



ASSEMBLY HUMAN RESOURCES COMMITTEE - MINUTES

September 22, 2025 at 5:00 PM

Centennial Hall/Zoom Webinar

<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 to order at Centennial Hall and via Zoom at 5:02 p.m.*

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

HRC Members Present: HRC Chair Ella Adkison, Wade Bryson, Neil Steininger, & Maureen Hall

HRC Members Absent: None

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Finance Director Angie Flick, Treasurer Ruth Kostik, Tech Clerk Kevin Allen, JHRC Chair Haifa Foroughi, YAB Chair Tom Rutecki, and Spice Owner Nimmy Phillips

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

E. APPROVAL OF MINUTES - *8/18/2025 HRC CANCELLED, no minutes to approve*

F. AGENDA TOPICS - CBJ PROTEST OF LIQUOR LICENSES

1. Recommended Protest of Restaurant/Eating Place Liquor License #2641 Renewal Spice LLC. d/b/a Spice

This liquor license renewal (Spice LLC d/b/a Spice LL#2641) is before the Assembly Human Resources Committee for review and to forward a recommendation to the full Assembly on whether to let the recommended protest stand or to waive the right to protest. If the HRC recommends the protest stand, this license will come before the full Assembly at its Regular Assembly Meeting on September 22, 2025 for final action.

The AMCO 60-day comment period from the local governing body ends Tuesday, October 21, 2025.

Ms. Phillips spoke to the protest; noting the challenges downtown restaurants have faced with overall businesses reporting their numbers down by 20% or more due to the uncertainties at the federal level and the trickle down effect it's having on the local community. She requested the Assembly give her additional time to pay the balance due related to fees, penalties and interest.

Finance Director Flick stated her department would feel comfortable extending the deadline to October 14th for Ms. Phillips to come into compliance; at which time the protest would be removed.

MOTION: By Assemblymember Bryson to recommend forwarding to the to the Full Assembly a recommendation that the licensee has until October 14, 2025 to work with Sales Tax to come into compliance, at which time the Assembly will remove the recommended protest and that staff will notify AMCO of those recommendations and when the licensee has come into compliance and asked for unanimous consent. ***Hearing no objection, motion passed.***

G. AGENDA TOPICS - BOARDS/COMMITTEES ACTIONS

1. Youth Activity Board (YAB) Annual Report and Appointments

Per [Resolution 4026](#), which passed at the August 18, 2025, Regular Assembly meeting updating the Youth Activities Board membership seats; the Youth Activities Board (YAB) consists of nine members as follows: One member from the Parks & Recreation Advisory Committee, nominated by the Committee([see 8/5/2025 PRAC Meeting Minutes](#)); two members 19 years old or younger; and six members of the general public.

Youth Activities Board Chair Tom Rutecki attended the meeting via Zoom and was available for any questions from the HRC. The committee had no questions specific to the annual report.

CURRENT YAB ROSTER

There is one general public seat and one PRAC seat, up for action with full terms running September 1, 2025, to August 31, 2028, there are two unexpired general public seats up for action, one with a term running immediately to August 31, 2026 and one with a term running immediately to August 31, 2027, there is also one 19 years or younger seat with a term running September 1, 2025 to August 31, 2028. Both incumbents, two members of the general public, and one 19-year-old have applied for the various open seats.

MOTION: by Assemblymember Bryson that the Assembly Human Resources Committee forward to the full Assembly for approval the reappointment of **Bonita Nelson** to a general public seat, and **Josh Anderson** to the PRAC seat, on the Youth Activities Board, both for full terms beginning immediately and ending August 31, 2028 and asked for unanimous consent. ***Hearing no objection, motion passed.***

MOTION: by Assemblymember Hall that the Assembly Human Resources Committee forward to the full Assembly for approval the appointment of **Traci Ferguson Hayes** to a general public seat for an unexpired term beginning immediately and ending August 31, 2026 and the appointment of **Aggie D’Cafango** to a general public seat for an unexpired term beginning immediately and ending August 31, 2027 and the appointment of **Jaylynn Martin** to the 19 years or younger seat for a term beginning immediately and ending August 31, 2028, all to the Youth Activities Board an asked for unanimous consent. ***Hearing no objection, motion passed.***

2. Juneau Human Rights Commission (JHRC) Annual Report & Appointment

JHRC Annual Report

Included in the HRC packet is the Juneau Human Rights Commission Annual Report outlining the work of the commission between July 2024 and June 2025.

Juneau Human Rights Commission Chair Haifa Foroughi attended the meeting via Zoom and was available for any questions the committee had regarding the JHRC annual report. Mr. Bryson asked if moving JHRC membership from seven members to five members helped with achieving quorum and still able to get the work of the commission done. Chair Foroughi thanked the committee and responded that lowering the membership has helped them achieve quorum and the commission has an engaging and full year ahead focusing on community engagement.

JHRC Appointment

Per [Resolution 4000](#) the Juneau Human Rights Commission is a five-member commission appointed by the Assembly for staggered three-year terms. Members shall be selected to provide the most balanced representation possible.

CURRENT JHRC [ROSTER](#)

There is currently one seat up for action and one application in the HRC packet.

MOTION: by Assemblymember Steininger that the Assembly Human Resources Committee forward to the full Assembly for approval, the appointment of **Wendy Todd** to the Juneau Human Rights Commission for a term beginning immediately and ending May 31, 2028, and asked for unanimous consent. **Hearing no objection, motion passed.**

3. Juneau Commission on Aging (JCOA) Appointment

Per [Resolution 2944](#); the JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered two-year terms. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

CURRENT JCOA [ROSTER](#)

There is currently one 65+ seat for an unexpired term ending December 31, 2025. Since it is within 6 months of the term ending, HRC members can appoint the applicant to finish the unexpired term and fill the full 2-year term, which runs from January 1, 2026 to December 31, 2027.

MOTION: by Assemblymember Bryson that the Assembly Human Resources Committee forward to the full Assembly for approval, the appointment of **Laura Revels** to a 65+ seat on the Juneau Commission on Aging for an unexpired term beginning immediately and ending December 31, 2025 and to a full term beginning January 1, 2026 and ending December 31, 2027 since the partial term is within 6 months of ending and asked for unanimous consent. **Hearing no objection, motion passed.**

H. STAFF REPORTS - None

I. STANDING COMMITTEE TOPICS-FOR DISCUSSION AS MEETING TIME ALLOWS

1. Discussion on Boardmembers Serving Past Term End Date & Vacancies on Empowered Boards

Included in the packet is [Resolution 2686](#) Advisory Rules of Procedure and [Resolution 2986](#) Assembly Rules of Procedure for reference. *(Depending on time left in the meeting, this topic may need to get pushed to November 17, 2025 Assembly HRC)*

This topic was not taking up during the September 22, 2025 meeting.

J. COMMITTEE MEMBER COMMENTS

Assemblymember Bryson noted this was the last HRC meeting of the 2024-2025 committee and took a moment to recognize all the work the committee did this past year thanks to Chair Adkison.

K. NEXT MEETING DATE Nov. 17, 2025 at 5:00 p.m. (no Oct. meeting due to CBJ Elections)

L. SUPPLEMENTAL MATERIALS - None

M. ADJOURNMENT - *There being no further business to come before the committee, meeting adjourned at 5:28 p.m.*