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

April 3, 2017 6:00 PM
Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. DRAFT March 6, 2017 HRC Minutes

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. Juneau Affordable Housing Commission Annual Report & Appointment

   There is one seat on the Juneau Affordable Housing Commission for a term expiring January 31, 2020. Incumbent HoneyBee Anderson and two other applicants have applied to serve on the commission.

2. Juneau Public Library Endowment Board - Appointment

   There is one public seat on the Juneau Public Libraries Endowment Board for a term expiring January 31, 2020. Incumbent Barbara Berg is the only applicant.

3. Parks and Recreation Advisory Committee - Appointment

   Following the March 6 HRC meeting, the March 7 PRAC meeting saw an automatic vacancy occur due to one of the PRAC members exceeding more than 40% of absences at regular PRAC meetings over the past 12-month period. That leaves one open seat on the Parks and Recreation Advisory Committee for an unexpired term ending February 28, 2019. There are two applicants for the one open seat on the PRAC.

4. Youth Activities Board - Appointment

   Elizabeth Lange has submitted her resignation effective the end of March as they will be moving out of Juneau so that leaves one open seat on the Youth Activities Board for an unexpired term ending August 31, 2018. There is one applicant, Edric Carrillo, who has applied for both the PRAC and the Youth Activities Board open seats.

5. Resolution 2796 - A Resolution Approving Amendments to the Bylaws of the Board of Directors of Bartlett Regional Hospital.

   CBJ 40.05.030 requires the hospital board to recommend bylaws for the administration and government of the hospital, which become effective upon Assembly approval by resolution. This resolution would accept the hospital board's recommended amendments to its bylaws that were approved by the board at its regular meeting on February 28, 2017. Highlights of the amendments include:

1. Revision to BRH’s non-discrimination policy statement per §1557 of the Affordable Care Act (p. 1)
2. Establishment of a standing board Governance Committee and setting out duties of same (p. 8)
3. Establishment of a standing board Compliance and Audit Committee and setting out duties of same (p. 8 - 9)
4. Provision of telephonic participation meeting rules (p. 11, 14)

This resolution is before the Human Resources Committee to review and make a recommendation to the Assembly for action at its regular meeting on Monday, April 3, 2017.

B. Other Business

1. Eaglecrest Liquor Sales Follow-up

This will be a verbal report from HRC Chair Loren Jones.

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
THE CITY AND BOROUGH OF JUNEAU, ALASKA
MINUTES

March 6, 2017 6:00 PM
Chambers

I. ROLL CALL

Chairman Jones called the meeting to order at 6:00 p.m.

Members Present: Chair Loren Jones, Norton Gregory, Debbie White, and Beth Weldon (telephonic)

Staff Present: Deputy Clerk Beth McEwen, Parks & Recreation Director Kirk Duncan, Parks & Recreation Facilities, Parks & Landscape Superintendent Brent Fischer, Jensen-Olson Arboretum Manager Merrill Jensen, and Community Development Department Senior Planner Teri Camery.

II. APPROVAL OF AGENDA

Mr. Jones noted that there had been a potential protest of the Saffron, LLC liquor license, however that issue has been resolved so that item was removed from the agenda.

III. APPROVAL OF MINUTES

A. February 13, 2017 Human Resources Committee Meeting Minutes

Hearing no objection, the minutes of the February 13, 2017 Human Resources Committee were approved.

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. Jensen-Olson Arboretum Advisory Board - Annual Report & Appointments

Jensen-Olson Arboretum Advisory Board Chair Ed Buyarski and Arboretum Manager Merrill Jensen were present to answer any questions following up on the annual report that was contained in the HRC packet. Mr. Buyarski noted that one item not mentioned in the report was that one of their members recently resigned so they have an open seat on the board. They discussed the advertising and application process and HRC members offered suggestions on possible additional ways to advertise for the open seat outside the normal advertising process.

Ms. White suggested they get the word out at the Mastergardeners' events such as the dahlia presentation coming up the following week.

MOTION by Ms. White to recommend reappointment of Kim Garnero and Nell McConahey to the Jensen-Olson Arboretum Advisory Board for terms expiring January 31, 2020 and continue to advertise for the open seat expiring January 31, 2018.

Hearing no objection, the motion carried by unanimous consent.

2. Parks & Recreation Advisory Committee - Annual Report & Appointments

Parks and Recreation Advisory Committee (PRAC) Chair Chris Mertl gave a brief synopsis of the PRAC's annual report. He said there are nine members on the PRAC with two new members having been appointed last year. He said that he feels PRAC and the Parks and Recreation Department have benefited greatly with Kirk Duncan being in the director's position. Over the past year, PRAC held nine regular meetings and one special meeting on the Fireworks issue. The other issue they spent quite a bit of time on was the initiation of the the Parks and Recreation Master Plan.

Some of the other issues they've work on this past year included:

- Accessible tourism
- Savikko Park now closing at 11p.m.
- Whale Park and the Seawalk updates
- Juneau Park Foundation
- Regulations for ADA motorized mobility devices on Parks & Rec. trails
- Planning and talking about the 1% Sales Tax
- Priority Based Budgeting
- Cope Park Improvements
- Lands Management Plan
- Off Highway Vehicle (OHV) Park
- Parks & Rec. cost recovery fees and charges
- Project Playground ADA improvements

He said their biggest issue moving forward is the master plan which was originally adopted as the Parks and Recreation Comprehensive Plan in 1997 with some minor updates in 2007. It is significantly out of date at this time and they are looking forward to working with Parks and Rec. staff and members of the public in updating this document to address the needs in the next 10-20 years. They are currently in phase two of five as part of the Master Plan effort.

With respect to the big picture stuff, Parks and Recreation has done a good job in unifying its facilities and divisions working together to try to be more efficient. He said they often seem to bear the brunt of revenue cuts when it comes to budget and he wanted to give them kudos for doing more with less. They have been quite successful in terms of marketing and finding efficiencies, even coming up with some revenue increases such as the 5% increase at Treadwell Ice Arena.

Mr. Gregory asked about a possible program he'd heard about which would offer a potential multi-use pass for Eaglecrest and Treadwell Arena and he was interested in hearing more about that. Mr. Mertl said there has been some discussion about that at the department level and it may be something that comes forward in the future but it has not yet made it that far in the process.

Mr. Jones thanked Mr. Mertl and the PRAC for their work and the annual report. He noted there are three open seats for the PRAC needing to be filled for terms expiring February 28, 2020 and there were four applicants.

MOTION by Mr. Gregory to recommend the reappointment of Josh Anderson and Chris Mertl as well as the appointment of George Schaaf to the Parks and Recreation Advisory Committee to terms expiring February 28, 2020 and asked for unanimous consent. *Hearing no objection, the motion carried.*

3. Personnel Board - Appointments

Ms. McEwen noted that there were no appeals to the Personnel Board during the previous year, and therefore no annual report. There were two Labor representative seats to be filled. The only two applicants were incumbents Cindy Spanyers and Rodney Hesson and the Central Labor Council sent a letter in support of their reappointment.

MOTION by Ms. White to recommend the reappointment of Cindy Spanyers and Rodney Hesson to the Labor representative seats on the Personnel Board to terms expiring January 31, 2020. *Hearing no objection, the motion passed.*

4. Wetlands Review Board - Annual Report

CDD Senior Planner Teri Camery gave a brief overview of the Wetlands Review Board (WRB) annual report. There are no open seats on the WRB this year. They did review approximately six or seven projects this past year. The most of their meetings occurred early in the year when they did an intensive final review of the wetland methodology that supported the Juneau Wetlands Management Plan (JWMP) update and looked at the final draft of the JWMP.

The final summary of the Habitat Mapping Project was the result of a four year federal grant that CDD received. That project ended last year and was fully funded by the federal government without any CBJ funds used at all. She said the outcome of that four year grant were new stream maps, new LIDAR and imagery that they use for a variety of things and the draft JWMP. She said their annual report mentions that they have kept the JWMP in draft form and it is not a priority to finalize it at this point due to a pretty heavy workload in their department at this time and also because the Lands and Engineering/Public Works Departments are already using it in its draft form. The main thing a final version of the form would offer would be policies and regulations if that was the desire of the Planning Commission and the Assembly to develop those.

The report mentions that the draft JWMP primarily addresses CBJ properties and that is why it has been so valuable to CBJ Lands and Engineering/Public Works Departments.

Ms. Camery said they have not been seeing as many projects that need wetland review so there were fewer meetings of the board last year and similarly this year so far.

There being no questions from the committee, Mr. Jones thanked Ms. Camery for the report and the board for its work.

5. Resolution 2792 - A Resolution Dissolving the Fisheries Development Committee and Repealing Resolution 2751.

Chairman Jones noted that this topic had come up at the last HRC meeting and they had requested the Law Department to draft a resolution abolishing or repealing that committee. They have asked the FDC to discuss this with Docks and Harbors to maybe become a special committee under Docks and Harbors. He said that discussion didn't occur as he had hoped it would. He said he has not had a chance to discuss this with FDC Chair Jim Becker.

The HRC packet contained the resolution to repeal the Fisheries Development Committee and his recommendation would be to hold this item until a future HRC meeting. The HRC members agreed that they would like to hold this in committee until the FDC and D&H Board have had a chance to have further dialogue on this issue.

Hearing no objection, this item is remaining before the HRC to be brought up at a future meeting.

B. Other Business

None.

VI. STAFF REPORTS

A. Alaska Statutes - Title 4 Rewrite Project Information

Ms. McEwen explained that the HRC packet contained a couple of documents from Senator Peter Micciche's office related to the rewrite of the state's alcohol statutes, Title 4. At the time of packet prep, the bill that Senator Micciche was going to be introducing in the State Senate had not yet been introduced.

Ms. McEwen has served on a statewide stakeholder group, made up of approximately 70 members, that had been working on Title 4 rewrites since 2012. The statutes and regulations have been quite confusing for a number of years and the last statutory overhaul was done in the 1980s. This rewrite was an attempt to both streamline and clarify the statutory language as well as bring this law into alignment with new business practices and the current era of the global and emerging markets related to things such as internet sales, growlers and microbreweries and other innovations in the alcohol markets.

In 2016, Senator Micciche sponsored a very abbreviated bill that passed relating to the make up of the Alcohol Beverage Control (ABC) Board and also some changes with respect to minor consuming laws. The major, more comprehensive Title 4 rewrite bill, is going to be introduced in the very near future.

[Clerk's note: The day after this HRC meeting, ABC Staff notified the stakeholders that the bill had been introduced on Friday, March 3.]

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

There being no further business to come before the HRC, the meeting adjourned at 6:22 p.m.

Juneau Affordable Housing Commission

<u>2017 Commissioners</u>
Margaret O'Neal, Chair
Wayne Coogan, Vice Chair
Kathleen Strasbaugh
Tamara Rowcroft
Russ McDougal
Honey Bee Anderson
Mandy O'Neal Cole
Frank Bergstrom
Dave Hanna

March 29, 2017

Mayor Ken Koelsch & Assembly
City and Borough of Juneau
155 S. Seward Street
Juneau, AK 99801

Re: Juneau Affordable Housing Commission Annual Report for 2016

Dear Mayor Ken Koelsch and Human Resource Committee,

2016 was a year of implementation and refinement for the Juneau Affordable Housing Commission (AHC). Many projects conceptualized in past years became reality and this year the group spearheaded and recommended to the Assembly several projects that address the housing crisis in the community. The AHC is made up of a group of professional people from all facets of Juneau who spent many hours investigating and strategizing to develop solutions to create affordable housing options for all community members in line with language in Resolution 2506:

> *WHEREAS, there is a public need for affordable housing in Juneau, housing for which a household pays no more than thirty percent of its gross income; and*
>
> *WHEREAS, there is a public need to eliminate homelessness in this community.*

This letter reports our activities of 2016, including recommendations to the Assembly, actions taken by the Commission, participation in community events, and topics brought to our attention by others.

Affordable Housing Commission History and Mission

In December 2006 the CBJ Assembly held an Affordable Housing Summit including the CBJ Assembly, the Planning Commission, and the Affordable Housing Coalition. In January 2007, the Assembly adopted Resolution 2390 establishing the Juneau Affordable Housing Commission to make recommendations to the CBJ Assembly, through the Lands Committee on matters affecting affordable housing in Juneau. With Resolution 2506, adopted in November 2009, the three-year sunset provision of the Affordable Housing Commission authorization was removed and it became a continuing commission of the CBJ with the added responsibility of making recommendations to the CBJ for solicitation, evaluation and recommendation of proposals for CBJ-funded affordable housing grants and loans.

2016 Accomplishments

The work completed by the Juneau Affordable Housing Commission in 2016 includes:

- **Housing Action Plan -** This year the Commission began public outreach for the Housing Action Plan by advertising and taking comments from the public and discussed steps to get the Plan adopted into the comprehensive plan. The Plan was released March 30th at KTOO, and March 31st at the Valley Library. AHC appeared at CBJ Committee Assembly meetings to present revisions and next steps. The Housing Action Plan was adopted on December 19, 2016 by Resolution 2780.

- **Mobile Home Loans -** The program was successfully implemented as of September 2016 with local lender and partner True North Federal Credit Union. 2 loans were made in early 2017. (Total=$12,300). A couple more loans are expected to close in the spring. $100,000 from the Juneau Affordable Housing Fund was set aside for the program.

- **Accessory Apartment Incentive Program -** The accessory apartment grant program was successfully implemented and to date all $72,000 obligated was encumbered. We expect all these funds will be expended in the summer of 2017 as the 12 grantees file their Certificate of Occupancy requests, once apartment construction is completed.

- **Integrated the Chief Housing Officer's Report into JAHC meetings -** The Chief Housing Officer's position was important in keeping the Commission abreast of developments and changes within the city regarding housing, and the Commission uses this information to make educated decisions to address affordable housing in Juneau.

- Continued Involvement in Pederson Hill Development, Renninger Subdivision, and CIP Priorities

- Strategic Planning Session with the Chief Housing Officer. In the spring, while awaiting adoption of the Housing Action Plan, the AHC met to prioritize completion of initiatives that already had been developed or which appeared likely to bear fruit soon. The focus areas chosen were:
    - Blighted property policies
    - Improved financing for mobile/manufactured homes and park development
    - Investigating the Loans to Sponsors program through Alaska Housing Finance Corporation
    - Researching additional funding for implementation of the Housing Action Plan
        a. Housing/neighborhood plans
        b. Increase JAHC balance (including revision of JAHF program parameters, metrics and funding sources)
        c. Creative funding for lowering cost to buy homes
        d. Downtown accessory apartment incentives

    These priorities were all delegated to two-commissioner teams to expedite progress. Teams report to the Commission monthly on their findings until actionable steps require the Commission to act as a whole.

Related Activities

- Provided content suggestions for the 2016 CBJ Housing Forum.

- The Affordable Housing Commission heard presentations throughout the year including:
    - Evelyn Russo and Dana Herndon of the Downtown Business Association. They had attended a conference for Main Street USA, and learned about transformative strategies and work plans to make improvements to the downtown area.
    - The Douglas Neighborhood Association for the development of 6th street.

- Jan Miyagishima – AHFC Jan spoke with the JAHC about mobile home financing opportunities and Loans to Sponsor funds. She outlined True North's terms, and AHFC's requirements, and suggested options for other funding. She also noted that AHFC is looking into a tiny home loan program.
- Alaska Coalition on Housing and Homelessness Conference 2016
- Developers and construction contractors outlined their concerns about the implications of the CBJ's land disposal plans for the market, and the high cost of construction.
- A manager of the Bergman addressed the commission about plans for improvement. Two commissioners participated in walk-throughs with CDD officials. (The Bergman is now closed.)

FY18 Funding Recommendations

The AHC's role is to work within the CBJ to improve the availability of affordable housing in the community. Our mission is to address the public need for affordable housing and to eliminate homelessness in the community while supporting the City's goals and responsibilities to serve the population of Juneau.

A key objective of the AHC is integrating Housing Action Plan goals into CBJ's budget process. The AHC discussed various Housing CIP elements and we recommend the following as priority housing investments for FY18:

- Collection and analysis of current housing market data ($20,000)
- Continuation of the Accessory Apartment Grant Incentive Program ($100,000)
- Continuation of the Mobile Home Loan Down Payment Assistance Program ($100,000)
- Development of a Private Subdivision Development Loan Program ($500,000)

Additional funding to fulfill goals of the Housing Action Plan (Code Compliance, Neighborhood Improvement matching grants, Downtown Upstairs Fund, Community Land Trust) will be requested in future years.

Future AHC Activities

- Need assessment, program development, recommendations and assistance to secure supplemental resources to implement the Housing Action Plan, such as AHFC's Loans to Sponsors Program
- Participation in the 2017 Home Show
- Participation in the 2017 Housing Forum
- Review utilization and efficacy of Mobile Home Down Payment Assistance Loan Program
- Research and make recommendations for blighted property policies
- Evaluate opportunities for mobile home park development to provide additional homeownership inventory

The Juneau Affordable Housing Commission appreciates the opportunity to serve Juneau and solve the communities' housing problems.

Sincerely,

Margaret K. O'Neal

Margaret O'Neal, Chair
Juneau Affordable Housing Commission

Members, Liaisons and Support

Current Members of the Commission

Commissioner	**Appointment Date**	**Reappointed**	**Current Term Began**	**Term Expires**
Margaret O’Neal, Chair	2/1/2013	3/08/2016	2/8/2016	1/31/2019
Wayne Coogan, Vice	4/23/2012	3/1/2016	1/12/2015	1/31/2018
Tamara Rowcroft	1/4/2010	1/30/2015	2/1/2014	1/31/2018
Honey Bee Anderson	1/4/2010	2/27/2014	2/27/2014	1/31/2017
Mandy O’Neal Cole	2/11/2013	2/8/2016	2/8/2016	1/31/2019
Russ McDougal	3/17/14	1/12/2015	1/12/2015	1/31/2018
Kathleen Strasbaugh	2/8/2016		2/8/2016	1/31/2019
Dave Hanna	7/11/2016		7/11/2016	1/31/2020
Frank Bergstrom	11/28/2016		11/28/2016	1/31/2020

Norton Gregory, Assembly Liaison

Also members of the commission in 2016 were now-assembly member Norton Gregory and Erin Walker-Tolles. Tamara Rowcroft and Mandy O’Neal Cole served as co-chair in early 2016. The CBJ Liaison to the Commission was Beth McKibben of the CBJ Community Development Department, since the beginning of 2013. Greg Chaney of the CBJ Lands and Resources Department also serves as CBJ Liaison to the Commission. The Assembly Liaison through 2016 was Kate Troll. Scott Ciambor, Chief Housing Officer, is the Affordable Housing Commission liaison who updates the group monthly.

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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Affordable Housing Commission Fact Sheet

Title: Juneau Affordable Housing Commission

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Manager

Status: Active

Governing Legislation:
-Resolution 2506
-Resolution 2390 - Repealed by Res. 2506
-Date Created: January 08, 2007
-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the General Board Information page.

Description: On December 2, 2006, the Assembly held an Affordable Housing Summit in a joint meeting of the CBJ Assembly, Planning Commission, and the Affordable Housing Coalition. As an outcome of that Housing Summit, the Assembly adopted Resolution 2390 creating the Juneau Affordable Housing Commission. The Commission was established for a three-year period beginning January 2007 to make recommendations to the CBJ Assembly, through the Lands Committee, on all aspects of affordable housing. The Commission became a continuing CBJ Commission on November 23, 2009 with Resolution 2506 which repealed Resolution 2390.

Membership: Nine members - The commission membership shall be drawn from the public, with appropriate expertise including, but not limited to, homelessness issues, land management, real estate, construction, financial, taxation, permitting, and energy and environmental efficiency to be appointed by the Assembly based on the recommendation of the Human Resources Committee. The commission may also include non-voting liaison members from the Juneau Homeless Coalition and other agencies of similar expertise, as needed.

Officers: Chair, Co-Chair, & Secretary

Quorum: 5

Term Limits: None

Annual Appointment Period (Annual Reports Due): January

Meetings: The Commission held its first meeting on February 8, 2007 and their meetings are scheduled for the First Tuesday of the month at 5:15 p.m. in the City Hall Conference Room #224 unless otherwise advertised.

Special Facts:

Staff Contact: Chief Housing Officer Scott Ciambor - 586-0220 - Scott.Ciambor@juneau.org

Website: http://www.juneau.org/clerk/boards/Affordable_Housing_Commission/Affordable_Housing_Commission.php

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JUNEAU AFFORDABLE HOUSING COMMISSION - Current

Total # of Seats: 9
Governing Legislation: Resolution 2506

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Frank	Bergstrom	Public		11/28/2016	1/31/2020	11/28/2016	11/28/2016		Appointed to the seat previously held by Norton Gregory. Appointed to term ending 1/31/17 plus next term ending 1/31/2020.
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Dave	Hanna	Public		7/11/2016	1/31/2020	7/11/2016			Contractor, developer, manufacturer (Appointed to remainder of term exp. 1/31/2017 + full 3-year term exp. 1/31/2020.)
Yes	**Juneau Affordable Housing Commission [Current]**	**Ms.**	**Honey Bee**	**Anderson**	**Public**		**2/27/2014**	**1/31/2017**	**1/4/2010**	**3/21/2011**	**2/27/2014**	**Powell Realty Inc. Associate Broker - Realtor**
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Wayne	Coogan	Public	Vice-Chair	2/1/2015	1/31/2018	4/23/2012	1/12/2015		Manager Coogan Construction
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Russ	McDougal	Public		2/1/2015	1/31/2018	3/17/2014	1/12/2015		Self-employed Mac's Design & Construction General Contractor
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Tamara	Rowcroft	Public		2/1/2015	1/31/2018	1/4/2010	1/30/2012	1/12/2015	General Manager Alaska Housing Development Corp.
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Kathleen	Strasbaugh	Public		2/8/2016	1/31/2019		2/8/2016		Strasbaugh Law Office, Sole Proprietor
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Mandy	Cole	Public		2/8/2016	1/31/2019	2/11/2013	2/8/2016		Co-Chair Juneau Homeless Coalition (Manager at AWARE Inc.)
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Margaret	O'Neal	Public	Chair	2/8/2016	1/31/2019	2/11/2013	2/8/2016		Juneau Homeless Coalition (JEDC)
Yes	Juneau Affordable Housing Commission [Current]	Assembly member	Norton	Gregory	Assembly Liaison	Liaison	n/a	n/a	n/a			Assemblymember Liaison 10/2016-10/2017
Yes	Juneau Affordable Housing Commission [Current]	Mr	Scott	Ciambor	Staff Liaison	staff liaison	n/a	n/a	n/a			Chief Housing Officer
Yes	Juneau Affordable Housing Commission [Current]	Mr.	Greg	Chaney	Staff Liaison	staff liaison	n/a	n/a	n/a			Lands & Resources Manager
Yes	Juneau Affordable Housing Commission [Current]	Ms.	Beth	McKibben	Staff Liaison	staff liaison	n/a	n/a	n/a			CDD Senior Planner

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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Public Libraries Endowment Board Fact Sheet

Title: Juneau Public Libraries Endowment Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Libraries

Status: Active

Governing Legislation:
-Resolution 1609
-Date Created: November 16, 1992
-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the General Board Information page.

Description: [Resolution 1609] Section 2. Board Powers. (a) The Board shall advise the Director of Libraries regarding the Juneau Public Libraries Endowment Fund, which shall be composed of all gifts and donations over $2,000.00 made to the Juneau Public Libraries. Fund monies shall be maintained in a trust account managed by the City and Borough Treasurer for the purposes of augmenting the Juneau Public Libraries' budget and not supplanting normal operational funds. (b) The board shall make such recommendations regarding the fund as will preserve the principal, including the use of interest income to protect the value of the principal from devaluation due to inflation. The board shall determine annually whether and how much of the interest income is to be expended each year for the benefit of the libraries and to accomplish the goals of the donors to the fund.

Membership: [Resolution 1609] Section 1. Library Endowment Board Established. There is established a board of three persons, which shall be known as the Juneau Public Library Endowment Board. (a) The Assembly shall appoint members of the board to three-year terms. One member shall be the Director of the Juneau Public Libraries, one shall be a member of the Friends of the Library, and one shall be a member of the general public. ...

Officers: The Library Director serves as Chair of the Board.

Quorum: 3

Term Limits: No term limits - The term of the director shall be for as long as they hold that position with the library. The other members serve three year terms each.

Annual Appointment Period (Annual Reports Due): March

Meetings: The presence of all members shall be required for a quorum and any action of the board shall require two or more affirmative votes to be approved. The board shall meet annually in September of each year.

Special Facts: Resolution 1609 states that the Juneau Public Libraries received a generous bequest from Mrs. Verna Carrigan, a longtime Juneau resident, whose intent was that the bequest was to be used for certain enumerated library purposes. The resolution also states that CBJ honors Mrs. Carrigan's intentions and also established the board to carefully oversee not only the stewardship of Mrs. Carrigan's gift but the gifts of future library donors so that all donors to the Juneau Public Library may be assured that their gifts will be used for their intended purposes, and for the benefit of the library and the public.

Staff Contact: Robert Barr Library Director - 586-0443 - Robert_Barr@ci.juneau.ak.us

Website: http://www.juneau.org/library/endowment.php

Juneau Public Library Endowment Board **Governing Legislation: Resolution 1609**

Total # of Members: 3 - 1 Public, 1 Friends of Library Member, Library Director

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Comments
Yes	Juneau Public Libraries Endowment Board	Mr.	Robert	Barr	Library Director	Chair	2/25/2013	n/a	n/a	CBJ Library Director
Yes	**Juneau Public Libraries Endowment Board**	**Ms.**	**Barbara**	**Berg**	**Public**		**2/1/2014**	**1/31/2017**	**1/27/2014**	**Former CBJ Library Director**
Yes	Juneau Public Libraries Endowment Board	Ms.	Donna	Pierce	Friends of Library Seat		3/21/2016	1/31/2019	3/21/2016	Friends of the Library Rep. (former CBJ Library Director & Deputy City Manager)

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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Parks & Recreation Advisory Committee (PRAC) Fact Sheet

Title: Parks & Recreation Advisory Committee (PRAC)

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:
-Resolution 2646 (Repealed Bylaws and Res 711 and Res 1082)
-Date Created: April 01, 1964
-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the General Board Information page.

Description: The purpose of the PRAC is to act in an advisory capacity for planning and developmentof all aspects of juvenile and adult recreation in the City and Borough. This direction includes authority to advise the Assembly and the Parks and Recreation Department Director on issues affecting parks and recreation in the community. A secondary purpose of the Committee is to act as a citizens' proponent for parks and recreation facilities, recreation activities, and trails within the City and Borough. The Committee shall gather relevant information from all sources available, hold public meetings as necessary on issues under review, and report to the Assembly concerning the status of the above-named issues.

Membership: The PRAC consists of nine public members.

Officers: Chair, First Vice Chair, Second Vice Chair

Quorum: 5

Term Limits: None

Annual Appointment Period (Annual Reports Due): February

Meetings: First Tuesday of each month at 6pm in the Assembly Chambers

Special Facts: Resolutions 711 and 1082 and the bylaws were repealed by the adoption of Resolution 2646 on June 3, 2013.

Staff Contact: Kirk Duncan, Parks & Recreation Director - 586-5226 - Kirk.Duncan@juneau.org

Website: http://www.juneau.org/parkrec/prac.php

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Parks Recreation Advisory Committee | **Governing Legislation: Resolutions 2646**

Total # of Seats: 9 public seats, 1 Assembly liaison

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Comments
Yes	Parks & Recreation Advisory Committee	Assemblymember	Maria	Gladziszewski	Assembly Liaison	Liaison	n/a	n/a	n/a			Assembly Liaison 2015-2016, 2016-2017
Yes	Parks & Recreation Advisory Committee	Mr.	Mike	Eberhardt	Ex-Officio Rep from State Parks		n/a	n/a	n/a			Ex-Officio Rep from State Parks
Yes	Parks & Recreation Advisory Committee	Mr.	Eric	Ouderkirk	Public		2/23/2015	2/28/2018	2/23/2015			USDA Forest Service - Alaska Region, Regional Landscape Architect; Liaison to Jensen-Olson Arboretum Advisory Board
Yes	Parks & Recreation Advisory Committee	Mr.	Josh	Anderson	Public	Vice-Chair	3/6/2017	2/28/2020	2/24/2014	3/6/2017		Member: Douglas Island Riders Assoc., Juneau Douglas Motocross Association; Appointed 1/12/2015 to 1% for Art Panel for 16b Cruise Berth Project
Yes	Parks & Recreation Advisory Committee	Ms.	Christine	Prussing	Public		7/11/2016	2/28/2019	7/11/2016			Retired CBJ Employee
Yes	Parks & Recreation Advisory Committee	Ms.	Traci	Gilmour	Public		4/1/2013	2/29/2019	4/1/2013	2/8/2016		Self Employed Massage Therapist. Member of Juneau Sports Association, Amateur Softball Assn., Juneau United States Bowling Congress
Yes	Parks & Recreation Advisory Committee	Mr.	Christopher	Mertl	Public	Chair	3/6/2017	2/28/2020	8/24/2009	3/21/2011	2/24/2014	PRAC Liaison to Assembly Lands Committee, Treadwell Arena Advisory Board, and Juneau Urban Forestry Partnership; Member: Juneau Hockey Officials, Juneau Adult Hockey, TrailMix, DBA, Park Foundation
Yes	Parks & Recreation Advisory Committee	Mr.	Tom	Rutecki	Public		2/23/2015	2/28/2018	4/2/2012	2/23/2015		Former Member of PRAC, PRAC Rep to YAB, Aquatics Member
Yes	Parks & Recreation Advisory Committee	Mr.	George	Schaaf	Public		3/6/2017	2/28/2020	3/6/2017			USForest Service Partnership Coordinator; former CBJ Parks & Landscape Superintendent; former Trail Mix, Inc. Board Member & Executive Director
Yes	**Parks & Recreation Advisory Committee**		**Open Seat**	**Open Seat**	**Public**			**2/28/2019**				**Seat formerly held by Frances Dowd vacated after 3/7/17 PRAC meeting due to lack of attendance.**
Yes	Parks & Recreation Advisory Committee	Mr.	Brett	Farrell	Public		7/11/2016	2/28/2018	7/11/2016			Marine Exchange of AK Assistant Director; Liaison to TrailMix
Yes	Parks & Recreation Advisory Committee	Mr.	Kirk	Duncan	Staff Liaison	staff liaison	n/a	n/a	n/a			
Yes	Parks & Recreation Advisory Committee	Ms.	Lauren	Verrelli	Staff Liaison	staff liaison	n/a	n/a	n/a			

City and Borough of Juneau
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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Youth Activities Board Fact Sheet

Title: Youth Activities Board

Type of Board/Commission/Committee: Advisory

Affiliated Department: Parks and Recreation

Status: Active

Governing Legislation:
-Resolution 2761
-Resolution 2410 (Repealed by Res. 2761)
-Date Created: February 05, 1996
-Sunset Date: N/A

To reference the general rules of procedure and informational booklet for all boards, please see the documents available on the General Board Information page.

Description: The Youth Activities Board (YAB) Prepares requests for proposals annually for youth activities of an athletic, cultural, artistic or academic nature; adopts procedures for evaluating proposals for providing youth activities, subject to certain limitations and makes recommendations to the Assembly in April of each year for allocation of funds among the proposals selected by the board, and with assistance from the municipal manager, evaluates the use of the funds by each organization and reports annually to the Assembly on the expenditure of those funds. The criteria to be followed by the board when considering the allocation of funds is included in Resolution No. 2410.

Membership: The board consists of nine members as follows: a Parks and Recreation Advisory Committee member, nominated by the committee; a Juneau Arts & Humanities Council member, nominated by the council, a Juneau Sports Association member, nominated by the association; six public members, one of which must be 18 years or younger at time of appointment. The recreation superintendent or alternate designee of the municipal manager provides staff to this board.

Officers: Chair

Quorum: 5

Term Limits: 3 year terms.

Annual Appointment Period (Annual Reports Due): August

Meetings: The Youth Activities Board meeting schedule is based on the grant review cycle, for upcoming meetings check the CBJ Meeting calendar at http://www.juneau.org/calendar/index.php or the Parks & Recreation homepage http://www.juneau.org/parkrec/ under "Meeting Notices".

Special Facts:

Staff Contact: Dave Pusich - 586-5226 - Dave.Pusich@juneau.org

Website: http://www.juneau.org/parkrec/YouthActivitiesBoard.php

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YOUTH ACTIVITIES BOARD **Governing Legislation: Res. 2410**

Total # of seats - 9: 1 PRAC rep., 1 JAHC rep., 1 JSA rep., 1 member 18 years or younger, 5 general public members

Active Member or Liaison	Board Membership	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Re-appointed 2	Re-appointed 3	Re-appointed 4	Reappointed 5	Reappointed 6	Comments
Yes	Youth Activities Board	Ms.	Joyce	Vick	Public Seat	Vice-Chair	9/1/2014	8/31/2017	8/1/2002	8/1/2005	8/25/2008	9/19/2011	8/25/2014			Also serving on the Douglas Advisory Board
Yes	Youth Activities Board	Mr.	John	White	Public Seat	Chair	9/1/2014	8/31/2017	6/1/1996	7/1/1999	7/1/2002	8/1/2005	8/25/2008	9/19/2011	8/25/2014	
Yes	Youth Activities Board	Ms.	Bonita	Nelson	Public Seat		9/1/2016	8/31/2019	8/22/2016							
Yes	**Youth Activities Board**		**Open Seat**	**Open Seat**	**Public Seat**			**8/31/2018**								**Seat previously held by Liz Lange who resigned effective March 2017.**
Yes	Youth Activities Board	Ms.	Liz	Brooks	Public Seat		9/1/2016	8/31/2019	8/31/2015	8/22/2016						Former Elementary school teacher; State of Alaska Employee
Yes	Youth Activities Board	Ms.	Sarah	Cannard	Juneau Arts & Humanities Council Rep			upon end of JAHC term	11/7/2016							replaced Sean Boily as JAHC Representative
Yes	Youth Activities Board	Mr.	Peter	Christensen	Juneau Sport Association Rep		2/2/2015	Upon end of JSA term	2/2/2015							JSA Representative Seat (Formerly held by Robert "Bob" Kuhn)
Yes	Youth Activities Board	Ms.	Kathy	Tran	Youth 18 yrs or younger when appointed		8/31/2015	8/31/2018	8/31/2015							Youth Representative Seat - TMHS Sophomore @ time of appointment
Yes	Youth Activities Board	Mr.	Tom	Rutecki	PRAC Rep		4/23/2012	upon 2013 appointment of PRAC Rep or PRAC term expiration of 2/28/2015								*Had served as PRAC rep to YAB, Appointed to PRAC 9/2001, reappointed 1/2004 to term ending 2/2007; Assembly extended term to end 5/1/2007 so he could finish YAB grant process; Appointed as YAB public member 8/2007. Appointed to PRAC 4/2/2012 then PRAC Rep 4/23/2012*
Yes	Youth Activities Board	Mr.	Dave	Pusich	Staff Liaison		n/a	n/a	n/a							Staff Liaison
Yes	Youth Activities Board	Ms.	Ana	Olivares-Ramos	Staff Liaison		n/a	n/a	n/a							Staff Liaison

Presented by: The Manager
Introduced:
Drafted by: Jane E. Sebens

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2796

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

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

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

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

WHEREAS, at its regular meeting on February 28, 2017, the Bartlett Regional Hospital Board of Directors approved certain amendments to the bylaws consistent with CBJ ordinances and forwarded the same to the Assembly; and

WHEREAS, the Bartlett Regional Hospital Board of Directors recommends that the Assembly approve the amended bylaws attached to this resolution.

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

Section 1. The Assembly hereby approves the Bartlett Regional Hospital Board of Directors Bylaws, dated February 28, 2017, attached as Exhibit A.

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

Adopted this _____ day of ______________________, 2017.

____
Kendell D. Koelsch, Mayor

Attest:

____
Laurie J. Sica, Municipal Clerk

Bartlett Regional Hospital

BOARD OF DIRECTORS

B Y L A W S

VOTING MAJORITIES

BYLAWS	**Recommendation to Adopt, Amend or Repeal (0131 - Page 3)**	**Prevailing vote of at least six members.**
REMOVAL OF BOARD MEMBER RECOMMENDATION	**(0144 - Page 4)**	**Prevailing vote of at least six members.**
QUORUM - BOARD MEETING	**(0162 – Page 10)**	**Five members of the board shall constitute a quorum.**
VOTING	**(0172 – Page 12)**	**Prevailing vote of at least five members.**
APPOINTMENT OF ADMINISTRATOR	**(0211 - Page 16)**	**Prevailing vote of a majority of the Board.**

BOARD OF DIRECTORS BYLAWS

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BOARD OF DIRECTORS BYLAWS TABLE OF CONTENTS (CONTINUED)

BOARD OF DIRECTORS 0100
NAME & PURPOSE - 0110

0111 NAME

The governing body of the Bartlett Regional Hospital shall be known as the Board of Directors.

0112 PURPOSE

1. **To provide ~~and~~for the management of facilities, personnel and services designed to diagnose and treat patients. Quality patient care shall be provided to ~~sick, injured or disabled~~all persons without ~~regard to~~discrimination on the basis of race, color, religion, national origin, age, sex, sexual orientation, sexual stereotyping, gender identity, disability~~ies~~, pregnancy, parenthood, marital status, or change in marital status.**

2. **To provide appropriate facilities and services to best serve the needs of patients; to improve the standards of health care; to encourage education and training of hospital employees and staff appointees; and to maintain the quality of patient care that is achievable with resources available.**

3. **To carry on education activities for the promotion of health in the community.**

4. **To manage, operate or participate insofar as hospital policy, circumstances and available funds may warrant, any activity designed and carried on to promote general health in the community.**

0121 AUTHORITY

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

0122 GENERAL POWERS

Subject to state laws and other City and Borough Ordinances, CBJ 40.05.020 provides in part that the Board of Directors shall be responsible for the operation of all licensed hospitals owned or leased by the City and Borough according to the best interests of the public's health, shall make and enforce all rules and regulations necessary for the administration of hospitals under its management, shall prescribe the terms under which patients shall be admitted thereto and shall establish and enforce standards of operation. The Board shall, within the hospital appropriation, establish and may amend the pay plan for hospital employees.

0123 CONTRACTING AUTHORITY
The Board is responsible for approving all contracts for supplies, services, or professional services, or amendments thereto, relating to the Board's power and authority as established by CBJ 40.05.020. No contract may be approved unless the contract complies with the CBJ Charter and CBJ Municipal Code. Unless otherwise provided by law, the Board may delegate to the CEO authority to negotiate and/or execute all contracts, or may establish parameters by contract type and/or dollar amount, for the exercise of such authority with or without approval of the Board.

0131 LEGISLATIVE

1. The Board of Directors shall recommend bylaws and provide policies and procedures for the administration and governance of the hospitals, which bylaws shall become effective upon approval of the City and Borough Assembly by resolution. The Assembly may accept the bylaws recommended by the Board, may reject such bylaws or may modify them. A manual of bylaws shall be maintained. (CBJ 40.05.030) Policies and procedures shall become effective after being adopted by the Board of Directors. A manual of policies and procedures of the BRH Board shall be maintained and established as the Board Manual.

2. At least annually, the ~~President of the Board~~ Governance Committee shall ~~appoint two board members to~~ review the bylaws as expeditiously as is reasonable under the circumstances.~~. They shall make their recommendations to the Executive Committee and submit its suggested revisions, if any, to the full Board for consideration~~.

3. The Governance Committee's recommended revisions to the bylaws, if any, shall ~~then~~ be reviewed by the ~~full~~ Board at ~~aits~~~~the nex~~t regular meeting ~~of the Board~~ and final Board action taken ~~voted on~~ at a ~~the following~~ subsequent ~~regular~~ Board meeting.

4. Any changes approved by the prevailing vote of at least six members of the Board shall be submitted to the CBJ Assembly for approval by resolution.

0132 EVALUATION

The Board of Directors shall annually evaluate its performance against the strategic plan and against the goals and objectives established by the Board.

0141 NUMBER AND APPOINTMENTS

The Board of Directors shall consist of nine members appointed by the Assembly for staggered three-year terms. Board members shall serve at the pleasure of the Assembly. 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 first. (CBJ 40.05.010)

0142 EXPECTATIONS

A voting member shall show willingness to give as much time as is reasonably requested or required. The applicant must be willing to accept responsibility for governance, including availability to participate actively in board and committee activities; to provide effective governance and to utilize experience in organizational and community activities.

0143 TERM

The term of membership shall be three years and until a successor takes office, except that a member appointed to fill a vacancy shall serve for the un-expired term.

0144 VACANCY

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

1. **A recommendation to the Assembly for removal of a board member may be made upon the prevailing vote of at least six members of the Board.**

2. **A ~~Director~~Board member may resign at any time by giving written notice to the Assembly, with a copy to the President of the Board. Such resignation shall take effect on the date of receipt or at any later time specified.**

0145 COMPENSATION

1. **Board members~~ and members of all committees~~ shall not be~~receive no~~ compensat~~ed~~ion for ~~any~~ services rendered in their capacities as board ~~members~~ or board committee members. However, nothing herein contained shall be construed to preclude any board member or committee member from receiving ~~compensation~~reimbursement for expenses incurred in serving the hospital as a board member.**

2. **Before any reimbursement for expenses is made, receipts of such expenses must be submitted to the Administrator.**

3. **The Board of Directors may maintain membership in any local, state or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of hospital administration and, in connection therewith, the hospital will pay dues and fees thereto.**
(CBJ 40.05.070)

0146 TRAINING

The Board shall provide training to board members on the duties and functions of the Board, the general operations of the hospital, and the history ~~and traditions~~ of the hospital and its relationship with the community.

1. **Each new board member will be given, not later than their first regular meeting as a board member and for their use and possession for the duration of their term, a copy of CBJ Title 40 Hospitals, the Board Bylaws, the Board Manual and any other documents as deemed appropriate.**

2. **The Board shall provide ongoing education on board governance, compliance responsibilities, and the health care industry.**

0151 ORGANIZATION MEETING

The Board shall elect annually from its members a President, Vice President, Secretary and such other officers as it deems necessary.
(CBJ Section 40.05.040)

0152 OFFICERS

1. **The officers of the Board shall be a President, a Vice President, and a Secretary.**

2. **Officers shall be elected annually according to the schedule in the Board Manual, and each shall hold office for a one year term and until successors shall have been elected. Officers shall serve at the pleasure of the Board.**

3. **Any officer may resign their office at any time by giving written notice to the Board. Such resignation shall take effect on the date of receipt or at any later time specified.**

4. **The President shall preside at all meetings of the Board, and shall be an ex-officio voting member of all committees except the nominating committee. The President shall be the Chairperson of the Executive Committee.**

5. **The Vice-President shall act as President in the absence of the President, and when so acting, shall have the power and authority of the President. The Vice President shall succeed to the office of President for the unexpired term if that office becomes vacant.**

6. **The Secretary shall ensure the retention of minutes of all meetings of the Board and board committees, and shall ensure appropriate public notice is given for all meetings of the Board and its committees in accordance with these bylaws or as required by law. The Secretary shall ensure that the records and reports of the Board are kept as required by law.**

7. **Upon a vacancy in the office of Vice President, or Secretary, the Board shall hold an election at its next regular meeting to fill such vacancy for the unexpired term.**

0153 COMMITTEES

1. **The President ~~Board~~ shall establish the following standing committees: an Executive Committee, a Finance Committee, a Governance Committee, a Compliance and Audit Committee, a Planning Committee, ~~and~~ a Quality ~~Assurance~~ Committee and a Joint Conference Committee. The Board shall assign such duties and responsibilities to the committees or appoint such other committees as it deems necessary.**

2. **The President shall appoint the Chair and members of all committees.**

3. **With the exception of the Executive Committee, committees of the Board shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.**

4. **Unless otherwise determined by the Board, committees shall consist of no fewer than two board members and shall serve until the committee is discharged.**

5. **A board member may request or refuse appointment to a committee and the refusal to serve on any one committee shall not be grounds for failure to appoint that board member to another committee.**

6. **A committee shall be convened by the Chair or designee who shall report for the committee. The chair shall ensure that minutes will be kept and submitted for Board review.**

7. **The Board may assign the functions of any management and/or board committee, except the Executive Committee, to combined or new committees, or to the Board acting as a Committee of the Whole.**

8. **The Administrator shall, unless otherwise expressly provided, be a non-voting ex-officio member of all Board committees.**

154 COMMITTEE FUNCTIONS

1. **Executive Committee**

The Executive Committee shall consist of the President, Vice President, Secretary, and, when appropriate, the Immediate Past President. The President shall be Chair of the Executive Committee and in their~~his or her~~ absence the Vice President shall be Chair. The Immediate Past President shall serve as an ex-officio voting member on the Executive Committee only for a term of one year following ~~his or her~~their last term as President. The Executive Committee shall be empowered to transact all regular business of the hospital during the interim between meetings of the Board, provided that any action it may take shall not conflict with the policies of the Board. Any action taken by the Executive Committee shall be reported at the next regular meeting of the Board and may be rescinded by Board action at the meeting.

2. Finance Committee

The Finance Committee shall consist of a chair and two~~three~~ members appointed by the President. The duties and responsibilities of the Finance Committee are to review and make recommendations to the Board concerning all matters affecting the financial condition of the hospital, including but not limited to, the annual budget and capital budget matters referred to the committee by the President.

A. The Finance Committee will review the annual budget prepared, and submitted to the Board, by the hospital administrator.

B. Not later than April 1, the Finance Committee will complete its review, and forward the budget to the Board for approval and submission to the City and Borough Manager, as provided in CBJ 40.25.020.

C. The year-end audited financial reports by an outside auditing firm shall be reviewed by the Finance Committee and the committee shall report conclusions to the Board at the next board meeting.

3. Governance Committee

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

A. The Committee will review Board bylaws and forward its recommended revisions, if any, to the Board on at least an annual basis and will periodically review and make recommendations to the Board, as needed,for revisions to the Board manual.

B. The Committee will monitor current standards, regulations and general expert commentary on corporate governance practices and procedures and will review and make recommendations to the Board on all matters of governance, including governance practices and procedures.

C. The Committee will review and make recommendations to the Board for Board member training and education, and will establish criteria for, and guide the Board in, an annual self-evaluation of Board performance.

4. Compliance and Audit Committee

The Compliance and Audit Committee shall consist of a chair and two members appointed by the President. The duties and responsibilities of the Compliance and Audit Committee shall be to assist and make recommendations to the Board in its oversight of the Hospital's Compliance Program.

A. The Committee will oversee and ensure the Hospital's development and implementation of Compliance Program guidelines and procedures, and the Hospital's compliance education and training.

B. The Committee will oversee and ensure the Hospital's maintenance of internal controls, systems, processes, resources and channels of communication for identifying, reporting and investigating compliance violations or concerns, and implementing corrective action.

C. The Committee will oversee and review periodic reports regarding compliance activities and investigations and ensure the conduct of regular internal and/or external audits and surveys to verify adherence to the Hospital's compliance guidelines and procedures.]

5. Planning Committee

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

A. The Committee may assist in the preparation and modification of long-range and short-range plans to ensure that the total hospital program is attuned to meeting the health care needs of the community served by the hospital. Any plan should coordinate the hospital services with those of other health care facilities and related community resources.

B. The Board shall provide for institutional planning by including the Administration, the Medical Staff, the Nursing Department, other department/services, and appropriate advisors in the planning process with participation at the Planning Committee meetings.

C. Maintenance and building issues will be referred to the Planning Committee.

6. Quality ~~Assurance~~ Committee

The Quality ~~Assurance~~ Committee shall consist of a Chair and two members appointed by the President.

A. The Quality ~~Assurance~~ Committee shall provide information to the Board concerning the hospital quality assurance program and the mechanisms for monitoring and evaluating quality, identifying and resolving problems, and identifying opportunities to improve patient care.

B. One member of the Quality ~~Assurance~~ Committee shall be appointed annually by the Board to serve as Board liaison to the staff Quality Improvement Committee (QIC)

C. ~~The Board shall meet its quality assurance goals by involving the Administration, the Medical Staff, the Nursing Department, and appropriate advisors regarding quality assurance through participation on the Quality Assurance Committee~~. To fulfill the Board's oversight responsibilities, the Quality Committee will report at least quarterly to the Board.

7. Joint Conference Committee

The Joint Conference Committee shall consist of the Executive Committee of the Board, the E~~e~~xecutive C~~c~~ommittee of the Medical Staff and representatives from Administration. ~~One of the Board members shall be appointed committee chairperson.~~ The President of the Board will chair the Joint Conference Committee. In the absence of the Board President, the Board Vice President will serve as Chair of the Committee.

The purpose of this C~~c~~ommittee is to provide a forum for communications between the Medical Staff and the Board of Directors.

8. ~~Special~~Ad Hoc Committees

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

0155 BOARD CALENDAR

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

BOARD OF DIRECTORS - 0100
MEETINGS - 0160

0161 PARLIAMENTARY AUTHORITY

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

0162 QUORUM

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

0163 PRESIDING OFFICER

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

0164 CALL OF MEETINGS

1. **Regular meetings shall be held at least once a month, as provided in CBJ 40.05.0~~5~~60.**

2. **Special meetings not regularly scheduled may be called by the President or upon the presentation of a petition requesting such a meeting and endorsed by a majority of the voting members of the Board.**

3. **All meetings of the Board and committees of the Board shall be open to the public, except as otherwise provided by law.**

~~3.~~4. **A member may participate via telephone in a Board meeting, or a Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the President participates by telephone, the Vice-President will preside at the meeting. No more than the first three~~wo~~ members for a Board meeting, or two members for a Committee meeting, to contact the Administrator may participate via telephone at any one meeting. A member participating by telephone shall be counted as present for purposes of quorum, discussion and voting. If the telephone connection is lost and the member is necessary to achieve a quorum, the meeting shall be at ease, recess or adjourn as necessary until the connection is established or restored.**

0165 NOTICE

1. **The President shall notify each Board member, in writing and no later than three days in advance of the meeting, of the time, date, location, and, to the extent it is known, the agenda of any regular meeting. Notice of the time, date, location and purpose of a special Board meeting shall be given to board members no later than twenty-four hours in advance of the meeting.**

2. **Reasonable public notice shall be given for all meetings. Notice of all Board meetings and committee meetings shall be delivered to newspapers of general circulation in the municipality and to the commercial radio and television stations operating in the municipality at least 24 hours prior to such meetings.**

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

0171 CONFLICT OF INTEREST

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

0172 MOTIONS/VOTING

~~**Seconds to motions [are] [are not] required.**~~

1. **The prevailing vote of at least five members of the Board shall be required for official action except that the prevailing vote may be reduced by one vote for every two members of the board who are present but who do not vote because of a conflict, as more fully set out in CBJ Charter 3.16(e).**

2. **A board member with a declared conflict of interest on an issue shall be excused from voting by the President and must abstain from any discussion and/or the vote on the issue. If the President declares a conflict of interest, ~~T~~the President shall excuse~~s him/herself~~themselves.**

3. **A vote may be taken by voice, show of hands or roll call. If one or more members are participating telephonically, the vote of all members shall be taken by voice or roll call. Proxy voting shall not be permitted. At the request of any member, the Board shall be polled.**

0173 EXECUTIVE SESSIONS

1. **If ~~excepted~~permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that come within the exceptions set forth below shall be determined by a majority vote of the Board. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. No subjects may be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. No action may be taken at the executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.**

The following ~~excepted~~ subjects ~~shall~~may be ~~discussed~~considered in an executive session:

A. **Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity~~government unit~~;**

B. **Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**

C. Matters which by law, municipal charter, or ordinances are required to be confidential.

D. Matters involving consideration of government records that by law are not subject to public disclosure.

2. Any executive session where the subject to be discussed tends to prejudice the reputation and character of any person shall require advance notification of the person and the opportunity for the person to request a public discussion.

3. Board members participating via telephone in a meeting in which an executive session is called, may participate in the executive session only after verifying, on the record and before the session, that the member is alone, in a private place and able to maintain and safeguard the private status of the telephone call for the duration of the session. If at any time the privacy of the call becomes in question any member or invited attendee in the session may request re-verification of the caller's privacy status.

0174 HEARING OF PUBLIC

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

0176 ADJOURNMENT

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

0177 CODE OF ETHICS

Members of the Board, including ex officio members, shall at all times abide by and conform to the CBJ Conflict of Interest Code (CBJ 01.45) and to the following code of ethics in their capacity as board members:

1. Members of the Board of Directors will conduct the business affairs for the Hospital in good faith and with honesty, integrity and due diligence.

2. Members of the Board of Directors will exercise proper authority and good judgment in their dealings with staff, patients, and the general public and will respond to all in a responsible, respectful, and professional manner.

3. Each member of the Board of Directors will use his or her best efforts to regularly participate in board activities and will perform his or her duties in a responsible manner.

4. Upon termination of service, a retiring board member will promptly return to the Hospital all property entrusted to the Board member for the purpose of fulfilling his or her responsibilities.

The Board of Directors must act at all times in the best interests of the Hospital and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will consult and adhere to CBJ 01.45, including~~identify the conflict and~~, as required, removing~~e~~ themselves from all discussion and voting on the matter. ~~Specifically, b~~Board members shall ~~follow these guidelines:~~

~~A~~avoid placing, or ~~(and avoid~~ the appearance of placing,~~)~~ ~~one's~~their own self-interest or any third-party interest above that of the Hospital which shall include~~;~~:

A. ~~Do n~~Not ~~abuse board membership by improperly~~ using board membership or the Hospital's staff, resources or property for personal or third-party gain; ~~board members shall~~ not representing that their authority as a board member extends any further than that to which it actually extends;

B. ~~Do n~~Not engaging~~e~~ in any outside business, professional or other activities that would materially adversely affect the Hospital;

C. ~~Do n~~Not soliciting or accepting gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the Hospital;

D. Providing~~e~~ goods or services to the Hospital as a paid vendor only after full disclosure to the Board.

0181 OFFICIAL MINUTES

1. The Board shall keep minutes of all of its board meetings and board committee meetings and a record of all proceedings of the Board.

2. All minutes shall be filed in the office of the Administrator in a minutes book as the permanent record of the acts of the Board.

3. The minutes shall show the time and place, the members present, the members absent, the subjects considered, the actions taken, the vote taken, and any other information required by law.

4. Motions to convene and the subject matter(s) to be discussed in executive session shall be clearly reflected in the minutes.

5. Copies of all written reports received at a Board or committee meeting shall be attached to the minutes for that meeting.

0211 APPOINTMENT

The Chief Executive Officer of the hospital shall be a hospital administrator appointed by the Board, after consultation with the CBJ City Manager, only upon affirmative vote of a majority of the Board. (CBJ 40.10.010) (40.05.020(d))

0212 VACANCY

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

0223 DUTIES AND RESPONSIBILITIES

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

1. **The Administrator shall have the duties and responsibilities with respect to the Board as described in the Board Manual.**

2. **The Administrator shall fulfill the duties set forth in the administrator’s job description.**

0241 ANNUAL EVALUATION

Annually, or more frequently as the Board deems necessary, the Board shall review the performance of the Administrator. The President of the Board shall inform the Administrator of the results this evaluation. Minutes of the Board meeting shall document the evaluation of the Administrator.

0321 MEDICAL STAFF ORGANIZATION AND BYLAWS

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

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

0322 SELF-GOVERNING

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

1. **Designate one of its members as Chief of Staff.**

2. **Hold regular meetings ~~at least once each month~~ in accordance with Medical Staff bylaws, for which minutes and records of attendance shall be kept.**

3. **Review and analyze at regular intervals the clinical experience of the Hospital. Medical records of patients shall be the basis for such review and analysis. (CBJ 40.15.050)**

0351 ACTIONS AND DECISIONS

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

0361 REVIEW OF ACTIONS AND DECISIONS

The Medical Staff bylaws shall include procedures for hearings whereby the applicant or member of the Medical Staff shall be afforded a hearing in connection with a request for a review of a decision or action taken pursuant to Section 0351 of these bylaws.

0365 REAPPLICATION FOLLOWING DENIAL OR REVOCATION

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

0371 BOARD OBLIGATION TO THE MEDICAL STAFF

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