

**ASSEMBLY HUMAN RESOURCES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

April 25, 2022 6:00 PM

Assembly Chambers/Zoom Webinar

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

AGENDA

I. CALL TO ORDER

II. LAND ACKNOWLEDGEMENT

A. 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!

III. ROLL CALL

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES

A. 2022-02-28 Assembly Human Resources Committee Minutes-Draft

B. 2022-04-04 Assembly Human Resources Committee Minutes-Draft

VI. AGENDA TOPICS

A. Juneau Public Library Endowment Board (JPLEB) - Appointments

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.

The Library Director seat is a non-recruitment seat with current Library Director John Thill taking the place of past Library Director Robert Barr.

Donna Pierce has applied for reappointment to JPLEB for a term beginning immediately and ending January 31, 2024. Carol Race has applied for appointment to JPLEB for a term beginning immediately and ending January 31, 2025.

The JPLEB will submit an annual report at a future HRC meeting as the board has not recently met.

B. Resolution 2982 vHRC 2020 Census and Assembly Redistricting

C. Amending the Elections Code. (Ordinance 2022-24)

Your packet contains the annual memo from the Municipal Clerk/Election Official to the Assembly with the timelines associated with the upcoming October 4, 2022. Page 5 of the memo includes the Next Steps staff is requesting the HRC/Assembly take in order to prepare for the October 4 election.

During the HRC meeting, Mr. Palmer will be providing a verbal update to the HRC regarding his work on the proposed election code changes that we hope to introduce at the May 16 Assembly meeting.

VII. STAFF REPORTS

VIII. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

IX. NEXT MEETING DATE

A. May 16, 2022 at 6:00pm Assembly Chambers/Zoom Webinar

X. 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, TDD 586-5351, e-mail: city.clerk@juneau.org

ASSEMBLY HUMAN RESOURCES COMMITTEE

February 28, 2022 5:30 PM
Assembly Chambers/Zoom Webinar
MINUTES

I. CALL TO ORDER

HRC Chair Hughes-Skandijs called the Assembly Human Resources Committee meeting to order at 5:30 p.m.

II. LAND ACKNOWLEDGEMENT

A. 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. Gunałchéesh!

III. ROLL CALL

Members Present: Chair Alicia Hughes-Skandijs, Christine Woll and ‘Wáahlaal Gíidaak

Members Absent: Michelle Hale

Staff/Others: Deputy Clerk Di Cathcart, City Clerk, Beth McEwen, P&R Director George Schaaf, JOAAB Member Deborah Rudis, PRAC Chair Chris Mertl, JHRC Chair Haifa Foroughi and JHRC members Mary Wegner, Emily Mesch and Ibn Bailey

IV. APPROVAL OF AGENDA

Agenda approved as presented.

V. APPROVAL OF MINUTES

Minutes approved as presented.

A. 2022-02-17 Special Assembly Human Resources Committee Meeting Minutes-

draft

VI. PUBLIC PARTICIPATION

None

VII. AGENDA TOPICS

A. Meeting with Juneau Human Rights Commission

At its November 22, 2021 Assembly Human Resources Committee (HRC) meeting committee members reviewed the letters submitted to the HRC from the Juneau Human Rights Commission (JHRC). The committee invited the JHRC to attend a future HRC meeting to discuss these topics further.

During its January 18, 2022 Juneau Human Rights Commission meeting the committee discussed the topic of a proposed Rosalee Walker resolution brought before the HRC at its April 22, 2019 meeting which didn't move past the motion by Ms. Hughes-Skandijs, {the original request letter from JHRC and the April 22, 2019 HRC minutes are included in this packet as reference}. The JHRC discussed bringing this topic back before the HRC for further discussion and/or action.

Juneau Human Rights Commission (JHRC) Chair Haifa (Sadighi) Foroughi and JHRC member Mary Wegner met with the Human Resources Committee to discuss further the JHRC's request to support Afghan refugees. Ms. Foroughi and Ms. Wegner reported that at the last JHRC meeting committee members heard from a group who works with creating sponsorship circles to support incoming Afghan refugees to Alaska and Juneau specifically. There is a financial cost and the JHRC is requesting the Assembly look at funding 10-12 Afghan families; the commission will bring forward a formal request to the Assembly during the upcoming budget cycle.

Ms. Foroughi reported the commission is still working through finalizing Town Halls they hope to hold throughout the year as a way to engage the community in important discussions related to human rights.

Chair Hughes-Skandijs said she will work with the Mayor to come up with a resolution or recognition of previous Assemblymember Rosalee Walker.

B. Jensen Olson Arboretum Advisory Board (JOAAB): Annual Report & Appointments

Resolution 2377 established the Jensen Olson Arboretum Advisory Board. It is a

nine member board and to the extent practicable, one shall be representative of the horticulture or botanical community, two shall be representatives of the financial community, one shall be a representative from Discovery Southeast, one shall be a working artist, one shall be a representative of the Southeast Alaska Land Trust, one shall be the Superintendent of the Juneau School District or designee, and two shall be representatives of the public.

There are currently four open seats with terms beginning immediately (February 1, 2022) and ending January 31, 2025.

Jensen Olson Arboretum Advisory Board (JOAAB) member Deborah Rudis attended the meeting to answer any questions from committee members regarding JOAAB's annual report. Ms. Rudis highlighted the boards appreciation for Arboretum Manager Ginger Hudson and Parks and Recreation staff for all their work during the pandemic. The board is currently working through commercial use policies related to the arboretum such as photography sessions, independent tours and taxi tours.

MOTION: by Ms. Woll to forward to the full Assembly for approval, the recommendation to reappoint Peter Froehlich, Sarah Dolan, Deborah Rudis and Kristin Bartlett (JSD Seat) to the Jensen Olson Arboretum Advisory Board all for terms beginning immediately and ending January 31, 2025. ***Hearing no objections, motion passed.***

C. Parks & Recreation Advisory Committee (PRAC): Annual Report & Appointments

Per Resolution 2646, the Parks & Recreation Advisory Committee shall consist of nine members appointed by the Assembly to serve in staggered three-year terms.

The Parks & Recreation Advisory Committee has **three seats for full terms beginning March 1, 2022 and ending February 28, 2025 and one seat for an unexpired term beginning immediately and ending February 28, 2023.** One member has applied for reappointment.

Parks and Recreation Advisory Committee Chair Chris Mertl gave an overview of the PRAC annual report. Chair Mertl noted what an exceptional job the Parks and Recreation Department did getting the public out to enjoy the parks and safely into facilities during the the Covid pandemic. He thanked the previous PRAC members for their service and welcomed the new members.

Chair Hughes-Skandijs thanked Mr. Mertl, PRAC members and Parks and Recreation staff for keeping the community energized and engaged with the various events they managed hold during a global pandemic.

MOTION: by Ms. Woll to forward to the full Assembly for approval, the recommendation to reappoint Will Muldoon and to appoint Danika Swanson and Taylor Murph to the Parks and Recreation Advisory Committee all for terms beginning March 1, 2022 and ending February 28, 2025. ***Hearing no objections, motion passed.***

D. Personnel Board: Appointments

Per 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. No member of the Personnel Board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the Assembly Human Resources Committee.

The two Management Representative Seats are for terms beginning immediately (February 1, 2022) and ending January 31, 2025. The General Public Seat is for an unexpired term beginning immediately and ending January 31, 2024.

MOTION: by Ms. Woll to forward to the full Assembly for approval, the recommendation to reappoint Nancy Sutch and Kenneth Southerland to the Personnel Board for terms beginning immediately and ending January 31, 2025 and to appoint Mila Cosgrove to the Personnel Board for a term beginning immediately and ending January 31, 2024. ***Hearing no objections, motion passed.***

E. Resolution 2974 Re-establishing the LEPC

This resolution would amend the Juneau LEPC to add and clarify membership roles. The changes are located on pages 2 and 3 of the resolution. On February 9, 2022, the LEPC recommended the Assembly adopt this resolution. This resolution is also in the consent agenda for the regular Assembly later on February 28, 2022.

The Manager recommends the Human Resources Committee forward this to the Assembly for adoption.

MOTION: by 'Wáahlaal Gíidaak to forward Resolution 2974 A Resolution Re-establishing the Juneau Local Emergency Planning Committee to the full Assembly for action. ***Hearing no objections, motion passed.***

VIIICOMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS

None

IX. NEXT MEETING DATE

X. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:03 p.m.

ASSEMBLY HUMAN RESOURCES COMMITTEE

April 4, 2022 6:00 PM
Assembly Chambers/Zoom Webinar
MINUTES

I. CALL TO ORDER

Chair Hughes-Skandijs called the Assembly Human Resources Committee meeting to order at 6:00 p.m.

II. LAND ACKNOWLEDGEMENT

A. 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!

III. ROLL CALL

Members Present: Chair Alicia Hughes-Skandijs, Michelle Hale, 'Wáahlaal Giidaak and Christine Woll

Members Absent: None

Staff/Other Present: Deputy Clerk, Di Cathcart, City Clerk, Beth McEwen and Deputy City Manager Robert Barr.

IV. APPROVAL OF AGENDA

Agenda approved as presented.

V. APPROVAL OF MINUTES

Minutes approved as presented.

A. February 7, 2022 HRC Minutes-Draft

VI. AGENDA TOPICS

A. Local Emergency Planning Committee (LEPC) - Appointments

Resolution 2974, *A Resolution Re-establishing the Local Emergency Planning Committee (LEPC)* added seats 13 & 13a: Healthcare Systems (primary/alternate) to the LEPC, no one has applied for the seat 13a alternate. Seat 10a is up for action due to the previous member moving from the alternate to the primary seat.

Seat 13 – Healthcare Systems Seat [Primary Member]{NEW SEAT} Elaine Hickey, term beginning immediately and ending December 31, 2024

Seat 10a – Haz/Mat Transporter Seat [Alternate Member] {seat formally held by Jonathan Suk} replacing him is Ryan Bare [Alternate Member], starting immediately and ending 12/31/2023.

Recommended Motion:

"to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission appointment of Elaine Hickey to LEPC Healthcare Systems Primary Seat for a term beginning immediately and ending December 31, 2024 and the appointment of Ryan Bare to LEPC Haz/Mat Transporter Alternate Seat for a term beginning immediately and ending December 31, 2023 and ask for unanimous consent."

MOTION: by Ms. Woll to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission appointment of Elaine Hickey to LEPC Healthcare Systems Primary Seat for a term beginning immediately and ending December 31, 2024 and the appointment of Ryan Bare to LEPC Haz/Mat Transporter Alternate Seat for a term beginning immediately and ending December 31, 2023 and ask for unanimous consent. *Hearing no objections, motion passed.*

B. Juneau Human Rights Commission - Appointments

Per Resolution 2738 the Juneau Human Rights Commission is a seven member commission appointed by the Assembly for staggered three-year terms. Members shall be selected to provide the most balanced representation possible.

Due to the nature of turnover and subject matter of this commission, staff recommends the HRC make appointments to the one year terms first and leave the soon to be full term seat vacant at this time while continuing to advertise the vacancy. Two of the seats are for terms beginning immediately and ending May 31, 2023. The third seat is for an unexpired term ending May 31, 2022 with the ability to extend to a full term ending in 2025 due to the term expiring within six months.

MOTION: by 'Wáahlaal Gíidaak to forward to the full Assembly for approval, the recommendation to appoint Lance Mitchell and Mallory Nash to the Juneau Human Rights Commission for terms beginning immediately and ending May 31,

2023. *Hearing no objections, motion passed.*

C. Res 2981 A Resolution Supporting the People of Ukraine and Suspending the Juneau Sister City Relationship with Vladivostok, Russia

Russian President Vladimir Putin has engaged in an unprovoked and unjustified attack on the sovereign nation of Ukraine. The CBJ stands firmly with Ukraine and its people. This resolution would join the CBJ into the international community in strongly condemning the egregious actions of President Vladimir Putin for ordering the invasion of Ukraine and would suspend the CBJ's Sister City relationship with Vladivostok, Russia. The CBJ shall continue to support the people of Vladivostok and looks forward to a time when true people to people cooperation can be restored.

The Assembly Human Resources Committee discussed this resolution on March 14, 2022 and requested more information. The Systemic Racism Review Committee reviewed this resolution on March 15, 2022.

Sister Cities International lists two Alaska members [Juneau and Palmer] with seven partnerships, Palmer: Saroma, Japan; Juneau: Whitehorse, Canada, Kalibo, Aklan, Philippines and Vladivostok, Russia with Mishan City, China, Camiling, Philippines and Chia-Yi, Taiwan in Emeritus Status.

SRRC RECOMMENDATION TO THE ASSEMBLY: while the SRRC feels Resolution 2981 is generally outside of its purview, being political in nature, the committee recommends the Assembly use the SRRC toolkit as a guide, specifically the first two questions, as this or similar legislation is discussed and adopted. (SRRC Toolkit included in HRC packet)

Ms. Woll stated that if the Assembly does not pass the resolution during tonight's regular Assembly meeting she will make a motion requesting the Mayor draft and send a letter to the Mayor of Vladivostok outlining the concerns brought forth in the resolution.

MOTION: by Ms. Hale to recommend the Assembly Human Resources Committee move Resolution 2981 *A Resolution Supporting the People of Ukraine and Suspending the Juneau Sister City Relationship with Vladivostok, Russia* to the full Assembly for consideration. *Hearing no objection, motion passed.*

VII.ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:09 p.m.

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.

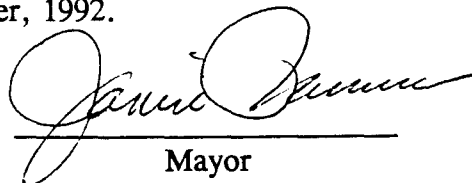
(b) The board shall make such recommendations regarding the fund as will preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall determine annually whether and how much of the interest income is to be expended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



City and Borough of Juneau, AK

Juneau Public Libraries Endowment Board

Board Roster



Donna Pierce

2nd Term Feb 01, 2019 - Jan 31, 2021

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



John Thill

1st Term N/A - N/A

No Recruitment

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Library Director

Dais Seat 1



Vacancy Immediately - January 31, 2025

Appointing Authority Assembly

Position Voting Member

Category Friends of the Library Representative

Dais Seat 2

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.]

Donna _____ Pierce _____
First Name Middle Initial Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

Alternate Phone

Retired CBJ _____ Deputy City Manager _____
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

Former CBJ Library Director & Deputy City Manager

Secondary Email Address (if any)

[REDACTED]

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?

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. [Please respond to each of the below questions and don't just write "see attached resume."]

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

As a former CBJ library director, and more recently, a member of the design team for the new Valley Library, I have an ongoing and enthusiastic interest in our public libraries. The Endowment Board provides much needed "gap funding" for our library facility needs.

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 casual very part time employee of the CBJ, taking on occasional small projects

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

I am reapplying for the Library Endowment Board. Formerly, I served on the CBJ Personnel Board and the Eaglecrest Foundation Board

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

Master's Degree in Libraries, 6 years as Library Director, 15 years as Deputy City Manager. Retired 2006

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.

Upload a Resume

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

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.]

Carol M Race
First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

City

[Redacted]

Suite or Apt

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Retired
Employer Job Title

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

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[REDACTED]

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?

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.

I retired from my position at the Juneau Public Libraries where I worked for 26 years as Douglas Branch Supervisor, Program Coordinator, on the Youth Service committee, and selection committee. I am currently the president of the Friends JPL board and as my term on this board ends (December 2022), I would like to offer my support to the public library by serving on the Endowment board. Thank you, Carol

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

☒ Criteria specific seat as listed in the board's governing legislation

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

President of the Friends of the Juneau Public Library, board member of the Alaska State Library, Archives & Museum. Yoga Instructor at Pavitt Health & Fitness, & Rainforest Yoga, and Senior Yoga.

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

Past President of Rainforest Yoga non-profit Board

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

Graduated from San Diego State University, One year post grad Library Science at Arizona State University. 500 + hours training in Yoga with certification from Yoga Alliance

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.

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

☒ Prefer not to say



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: The Manager
Presented:
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2982 vHRC

**A Resolution Reaffirming the City and Borough Assembly
District Boundaries Based on the 2020 Census Data.**

WHEREAS, Assembly districts are for Assemblymember residency purposes, only; Assemblymembers are elected at large; and

WHEREAS, the current CBJ Assembly district boundaries were established by CBJ Ordinance 2003-15, using data from the 2000 U.S. Census; and

WHEREAS, the current Assembly district boundaries were reevaluated by the CBJ Election Official using the 2020 U.S. Census data; and

WHEREAS, it can be determined by comparing data from the 2010 Census and the 2020 Census that there has not been any significant change in the distribution of population between Assembly District #1 and Assembly District #2; and

WHEREAS, a review of 2020 Census data indicates that the population disparity between the two districts is two percent, well below the code maximum of ten percent. CBJC 11.30.010 (defining adequate census).

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

Section 1. Adequate Census Determination. The Assembly having reviewed the data from the 2020 Census has determined that there is no action necessary at this time to change the Assembly district boundaries as the Census data show that the population is nearly evenly distributed between Assembly District 1 and Assembly District 2.

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

Adopted this _____ day of _____, 2022.

Attest:

Elizabeth J. McEwen, Municipal Clerk

Beth A. Weldon, Mayor



OFFICE OF THE MUNICIPAL CLERK/ ELECTION OFFICIAL

155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
email: city.clerk@juneau.org

Date: April 22, 2022
To: Mayor & Assembly via Assembly Human Resources Committee
From: Beth McEwen, Municipal Clerk/Election Official
Subject: Timelines for October 4, 2022 Regular Municipal Election

The next CBJ Regular Municipal Election is Tuesday, October 4, 2022.¹ Following the direction to build and furnish the Thane Ballot Processing Center for the conduct of CBJ elections mainly using the by mail ballot processing method, the timelines for conducting the October 4, 2022 election are set forth below. All dates referenced below are for the 2022 calendar year unless otherwise noted.

Currently the Thane project is running on time and within budget to create a Juneau-based ballot processing center. The project timeline anticipates project completion by the end of July. Once it is complete, we intend to schedule opportunities for in person and/or virtual tours of the facility by Assemblymembers, staff, and the public to demonstrate the ballot processing methods and timelines.

In December 2021, the State of Alaska Division of Elections notified municipalities that they will no longer be loaning election equipment to local municipalities for the conduct of local elections. As such, CBJ elections for the foreseeable future will not have the same opportunities for precinct-based voting that we had prior to 2020. Rather, we will focus on providing in person voting opportunities for a two week period, up to and including Election Day, at Vote Centers. These would be in addition to voters having the convenience of a by mail ballot with options to return their ballots either in person at a Vote Center, via secure ballot drop box which will be open 24/7 for a two week window closing at 8:00p.m. on Election Day, or placing a stamp on the envelope and returning it via first class mail.

Lessons learned during the 2021 regular municipal election highlight the fact that the Mendenhall USPS and other post offices generally do not postmark ballot envelopes that are returned using First Class Business Reply Mail. As such it is my recommendation that we revert back to a return ballot envelope that requires the voter to affix their first class postage, as we did in 2020. Voters will still have the option to place their return ballot in one of the secure ballot boxes, or bring it in person to a Vote Center, but if they do chose to mail it back, they will need to provide their own postage and would be encouraged to have the post office hand cancel the envelope with a legible postmark.

¹ CBJ Charter Section 6.1 Regular Elections “A regular election shall be held annually on the first Tuesday in October, or such other date as the assembly may provide by ordinance.”

CHARTER AMENDMENTS

The Assembly may propose a Charter amendment by ordinance.² In order for a proposed amendment to be submitted to the voters at the regular election, an ordinance to amend the charter would need to be adopted no earlier than Monday, June 6, and no later than Friday, August 5.³ These deadlines are set to avoid the need to hold a special election. The first regular meeting for the Assembly to introduce a charter amendment is May 16, the last regular scheduled meeting for the Assembly to adopt a charter amendment is August 1, unless special meetings are scheduled for such purposes.

GENERAL BALLOT PROPOSITIONS

Notice of the regular election must be published no later than Sunday, September 4.⁴ The notice must state the purposes of the election. All ballot propositions must be finalized prior to the date the notice of election is published.

Ordinances or resolutions proposing a ballot proposition, other than a Charter amendment, must be adopted by August 8, in order to allow time for publishing the notice of election and for ballot preparation, printing and mailing to Juneau. We recommend introducing any ballot measure no later than the June 13 Regular Assembly meeting, with public hearing and Assembly action on July 11. If necessary, the Assembly could delay action until the next regular meeting of August 1. The Assembly can hold a special meeting to introduce or adopt a ballot ordinance, as long as a public hearing on the ordinance is held. The notice of public hearing on an ordinance must be published in a newspaper of general circulation at a minimum of seven days prior to the public hearing.⁵

PETITIONS

A petition may propose to amend the CBJ Charter or the CBJ Municipal Code. There is an outlined procedure for conducting an initiative (to propose something new) or a referendum (to repeal something in existence). To start a petition, petitioners form a committee of five qualified municipal voters and submit an affidavit stating the purpose of the petition to the Clerk's office.⁶

A petitioner's committee is encouraged to submit a copy of the affidavit and the proposed ordinance, resolution or other measure to be initiated to the City and Borough Attorney with a request that it be reviewed by the Attorney.⁷

² CBJ Charter Section 14.2 Proposal by the Assembly "The assembly may propose Charter amendments by ordinance containing the full text of the proposed amendment and adopted by at least six votes of the assembly."

³ CBJ Charter Section 14.5 Election "The election shall be held not less than sixty days and not more than one hundred and twenty days after the amendment has been proposed. If no regular election is to be held within that period, the assembly shall provide for a special election on the proposed amendment."

⁴ CBJ Charter Section 6.1 Regular Elections "At least thirty days published notice shall be given of a regular election."

⁵ CBJ Charter Section 5.3 Ordinance Procedure (a) "...The public hearing on an ordinance shall follow publication by at least seven days..."

⁶ CBJ Charter Section 7.2 Commencement of Proceedings. (a) "Any five qualified municipal voters may commence initiative or referendum..."

⁷ CBJ Code Section 29.10.020 Attorney assistance on initiative petitions.

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After receipt of a petition affidavit, the Clerk has 15 work days to review and deny or approve the petition affidavit and, if approved, issue petition books. The petition committee then has 30 days in which to obtain the signatures of qualified voters equal to 25% of the votes cast in the preceding regular municipal election. Based on the 8,517 total ballots counted during the 2021 election, twenty-five percent of that would require 2,129 signatures of qualified voters to certify a petition in the City and Borough of Juneau.⁸

The CBJ Charter and Code anticipates a timeframe, which can extend up to 55 - 75 days from the time the affidavit is submitted in the Clerk's office to the time it is certified by the Clerk.^{9/10} This includes 15 days for the Clerk to review and issue signature booklets to a petitioner's committee, 30 days for the collection of signatures, 10 days for the Clerk to certify signatures, and up to 20 additional days for petitioners to gather, and the Clerk to review, additional signatures if a timely submitted petition is found deficient.

The time frames for a certified petition proposition to be placed on the ballot vary depending on the type of petition proposed.¹¹ Petitioners were encouraged to contact the Clerk's office no later than April 12 to begin working on the petition process.

Charter Amendments

If the petition proposes a Charter amendment, the Assembly **does not** participate in the process. Once certified, the proposition is placed on the ballot.¹² In order to meet publication deadlines for the Notice of Election and to avoid a special election the following dates are set for 2022:¹³

Charter Amendments:

June 6 - Earliest day Clerk can certify a voter initiated charter amendment petition.
(Petitioner affidavit to be submitted no earlier than April 13.)

August 5 - Last day Clerk can certify a voter initiated charter amendment petition.
(Petitioner affidavit to be submitted by May 17 at the latest.)

If a charter amendment petition is submitted outside of the timeframe to fall on a regularly scheduled election, a special election may be required to be held to determine the outcome.

8 CBJ Charter Section 7.3

9 CBJ Code Section 29.10.025 Certification of Petitioners' Committee Affidavit

10 CBJ Charter Section 7.3 Petition "A petition...shall be filed in proper form with the clerk within thirty days after the date of issuance of petition pages" and 7.6 Examination for Sufficiency "Within ten days following the date on which the petition is filed in proper form, the clerk shall certify if it bears the required number of signatures"

11 CBJ Charter Section 14.5 Election (a) "Proposed (charter) amendments shall be submitted to the qualified voters of the municipality" and CBJ Charter Section 7.10 Action on Petitions (a) "When an initiative or referendum petition has been determined sufficient, the clerk immediately shall submit it to the assembly".

12 CBJ Charter 14.5 (a) Election.

13 CBJ Charter Section 14.5 (b) Election (b) "The election shall be held not less than sixty days and not more than one hundred and twenty days after the amendment has been proposed."

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Code Ordinances

If the petition proposes adoption by initiative or repeal by referendum of an ordinance, the Assembly *does* participate in the process. Upon certification of an initiative or referendum petition, the Clerk submits it to the Assembly for review and possible action. In order to allow the greatest amount of time possible for the petition process, this timeline proposes an August 1 date by which the Assembly would take action to adopt a substantially similar ordinance or repeal the referred measure.

If the Assembly fails to adopt a proposed initiative measure without any change in substance within forty-five days or fails to repeal the referred measure within thirty days after the date the petition was determined sufficient, the proposed initiative or referred measure is submitted to the voters on the ballot. Since the last *regular* Assembly meeting to act on an ordinance to be placed on the October 4 ballot is August 1, any referendum petition should be certified by the Clerk and submitted to the Assembly by July 5 to allow time for drafting and public notice of a proposed ordinance. The deadline by which the Clerk should certify and submit an initiative petition for adoption no later than the August 1 Assembly meeting would be June 17.

If a petition is submitted to the Assembly outside of the timeframe which would allow the measure to be placed on the regularly scheduled election, the Assembly determines whether it is in the best interest of the municipality to conduct a special election on the matter before the next scheduled election.¹⁴

A petitioners' committee for either a Code or Charter amendment is encouraged to discuss the matter with the Municipal Clerk and Municipal Attorney prior to action and is encouraged to start activities at the earliest date possible.

CANDIDATE FILING PERIOD

Provided we are conducting the October 4, 2022 as a by-mail election in accordance with CBJ Code 29.07.370, nominating petitions for the municipal election must be submitted no earlier than 8:00 a.m., Friday, July 15, and no later than 4:30 p.m., Monday, July 25.¹⁵ These petitions are available in the Clerk's office and require the signatures of 25 registered CBJ voters. In addition, to be considered a certified candidate, a printed/signed copy of the electronically submitted Alaska Public Offices Commission Public Official Financial Disclosure (APOC POFD) Statement must be submitted to the Clerk's office no later than the July 25, 4:30 p.m. deadline.¹⁶

14 CBJ Charter 7.10 Action on Petitions (b) The election on a proposed initiative or referred measure shall be held at the next regular election, or, if already scheduled, a special election occurring not sooner than 90 days from the last day on which the assembly action may be completed on the proposed initiative or referred measure. If no regular election is scheduled to occur within 75 days after the certification of a petition and the Assembly determines it is in the best interest of the municipality, the Assembly may, by ordinance, order a special election to be held on the matter before the next scheduled election. The notice of election shall contain at least a summary of the proposed initiative or referred measure.

15 CBJ Code Section 29.07.370 (b) Candidates – Nomination

16 AS 39.50.020 (a)... Candidates for elective municipal office shall file the statement at the time of filing a nominating petition, declaration of candidacy, or other required filing for the elective municipal office. Refusal or

Timelines for the October 4, 2022 CBJ Election

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A candidate may withdraw his or her name from the printed ballot no later than 4:30 p.m. on Friday, July 29.¹⁷

Candidates may submit an official candidate statement for publication on the CBJ website as early as the filing of their nominating petition but no later than August 19.¹⁸

Attached is our ***Quick Reference Dates-Working Draft*** document which outlines all the above timelines. Due to a number of factors related to the initiative and election process, some of these dates are dynamic and may change based on approval, denial, or subsequent actions required during the petition process.

Next Steps:

CBJ Code 29.07.370(a) currently states “**At the direction of the assembly by motion, the election official may conduct an election by mail.**” While the Assembly has expressed its intent for the October 4, 2022 election to be conducted by mail, a formal motion has not yet been made and adopted. **I would ask that the Assembly make and pass a motion at the next regular meeting to conduct the October 4, 2022 as a by mail election in accordance with CBJ Code 29.07.370.**

We have prepared draft election code changes for consideration by the Assembly. An overview of these changes will be discussed by Mr. Palmer and myself at the April 25, 2022 Assembly Human Resources Committee meeting. We then anticipate having an ordinance ready for introduction at the May 16 Regular Assembly meeting with public hearing and Assembly action scheduled for the June 13 Regular Assembly meeting. Since ordinance changes take effect 30 days after adoption, this would allow for the election code changes to be in effect by the opening of the candidate filing period on July 15.

failure to file within the time prescribed shall require that the candidate's filing fees, if any, and filing for office be refused or that a previously accepted filing fee be returned and the candidate's name removed from the filing records....(b)... Municipal officers, former municipal officers, and candidates for elective municipal office, shall file with the municipal clerk or other municipal official designated to receive their filing for office. All statements required to be filed under this chapter are public records.

17 CBJ Code 29.07.370 (b) Any candidate nominated may withdraw his or her nomination not later than 4:30 p.m. of the 67th day before the election.

18 CBJ Code 29.07.370(c), Official Candidate Statement. Please contact the Election Official for the necessary forms/procedures for filing of these official candidate statements.

Quick Reference Dates for October 4, 2022 CBJ Regular Election

WORKING DRAFT

All dates are 2022 unless otherwise noted. Dates based on by-mail election processing with some references incorporating possible code changes.

- April 12-14 Window of time for Petitioner's Committee to file an affidavit to the Clerk for an initiative or referendum petition – Clerk has *15 business days* in which to deny or certify affidavit and issue petition booklets.
- April 13 – May 17 Window of time to begin Charter Petition filing process without requiring a special election
- April 25 6pm: Assembly Human Resources Committee Meeting – discussion on all things election 2022. Proposed code changes, redistricting, 7pm: Regular Assembly Meeting – Need motion to conduct a Vote By Mail Election for 10/4/22 Also introduce any ordinances pertaining to Election Code Changes & Assembly redistricting*
- May 16 Public Hearing & Assembly action on Election Code ordinances unless referred to another committee and set for Public Hearing on June 13.
- June 2 If Initiative Petition is submitted by 4/12, petition booklets are issued by 5/3, petition is to be filed with the Clerk by 6/2 – Clerk has 10 days to certify signatures and submit it to the Assembly or issue notice of insufficiency (and issue subsequent booklets)
- June 4 If Referendum Petition is submitted by 4/14, petition booklets are issued by 5/5, petition is filed with the Clerk by 6/4 but since that is Saturday, arrangements will need to be made to submit it prior to 4:30p.m.
- June 6 First day for the clerk to certify a petition for a Charter amendment proposition.
First day for the Assembly to introduce a Charter Amendment ordinance (would require a Special Meeting).
- June 13 If Initiative Petition, filed by 6/2, has the sufficient number of signatures, Clerk certifies it and sends it to the Assembly which has 45 days on which to adopt a substantially similar ordinance or the proposed petition language is placed on the October 4, 2022 ballot.
- June 13 Final regular Assembly meeting to hold Public Hearing & Assembly action on Election Code ordinances so ordinances will be effective prior to the July 15 candidate filing period.
- June 14 If Referendum Petition, filed by 6/4, has the sufficient number of signatures, Clerk certifies it and sends it to the Assembly which has 30 days in which to repeal the ordinance or the proposed petition language is placed on the October 4, 2022 ballot.
- July 5 If initial petition booklets were insufficient, this is the final day for Clerk to certify an initiative petition or referendum petition and submit it to the Assembly.
- July 11 First Regular Assembly Meeting to introduce a Charter Amendment Ordinance
- July 14 Last day for Assembly to repeal an ordinance subject to a referendum petition if the petition was certified by the Clerk on 6/14.
- July 15 Filing for Municipal and School Board Candidacy opens - 8:00 a.m. Declaration of Candidacy and copies of electronically filed APOC POFD forms must accompany Nominating Petitions
- July 25 Filing for Municipal and School Board Candidacy closes - 4:30 p.m.
- July 28 Final day for Assembly action on an Initiative Petition, filed by 6/2, certified by the Clerk & sent to the Assembly to adopt a substantially similar ordinance or the proposed petition language is placed on the October 4, 2022 ballot.
- July 29 Last day for candidates to withdraw their name from the printed ballot – 4:30 p.m.

Quick Reference Dates for October 4, 2022 CBJ Regular Election

WORKING DRAFT

All dates are 2022 unless otherwise noted. Dates based on by-mail election processing with some references incorporating possible code changes.

- Aug. 1 Last *Regular Assembly Meeting* to Adopt all Ballot ordinances (including any Charter amendments or to make a motion placing an advisory question on the ballot.)
- Aug. 4 Final day for Assembly to take action before a referendum or initiative petition appears on the ballot.
- Aug. 5 Last day for Assembly to adopt or the Clerk to certify a petition for a Charter amendment proposition (This date would require a special Assembly meeting.)
- Aug. 10 Final ballot sent to programmer/printer
- Aug. 15 Final approval for ballot to be printed/programmed
- Aug. 19 Candidate Profiles due to Clerk
- Sept. 4 Last day for residents to register to vote in this election; Notice of Election Posted / Published
- Sept. 13 Ballots mailed out from printer/contractor (in WA) to all qualified registered voters
- Sept. 15-Oct. 5 Assembly Chambers in use 24/7 for Election purposes. [Vote Centers Open 9/19-10/4]
- Sept. 19-Oct. 4 Vote Center(s) [taking the place of Early/Absentee Voting stations] open for 16 days prior to and including Election Day
- Sept. 27 Last day to receive applications for ballot to be mailed to a temporary absentee address *(possible code change)*.
- Sept. 27 Last day to file "write-in" candidacy letter of intent *(possible code change)*.
- Oct. 3 Last day to submit application for a fax ballot (by electronic transmission) - 5 p.m.
- Oct. 4 Election Day: Vote Centers open 7 a.m. - 8 p.m. *[Preliminary Unofficial Results posted by Friday, Oct. 7, if not before.]*
- Oct. 5-14 Ballot review and processing takes place at Thane Ballot Processing Center. Unofficial Results will be posted online periodically during this time.
- Oct. 17 Final Ballot tabulation of "Unofficial Results" prior to the ballots being reviewed by the Canvass Review Board and certification of the election. Canvass Review Board begins its review of returns.
- Oct. 19(up to 21) [Alaska Day Holiday 10/18] Canvass Board Election meets to review election returns and prepare for certification of the Election by the Election Official. Certification may be delayed on a day to day basis up to three days if necessary.** Last Day to Contest Election (must be filed before completion or during review of election returns)
- Oct. 21 *(Within 2 days after certification) Any request for a Recount of election returns (CBJ Code 29.07.300) must be filed with the Clerk.*

(Within 5 days of recount application being deemed sufficient) the Clerk conducts a recount of election returns to be completed within 2 days.
- Oct. 28 *(Within 10 days after certification)* Last Day to file for Judicial Review of Election in Superior Court
- Oct. 24 First Assembly Meeting with newly elected Assemblymembers, Election of Deputy Mayor**