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

July 11, 2016 6:00 PM
Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. June 13, 2016 Regular Assembly Human Resources Committee Minutes

B. June 15, 2016 Special Assembly Human Resources Committee Minutes

C. June 29, 2016 Special Assembly Human Resources Committee 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. Bidding Review Board Appointment

   The Bidding Review Board has one open seat for a term beginning immediately and expiring May 31, 2019.

2. Juneau Affordable Housing Commission Appointments

   The Juneau Affordable Housing Commission has one open seat for a term beginning immediately and expiring January 31, 2017. Since the remainder of this term is within the next six months, if the HRC would like to recommend appointment to the subsequent three-year term on the commission, the rules of procedure do allow for that to action to occur.

3. Parks and Recreation Advisory Board Appointments

   The Parks and Recreation Advisory Committee has two open seats. One seat for a term beginning immediately and expiring February 28, 2018 and another seat for a term beginning immediately and expiring February 28, 2109.

4. Discussion on Standards of Empowered Boards re: Posting of Agendas, Packets, and Minutes

B. Other Business

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

DRAFT MINUTES
ASSEMBLY HUMAN RESOURCES COMMITTEE
Monday, June 13, 2016; 6:00 P.M.
Assembly Chambers

I. ROLL CALL

Call to Order: Chair Loren Jones called the meeting to order at 6:00p.m.

Members present: Loren Jones, Jamie Bursell, Maria Gladziszewski

Absent: None. (One HRC seat was still vacant.)

Staff present: Deputy Clerk Beth McEwen, City Manager Rorie Watt, Senior Planner Laura Boyce, Planner Tim Felstead, and Planner Allison Eddins

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. May 23, 2016 Regular Human Resources Committee Minutes

Hearing no objection, the minutes were approved as presented.

IV. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None.

V. AGENDA TOPICS

A. Board Matters

1. Historic Resources Advisory Committee (HRAC): Annual Report and Appointments

Planner I Allison Eddins, who has been sharing staff duties to the committee for the past year with Laura Boyce, provided highlights from the committee's annual report. She noted that the Assembly adopted the new sign ordinance which has been in place since last summer and they have seen quite a bit of improvement in sign compliance, especially within the Downtown Historic District. She noted that there were two new members this past year, however one of the newer members just resigned due to personal reasons so there are actually three open seats on the board. She noted that in April 2015, Juneau was awarded a Historic Preservation Fund Grant and they are using those funds this year to update the Juneau Historic Preservation Plan and there will be more related to that in the follow year's annual report. The Juneau-Douglas City Museum reported 4,931 participants that came into the museum over the course of the past year. She said the biggest project the HRAC worked on over the past year was the

Evergreen Cemetery Mapping Project in which they used GIS mapping technology to map all the various plots that are located in the cemetery. They uploaded that mapping information into a GIS database and then took historical information that had to do with each person and linked additional information about that person to historical activities or structures that they may have been involved with.

Mr. Jones asked if they had any data on the sign ordinance such as the number of violations issues or if they have become more compliant with the code.

Ms. Eddins said she and Ms. Boyce worked together to develop postcards and walked around to all the businesses in the historic district which is where most of the sign violations are. She stated that they informed business owners of the changes and how they could come into compliance. She said that most of them were very receptive and they have received more sign applications come in the doors than in the past. She said they do not have statistics on exactly how many more sign applications they received in 2015 vs. 2014 but anecdotally it is significantly more. Ms. Boyce said that they have not issued a citation to date now that the ordinance has changed. She said that she believes the thought of getting a $500 ticket has been a deterrent so there has been much more compliance and business owners seem to be aware of the fee so it has helped them with compliance.

Mr. Jones said that Evergreen Cemetery is owned/managed by CBJ and there are some other privately owned cemeteries. He said there are three cemetery's over on Douglas Island and he asked if there were any plans for including those in the mapping. He said about 20 years ago his wife was on some committee that dealt with cemeteries and at least two of the ones in Douglas were a real concern to the city at that time.

Ms. Eddins and Ms. Boyce said there are no plans currently but that the HRAC is interested in cemetery preservation. They have met and talked with the Parks and Recreation Department about restoration of headstones, coming up with a manual for people so they don't hurt the headstones when they are taking care of them. That is something the HRAC would be interested in.

There were two open seats on the Historic Resources Advisory Committee for full terms beginning July 1, 2016 and expiring June 30, 2019 and one application from incumbent Zane Jones for reappointment. The seat of Darryl Miller is now also vacant and being advertised.

<u>MOTION</u> by Ms. Bursell to recommend the Assembly reappoint Mr. Zane Jones to the Historic Resources Advisory Committee and asked for unanimous consent.

Hearing no objection, the motion passed.

2. Juneau Commission on Aging (JCOA): Annual Report and Appointments
JCOA Chair MaryAnn VandeCastle provided the HRC with highlights of the commission's annual report. The commission was pleased that Mr. Jones is now

serving as an Assembly liaison to the commission. Ms. VandeCastle noted the enormous rate of growth in the local CBJ senior population. They include these figures in the report each year and in the last ten years there has been an 81% increase in the senior population. She said that is demographic change at an almost unheard of scale and she is concerned that the city is not really grasping that nor coming to terms with it. She said that currently, almost one in five of their constituents is a senior and 16 years from now in 2032, one in four will be seniors. That is about the equivalent to how many children we have today in the community. She said we put a lot of time and money into planning for children in the form of schools, recreation programs and other activity programs and we will need to do that for seniors to, especially if we want to keep them here in Juneau and we do both from an economic standpoint as well as the quality of life standpoint for the individuals.

Ms. VandeCastle pointed out the section of the Juneau Economic Development Plan portion that referred to the Senior Plan done in Clackamas County and she suggested that the Assembly consider doing a Senior Plan. She said with the growing senior population in Juneau, the greatest need is going to come about in approximately 15 years. She suggested that the Assembly could set aside $100 per senior from the amount of additional sales tax that is being generated now that the senior sales tax exemption has changed and that would result in approximately $600,000 and would go a long way towards funding a Senior Plan, a Resource Directory, the Smart 911 system, and other senior related items including the next 10-year senior survey.

There were two open seats on the Juneau Commission on Aging for terms beginning July 1, 2016 and expiring June 30, 2019.

MOTION by Ms. Gladziszewski to recommend the appointments of Christine Blackgoat and Brynn Keith to terms beginning July 1, 2016 and expiring June 30, 2019.

Mr. Jones objected and asked for a roll call vote.

Ayes: Bursell, Gladziszewski
Nays: Jones
Motion carried, 2:1.

3. Juneau Commission on Sustainability (JCOS) - Annual Report and Appointments

JCOS Chair Steve Behnke spoke on behalf of the commission and said that they will be giving a presentation regarding the Juneau Energy Plan that they have been working very hard on this past year in the near future to the Assembly Committee of the Whole.

He did point out something new in this year's annual report is a short report on progress on implementing the 2011 Juneau Climate Action Plan. It has been five years since the Assembly adopted the plan and the JCOS has done a quick and dirty assessment as to what has and has not happened over the last five years with respect to that plan. He said that one of the main takeaways is that they do not really know the bottom line because they have not been successful in updating the information from the greenhouse gas emissions and energy use which was the key thing that drives these climate action plans. The reason for that is mostly because fuel companies have not cooperated with the city in collecting information on fuel sales. He said that is somewhat unusual and in past years there was no problem collecting that information from the fuel companies and they had voluntarily provided it. This past year when they tried to collect the information, two of the three fuel companies in town said they did not wish to disclose those numbers. In light of that, the commission was not able to follow through on the standard procedure that they had outlined for how to update the climate action plan. As a result, there may be some changes need to process.

Ms. Gladziszewski asked if the fuel companies explained why they did not wish to provide the information to the commission, was it due to confidentiality, concern about not liking what the city did with the data or any of the above.

Ms. Behnke said it wasn't really clear but that Tim Felstead might be able to provide additional information. CDD Planner I Tim Felstead is staff liaison to the JCOS and said that he was part of the data collection process and the main concern from the fuel suppliers was that they felt it was commercially sensitive information. He said in past years when the information was collected, it wasn't necessarily CBJ requesting the information, it may have been a consultant and the promise was made that all data would be aggregated so that no individual company's sales would be made available. He said that promise was also made this year. He said they tried with the consultant who was helping with the energy plan and the consultant who had worked on some of the previous emissions inventory also tried to obtain that data and CBJ staff did as well and they were all unsuccessful. Ms. Gladziszewski said she was on staff when they first tried to get information and she had to personally swear to the confidentiality oath in order to obtain the information. She suggested that JCOS may want to try to work on collecting the data possibly through the Sales Tax office since they already have laws and rules in place regarding the keeping of confidential information related to businesses. Mr. Felstead said they may try something along those lines.

Mr. Behnke and Ms. Gladziszewski had some discussion regarding the goals from the Climate Action Plan and the work that has been done as well as the recent 5-year review. Mr. Behnke said one of the things of note is how things in the climate action world have changed and how things are perceived differently now vs. five years ago.

There were a total of five open seats on the JCOS.

MOTION by Ms. Bursell to recommend the Assembly reappoint Duff Mitchell, Kate Bevegni, and John Smith III to terms on the Juneau Commission on Sustainability beginning July 1, 2016 and expiring June 30, 2019.

Hearing no objection, the motion carried.

MOTION by Ms. Gladziszewski to recommend the Assembly appoint Zane Jones to a seat on the Juneau Commission on Sustainability to a term beginning July 1, 2016 and expiring June 30, 2018.

Hearing no objection, the motion carried.

4. Juneau Human Rights Commission - Appointments

There were two open seats on the commission.

MOTION by Ms. Bursell to recommend the following appointments:
Britta Tonnessen to a term beginning immediately and expiring May 31, 2019, and
Michael Scott to a term beginning immediately and expiring May 31, 2018.

Hearing no objection, the motion carried.

5. Youth Activities Board (YAB) - Request for Governing Legislation Change

Mr. Jones noted that the packet contained a memo from the City Attorney addressed to Mr. Watt and the Finance Director with a marked up copy of the resolution from the YAB. The packet included the resolution as drafted by the City Attorney. He asked Mr. Watt to come forward to answer any questions of the committee. Mr. Jones asked Mr. Watt that if the HRC makes a recommendation regarding this, it would then be forwarded for introduction.

Mr. Watt said that was correct and since it is a resolution, it would just take one meeting for adoption but it was not on the Assembly's June 13 agenda.

Mr. Jones had some questions regarding some of the whereas clauses that were removed. He said most of them dealt with funding issues but his question related to the section on page 4, Section 4(b) which completely eliminated. He said he did not remember the last time the Youth Activities Board was before them setting money aside for the school district. He asked if this was something that was in their governing resolution but that they basically had not done in the past or at least not in the last few years. Mr. Watt said that is correct and it has been longer than a couple of years.

Ms. Gladziszewski asked why some of the things were eliminated, such as the section that Mr. Jones mentioned. Mr. Jones said he thought the eliminations were due to the fact that they were not being done. He said the others were related more to the financing. He said the last time they testified to the Assembly, when they were presenting the information on the actual grants, they had asked that the funds be rolled over from one year to the next if they didn't get spent by the end of the year. He said that is what the City Attorney objected to and some of those were related to the contingency funds that they wanted to set up.

Discussion took place regarding adding some language that would state that although they cannot carry the funds over to the next fiscal year, if they were holding them as directed by the Assembly for contingency grants, if they had not yet been expended by the last month of the fiscal year, they should go out and spend those remaining funds.

Mr. Watt said that they could add a version (b) that could add some language that gives them authorization in the last month of the fiscal year to expend those funds.

Mr. Jones said he doesn't know if he supports that. He said that this is a pretty sophisticated board that is staffed by Parks and Rec. and if they administratively can't figure out to spend their money at the end of the year, it deserves to go back. He said he didn't think it was the place of the Assembly to tell them to spend money in the last part of the year in the board's governing resolution.

Ms. Gladziszewski asked about the language in the resolution that states they have to set aside 10% of their funding.

Mr. Watt explained that Section 4(b) of the draft resolution states that the board shall place 5% into the contingency account and the board, in the past, has interpreted that to read that any funds left unspent in that 5% contingency could not be spent. He said if the Assembly wishes to make it clear that they could spend any unspent dollars following the contingency cycle, an additional sentence could be added to section 4 stating "any remaining funds, held in the contingency, not expended for unanticipated travel, may be expended." and that would clear up the issue.

MOTION by Ms. Gladziszewski to have the manager add that to a version (b) of the draft resolution to make it clear that they have the authority to spend those remaining funds.

Hearing no objection, the motion carried.

B. Other Business – None.

VI. STAFF REPORTS

A. Upcoming dates for HRC matters

Ms. McEwen noted that the members were all receiving their packets for the June 15 HRC and Special Assembly meetings which are as follows:

June 15, 2016, 5:30p.m. Full Assembly sitting as the Human Resources Committee to interview applicants for the Docks & Harbors Board and the Aquatics Board in City Hall Conference Room #224 - to be immediately followed by a Special Assembly Meeting for board appointments.

June 15, 2016 - Deadline for Airport Board and Eaglecrest Board applications to be turned into the Clerk's Office.

June 29, 2016, 5:30p.m. Full Assembly sitting as the Human Resources Committee to interview applicants for the Airport Board and the Eaglecrest Board in City Hall Conference Room #224 - to be immediately followed by a Special Assembly Meeting for board appointments.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

VIII. ADJOURNMENT – there being no further business to come before the committee, the meeting was adjourned at 7:13 p.m.

DRAFT MINUTES
FULL ASSEMBLY SITTING AS THE HUMAN RESOURCES COMMITTEE
Wednesday, June 15, 2016; 5:30 P.M.
City Hall Conference Room #224

Call to Order: Chair Loren Jones called the meeting to order at 5:30p.m.

Members present: Loren Jones, Jesse Kiehl, Kate Troll, Jerry Nankervis, Jamie Bursell, Debbie White, Maria Gladziszewski, Mary Becker, and Mayor Ken Koelsch

Absent: None.

Staff present: Deputy Clerk Beth McEwen

AGENDA CHANGES – change of interview time for Bob Janes from 5:40pm to 6:10pm due to a Docks & Harbors Board public hearing that was scheduled for this same night at 5pm.

APPLICANT INTERVIEWS

Docks & Harbors Board
The HRC interviewed Incumbents Weston Eiler and Bob Janes and applicants James Craig and David Seng for the three open seats on the Docks and Harbors Board for terms beginning July 1, 2016 and expiring June 30, 2019.

MOTION by Mr. Kiehl to go into executive session to discuss matters which may tend to prejudice the reputation and character of the applicants. *There being no public comment or objection, the committee adjourned into executive session at 6:27p.m.*

The committee returned from executive session at 6:30p.m.

MOTION by Ms. Gladziszewski to recommend appointment of Weston Eiler, Bob Janes, and Dave Seng to the three seats on the Docks and Harbors to terms beginning July 1, 2016 and expiring June 30, 2019. *Hearing no objection, the motion carried.*

Aquatics Board
The HRC interviewed Incumbents Tom Rutecki and Ritchie Dorrier and applicant Charlie Williams for the three open seats on the Aquatics Board for terms beginning July 1, 2016 and expiring June 30, 2019.

MOTION by Ms. Gladziszewski to recommend appointment of Tom Rutecki, Ritchie Dorrier, and Charlie Williams to the three seats on the Aquatics Board to terms beginning July 1, 2016 and expiring June 30, 2019. *Hearing no objection, the motion carried.*

Ms. White said she said she has never seen a group of people work so well together in such a dynamic way and had high praise for Aquatics Manager Julie Jackson and Parks and Recreation Director Kirk Duncan and how well they work with the board.

ADJOURNMENT – there being no further business to come before the committee, the meeting was adjourned at 7:13p.m.

DRAFT MINUTES
FULL ASSEMBLY SITTING AS THE HUMAN RESOURCES COMMITTEE
Wednesday, June 29, 2016; 5:00 P.M.
City Hall Conference Room #224

Call to Order: Chair Loren Jones called the meeting to order at 5:00 p.m.

Members present: Loren Jones, Jesse Kiehl, Jamie Bursell, Debbie White, Maria Gladziszewski, Mayor Ken Koelsch. Jerry Nankervis and Mary Becker arrived at 5:30 p.m. due to a time error on the original agenda.

Absent: Kate Troll

Staff present: Deputy Clerk Beth McEwen, Eaglecrest Manager Matt Lillard

AGENDA CHANGES – Red folders were distributed with additional advance interview questions and correspondence. Due to a number of application withdrawals the interview times were bumped up as much as possible to shorten the overall meeting time.

APPLICANT INTERVIEWS

Eaglecrest Ski Area Board
There were a total of four open seats on the Eaglecrest Ski Area Board; 3 seats for terms beginning July 1, 2016 and expiring June 30, 2019 and 1 seat for a term beginning July 1, 2016 and expiring June 30, 2018. The following applicants were interviewed: Courtney Manger, Stephanie Hoag, Tim Geib, Sam Buck, Heather Skaggs, Kayla Harmon, Gary Patton, Sean Goertzen, Callahan Dillon, and Michael Stanley. Applicant Curtis Francis was unavailable to interview but still requested that his application be considered.

MOTION by Mr. Kiehl to go into executive session to discuss matters which may tend to prejudice the reputation and character of any persons. *There being no public comment or objection, the committee adjourned into executive session at 7:24 p.m.*

The committee returned from executive session at 8:00 p.m.

MOTION by Mr. Kiehl to recommend appointments of Mike Stanley, Kayla Harmon, and Stephanie Hoag to the three seats on the Eaglecrest Ski Area Board to terms beginning July 1, 2016 and expiring June 30, 2019 and to appoint Sam Buck to the one seat for a term beginning July 1, 2016 and expiring June 30, 2018. *Hearing no objection, the motion carried.*

Juneau International Airport Board
There were three open seats on the Juneau International Airport Board for terms beginning July 1, 2016 and expiring June 30, 2019. The only applications received to date were from incumbents David Epstein and Marty Myers.

Incumbent Ron Swanson chose not to apply for reappointment but was willing to continue to serve until his seat was filled by the Assembly.

Mr. Jones asked the members if they had any objection to the reappointment of David Epstein and Marty Myers to the Juneau International Airport Board to terms beginning July 1, 2016 and expiring June 30, 2019 *Hearing no objection, the recommendation will be forwarded to the Assembly for appointment.*

ADJOURNMENT – there being no further business to come before the committee, the meeting was adjourned at 8:01 p.m.

BIDDING REVIEW BOARD **Governing Legislation: CBJ Code Section 53.50**

Total # of Seats: 5

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	Reappointed 3	Reappointed 4	Comments
Yes	Bidding Review Board	Mr.	Paul	Nowlin	Public		5/18/2015	5/31/2017	5/18/2015					Seat formerly held by Fred Morino
Yes	**Bidding Review Board**	**Ms.**	**Mari**	**Meiners**	**Public**		**2/12/2014**	**5/31/2016**	**4/11/2012**	**2/12/2014**				**US Forest Service; would like to be considered for reappointment**
Yes	Bidding Review Board	Mr.	Stephen	Sorensen	Public/Attorney		5/18/2015	5/31/2018	4/11/2012	5/18/2015				Attorney
Yes	Bidding Review Board	Mr.	John M.	Walsh	Public	Chair	5/18/2015	5/31/2018	3/1/2000	7/1/2003	9/1/2006	4/11/2012	5/18/2015	Self-Employed Lobbyist
Yes	Bidding Review Board	Mr.	Wallace "Sandy"	Williams	Public		5/18/2015	5/31/2018	4/11/2012	5/18/2015				Retired Civil Engineer
Yes	Bidding Review Board	Ms.	Laurie	Sica	Staff Liaison	Staff liaison	n/a	n/a	n/a					Clerk's Office provides Staff Support to all appeal boards
Yes	Bidding Review Board	Ms.	Beth	McEwen	Staff Liaison	Staff liaison	n/a	n/a	n/a					Clerk's Office provides Staff Support to all appeal boards
Yes	Bidding Review Board	Ms.	Renee	Loree	Staff Liaison	Staff liaison	n/a	n/a	n/a					Purchasing Officer

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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Bidding Review Board Fact Sheet

Title: Bidding Review Board

Type of Board/Commission/Committee: Appeal

Affiliated Department: Finance

Status: Active

Governing Legislation:
-CBJ Code 53.50
-Bidding Review Board Hearing Procedues - Adopted April 1 2014
-Date Created: September 16, 1985
-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 Bidding Review Board shall hear protests as provided by Chapter 53.50 of the CBJ Purchasing Code

Membership: The board is is made up of 5 persons. The Clerk's Office is currently recruiting applicants for one open seat for an unexpired term on the Board.

Officers: Chair

Quorum: 3

Term Limits: No member of the bidding review board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply: (1) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or (2) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

Annual Appointment Period (Annual Reports Due): May

Meetings: Meetings at the call of the Chair/Clerk's office when a protest is received.

Special Facts:

Staff Contact: City Clerk's Office - 586-5278 - City_Clerk@ci.juneau.ak.us

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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.	Norton	Gregory	Public	Secretary	2/27/2014	1/31/2017	1/4/2010	3/21/2011	2/27/2014	Tlingit-Haida Regional Housing Authority Manager - Housing Programs
Yes	**Juneau Affordable Housing Commission [Current]**		**Open Seat**	**Open Seat**	**Public**			**1/31/2017**				**Seat formerly held by Erin Walker-Tolles**
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]	Ms.	Kate	Troll	Assembly Liaison	Liaison	n/a	n/a	n/a			Assemblymember Liaison 10/2014-10/2015
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 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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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	Ms.	Maria	Gladziszewski	Assembly Liaison	Liaison	n/a	n/a	n/a			
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	3/1/2014	2/28/2017	2/24/2014			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**		**Open Seat**	**Open Seat**	**Public**			**2/28/2019**				**seat formerly held by Gerry Landry**
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	2nd Vice Chair	3/1/2014	2/28/2017	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
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
Yes	Parks & Recreation Advisory Committee	Mr.	Odin	Brudie	Public		3/1/2014	2/28/2017	3/21/2011	2/24/2014		Member: Juneau Nordic Ski Club, TrailMix, Juneau 4H Cross-country Ski Club; Liaison to Eaglecrest Board
Yes	Parks & Recreation Advisory Committee	Ms.	Frances	Dowd	Public		3/21/2016	2/28/2019	2/23/2015	3/21/2016		SE Reign Sports, LLC-Adult Basketball League Participant & Referee; PRAC Liaison to Aquatic Facilities Advisory Board
Yes	**Parks & Recreation Advisory Committee**		**Open Seat**	**Open Seat**	**Public**			**2/28/2018**				**Lindsay Hallvik resigning effective prior to 4/5/16 PRAC meeting.**
Yes	Parks & Recreation Advisory Committee	Mr.	Kirk	Duncan	Staff Liaison	staff liaison	n/a	n/a	n/a			
Yes	Parks & Recreation Advisory Committee	Ms.	Lindsey	Daniel	Staff Liaison	staff liaison	n/a	n/a	n/a			

CITY/BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY

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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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OFFICE OF THE MUNICIPAL CLERK

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

MEMORANDUM

DATE: July 7, 2016

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk

RE: Matrix re: Empowered Board Agenda/Packet/Minutes Standards

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HRC Chair Loren Jones asked that an item be included on the July 11 Assembly Human Resources Committee agenda to discuss the current practice and possibly developing one standard for each of our Empowered Boards (Airport, Aquatics, Docks/Harbors, Eaglecrest, and Hospital) for the posting of their agendas, packets, and minutes online. I sent a questionnaire to the staff of each of the empowered boards as well as to the Planning Commission staff with the below questions.

1) The standards for our agendas, packets, and minutes posting is contained in our bylaws (Yes or No?)
2) Our standard (or goal) is to publish the agenda and packet materials online ____ days prior to the regular board meeting.
3) Our Board publishes its draft minutes ____ days prior to the regular board meeting; or
4) Our Board does not publish its draft minutes prior to the board meeting and only publishes its final minutes after they are approved by the board.
5) Our Board holds an annual retreat (Yes or No?)
6) If you answered YES to #5 above, do you provide agendas, packets, and/or minutes of your retreat in your online posting?
7) Our Board has standing or subcommittees and their meeting agendas/packets/minutes are posted online prior to the committee meetings. (Yes or No?)
8) While Advisory Boards are required to submit an annual report to the HRC at the time of the annual appointments, empowered boards will often submit their annual report to the Assembly either in a joint meeting with the Assembly or at an Assembly COW or Assembly Finance Committee meeting. Has your board submitted an annual report each year to the Assembly and if so, is a copy of it available on your agenda/minutes page for public review?

Your packet contains a matrix with the responses to the above questions as well as the responses on a separate sheet from the Community Development Department for the practices of the Planning Commission.

Questionnaire Responses from Empowered Boards Regarding Process for posting Agendas, Packets, and Minutes

	Airport	Aquatic	Docks/Harbors	Eaglecrest	Hospital
1) Standards for our Agendas, Packets, and Minutes are contained in our bylaws.	No	No	No	Yes	It doesn't address having to post them.
2) Regular Board Meeting Agendas/packets are published online.	Board meetings: min. 4 days prior to meeting.	3 days prior to regular meeting	Friday before the meeting.	Agenda only 2 days prior to meeting. Packet emailed to Board & Liaison, then handed out at the meeting.	4 days prior to regular board meeting.
3) Draft Minutes are published online prior to next meeting.	No	3 days prior to regular meeting	Friday before the meeting.	Draft Minutes sent to Board members in advance of meeting. Made available to public at the meeting.	Draft minutes are part of the board packet.
4) We only published minutes online once approved by the board.	Yes	see above - they post draft minutes + final	Publish draft minutes, any changes are then changed and final minutes posted.	Only post minutes online after they are approved by the board.	see above
5) Our Board holds an annual retreat.	Not on a regular basis.	Yes	No	No. They hold retreats but not annually.	Yes
6) Retreat agendas/minutes are published online.	n/a	Agenda only, minutes after the meeting.	n/a	We post a report of the retreat online after it is approved.	No
7) Standing or Subcommittee meeting agendas/packets and/or minutes are posted online.	Yes, Committee meeting agendas/packets posted as soon as practical, no less than 24 hrs prior to meeting.	Only have one standing committee & do not publish agendas or minutes	Yes, the Friday before the meeting.	We have standing committees but meeting items are not posted online. Minutes are part of regular board packet.	Not posted online.
8) Has your board submitted an annual report each year to the Assembly, and if so, is a copy of it available on your agenda/minutes page for public review?	Two have occurred in the past 2 years; otherwise they have occurred in an Assembly COW.	Included in the meetings but not separately listed but will post on the website separately in near future.	We submitted the last annual report in Nov. 2015 - it is not posted on our website.	Presents an Annual Report to the Assembly Finance Committee each spring.	Yes it does. (It gets posted in CBJ's packets.)
Board Agendas/Minutes Website URL	http://www.juneau.org/airport/WWWBOARD.php	http://www.juneau.org/parkrec/AquaticsBoard.php	http://www.juneau.org/harbors/board.php	http://www.juneau.org/ecrestftp/boardmembers.php	https://www.bartletthospital.org/about-us/board-of-directors.aspx

CBJ Planning Commission

The website address (URL) where the board's agendas, packets, and minutes are posted is:
http://www.juneau.org/assemblyftp/novus.php

1) **The standards for our agendas, packets, and minutes posting is contained in our bylaws (Yes or No?)**

   Yes

2) **Our standards (or goal) is to publish the agenda and packet materials online ____ days prior to the regular board meeting.**

   We publish agenda's and packet materials a minimum of one week before the Planning Commission meeting.

3) **Our Board publishes its draft minutes ____ days prior to the regular board meeting; or**

   The draft Planning Commission meetings are published in draft form one week after the meeting date.

4) **Our Board does not publish its draft minutes prior to the board meeting and only publishes its final minutes after they are approved by the board.**

   N/A

5) **Our Board holds an annual retreat (Yes or No?)**

   Not in recent years.

6) **If you answered YES to #5 above, do you provide agendas, packets, and/or minutes of your retreat in your online posting?**

   N/A

7) **Our Board has standing or subcommittees and their meeting agendas/packets/minutes are posted online prior to the committee meetings. (Yes or No?)**

   Yes – We are transitioning over to Novus for some of our subcommittees.

8) **While Advisory Boards are required to submit an annual report to the HRC at the time of the annual appointments, empowered boards will often submit their annual report to the Assembly either in a joint meeting with the Assembly or at an Assembly COW or Assembly Finance Committee meeting. Has your board submitted an annual report each year to the Assembly and if so, is a copy of it available on your agenda/minutes page for public review?**

   N/A