



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

April 07, 2025 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

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 AGENDA

E. APPROVAL OF MINUTES

1. March 3, 2025 Assembly HRC Meeting Minutes - Draft

F. AGENDA TOPICS

2. 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.

There is one seat up for action on this HRC agenda, with one applicant for that seat.

Local Emergency Planning Committee [Roster](#)

Suggested Motion: *I move 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 appointment of Evan Price, Right to Know Act Seat 8a, for a term beginning immediately and ending December 31, 2027, and ask for unanimous consent.*

3. Juneau Public Library Endowment Board (JPLEB) Appointment

Per [Resolution 1609](#); members of the Juneau Public Library Endowment Board (JPLEB) shall be appointed to three year terms. One member shall be the Library Director, one shall be a member of the Friends of the Library and one shall be a member of the general public. Sharon Tabor has applied for reappointment to JPLEB to the Friends of the Library Seat.

JPLEB [Roster](#)

Suggested Motion: *I move the Assembly Human Resources Committee forward to the full Assembly for approval, the reappointment of Sharon Tabor to the Juneau Public Library Endowment Board Friends of the Library Seat for an unexpired term beginning immediately and ending January 31, 2028 and ask for unanimous consent.*

4. Utility Advisory Board (UAB) Annual Report & Appointments

Per [Resolution 2299](#) the seven member Utility Advisory Board is established. To the extent possible, appointments shall be made with the following considerations: one engineer registered with the State of Alaska with experience in utility system design and operation, one accountant with utility financial management, one general contractor with experience in water/wastewater utility systems, two commercial customers of the CBJ water/wastewater utility, one residential customer of the CBJ and one member of the general public.

UAB [Roster](#)

There are (2) seats up for action with a terms beginning June 1, 2025) and ending May 31, 2028. The incumbent has applied for reappointment and there is one member of the general public who has also applied. There is also one seat for an unexpired term beginning immediately and ending May 31, 2025, no application has been received for this seat.

Suggested Motion: : I move the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to reappoint _____ and to appoint _____ to the Utility Advisory Board both to terms beginning June 1, 2025 and ending May 31, 2028 and ask for unanimous consent.

5. Ordinance 2025-16 An Ordinance Amending the City and Borough Code Relating to the Historic Resources Advisory Committee.
6. Resolution 4000 A Resolution Reestablishing the Juneau Human Rights Commission for the Purpose of Amending the Number of Commission Members, and Repealing Resolution No. 2946.
7. Resolution 4001 A Resolution Approving Amendments to the Bylaws of the Board of Directors of Bartlett Regional Hospital.

G. STAFF REPORTS

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

CBJ Boards, Committees, Commissions

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS

J. NEXT MEETING DATE

May 19, 2025 at 6:00 p.m. Assembly Chambers/Zoom

K. SUPPLEMENTAL MATERIALS

L. 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 586-5278, e-mail: city.clerk@juneau.gov.

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - **DRAFT**



March 03, 2025, 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 Adkison called the Assembly Human Resources Committee meeting to order in the Assembly Chambers and via Zoom at 6:00 p.m.

B. LAND ACKNOWLEDGEMENT – read by Assemblymember Hall

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: Chair Ella Adkison, Wade Bryson, Neil Steininger, and Maureen Hall

Absent: None

Staff/Others Present: Deputy City Clerk Di Cathcart, City Attorney Emily Wright, Clerk Meeting Tech Kevin Allen, City Manager Katie Koester, Community Development Department Director Jill Lawhorne, Municipal Clerk Beth McEwen (via Zoom)

D. APPROVAL OF AGENDA – Agenda approved as presented.

E. APPROVAL OF MINUTES – Minutes approved as presented.

1. February 3, 2025, Assembly HRC Meeting Minutes - Draft

F. AGENDA TOPICS

2. Local Emergency Planning Committee (LEPC) Appointments

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 made by the State Emergency Response Commission.

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

Local Emergency Planning Committee - [Current Roster](#)

MOTION: by Mr. Bryson 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 appointment of Jacob Thayer, Bartlett Regional Hospital Seat 5, and Kirsten Johnson, Bartlett Regional Hospital Seat 5a, to terms beginning immediately and ending December 31, 2026, and to appoint Michael Mazouch, Community Group Seat 9, for a term beginning immediately and ending December 31, 2027, and asked for unanimous consent. *Hearing no objection, motion passed.*

3. Personnel Board (PB) Appointments

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.

Both incumbents have applied for reappointment to the Personnel Board.

Personnel Board [Roster](#)

MOTION: by Mr. Steininger that the Assembly Human Resources Committee recommend the Assembly reappoint Allison Radford and Kenneth Southerland both to the Personnel Board Management Representative Seats for terms beginning immediately and ending January 31, 2028, and asked for unanimous consent. **Hearing no objection, motion passed.**

4. Parks & Recreation Advisory Committee (PRAC) Appointment

Per [Ordinance 2022-64\(b\)\(am\)](#) the duties of the Jensen-Olson Arboretum Advisory Board, the Treadwell Arena Advisory Board, and the Aquatics Board were consolidated into the Parks and Recreation Advisory Committee (PRAC) and those committees sunset as of March 27, 2023 with the previous PRAC sunsetting as of April 30, 2023. Due to a vacancy, there is one seat open for an unexpired term beginning immediately and ending April 30, 2026; and one applicant has applied.

PRAC [Roster](#)

MOTION: by Ms. Hall that the Assembly Human Resources Committee recommend the Assembly appoint Jennifer Gross to the Parks & Recreation Advisory Committee for an unexpired term beginning immediately and ending April 30, 2026, and asked for unanimous consent. **Hearing no objection, motion passed.**

5. Ordinance 2025-17 An Ordinance Amending the City and Borough Code Relating to Quasi-Judicial and Appeal Review Boards.

This ordinance transitions portions of CBJ code from appeals boards to a hearing officer for the intermediate appellate review.

City Attorney Wright outlined the two potential options before the Assembly HRC regarding this ordinance. The current plan would be to take the group of board members from the different quasi-judicial appeal boards and consolidate them into a larger pool. Allowing CBJ to have nine or ten people that we could call on when an appeal is brought forward. Originally we had looked at just selecting one hearing officer, but a good suggestion was made that sometimes it's nice to have two other people to bounce ideas from and then potentially have a vote; so, a panel of three instead of one hearing officer. The question before the HRC is which option would you prefer; would you like us to pick one hearing officer or start with a group of three from our current members?

Ms. Wright also noted that historically there had been discussion of hiring a hearing officer for CBJ or the option of using the State Office of Administrative Judges when needing a hearing officer, but those discussions haven't happened recently.

Mr. Bryson asked what CBJ's current standard practice for the appeal boards has been. Has it been one hearing officer or a group of three, similar to the Board of Equalization?

Ms. Wright responded that the Board of Equalization is a good example, its board consisting of up to nine members, which sit in panels of three to hear property appeals. The Bidding Review Board recently met. That is a five-member board but was they were able to sit in a panel of three for quorum purposes since there is one vacant seat and one member was unable to participate in the bid protest appeal hearing.

Mr. Steininger spoke in favor of option 2 and appreciated the rationale behind a panel of three instead of putting a single person in a position of having to make a hard decision on CBJ's behalf since these are often challenging decisions.

Ms. Adkison appreciated Mr. Steininger's and Ms. Wright's thoughts and her only concern with option 2 was that currently we have a pool of applicants that could be potential free hearing officers. Are there any concerns or roadblocks in the future if the Assembly goes with option 2.

Ms. Wright said she didn't see any roadblocks for option number 2. Hiring a hearing officer or a sole designated hearing office is more expensive in general. Option 2 would utilize volunteers that typically have some type of experience in the field or the topic coming before them and so far it's been very successful to have a group and maximize the people that have conscientiously volunteered and been a great asset to the city.

MOTION: by Mr. Bryson that the Assembly Human Resources Committee move Ordinance 2025-17 Option 2 to the full Assembly for action and asked for unanimous consent. *Hearing no objection, motion passed.*

6. Ordinance 2025-16 An Ordinance Amending the City and Borough Code Relating to the Historic Resources Advisory Committee.

As part of the review of all CBJ Boards, Committees and Commissions by the Assembly Human Resources Committee, the HRC discussed the Historic Resources Advisory Committee at its February 3, 2025, meeting and requested staff draft an ordinance updating its charge and membership.

Mr. Steininger discussed shrinking the size of the committee, which was also noted in the letter from the Historic Resources Advisory Committee, the make-up of committee members and asked Ms. Lawhorne for the rationale behind those changes.

Community Development Director Lawhorne stated that first she wanted to apologize for the unintended confusion she may have caused about this ordinance. She had overlooked that on packet page 46 line 7 it still said "repealed" and it should have been changed to "amended." Ms. Lawhorne said that she had checked in with the State Historic Preservation Officer (SHPO) on the ordinance in general as well as her staff that had been the liaison to HRAC. Per state statute, the membership must be at least seven. She said that they discussed this with the City Museum and made changes related to their section based on their recommendations.

Mr. Bryson asked, if they go down to a seven-member board, how many public seats and how many professional seats there would be.

Ms. Lawhorne said the only two seats that we are required to have per the State statute are the archaeologist and a representative or person knowledgeable in the customs and language of the Tlingit and Haida people. She said she believes the State statute language is much broader, but there is a seat specific to the tribes.

Ms. Adkison was glad to hear that CDD had worked through the questions regarding SHPO and the concern that changes to HRAC would change CBJ's Certified Local Government (CLG) status specifically on the modification of the duties of the committee. Ms. Adkison asked Ms. Lawhorne to elaborate on what specifically those changes do, and the rationale behind them.

Ms. Lawhorne stated that while it would have been acceptable for HRAC to meet as needed, it was instead discussed for them to meet quarterly, while CDD works through the Comprehensive Plan updates and changes over the next couple of years and revisit HRAC meetings once that process is completed. One of the main objectives of the committee is reviewing and making recommendations on local projects, that's a critical one.

Ms. Lawhorne moved through the ordinance and pointed out the changes are underlined; however, some of them are ones the committee probably should have been doing or one's that were passed back and forth between staff and the committee in the past. For instance, making clear that the annual report is the responsibility of the committee and not staff. To engage more with the property owners in the district, noting that from experience the best way to bring people along with historic preservation and make them see the use of it, especially as an economic development tool, is to really bring the property owners and the businesses to the table and engage with them. So, this seemed like the perfect opportunity to start those discussions, especially as the Comprehensive Plan dialogue continues over the next two years. She said they took off the City Museum information after speaking with them. In regard to number 4 on the first page, the various long-range plans, they involve those committees regardless so there wasn't a need to include that in this ordinance. Through HRAC's annual report they are already cooperating and consulting with the Assembly.

Ms. Adkison said there had been specific concerns that the recommended changes made it so HRAC was no longer an Advisory Committee and asked Ms. Wright to speak to that.

Ms. Wright responded that HRAC is still fully an Advisory Committee, they are reporting out to the Assembly and that is reflective of what the Assembly needs at this time.

Ms. Hall asked if the changes to membership limits, who can serve, and asked if they should use more general language to maintain the ability to draw from a larger pool of applicants. Ms. Wright noted that it will not limit membership from the general public interested in serving on HRAC.

MOTION: by Mr. Steininger that the Assembly Human Resources Committee move Ordinance 2025-16 to the Assembly Committee of the Whole for action and objected for purposes of an amendment.

AMENDMENT #1: Motion by Mr. Steininger to amend **Section 3 B. Membership** to add back in the words [and the general public] to the end of the sentence and asked for unanimous consent. ***Hearing no objection, the amendment passed by unanimous consent. Hearing no further objection, the motion to move Ordinance 2025-16, as amended, to the Assembly Committee of the Whole also passed by unanimous consent.***

7. Ordinance 2025-13 Election Code Ranked Choice Voting (RCV)

Ms. Adkison opened this topic for discussion and questions and asked Ms. Wright if she had anything to add prior to questions.

Ms. Wright wanted the committee to know that because block voting affects the School Board, she has reached out and sent them the draft ordinance but has not received any feedback yet. She said they will keep the School Board apprised as this ordinance moves forward.

Mr. Bryson asked how many races this would have impacted in the last five years.

Ms. Cathcart said that CBJ has not had a typical election since 2015, perhaps 2017, and to answer Mr. Bryson's question, it depended but it hasn't really been an issue. She said incumbents often ran unopposed but if someone has termed out or was not running for reelection then there may be 6-10 candidates running for a seat. She also shared that what they often see was confusion on the ballot for District 2 and voters overvoting that race, perhaps because they just register the '2' and since with the School Board race, depending on the year, voters can vote for two or three School Board candidates.

Mr. Kelly requested seeing a sample ballot of what RCV may look like on a ballot and how it would get decided which is a two-year seat and which is a three-year seat when we run into those situations.

Ms. Wright said that the Assembly needed to decide, should they move forward with this, if all races went to Ranked Choice Voting, or if only Assembly seats went to RCV and the School Board seats used block voting. She said if all seats went to RCV, then the seats would have to be designated as Seat A, B, C, etc... and people would need to decide which seat to run for. She said this would be a change from our current practice. She said in a situation where seats had a different length of time, such as filling a vacant seat for the remainder of a term, each seat would have its own designation, and people would decide upfront which seat they wanted to file for as a candidate.

Ms. Adkison asked how partial term seats were noted on the ballot. Ms. McEwen said they are not designated on the current ballot design; she said the ballot would say, for example, "vote for no more than 2" and the person with the top number of votes receives the longest term and person who receives the second highest vote total receives the shorter term.

Mr. Kelly asked about other jurisdictions. Ms. McEwen said that other jurisdictions often have specifically designated every seat on their Assembly; in our case it would mean having a Mayoral seat, then Seats 1, 2, 3, 4, 5, 6, 7, and 8. She said she believed that making this happen would require a charter change. Ms. Wright concurred, saying CBJ Charter 6.7 designates districts, but they could stay within that and the boundaries.

Mr. Bryson said he supported RCV but was hesitant about requiring designated seats and charter changes.

Ms. Hall said she was a fan of RCV but questioned the timing of implementing it, with City Clerk Beth McEwen's upcoming retirement and ongoing petition challenges to the State's RCV.

Ms. Adkison noted that, if passed, RCV would not be implemented in Juneau elections until the 2026 municipal election. She said that even if RCV was repealed for State elections, it would not affect municipal elections. She asked how the ordinance would need to change to get rid of block voting. Ms. Wright said minimal changes would be needed.

MOTION: by Mr. Bryson to move **Ordinance 2025-13 Election Code Ranked Choice Voting** to the Committee of the Whole and asked for unanimous consent. *Hearing no objection, motion passed by unanimous consent.*

G. STAFF REPORTS

Request from Clerk Staff to work with Chair Adkison and Mr. Bryson on outlining and coming up with dates for future CBJ Board Chair and Board member training/refreshers for both Advisory and Empowered Board members.

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

CBJ Boards, Committees, Commissions

8. Letter from Juneau Human Rights Commission Regarding Membership Numbers

The Juneau Human Rights Commission requested that a reduction in their membership number happen through attrition. Mr. Steininger asked how reduction through attrition would be implemented. Ms. Wright said this committee has had trouble getting quorum; she said that the rules could be set up at the Assembly's discretion.

MOTION by Mr. Bryson to draft a resolution to bring the Juneau Human Rights Commission membership to six people, and to further reduce it to five people when the next terms are up and asked for unanimous consent. *Hearing no objection, motion passed by unanimous consent.*

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS

J. NEXT MEETING DATE

April 7, 2025, at 6pm in the Assembly Chambers/Zoom Webinar.

K. SUPPLEMENTAL MATERIALS

L. ADJOURNMENT

There being no further business to come before the committee meeting adjourned at 6:48 p.m.



OFFICE OF THE MUNICIPAL CLERK

Section F, Item 2.

155 Heritage Way, Juneau AK 99801

Phone: (907)586-5278

email: di.cathcart@juneau.gov

MEMORANDUM

DATE: April 1, 2025

TO: Assembly Human Resources Committee

FROM: Diane Cathcart, Deputy Municipal Clerk

cc: Emergency Programs Staff Liaisons Ryan O'Shaughnessy, Teri Rehfeldt

RE: (LEPC) Seat Assignment/Nomination

Per [Resolution 2689](#), the Local Emergency Planning Committee (LEPC) has primary and alternate seats. I ask the Assembly Human Resources Committee to forward to the Assembly for recommended appointment, the nomination of the applicant listed below.

Appointment: For Term Beginning Immediately & Ending December 31, 2027

Seat 8a – Right to Know Act [Alternate Member] – Evan Price (replacing Ryan Sand)

Recommended Motion:

I move 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 appointment of Evan Price, Right to Know Act Seat 8a, for a term beginning immediately and ending December 31, 2027, and ask for unanimous consent.



Published on *City and Borough of Juneau Alaska Meetings* ([https //juneau ak municodem meetings com](https://juneau.ak.municodem meetings.com))

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Wed, 03/05/2025 - 3:43pm
24.237.20.34

First Name
Evan

Last Name
Price

Residence Address
[REDACTED]

Mailing Address
Same

Primary Phone Number
[REDACTED]

Secondary Phone Number
[REDACTED]

Email
[REDACTED]

Board, Commission, Committee
Local Emergency Planning Committee

Current of Prior Experience on CBJ Boards/Commissions/Committees
LEPC 2022-Present

Reasons for Applying
Representative for the University of Alaska

Qualifications
Representative for UAS, former Emergency Manager for Bartlett Hospital.

Civic Activities, Memberships or Non-profits Involved With
N/a

Working with a Group
I have many years of experience in this.

Meeting Schedule and Attendance
Yes

Section F, Item 2.

Date of Birth (Optional)

Ethnicity (Optional)

Gender (Optional)

Acknowledgment/Certification
Evan Price

Resume, Education, etc. (Optional)

Presented by: Mayor and Assembly
on Behalf of the Friends
of the Library
Introduced: 11/16/92
Drafted by: B.R.C.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1609

A RESOLUTION ESTABLISHING A "JUNEAU PUBLIC LIBRARIES ENDOWMENT BOARD" TO ADMINISTER A BEQUEST OF VERNA CARRIGAN, AND FUTURE GIFTS FROM DONORS FOR THE BENEFIT OF THE LIBRARIES.

WHEREAS, the Juneau Public Library has received a generous bequest from Mrs. Verna Carrigan, a longtime resident of Juneau, and

WHEREAS, it was Mrs. Carrigan's intent that the bequest be used for certain enumerated library purposes, and

WHEREAS, it is important that the City and Borough of Juneau honor Mrs. Carrigan's intentions in making the gift, and carefully oversee the stewardship of Mrs. Carrigan's gift as well as the gifts of future library donors so that all donors to the Juneau Public Libraries may be assured that their gifts will be used for their intended purposes, and for the benefit of the library and the public, and

WHEREAS, The Assembly joins with the Friends of the Library in expressing gratitude for the generosity of Mrs. Carrigan and in resolving to honor it;

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

* Section 1. Library Endowment Board Established. There is established a board of three persons, which shall be known as the Juneau Public Libraries Endowment Board.

(a) The Assembly shall appoint members of the board to three-year terms. One member shall be the Director of the Juneau Public Libraries, one shall be a member of the Friends of the Library, and one shall be a member of the general public. The term of the director shall be for as long as they hold that position with the library. Of the two other members, of those members first appointed, one shall be appointed for a term of two years, and one for a term of three years. A member chosen to fill a vacancy other than by expiration of a term shall be appointed for the unexpired term of the member whom he or she is to succeed. A member of the board shall be eligible for reappointment.

(b) The presence of all members shall be required for a quorum and any action of the board shall require two or more affirmative votes to be approved.

(c) The Director of the Juneau Public Libraries shall be chair and conduct the meetings of the board.

(d) Regular Meetings. The board shall meet annually in September of each year for the purpose of making recommendations in accordance with paragraph 3.

* Section 2. Board Powers.

(a) The board shall advise the Director of Libraries regarding the Juneau Public Libraries Endowment Fund, which shall be composed of all gifts and donations over \$2,000.00 made to the Juneau Public Libraries. Fund monies shall be maintained in a trust account managed by the City and Borough Treasurer for the purposes of augmenting the Juneau Public Libraries' budget and not supplanting normal operational funds.

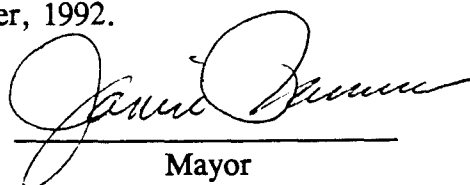
(b) The board shall make such recommendations regarding the fund as will preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall determine annually whether and how much of the interest income is to be expended each year for the benefit of the libraries and to accomplish the goals of the donors to the fund.

* Section 3. Board Rules and Procedures. The board shall establish written rules and procedures in accordance with this resolution to guide it in administering endowments to the libraries, and for the information of potential donors.

* Section 4. Deposit of Bequest. The bequest from Verna Carrigan shall be deposited in the fund for use in accordance with the requirements of this resolution and subject to the restrictions of the bequest.

* Section 5. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 16th day of November, 1992.


Mayor

Attest:


Clerk

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Sharon (sherry)

A

Taber

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Retired

Librarian/Library Director

Employer

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Public Libraries Endowment Board: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

If you are applying for more than one board, how many total boards are you willing to serve on?

☒ 1

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

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Interests & Experiences

Please tell us about yourself and why you want to serve. *[Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]*

Please explain, with specificity, your reasons for applying to serve on this particular board.

I am a retired librarian, I worked as a reference librarian, Administrative Staff Librarian and Circulation Dept. Head @ McKeldin Library, University of Maryland, College Park; Reference Librarian and Southeast Alaska Public Library Consultant for the Alaska State Library; Library Director, Reed Library, Fort Lewis College, Durango, CO; public Services Librarian, then Library Director, Egan Library, University of Alaska Southeast, Juneau, AK; and lastly, Library Director, Durango Public Library, Durango, CO. Endowments are vital resources for libraries. It is important to understand the community the library serves to be able to make sound decisions on the uses of endowment funds. I first moved to Juneau in 1981 and chose to retire here with my husband in 2011. We have owned property at Huffman Harbor since 1984 and have kept in touch with friends and family here during the years we were away. I believe I am in touch with this community and would like to help make good choices for the use of Juneau Public Library Endowment Funds to best serve Juneau residents of all ages.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

I am a member and President of the Friends of Egan Library, University of Alaska, Southeast, Juneau, AK, and a member of the Friends of the Juneau Public Libraries, Juneau, Alaska

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Washington Library Network (WLN) Board, Olympia, WA; Bibliographic Center for Research Board (BCR), Colorado; the Southwest Regional Library Services Board, Durango, CO., and the MARMOT Board, (automation network of libraries in SW Colorado.

Education/Training: Please list both formal and informal education & training experiences:

BA, Foreign Languages, Washington State University; Master of Library Sciences, University of Maryland, College Park Maryland. I led numerous trainings in a variety of aspects of library work for public and academic library staff throughout my career.

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

Masters Degree Library Science

Demographics

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree

Presented by: PWFC
Introduced: 02/28/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2299

A Resolution Establishing a Utility Advisory Board.

WHEREAS, in February, 2004, Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically the Water Utility and Wastewater Utility; and

WHEREAS, state and federal grant availability has declined and is predicted to further decline in the future; and

WHEREAS, an ongoing review of water and sewer utility rates and fees for sufficiency and equity is necessary and in the public interest; and

WHEREAS, at the January 10, 2005, meeting of the Public Works & Facilities Committee, a motion was adopted to forward to the Human Resources Committee the Ad Hoc Utility Board's recommendation of creating a full time utility advisory board; and

WHEREAS, at the February 7, 2005, meeting of the Human Resource Committee a motion was adopted to forward a resolution to the Assembly establishing the Utility Advisory Board; and

WHEREAS, the Assembly has determined that a utility advisory board should be established to review and make recommendations to the Assembly and the CBJ administration on water and sewer rate structures and policy issues involving the utilities.

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NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Utility Advisory Board Established. There is established the City and Borough of Juneau Utility Advisory Board, which shall comprise seven members appointed by the Assembly.

Section 2. Membership Qualifications. To the extent practicable, appointments shall be made as follows:

- (a) one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation;
- (b) one accountant, preferably experienced with utility financial management practices;
- (c) one general contractor, preferably experienced in the construction of water and/or wastewater utility systems;
- (c) two commercial customers of the City and Borough water and/or wastewater utility;
- (e) one residential customer of the City and Borough water and/or wastewater utility; and
- (f) one member of the general public.

Section 3. Utility Advisory Board Purposes. The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows:

- (a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;
- (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;

- (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;
- (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;
- (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and
- (f) Perform such other duties and functions related to the utilities as the Assembly or the Manager may request.

Section 4. Procedures. The rules of procedure for Assembly advisory committees established by resolution, shall govern the conduct of business by the Utility Advisory Board.

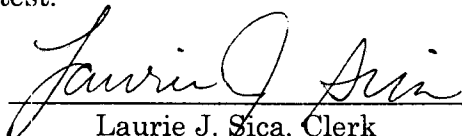
Section 5. Staff Assistance. Staff support and assistance to the Utility Advisory Board shall be provided by the City and Borough Public Works, Engineering, Finance, and such other departments as available and appropriate.

Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 28th day of February, 2005.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

Application Form

Profile

NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.

[When completing the application, please put your "MAILING" address in the first address block labeled "HOME." The optional secondary address field is for your "RESIDENCE" address.]

Elizabeth

A

Pederson

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

SOA Dept Administration

Audit & Review Analyst III

Employer

Job Title

Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Juneau

Residence State

Alaska

Residence Postal Code

99801

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Utility Advisory Board: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. *[Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]*

Please explain, with specificity, your reasons for applying to serve on this particular board.

Now that I have obtained my CPA license in February 2021, I wanted to find a volunteer opportunity in Juneau. I see this particular board is looking for an accountant member. Previously I worked at DEC and supported the State Revolving Loan Fund programs for Clean water and Drinking water which includes assisting with reviewing financial statements and analyzing financial capacity of utilities around the State when the Program needs. I also provide financial and compliance assistance to the Village Safe Water program which includes construction projects to build water utilities. This exposure to the importance of both water and wastewater utilities makes me interested in serving the CBJ Utility Advisory Board.

Please select the type of board seat for which you are applying *

☒ General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Employee of State of Alaska Department of Administration Division of Finance Volunteer to serve as Chair of True North Credit Union Supervisory Committee Southeast Alaska Food Bank, Board Treasurer

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Volunteered as Treasurer of the Glory Hole, completed the term of one who moved out of Juneau for 1.5 years

Education/Training: Please list both formal and informal education & training experiences:

Bachelor degree University of Alaska Southeast Business Administration emphasis in accounting

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

CPA license State of Alaska

Demographics

The following *optional* information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Date of Birth

Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

☒ I Agree



Published on *City and Borough of Juneau Alaska Meetings* (<https://juneau.ak.municodem meetings.com>)

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Fri, 12/13/2024 - 10:47am
209.193.49.63

First Name
Ethan

Last Name
Roemeling

Residence Address
[REDACTED]

Mailing Address
same

Primary Phone Number
[REDACTED]

Secondary Phone Number

Email
[REDACTED]

Board, Commission, Committee
Utility Advisory Committee

Current of Prior Experience on CBJ Boards/Commissions/Committees
None

Reasons for Applying
I am interested in joining the CBJ Utility Advisory Board to help ensure reliable, affordable, and efficient utility services for our community. I enjoy working to analyze problems and come up with solutions. I believe I am a representative user of these facilities and I believe I can offer valuable insights to the board. I support transparency in public processes and understand the importance of making informed decisions at all levels of decision making. By joining the board it would allow me the opportunity to directly contribute to the betterment of our community.

Qualifications
I am a CBJ resident and live, work and recreate full time in this community.
I am a licensed Professional Civil Engineer in the State of Alaska (163439).
I have been involved with the design and construction of many CBJ utility projects.
I have a working relationship with the many of the CBJ utility staff.

Civic Activities, Memberships or Non-profits Involved With

American Society of Civil Engineers (ASCE) 2016 - present

American Water Works Association (AWWA) 2023 - present

Working with a Group

I enjoy working in group settings with individuals that are informed and interested in the work at hand. I believe that regardless of differing opinions, maintaining professional and respectful interactions is key to achieving a successful outcomes. I regularly work and interact with professionals and members of the public with a wide range of perspectives and though it may not always be an enjoyable experience, I do understand the importance of hearing all sides.

Meeting Schedule and Attendance

Yes

Date of Birth (Optional)

Ethnicity (Optional)

Gender (Optional)

Acknowledgment/Certification

Ethan Roemeling

Resume, Education, etc. (Optional)

Presented by: The Manager
Presented: 03/03/2025
Drafted by: Law Department

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2025-16 vHRC(b)

**An Ordinance Amending the City and Borough Code Relating to the
Historic Resources Advisory Committee.**

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

Section 2. Amendment of Section. CBJC 19.01.202, Definitions, is amended as follows:

19.01.202 Definitions.

Unless a different meaning is clearly intended, the following words and phrases shall have the meanings ascribed below whenever used in this title and shall supersede definitions of such words or phrases set forth in any technical code adopted under this title:

Historic building means a structure which has been placed on or nominated for placement on the National Register of Historic Places; a contributing property within a designated historic district which has been placed on or nominated for placement on the National Register of Historic Places; a contributing property within a designated historic district which has been recognized by the state or the City and Borough; a property which has been declared architecturally significant by City and Borough historic building surveys; a property which possesses characteristics of nationally or locally recognized historic styles of architecture as

determined by the historic district advisory committee; or a locally designated or recognized historically significant structure.

Section 3. Amendment of Section. CBJC 49.10.410, Historic resources advisory committee, is amended as follows.

49.10.410 Historic resources advisory committee.

- (a) *Establishment.* There is established the Juneau historic resources advisory committee.
- (b) *Membership.* The committee shall consist of seven ~~nine~~ members appointed by the assembly. Members shall be appointed for a term of three years. The assembly shall invite applications for membership from archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit and Haida people, and owners of locally recognized historic property, ~~people familiar with the operations and issues relating to the city museum, teachers,~~ and the general public.
- (c) *Officers.* The committee shall select its own officers.
- (d) *Meetings.* The committee shall meet on an as needed basis and at least four times annually ~~monthly~~.
- (e) *Staffing.* The community development ~~and library~~ departments ~~shall~~ may provide ~~such~~ staff support ~~and assistance as to~~ the committee at the director's ~~may require discretion~~ to the extent that capacity allows ~~funds are available~~. Community

development will maintain a system for HRAC for periodic and on-demand review sessions, ensuring that reviews and recommendations are made promptly.

(f) *Duties.* HRAC is an advisory, as-need committee. The duties of the committee ~~shall~~ include:

- (1) Reviewing and making recommendations about local projects that might affect properties identified in the local historic preservation plan;
- (2) Reviewing and developing nominations to the National Register of Historic Places for properties within the City and Borough;
- (3) Engage with property owners in the historic district, encourage participation in preservation activities, facilitate educational opportunities, and provide resources and guidance on best practices for maintaining historical integrity
- (4) Provide an annual report to the Assembly on its activities, including updates on the outreach to property owners in the historic district, preservation education opportunities offered, nominations made to the National Register of Historic Places, and projects reviewed.
- ~~(3) Cooperating and consulting with the assembly, the historic district commission, the community development department and the state historic commission on matters concerning historical districts and historic, prehistoric and archaeological preservation in the City and Borough;~~
- ~~(4) Reviewing and making recommendations about the collections, exhibitions, educational programs, long range plans, and other pertinent activities of the Juneau Douglas City Museum;~~

~~(5) Cooperating and consulting with the library department on matters concerning the Juneau Douglas City Museum; and~~

~~(6) Performing other actions which are necessary and proper to carry out the above duties.~~

Section 4. Amendment of Section. CBJC 69.10.005, Definitions, is amended as follows:

69.10.005 Definitions.

The following words, terms and phrases, when used in this chapter or in an applicable state statute, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning or they are, for the purpose of property taxation, defined differently in applicable law:

Historic property means a structure which has been placed on or nominated for placement on the National Register of Historic Places; a contributing property within a designated historic district which has been placed on or nominated for placement on the National Register of Historic Places; a contributing property within a designated historic district which has been recognized by the state or the City and Borough; a property which has been declared architecturally significant by City and Borough historic building surveys; a property which possesses characteristics of nationally or locally recognized historic styles of architecture as determined by the City and Borough historic district advisory committee; or a locally designated or recognized historically significant structure.

Section 5. Amendment of Section. CBJC 69.10.025, Repair and rehabilitation exemption qualification, is amended as follows:

69.10.025 Repair and rehabilitation exemption qualification.

(a) An exemption under subsection 69.10.020(6) or subsection 69.10.020(8) shall be in an amount equal to the value of qualifying work as defined and computed in accordance with this section. The exemptions shall be granted only if an application for the exemption is filed with the building official prior to final completion of the work permitted by an applicable building permit and the building official certifies that the work has been completed in accordance with applicable building codes. Applications for an exemption under subsection 69.10.020(6) shall be reviewed by the community development ~~department~~ director for determination as to whether the property is "historic property" as defined in subsection 69.10.005. The decision of the community development ~~department~~ director may be appealed to the planning commission. ~~The commission shall refer the matter to the historic district advisory committee for review and a recommendation before hearing the appeal.~~

Section 6. Repeal of Resolution. Resolution Serial No. 1195, a resolution repealing and reenacting Resolution Serial No. 527 relating to the establishment of the Juneau Historic District Advisory Committee and the designation of the Assembly as the Juneau Historic District Commission, is repealed in its entirety and the Committee is dissolved.

Section 6. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this _____ day of _____, 2025.

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Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

Presented by: HRC
Presented: 04/07/2025
Drafted by: Law Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 4000

A Resolution Reestablishing the Juneau Human Rights Commission for the Purpose of Amending the Number of Commission Members, and Repealing Resolution No. 2946.

WHEREAS, the Assembly of the City and Borough of Juneau established the Human Rights Commission in 1992, by Resolution No. 1615am, to address the issue of discrimination and harassment within the City and Borough of Juneau; and

WHEREAS, the Assembly re-established the Commission in 2003 by Resolution 2209, in 2008 with Resolution 2436, in 2016 with Resolution 2738; and again in 2021 with Resolution 2946; and

WHEREAS, the Assembly’s purpose in establishing the Human Rights Commission, as stated in Resolution Nos. 1615am, 2209, 2436, 2738, and 2946 remains unchanged: the Assembly finds discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern, threatening the peace, order, health, safety, and general welfare of the municipality and its inhabitants; and

WHEREAS, it continues to be the policy of the municipality to eliminate and prevent discrimination and harassment; and

WHEREAS, the Human Rights Commission has requested that its membership be modified from seven members to five members.

BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Human Rights Commission re-established.

- (a) There is established a human rights commission consisting of five persons, which shall be known as the City and Borough of Juneau Human Rights Commission.

- (1) The Assembly shall appoint members of the Commission to staggered three-year terms. Members shall be selected to provide the most balanced representation possible. A member of the Commission shall be eligible for reappointment.
- (b) The Commission is charged to:
 - (1) Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, including hate crimes.
 - (2) Promote harmonious intergroup relations within the City and Borough of Juneau by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor and governmental organizations, fraternal and benevolent associations, education, and other groups concerned with human rights.
 - (3) Examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice in the City and Borough of Juneau.
 - (4) Advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.
 - (5) Recommend to the Assembly the action, policies, and legislation to be considered by state and local governments.

Section 2. Procedure. The Commission's procedure shall be governed by the Advisory Board Rules of Procedure, and as such may be amended from time to time.

Section 3. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Commission shall select its own officers and shall hold regular meetings on a schedule established by the Commission, as well as such special meetings as required to conduct business. The presence of three members constitutes a quorum and any action of the Commission requires three or more affirmative votes to be approved.

Section 4. Staff Assistance. Staff support to the Commission shall be provided by the City Manager as available and appropriate.

Section 5. Repeal of Resolution. Resolution No. 2946 is repealed.

Section 6. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____, 2025.

Attest:

Beth A. Weldon, Mayor

Elizabeth J. McEwen, Municipal Clerk

Presented by: The Manager
Presented: 04/07/2025
Drafted by: Law Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 4001

A Resolution Approving Amendments to the Bylaws of the Board of Directors of Bartlett Regional Hospital.

WHEREAS, the Bartlett Regional Hospital (BRH) Board of Directors is responsible for the administration and management of the hospital under the general direction of the Assembly; and

WHEREAS, CBJC 40.05.030 provides that the BRH Board of Directors shall recommend bylaws for the administration and government of the hospital, which bylaws shall become effective upon approval of the Assembly by resolution; and

WHEREAS, the Assembly may accept the bylaws recommended by the BRH Board of Directors, may reject such bylaws, or may modify them; and

WHEREAS, at its regular meeting on March 25, 2025, the BRH Board of Directors approved amendments, Attachment A, to the bylaws consistent with City and Borough ordinances and forwarded the same to the Assembly.

BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The Assembly hereby approves the amendments to the BRH Board of Directors Bylaws, Attachment A.

Section 2. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____, 2025.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

Bartlett Regional Hospital

BOARD OF DIRECTORS

B Y L A W S

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BOARD OF DIRECTORS NAME AND PURPOSE – 0100

~~0111~~0110 NAME

The governing body of the Bartlett Regional Hospital and related operations (the Hospital) shall be known as the Board of Directors of Bartlett Regional Hospital (the Board or the Board of Directors).

~~0112~~0120 PURPOSE OF THE HOSPITAL

1. To provide for the management of facilities, personnel, and services to diagnose and treat injury and disease.
2. To improve health in the community through education, clinical outreach, or other activities.

~~0113~~0130 PURPOSE OF THE HOSPITAL BOARD

1. To establish long-term goals for the Hospital.
2. To approve policies for the Hospital.
3. To establish strategic direction for the Hospital.
4. To ensure the financial sustainability of the Hospital.
5. To assume overall responsibility for the operation of the Hospital.
6. To hire, direct, and oversee a chief executive officer (the CEO) of the hospital and related operations.

AUTHORITY AND POWERS – 01200200

01210210 AUTHORITY

The Board of Directors is constituted, authorized, and governed by the Charter and Ordinances of the City and Borough of Juneau.
(CBJ Charter, Article III, Section 3.15; C.B.J. Chapter 40.05)

01220220 GENERAL POWERS

Subject to state laws and other City and Borough of Juneau Ordinances, CBJ 40.05.020 provides in part that the Board of Directors shall be responsible for the operation of all licensed hospitals and associated licensed health facilities, located inside and outside the City and Borough of Juneau (the City and Borough), owned or leased by the City and Borough. The Board shall make and enforce all rules and regulations necessary for the administration of hospitals under its management, shall prescribe the terms under which patients shall be admitted, and shall establish and enforce standards of operation. The Board shall, within the hospital appropriation, establish and may amend the pay plan for hospital employees. At all times the Board shall exercise its authority with the goal of producing the best possible health outcomes for the citizens of Juneau and for the city’s visitors.

01230230 CONTRACTING AUTHORITY

The Board is responsible for approving all contracts for supplies, services, or professional services, or for amendments to contracts, as established by CBJ 40.05.020. No contract may be approved unless the contract complies with the City and Borough of Juneau Charter and City and Borough of Juneau Municipal Code. Unless otherwise provided by law, the Board may delegate to the Hospital’s CEO the authority to negotiate and execute contracts. The Board may also establish limits to the CEO’s contracting and spending authority.

FUNCTIONS – ~~01300300~~

~~01310310~~ LEGISLATIVE

1. The Board of Directors shall recommend bylaws and provide policies and procedures for the administration and governance of the Hospital. The City and Borough of Juneau Assembly (the Assembly) may accept the bylaws recommended by the Board, may reject such bylaws, or may modify them. These bylaws shall become effective upon approval of the Assembly by resolution. A manual of bylaws shall be maintained (CBJ 40.05.030). Policies and procedures shall become effective after being adopted by the Board of Directors. A manual of policies and procedures of the Hospital Board shall be maintained and established as the Board Manual.
2. At least annually, the Governance Committee shall review the bylaws.
3. The Governance Committee’s recommended revisions to the bylaws, if any, shall be reviewed by the Board at a regular meeting and final Board action taken at a subsequent Board meeting.
4. Any changes approved by the prevailing vote of at least six members of the Board shall be submitted to the City and Borough of Juneau Assembly for approval by resolution.

~~01320320~~ EVALUATION

The Board of Directors shall annually evaluate its own performance.

MEMBERSHIP – 01400400**01410410 NUMBER AND APPOINTMENTS**

The Board of Directors shall consist of nine members appointed by the City and Borough of Juneau Assembly for staggered three-year terms. Board members shall serve at the pleasure of the Assembly. Up to two members of the Hospital's Board of Directors may be physicians in the community appointed from a list of those names submitted by the Hospital's medical staff. Here, the term *physician* means a doctor of medicine (M.D.) or osteopathic medicine (D.O.) licensed to practice medicine in the State of Alaska. Terms shall commence on January first. (CBJ 40.05.010)

01420420 EXPECTATIONS

A voting member shall show willingness to give as much time as is reasonably requested or required. The applicant must be willing to accept responsibility for governance, including active participation in board and committee activities. A member shall also work to expand the member's expertise in board governance responsibilities, expertise in health care management, and to build or expand other expertise needed to oversee a modern hospital's management.

01430430 TERM

The term of membership shall be three years and until a successor takes office, except that a member appointed to fill a vacancy shall serve for the un-expired term. Board members shall not serve more than three consecutive terms. Members that previous served three consecutive terms may be reappointed after at least a one-year absence. (CBJ 40.05.010). There are two exceptions: (1) if there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or (2) to qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

01440440 VACANCY

In addition to the vacancy provisions set out in CBJ 40.05.050, the following provisions shall apply:

1. A recommendation to the Assembly for removal of a Board member may be made upon the prevailing vote of at least six members of the Board.
2. A Board member may resign at any time by giving written notice to the Assembly, with a copy to the president of the Board. Such resignation shall take effect on the date of receipt or at any later time specified.

01450450

COMPENSATION

1. Board members may be compensated for services rendered in their capacities as Board or Board committee members, as authorized in City and Borough of Juneau code or ordinance.
2. A Board member or committee member may be reimbursed for expenses incurred serving the hospital as a Board member. Before any reimbursement for expenses is made, receipts of such expenses must be submitted to the Hospital’s administration.

Board members may maintain membership in local, state or national organizations that are operated for the promotion of the public health or the advancement of the efficiency of hospital administration. The Board may authorize that dues and fees associated with membership be paid, if in the Board’s judgement these fees will improve the operation or functioning of the Hospital (CBJ 40.05.070).

01460460

TRAINING

The Board shall provide training to Board members on the duties and functions of the Board, the general operations of the hospital, and other topics as the needs arise.

1. Each new Board member will be given, a copy of CBJ Title 40 Hospitals, the Board bylaws, the Board Manual, and any other appropriate documents. This will be given to the new member not later than the member’s first regular meeting,
2. The Board shall provide annual education on board governance and compliance responsibilities.

ORGINIZATION– ~~01500500~~**~~01510510~~ ORGANIZATION MEETING**

The Board shall elect annually from its members a president, vice president, secretary and such other officers as it deems necessary (CBJ ~~Section~~ 40.05.040).

~~01520520~~ OFFICERS

1. The officers of the Board shall be a president, a vice president, and a secretary.
2. Officers shall be elected annually according to the schedule in the Board Manual, and each shall take office immediately after election. Officers shall hold office for a one-year term and until successors shall have been elected. Officers shall serve at the pleasure of the Board.
3. Any officer may resign the office at any time by giving written notice to the Board. Such resignation shall take effect on the date of receipt or at any later date specified.
4. The president shall preside at all meetings of the Board and shall be an ex-officio voting member of all committees.
5. The vice president shall act as president in the absence of the president, and when so acting, shall have the power and authority of the president. The vice president shall succeed to the office of president for the unexpired term if that office becomes vacant.
6. The secretary shall ensure the retention of minutes of all meetings of the Board and Board committees and shall ensure appropriate public notice is given for all meetings of the Board and its committees in accordance with these bylaws or as required by law. The secretary shall ensure that the records and reports of the Board are kept as required by law.
7. Upon a vacancy in the office of vice president, or secretary, the Board shall hold an election at its next regular meeting to fill such vacancy for the unexpired term.

01530530

COMMITTEES

1. The president shall establish standing committees with the following names: the Finance and Audit Committee, the Governance Committee, the Planning Committee, the Quality and Compliance Committee, and the Joint Conference Committee. The Board shall assign such duties and responsibilities to the committees as it deems necessary or establish ad hoc committees.
2. The president shall appoint the chair and members of all committees.
3. Committees of the Board shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity. However, committees shall take no action on behalf of the Board.
4. Unless otherwise determined by the Board, committees shall consist of no fewer than two Board members and shall serve until the committee is discharged or until new committee members are assigned by the Board president.
5. A Board member may request or refuse appointment to a committee and the refusal to serve on any one committee shall not be grounds for failure to appoint that Board member to another committee.
6. A committee shall be convened by the chair or designee who shall report to the whole Board for the committee. The chair shall ensure that minutes will be kept and submitted for Board review.
7. The Board may assign the functions of any management or Board committee to combined or new committees, or to the Board acting as a committee of the whole.
8. The Hospital's CEO shall be, unless otherwise expressly provided, a non-voting ex-officio member of all Board committees.

0154-0540

COMMITTEE FUNCTIONS

~~1.~~ ~~Reserved~~

2.1. Finance and Audit Committee

The Finance and Audit Committee shall consist of a chair and members appointed by the president. The duties and responsibilities of the Finance and Audit Committee are to review and make recommendations to the Board concerning all matters affecting the financial condition of the hospital,

including the annual budget, the capital budget, and matters referred to the committee by the president.

- A. This committee shall review the annual budget prepared, and submitted to the Board, by the Hospital's CEO.
- B. This committee shall complete its review in a timely fashion and forward the budget to the Board for approval and submission to the City and Borough manager, as provided in CBJ 40.25.020.
- C. This committee shall review a year-end audited financial report, conducted by an outside auditing firm, and the committee shall report conclusions at the next Board meeting.

3.2. Governance Committee

The Governance Committee shall consist of a chair and members appointed by the president. The duties and responsibilities of the Governance Committee are to assist and make recommendations to the Board in the areas of board governance, development, performance, and effectiveness.

- A. This committee shall review Board bylaws and forward its recommended revisions, if any, to the Board on at least an annual basis. The committee shall review and make recommendations to the Board, as needed, for revisions to the Board manual.
- B. This committee shall monitor current standards, regulations, and general expert commentary on corporate governance practices and procedures and shall review and make recommendations to the Board on all matters of governance, including governance practices and procedures.
- C. This committee shall review and make recommendations to the Board for board-member training and education.
- D. This committee shall conduct an annual evaluation of Board effectiveness.

4.3. Planning Committee

The Planning Committee shall consist of a chair and members appointed by the president. The Planning Committee shall provide information to the Board on changes and trends in the health care field that may influence the growth and development of the hospital.

- A. This committee shall assist in the preparation and modification of long-range and short-range plans to ensure that the total hospital program, inclusive of fixed assets and facility maintenance, is meeting and will continue to meet the health care needs of the

community. Any plan should include hospital services and those other health care facilities and related community resources. This committee may consult with the CEO, the Medical Staff, the Nursing Department, other department and services, and appropriate advisors in the planning.

5.4. Quality and Compliance Committee

The Quality and Compliance Committee shall consist of a chair and members appointed by the president.

- A. This committee shall provide information to the Board concerning the hospital quality assurance program and the mechanisms for monitoring and evaluating quality. This committee may also be used by the Board to identify and resolve quality and compliance problems and to identify opportunities to improve patient care.
- B. This committee shall seek the participation of the CEO or the CEO's representatives, the Medical Staff, the Nursing Department, and appropriate advisors regarding quality assurance to ensure that the Hospital meets its quality assurance goals.
- C. This committee shall oversee the development and implementation of the Hospital's compliance guidelines and procedures and the Hospital's compliance education and training. This committee shall also oversee the Hospital's maintenance of internal controls, systems, processes, resources, and channels of communication for identifying, reporting, and investigating compliance violations or concerns. The committee shall also oversee implementation of corrective actions.
- D. This committee shall oversee and review regular reports regarding compliance activities and investigations. This committee shall also oversee regular internal or external audits and surveys to verify adherence to the Hospital's compliance guidelines and procedures.

6.5. Joint Conference Committee

The Joint Conference Committee shall consist of the Board's president, vice president, and secretary, and any other committee members appointed by the president, together with the Executive Committee of the Medical Staff and representatives from the hospital's administration. The president of the Board will chair the Joint Conference Committee. In the absence of the Board president, the Board vice president will serve as chair of the Committee.

The purpose of this Committee is to provide a forum for communication between the Medical Staff and the Board of Directors.

7.6. Ad Hoc Committees

Ad hoc committees may be appointed by the president for special tasks. Upon completion of the task for which appointed, such ad hoc committees shall be discharged.

01550550 BOARD CALENDAR

The Board shall conduct its business by reference to a calendar which specifies the month or date that decisions, resolutions, deliberations, notices, and reports must be made, instituted or received by the Board.

MEETINGS – 01600600**01610610 PARLIAMENTARY AUTHORITY**

Meetings shall be conducted under Robert's Rules of Order, using the edition currently adopted by the City and Borough of Juneau, together with such amendments of these rules as may be adopted by the Board.

01620620 QUORUM

Five members of the Board shall constitute a quorum, and no business shall be conducted in the absence of a quorum other than to adjourn a meeting to a later date. (CBJ Charter 3.12(e))

01630630 PRESIDING OFFICER

The president shall preside at all meetings of the Board. In the absence, disability, or disqualification of the president, the vice president shall preside. In the absence, disability, or disqualification of the president and vice president, the secretary shall preside. In the absence, disability, removal, or disqualification of the president, vice president, and secretary, the person with the longest period of current consecutive service on the Board shall preside.

01640640 CALL OF MEETINGS

1. Regular meetings shall be held in accordance with CBJ40.05.060.
2. Special meetings not regularly scheduled may be called by the president or upon the presentation of a petition requesting such a meeting and endorsed by a majority of the voting members of the Board.
3. All meetings of the Board and committees of the Board shall be open to the public, except as otherwise provided by law.
4. All meetings of the Board and the committees of the Board may be held virtually or telephonic in accordance with the City and Borough of Juneau code or Assembly rules, as amended.

01650650 NOTICE

1. The president shall notify each Board member, in writing and no later than three days in advance of the meeting, of the time, date, location, and, to the extent it is known, the agenda of any regular meeting. Notice of the time, date, location and purpose of a special Board meeting shall be given to Board members no later than twenty-four hours in advance of the meeting.
2. Reasonable public notice shall be given for all meetings. Notice of all Board meetings and committee meetings shall be conducted in accordance with City and Borough of Juneau Code. Notice shall also be made on the Hospital's website.

In calling a special meeting this notice shall state the business for the transaction of which the special meeting has been called, and no business other than that stated in the notice shall be transacted at such special meeting.

CONDUCT – 0170700

01710710 CONFLICT OF INTEREST

Board members shall be governed by the CBJ Charter, Section 15.1 and CBJ Chapter 01.45 with respect to conflict of interest.

0715 CODE OF ETHICS

Members of the Board, including ex officio members, shall abide by and conform to the City and Borough of Juneau Conflict of Interest Code (CBJ 01.45) and to the codes of ethics and conduct described in the most recently approved Code of Ethics and Conduct Policy.

01720720 MOTIONS AND VOTING

1. The prevailing vote of at least five members of the Board shall be required for official action, except that the prevailing vote may be reduced by one vote for every two members of the Board who are present but who do not vote because of a conflict, as more fully set out in CBJ Charter 3.16(e).
2. A Board member with a declared conflict of interest (CBJ 01.45) on an issue shall ask to be excused from discussion or the vote on the issue. If the president declares a conflict of interest, the president shall turn the meeting over to an alternate chair while the matter at issue is discussed. In either case, a different, non-conflicted member may move that the conflict is *de minimis* and ask that Board allow the conflicted member to remain in the discussion, especially in cases where the conflicted member has special expertise. The conflicted member may still ask to be excused, and if so, that request must be granted. However, if the motion to rule the conflict *de minimis* is seconded and passed, the conflicted member may remain in the discussion but may not vote.
3. A vote may be taken by voice, show of hands, or roll call. If one or more members are participating telephonically, the vote of all members shall be taken by voice or roll call. Proxy voting shall not be permitted. At the request of any member, the Board shall be polled.

01730730 EXECUTIVE SESSIONS

1. If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that come within the exceptions set forth below shall be determined by a majority vote of the Board. The motion to convene in executive session must clearly and specifically describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. No subjects may be considered at the executive session except those mentioned in the motion calling for the executive session unless those subjects are auxiliary to the

main question. No action may be taken at the executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

The following subjects may be considered in an executive session:

- A. Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity.
 - B. Subjects that tend to prejudice the reputation and character of any person, provided that person may request a public discussion.
 - C. Matters which by law, municipal charter, or ordinances are required to be confidential.
 - D. Matters involving consideration of government records that by law are not subject to public disclosure.
2. Any executive session where the subject to be discussed tends to prejudice the reputation and character of any person shall require advance notification of that person, and provided that specific person may request a public discussion.-
 3. Board members participating via telephone in a meeting in which an executive session is called, may participate in the executive session only after verifying, on the record and before the session, that the member is alone, in a private place and able to maintain and safeguard the private status of the telephone call for the duration of the session. If at any time the privacy of the call becomes in question any member or invited attendee in the session may request re-verification of the caller's privacy status.

01740740 HEARING OF PUBLIC

Members of the public present at the meeting of the Board shall be offered a reasonable opportunity to be heard in accordance with Board policy.

01760750 ADJOURNMENT

The Board may at any time recess or adjourn a meeting to a time and place certain. Upon resuming, the Board shall commence business at the point in the agenda where the motion to recess or adjourn was adopted.

0177 ~~CODE OF ETHICS~~

~~Members of the Board, including ex-officio members, shall abide by and conform to the City and Borough of Juneau Conflict of Interest Code (CBJ 01.45) and to the codes of ethics and conduct described in the most recently approved Code of Ethics and Conduct Policy.~~

01810760 OFFICIAL MINUTES

Amended ~~XX-XX~~ March 25, 2025

1. The Board shall keep minutes of all Board meetings and Board committee meetings and a record of all proceedings of the Board.
2. All minutes shall be filed in the office of the CEO as the permanent record of the acts of the Board.
3. The minutes shall show the time and place, the members present, the members absent, the subjects considered, the actions taken, the vote taken, and any other information required by law.
4. Motions to convene and the subject matters to be discussed in executive session shall be clearly reflected in the minutes.
5. Copies of all written reports received at a Board or committee meeting shall be attached to the minutes for that meeting.

HOSPITAL CHIEF EXECUTIVE OFFICER (CEO) – ~~02100800~~

~~02110810~~ APPOINTMENT

The chief executive officer of the Hospital (the CEO) shall be appointed by the Board, after consultation with the City and Borough of Juneau City Manager, only upon affirmative vote of a at least six members of the entire Board (CBJ 40.10.010) (40.05.020(d)).

~~02120820~~ VACANCY

Whenever a vacancy occurs, the succession plan, as described in the Board Manual, will be implemented.

~~02130830~~ DUTIES AND RESPONSIBILITIES

In addition to the duties and responsibilities set out in CBJ 40.10.020:

1. The CEO shall have the duties and responsibilities with respect to the Board, as described in the Board Manual.
2. The CEO shall fulfill the duties set forth in the CEO’s job description.

~~02140840~~ ANNUAL EVALUATION

Annually, or more frequently, as the Board deems necessary, the Board shall review the performance of the CEO. The president of the Board shall inform the CEO of the results this evaluation. Minutes of the Board meeting shall document the evaluation of the CEO. Personnel actions regarding the hospital administrator, including hiring, evaluation, discipline, and termination, shall be after consultation with the city manager.

MEDICAL STAFF – ~~03000900~~**~~03210910~~ MEDICAL STAFF ORGANIZATION AND BYLAWS**

The Hospital shall have an organized medical staff (the Medical Staff). This group is responsible to the Board for the clinical and scientific work of the hospital, as the Board serves as the governing body for the hospital. With approval of the Board, the Medical Staff may adopt bylaws, rules, regulations and policies for the proper conduct of its work and eligibility for appointment to the Medical Staff. The Medical Staff bylaws shall be submitted to the Board for its approval and shall not become effective until approved by the Board. The bylaws shall include provisions for hearings on applications for membership on the Medical Staff that are consistent with the requirements of due process, federal law, state law, and these bylaws. When the Medical Staff reviews or revises its bylaws, rules, regulations and policies it will submit its recommendations for amendment to the Board for its review and approval. (CBJ 40.15.040)

Neither the Medical Staff nor the Board may unilaterally amend the staff bylaws.

~~03220920~~ SELF-GOVERNING

The Medical Staff shall be self-governing with respect to the professional work performed in the hospital. It shall:

1. Designate one of its members as a physician leader of the Medical Staff (the Chief of Staff).
2. Hold regular meetings in accordance with Medical Staff bylaws, for which minutes and records of attendance shall be kept.
3. Review and analyze at regular intervals the clinical experience of the Hospital. Medical records of patients shall be the basis for such review and analysis. (CBJ 40.15.050)

~~03510930~~ ACTIONS AND DECISIONS

In accordance with the Medical Staff bylaws adopted pursuant to CBJ 40.15.030, the Board, after appropriate action by the Medical Staff, shall take action or make decisions on Medical Staff matters, including applications for membership, clinical privileges, and professional discipline matters.

~~03520940~~ REVIEW OF ACTIONS AND DECISIONS

The Medical Staff bylaws shall include procedures for hearings whereby the applicant or member of the Medical Staff shall be afforded a hearing in connection with a request for a review of a decision or action taken pursuant to Section ~~0930351~~ of these bylaws.

0353-0950

REAPPLICATION FOLLOWING DENIAL OR REVOCATION

If an application for membership on the Medical Staff or renewal of membership is denied by the Board, or if the Board revokes the membership of a staff member, the applicant may reapply for appointment to the Medical Staff after the expiration of two years from the date of such denial, unless the Board provides otherwise in the formal written denial.

03710960

BOARD OBLIGATION TO THE MEDICAL STAFF

The Board, through the CEO, shall ensure that the Medical Staff is provided with the administrative assistance necessary to conduct medical staff business and quality assurance activities in accordance with the hospital's Quality Review Plan. This includes the services of the medical record department, and any other administrative or technical assistance deemed necessary and appropriate to fulfil its mission and to facilitate the Medical Staff's conduct of quality review activities. The nature and the frequency of submission of required reports shall be in accordance with the hospital's Quality Review Plan and the Medical Staff bylaws, rules and regulations.

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