

**MINUTES**  
**Juneau Commission on Aging (JCOA)**  
**January 17, 2023**  
**10:30 AM – 11:30 AM**

**I. Call to Order**

The meeting was called to order at 10:32AM. The meeting was chaired by Emily Kane and was conducted via Zoom.

**Board members present:** Emily Kane, Kathleen Samalon, Carol Ende, Jennifer Carson

**Board members absent:** Linda Krueger, Ann Stepetin, Susan Warner, Deborah Craig, Jennifer Garrison

**Others:** Sherri Layne (CBJ Attorney), Michelle Hale (Assembly Liaison)

**II. Approval of agenda**

A motion was not made due to lack of a quorum.

**III. Approval of minutes from previous meeting**

A motion was not made due to lack of a quorum.

**IV. Public Participation on Non-Agenda Items**

There was no public participation on non-agenda items.

**V. Discussion Items**

A) Procedural Processes

Sherri and Michelle explained that with the current 9-member board, 5 members must be present for a quorum, a pre-requisite for a vote or a motion to be made. Any commissioner cannot take an action unless it is voted on at a public meeting and must follow the Open Meeting Act, which is Alaska statute. A copy of the Act will be distributed to all members. The key component of the act is that decisions are not discussed or made outside of meetings, and that everything is open to the public.

Since JCOA is an advisory commission or board, conversations between two members, including within committees, cannot occur outside of public meetings unless of administrative content in nature. Conversations include emails, phone, text and in person. Thus, public meetings with an agenda need to be scheduled through the CBJ process when two commissioners get together to talk about a JCOA matter. Committees

can have special public meetings of their own, outside of the full commission, given the proper notification period is followed. Minutes need to be taken at all meetings including those of committees. Special meetings or committee meetings should go through the chair as far as scheduling with CBJ. Information sharing should go to all commissioners and not shared individually. It can be part of the information packet that is a part of all scheduled meetings and can be seen by the public.

A copy of the resolution that established JCOA will be provided to all commissioners and will be discussed at the February meeting as an agenda item.

#### B) Internal Restructuring of JCOA

Emily explained that since 2017, administrative support has been provided by the Juneau Economic Development Council (JEDC) at the discretion of the City Manager. She met with Rorie Watt twice about options going forward, including withdrawing from JEDC support, becoming self-managing, or residing somewhere within CBJ that is more in line with JOCA's mission. No official action in regards to these options will be taken until a vote is made at a meeting.

If JCOA goes forward as being a self-managed commission, a commissioner would take minutes and the Office of the Clerk would post meetings and provide Zoom links. However, Emily made it clear, that her long-term goal is to have JCOA receive support from somewhere within CBJ, in a similar way to the Juneau Commission on Sustainability.

Carol stated that it is worth waiting to find the right partner for JCOA and that a partner is necessary for access to different kinds of resources and outreach capability, as well as computer communication skills that we as individuals really don't have. It makes sense to have that skill set providing us support so we can move forward. Being located within CBJ would be a nice and clean approach rather than within an outside entity or being independent. She expressed support for breaking with JEDC.

Jenn Carson wanted to be sure that JCOA kept things very professional and personal views of individuals should be private. She agreed wholeheartedly with Carol that administrative support through JEDC was fantastic. Moving forward we need to define that role so the needed skills can be identified in someone else within the city, someone that can bridge the gap between the city and the commission. We had great support from multiple staff when we did the senior survey that someone in the city would have to provide.

Emily provided the backstory to the decennial survey saying that a special appropriation of \$10,000 was provided by CBJ. Since JOCA was located within JEDC and they had the capability do the work, it was logical to keep it in house. However, there is no reason

we couldn't hire an independent company for the survey the next time it comes up, assuming the Assembly again makes the appropriation.

Michelle reiterated the importance of JCOA again looking at the resolution that established the commission, saying that the manager or manager's designee shall support, provide such staff support and assistance for the Commission to the extent that funds are available. She also made the point that it is the City Managers decision on where JOCA will reside, not that of the Commission.

Emily summarized by saying that restructuring is a work in progress, and we will keep it together here until we figure out where we are going to land.

#### C) Announcement of AARP All Ages Friendly Community Certification

JCOA applied and was awarded the AARP All Ages Friendly Community Certification. Emily stated that the commission needs to work on getting press for that major achievement. Perhaps we can be on the Assembly agenda, holding up the certification certificate or have a press event. The Juneau Empire needs to do an article, or the mayor could make an announcement congratulating JCOA.

At our next JCOA meeting, Emily stated, we need to talk about what should be our 5-year cycle projects, projects that can be completed in 5 years that would benefit seniors. One possibility is to coordinate the city's volunteer hub, transitioning it more closely into a place that is not siloed and where people can volunteer and get vetted – and people who need services as well.

Another area that could be a 5-year project is to continue to work with parks and recreation to have a senior fitness center. So far, there hasn't been a lot of enthusiasm for outdoor senior friendly exercise equipment that we have proposed. We need to look back at the survey and review what people wanted, maybe a pickle ball court for seniors.

## **VI. Adjournment**

The next meeting is scheduled for February 21 at 10:30 AM via Zoom.

The meeting was adjourned at 11:32AM.