



ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

January 12, 2026 at 5:00 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

155 Heritage Way - Assembly Chambers

A. CALL TO ORDER Chair Kelly called the Assembly Human Resources Committee to order in the Assembly Chambers and via Zoom at 5:00 p.m.

B. LAND ACKNOWLEDGEMENT Read by Assemblymember Woll

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. *Gunalchéesh!*

C. ROLL CALL

HRC Members Present: Chair Paul Kelly, Christine Woll, and Nano Brooks

HRC Members Absent: Maureen Hall

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Municipal Clerk Breckan Hendricks, Mayor Beth Weldon, Meeting Tech Kevin Allen, and Board of Equalization Chair David Epstein (via Zoom)

D. APPROVAL OF AGENDA Agenda approved as presented

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

1. **2025-12-15 Assembly HRC Minutes - Draft**
2. **2025-12-15 Full Assembly-HRC Joint Mtg w/ SRRC Minutes - Draft**
3. **2025-12-17 Full Assembly as HRC for Empowered Board Interviews Minutes - Draft**

F. AGENDA TOPICS

1. **Board of Equalization (BOE) Annual Report & Appointments**

Annual Report

The Board of Equalization held its annual training on May 1, 2025 and two hearing dates, May 15th and July 10th, to review two (2) 2025 property appeals filed with the Assessor's Office as well as five (5) late-file appeal requests. Included in the HRC packet is the BOE's annual report, which includes a breakdown of the 2025 assessment year, including number of petitions filed, number of appeals and late files heard, cases remanded back for further review, number of cases that received an altered property assessment and the net change to taxable property from board action. The Board of Equalization will reconvene in April 2026 for the 2026 Assessment year.

The committee reviewed the Board of Equalization annual report. BOE Chair David Epstein was in attendance for any questions from the committee. No questions were asked; committee members thanked the Board of Equalization for its work.

BOE Appointments

Per [Ordinance 2022-21\(b\)](#) The Board of Equalization shall comprise a pool of no fewer than five, and up to nine, members, appointed by the Assembly. The board shall hear appeals in panels consisting of three members and shall be appointed on the basis of their general business expertise and knowledge or experience with quasijudicial proceedings. General business expertise may include, but is not limited to, real and personal property appraisal, the real estate market, the personal property market, and other similar fields. Terms of office shall be for three years and shall be staggered so that approximately one-third of the terms shall expire each year. Compensation for members shall be \$100.00 per meeting. Board members may decline compensation by providing written notice to the municipal clerk.

BOE Current Roster

One incumbent has applied for reappointment to a full term running January 1, 2026 to December 31, 2028; no other applicants have applied for the other vacant BOE seats.

MOTION: Ms. Woll moved the Assembly Human Resources Committee forward to the full Assembly for approval, the reappointment of Douglas Salik to the Board of Equalization for a full term running January 1, 2026 and ending December 31, 2028 and asked for unanimous consent. ***Hearing no objection, motion passed.***

2. Douglas Advisory Board (DAB) Appointments

Per [Resolution 2331](#), the Douglas Advisory Board is a seven-member board appointed by the Assembly; and to be appointed to the DAB must reside on Douglas Island. The purposes of the board shall be to advise the Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

DAB Current Roster

There are currently two seats up for action for full terms running immediately through September 30, 2028 and multiple applications in the HRC packet.

MOTION: Ms. Woll moved the Assembly Human Resources Committee forward to the full Assembly for approval, the appointment of Laurel Shoop to the Douglas Advisory Board for a term beginning immediately and ending September 30, 2028, and asked for unanimous consent. ***Hearing no objection, motion passed.***

MOTION: Mr. Brooks moved the Assembly Human Resources Committee forward to the full Assembly for approval, the appointment of Michael Beasley to the Douglas Advisory Board for a term beginning immediately and ending September 30, 2028, and asked for unanimous consent. ***Hearing no objection, motion passed.***

3. Local Emergency Planning Committee (LEPC) Appointments

Per [Resolution 2974](#) and [AS 26.23.071](#) the Local Emergency Planning Committee (LEPC) serves as a community coalition advising staff on emergency management issues, reviews the emergency response plan for CBJ and functions, when necessary, as the LEPC under SARA Title III. The Assembly nominates applicants, and final appointments are made by the State Emergency Response Commission.

LEPC Current [Roster](#)

There are three seats up for action on this HRC agenda, with one applicant for each seat.

MOTION: Mr. Brooks moved the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointments of Theresa Ross, Firefighter/EMS Seat 3, Travis Wolfe, Firefighter/EMS Seat 3a, and Britta Tonnessen, American Red Cross Seat 7, all to the Local Emergency Planning Committee for full terms beginning January 1, 2026 and ending December 31, 2028 and asked for unanimous consent. ***Hearing no objection, motion passed.***

4. Juneau Human Rights Commission Draft Resolution relating to Increasing Engagement on CBJ Boards & Committees

The Juneau Human Rights Commission has drafted a resolution related to increased engagement on CBJ boards and committees for the Assembly Human Resources Committee to review. After review, there are several options before the HRC. They can decide to request the JHRC make additional edits and bring the resolution back to the HRC after those edits are completed; the HRC can direct Law to reformat the resolution, assign it a resolution number and bring it back to the HRC for review and action, or the HRC can decide to not take action on the proposed JHRC resolution at this time.

The Juneau Human Rights Commission (JHRC) draft resolution was moved to the February 9th Assembly Human Resources Committee for discussion due to no member of the JHRC being able to attend the January Human Resources Committee meeting.

G. STAFF REPORTS None

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

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

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

This topic was not discussed during the meeting.

I. COMMITTEE MEMBER COMMENTS None

J. NEXT MEETING DATE - FEBRUARY 9, 2026

K. SUPPLEMENTAL MATERIALS None

L. ADJOURNMENT

With no further business to come before the committee, meeting adjourned at 5:13 p.m.