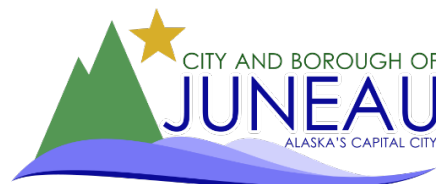


ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

August 21, 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

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, Maria Gladyszewski, Alicia Hughes-Skandijs and Loren Jones

Members Absent: None

Others Present: Deputy Clerk Di Cathcart, City Clerk, Beth McEwen, Deputy City Manager Robert Barr, HRRM Director Dallas Hargrave, CBJ Attorney's Sherri Layne & Emily Wright, Mayor Beth Weldon and JCOS Chair Gretchen Keiser

D. APPROVAL OF AGENDA

Agenda approved as presented.

E. APPROVAL OF MINUTES

Minutes for April 17, 2023 and July 31, 2023 were approved as presented.

1. **April 17, 2023 Assembly Human Resources Committee Meeting Minutes - Draft**
2. **July 31, 2023 Assembly Human Resources Committee Meeting Minutes - Draft**

F. AGENDA TOPICS

3. Youth Activities Board (YAB) - Annual Report & Appointments

Per [Resolution 2820](#), the Youth Activities Board (YAB) consists of nine members as follows: A Parks and Recreation Advisory Committee member (nominated by PRAC), a Juneau Arts & Humanities Council member (nominated by JAHG), and seven public members, one of which must be 18 years or younger at time of appointment.

There are five seats up for action.

Two representative seats, both for terms beginning immediately and ending August 31, 2025. Josh Anderson for the PRAC representative seat and Phillip Heubschen for the JAHG representative seat.

Three YAB public seats all for terms beginning September 1, 2023 and ending August 31, 2026. Incumbents Tom Rutecki and Elizabeth Balstad have applied for reappointment as well as public member for the third public seat.

MOTION: by Ms. Gladyszewski to forward to the full Assembly for approval, the recommendation to appoint Josh Anderson, PRAC Representative seat and Phillip Heubschen, JAHG Representative seat to the Youth Activities Board for terms beginning immediately and ending August 31, 2025 *and* to

reappoint Tom Rutecki and Elizabeth Balstad and to appoint Misuri (Missouri) Smyth all to public seat terms beginning September 1, 2023 and ending August 31, 2026. **Hearing no objections, motion passed.**

Committee members had questions on the Youth Activities Board (YAB) Annual Report and since no YAB members were present Chair Smith requested this report move to the September HRC meeting and have staff ask the YAB Chair to attend the September meeting to answer questions.

4. Juneau Commission on Sustainability (JCOS) Annual Report & 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 two seats for terms beginning immediately and ending June 30, 2026; both incumbents, David Teal and James Powell, have applied for reappointment.

MOTION: by Ms. Gladyszewski to forward to the full Assembly for approval, the recommendation to reappoint David Teal and James Powell to the Juneau Commission on Sustainability for terms beginning immediately and ending June 30, 2026. **Hearing no objections, motion passed.**

JCOS Chair, Gretchen Keiser attended the meeting to answer questions the committee may have regarding the JCOS annual report. Ms. Keiser gave a brief overview of the many topics JCOS has worked on over the last year, including, a considerable amount of time working on an analysis of the Juneau Energy/Green House Gas Use Report, JCOS acting as the eyes and ears on any potential federal funding coming to the State and Municipalities as well as waterfront electrification.

Ms. Gladyszewski asked how working and finding various grants is going. Ms. Keiser stated that it is working well to the extent that there is staff capacity for support and had just applied for a \$4 million grant related to EV charging.

Mr. Smith asked how much the Green House Gas (GHG) analysis costs and what best practice is, an annual analysis or every three years. Ms. Keiser said the GHG analysis is \$20,000 and has found that best practice is two to three years in a row of analysis than less frequently. Ms. Keiser recommended getting another year or two into the analysis to allow for better breakouts and data collection.

The committee thanked Ms. Keiser and all the members of JCOS for their incredible work on sustainability for Juneau.

5. Paid Parental Leave Policy

HRRM Director Dallas Hargrave gave an overview of proposed changes to CBJ Personnel Rule 11, specifically creating a new section 11 PR 135 Paid Parental Leave.

Ms. Hughes-Skandijs asked if there were a lot of “two CBJ parents”, where both parents work for CBJ and if that would drive costs up. Mr. Hargrave stated not often but it does happen but not enough to drive the cost up.

Ms. Gladyszewski noted this was a good start and asked if HRRM had started working on FMLA or paid leave for CBJ employees who don't have children or are taking care of their parents, making sure CBJ created policies are equitable. Mr. Hargrave advised the committee that staff have not started working on that option yet.

MOTION: by Ms. Hughes-Skandijs to move these proposed changes to the full Assembly for action.
Hearing no objection, motion passed.

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

6. 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](#))

HRC Pending List - updated August 2023

Due to time constraint, no discussion was had regarding board and committees.

7. 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 requested that Mr. Barr and Mr. Hargrave bring something forward to a future HRC meeting regarding Elizabeth Peratrovich Day.

H. STAFF REPORTS

None

I. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

Chair Smith noted that at a future HRC meeting he would like to discuss emails received from the public, whether they should be included in Assembly packets and/or how best to care for public testimony received.

J. NEXT MEETING DATE

Monday, September 11, 2023 at 6:00 p.m.

K. ADJOURNMENT

There being no further business before the committee; meeting adjourned at 6:54 p.m.