teaching potential grant applicants how the grant process is done. They continuously work on improving the grant application and information process to assist potential grantees through the process. They are hoping to offer live meetings in the future and not just have Zoom meetings so that they can engage with the community members one on one in more depth. Mr. Rutecki noted all the past grant information that has been provided to the public going back 20+ years. He suggested anyone with questions or needs assistance should contact staff liaison Dave Pusich.

Mr. Smith said that Mr. Rutecki wanted to talk about the budget aspect of the grants, and he referred them to speak with the City Manager as they work towards developing the budget and going through the Assembly Finance Committee process.

Mr. Rutecki spoke to the contingency grant 5% of the full grant amount in the budget. He said that if the contingency money isn't used, they would ask that it could be put back into the next year's grant amount. Mr. Smith said that he will bring it up during the committee chair's reports at the end of the Assembly meeting.

## G. STANDING COMMITTEE TOPICS - *For discussion as meeting time allows*

### 5. Discussions Regarding CBJ Boards & Committees

Committee Recruitment, Member Development, Application & Interview Process, Other Related Topics

#### Additional Document Tools for HRC

2023 CBJ Boards-Committees Description List ([link to 3/20/2023 HRC agenda item](#))

Nothing was discussed on this topic during this meeting.

**6. 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.

Nothing was discussed on this topic during this meeting.

**H. STAFF REPORTS**

Ms. McEwen reminded committee members that due to the upcoming Municipal Election there will not be any HRC meetings until November.

**I. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

None

**J. NEXT MEETING DATE**

*Due to Municipal Elections and the reorganization of Assembly Standing Committees there is no October Assembly Human Resources Committee meeting.*

**November 13, 2023 at 6:00 p.m. Assembly Chambers/Zoom Webinar**

**K. ADJOURNMENT**

There being no further business before the committee, meeting adjourned at 6:35 p.m.