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

April 3, 2017 6:00 PM
Chambers

I. ROLL CALL

Beth Weldon called the meeting to order at 6:00 p.m.
[Ms. Weldon presided during this meeting since Mr. Jones was participating telephonically.]

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

Other Assemblymembers present: Mary Becker

Staff Present: Deputy Clerk Beth McEwen, Deputy Manager Mila Cosgrove, Deputy City Attorney Jane Sebens, Chief Housing Officer Scott Ciambor

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. DRAFT March 6, 2017 HRC Minutes

MOTION by Ms. White to approve the minutes of the March 6, 2017 Human Resources Committee meeting. *Hearing no objection, the minutes 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. 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.

JAHC Chair Margaret O'Neal and fellow JAHC members Tamara Rowcroft and Kathleen Strasbaugh were present to represent the commission. Ms. O'Neal gave a synopsis of the highlights from the annual report that was included in the HRC packet. She fielded questions relating to the Accessory Apartment program, the Mobile Home Loan program and the future direction of the commission.

HRC members thanked the commission for its work and its members for being present to answer questions related to the annual report.

There was one open seat on the commission for a term expiring January 31, 2020 and three applicants: Honey Bee Anderson (incumbent), Christina Love, and Robin Gilcrist.

MOTION by Mr. Jones to recommend the appointment of Christina Love to the Juneau Affordable Housing Commission for a term expiring January 31, 2020 and asked for unanimous consent. Mr. Gregory said he would like to recommend the reappointment of Honey Bee Anderson to the commission. He said that she has served on the commission for quite a few years and he served with her during that time and he feels she does a fine job on the commission and he would like to see her reappointed.

A roll call vote was taken on the motion by Mr. Jones to recommend Ms. Love's nomination to the commission.
Ayes: Jones
Nays: White, Gregory, Weldon

Motion failed 1 Aye, 3 Nays.

MOTION by Mr. Gregory to recommend the reappointment of Honey Bee Anderson to the Juneau Affordable Housing Commission for a term expiring January 31, 2020.

A roll call vote was taken on the motion by Mr. Gregory.
Ayes: White, Gregory, Weldon
Nays: Jones

Motion passed 3 Ayes, 1 Nay.

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.

MOTION by Ms. White to recommend the reappointment of Barbara Berg to the Juneau Public Library Endowment Board for a term expiring January 31, 2020.

Hearing no objection, the motion carried by unanimous consent.

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.

Ms. McEwen noted that there were two applications in the packet, one from the previous applicant Emily Palmer and the other from Edric Carrillo who has applied for both the PRAC and open Youth Activities Board (YAB) seats. Mr. Carrillo was present in the audience at the meeting.

Mr. Carrillo was asked to come forward to answer some questions from the HRC members. Ms. White asked if he felt he could adequately serve on both boards. Mr. Carrillo said he feels that he would be able to serve on both boards without any problems. He has experience, currently serving on the Filipino Community Board and has served as its youth committee chairman and sports committee chairman. He said PRAC and YAB would go hand in hand with serving in his current capacity and he feels it is important to give back to the community. He thanked the HRC for letting him speak and being considered for the nominations to these boards.

Ms. Weldon asked if Emily Palmer was in the audience and would like an opportunity to speak. Ms. Palmer was not present at the meeting.

MOTION by Ms. White to recommend the appointment of Edric Carrillo to the Parks and Recreation Advisory Committee for a term expiring February 28, 2019. Mr. Gregory objected the motion. He stated that he read through both applications and felt both applicants would do well. Since there were two applicants for the PRAC, it was important to involve as many community members in the committee process and would like to see Ms. Palmer appointed to PRAC and Mr. Carrillo to the YAB.

Ms. Weldon asked staff checked with Ms. Palmer to see if she was still interested in serving. Ms. McEwen stated that she sent an email and left a voicemail message following the last HRC meeting to notify Ms. Palmer that she was not appointed but that her application would be held for any future vacancies as is our practice. She stated that there had not been any response from Ms. Palmer following that communication.

A roll call vote was taken on the nomination of Mr. Edric Carrillo to the PRAC for the term expiring February 28, 2019.
Ayes: White, Jones, Weldon
Nays: Gregory,

Motion passed 3 Ayes, 1 Nay.

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.

MOTION by Mr. Gregory to recommend the appointment of Edric Carrillo to the Youth Activities Board for a term expiring August 31, 2018.

Hearing no objection, the motion carried by unanimous consent.

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.

Mr. Robert Storer and Deputy City Attorney Jane Sebens were present to answer any questions regarding this resolution and bylaws. Mr. Storer said he is the chair of the Governance Committee of the BRH Board and was happy to answer any questions.

Mr. Jones asked about the language found in the bylaws on page 11, under rule 0164 "Call of Meetings" under the new #4. which states in part: ...
"No more than the first three ~~two~~ members for a *Board meeting, or two members for a Committee meeting*, to contact the Administrator may participate via telephone at any one meeting."

Mr. Jones said his question is that earlier in the bylaws, they were making most of the committees consist of the chair and two persons appointed by the President. For committees it is possible that they would have the majority of the committee on the telephone - two out of the three, and he does not feel that is appropriate. He would recommend they change that from two members of the committee to one member of the committee to be able to participate telephonically.

Mr. Storer asked Mr. Jones for clarification that he would be OK with the language related to the board meetings but wants to make the change for just the committee purposes. Mr. Jones agreed that was correct. Mr. Storer said he didn't think the board would have a problem with that. He said this is a grand experiment and they have not had the rule in place before and they debated it at length on whether it was appropriate to be exclusionary on the Assembly at the Assembly level but they did not debate it at the committee level. He is comfortable speaking for the board that an amendment to one member per committee may attend by phone is fine for now. If they have any problems in the future, they will let the Assembly know.

MOTION by Mr. Jones to amend the bylaws on page 11, section 0164 section 4. to change the word **"two"** to "**one"** and make "**member**" singular such that the sentence reads as follows:

> ***"No more than the first three members for a Board meeting, or one member for a Committee meeting, to contact the Administrator may participate via telephone at any one meeting."***

Hearing no objection, the motion passed by unanimous consent.

Ms. Weldon asked Mr. Storer about the language on page 3 that states the Governance Committee shall review the bylaws annually and that in looking at the nine members on the board and there are quite a few committees, they may want to consider reviewing the bylaws every other year rather than annually.

Mr. Storer said that is a legacy issue that they left in. The existing bylaws state that they will form a committee at the end of the year to evaluate bylaws and they left it in. The Governance Committee is a new standing committee and he hopes at some point to implement a cycle of Title 40 review one year, bylaws the next year, and board manual the third year. The point being to give all three of them the time they deserve for fully vetting rather than just quick meetings at the end of the year. He said that for now, keeping it as an annual review is fine but he plans on posing the change in the future to make it a cyclical process.

Ms. Weldon said she was happy with that.

Mr. Gregory asked regarding the question on page 11 previously discussing telephonic participation, if the board has ever considered conducting meetings using Skype or other methods for participation other than a telephone given the technology that we have available to us today,

Mr. Storer said they have experimented with alternative methods, including Skype from overseas but they have chosen to do it on an experimental, case by case, basis.

Mr. Gregory asked if that was something they would like to include in these bylaws.

Mr. Storer said this is a new committee with a lot to learn and they expect to be back before this body in a year or so with even more comprehensive bylaws that may incorporate more what they learn relating to hospital governance. He said he would like to pursue that matter in the next round of bylaws review.

Mr. Gregory asked about the following changes on page 10 item (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."*

Mr. Gregory asked what the reason was for the removal of the strikethrough language. Mr. Storer responded that is more of a medical community level committee where it is important that they all do have input and participate in that committee and the language change is just a rewording of what actually exists and how it is conducted.

Mr. Jones provided the following comments regarding Mr. Gregory's earlier questions. He said during the time he was on the BRH Board, they had one member working over in Vladivostok and they tried to Skype during their meetings. He said the lines kept dropping and it was hard to do even by phone without the video on Skype. In another instance, they did do a video teleconference with one boardmember who was on an extended absence in Indiana and for four meetings in a row. They set up a television and they could see that member but it made it hard for the public to participate and for others because the TV had to be close to the boardmembers and no one else could see it.

Mr. Jones asked for clarification as to the way the final wording would read on page 3 section 0131 (3). Mr. Storer clarified that if the changes that were suggested are approved, the final language would read as follows:

> ***"The Governance Committee's recommended revisions to the bylaws, if any, shall be reviewed by the Board at a regular meeting and final Board action taken at a subsequent Board meeting."***

MOTION by Mr. Jones to recommend that at the Assembly meeting later that evening that Resolution 2796 be pulled from the Consent Agenda and that the amendment the HRC passed on page 11 be presented for approval by the full Assembly, and asked for unanimous consent.
Hearing no objection, the motion passed.

B. Other Business

1. Eaglecrest Liquor Sales Follow-up

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

Mr. Jones stated that he was ill when he was originally scheduled to meet with the Eaglecrest Board and was not able to attend their meeting. He has subsequently met with the Eaglecrest Chair Mike Stanley and they talked about this at length and about some of the concerns that the Law Department had raised. He then subsequently met with the City Attorney recently and Ms. Mead will be drafting up a change to the resolution with the concerns and issues that Mr. Stanley and he had discussed.

They would then hold a meeting with himself, Mr. Stanley, the acting director at Eaglecrest, and someone from Risk Management to see if what the attorney drafted is acceptable to them and if so, they will try to bring it forward to the HRC at the next meeting and then the Committee of the Whole at the first meeting in May.

Ms. Weldon asked for clarification that the attorney would draft something that would then go to Eaglecrest, back to HRC, and then to Committee of the Whole. Mr. Jones stated that was the plan.

VI. STAFF REPORTS

Ms. McEwen reminded the members that April 12 is the due date for Airport Board applications. The most recent board vacancy list was just posted online for all the empowered boards whose terms are ending in June as well as a number of other boards whose terms are coming up for expiration over the next couple of months. Ms. McEwen encouraged members to get the word out into the community about the upcoming vacancies on the boards.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

VIII. ADJOURNMENT

There being no further business to come before the committee, Ms. Weldon adjourned the meeting at 6:35p.m.