



**SYSTEMIC RACISM REVIEW  
COMMITTEE AGENDA  
January 27, 2026 at 12:00 PM**

**Zoom Webinar**

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<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782

Webinar ID: 923 0390 9454

**A. CALL TO ORDER**

**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**

**D. APPROVAL OF MINUTES**

1. **2025-12-04 SRRC Worksession Minutes - Draft**
2. **2025-12-16 SRRC Minutes - Draft**
3. **2026-01-13 SRRC Minutes - Draft**

**E. AGENDA TOPICS**

**4. New CBJ Communications Team**

CBJ Communications & Engagement Director Ashley Heimbigner — update on what the Comms Team has begun working on and each team member's general focus of expertise.

**5. SRRC Discussion on CBJ Board Recruitment & Diversity**

**In the packet:** Best Practices for Boards & Committee draft document, and minutes from 2023-2025 SRRC Worksessions discussion that relate to the diversity/outreach for boards & committees, and topics the SRRC thought they would want to focus on.

**F. NEXT MEETING DATE** February 10, 2026 Regular SRRC Meeting 12pm via Zoom

**G. 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](mailto:city.clerk@juneau.gov).



## SYSTEMATIC RACISM REVIEW COMMITTEE

**DRAFT - MINUTES**

December 4, 2025 at 12:00 PM

Zoom Webinar

<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782 Webinar ID: 923 0390 9454

**A. CALL TO ORDER** Chair Froehlich called the SRRC Worksession to order at 12:06 p.m.

**B. LAND ACKNOWLEDGEMENT** Read by Chair Froehlich

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**

**SRRC Members Present:** Chair Ephraim Froehlich, Ivan Nance, AnaVera Morato, and Jennifer Pemberton

**SRRC Members Absent:** None

**Staff/Others Present:** Deputy City Clerk Di Cathcart, City Clerk Breckan Hendricks, and Assemblymember Nano Brooks

**D. APPROVAL OF AGENDA** Agenda approved as presented

**E. APPROVAL OF MINUTES** All minutes in packet approved as presented

1. **2025-08-12 SRRC Worksession Minutes - Draft**

2. **2025-08-19 SRRC Minutes - Draft**

3. **2025-09-23 SRRC Minutes - Draft**

4. **2025-10-28 SRRC Minutes - Draft**

**F. AGENDA TOPICS**

5. **Legislation for Review by the SRRC**

[Ordinance 2025-43](#) An Ordinance Authorizing the Manager to Lease an 8.0 Acre Fraction of the Parcel of Land near 10020 Crazy Horse Drive at a Reduced Rate to Juneau Animal Rescue for the Purpose of Operating an Animal Shelter.

[Ordinance 2024-01\(b\)\(BC\)](#) An Ordinance Appropriating \$1,316,554 to the Manager for the City and Borough of Juneau's Fiscal Year 2025 Operating Costs; Funding Provided by Various Sources.

[Ordinance 2025-42](#) An Ordinance Amending the Comprehensive Plan by Adopting the Downtown Douglas/West Juneau Area Plan. [Memo from CDD](#)

**MOTION:** Ms. Pemberton moved to approve the consent agenda as presented and asked for unanimous consent. *Hearing no objection, motion passed.*

**6. Discussion on the December 15th Joint Meeting with the full Assembly sitting as the Human Resources Committee, any Topics to Highlight**

Committee members discussed the goal of finishing up work on board diversity, recruitment and outreach in early 2026; while recognizing their own struggles with membership and meeting quorum. They noted the important work the committee has already done in highlighting potential systemic racism issues the Assembly may not be aware of and Chair Froehlich will recommend to the Assembly that it not sunset the committee in August 2026.

Chair Froehlich requested staff pull all the SRRC comments and concerns that have been sent to the Assembly since the SRRC's charge was expanded in 2023 and include that in the joint meeting packet.

**G. STAFF REPORTS** None

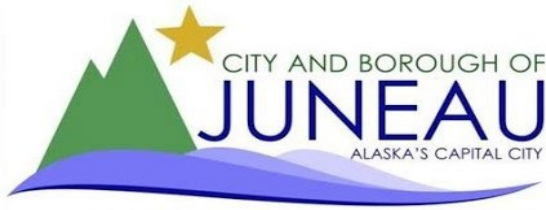
**H. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS** None

**I. NEXT REGULAR MEETING DATE** Tuesday, December 16, 2025 @ Noon

**J. SUPPLEMENTAL MATERIALS** None

**K. ADJOURNMENT**

With no further business to come before the committee, meeting adjourned at 12:58 p.m.



## SYSTEMATIC RACISM REVIEW COMMITTEE

**DRAFT - MINUTES**

December 16, 2025 at 12:00 PM

Zoom Webinar

<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782 Webinar ID: 923 0390 9454

**A. CALL TO ORDER** Chair Ephraim Froehlich called the SRRC meeting to order via Zoom at 12:06 p.m.

**B. LAND ACKNOWLEDGEMENT** Read by Chair Froehlich

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**

**SRRC Members Present:** Chair Ephraim Froehlich, Ivan Nance, Jennifer Pemberton and AnaVera Morato

**SRRC Members Absent:** None

**Staff/Others Present:** Deputy City Clerk Di Cathcart, Assembly Liaison Neil Steininger

**D. APPROVAL OF AGENDA** Agenda approved as presented.

**E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** None

**F. CONSENT AGENDA**

The following ordinances were up for introduction on the consent agenda at Monday night's Regular Assembly Meeting. A blank SRRC checklist is included in the packet if an ordinance is pulled for further discussion and committee members want to utilize that tool.

**Recommended Motions:**

"I move to approve the consent agenda as presented and ask for unanimous consent" OR "I move to approve the consent agenda as amended and ask for unanimous consent": [ use this motion when items are pulled off consent for further discussion]

**1. Legislation for Review by the SRRC**

**Ordinance 2025-01(b)(X)** An Ordinance Transferring \$200,000 from the General Fund to the Marine Passenger Fee Fund for Unused Federal Staffing Support Related to Tourism; Funding Provided by State Marine Passenger Fees.

**Ordinance 2025-44** An Ordinance Amending the Commercial Passenger Vehicle Fine Schedule to Include Fines Relating to Vehicle Standards.

**MOTION:** Ms. Pemberton moved to approve the consent agenda as presented and asked for unanimous consent. *Hearing no objections, motion passed.*

**G. LEGISLATION PULLED FOR DISCUSSION** None

**H. STAFF REPORTS** None

**I. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS**

Mr. Steininger thanked the committee for showing up last night to the joint SRRC and Assembly Human Resources Committee meeting and the thoughtful responses to Assembly questions.

Committee members discussed and requested that staff invite the newly created CBJ Communications Team to a future SRRC meeting to hear what the Comms Team is working on and any suggestions they may have for improving board recruitment, outreach and board diversity.

Mr. Nance brought forward the question of whether groups such as Tlingit and Haida are getting adequate information from CBJ on what's going on. Chair Froehlich noted that is a great question to discuss during an upcoming worksession; and with the Communications Team to address best practices for stakeholder outreach and getting the word to those groups to join a CBJ board or committee.

The committee set two worksessions, Tuesday, January 27 and Tuesday, February 24. Chair Froehlich asked committee members to refresh themselves on past committee discussions regarding boards and committees and come to the January 27, 2026 SRRC worksession ready to discuss and hopefully finalize committee recommendations as they relate to board diversity, outreach and recruitment.

**J. NEXT MEETING DATE - JANUARY 13, 2026**

**K. SUPPLEMENTAL MATERIALS** None

**L. ADJOURNMENT** With no further business to come before the committee, meeting adjourned at 12:48 p.m.



## SYSTEMATIC RACISM REVIEW COMMITTEE MINUTES-DRAFT

January 13, 2026 at 12:00 PM

Zoom Webinar

<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782 Webinar ID: 923 0390 9454

**A. CALL TO ORDER** Chair Froehlich called the Systemic Racism Review Committee to order at 12:06 p.m.

**B. LAND ACKNOWLEDGEMENT** Read by Chair Froehlich

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 Ephraim Froehlich, Ivan Nance, Jennifer Pemberton, and AnaVera Morato

**Members Absent:** None

**Staff/Others In Attendance:** Deputy City Clerk Di Cathcart, Deputy City Manager Robert Barr, and Community Development Department Planning Manager Scott Ciambor

**D. APPROVAL OF AGENDA** Agenda approved as presented

**E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** None

**F. CONSENT AGENDA**

The following ordinances were up for introduction on the consent agenda at Monday night's Regular Assembly Meeting. A blank SRRC checklist is included in the packet if an ordinance is pulled for further discussion and committee members want to utilize that tool.

### **Recommended Motions:**

"I move to approve the consent agenda as presented and ask for unanimous consent" OR "I move to approve the consent agenda as amended and ask for unanimous consent": [ use this motion when items are pulled off consent for further discussion]

#### **1. Legislation for Review by the SRRC**

**[Ordinance 2026-06](#)** An Ordinance Amending the Official Zoning Map of the City and Borough to Change the Zoning of Seven Mile LT 4, Located at 7170 Glacier Highway, from D18 to Light Commercial. **[Ord 2026-06 Exhibit - Map](#)**

**[Ordinance 2026-05](#)** An Ordinance Amending the Official Zoning Map of the City and Borough to Change the Zoning of HDK LT 2A and SSG IV TR B, Located at 5200 and 5220 Commercial Boulevard, from Industrial to Light Commercial. **[Ord 2026-05 Exhibit - Map](#)**

**Ordinance 2025-01(b)(V)** An Ordinance Appropriating up to \$900,000 to the Manager for a Loan to Brave Enterprises, LLC; Funding Provided by the Affordable Housing Fund.

**Ordinance 2025-01(b)(W)** An Ordinance Appropriating up to \$200,000 to the Manager for a Loan to Southeast Endeavors, LLC; Funding Provided by the Affordable Housing Fund.

**Ordinance 2025-01(b)(U)** An Ordinance Appropriating \$150,000 to the Manager for a Grant to St. Vincent de Paul for the Long-Term Maintenance of the Teal Street Sobering Center Facility; Funding Provided by the Affordable Housing Fund.

**Ordinance 2025-01(b)(T)** An Ordinance Appropriating \$250,000 to the Manager for a Grant to Tlingit Haida Regional Housing Authority for the Séet Kanax Dutéen Project; Funding Provided by the Affordable Housing Fund.

**Ordinance 2025-01(b)(S)** An Ordinance Appropriating \$800,000 to the Manager for a Grant to Tlingit Haida Regional Housing Authority for the Pederson Hill Phase 1B Project; Funding Provided by the Affordable Housing Fund.

**Ordinance 2026-09** An Ordinance Authorizing the Port Director to Negotiate and Execute a Lease of Alaska Tidelands Survey No. 857, for the Purpose of Waterfront Commercial Activity.

**Ordinance 2026-04** An Ordinance Amending the Rebate for Qualifying Senior Citizens Code.

Deputy City Manager Robert Barr read the legislation into the record. CDD Planning Manager Scott Ciambor explained the reasons for the ordinances related to rezones. These ordinances are created when a developer or member of the public appeals their rezone request that first went before CDD staff and the Planning Commission and the rezone was denied. Mr. Ciambor also outlined the Affordable Housing Fund process, and recommended committee members review the AHF website <https://juneau.org/community-development/grants-juneau-affordable-housing-fund> which outlines the AHF process, gives a history of number of units completed, past and present requestors, and the amount of funds awarded.

**MOTION:** by Mr. Nance to approve the consent agenda as presented and asked for unanimous consent.  
***Hearing no objections, motion passed.***

**G. LEGISLATION PULLED FOR DISCUSSION** None

**H. STAFF REPORTS** Reminded committee members of the two added worksessions for January and February.

## **I. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS**

Assemblymember Steininger thanked members for attending the joint Assembly Human Resources Committee/SRRC meeting in December. He looked forward to brainstorming with the SRRC, at a future worksession, on their recommendations regarding better board diversity and recruitment.

Mr. Nance asked if there were systemic racism issues noticed during the recent snow event. Mr. Barr responded that it can be noticeable where city services end and private services begin such as in mobile home parks, large condo or apartment complexes. Citing the example of snow removal by City or State crews along the main roadways but the lack of snow removal in those mobile home parks or complexes; which can impeded residents ability to drive, access transit services, or easy access for emergency service vehicles.

Ms. Pemberton shared her concerns regarding the CBJ Cold Weather Shelter being located in an avalanche slide zone. Due to the evacuation orders, individuals needing that shelter were displaced and it took time to find a safe location for them.

Ms. Morato shared that this cold weather event was an important reminder to recognize that fellow community members are in different situations. They may not have access to electricity, have poorly insulated homes or had to use their oven to heat their home due to insufficient heating systems.

Chair Froehlich thanked Mr. Nance for that question and Ms. Pemberton and Ms. Morato for their concerns; and noted those insights and the two fires that occurred in the same mobile home park during the cold spell highlighted concerns the SRRC should talk about at a future meeting.

**J. NEXT MEETING DATE** SRRC Worksession - 1/27/2026 @ Noon via Zoom

**K. SUPPLEMENTAL MATERIALS** None

**L. ADJOURNMENT** With no further business before the committee, meeting adjourned at 12:44 p.m.



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# Communications & Engagement Division

Established Fall 2025

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**Tasha Elizarde**



Communications Specialist

**Charles Williams**



Digital Content Specialist

**Phil Huebschen**



Engagement Specialist

*\*Not Pictured:  
Ashley Heimigner  
C&E Director  
Page 9 of 38*

## • • Division Purpose

The City and Borough of Juneau's (CBJ) Communications and Engagement Division intends to enhance public outreach, accessibility, and transparency. This division aims to strengthen community engagement and build trust by ensuring CBJ communications effectively reach a broad and diverse audience while facilitating meaningful public participation.

Initial goals are to optimize external communication processes and help CBJ share critical information and gather feedback from residents and stakeholders who may not typically engage in traditional public processes.

**Accessibility. Transparency. Accountability.**

CITY AND BOROUGH OF JUNEAU

# STRATEGIC COMMUNICATIONS PLAN

30+

INFORMATIONAL MEETINGS



## SUMMARY OF INTERVIEWS

Information needs to be easier to find and understand.

Public engagement tools are primarily email and public comment at assembly meetings.

CBJ provides a lot of "non-traditional" local government services that many people don't know are a part of the city services.

Some current communications tools are working well, but not reaching a wide audience.

There is an opportunity to modernize and diversify communication and engagement practices to reach more people.

Residents are looking to hear the "why" of decisions, not just the "what."

Communications is under-resourced and under-utilized.

Word of mouth is still an important tool.

Facebook is still the social media of choice, and combating contradictory or misinformation from private Facebook groups and users is tricky.

Many rely on the two major radio stations and the local paper for news.

There is a lack of clarity around who is the point of contact between CBJ and community groups. There is an opportunity and willingness to build stronger relationships with other governments and organizations within Juneau.

The website is not meeting residents' or staff's needs.

CITY AND BOROUGH OF JUNEAU

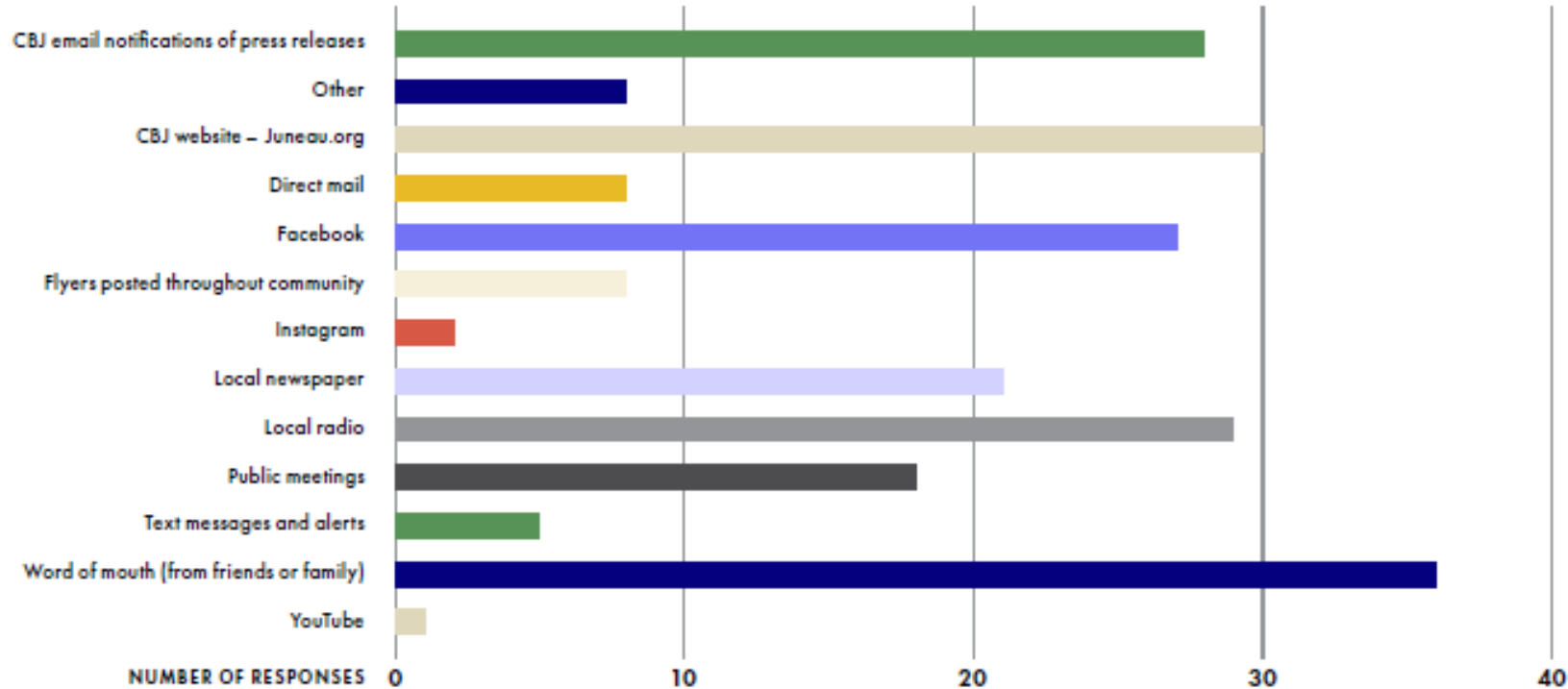
# STRATEGIC COMMUNICATIONS PLAN

65

EXTERNAL SURVEY RESPONSES

2

## HOW DO YOU CURRENTLY RECEIVE INFORMATION AND UPDATES ABOUT WHAT'S GOING ON WITH CBJ? (CHECK ALL THAT APPLY)



# STRATEGIC COMMUNICATIONS PLAN

65

EXTERNAL SURVEY RESPONSES

6

## DO YOU HAVE ANY OTHER SUGGESTIONS ON HOW CBJ CAN IMPROVE COMMUNICATION AND ENGAGEMENT WITH THE COMMUNITY?

Open ended question. Responses are summarized below.

### 1. Improve Access and Clarity for Public Engagement

- Residents find it intimidating to get involved in local government due to unclear processes.
- There's a strong call for better notifications (email, app) for agendas, minutes, and events.

### 2. Modernize and Maintain Digital Infrastructure

- The CBJ website is widely seen as outdated, hard to navigate, and poorly maintained.
- Comments frequently demand a more intuitive site, mobile app, and better integration of social media content.

### 3. Communication Needs to Be Timely, Transparent, and Trustworthy

- Many residents feel information is released too late or inconsistently (e.g., flood warnings, meeting minutes).
- There are concerns about transparency—decisions seem predetermined or made without truly considering public input.

### 4. Inclusivity and Representation Matter

- There's frustration that the voices of youth, working families, and broader demographics aren't being heard.

### 5. Organizational Culture and Responsiveness Need Work

- Calls for staff to be more responsive to emails and less dismissive or defensive when criticized.
- Concerns include political bias among staff and lack of professionalism in handling public interaction.

### 6. Acknowledge Community Fatigue and Strained Trust

- There is a call to rebuild trust through consistent follow-through, better listening, and real accountability.

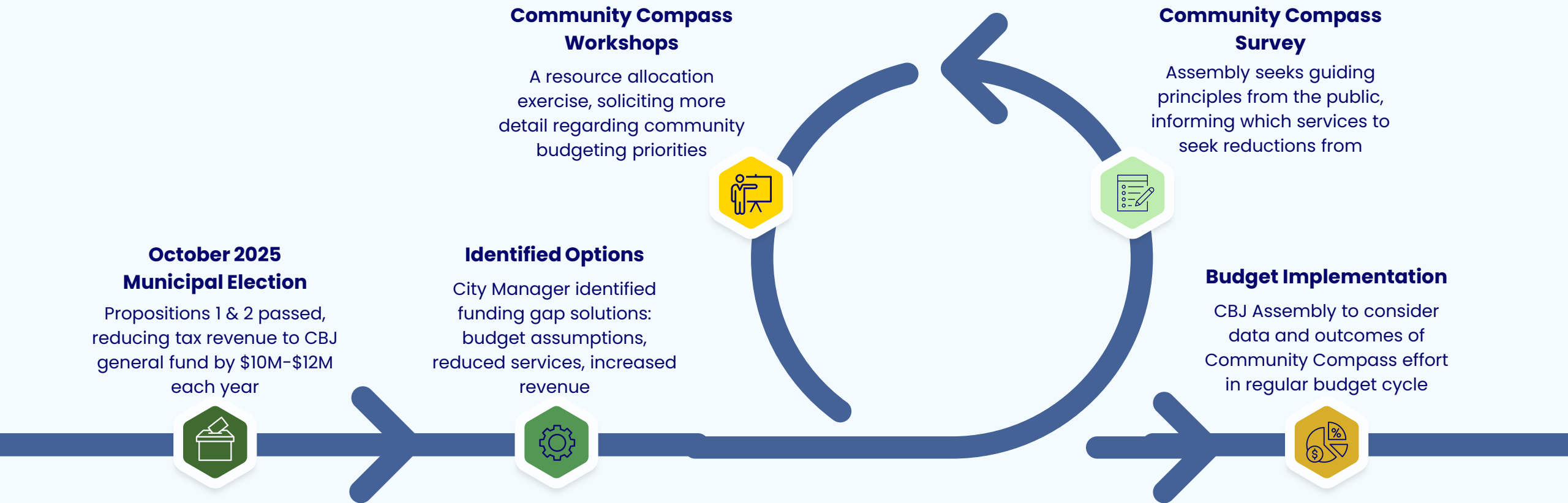


# CBJ COMMUNITY COMPASS

Funding priorities  
for our city budget





# CBJ COMMUNITY COMPASS PLAN



# CBJ COMMUNITY COMPASS PLAN

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 **Community Compass Survey:** Seeks guiding principles from the public, informing community priorities and budget decision-making. High-level, accessible, replicable.

 **Outreach/Distribution:** Posters/Flyers, Signs on Buses, Table Tents in Community Spaces, Radio Ads + Interviews, Direct Organizational and Influencer Outreach (T&H, Filcom, BAA, SAIL, HTL, CBJ Boards & Commissions, etc.)  
*Tabling: Lemon Creek Breeze In, Safeway, Foodland, Forbidden Peak, JDHS*

 **Community Compass Workshops:** A resource allocation exercise, soliciting more detail regarding community budgeting priorities.  
*Locations: Filcom Community Hall, Douglas Library, Valley Library*

 **Listening Session(s):** Dedicated opportunity for public testimony on draft budget.  
*Date/Location TBD (likely April)*





**cbjuneau** Applications to join Juneau's Planning Commission are now open 📄 Wondering why you should join? Meet Jessalynn.

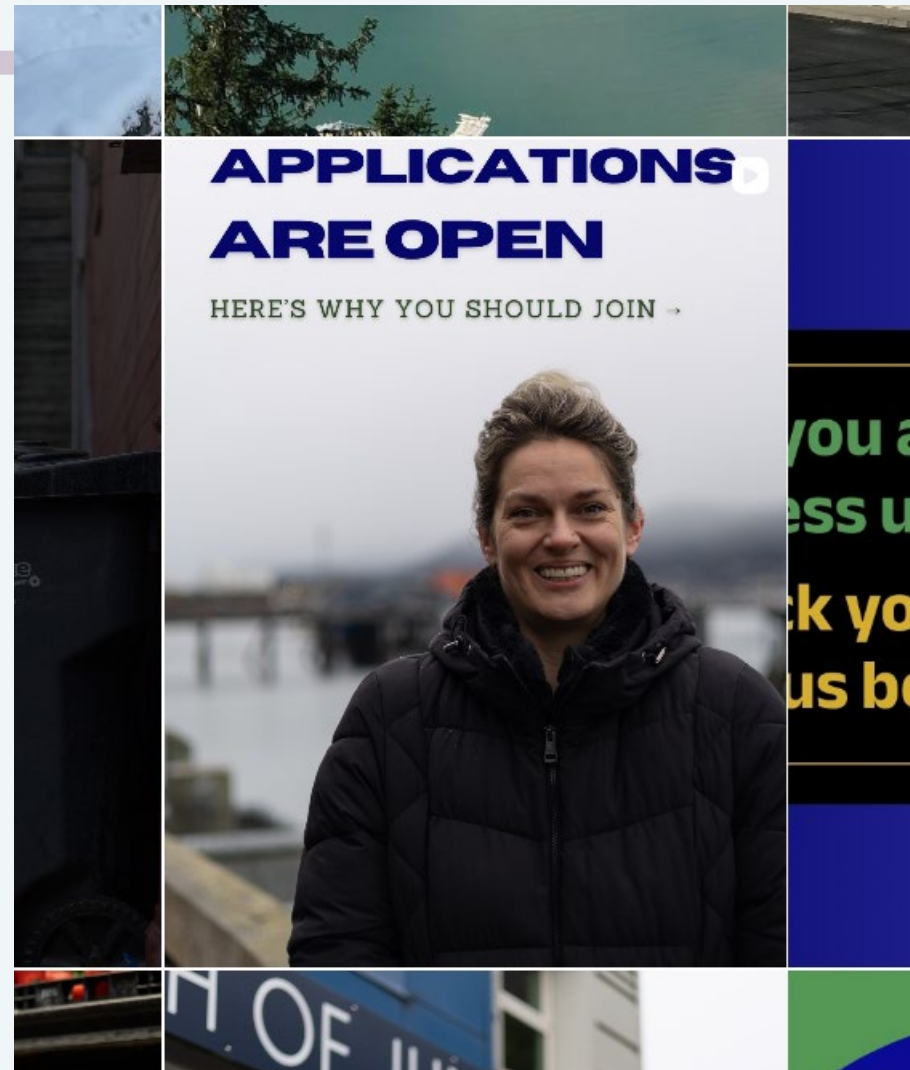
As a Planning Commissioner, she meets twice a month to advise the city assembly on how to use CBJ land. Between meetings, she talks to other Juneau residents about topics like hazard zoning, housing, and parking.

And while her work with the Planning Commission takes time, for her, it's worth it.

"If I could correct one thing, it's the concept that the city is an outside entity," she shares. "It's us. It's about what we're doing. And if you don't like what we are doing, come join us. Let's fix it."

Submit your application to [bit.ly/cbjboardapplication](https://bit.ly/cbjboardapplication) by December 3rd to be considered.

9w



[https://www.instagram.com/reel/DRQsBoyCKyP/?utm\\_source=ig\\_web\\_copy\\_link&igsh=MzRIODBiNWFIZA==](https://www.instagram.com/reel/DRQsBoyCKyP/?utm_source=ig_web_copy_link&igsh=MzRIODBiNWFIZA==)

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# Questions?

## Reach out anytime!

## DRAFT

### **Systemic Racism Review Committee Recommendations Best Practices for Recruitment and Diversity Relating to CBJ Boards & Committees**

- Have a current list of affinity groups that are always contacted directly with vacancies: Fil-Comm, Black Awareness Association, Haa Toooh Licheesh, ANS & ANB, SHI, etc.
- Post flyers at churches, restaurants, stores, community spaces where a wide swath of Juneau visits or that are specific to under-represented people on our boards and committees. Utilize the Juneau Arts & Humanities Council (JAHC) poster service.
- Write "juicy" social media posts that really say why someone would want to join. Include testimonials from board members. Maybe videos. Share those posts with the various local Facebook groups such as, Juneau Community Collective.
- Run radio spots on KTOO and KINY -- they reach different and overlapping audiences in our community
- Once or twice a year, host "open house" meetings, where people are invited to see what we do — be more intentional during those meetings about explaining what we do, what impact we have on the community, how we conduct our meetings, etc.
- Post on job boards for nonprofits/volunteers like Craigslist, Indeed, Alaska Municipal League, Foraker Group, UAS
- Use part of an assembly meeting or a separate town hall to introduce boards and committees with vacancies
- Is there a list of contacts for people who testify at assembly meetings? Maybe reach out to people who are signed up to testify and see if they want to serve on a board. If they had enough engagement to testify, maybe they want to help work on solutions.
- Create YouTube videos outlying “What it’s like to be a boardmember” and other helpful information.
- Adding summaries of what each board or committee does, the time commitment, and what is expected of the board or committee to that board or committee webpage (if they have one) or the Board Portal that lists the Rosters and Charging Documents of each board and committee.

# SYSTEMIC RACISM REVIEW COMMITTEE WORKSESSION MINUTES

August 29, 2023 at 12:00 PM



## Zoom Webinar

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<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782 Webinar ID: 923 0390 9454

### A. CALL TO ORDER

Vice Chair Froehlich called the Systemic Racism Review Committee Worksession to order at 12:04 p.m. Chair Lee arrived at 12:06 p.m.

### B. LAND ACKNOWLEDGEMENT

We acknowledge that the City and Borough of Juneau is on Tlingit land, and wish to honor the people of this land, the Auk Kwáan and Taku Kwáan. 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

**Present:** Chair Grace Lee, Ephraim Froehlich, Ivan Nance, Kelli Patterson, Jennifer Pemberton and AnaVera Morato

**Absent:** Gail Cheney

**Staff/Other:** Robert Barr, Nicole Lynch, Di Cathcart, 'Wáahlaal Gídaag

### D. APPROVAL OF AGENDA

Agenda approved as presented.

### E. APPROVAL OF MINUTES

Minutes approved as presented.

#### 1. 2023-08-22 Systemic Racism Review Committee Minutes - Draft

### F. AGENDA TOPICS

#### 2. Revised SRRC Checklist

Revised Checklist for Legislation Review (w/ changes highlighted in RED)

Original Checklist as Comparison

The committee will need to decide if creating a checklist as an additional tool for reviewing and making recommendations on the deeper topic(s) they will be looking at will be helpful and if so, begin to create that checklist.

Chair Lee noted there were several items the committee wanted to discuss at today's meeting and hoped that committee members had a chance to review some of the resources provided by staff. Chair Lee summarized the discussion regarding modifying the current checklist or creating a separate checklist for cases that are policy oriented and not specifically ordinance oriented and asked for committee members thoughts or if anyone disagreed with any of the changes that were made.

Ms. Pemberton, not having been on the committee when the checklist was created and had been utilized, she asked for some background on why the 'maybe' column was added and if there were any examples of ordinances the committee tried to evaluate in the past that may have prompted this change.

Chair Lee, when we previously had the checklist, there were ordinances in which there was concern about the underlying policy rather than the specific ordinance. For example, any ordinance that had to do with the sale of land to another party, there were questions as to whether there were offers made for it to be sold back to the tribe or informed of the sale. There were also questions regarding public process on how the public is notified of these types of transactions or ordinances coming forward. The committee thought it would be good to look at the policies regarding land transfer. From that discussion we created the 'maybe' column and then thought of having a separate checklist to look at those types of policy issues., so the Assembly knows we're not actually flagging the specific issue we're flagging the policies that are underlying it. Ms. Pemberton asked if, in addition to adding the maybe column to flag things that are underlying policy, the committee is also talking about expanding the scope of this group to figure out how to address policies. Chair Lee noted that several months back the committee worked with the Assembly to expand the committee's charge to be able to review existing laws and policies and that is the process we are now working through.

Mr. Barr noted the Assembly doesn't need to approve this revised checklist since there are no significantly substantive changes however if the committee creates a new checklist for reviewing policy, that checklist would go before the Assembly for final approval.

**MOTION:** by Ms. Patterson to adopt the new checklist as amended and asked for unanimous consent. *Hearing no objection, motion passed.*

### 3. State & National Resources Related to Systemic Racism

First Alaskans Institute [website](#) [resources page](#)

Advancing Native Dialogues on Racial Equity ([ANDORE](#))

National Association of Social Workers (NASW) Alaska Chapter [resources page](#)

Local & Regional Government Alliance Race & Equity - [website](#) [resources page](#)

Racial Equity Tools - [website](#)

National Justice Juvenile Network - [training/resources webpage](#) [PDF on Anti-Racism Organizational Assessments](#)

Combating Racism Through Research, Training, Practice, and Public Health Policies - [CDC Article](#)

US Census Bureau - [Alaska Profile](#)

Race Forward [website](#) [resources/toolkits](#)

### 4. Outlining Next Steps & Choosing Topic(s) of Interest for SRRC to Start to Review

Links and helpful resources to CBJ webpages the SRRC has expressed interest in taking a deeper look at:

CBJ Budget [Webpage](#)

CBJ Municipal Elections [Webpage](#)

Juneau Police Dept. [Webpage](#) and [Policies](#)

Community Development Dept./Planning Commission [Webpage](#) with links to various CBJ [Plans/Studies](#) & other helpful resources

Engineering/Public Works Dept. [Webpage](#) another helpful resource

CBJ Lands Division [Webpage](#)

CBJ Home Rule [Charter](#)

CBJ Code of [Ordinances and Resolutions](#)

The committee held discussion on creating a list of which policies or topics they would like to review and settled on five items: housing, land transfers, budget, public transportation, and police policies. In trying to decide which topic to tackle first, Mr. Froehlich noted that ordinances related to land transfers has been a repeating item the committee has flagged as a concern.

Chair Lee asked committee members if there were other policies members might be interested in reviewing. Ms. Pemberton commented that when she thinks about systemic racism and some of the problems that are at the root of other problems she thinks about the diversity of the people in power. She would be interested in the city's hiring policies and the make-up of city staff since these are the people writing ordinances.

Mr. Froehlich, previously we have discussed in some depth the policies and outreach around boards and commissions and the lack of diversity therein. How CBJ can increase engagement from traditionally marginalized communities in Juneau. Boards and committees is where your average Juneau resident has an opportunity to engage with the city and those opportunities are largely not accessed by people of color. There are issues of diversity and access to decision making positions within CBJ that we could address.

Mr. Nance stated that he had created a list based off review of the Assembly Goals. One of the main goals is housing, a major issue in this community, and people's economic status or abilities. Other stated goals include tourism, cruise ships and how it impacts the economy and society. Mr. Nance said he will organize his list and forward it to the committee for review.

Chair Lee asked committee members which topic they would like to start with, perhaps diversity within city staff or boards might be a good starting point, or police policy or public transportation since each of those are one policy vs. the budget. Ms. Patterson suggested starting with transportation or land transfers since that topic keeps coming up within the committee. Ms. Morato agreed with Ms. Patterson about land transfers.

Due to time constraints, Chair Lee recommended the committee choose a topic at the next meeting and requested staff add that as an agenda item and to include the Assembly's goals in the next SRRC agenda packet.

**G. STAFF REPORTS**

None

**H. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS**

Assemblymember 'Wáahlaal Gídaag stated she is excited to listen to the process SRRC is starting and appreciate the new members and their input.

**I. NEXT MEETING DATE**

*Committee to determine worksession dates for September/October*

September 12, 2023 @ 12pm via Zoom - Regular SRRC Meeting

October 24, 2023 @ 12pm via Zoom - Regular SRRC Meeting

**J. ADJOURNMENT**

There being no further business to come before the committee, meeting adjourned at 12:58 p.m.

# SYSTEMIC RACISM REVIEW COMMITTEE WORKSESSION MINUTES

April 23, 2024 at 12:00 PM



## Zoom Webinar

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<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782 Webinar ID: 923 0390 9454

A. **CALL TO ORDER** – *Chair Froehlich called the Systemic Racism Review Committee to order at 12:03 p.m. via Zoom.*

B. **LAND ACKNOWLEDGEMENT** – *Read by Chair Froehlich*

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**

**Present:** Ephraim Froehlich, Jennifer Pemberton, Kelli Patterson, John Drips, and AnaVera Morato

**Absent:** Gail Cheney, and Ivan Nance

**Staff/Others:** Robert Barr, Di Cathcart, Nicole Lynch, George Schaaf, and Sherri Layne

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

E. **APPROVAL OF MINUTES** – *All Minutes approved as presented.*

1. **March 5, 2024 SRRC Meeting Minutes - Draft**

2. **March 19, 2024 SRRC Worksession Meeting Minutes - Draft**

F. **AGENDA TOPICS**

3. **CBJ FY25 Budget Ordinances - For SRRC Discussion**

April 6, 2024 Assembly Finance Committee Worksession w/ YouTube Recording - [PACKET LINK](#)

[Ordinance 2024-03](#) An Ordinance Establishing the Rate of Levy for Property Taxes for Calendar Year 2024 Based Upon the Proposed Budget for Fiscal Year 2025.

[Ordinance 2024-01](#) An Ordinance Appropriating Funds from the Treasury for FY25 City and Borough Operations.

[Ordinance 2024-02](#) Ordinance 2024-02 An Ordinance Appropriating Funds from the Treasury for FY25 School District Operations.

[Resolution 3052](#) A Resolution Adopting the City and Borough Capital Improvement Program for Fiscal Years 2025 through 2030 and Establishing the Capital Improvement Project Priorities for Fiscal Year 2025.

Mr. Barr outlined the upcoming Assembly Finance Committee meetings that are reviewing the budget ordinances. The committee discussed keeping Ordinance 2024-01 and Resolution 3052 in the committee for continued discussion and to move Ordinance 2024-03 and Ordinance 2024-02 forward for Assembly action.

**MOTION:** Mr. Drips moved Ordinance 2024-03 and Ordinance 2024-02 forward to the Assembly for action and to hold Ordinance 2024-01 and Resolution 3052 in committee for further discussion and asked for unanimous consent. *Hearing no objection, motion passed.*

The committee discussed the Capital Improvement Plan; how to move through the list and understand how departments come up with projects to add to the CIP and how they prioritize those projects. The CIP resolution will stay in the SRRC for more discussion at a future meeting.

#### **G. STANDING WORKSESSION TOPICS - AS TIME ALLOWS**

##### **4. Standing Agenda Topic - Links to Other CBJ Functions for Potential SRRC Review - As Time Allows**

During several SRRC meetings these topics were brought up as potential topics of interest for the SRRC to review.

Human Resources/Risk Management Department ([webpage](#)): [employment](#), [personnel rules](#), [policies & procedures](#)

CBJ Police Department ([webpage](#)): [JPD Policies](#), [Annual Reports & Strategic Plans](#)

CBJ Municipal Elections ([webpage](#))

CBJ Board Recruitment & Diversity - [CBJ board directory](#) & [CBJ board application](#)

The committee reviewed the topics they've brought to the committee previously.

Ms. Pemberton noted a good place to start this conversation is "how we all got here" to serve on this committee. This can then lead to review of other committees and those committees' roles, how they are similar or different and what influence the SRRC might have over the appointment process. Ms. Pemberton stated that she had been interested in municipal government for a long time and worked as a journalist in the community. She was working with a group around equity and the non-profit sphere in Juneau and it seemed like a natural transition to move that discussion on equity to include government spaces. I believe both myself and Ms. Morato were in that same group, and both tapped to apply for the SRRC.

Chair Froehlich stated that he moved back to Juneau after being gone for several years; knew he wanted to serve on a board or committee and saw there were spaces available on the SRRC. He has been involved in equity work for many years as well as having specific concerns on policing in modern society. Utilizing his research as an attorney and citizen on how we can live in a post policing world so black and brown people are not constantly harassed in their daily lives. Joining the SRRC seemed like a good chance to have those conversations on policing as well as the broader issues that systemic racism touches.

Ms. Patterson is the last founding member of the SRRC still sitting on the committee. She joined when the committee was first created after the 2020 Black Lives Matter protests and to join the fight against systemic racism. She noted that being in Juneau, if you want there to be a black voice and you're black, most of the time you need to be that voice, there's not enough of us in the community to depend on someone else to do it. Being an active participant in the Black Awareness Association has been incredible. We all have our own version of what systemic racism looks like, taking our lived experiences and using those to collectively make change and influence decisions: I appreciate the discussions that come out of this committee and admire the way everyone is able to articulate so well what they are thinking; this could be a really heated group but it's not; and I appreciate our staff support who listen, are calm and hear our concerns.

Ms. Morato, a few people invited me to apply, including Chair Froehlich. As Ms. Pemberton stated, I too was part of a coalition discussion on the framework of equity, centering relationships and healing practices centered around indigenous teachings to facilitate accountability in our organizations here in Juneau and Southeast. That coalition work led to the thought around the bigger things happening in society and how we could hold ourselves up, hold ourselves accountable and hold each other up in the process. So, this is how I came to the SRRC, wanting to better our community by working together, and hoping this work will help effect positive change.

Mr. Drips, inspired by the same group as Ms. Morato and Ms. Pemberton to join the SRRC. If each of us looked back at our childhood we'd look back and remember some distinct thing that taught us that we want to advocate

for justice in is world we live in. I was interested in joining a few other boards and currently serve on the Juneau Human Rights Commission. The SRRC contrasts with the JHRC in a way that draws me in is the focus on structure; what's the structure doing and how does that structure contrast with our values. What inspires me to keep participating is that our attention stays on the structure of CBJ and contrasting that structure with the values of equity and justice.

Chair Froehlich thanked Ms. Pemberton for bringing this idea forward to share how we all ended up on the SRRC. We are one of the most diverse CBJ boards; how to we extend that to other CBJ boards and committees. How are people hearing about CBJ boards and commissions. How do we invite more people to apply. How do we encourage staff and advise on best practices for recruitment and diversification at the table. Are there practices that we can implement from other communities. All good questions to consider when the committee takes up the deeper discussion around boards/committees' recruitment and diversity.

The committee chose CBJ Board Recruitment & Diversity as the first topic they would do a deep review of during a future, yet to be scheduled, worksession.

**H. STAFF REPORTS - None**

**I. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS - None**

**J. NEXT MEETING DATE**

Regular SRRC Meeting for Legislation Review - April 30, 2024 @ 12pm via Zoom

**K. SUPPLEMENTAL MATERIALS - None**

**L. ADJOURNMENT**

*There being no further business to come before the committee, meeting adjourned at 1:00 p.m.*

# SYSTEMIC RACISM REVIEW COMMITTEE WORKSESSION MINUTES

November 05, 2024 at 12:00 PM



## Zoom Webinar

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<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782 Webinar ID: 923 0390 9454

**A. CALL TO ORDER** – Chair Froehlich called the Systemic Racism Review Committee to order at 12:01 p.m. via Zoom.

**B. LAND ACKNOWLEDGEMENT** – read by Chair Froehlich

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**

**Present:** Ephraim Froehlich, Kelli Patterson, Ivan Nance, Jennifer Pemberton, and AnaVera Morato

**Absent:** John Drips

**Staff/Others:** Deputy City Manager Robert Barr, Assemblymember Ella Adkison, Deputy Municipal Clerk Di Cathcart, City Attorney Emily Wright

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

**E. AGENDA TOPICS**

**1. SRRC Discussion on CBJ Board Recruitment & Diversity**

[CBJ board directory](#)

[CBJ board application](#)

[CBJ Boards/Committees Webpage](#)

[CBJ advisory board pamphlet](#)

Chair Froehlich outlined the material in the packet that is available to the committee for review and or reference and opened up the floor to committee members for general discussion.

Ms. Cathcart gave an overview of the process the Clerk's Office uses for board recruitment: advertising on the website, flyers posted at City Hall, social media and the best form – word of mouth and/or personal invitation.

Mr. Barr reported that CBJ is currently working with a communications consultant, and one suggestion was the creation of a Communications Team so this may come up as a budget request for next year. It would be a communications team with a focus on digital media. Chair Froehlich asked what, if any, partnership there was with our federally recognized tribe in this specific arena? Mr. Barr shared that CBJ has a Memorandum of Agreement (MOA) with Tlingit & Haida for public safety and solid waste which are good steps forward but there is no MOA specific to boards and committees.

Chair Froehlich posed the question of how to create a formalized method of engagement with the tribe, does that mean the creation of Tlingit & Haida dedicated seats on boards to make sure engagement happens.

Ms. Pemberton spoke to her time on the Local Emergency Planning Committee (LEPC) and noted that committee, due to the type of work they do has dedicated types of seats. What that would look like for a board like ours. She

noted that during her time at KTOO they did a major rehaul to recruitment practices and kept track of gender and race of who was interviewed.

Ms. Patterson asked if there are certain boards that are more popular. Mr. Barr, said that yes, typically the Empowered Boards see a greater number of applicants but over the last few years even those boards have had a harder time with recruitment of new members.

Chair Froehlich asked if Mr. Schaaf could join the meeting to report on how Parks & Recreation has been affected after the consolidation of its boards into one board.

Mr. Schaaf shared that consolidation has worked pretty well. He noted, recruiting board members can always be a challenge, even with only one board, so the senior staff in the department work to try and recruit people they know who may be a good fit and with an eye to diversity, etc. that seems to have worked out really well. We are trying to find people from all areas of Juneau; one of the interesting outcomes is people who may have joined for one reason and now have an interest in other topics coming before the Parks & Recreation Advisory Committee (PRAC). The PRAC is more diverse today in every definition than it was previously.

Mr. Barr noted that one benefit PRAC has is they are supported by an entire department and not all boards have that. Boards that don't have a specific department to support them fall to the Clerk's and Manager's Office staff for support such as the SRRRC, Juneau Commission on Aging, Juneau Human Rights Commission as well as any Assembly created Task Forces or Ad Hoc committees.

Since time was running short Chair Froehlich flagged for further discussion at a future worksession, the challenge of service on a voluntary basis vs. some type of compensation, communications capacity – getting the word out to the greater community, and a potential formalized agreement with the tribes.

**F. NEXT MEETING DATE**

Regular SRRRC for Legislation Review - Tuesday, November 19, 2024 at Noon via Zoom

**G. SUPPLEMENTAL MATERIALS - None**

**H. ADJOURNMENT**

*There being no further business to come before the committee, meeting adjourned at 1:00 p.m.*

# SYSTEMIC RACISM REVIEW COMMITTEE WORKSESSION MINUTES

January 28, 2025 at 12:00 PM



## Zoom Webinar

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<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782 Webinar ID: 923 0390 9454

**A. CALL TO ORDER** – *Chair Froehlich called the Systemic Racism Review Committee Worksession to order via Zoom at 12:01 p.m.*

**B. LAND ACKNOWLEDGEMENT** – *read by Chair Froehlich*

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**

**Present:** Ephraim Froehlich, Jennifer Pemberton, Ivan Nance, AnaVera Morato, and Lindsey Wold

**Absent:** Kelli Patterson, and John Drips

**Staff/Others:** Deputy City Clerk Di Cathcart, and Assembly Liaison Ella Adkison

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

**E. APPROVAL OF MINUTES** – *Minutes approved as presented*

**1. November 5, 2024 SRRC Worksession Minutes - Draft**

**F. AGENDA TOPICS**

**2. SRRC Discussion on CBJ Board Recruitment & Diversity**

Link to [1/6/2025 Assembly Human Resources Committee Packet](#) w/ boards & committee information

[CBJ board directory](#)

[CBJ board application](#)

[CBJ Boards/Committees Webpage](#)

[CBJ advisory board pamphlet](#)

Assemblymember Adkison gave an update on which CBJ boards the Assembly Human Resources Committee (HRC) are looking at dissolving due to those boards duties now completed or merged into standard staff duties within CBJ departments. The HRC is also reviewing dissolving most of the appeal boards with the exception of the Board of Equalization. Appeals that previously would have gone to the Sales Tax Board of Appeals, Bidding Review Board or Building Code Board of Appeals would instead go before a Hearing Officer.

Mr. Froehlich gave an overview of how the SRRC came to pick the boards and committees topic for a deeper discussion; and reviewing - does consolidation of boards actually promote diversity.

Mr. Nance asked how many boards CBJ currently has. Ms. Cathcart said over 30 various boards and committees.

Ms. Pemberton watched the January 6 Assembly HRC recording and appreciated the discussion that was had. She posed the question, now that we will have a more streamlined roster of committees how we get people interested in filling those seats, and how can we continue to reach a broader swath of the community will be key.

Assemblymember Adkison clarified that the boards and committees discussion at the Assembly Human Resources Committee is just part of the conversation. It falls within the purview of HRC's duties to review boards and committees. However, this conversation, and any recommendations, will move forward to a future Assembly Committee of the Whole meeting where the full Assembly can discuss. Ms. Adkison noted that people who sit on these various boards and committees care about the work they are doing, and we want to make sure they have a full and diverse board to do the work they volunteered to do. She said she was interested in hearing what good next steps are for the recruitment and outreach part of this conversation as well as any thoughts SRRC has on the consolidation and dissolving dissolutions the HRC is looking at.

Ms. Pemberton asked if it would be helpful if SRRC gave recommendations regarding boards/committees.

Ms. Adkison, yes, if that is something the SRRC is comfortable doing. There are certain boards and commissions that people are very passionate about; such as the Historic Resources Advisory Committee (HRAC). And so, as with anything, big changes create hesitancy from people. If this is something that the SRRC is comfortable reviewing the Assembly would appreciate the SRRC's thoughts and suggestions.

Ms. Pemberton stated that during the January 6 HRC meeting discussion regarding HRAC the City Attorney brought up that there had been some systemic racism in the definition of what is considered historic by CBJ or HRAC standards and thought that seemed like an easy one for the SRRC to review. The SRRC could look at other potential discriminatory policies related to a boards charge.

Ms. Cathcart noted that some of these boards, as they move through the review process, are created by resolution and some by ordinance. Since the SRRC typically only reviews ordinances, they wouldn't see any boards created by resolution, such as the ADA Committee and Sister Cities Committee which are on the February 3 Assembly agenda for dissolution. The SRRC has a couple options, you could choose to write a formal memo outlining the committees thoughts or utilize the ability of having Ms. Adkison as both your Assembly Liaison and the Assembly HRC Chair to share your comments, concerns and recommendations with and she can report those back to the HRC and the full Assembly.

Mr. Froehlich, tagging off of Ms. Pemberton's statement of potential systemic racism, noted that the board matrix outlined HRAC to have a board membership made up of archaeologists, historians, architects, owners of recognized historic property and people knowledgeable in the customs and language of the Tlingit and Haida people. So is the Assembly following that guideline for the board make up and is it the committee being systemically racist or is it committee members.

Ms. Adkison responded that Attorney Wright during her discussion at the meeting stated that staff who work with HRAC had concerns about members being systemically racist vs. the board as a whole. If it is a concern with members that's not a reason to dissolve a board, but rather to remove problematic members. One issue that came up was regarding the downtown historic district design standards, they are all based on Victorian or turn of the century history standards but do not include any native design or architecture. When the Sealaska Plaza and complex were built it had to be removed from the downtown historic district in order to be approved. So, rather than dissolve HRAC, would it be better suited to have them come together on a case-by-case basis like when a project like Sealaska is up for review. They could also look at including native design into design requirements.

Mr. Froehlich asked for clarification on whether HRAC is being looked at possibly being dissolved for a functional reason for the city or for a personality issue. Disagreements among board members or boards and the Assembly can add to healthy discussions.

Ms. Adkison agreed that to a certain point adversarial relationships with the Assembly are not necessarily a bad thing. It is absolutely within a board or commissions purview to say they don't agree with a decision; that is part of the advisory committees role and not a reason to dissolve a committee. A lot of these decisions and discussions revolve around staff time and staff capacity. It is a heavy lift on our Clerks and other department staff, having as

many boards and commissions as we do. There are certain boards and commissions that are a little directionless; part of that is because there are so many boards and commissions the Assembly can't pay attention to and direct all of them. So that leads to a bunch of boards that don't fully know what their purpose is, and that can result in taking up more staff time while they try to determine what they can and can't do. In terms of a broader goal, reducing boards and commissions is good for Assembly relationships and also for staff time and staff capacity, and if staff have more capacity, they're also able to help the boards and commissions accomplish their stated goals.

Mr. Froehlich agreed that on the broad level if the functionality of a board or commission can be accomplished elsewhere, effectively and with public participation then there is an opportunity to call it redundant, thereby freeing up valuable staff time and potentially the Assembly's time.

Ms. Pemberton shared that she wondered if it was worth exploring Chairs receiving stipends to help incentivize a little more structure and to make sure people are committed. When you have a good Chair or staff person it helps create a better functioning board. A lot of staff time is dedicated to helping boards and committees, our committee alone has support from upwards of 4 staff members at times.

Mr. Nance commented that staff were always well prepared and responded to committee member questions quickly.

Mr. Froehlich noted the one of the aspects of diversity that's not recorded in our gender and ethnic demographic charts is age. He requested the committee flag for a future discussion on how to get young people involved in government. The other topic for future review is the overall broader discussion of best practices for recruitment from these underrepresented groups in the demographics chart.

Ms. Pemberton recommended the SRRC figure out a strategy to make time for the meatier discussion around recruitment. How can strategize to get people engaged when they have limited personal time.

Mr. Froehlich requested the SRRC look at having a standing worksession meeting in addition to the standard SRRC legislative review meetings. Does CBJ have a recruitment policy and if not, what is the de facto policy; if staff could speak to that at our next worksession. What are the nationally recognized best practices for diversity and recruitment and is CBJ following any of those.

Ms. Cathcart stated that what would be helpful from a staff perspective would be if SRRC could dig into the engagement and recruitment piece related to boards and committees; how do we get citizens interested in joining a board or committee. This would help the HRC as they work on what boards to potentially dissolve or lower membership on through vacancies. SRRC is CBJ's youngest committee and has had almost complete membership turnover in its 4 years as a committee and struggles with filling vacancies just as every other CBJ board does.

Ms. Adkison welcomed SRRC members to reach out to her with any questions or if they wished to talk one on one on this topic or any other topics.

Ms. Wold appreciated the great conversation and everything that was said.

Committee members closed out the meeting with a discussion around the possibility of meeting in person or meeting one on one to get to know each other better vs. just via Zoom for an hour during SRRC meetings.

**G. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS - None**

**H. NEXT MEETING DATE - at Noon via Zoom**

Tuesday, February 4, 2025 - Regular SRRC Meeting for legislation review

**I. SUPPLEMENTAL MATERIALS - None**

**J. ADJOURNMENT**

*There being no further business before the committee meeting adjourned at 12:59 p.m.*

# SYSTEMIC RACISM REVIEW COMMITTEE WORKSESSION MINUTES

February 25, 2025 at 12:00 PM



## Zoom Webinar

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<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782 Webinar ID: 923 0390 9454

**A. CALL TO ORDER** - *Chair Froehlich called the Systemic Racism Review Committee Worksession to order via Zoom at 12:10 p.m.*

**B. LAND ACKNOWLEDGEMENT** – *read by Chair Froehlich*

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**

**Present:** Ephraim Froehlich, Ivan Nance, Jennifer Pemberton, AnaVera Morato, Lindsey Wold, and Kelli Patterson.

**Absent:** None

**Staff/Others Present:** Deputy City Clerk Di Cathcart, Assistant City Attorney Clinton Mitchell, SRRC Assembly Liaison Ella Adkison, Slate Communications Consultant Kim Newcomer, and Special Project Planning Manager Rob Dumouchel

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

**E. APPROVAL OF MINUTES** – *Ms. Pemberton noted that Ms. Morato was listed as both absent and present, she was present – Minutes approved as amended*

**1. January 28, 2025 SRRC Worksession Meeting Minutes - Draft**

**F. AGENDA TOPICS**

**2. CBJ Civic Engagement & Communications Strategy Project – Presentation by Rob Dumouchel & Slate Communications Consultant Kim Newcomer**

Ms. Newcomer, with Slate Communications, introduced herself and the project work she is doing for CBJ on a communications and engagement strategy. A big goal of this effort is to look at not only how do we communicate more effectively, but how do we reach a more diverse audience and encourage engagement from the entire community.

Ms. Newcomer walked through her presentation highlighting the following pieces: how to improve communication and civic engagement efforts overall, create a sustainable and ongoing strategy and work to avoid creating all these great ideas at once and then they fade into the distance. We want this to be systemic, permanent and prioritize accessibility, inclusivity, heighten transparency and reach audiences that we haven't reached before. How do we make sure that people have access to information and understand the decision-making process of CBJ. Finally, it is looking at community engagement and outreach, and what does that look like. How do we recruit for boards and commissions, how do people get involved and make those permanent connections with CBJ and how do we make sure that we're providing that opportunity for the entire community, and not just maybe the segments that are easy to reach.

Ms. Newcomer outlined the project itself, which is set in 4 phases. Phase 1 is what we are currently doing, a discovery and communication audit. We've been talking to a lot of stakeholders, staff members and groups really trying to better understand the Juneau community. What works, what doesn't, who's the typical audience

member, who are we not reaching, where are we falling down and where are we doing well. From that we'll put together a framework, or the bones of the project (Phase 2), what are we trying to accomplish, what are some of the strategies we're looking at, and how much does that cost. What are the resources we need to get that done and from there we can build all of this out. What are the tools that we're using and what are some tools we can retire and what are some new programs we can put in place to really increase and improve our engagement and our communications. We have 2 big deliverable dates; one is coming up this weekend which covers Phases 1 & 2 and then the meat of the plan is due by June 30<sup>th</sup>. With that, Ms. Newcomer opened it up to input from the committee.

Mr. Froehlich opened up the discussion stating it was hard to gauge CBJ communication efforts vs. larger metropolitan area, 30,000 people vs. a million plus makes for a different communication network. Generally, we have the tools at our disposal with the local newspaper, radio stations and social media but not sure how much CBJ utilizes those tools.

Ms. Newcomer, for a town the size of Juneau you have those tools in place but maybe not the structure behind it to maximize them and do some of the outreach. What we've heard people repeatedly say that we've been talking to is relationships are important, and word of mouth is still the top tool for sharing information. CBJ's Facebook following and activity is high and there are some untapped opportunities with the CBJ website, so while you have these tools in place CBJ doesn't have a formalized department or program running all of these things.

Mr. Froehlich shared that CBJ shares important policies that are getting put into place or updating various plans but none of it is easy to understand or follow in layman's terms. If I'm having trouble navigating it as an attorney who's worked on Capitol Hill on national policy then I can't imagine how other people are navigating and digesting the information that the city puts out. While people don't want to necessarily see government grow but having a functioning communications team that can disseminate information in an approachable and digestible way is key.

Ms. Pemberton said she had lived in similar city-size communities and felt that Juneau does a really good job and felt more engaged and in touch with what's going on; which she said could also be because she's now a homeowner and parent with a child in the school system vs. when she was younger living in a similar size college town. However, there does seem to be lack of a real concerted targeted effort towards communication that is missing. She said she had put together a list of ideas for outreach opportunities related to the committee's boards and committees discussion and in reviewing the list of possible outreach such as engaging Facebook posts, flyers on community bulletin boards, or videos she realized, who's going to do that work. Staff are already maxed out in what they do for us, yet there does need to be a mechanism of city government to make dissemination of information accessible and engaging and less postings of almost verbatim language from the website and intimidating.

Mr. Froehlich noted there is a geographic aspect to engagement as well, as someone who grew up downtown, and going to Assembly meetings and currently lives downtown and can easily walk to City Hall to attend meetings, not everyone has that ease of ability. Our community is geographically spread out with not the best public transportation system so as you get further from downtown it can be harder to engage.

Ms. Newcomer thanked the committee for their time and great conversation and to reach out if members have other ideas that arise.

The committee thanked Ms. Newcomer for her time and presentation.

### **3. SRRC Discussion on CBJ Board Recruitment & Diversity - Narrowing Focus of SRRC's Scope of Work**

Link to 2/3/2025 Assembly Human Resources Committee Packet w/ boards & committee information

[CBJ board directory](#)

[CBJ Boards/Committees Webpage](#)

Ms. Cathcart shared that CBJ does not have a standard policy for boards and committees outreach or recruitment however there are standard procedures the Clerk's Office and CBJ have historically done and continues to do

regarding all things boards and committees related. She said she was able to do some brief internet searches for any national best practices currently in place and found a couple potentially helpful websites; she will forward those links to the committee.

Ms. Pemberton said one way to start would be to develop a best practices list and then figure out if policies need to be changed or where to go from there. If we find strategies that we'd like to recommend as a committee and allow our liaison and city staff figure out how to make some of them happen or help direct us in where it needs to happen. She said she had created a list of ideas to beef up board recruitment and will forward that to the Clerk for inclusion in these minutes.

- Have a current list of affinity groups that are always contacted directly with vacancies: Fil-Comm, Black Awareness Association, Haa Tooch Licheesh, ANS & ANB, SHI, etc.
- Post flyers at churches, restaurants, stores, community spaces where a wide swath of Juneau visits or that are specific to under-represented people on our boards and committees
- Write "juicy" social media posts that really say why someone would want to join. Include testimonials from board members. Maybe videos.
- Run radio spots on KTOO and KINY -- they reach different and overlapping audiences in our community
- Once or twice a year, host "open house" meetings, where people are invited to see what we do — be more intentional during those meetings about explaining what we do, what impact we have on the community, how we conduct our meetings, etc.
- Post on job boards for nonprofits/volunteers like Craigslist, Indeed, Alaska Municipal League, Foraker Group, UAS
- Use part of an assembly meeting or a separate town hall to introduce boards and committees with vacancies
- Is there a list of contacts for people who testify at assembly meetings? Maybe reach out to people who are signed up to testify and see if they want to serve on a board. If they had enough engagement to testify, maybe they want to help work on solutions.

Ms. Wold shared that she thought testimonials or reviews by board or committee members of our experiences or the reasons why where're doing it was a great idea. Also liked the short video idea, not everyone is a reader, and a picture is worth a thousand words and how some people process information better or faster; but who's going to execute it.

Mr. Froehlich appreciated the ideas presented, noting that anything that expands outreach and touches new people falls within something that we should promote, suggest, or champion. As it relates to promoting diversity and combating systemic racism he would like to look at A. how CBJ interacts and notifies local tribal governments of various opportunities to promote tribal involvement, perhaps through written policy and B. the dissemination of information by CBJ to the public. Anybody can go online and check what committees are out there and have vacancies. The act of notification to tribal governments and the public could spur additional applications.

Ms. Pemberton was cautious about changing the structure or putting more parameters around board membership because they don't want to create more barriers than we already have. However, when she served on the Local Emergency Planning Committee (LEPC) it has specific seats, and they added two tribal representative seats on that committee. It is a massive committee with 14 primary and 14 alternate member seats, and each pair of seats is specific to the media, healthcare, hospital, Red Cross, vulnerable population, HazMat, Firefighter/EMS, etc. While we don't want to create too many buckets for this committee or others, we could say one of the seats is reserved for a tribal member or something similar since there could be some kind of tribal government to local government relationship there. Would we also want to reserve a seat for other underrepresented community members but that may put us in a position of having quotas so we could figure out how to make sure that representation is somehow codified.

Mr. Mitchell advised the committee that as soon as CBJ starts having quotas on committees or boards that are based on race, national origin, alienage, things like that, then we're getting really close to 4th Amendment violations. He cautioned the SRRC on going down that path and that Law would need to take a close look at anything the committee is interested in doing along those lines.

Ms. Pemberton asked how that works with the Local Emergency Planning Committee (LEPC), which has specific seats, is it because they are State or Federally mandated.

Ms. Cathcart responded that the LEPC follows the guidelines put forth by the State of Alaska Emergency Response Commission which calls for specific seats due to the charge of the committee. She noted there are some CBJ committees that do have specific seats due to the work the committee does such as the Utility Advisory Board, Personnel Board, Youth Activities Board and several of our quasi-judicial appeal boards. She noted that having a specific seat can be a pro and a con; it is great to have the expertise, however, it can be hard to fill that seat which then leads to a long-standing vacancy and affects quorum.

Mr. Froehlich, we are trying to promote rather than mandate representation; Mr. Mitchell highlighted the 4<sup>th</sup> Amendment issue well, however, there is precedence at most every level of government for carving out tribal seats on different boards and commissions, which is different than a race, gender creed carves out. We should think about how to promote all diversity, race, gender, financial status and in talking about communications more broadly it feels that promoting direct communication and relationships with our local tribal governments would be a really positive step.

Mr. Froehlich posed to the group that if there isn't currently a diversity policy in place, there probably should be, or something similar like a best practices document. It wouldn't have to be super prescriptive, perhaps a one-page list of some of the ideas Ms. Pemberton outlined as well as adding tribal outreach.

The committee discussed adding short summaries of what each board or commission does, the time commitment and what is expected of the board or commission to the website and places that are easily accessible to the community.

Mr. Froehlich asked Ms. Adkison and staff what the level of interest is in boards, if they've seen applications go up or down post-pandemic. Ms. Adkison responded that what she's seen post-pandemic, since she wasn't on the Assembly during the pandemic, is that typically it's been two open seats and two applicants. For Empowered Board appointments the Assembly tends to see more applicants, and the recruitment process is more involved. Yet, even with the nature of the work Empowered Boards do, overseeing that departments budget and director, there is still a struggle to get enough applicants to interview and appoint.

Ms. Adkison and Ms. Cathcart both shared that with Empowered Boards, also all volunteer with the exception of the Planning Commission and the Bartlett Regional Hospital Board which members receive a small stipend, the board members themselves are engaged in recruiting individuals that are users in that part of the community the board oversees, such as Docks & Harbors, or Eaglecrest. As with anything, if there is a hot topic or hot button issue affecting a particular area of the community and there is a CBJ board associated with it, more people will apply for that board.

Ms. Patterson commented that for her joining the SRRC was intimidating and after seeing the way a meeting is run she probably wouldn't have applied had she known the formality. She said that no other board, organization or staff meeting that she is a part of has the same level of formality or uses Robert's Rules of Order. It would be good to show that people who serve on committees are human and fumble through; and if committees could have the ability to be less formal while still completing the work the committee is charged with.

Ms. Wold agreed with Ms. Patteson and noted that a video might help highlight the human side of working together on a committee and remove the formality.

Mr. Nance recommended that when CBJ advertises for members to also send notices to various organizations rather than just a general announcement.

Mr. Froehlich commented that Roberts Rules itself is racist but that would be a conversation for another meeting to perhaps look at a suspension of Robert's Rules.

**G. STAFF REPORTS - None**

**H. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS - None**

**I. NEXT MEETING DATE – Tuesday, March**

**J. SUPPLEMENTAL MATERIALS - None**

**K. ADJOURNMENT**

*There being no further business to come before the committee meeting adjourned at 1:03 p.m.*

# SYSTEMIC RACISM REVIEW COMMITTEE WORKSESSION MINUTES

March 18, 2025 at 12:00 PM



## Zoom Webinar

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<https://juneau.zoom.us/j/92303909454> or: 1-253-215-8782 Webinar ID: 923 0390 9454

**A. CALL TO ORDER** - *Chair Froehlich called the Systemic Racism Review Committee Worksession to order via Zoom at 12:05 p.m.*

**B. LAND ACKNOWLEDGEMENT** – *Read by Chair Froehlich*

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**

**Present:** Ephraim Froehlich, Jennifer Pemberton, Ivan Nance, Lindsey Wold and AnaVera Morato

**Absent:** Kelli Patterson

**Staff/Others Present:** Deputy Clerk Di Cathcart, and SRRC Assembly Liaison Ella Adkison

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

**E. APPROVAL OF MINUTES** – *minutes approved as presented*

**1. February 25, 2025 SRRC Worksession Meeting Minutes - Draft**

**F. AGENDA TOPICS**

**2. SRRC Continued Discussion on CBJ Board Recruitment, Outreach & Diversity**

Mr. Froehlich opened up the discussion about where the committee left off after the last worksession on February 25, 2025.

Mr. Nance suggested creating a list of potential sources and organizations such as Tlingit & Haida, to notify when vacancies arise rather than just general announcements. That would get you more inclined to better representation on boards and let more of the public know.

Mr. Froehlich agreed that CBJ should almost be mandated to let Tlingit & Haida know of vacancies, or any open positions whether its boards and committees or open employment positions. When you start to include a bunch of organizations you run the risk of excluding some. However, when you let our regional tribes know, that is a separate kind of category.

Mr. Froehlich flagged Ms. Patterson's comment from the last meeting about demystifying what serving on a board and committee means as a great idea worth pursuing.

Ms. Wold suggested having a YouTube video for outreach, include some how-to's for being a board member, etc.

Ms. Pemberton commented that at some point in this process the SRRC should have a joint worksession with the Assembly Human Resources Committee (HRC) to discuss boards and committees and the ideas brought forward.

Mr. Froehlich liked Ms. Pemberton's idea and agreed that SRRC should request a joint meeting with the HRC. We should go into the meeting with a list of our suggestions and formalize it into a working document. What are the suggestions the committee would like to include to give the HRC. He recommended the committee talk through

the process, create a list of best practices for recruitment and a list of recommendations for our specific community, and work on creating that document together at the next SRRC meeting.

Ms. Morato asked if there is anything that the city does to advertise or recruit for vacancies.

Ms. Cathcart once again outlined the standard procedures the Clerk’s Office does regarding board vacancies: posts on social media, the CBJ website, Board Vacancy Flyers posted at City Hall and word of mouth within the community by staff, Assembly and board members who have a vacancy on their board.

Ms. Wold suggested posting on the Juneau Community Collective Facebook group and other large Facebook community organizations within CBJ.

Mr. Froehlich, it should be noted that this document is being put together because the SRRC believes there should be best practices in place; and it’s important to express the ‘why’ we are doing this.

Ms. Pemberton commented that we want to reach a broad audience but not too broad; and reaching out to places where people are already interested in getting involved. Talking to high school civics classes to get young people engaged in their local community.

Mr. Froehlich asked if it would make sense to have a separate boards and committees Zoom meeting with a panelist of 6 different people who serve on a CBJ board, for them to discuss their role as a board member and time commitments to serving.

Ms. Cathcart noted that every year the Clerk’s Office in partnership with the League of Women Voters, School District and Libraries hold a How to Run for Local Office Workshop, next one is Saturday May 3 from 8:30am – 12:30pm) and there is a session on serving on a board or committee. The Assembly HRC is also working with the Clerk’s Office to hold its annual board and chair trainings in the Spring.

Ms. Pemberton noted that the Juneau Arts & Humanities Council (JAHC) offers postering services to hang flyers around town at the various community bulletin boards for a small fee if the SRRC thought it would be a good idea to include creating posters advertising vacancies.

Ms. Cathcart will work to come up with a draft of best practices from the suggestions the committee has presented and add that document to an upcoming SRRC worksession agenda.

**G. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS – None**

**H. NEXT MEETING DATE - at Noon via Zoom**

Regular SRRC Meeting for Legislation Review - April 8, 2025

*[Placeholder] SRRC Worksession - April 22, 2025*

**I. SUPPLEMENTAL MATERIALS - None**

**J. ADJOURNMENT**

*There being no further business to come before the committee meeting adjourned at 12:48 p.m.*