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

November 27, 2017 6:00 PM
Assembly Chambers

I. ROLL CALL

HRC Chair Maria Gladziszewski called the meeting to order at 6:00 p.m.

HRC members present: Maria Gladziszewski, Jesse Kiehl, Norton Gregory, and Rob Edwardson

Members absent: None

Other Assemblymembers present: Beth Weldon

Staff present: Deputy Clerk Beth McEwen

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

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

1. Building Code Board of Appeals - Appointments

Ms. McEwen noted that typically this would be the time at which the annual report and board appointments take place during a board's annual cycle, however, the Building Code Board of Appeals only meets if an appeal is filed and there have not been any appeals filed during the past year so there is no annual report in this packet.
MOTION by Mr. Gregory to recommend the reappointment of Michael Story and Darrell Wetherall to terms beginning immediately and expiring August 31, 2020 and to recommend the appointment of Heidi Ceruto to a term beginning immediately and expiring August 31, 2019. Hearing no objection, the motion passed.

2. Building Code Advisory Committee - Annual Report and Appointments

Ms. McEwen noted that the 2016/2017 annual report of the Building Code Advisory in the packet. This board meets quite frequently, often weekly or every other week for approximately two years. They review the CBJ Building Code in comparison to a number international building codes and recommendations for the eventual adoption of

the code revisions by the Assembly.

There were two vacant seats on the Building Code Advisory Committee for terms expiring November 30, 2020. Incumbent Joann Lott did not choose to reapply to serve another term and the other seat was vacated by Russ McDougal before the end of his term.

MOTION by Mr. Gregory to recommend the appointments of Alan Wilson and Heidi Ceruto to the Building Code Advisory Committee to terms expiring November 30, 2020. Hearing no objection, the motion passed.

3. Douglas Advisory Board - Annual Report and Appointments

Douglas Advisory Board (DAB) Chair Arnold Liebelt and Vice-Chair John Delgado gave a brief overview of the annual report as found in the HRC packet.

Mr. Liebelt said he feels the DAB is an effective group and addresses issues related to all parts of Douglas Island. He said the two highest priorities they are currently working on are related to the various cemeteries found in Douglas as well as to be an avenue for Douglas residents to share their concerns and to forward those to the Assembly by way of the board.

With respect to the Douglas Cemeteries issue, there are seven different types of cemeteries identified (as found on the map in the packet) and they have been working with Parks and Recreation staff to try to get CBJ to step in and maintain the cemeteries. Some of them are already under CBJ care and maintenance while others have been privately maintained or neglected as the case may be. The board's priority is to get the cemetaries to a condition where they can be maintained as we are all aware of what happened in the past with Gastineau Elementary School being built over a native cemetery and they don't want to see that happen again.

As to the board serving as a conduit for advising the Assembly on Douglas related concerns, a recent concern that came up is related to the zipline company applying for additional use of the Treadwell trail by a commercial group. Mr. Liebelt said the board is not in favor or against the proposal but they are drafting a letter outlining the concerns that have been raised by residents.

HRC and DAB members discussed a number of questions relating to the ownership and management of the cemeteries. Mr. Delgado said that Parks and Recreation Director Kirk Duncan made it clear to the board that CBJ would need to have property ownership before they would take over the management of a particular cemetery.

HRC members expressed their gratitude to the board for its work and in particular the work they have been taking on relating to the cemeteries.

Mr. Liebelt said that in addition to the annual report, there are two incumbents whose terms are coming up on the board and they have each applied for reappointment and he has no reservations if they were appointed to serve another term.

MOTION by Mr. Gregory to recommend the Assembly reappoint Marcheta Moulton and

Joyce Vick to the Douglas Advisory Board for terms expiring September 30, 2020. Hearing no objection, the motion carried.

4. Juneau Commission on Aging - Appointments

The Juneau Commission on Aging has been newly reestablished with the new resolution making the following changes:

- there are now nine seats rather than the previous seven seats on the commission,
- each term is two years long rather than three years terms,
- five of the members are to be 65 years or older and the remaining four members are general public seats with no age requirements.

Incumbents Eileen Hosey and Carol Trebian have both indicated a desire to continue to serve on the commission and they both qualify for seats for persons 65 years or older. Ms. Trebian has indicated a desire to serve just a one year term. In addition to the two incumbents the following applicants were before the HRC for consideration.

Applicants for general public seats (without age restrictions):

- Dr. Emily Kane
- Susan H. Warner
- Katrina Lee
- Joann Flora
- Vikki Jo Kennedy

Applicants for persons 65 years or older:

- Tisket Seslar
- Paul Douglas
- Andy Hughes
- Ron Somerville

MOTION by Mr. Kiehl to recommend the following appointments to the Juneau Commission on Aging:
1 year terms beginning immediately and expiring December 31, 2018: Carol Trebian (65+), Andy Hughes (65+), Katrina Lee (general public), Joann Flora (general public).
2 year terms beginning immediately and expiring December 31, 2019: Eileen Hosey (65+), Tisket Seslar (65+), Paul Douglas (65+), Emily Kane (general public), and Susan Warner (general public).

Hearing no objection, the motion passed.

B. Other Business

VI. STAFF REPORTS

A. Board Management Update

Ms. McEwen stated that MIS is working with Finance to negotiate the purchase of a new board management system. While that system is under development, this would be a

good time to look at our board management process, evaluations, and if we want to make any changes to the board application. It is anticipated that by January we will be able to begin populating the data into the new database and eventually there will be a new public interface which will likely replace what we currently have online for our board webpages.

Ms. McEwen suggested that since this is also a transition time to a new HRC, this may be a good time to consider looking at ways to evaluate our present boards and commissions for their effectiveness and look for efficiencies.

HRC shared their thoughts about this project. At first glance, they expressed a wish to look at identifying current board members competencies, look at what competencies are needed overall for each board and how to best meet the needs of each individual board. They also expressed a desire to take this under advisement and look at it in more detail in the future as well as how it might tie in to changes to the board application process with the new system.

On a separate but related matter, Ms. McEwen noted that the deadline for submitting applications for the Planning Commission and Hospital Board was just closing and there were only three applicants for three open seats on the Hospital Board and she asked if the HRC wanted to extend the application period and continue to seek applicants for the open seats.

HRC members directed staff to extend the application period and reschedule the meeting of the Full Assembly as HRC for a later date.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. ADJOURNMENT

There being no further business to come before the committee, the meeting adjourned at 6:32p.m.