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

January 9, 2017 5:00 PM
Chambers

I. ROLL CALL

Chairman Jones called the meeting to order at 5:00 p.m.

Members Present: Chair Loren Jones, Beth Weldon, Norton Gregory, Debbie White

Other Assemblymembers present: Jerry Nankervis

Staff Present: Deputy Clerk Beth McEwen, Parks and Recreation Director Kirk Duncan; Engineering/Public Works Director Roger Healy, Community Development Director Rob Steedle, Chief Housing Officer Scott Ciambor, CDD Senior Planner Laura Boyce

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. APPROVAL OF MINUTES

A. December 19, 2016 Human Resources Committee Minutes

Hearing no objections, the minutes of the December 19, 2016 Human Resources Committee meeting 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

B. Liquor Licenses

1. Liquor License #4405 - Tides Complex, Inc. dba Dragon Inn Chinese Cuisine Inc.

Ms. McEwen reported that this liquor license is on the Assembly's agenda later in the evening. The Finance staff has withdrawn its request to protest the continuation of this license. Since it was initially a mid-cycle protest, there had not been any protest yet filed with AMCO so the proper recommendation to the Assembly would be to remove the request to protest.

Hearing no objection, the HRC will forward that request.

C. Other Business

1. General Discussion re: CBJ Boards and Board Management

Mr. Jones asked Ms. McEwen to give a staff report on changes happening with board management.

Ms. McEwen explained that the current process for managing our board and commission through use of a large Excel workbook and it has reached a point that staff has been exploring new ways to manage boards more efficiently and effectively. In November/December, a Request For Information (RFI) was sent out to a variety of companies who provide board management solutions. We received four responses and the proposals ranged from $1,500 to $19,000 depending on the products being used. It is likely that we will be working with Novusolutions which is our current vendor for the agenda/minutes management system. Novus has not finalized its product but hopes to work with CBJ on creating a new board management product that will meet our needs as well as serve to be a base product that they can market to other communities. If at the end of this development process, it does not meet our needs, there is no obligation to continue with it. We can decide at that point if we wish to pursue one of the other products but this approach allows us to develop a product meeting our specifications from the outset.

On another related topic, Ms. McEwen stated that the Human Resources Committee is tasked with overseeing all the CBJ Boards and Commissions and that includes doing an evaluation from time to time to determine if the scope of a board needs to change, be combined with other boards, or it has completed its purpose and should be disestablished.

Mr. Jones gave the list of boards/commissions that were primarily scheduled for the February 13, 2017 HRC agenda. With respect to the Fisheries Development Committee (FDC), Mr. Jones has discussed this committee with Jim Becker who has been serving as the Chair of the FDC. Mr. Becker polled members about whether or not they should continue or disband and he did not receive any response. Mr. Becker will be bringing a report and recommendation about the FDC to the February 13 HRC meeting.

Mr. Jones passed out a document that he put together concerning the process the Assembly/HRC goes through when appointing enterprise board members. Mr. Jones said that one of the things they struggle with is when trying to look at the skill set of who has been appointed already to the board and what skill sets are needed for new appointees. He said that sometimes those questions are asked and sometimes they are not. He asked the HRC members to look over the document and if they felt it had value, they could pass it along to the full Assembly when it is meeting on January 23 to determine if they would like to consider implementing that when making appointments to enterprise boards. This document is asking the enterprise boards themselves to do so work in identifying the types of skills they feel their boards need to be successful, what skills are already represented on the board and what skill gaps they would like to see recruited for and also identify which board members represent the various skills the board needs. That would assist the Assembly in making its decisions when making appointments.

He said that some of the boards have restrictions on membership criteria but other than those restrictions, this was an idea of asking the enterprise boards to tell the Assembly what their needs are with respect to the skills needed for service on that particular board., what is presently represented on the board and what needs they would like targeted for during the recruitment process.

Ms. White asked what brought this up. Mr. Jones said there have been a number of boards for which we did not have a large number of applicants and members may have been appointed based on their willingness to serve but not necessarily because they were the right fit for a particular board filling a particularly needed skill set.

Mr. Jones said if there were no objections, he would distribute his document to the rest of the Assembly during the HRC committee report and ask for feedback at the January 23 meeting.

There being no objections, Mr. Jones will proceed as indicated above.

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 5:11p.m.