

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

June 3, 2019 6:00 PM
Assembly Chambers

AGENDA

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. Assembly Human Resources Committee Minutes May 13, 2019

IV. PUBLIC PARTICIPATION

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Utility Advisory Board Annual Reports & Appointment

The Utility Advisory Board consists of seven members and to the extent possible, the board should be made up of the following: one engineer, one accountant, one general contractor, two commercial customers of CBJ water/wastewater utility, one residential customer of CBJ water/wastewater utility and one member of the general public; per Resolution 2299, A Resolution Establishing a Utility Advisory Board.

There are currently two seats up for renewal and both incumbents, Bryan Farrell and Leon Vance, have submitted their applications for reappointment. No other applications have been received.

Both seats are for terms beginning June 1, 2019 and ending May 31, 2022.

2. Aquatics Board - Appointments

After adoption of Ordinance 2019-03(b) in January 2019, the Assembly passed the following motion as recommended by the HRC at its February 11, 2019 meeting to provide for the transition of membership/seats on the Aquatics Board:

MOTION by Mr. Edwardson that the Aquatics Board maintain their seven member basis for quorum purposes until June 30, 2019 and then switch to a nine member basis for quorum purposes effective July 1, 2019 as they transition from a seven member board to a nine member board.

During the HRC meetings on this topic, members expressed their desire to

provide for staggered terms such that the appointments in June 2019 would be for terms beginning July 1, 2019 and expire as follows:

- 3 seats would have terms expiring June 30, 2020 (1 year term)
- 3 seats would have terms expiring June 30, 2021 (2 year term)
- 3 seats would have terms expiring June 30, 2022 (3 year term)

3. Juneau Commission on Aging - Appointment

The Juneau Commission on Aging (JCOA) was recently reformed via Resolution 2802 which provides the following with respect to its membership:

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

Presently, there are four members serving at or over the age of 65 and two general public members. Your packet contains an application from someone who fits the criteria of a member 65 years or older. Since JCOA terms are for two-years, if the HRC decides to recommend this appointment, it would be appropriate to appoint the new member to a term beginning immediately and expiring December 31, 2020.

B. Other Business

1. Ordinance 2019-20 An Ordinance Amending the Hospital Code Relating to Board Appointment, Contracts for Professional Services, and Medical Records
A representative from Bartlett Regional Hospital will be attending the HRC meeting to discuss this proposed ordinance.
2. Continued HRC Discussion on Getting Citizens Interested in Serving on CBJ Boards or Committees-Review of draft Survey

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

ASSEMBLY HUMAN RESOURCES COMMITTEE

May 13, 2019 6:00 PM

Assembly Chambers

MINUTES

I. ROLL CALL

Chair Rob Edwardson called the meeting of the Assembly Human Resources Committee to order at 6:00 pm.

HRC Members Present: Rob Edwardson, Carole Triem (telephonically), Alicia Hughes-Skandijs and Wade Bryson

HRC Members Absent: None

Others Present: Diane Cathcart, Deputy Clerk, Beth McEwen, Municipal Clerk, Loren Jones, Assemblymember, George Schaaf, Parks & Recreation Director, Lauren Anderson, Treadwell Arena Manager, Josh Fortenberry, Treadwell Arena Advisory Board Member

II. APPROVAL OF AGENDA

May 13, 2019 Assembly Human Resources Committee agenda approved as presented

III. APPROVAL OF MINUTES

A. Assembly Human Resources Committee Minutes April 22, 2019

Minutes of the April 22, 2019 Assembly Human Resources Committee meeting were approved as presented.

IV. PUBLIC PARTICIPATION

None

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

A. Bidding Review Board - Appointment

MOTION: by Ms. Hughes-Skandijs to forward to the full Assembly for approval, the reappointment of Brad Waldron to the Bidding Review Board to a term beginning June 1, 2019 and expiring May 31, 2022. ***Hearing no objection, motion passed.***

B. Treadwell Arena Advisory Board Appointment & Annual Report

Lauren Anderson, Treadwell Arena Manager gave an overview of the annual report and discussed the expanded approach of the arena being open during the summer

beginning in 2020 for non-ice activities during the months of May and June. Some of the activities would be roller skating and floor hockey and floor ball. Participants would need to bring their own equipment

Mr. Bryson was pleased to see that TAAB is working at growing the cost recovery for the rink and to see they are putting money away for future equipment needs. He thanked Ms. Anderson and the TAAB for their great plans and ideas.

Ms. Triem said this is a very good annual report and could be used as a template for other boards. Ms. Triem asked if the cost recovery was an internal decision or an Assembly decision.

Ms. Anderson said that is a TAAB goal but also part of the original request of the Assembly when creating TAAB was finding ways to boost cost recovery for various Parks and Recreation facilities.

Ms. Hughes-Skandijs appreciates how complete the annual report is and would like them to share that with the board.

MOTION: by Mr. Bryson to forward to the full Assembly for approval, the recommendation to appointment David Bartlett to the Treadwell Arena Advisory Board to a term beginning June 1, 2019 and expiring May 31, 2022. ***Hearing no objection, motion passed.***

C. Other Business

A. Continued HRC Discussion on Getting Citizens Interested in Serving on CBJ Boards or Committees

Mr. Edwardson asked the Clerk to send out a memo to the members earlier in the day as a starting point for them to discuss. Start on the right hand column of box 1. Would like the Assembly to have time to look at recommendations and plan according to the timeline in the memo.

Ms. Hughes-Skandijs said she felt like the action steps are laid out in a way we can start down. Once we get results to a survey, it will help us identify ways that are actionable or of use to the committee.

Mr. Edwardson would like each person to come up with at least 5 questions to bring back to the June 3 meeting and decide at that meeting what questions to use.

The Deputy Clerk requested committee members send their questions to the City Clerk email address by May 29 so they can be included in the June 3 packet. She will research different online survey sites to see which one might best fit the needs of the committee.

Mr. Bryson requested that paper copies be available as well.

MOTION by Ms. Hughes-Skandijs that the Assembly Human Resources Committee

accept the plan and move forward as is and asked for unanimous consent. ***Hearing no objections, Motion passed.***

B. Potential Dates for Empowered Board Interviews & Appointments: Eaglecrest, Docks & Harbors and Airport Boards

Discussion on possible dates for upcoming Empowered Board interviews and appointments for the Eaglecrest, Airport and Docks & Harbors Boards.

Deputy Clerk Cathcart put forth the following dates as possible meeting dates for Airport and Eaglecrest: June 13 or June 26. Possible dates for Docks & Harbors Board interviews are July 16-18 or July 24.

Chair Edwardson will bring these dates to the rest of the Assembly and see what the preference and availability of everyone is.

VI. STAFF REPORTS

None

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None

VIII. ADJOURNMENT

There being no further business to come before the committee, meeting was adjourned at 6:33 p.m.

MEMORANDUM

DATE: May 9, 2019

TO: City and Borough of Juneau Assembly

FROM: Utility Advisory Board (UAB)

SUBJECT: Annual Report for the period May 2018 through April 2019

This memo comprises the 2019 annual report of the CBJ Utilities Advisory Board (UAB) for the period May 2018 through April 2019 meant to advise the Mayor, Manager, and Assembly on utility issues, in accordance with the enabling CBJ Resolution 2299 (February 2005).

The UAB considers infrastructure, operations, and funding needs of the Water and Wastewater utilities. As a result of study and deliberation, the UAB recommends that both the Water and the Wastewater customer rates are raised 4% each of the next five years. This recommendation is made in consideration of the financial health of the utilities using computerized dashboard software, anticipated fund balances, prioritized infrastructure upgrades and replacements, funding sources, and CIP funding needs. With these increases, the water utility will continue to provide a dependable supply of high quality water for safety and fire, tourism, domestic, and commercial uses. In addition, the wastewater utility will be able to continue to efficiently and effectively collect wastewater and meet or exceed wastewater treatment standards over the coming five years.

The rate model that was used was designed by a consultant, Financial Consulting Solutions Group Inc. (FCS), specializing in utility assessments with specific experience in water and wastewater. The rate model is updated as needed by CBJ Staff. This model allows the finances of the Water and Wastewater utilities to be studied looking out ten years and allows the various financial assumptions to be tested. The UAB used this tool to develop recommended utility rate changes to fund infrastructure upgrades and replacements.

The UAB's recommendation assumes that the utilities will receive at least the same sales tax allocation in FY25-FY29 as they are receiving in the current cycle. Staff has developed a 10-year CIP plan based on conditions of division assets and known needs. The UAB supports CIP planning with a 10 year horizon for both the Water and Wastewater utilities. The timing and exact nature of these anticipated CIP expenditures will be presented to the assembly as required. The suggested rate increase above does not fund an average of \$7 million annually that would be needed to fully fund the 10 year anticipated CIP needs.

BACKGROUND/ RATE HISTORY

Most recently, on the 2017 Ballot, the 1% sales tax passed with 77 percent of votes in favor of renewal. The assembly proposed this ballot measure and said it would “focus on addressing the deferred maintenance needs of the public utilities and facilities” and the Finance Committee specifically identified \$15.5 million for water and wastewater infrastructure, maintenance and Improvement.

A rate study was completed in December of 2013 by FCS. The public and Assembly were briefed on the study’s contents during three public forums and two public presentations to the assembly. There had been no rate increases since 2011 and FCS proposed three different five year rate plans to address the system reinvestment which was in arrears. The three proposed options to address the lack of system reinvestment, were labeled “Low” which would fund system reinvestment 35%, “Middle” would fund 68%, and “Top” would fully fund system reinvestment 100%. The assembly chose the “Middle” five year option for funding 68% of system reinvestment. While this option did not fully fund system reinvestment it did improve the level of maintenance and replacement costs that had been historically deferred. One reason the assembly chose this option was that it was anticipated that other funding sources would be available. One funding source specifically mentioned was the State of Alaska having a history of granting municipalities money for water and wastewater needs. Subsequently, the Assembly passed Ordinance 2014 36(b)(am) which increased water 6.5% and wastewater 8% for each of the next five years.

A rate study completed in 2003 recommended an immediate rate increase of 19% for water and 39% for wastewater, and further recommended additional specific rate increases over the next 10 years. Customer rates for the two utilities did not increase during the years 1991 to 2003 (thirteen years), which led to precarious financial positions for both utilities. Infrastructure maintenance was deprioritized, and the utilities did not have the ability to perform necessary repairs and upgrades. In Ordinance 2003-43 on October 2003, the Assembly approved the 19% and 39% increases, and due to “rate shock” to customers, the Mayor empaneled a seven member Ad Hoc Utility Advisory Board (UAB) in February 2004. This group was tasked with advising the Mayor and Assembly on Water and Wastewater utility issues, including rates, and with making recommendations regarding the advisability of a permanent Advisory Board.

UAB PURPOSE

CBJ Resolution 2299 identifies the UAB’s primary responsibilities concerning the status of water and wastewater utility topics:

- (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 Manager may request

BOARD MEMBERSHIP AND MEETINGS

CBJ Resolution 2299 stipulates that the Board shall consist of seven members, and to the extent practicable, appointments shall be made as follows: one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation; one accountant, preferably experienced with utility financial management practices; one general contractor, preferably experienced in the construction of water and/or wastewater utility systems; two commercial customers of the City and Borough water and/or wastewater utility; one residential customer of the City and Borough water and/or wastewater utility; and one member of the general public.

The following is list of May 2018 – April 2019 members and their membership qualification(s):

Kevin Buckland – Accountant, Commercial Utility Customer, and Residential Utility Customer

Andrew Campbell – Alaskan Registered Engineer, General Contractor, Commercial Utility Customer, and Residential Utility Customer

Bryan Farrell – Commercial Utility Customer and Residential Utility Customer

Janet Hall Schempf – General Public

Geoff Larson – Alaskan Registered Engineer and Commercial Utility Customer

Grant Ritter – Residential Utility Customer

Leon Vance – Residential Utility Customer

During the reporting period, the Board held six regular meetings and one special meeting. Leon Vance served as chair throughout the year. Geoff Larson continued to serve as vice-chair. Two terms expire in May 2019; Bryan Farrell and Leon Vance have indicated that they will re-apply for their seats.

BOARD MEETING DATES

The UAB meets for regularly scheduled and special meetings. The Board held six regularly scheduled meetings and one special meeting:

May 10, 2018

June 14, 2018

September 13, 2018

January 10, 2019

March 7, 2019

March 14, 2019 - A special meeting to consider customer rate increases for the coming five years

April 11, 2019

Regular meetings were not held during July, August, October, November, December, and February due to lack of agenda items or lack of quorum.

BOARD MEMBER ATTENDANCE AT REGULAR MEETINGS

	May	Jun	Sep	Jan	Mar	Apr	Totals		Term
	5/10/2018	6/14/2018	9/13/2018	1/10/2019	3/7/2019	4/11/2019	Attended	Absent	Ends
Buckland, Kevin	X	X	X	X	O	X	5	1	5/31/2020
Campbell, Andrew	X	O	X	X	X	X	5	1	6/30/2021
Farrell, Bryan	X	X	O	X	X	X	5	1	5/31/2019
Schempf, Janet Hall	X	X	X	O	O	X	4	2	5/31/2020
Larson, Geoff	X	X	X	X	X	X	6	0	5/31/2021
Ritter, Grant	X	X	X	O	X	X	5	1	5/31/2020
Vance, Leon	O	X	X	X	X	X	5	1	5/31/2019
Number of Attendees	6	6	6	5	5	7			

FURTHER INFORMATION ABOUT THE UTILITIES ADVISORY BOARD

Engineering and Public Works staff for the UAB include:

Mike Vigue – Engineering & Public Works Director

Autumn Sapp – Engineering & Public Works Business Manager

Janet Sanbei – Engineering & Public Works Administrative Officer

Utilities Advisory Board website: <https://beta.juneau.org/engineering-public-works/utilities-division/utility-advisory-board>

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;

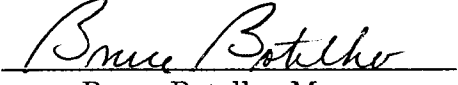
- (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;
- (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, 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.

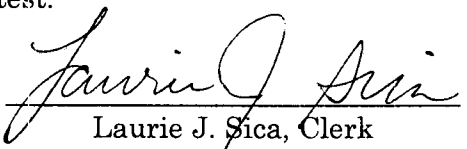
Section 5. Staff Assistance. Staff support and assistance to the Utility Advisory Board shall be provided by the City and Borough Public Works, Engineering, Finance, and such other departments as available and appropriate.

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



UTILITY ADVISORY BOARD

BOARD ROSTER



BRYAN FARRELL

2nd Term Nov 09, 2015 - May 31, 2019

Appointing Authority Assembly
Position Voting Member
Category AEL&P Mechanical Engineer
Dais Seat 3



LEON VANCE

4th Term Apr 01, 2005 - May 31, 2019

Appointing Authority Assembly
Position Voting Member
Category Attorney
Dais Seat 7



GRANT RITTER

2nd Term Jan 27, 2014 - May 31, 2020

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 6



JANET HALL-SCHEMPF

4th Term Apr 01, 2005 - May 31, 2020

Appointing Authority Assembly
Position Voting Member
Category Retired State Habitat Biologist
Dais Seat 4



KEVIN BUCKLAND

1st Term Dec 18, 2017 - May 31, 2020

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 1



GEOFFREY LARSON

5th Term Jun 14, 2018 - May 31, 2021

Appointing Authority Assembly
Position Voting Member
Office/Role Vice-Chair
Category Large Commercial User
Dais Seat 5



ANDREW CAMPBELL

2nd Term Jun 25, 2018 - Jun 30, 2021

Appointing Authority Assembly
Position Voting Member
Category Public
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.]

Bryan

First Name

Farrell

Middle Initial Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Alaska Electric Light and Power

Employer

Mechanical Engineer

Job Title

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

Residence Address Line 2

Juneau

Residence City

AK

Residence State

99801

Residence Postal Code

Comments

AEL&P Mechanical Engineer; Appointed to remainder of current term ending 5/31/16 and full 3-year term expiring 5/31/2019

Secondary Email Address (if any)

Which Boards would you like to apply for?

Utility Advisory Board: Appointed

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.

I have a vested interest in the health of the water and wastewater utilities both as a commercial user and as a lifelong Juneau resident.

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.

Currently work for Alaska Electric Light and Power. Currently a member of the Utility Advisory Board.

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

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

BSME from University of Colorado. MEME from University of Idaho. 11 experience as a mechanical engineer for electric utility.

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

None Selected

Gender

None Selected



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.]

Leon Vance
 First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Faulkner Banfield
 Employer Job Title

[Redacted]

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

Residence Address Line 2

Juneau
 Residence City

AK
 Residence State

99801
 Residence Postal Code

Comments

Attorney at Faulkner Banfield

[Redacted]

Secondary Email Address (if any)

Which Boards would you like to apply for?

Utility Advisory Board: Appointed

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.

I currently serve on the Utility Advisory Board and have since the UAB was formed. As with any board, there are benefits to having new members. But because the City's utilities are complex and face complicated issues, I believe there also is some benefit to having board members who have become familiar with the system.

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.

UAB

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

UAB 2004 to present Catholic Community Service 2009-2014 Juneau Montessori (1990s)

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

BA Geology JD

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.

Alaska Bar Association

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

☒ Male

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
Introduced: 01/07/2019
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-03(b)

An Ordinance Amending the City and Borough of Juneau Code Related to Aquatics Facilities and Repealing the Associated Sunset Date.

WHEREAS, the Juneau voters approved a proposition in October 2014 amending the Charter to give the Assembly discretion to establish a board to oversee the City and Borough's aquatics facilities; and

WHEREAS, Ordinance 2015-23(b) amended the City and Borough code to create a new chapter, Chapter 67.10 Aquatics Facilities, with an automatic sunset date of May 28, 2018; and

WHEREAS, Ordinance 2018-19 extended the sunset date to June 30, 2019.

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

Section 1. Classification. Except for Section 2, which is a non-code ordinance, 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. Repeal of Sunset Date. The sunset date created by Ordinance 2015-23(b) and extended by Ordinance 2018-19 is repealed. Chapter 67.10 no longer has a sunset date.

Section 3. Amendment of Section. CBJ 67.10.010 Board of directors, is amended to read:

67.10.010 Board of directors.

(a) The aquatics board shall consist of nine voting members appointed by the assembly to serve without compensation for staggered three-year terms. Members of the board shall serve at the pleasure of the assembly. Terms shall commence on July 1. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. No board member who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly.

(b) One board member shall be from and represent the Juneau School District. One board member shall be from any local aquatics organization that rents a pool facility. To the extent possible, appointments to the remaining seven seats on the aquatics board shall include persons having skills relevant to matters concerning the aquatics facilities. No more than two members of the aquatics board shall be a member or employee of any local aquatics organization, or the immediate family member of any member or employee of any local aquatics organization.

(c) The parks and recreation department director may participate in any board proceedings like a member but shall not have the power to vote and shall not be counted in determining whether a quorum of the board is present.

Section 4. Amendment of Section. CBJ 67.10.020 General powers, is amended to read:

67.10.020 General powers.

(a) Subject to state laws and City and Borough ordinances, the aquatics board shall make policy decisions and generally direct the operation and maintenance of the municipally-owned aquatics facilities according to the best interests of the public and in a sound business manner. The aquatics board:

(1) Shall be responsible for generally directing the operation, maintenance, development and marketing of the municipally owned and operated aquatics facilities, except as otherwise provided by the assembly by resolution.

(2) Shall prescribe the terms under which persons and groups may use the aquatics facilities under the board's management and establish and enforce standards of operation.

(3) May adopt regulations pursuant to CBJ 01.60 necessary for the administration of the aquatics facilities under the board's management.

(4) Shall facilitate and receive citizen input on the management and operations of the aquatics program.

(b) Shall ensure all legal services for the aquatics board and aquatics facilities are provided by or under the supervision of the municipal attorney.

(c) Shall annually provide to the assembly a written review of the aquatics program. The review shall include public usage, financial trends, facility maintenance needs, capital needs, and the efficiency of the program operation.

(d) Shall annually provide a personnel evaluation to the parks and recreation department director of the aquatics manager's performance in supporting the board and implementing board direction. The aquatics manager personnel evaluation and the board's deliberation of it shall be confidential unless the aquatics manager requests a public discussion.

(e) Shall participate in the selection process for the hiring of the aquatics manager. In the event the board does not support the hiring recommendation of the parks and recreation department director, the board chair shall timely notify the city manager. The city manager shall then make the hiring decision.

Section 5. Amendment of Section. CBJ 67.10.050 Meetings, is amended to read:

67.10.050 Meetings.

(a) The aquatics board shall meet at least once each month at an accessible location and time to be designated by the board. The board chair may cancel a monthly meeting when a quorum will not be present. Subject to public notice requirements, any three board members may call for a special meeting.

(b) Every meeting of the board, including its committees, shall have an agenda. The agenda shall be prepared by the board or committee chair in consultation with the aquatics manager.

Section 6. Amendment of Section. CBJ 67.10.070 Manager designated, is amended to read:

67.10.070 Aquatics manager designated.

The aquatics manager shall provide staff support to the board but is supervised by the parks and recreation department director.

Section 7. Amendment of Section. CBJ 67.10.080 Director; duties and responsibilities, is amended to read:

67.10.080 Aquatics manager; duties and responsibilities.

The aquatics manager is responsible for the overall supervision of the municipally-owned aquatics facilities under the aquatics board's policy direction. The aquatics manager's authority and duties shall include, but are not limited by, the following:

- (1) To be responsible for carrying out all applicable laws, ordinances and regulations.
- (2) To be responsible for carrying out policies established by the aquatics board not in conflict with policies established or adopted by the assembly or manager.
- (3) To prepare an annual budget as required by City and Borough ordinance.
- (4) To attend all meetings of the aquatics board and its standing committees except as otherwise directed by the board and not otherwise conflicting with other duties of the position of aquatics manager.

- (5) Direct and supervise the maintenance and operation of the municipal pools.
- (6) Keep the aquatics board fully advised on the financial circumstances of the program budget, the physical condition, and the maintenance needs of the aquatics facilities.
- (7) At the direction of the aquatics board, prepare draft regulations and draft fee changes for consideration.
- (8) Assist the aquatics board in all matters, including the preparation of the annual report to the assembly.

Section 8. Amendment of Section. CBJ 67.10.100 Preparation and submission of budget, is amended to read:

67.10.100 Preparation and submission of budget.

The aquatics manager shall prepare the budget in accordance with approved City and Borough procedure and shall submit it to the aquatics board for approval. The aquatics manager shall submit to the board the draft Capital Improvement Plan no later than December 1 and the draft operating budget no later than February 1.

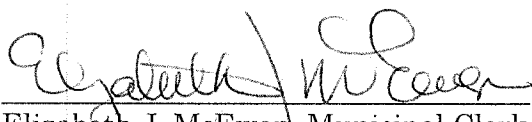
The operating portion of the budget submitted by the aquatics board shall, to the extent practical given safety concerns and maximizing operating hours of the pools, minimize its general fund subsidy. The aquatics board shall make its recommendations and submit the budget to the city manager for transmittal to the assembly in the same manner as general government departments.

Section 9. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this 28th day of January, 2019.


Beth A. Weldon, Mayor

Attest:


Elizabeth J. McEwen, Municipal Clerk



AQUATICS BOARD

BOARD ROSTER



PHILIP LOSEBY

1st Term Apr 27, 2015 - Jun 30, 2019

Appointing Authority School District

Position Ex-Officio

Office/Role JSD Liaison

Category School District Liaison

Dais Seat 8



TOM RUTECKI

1st Term Jul 01, 2015 - Jun 30, 2019

Appointing Authority Assembly

Position Voting Member

Office/Role Vice-Chair

Category Public

Dais Seat 5



BECKY MONAGLE

1st Term Dec 08, 2016 - Jun 30, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



JOE PARRISH

1st Term Jul 01, 2015 - Jun 30, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 4



CHARLIE WILLIAMS

1st Term Jul 01, 2016 - Jun 30, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 7



RITCHIE DORRIER

1st Term Jul 01, 2015 - Jun 30, 2019

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



CAROLE TRIEM

1st Term Oct 15, 2018 - Oct 14, 2019

Appointing Authority Assembly

Position Ex-Officio

Office/Role Assemblymember

Category Assembly Liaison

Dais Seat 9



PAT WATT

1st Term Jul 01, 2015 - Jun 30, 2020

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 6



MAX MERTZ

1st Term Jul 01, 2015 - Jun 30, 2020

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Board member of Glacier Swim Club

Dais Seat 2



VACANCY

Appointing Authority Assembly

Position Voting Member

Category Aquatics Organization Representative



VACANCY

Appointing Authority Assembly

Position Voting Member

Category School District Representative

Application Form

Profile

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[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.]

Donald R Beard
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

[Redacted] [Redacted]
Employer Job Title

[Redacted]
Residence Address if different from your Mailing "Home" Address listed above

[Redacted]
Residence Address Line 2

[Redacted]
Residence City

[Redacted]
Residence State

[Redacted]
Residence Postal Code

Comments

[Redacted]
Secondary Email Address (if any)

Which Boards would you like to apply for?

Aquatics 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.

Long-time user of Augustus Brown Pool

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.

None

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

Juneau Volunteer Fire Department

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

B.S. Civil Engineering M.S. Civil Engineering

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

☒ Male

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

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[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.]

Kirk Duncan
 First Name Middle Initial Last Name

[Redacted]
 Email Address

[Redacted] [Redacted]
 Home Address Suite or Apt
 [Redacted] [Redacted]
 City State Postal Code

[Redacted] [Redacted]
 Primary Phone Alternate Phone

Retired
 Employer Job Title

[Redacted]
 Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

[Redacted]
 Secondary Email Address (if any)

Which Boards would you like to apply for?

Aquatics 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?

☒ 2

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.

I was the Parks and Recreation Directors when the Aquatics Board was created and I feel I can provide historic perspective to the board's mission and purpose as well as assist the staff in the effective and efficient operation of the pools

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 serve on the Parks and Recreation Advisory Committee I am the board chair of CoastAlaska, I serve on the KTOO board of directors as well as the KTOO Legacy Foundation. I am the treasurer of my condo association

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

Please see above

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

I graduated from the University of Washington with a BA in Economic Geography. I have completed various courses in organizational development and related topics

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.

I attended and graduated from the National Recreation and Parks Association Directors School

[RESUME_6-1-2018.doc](#)

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

☒ Male



Date of Birth

Acknowledgement/Certification

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

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☒ I Agree

Application Form

Profile

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[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.]

Bradley R Elfers
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

Alaska Fly Fishing Goods Owner
Employer Job Title

[Redacted]
Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

[Redacted]
Secondary Email Address (if any)

Which Boards would you like to apply for?

Aquatics 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

none

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.

I have used and enjoyed the pools for many years. Both my children learned to swim at the pools and I have regularly brought them swimming and to swim lessons. I also use the pool on my own swimming laps and using the work out equipment. I think the pools are tremendous local assets and am interested in doing what I can to help them thrive and continue in the future. I have owned my own business in Juneau for the last 21 years and have a good understanding of business practices. I also was a full time ski instructor at Eaglecrest from 1993-1998 so I have experience working in a parks & rec type setting. I think these two positions give me a range of experience that could be helpful on the Aquatics 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.

none currently

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

I was a long time board member for the Juneau Chapter of Trout Unlimited. Trout Unlimited is a conservation organization that focuses on preserving and protecting coldwater streams and rivers. I also served the chapter as vice president for 6 years.

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

BA from University of Washington

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.

Level III Ski Instructor Certification with the Professional Ski Instructors of America.

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

☒ Male

Date of Birth

Acknowledgement/Certification

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

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☒ I Agree

Application Form

Profile

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[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.]

Tracy L Morrison
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

Elgee Rehfeld Staff Accountant
Employer Job Title

[Redacted]
Residence Address if different from your Mailing "Home" Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

[Redacted]
Secondary Email Address (if any)

Which Boards would you like to apply for?

Aquatics 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.

My family of five is heavily involved in aquatic activities. We are each at the pool 3-5 times a week. My husband and I both hold annual member passes and are part of the GSC (Glacier Swim Club) masters program. My children are all GSC swimmers. I also cochair GSC's annual fundraiser. With this level of involvement I feel I have a vested interest in the future of Juneau's aquatics programs and good insight into the current state of these programs.

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.

Aukeman Triathlon Board Member Elgee Rehfeld Employee

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

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

Undergraduate Biology Degree from the University of California, Santa Cruz

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

☒ Female

Date of Birth

Acknowledgement/Certification

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

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☒ I Agree

Application Form

Profile

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Will Muldoon
First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

State of Alaska Mainframe Operator
Employer Job Title

[Redacted]

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

Residence Address Line 2

Juneau
Residence City

AK
Residence State

99801
Residence Postal Code

Comments

[Redacted]

Secondary Email Address (if any)

Which Boards would you like to apply for?

Aquatics Board: Submitted

Parks & Recreation Advisory Committee: Appointed

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.

After serving on the special cmte for the P&R Master Plan and serving on the PRAC as the Aquatics Liaison I feel that I would be a good fit for the board and look forward to helping them continue their excellent work.

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.

P&R Advisory Council: member of the public, Aquatics Board Liaison

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

Served on KTOO's board of directors for 2 terms for a total of six years, resigned after reaching term-limit. I have also served on CoastAlaska's Board of Directors for one term, for a total of 2.5 years, resigned to allow another Juneauite to serve one term on the regional board. I also served on the P&R special cmte for the Master Plan and currently serve on the P&R Advisory Council as the Aquatics Liaison

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

High School diploma, some college

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

☒ Male

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

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Tom L Rutecki
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

[Redacted] [Redacted]
Employer Job Title

[Redacted]
Residence Address if different from your Mailing "Home" Address listed above

[Redacted]
Residence Address Line 2

Juneau
Residence City

AK
Residence State

99801
Residence Postal Code

Comments

Previous member of Dimond Park Pool Task Force, Aquatic Facilities Advisory Board; current member of YAB & PRAC

[Redacted]
Secondary Email Address (if any)

Which Boards would you like to apply for?

Aquatics Board: Submitted

Parks & Recreation Advisory Committee: Appointed

Youth Activities Board: Appointed

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.

I have a long-time commitment to making Juneau pools are safe and enjoyable for all in the community and have much institutional knowledge about all aspects of the pools.

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.

See attached community service file.

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

See attached community service file.

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

Western Michigan University BS and MS Pre Med University of Michigan MS Thesis on Fish Behavior in a Great Lakes Trap Net

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

☒ Male

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

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[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.]

Pat Watt
 First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Retired
 Employer Job Title

[Redacted]

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

Residence Address Line 2

Juneau
 Residence City

AK
 Residence State

99801
 Residence Postal Code

Comments

Member of CBJ Sales Tax Board of Appeals; (Mother of City Manager Rorie Watt) Would prefer to 1-2 years (max) on the Aquatics Board. Does NOT wish to be considered for a 3 year term.

[Redacted]

Secondary Email Address (if any)

Which Boards would you like to apply for?

Aquatics 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.

The Aquatics Board is going through a time of transition and I think I can be helpful by continuing on through the transition to provide some continuity and background as well as constructive input going forward.

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 an active volunteer with the League of Women Voters although I am no longer on its Board.

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

I attached a comprehensive resume to my application for a seat on the new Aquatics Board when it was first appointed. Not much has changed - I can provide another copy of my resume if needed.

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

See attached resume

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

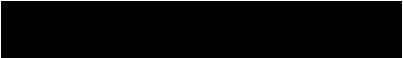
The following **optional** information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in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

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ 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: The Manager
Introduced: 08/21/2017
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2802

A Resolution Reestablishing the Juneau Commission on Aging and Repealing Resolution 2279.

WHEREAS, the Senior Citizens' Advisory Committee was established in January 1977 by Resolution 430 (and amended with Resolution 434) to assist with Alaska State Housing Authority (ASHA) with the development, construction and management of a 42-unit elderly housing project (now known as Fireweed Place); and

WHEREAS, Resolutions 430 and 434 were repealed in August 1985 via Resolution 1121am, which dissolved the Senior Citizens' Advisory Committee and established the Juneau Commission on Aging to provide greater opportunities for citizen participation in the planning, development, operation, and maintenance of programs and services for Juneau's senior citizens; and

WHEREAS, Resolution 1121am was repealed in May 2005 and replaced with Resolution 2279, which changed the Juneau Commission on Aging's membership numbers and age criteria; and

WHEREAS, a series of public meetings were held in May and June of 2017 to determine the future of the commission or a similar advisory group; and

WHEREAS, following the recommendations coming from the public meetings, the Assembly Human Resources Committee agreed it was in the best interest of the community to reestablish the commission with a newly refocused mission and membership structure.

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

Section 1. Commission reestablished. The Juneau Commission on Aging (JCOA) is reestablished.

Section 2. Membership. The JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered two-year terms. Incumbents serving on the JCOA at the time this resolution is adopted may continue to serve the remainder of their present term and are eligible for reappointment. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other

areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

Section 3. Purpose and mission. The purpose of the JCOA is to advise the Assembly on issues regarding seniors in Juneau and to promote awareness of Juneau's senior population, the quality of life of seniors; and the role of seniors in the social and economic life of Juneau.

Section 4. Powers and Duties: The JCOA's powers and duties may include the following:

- a. Promote senior citizen participation in the planning and development of programs which benefit and enhance the health, safety, and welfare of senior citizens in the City and Borough of Juneau.
- b. Build a coalition among established groups and support programs working to address the needs of seniors. Assess and identify gaps in the senior service delivery system. Share information within the coalition and report findings to the Assembly.
- c. Act to support the Assembly's Economic Plan as it relates to the senior economy.
- d. Collect facts and statistics, and make studies of, the conditions and problems pertaining to the employment, health, financial security, social welfare, and other factors that bear upon the well-being of older Juneauites. Act as plan manager and facilitator of the Juneau Senior Needs Survey.
- e. Coordinate events in May highlighting Older Americans Month.

Section 5. Procedures. The Commission's procedures shall be governed by the Rules of Procedure for Assembly Advisory Board, as amended from time to time.

Section 6. Staff Assistance. The Manager or Manager's designee shall provide such staff support and assistance for the Commission to the extent funds are available for such support.

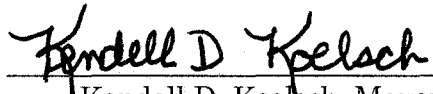
Section 7. Duration. The duration of the Commission shall be as follows:

- a. If the Assembly is unable to appoint a qualified slate of commissioners to serve on the JCOA by December 31, 2017, then the JCOA will sunset as of that date.
- b. If the Commission does not sunset due to the Assembly's inability to appoint qualified members, the Commission shall sunset three years from the effective date of this resolution.

Section 8. Repeal of resolution. Resolution 2279 is repealed in its entirety.

Section 9. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 21st day of August, 2017.


Kendell D. Koelsch, Mayor

Attest:


for Laurie J. Sica, Municipal Clerk



JUNEAU COMMISSION ON AGING

BOARD ROSTER



ALICIA HUGHES-SKANDIJS

1st Term Jan 15, 2019 - Oct 14, 2019

Position Assembly Liaison
Office/Role Assemblymember
Category Assembly Liaison



SUSAN H. WARNER

1st Term Nov 27, 2017 - Dec 31, 2019

Appointing Authority Assembly
Position Voting Member
Category Public Member over 65
Dais Seat 9



EMILY KANE

1st Term Nov 27, 2017 - Dec 31, 2019

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 5



EILEEN HOSEY

1st Term Nov 27, 2017 - Dec 31, 2019

Appointing Authority Assembly
Position Voting Member
Office/Role Acting Chair
Category Public Member over 65
Dais Seat 3



PAUL DOUGLAS

1st Term Nov 27, 2017 - Dec 31, 2019

Appointing Authority Assembly
Position Voting Member
Category Public Member over 65
Dais Seat 1



CAROL ENDE

1st Term Feb 11, 2019 - Dec 31, 2020

Appointing Authority Assembly
Position Voting Member
Office/Role Public
Category Public
Dais Seat 2



LINDA KRUGER

1st Term Aug 13, 2018 - Dec 31, 2021

Appointing Authority Assembly
Position Voting Member
Category Public Member over 65
Dais Seat 8



VACANCY

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 7



VACANCY

Appointing Authority Assembly
Position Voting Member
Office/Role Public
Category Public
Dais Seat 6



VACANCY

Appointing Authority Assembly
Position Voting Member
Category Public Member over 65
Dais Seat 4

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.]

Lisa A Oberle
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt
[Redacted] [Redacted]
City State Postal Code

[Redacted] [Redacted]
Primary Phone Alternate Phone

retired teacher
Employer Job Title

[Redacted]
Residence Address if different from your Mailing "Home"
Address listed above

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

[Redacted]
Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Commission on Aging: 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 person aging and living in Juneau, I am interested in what resources are available for this population and being part of the organization that problem solves the needs of this population.

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.

none

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

none

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

MA in Early Childhood and Special Education Certified Nurse Assistant- MT

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.

Certified Nurse Assistant- worked for Hospice in Bozeman, MT

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

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

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2019-20 vHRC

An Ordinance Amending the Hospital Code Relating to Board Appointment, Contracts for Professional Services, and Medical Records.

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. CBJ 40.05.010 is amended to read:

40.05.010 - Appointment.

The hospital board of directors shall consist of nine members appointed by the assembly for staggered three-year terms. Members of the hospital board of directors shall serve at the pleasure of the assembly. To the extent feasible, appointments to the board should include persons with experience or expertise in subject matters relevant to hospital governance such as health care, finance, compliance, business, strategic planning, information technology, law/regulation, or risk management. Up to two members of the hospital board of directors may be physicians in the community appointed from a list of those names submitted by the hospital medical staff. Terms shall commence on January 1. No board member, or member of a board member's immediate family or household, may be employed by the hospital. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the

1
2 remainder of the current term as well as to the full term immediately following the expiration
3 date of the unexpired term. No member of the hospital board who has served for three consecutive
4 terms or nine years shall again be eligible for appointment until one full year has intervened,
5 provided, however, that this restriction shall not apply:

- 6 (1) If there are no other qualified applicants at the time reappointment is considered by the
7 assembly human resources committee, or
8
9 (2) To qualified board members serving in board seats for which a specific occupation or
10 expertise is set forth by ordinance.

11
12 **Section 3. Amendment of Section.** CBJ 40.15.060 is amended to read:

13 **40.15.060 - Contract for rendering professional services.**

14 With documented need, as recommended by the Recruitment Committee and after receiving
15 advice from Medical Staff, the ~~The~~ hospital board of directors may contract with physicians, ~~and~~
16 ~~surgeons, and other medical care providers~~ for the rendering of professional services ~~in the~~
17 ~~hospital~~ under terms and conditions that comply with applicable local, state and federal health
18 care laws and regulations. ~~under the direction of, or as requested by, attending physicians of~~
19 ~~patients in the hospital, on such basis as does not result in any profit or gain to the hospital from~~
20 ~~the professional services of such physicians or surgeons.~~

21
22
23
24
25

Section 4. Amendment of Section. CBJ 40.20.010 is amended to read:

1
2 **40.20.010 - Medical records.**

3 Patient medical records shall be preserved consistent with certifying authorities and law,
4 including AS 18.20.085.

5 ~~Accurate and complete confidential hospital medical records shall be prepared, and on all~~
6 ~~patients and shall include the following:~~

7 ~~(1) Adequate identification data to include full and true name and address of patient prior~~
8 ~~to hospitalization and following discharge; name and address of spouse or nearest relative;~~

9 ~~(2) Admitting diagnosis, to be completed within 24 to 48 hours;~~

10 ~~(3) Personal and family history;~~

11 ~~(4) History and physical examination including history of pregnancy on maternity cases,~~
12 ~~to be completed within 24 to 48 hours;~~

13 ~~(5) Progress notes;~~

14 ~~(6) Signed doctors orders;~~

15 ~~(7) Operative notes where applicable, to include course of delivery of maternity cases;~~

16 ~~(8) Treatment;~~

17 ~~(9) Special reports and examinations including clinical and laboratory findings, X ray~~
18 ~~findings, records or consultation, anesthesia reports, gross and microscopic pathological findings,~~
19 ~~etc.;~~

20 ~~(10) Nurses notes;~~

21 ~~(11) Discharge notes diagnosis;~~

22 ~~(12) Autopsy report where applicable;~~

23 ~~(13) Condition on discharge;~~

~~(14) Such other matters as shall be required by state regulations and as the hospital medical staff shall determine.~~

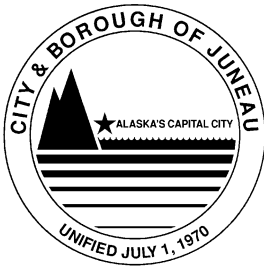
Section 5. Effective Date. This ordinance shall be effective 30 days after its adoption.

Adopted this _____ day of _____, 2019.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk



OFFICE OF THE MUNICIPAL CLERK/ ELECTION OFFICIAL

155 S. Seward St., Room 202
Phone: (907)586-0203 Fax: (907)586-4552
email: Beth.McEwen@juneau.org

Date: May 31, 2019
To: Chair Edwardson and Assembly Human Resources Committee members
cc: HRC packet recipients
From: Beth McEwen, Municipal Clerk
Subject: Advisory Board Survey Project

At the May 13, 2019 Assembly Human Resources Committee (HRC) meeting, the HRC discussed a proposal from Chair Edwardson to implement a plan to improve CBJ Boards and Committees processes by way of surveying our current board members.

A copy of his May 13, 2019 memo is attached for reference purposes. HRC members were asked to submit potential survey questions to Clerk staff by May 29 and those would be brought forward to the June 3 HRC meeting for review/approval.

In addition to determining the actual questions for the survey, I am hoping that the HRC may also give Clerk staff some direction on the logistical questions posed at the end of this memo.

QUESTIONS/THOUGHTS FROM HRC MEMBERS

Below are the potential survey questions/comments from Rob Edwardson:

FOR ALL WHO APPLIED

- Please explain your reason for applying to a board of committee.
- Did you feel fully qualified to serve on a board or committee when you applied? Please explain.
- When you applied to a board or committee were you confident that you had equal standing to all other applicants regardless of age, gender, race, religion, etc.? Please explain.
- After a candidate was selected, did you feel that the recruitment process was fair and unbiased?
- What was the most unexpected thing that you discovered during the recruitment and appointment process?
- Would you apply to serve on a board or committee again? Why or why not?
- What changes do you recommend?

FOR ALL WHO WERE APPOINTED

- Please explain your satisfaction with the orientation process.
- Did you feel that your service on a board or committee was meaningful in the way that you thought it would be?
- Please explain the challenges to serving on a board or committee.
- Would you serve on a board or committee again? Why or why not?

- What changes do you recommend?

FOR APPOINTEES WHO RESIGNED BEFORE TERM EXPIRED

- Please explain what factors drove you to resign from the board or committee to which you were appointed.
- What change(s) that were in control of the Assembly or the board or committee to which you were assigned would have prevented your resignation.
- Do you believe that your resignation would influence a future application?
- What changes do you recommend?

FOR APPOINTEES WHO SERVED ONE OR MORE TERMS

- Did you ever consider resignation? If yes, why?
- What factors contributed to your completion of your term?
- What changes do you recommend?

Below are the potential survey questions/comments from Wade Bryson:

Regarding Interpersonal relationships and group dynamics:

- How did the board members or the chair impact your experience on the Board or Committee?
- What is it like to serve with the existing members?
- What type of introduction and training is provided and would that have an impact on members' experience?

Regarding board service in general:

- What can we do to motivate the citizens of Juneau to volunteer to serve on a Board or Committee?
- Do you have any suggestions for public outreach?

LOGISTICS

On May 20, Deputy Clerk Diane Cathcart sent an email to HRC members with the following thoughts/questions about moving forward with this project:

Thoughts

- I've been researching different survey sites: 123contact form, surveymonkey, google docs, typeform, and surveyplanet (if anyone has worked with any others they like let me know)
- Some of them limit the number of questions we can ask, some limit the number of people we can send it out to (while still being FREE)
- Most have a combo multiple-choice option and fill in a text box option

Questions

- How many questions are you looking to have people answer (roughly) (10-20?)
- Do you want to know (they can be listed as optional questions): age range, ethnicity, gender, years served on a board, how did they learn about the vacancy, do they get the information they need...
- How do you want the information disseminated after its received (graphs, pie chart, similar answers grouped together in a spreadsheet...)
- We are pulling all current and past board members emails (and the boards they were on) to be ready to go. I have not included JEDC, the Animal Hearing Board or the LEPC since

their processes are a bit different.

In addition to Di's logistical thoughts above, I also had a few to share with the committee:

- What is the scope of the survey? If this is intended for past applicants who weren't appointed in addition to current and past board members it would be good to identify the timelines to be included. Contact information for non-appointed applicants is kept for a period of twelve months.
- How far back does the HRC want to go for polling past board members? (i.e. those who have left service during the past 3 years, 6 years, 9 years, or ???)
- During this past year, Zach Gordon Youth Center Manager Jorden Nigro developed a board self-evaluation tool as her capstone project in the CBJ Leadership Excellence Acceleration Program (LEAP) and she may be a good resource and/or partner with the HRC on this project. Would the HRC like to invite her to its June 24 or July 22 meeting to discuss her capstone and this project with her?
- Some of our board members still only use paper and/or telephonic means of communication so when building a survey instrument, please keep in mind the need for paper surveys as well.
- Many of our boardmembers are traveling during the months of June and July and we may not receive the desired responses during the proposed survey window.
- The Clerk's office is short-staffed during the month of June so I would suggest a revised timeline (copy attached) that will fit more realistically with our current workload and staffing availability.

Attachments:

- May 13, 2019 Memo from Chair Edwardson
- Municipal Clerk's proposed timeline

Timeline from R. Edwardson May 13, 2019 memo:

Meeting	Action	Future
May 13, 2019	Introduce the plan to HRC; amend or accept as-is	Develop current and former B&C member surveys for next meeting
June 3, 2019	Introduce surveys to HRC, amend or accept as-is	Send survey to current and former B&C members
June 24, 2019	Introduce survey results. amend or accept as-is	HRC Develop individual recommendations for retention, recruitment and selection for next meeting. We will also develop metrics to measure improvements between Oct 2019 and Sept 20.
Jul 22, 2019	Select and approve measures to improve retention, recruitment and selection from list.	Prepare introduction for Assembly.
Aug 19, 2019	Introduce recommended changes, if any, to the Assembly.	TBD
September 16, 2019	TBD	Establish

Revised timeline suggested by Municipal Clerk:

Meeting	Action	Future
May 13, 2019	Introduce the plan to HRC; amend or accept as-is	Develop current and former B&C member surveys for next meeting
June 3, 2019	HRC to determine final survey questions and answer logistical questions	Clerk staff to explore survey options based on 6/3 direction & prepare final survey instrument for HRC approval on 6/24.
June 24, 2019	Clerk present final survey instrument to HRC for approval	Launch survey to be conducted between July 8-August 8. HRC members encourage survey responses during attendance at any board meetings.
July 22, 2019	HRC determine its preferred method(s) for evaluating the final survey results	Clerk staff to provide a report on survey numbers received to date.
August 19, 2019	Introduce survey results. amend or accept as-is	HRC Develop individual recommendations for retention, recruitment and selection for next meeting. We will also develop metrics to measure improvements between Oct 2019 and Sept 2020.
September 16, 2019	Select and approve measures to improve retention, recruitment and selection from list.	Prepare introduction for Assembly.
November 4, 2019	Introduce recommended changes, if any, to the Assembly.	TBD

MEMORANDUM

Date: May 13, 2019
From: Rob Edwardson, Chair, HRC
To: Human Resources Committee
Subject: PLAN TO IMPROVE CBJ BOARDS AND COMMITTEES PROCESSES

The Human Resources Committee (HRC) has been talking about a perception that recruiting applicants for advisory boards and committee is hard, and then it is hard to retain appointees.

It has been said that local government has the most impact on people. The boards work for, and on behalf of the Assembly and connect Juneau's people in ways that the Assembly cannot. There are three types of boards and committees; Enterprise (empowered) boards, advisory boards, and special function boards.

- **Enterprise boards.** These boards run a portion of the city government on behalf of the Assembly. They recruit and hire their own director who then works for the board and not the city manager. Their interaction with the Assembly is normally budgetary or defined in code. These boards have a mix of seats available to any member of the public and seats with specific organizational, skill, or experience requirements.
- **Advisory boards.** These boards collect information for their own analysis in order to make recommended courses of action to the assembly.
- **Special function boards.** These boards have specific decision making or recommendation function bases on expertise or credentials in specific areas of CBJ business.

The HRC has investigated whether there is a problem that must be resolved, a process that should be improved, or if it is part of the normal state of boards and committees. A recent snapshot of vacancies showed that about 18-percent of board or committee seats were vacant. Compare that percentage with the common 7-percent vacancy factor for state agencies. Note that the state vacancy factor is a prediction of how many positions will inevitably be empty because of the time gaps between somebody leaving a job and their replacement starting in that position.

While the 18-percent vacancies are about two-and-a half time bigger than the state agencies' vacancy factor, the Assembly has not required information collection that would show whether the vacancy percentage is a problem or even notably different than past vacancy percentages. Since we must decide whether to use problem solving methods or process improvement methods, it is a better use of our time to identify targets process's improvement than to identify vague and debatable problems. We know that 18-percent vacancies are too many.

The process for having a board or committee filled and operating can be broken into three components, 1) recruitment; 2) selection, and; 3) retention. If we were a new enterprise, it would make sense to first consider recruitment as the critical path. But boards and committees have been around for decades, so tackling retention for the existing bodies makes more sense.

- **Retention.** People often resign appointments. Causes for resignations are likely many and interrelated to many unique parts of each appointee's life situation. However, we can take steps make it easier for appointees to decide to finish their term.
- **Recruitment.** We would like to see large applicant pools of candidates that represent the diverse mix of people that are Juneau. Applicant pools for Enterprise Boards routinely get several applicants for each position. Advisory boards normally don't get as many applicants. Does our recruitment process make membership on boards and committees attractive to the maximum number of people diverse population? Is membership rewarding to appointees? Do our seats with specific requirements serve their intended purpose?
- **Selection:** For advisory boards, we often have as many applicants as vacancies. For Enterprise Boards, we normally have several applicants for each position. Are our selection processes fair in a way that encourage all applicants to feel that applying was worthwhile and that they had an equitable chance for selection?

The above assumptions allow us to develop the following plan to improve the retention, recruitment, and selection of current Board and committee members. This plan will give us enough time to enact any recommended changes before this year's upcoming elections. This process uses a process improvement model called the FADE model. Fade stands for Focus, Analyze, Decide and Execute.

Meeting	Action	Future
May 13, 2019	Introduce the plan to HRC; amend or accept as-is	Develop current and former B&C member surveys for next meeting
June 3, 2019	Introduce surveys to HRC, amend or accept as-is	Send survey to current and former B&C members
June 24, 2019	Introduce survey results. amend or accept as-is	HRC Develop individual recommendations for retention, recruitment and selection for next meeting. We will also develop metrics to measure improvements between Oct 2019 and Sept 20.
Jul 22, 2019	Select an approve measures to improve retention, recruitment and selection from list.	Prepare introduction for Assembly.
Aug 19, 2019	Introduce recommended changes, if any, to the Assembly.	TBD
September 16, 2019	TBD	Establish

This plan will be introduced and discussed during the May 13, 2019 HRC meeting. Members will have the opportunity to question, comment, amend, approve, or disapprove this plan.