ASSEMBLY HUMAN RESOURCES COMMITTEE

May 24, 2021 5:30 PM
Assembly Chambers/Zoom Webinar

MINUTES

I. CALL TO ORDER

The Assembly Human Resources Committee meeting was called to order at 5:30 p.m.

II. ROLL CALL

Members Present: Chair Wade Bryson, Loren Jones, Greg Smith and Christine Woll

Members Absent: None

Others Present: Deputy Clerk, Diane Cathcart, Municipal Clerk Beth McEwen, Mayor Weldon, Finance Chair Jeff Rogers, Treadwell Arena Advisory Board Chair Jason Soza and Treadwell Arena Manager Lauren Anderson

III. APPROVAL OF AGENDA

Agenda approved as presented

IV. APPROVAL OF MINUTES

A. 2020-06-29 Assembly Human Resources Committee Minutes-Draft

2020-06-09 HRC Minutes approved as presented

B. 2021-04-26 Assembly Human Resources Committee Minutes-Draft

2021-04-26 HRC minutes approved as presented

V. PUBLIC PARTICIPATION

None

VI. AGENDA TOPICS

A. Treadwell Arena Advisory Board Appointments & Annual Report

Per Ordinance 2015-18(am), the Treadwell Arena Advisory Board (TAAB) is a seven member board appointed to staggered three-year terms. In addition to the seven general public seats, a non-voting Parks and Recreation Advisory Committee member sits on TAAB as a liaison. To the extent practicable, at least one member shall have professional marketing experience. No more than three members shall be employees or board members, or the immediate family member of any employee or board member, of an organization that provides activities at Treadwell Arena.

There are three seats needing appointment with terms running June 1, 2021 - May 31, 2024.

TAAB Chair Jason Soza attended the meeting virtually and gave an overview of the annual board's annual report. Chair Soza noted that considering the constraints and demands during the 2020-21 season, Treadwell Arena was able to meet users needs to the extent possible while following COVID-19 mandates.

Chair Bryson asked about the snack bar. Chair Soza stated that due to the pandemic, the planned snack bar did not open. The board hopes a snack bar can return in the future as it could be a big contributor to arena users experience.

Chair Soza noted that moving forward the board is continuing to work with staff to look at ways of expanding to a 40-week season, adding more public skate times and work with staff to replace the arena ventilation systems to improve air circulation and reduce the distribution of airborne pathogens in the arena.

Mr. Smith thanked the TAAB for all its work and the informative annual report.

MOTION: by Mr. Smith to forward to the full Assembly for approval, the recommendation to appoint Sigrid Dahlberg, Nicchia Leamer and Paulette Schirmer to the Treadwell Arena Advisory Board all to terms beginning June 1, 2021 and ending May 31, 2024. ***Hearing no objections, motion passed.***

B. Board of Equalization - Appointments

Per Ordinance 2005-51(c)(am), The Board of Equalization (BOE) is comprised of a pool of six to nine members; appointed on the basis of their general business expertise and knowledge or experience with quasi-judicial proceedings. General business expertise may included, but is not limited to, real and personal property appraisal, the real estate market, personal property market and other similar fields. The BOE sits in panels of three to hear appeals for relief from an alleged error in valuation on properties brought before the board by an appellant [CBJ Code 15.05.185(a)(3)]. Terms of office shall be for three years and staggered so approximately one-third of terms expire each year.

There are currently six seats on the BOE with various term end dates. Two members have applied for reappointment and four members of the public have applied for BOE seats.

MOTION: by Mr. Jones to forward to the full Assembly for approval, the recommendation to appoint the following members to the Board of Equalization, Barbara Sheinberg to a term beginning immediately and ending December 31, 2021, Barbara Meacom and James Collman to terms beginning immediately and ending December 31, 2022, David Epstein, Raymond Williams and Gary Sonnenberg to terms beginning immediately and ending December 31, 2023. ***Hearing no objections, motion passed.***

C. Local Emergency Planning Committee (LEPC) - Appointments

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.

The BRH Primary seat (5) has been vacated by Kim McDowell and Daniel Wiersma has submitted an application for that seat. Tonia Montez has requested to remain in the BRH Alternate seat (5a). Paul Chisholm, Vulnerable Population Alternate seat (11a) has stepped down, no applicants have submitted an application for that seat.

Recommended Motion:
to forward to the full Assembly for approval, the recommendation to forward to the State of Alaska

Emergency Response Commission appointment of Daniel Wiersma to the Local Emergency Planning Committee BRH Primary Seat for a term beginning immediately and ending December 31, 2023.

<u>MOTION</u>: 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 Daniel Wiersma to the Local Emergency Planning Committee BRH Primary Seat for a term beginning immediately and ending December 31, 2023. ***Hearing no objections, motion passed.***

D. Discussion on Definition of Assembly Liaison

Resolution 2949 vHRC1 is provided for discussion.

Chair Bryson opened the floor to discussion of Resolution 2949 vHRC 1 to committee members.

Mr. Jones noted the work that he and City Attorney Mr. Palmer had done to come up with the recommendations listed in Mr. Palmers memo. Tonight at the Regular Assembly meeting members will discuss and take action on Resolution 2947 Assembly Rules and Procedures. Resolution 2949 regarding liaisons could be moved to the Committee of the Whole for further discussion among the full Assembly.

The committee discussed their individual experiences sitting as an Assembly liaison to various boards and committees. Some Assemblymembers are invited to take a more active roll in committee conversation and some only engage if asked specific questions or report out when a committee reaches that section of its agenda - Assembly Liaison comments or questions.

<u>MOTION</u>: by Mr. Smith to move Resolution 2949 vHRC 1 to the Assembly Committee of the Whole for further consideration and asked for unanimous consent. ***Hearing no objection, motion passed.***

E. Updates/Revisions to CBJ Election Code

Municipal Clerk Ms. McEwen gave an overview of the proposed election code changes. Many of the changes are considered "house-keeping" changes such as updating language and technology terms now in use in the 21st century.

In moving to a Vote-by-Mail system removing the requirement of a witness signature on the return ballot envelope and replacing that with a requirement the voter include a "personal identifier" as defined with election code was another update that would help election workers when verifying a voters signature. Personal identifiers would be defined one of the following: Voter Registration Identification Number (VIN), last 4 digits of a voters social security number, the voters date of birth or their Alaska Driver's License Number.

One other election code update would be adjusting the timing and procedures for review of election returns and certification to align with moving to a Vote-by-Mail system.

<u>MOTION</u>: by Mr. Jones to recommend the administration draft an ordinance and get it introduced and ask for unanimous consent. ***Hearing no objection, motion passed***.

VII. LIQUOR LICENSES

A. Liquor License Protest Recommendation - DeHart's, LLC d/b/a DeHarts Grocery L.L. #300

This liquor license renewal is before the Assembly Human Resources Committee for review and to forward a recommendation to the full Assembly on whether to let the recommended protest stand or to waive the right to protest. If the HRC recommends the protest stand, this license will come before the full Assembly at its Regular Assembly Meeting on June 14, 2021 for final action.

The AMCO 60-day comment period from the local governing body ends Tuesday, June 15, 2021.

MOTION: by Mr. Jones to protest renewal of DeHart's, LLC liquor license #300 until compliant in amount owed to Finance and act on the license when it comes before the full Assembly on June 14, 2021. ***Hearing no objection, motion passed.***

VIII. NEXT MEETING DATE

A. June 14, 2021 at 5:30pm Assembly Chambers/Zoom Webinar

IX. ADJOURNMENT

There being no further business before the committee, meeting adjourned at 6:36 p.m.