

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

February 05, 2024 at 6:00 PM

Assembly Chambers/Zoom Webinar



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

A. CALL TO ORDER

Chair Smith called the Assembly Human Resources Committee to order at 6:01 p.m.

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

Members Present: Chair Greg Smith, Wade Bryson, 'Wáahlaal Gídaag and Ella Adkison

Members Absent: None

Staff/Others Present: Deputy Clerk Di Cathcart, Municipal Clerk Beth McEwen, City Attorney Rob Palmer (via Zoom), and Mayor Weldon (via Zoom)

D. APPROVAL OF AGENDA

Agenda approved as presented.

E. APPROVAL OF MINUTES

Minutes approved as presented.

1. November 13, 2023 Assembly Human Resources Committee Meeting Minutes - Draft

F. AGENDA TOPICS

2. Juneau Commission on Aging (JCOA) Appointment

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

There is currently one (1) general public seat with a term running January 1, 2024 through December 31, 2025.

MOTION: by Mr. Bryson to forward to the full Assembly for approval, the appointment of Ethel Stokes to the Juneau Commission on Aging General Public Seat, for a term beginning immediately and ending December 31, 2025, and asked for unanimous consent. *Hearing no objection, motion passed.*

3. Local Emergency Planning Committee (LEPC) Appointment

Per [Resolution 2974](#), the 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 Local Emergency Planning Committee under SARA Title III. The Assembly nominates applicants and final appointments are

done by the State Emergency Response Commission. ***A memo from Deputy Clerk Cathcart in the HRC packet outlines which LEPC seat is requiring action as well as a recommended motion.***

MOTION: by 'Wáahlaal Gídaag that 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 reappointment of Nathan Rumsey, BRH Hospital Seat 5a for a term beginning immediately and ending December 31, 2026 and the appointment of Steven Karnazes, Vulnerable Populations Seat 11a for a term beginning immediately and ending December 31, 2025 on the Local Emergency Planning Committee and asked for unanimous consent. ***Hearing no objection, motion passed.***

4. Personnel Board (PB) Appointment

Per [CBJ Code 44.05.060](#); the Personnel Board is composed of five members appointed by the Assembly. All appointments shall be for staggered three-year terms. Two seats shall be designated for members with a background in labor, two designated for members with a background in management, and one for a member of the general public.

The incumbent in the general public seat is applying for reappointment for a term running February 1, 2024 and ending January 31, 2027.

MOTION: by Ms. Adkison to forward to the full Assembly for approval, the reappointment of Mila Cosgrove to the Personnel Board General Public Seat, for a term beginning immediately and ending January 31, 2027 and asked for unanimous consent. ***Hearing no objection, motion passed.***

5. Ordinance 2023-04 An Ordinance Establishing a City and Borough of Juneau Whistleblower Act.

The HRC reviewed this item on November 13, 2023, and requested that it come back for consideration of amendments.

Suggested Motions:

1. Move to amend if necessary.
2. Then, move to forward this ordinance to the full Assembly for introduction and public hearing.

City Attorney Palmer walked the committee through the ordinance noting it mirrored state law with a few small changes that came out of the last HRC meeting where Ordinance 2023-04 was first reviewed. Under section 01.46.020 Mr. Palmer noted he removed the verbiage pertaining to maximum penalty of a dollar amount since CBJ has some discretion to identify what penalties should be. If there is a loss it can be left up to the judge to determine what's reasonable instead of paying a set maximum or minimum as addressed in state code. 01.46.020(c)(1) lines 21-22, when the employee believes with reasonable certainty that the activity, policy, or practice is already known by the manager. The policy and practice language is slightly different than State law to account for CBJ's different set of rules from the state and that the Manager's Office produces the actionable Administrative policies that apply to CBJ so 'policy' and 'practices' were added to this section. Under 01.46.040(2) Definitions expanded the language related to "matter of public concern".

MOTION: by Mr. Smith to include language in the ordinance requiring public posting in reasonable public areas similar to the postings for fair labor laws and asked for unanimous consent. ***Hearing no objections, motion passed.***

MOTION: by 'Wáahlaal Gídaag to move Ordinance 2023-04 as amended, to the full Assembly for action and asked for unanimous consent. ***Hearing no objections, motion passed.***

G. STAFF REPORTS

Deputy Clerk Cathcart notified committee members there is one vacancy on the Docks & Harbors Board and the Clerk's Office is advertising the vacancy. Staff will reach out to Port Director Uchytel and D/H Board Chair Etheridge regarding the vacancy and whether it needs to be filled during the month of March or can wait until May or June when the standard recruitment and interviews are held for D/H Board seats coming open July 1 and report back to Chair Smith for his final determination.

H. STANDING COMMITTEE TOPICS - *for discussion as meeting time allows*

6. Review of Empowered Boards Advanced Interview Questions & CBJ Board Application

As of Mid-February the Clerk's Office/CBJ will transition from the current [Granicus Board Management Program](#) and online application form to the [Board Program](#) hosted by Municode (CBJ's Agenda Management Program). Right now they are running parallel as we migrate information from one platform to the other, with the exception of the board application which is still hosted by Granicus.

Staff Request:

Clerk staff request HRC committee members review the current board application in the HRC packet and recommend any additions or edits they would like to see on the application. The one caveat is this application is the general application used for all Advisory and Empowered Boards; so thinking about what information you think is important to see on the application to help during the appointment process would be helpful. The HRC Committee will still have the advanced interview questions as a tool for the Empowered Boards and Systemic Racism Review Committee (SRRRC) to help gather specific attributes an applicant may have as it relates to those boards.

At the request of Chair Smith and the Committee, Ms. Cathcart will send an email to all Assembly members requesting any recommendations on the wording of questions or other edits. Deadline to submit those potential changes is Wednesday, February 28th for inclusion in the March 4 Human Resources Committee packet.

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS - *None*

J. NEXT MEETING DATE

March 4, 2024 at 6pm Assembly Chambers/Zoom Webinar

K. SUPPLEMENTAL MATERIALS - *None*

L. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:22 p.m.