



JUNEAU HUMAN RIGHTS COMMISSION AGENDA

December 16, 2025 at 5:00 PM

Zoom Webinar

<https://juneau.zoom.us/j/9221141227>

Meeting ID: 922 114 1227 | Passcode: 306447

Or Phone: 1-253-215-8782

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF AGENDA

D. APPROVAL OF MINUTES

1. 2025-11-18 JHRC Minutes - Draft

2. 2025-12-02 JHRC Minutes - Draft

E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS

F. AGENDA TOPICS

3. Standing Agenda Topics

- FY26 Budget
 - Treasurer Report
 - Community Engagement Project
 - JHRC Strategic Plan 2025-2026

4. Celebrating Black History Month 2026

5. Commission Engagement Resolution

This resolution was approved at the October 21, 2025 JHRC Meeting and forwarded to the Clerk's Office Staff; they have added it to the January 12, 2026 Assembly Human Resources Committee agenda for discussion/review.

6. Joint JHRC & Systemic Racism Review Committee (SRRC) Meeting

7. Personal Safety Training in Partnership with Perseverance Theatre

G. NEXT MEETING DATE

8. Upcoming Meeting Dates - from 5-6pm via Zoom

Tuesday, January 6, 2026

Tuesday, January 20, 2026
Tuesday, February 3, 2026

H. SUPPLEMENTAL MATERIALS

I. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's Office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's Office telephone number is (907) 586-5278, e-mail: city.clerk@juneau.gov.

DRAFT MINUTES
JUNEAU HUMAN RIGHTS COMMISSION
THE CITY AND BOROUGH OF JUNEAU, ALASKA
DECEMBER 2, 2025

- I. CALL TO ORDER/ROLL CALL: The meeting was called to order at 5:03 pm.
- a. Present: Haifa Foroughi, Lance Mitchell, and Mary Wegner
 - b. Absent: Alison Gottschilich and Wendy Todd
 - c. Support: N/A

II. APPROVAL OF AGENDA: The Agenda was approved by unanimous consent.

III. APPROVAL OF MINUTES: Minutes of the November 18, 2025 meeting are not yet available for review.

IV. PUBLIC PARTICIPATION NON-AGENDA ITEMS: No one from the public was present.

V. AGENDA

1. Standing Agenda Topics:
 - a. FY25 Budget:
 - 1) Treasurer Report: Nothing to update currently.
 - 2) Community Engagement Project: Nothing to update currently.
 - 3) JHRC Strategic Plan 2025-2026: Nothing to update currently.
2. Celebrating Black History Month 2026: The Business Expo will be held on February 14, 2026 likely from 12-4 pm. Lance has been working to secure the Mendenhall Mall for the location, which is in process. Although we are helping to secure a location, Jasmine Smith will be responsible for paying for the space, and she is working to secure a speaker for the event.
3. Commission Engagement Resolution: Haifa submitted the resolution. We will wait to hear if the Human Resources Committee would like to meet with us when they review the resolution.
4. Joint JHRC and Systemic Racism and Review Committee (SRRC) Meeting: Nothing to update currently.
5. Personal Safety Training in Partnership with Perseverance Theatre: Nothing to update currently.

I. PUBLIC COMMENT: No one from the public was present.

II. UPCOMING MEETING DATES

1. Tuesday, December 16, 2025 from 5:00-6:00 pm via Zoom.
2. Tuesday, January 6, 2026 from 5:00-6:00 pm via Zoom.
3. Tuesday, January 20, 2026 from 5:00-6:00 pm viz Zoom.

III. ADJOURNMENT: We adjourned our meeting at 5:19 pm.

Juneau Human Rights Commission – Strategic Plan 2025-2026

Assembly finds discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern, threatening the peace, order, health, safety, and general welfare of the municipality and its inhabitants.

Approved 10-21-25

Charge from the Assembly	Strategies and Actions	Metrics	Completion Date	Who is Responsible
1. Education & Public Discourse: Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination. 2. Examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice in the city and borough of Juneau.	Develop and implement a Community Engagement Project	Number of crowdsourcing engagements that were offered to engage with the broader community to identify issues related to discrimination.		Haifa and Mary
3. Promote harmonious intergroup relations within CBJ by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor and governmental organizations, fraternal and benevolent associations, education, and other groups concerned with human rights.	A. Collaborate with organizations to support a celebration of Black History. B. Collaborate with local agencies and organizations to better understand where there is synergy to advance the visions and missions, and to develop areas of collaboration.	A. TBD B. TBD		A. Lance and Wendy B. Wendy and Alison
4. Advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes. 5. Recommend to the Assembly action, policies, and legislation to be considered by state and local governments.	Support and advocate for community human rights needs that arise by drafting memos, resolutions, and policy recommendations to the Assembly.	Number of memos, resolutions, and policy recommendations made to the Assembly.		Haifa and Wendy
	Improve on-line presence focused on the website, as it needs to be more informative and factual. Continue to consider social media to increase visibility regarding our work.	Website is updated and Events portion has listed events that are current.		Mary website and Lance social media

CBJ ADVISORY BOARD INSTRUCTIONS RE: FUNDRAISING

PAGE 4 Excerpt from [2024-01 CBJ Board Pamphlet](#):

TREASURER: For any advisory boards choosing to fundraise and expend those funds, a Treasurer shall be elected from amongst its members. Once a proposed budget for the next fiscal year is approved by the advisory board, **the Treasurer shall submit it to the Clerk's Office no later than January 31 of the current fiscal year for review/approval by the Assembly Finance Committee.** The Treasurer shall maintain records of all receipts and expenditures and shall submit a quarterly financial statement to the board and Clerk's Office. The Treasurer will work directly with the Clerk's Office to ensure that all receipts and expenditures shall be processed in accordance with CBJ financial policies and procedures.

PAGE 10 Excerpt from [2024-01 CBJ Board Pamphlet](#):

I. MONEY

Board members serve on a volunteer basis without compensation except for the Planning Commission, Bartlett Regional Hospital Board, and the Board of Equalization; those members receive small stipends.

Please note there are now two tracks as outlined below for funding board work and boards should choose one or the other but not both.

The Assembly has a small amount budgeted for use by boards who do not wish to engage in fundraising in carrying out their mission upon request to the Clerk's Office on a first come, first served basis. Applications for funds are available in the Clerk's Office. Funds to advisory groups must be used in a manner consistent with the mission statement as defined in the establishing ordinance or resolution. No authorization of funds in excess of \$500 in one fiscal year may be made to a single group without approval by the Assembly.



ADVISORY BOARD FUNDRAISING:

Please contact the Clerk's Office for additional information and the necessary forms ***before*** conducting any fundraising activities or incurring any expenses. **Advisory boards and committees are authorized to solicit or otherwise receive:**

- Cash donations, up to a maximum of \$250 for any single donation.
- In-kind contributions such as food for a public event, or a donation of the use of a meeting facility, are permitted with no cap on the value.
- These donations are to be used for events or materials directly related to the board's or committee's charter. In the case of cash donations, the cash would be deposited in a CBJ treasury account. The expenditure of these funds would generally occur via the Clerk's Office purchasing card. It would be the responsibility of the board to track the amount of donations and expenditures. The donations raised would need to be expended or encumbered in the year collected.



This fundraising policy for boards does not extend to any of the adjudicatory bodies or any of the empowered boards which have a budget, manager, and staff nor to grant making/awarding bodies.



City and Borough of Juneau

ASSEMBLY ADVISORY COMMITTEES, BOARDS AND COMMISSIONS APPLICATION FOR SPECIAL PROJECT FUNDING FY26

Please note: This form is for use by those boards that are unable or choose not to do fundraising. This form is to request up to \$500* for use by Advisory Boards to further their mission. Funds in this account are subject to the Assembly actually approving funds for this budget item in their final FY26 budget. If approved, funds are limited and granted on a first come, first served basis. Examples of previous uses of these funds by boards include: printing, advertising, mailings, and venue rentals that further the work of the board within the community.

Group Name: _____
Contact Person: _____
Mailing Address: _____
Phone (Day): _____
Phone (Eve): _____

Funding Amount Requested from CBJ: _____

Other Funding Sources and Amounts: _____

Has your group received funding or other support services from the CBJ in FY23, FY24 or FY25?
No: _____ Yes: _____ Years & Amounts: _____

Is this project a: _____ one time funding request, or _____ an annual request?
Charges to the public for services provided by the project funds: _____

Project Description:

Project Budget:

Benefit to the community and the audience served by the project:

How will the project will be consistent with the mission, goals and objectives of the group:

Assembly Policy: Funds to advisory groups must be used in a manner consistent with the mission statement as defined in the establishing ordinance or resolution. Please indicate in **quantifiable measurements how the budgeted item will be applied towards the mission of the board as defined in the establishing ordinance or resolution. All applications for funding are submitted to the City Clerk's office. No authorization of funds in excess of \$500 in one fiscal year to a single group without approval by the Assembly. **If your funding request is in excess of \$500, the Clerk will forward it to the Assembly for their review/approval. Please include as much back up documentation as possible to assist them in making their decision.***

Submit completed form to City.Clerk@juneau.gov, or in person or via mail at 155 Heritage Way, Juneau, AK 99801. Please call 907-586-5278 with any questions. Thank you!



City and Borough of Juneau

ASSEMBLY ADVISORY COMMITTEES, BOARDS, AND COMMISSIONS LETTER OF INTENT TO RAISE/SPEND FUNDS IN FY27

Please note: This form is for use by those boards that are choosing to fundraise and is not to request funds from the Assembly Advisory Board limited fund account.

Group Name: _____

Group's Treasurer: _____ (effective dates of office)

Mailing Address: _____

Phone (Day): _____ Phone (Eve): _____

Group's Chairperson: _____ (effective dates of office)

Mailing Address: _____

Phone (Day): _____ Phone (Eve): _____

Has your group received funding or other support services from the CBJ in FY24, FY25, or FY26?

No: ___ Yes: _____ Years and Amounts: _____

Please attach a separate page(s) detailing your board's proposed budget for any funds your group anticipates raising and/or needing to spend during FY27 (July 1, 2026-June 30, 2027).

Details should include anticipated revenues and methods by which those revenues will be raised, in-kind donations, and anticipated expenditures. All fundraising shall be consistent with the mission, goals and objectives of the group; please include a detailed explanation of how these revenues/expenditures meet the mission, goals and objectives of the group.

All advisory board proposed budgets for FY27 need to be submitted to the City Clerk's office no later than January 31, 2026. These will be forwarded to the Assembly Finance Committee for review and approval during the upcoming budget cycle and, if approved, are to be carried out in accordance with the CBJ Advisory Board fundraising policy as follows:

Advisory boards and committees are authorized to solicit or otherwise receive:

- *Cash donations, up to a maximum of \$250 for any single donation, and*
- *In-kind contributions such as food for a public event, or a donation of the use of a meeting facility, are permitted with no cap on the value.*

These donations are to be used for events or materials directly related to the board's or committee's charter. In the case of cash donations, the cash would be deposited in a CBJ treasury account. The expenditure of these funds would generally occur via the Clerk's Office purchasing card. It would be the responsibility of the board to track the amount of donations and expenditures. The donations raised would need to be expended or encumbered in the year collected.

This policy does not extend to any of the adjudicatory bodies or any of the empowered boards which have a budget, manager, and staff nor to grant making/awarding bodies.

DRAFT RESOLUTION TO: INCREASE ENGAGEMENT IN CBJ BOARDS, COMMITTEES, and COMMISSIONS

Resolution to implement practices within the City and Borough of Juneau (CBJ) designed to increase civic engagement in CBJ boards, committees, and commissions.

1. Whereas, civic engagement is a fundamental tenant of a democracy and contributes to vibrancy within a community;
 2. Whereas, a review of the CBJ boards updated on 1/6/25 identifies 33 current vacancies on the 26 CBJ boards, committees, and commissions;
 3. Whereas, CBJ boards, committees, and commissions play an essential role of advising local government and informing the decision-making process;
 4. Whereas, employers that allow employees to serve on CBJ boards, committees, and commissions during work hours fosters a culture of civic responsibility, community involvement, and professional development among employees;
 5. Whereas, employers that support such participation benefit from increased community ties, and a reputation for corporate social responsibility;
 6. Whereas, the commitment to public service can enhance the skills and experiences of employees, thus indirectly contributing to the growth and improvement of the employer organization itself.
- A. Therefore, Be It Resolved, that CBJ will explore implementing practices that would encourage participation on boards, committees, and commissions, such as:
1. Establishing clear and consistent funding for CBJ boards, committees, and commissions;
 2. Identifying and communicating tangible and intangible benefits for members;
 3. Establishing a process to make invitations to individuals from underrepresented groups;
 4. Increasing the online presence with current information for the various boards, committees, and commissions;
 5. Developing a media campaign to talk about the advantages and opportunities to be involved in the various boards, committees, and commissions;
- B. Be It Further Resolved, that CBJ will encourage employers to develop and implement policies that allow employees to participate in CBJ boards, committees, and commissions during work hours;
- C. Be It Further Resolved, that such participation should be coordinated transparently between the employees and their supervisors to ensure duties are met while promoting civic engagement;
- D. Be It Further Resolved, that CBJ will provide training and resources to prepare citizens for effective and meaningful contributions on CBJ boards, committees, and commissions;
- E. Be It Further Resolved, that CBJ will recognize and promote organizations that encourage employee involvement with local boards, committees, and commissions as exemplars of community engagement.

Adopted this [DATE] by [THE CITY AND BOROUGH OF JUNEAU] as a commitment to fostering active community service and civic participation among its members.