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

May 2, 2016 6:00 PM
Municipal Building - Assembly Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

A. April 11, 2016 Assembly Human Resources Committee Meeting 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. Board of Equalization - Appointments

2. Friends of the Flag Committee - Updates

B. Other Business

1. Memorandum of Agreement - Juneau Community Foundation and CBJ re: Social Service Block Grants

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

April 11, 2016 6:00 PM
Chambers

I. ROLL CALL

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

HRC members present: Loren Jones, Maria Gladziszewski, and Jamie Bursell

Other Assemblymembers present: None.

Staff present: Municipal Clerk Laurie Sica; Community Development Director Rob Steedle; Engineering and Public Works Director Rorie Watt.

II. APPROVAL OF AGENDA

Hearing no objections or amendments, the agenda was approved as presented.

III. APPROVAL OF MINUTES

A. February 8, 2016 Human Resources Committee Minutes

Hearing no objection, the minutes of the February 8, 2016 Regular Assembly Human Resources Committee meeting were approved.

B. February 29, 2016 Human Resources Committee Minutes

Hearing no objection, the minutes of the February 29, 2016 Regular Assembly Human Resources Committee meeting were approved.

C. March 21, 2016 Human Resources Committee Minutes

Hearing no objection, the minutes of the March 21, 2016 Regular Assembly 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

1. Juneau Human Rights Commission

Juneau Human Rights Commission member Haifa Sadhigi, and former members Alavini Lata and Steve Wolf, were present. Mr. Jones asked how the Assembly could help the JHRC in their work. There was discussion on past activities of the commission, which included the "Not in our town" campaign, cultural dance events, and outreach to the schools for a writing and arts contest. The members said that many don't believe prejudice exists in Juneau, however, the prejudice they see is "under the surface," and this can be more difficult to address than outright acts of prejudice. The next meeting of the group was set for April 18 and they hoped to refocus their efforts and would report back to the Assembly.

MOTION by Gladziszewski, to recommend the Assembly appoint Kyle Schmitz to the Juneau Human Rights Commission to a term expiring May 31, 2018. *Hearing no objection, the motion passed.*

2. Personnel Board

The HRC received the annual report of the Personnel Board 2016 in its packet.

MOTION by Gladziszewski, to recommend the Assembly appoint Kevin Southerland and reappoint to Nancy Sutch to management seats on the Personnel Board, terms expiring January 31, 2019. *Hearing no objection, the motion passed.*

3. Juneau Commission on Sustainability

Steve Behnke, Chair of the Juneau Commission on Sustainability, reinforced the JCOS interest in having nine members on the commission.

MOTION, by Gladziszewski, to amend Resolution 2718, to establish a committee of nine members and requested that it be brought to the Assembly at its May 2 meeting. Hearing no objection, it was so ordered.

4. Resolution 2751 A Resolution Reestablishing the Fisheries Development Committee, and Repealing Resolution 2418.

Mr. Jones said the Chair, Jim Becker had previously made a presentation to the HRC regarding the Fisheries Development Committee's request to reduce its membership.

MOTION, by Ms. Gladziszewski, to reduce the membership of the Fisheries Development Committee from 7 members to 5 members, and to forward Resolution 2751 to the full Assembly on May 2. Hearing no objection, it was so ordered.

5. Ordinance 2016-06 An Ordinance Amending Title 40 of the City and Borough Code of Ordinances Relating to Hospitals.

   Mr. Jones understood this was a collaborative effort of the BRH Governance Committee. He said the matter had been introduced, but public hearing not set at this point.

   Robert Storer was present, along with Brenda Knapp, Mary Borthwick and Laura Morton to explain the changes. He said it was a collaborative effort with the medical staff as well as the board. This is the first time the board has addressed Title 40 in many years, and they did significant work to get to this point.

   Ms. Gladziszewski asked about the bylaws of the medical staff and their authority. Mr. Storer said that the Board provides final adoption after creation by the medical staff. He said they may want to add that these medical staff by-laws are forwarded to the Assembly. He acknowledged that there was significant power - it is a dynamic industry, and things change quickly, so we need to delegate to the experts and allow them to be flexible.

   Ms. Gladziszewski asked about private or public hearing and said that section is repealed. Mr. Storer said that the medical staff by-laws allow for the appeal process. This cleans up what they have had in the past and memorializes that in the medical staff by-laws there is a way to address appeals. He said the joint commission on accreditation requires this but he would return information to the Assembly on this. Mr. Jones said the code outlines that within the medical staff by-laws the appeal process is provided. The medical staff and board cannot change the by-laws without cooperation. There are by-laws for both the medical staff and the hospital board. The Assembly approves the Board's by-laws. Mr. Storer said that after Title 40 is adopted, the board plans to review the by-laws.

   Mr. Jones asked about 40.05.060 meetings and said everything is deleted and it also deletes that the meetings of the board are public. The attorney said that this is to align with other boards. He referred to Docks and Harbors (references OMA), Eaglecrest (silent), Planning Commission (rules of order) and the Airport Board (references OMA) and nothing was consistent. The attorney said that the Open Meetings Act does apply. I am comfortable with this, but people may not refer to the OMA, our charter, when asking the question. Mr. Storer said he would address this.

   <u>MOTION</u>, by Gladziszewski, to refer the matter back to a public hearing before the Assembly when the attorney feels the matter is ready. Hearing no objection, it was so ordered.

B. Other Business

   None.

VI. STAFF REPORTS

None.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Mr. Jones reported on his meeting with staff on the Friends of the Flag committee and found several groups that state that the Assembly appoints members and the Assembly did not actually do that in practice. He said they met a second time with Judy Ripley and discussed the cost and methods of insurance, of seeking nominations from the committees for membership, and Ms. Ripley and Ms. Mannix will seek the possibility of private insurance. The next committees to review will be the 4th of July and Fireworks Committees, and the Hank Harmon Rifle Range Committee. The HRC will attempt to take these groups one at a time.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

There being no other business to come before the committee, the meeting adjourned at 6:45 p.m.

Submitted by Laurie Sica, Municipal Clerk

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

Board of Equalization Fact Sheet

Title: Board of Equalization

Type of Board/Commission/Committee: Appeal

Affiliated Department: Finance

Status: Active

Governing Legislation:
-CBJ Code Section 15.05
-Date Created: January 30, 2006
-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 Board of Equalization (BOE), acting in panels, shall only hear appeals for relief from an alleged error in valuation on properties brought before the board by an appellant. A panel hearing a case must first make a determination that an error in valuation has occurred. Following the determination of an error in valuation the panel may alter an assessment of property only if there is sufficient evidence of value in the record. Lacking sufficient evidence on the record the case shall be remanded to the assessor for reconsideration. A hearing by the board may be conducted only pursuant to an appeal filed by the owner of the property as to the particular property.

Membership: 15.05.185 Board of equalization. (a) Membership; duties; term of office; term limits. (1) Membership. The board of equalization shall comprise a pool of no less than six, and up to nine, members, not assembly members, appointed by the assembly. There shall be up to three panels established each year. Each panel hearing appeals shall consist of three members. The board chair shall assign members to a specific panel and schedule the panels for a calendar of hearing dates. The assignment of members to panels and the establishment of a hearing calendar shall be done in consultation with the individual members. Additionally, members may be asked to take the place of regular assigned panel members in the event an assigned panel member is unable to attend a scheduled meeting. (2) Qualifications of members. Members shall be appointed on the basis of their general business expertise and their knowledge or experience with quasi-judicial proceedings. General business expertise may include, but is not limited to, real and personal property appraisal, the real estate market, the personal property market, and other similar fields.

Officers: Board Chair + Presiding Officers (1 per panel)

Quorum: 3

Term Limits: None.

Annual Appointment Period (Annual Reports Due): December

Meetings: In accordance with CBJ Code Section 15.05

Special Facts: 15.05.185 Board of equalization... (d) Report to the assembly. The board, through its chair, shall submit an independent report to the assembly each year by September 15 identifying, at a minimum, the number of cases appealed, the number of cases scheduled to be heard by the board, the number of cases actually heard, the percentage of cases where an error of valuation was determined to exist, the number of cases remanded to the assessor for reconsideration, the number of cases resulting in the board altering a property assessment, and the net change to taxable property caused by board action. The report shall also include any comments and recommendations the board wishes to offer concerning changes to property assessment and appeals processes. (Serial No. 2005-51(c)(am), § 4, 1-30-2006)

Staff Contact: Municipal Clerk Laurie Sica - 586-0216 - Laurie_Sica@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/BOE/2006-BOE.php

BOARD OF EQUALIZATION

Governing Legislation: CBJ 15.05.010-.260 AS 29.10.200(41); AS 29.45.800

Total # of Seats: 9 making up 3 panels of 3 members each

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	Board of Equalization	Mr.	Michael	Boyer	Public		3/16/2015	12/31/2017	3/5/2012	3/16/2015		Previous member of BOE 4/2007-12/2009
Yes	Board of Equalization	Mr.	Steve	Moseley	Public		3/16/2015	12/31/2017	3/16/2015			
Yes	**Board of Equalization**		**Open Seat**	**Open Seat**	**Public**			**12/31/2018**				**Seat formerly held by Pat Watt**
Yes	Board of Equalization	Mr.	John	Gaguine	Public		3/4/2013	12/31/2015	4/2/2007	3/15/2010	3/4/2013	Retired Attorney (also serving on Sales Tax Board of Appeals); willing to continue to serve
Yes	Board of Equalization	Mr.	**Open Seat**	**Open Seat**	Public			**12/31/2018**				seat formerly held by Ed Kalwara
Yes	Board of Equalization	Ms.	Barbara	Sheinberg	Public		4/8/2014	12/31/2016	4/7/2014			Planner with Sheinberg Associates/ She had to step down upon appointment to Assembly District 1 seat 1/12/2016
Yes	Board of Equalization	Mr.	David	Epstein	Public		3/16/2015	12/31/2017	4/2/2012	3/16/2015		Also serving on the Airport Board
Yes	**Board of Equalization**		**Open Seat**	**Open Seat**	**Public**			**12/31/2016**				
Yes	Board of Equalization	Mr.	Paul	Nowlin	Public		3/17/2014	12/31/2016	5/13/2013	3/17/2014		Also serving on Local Emergency Planning Committee
Yes	Board of Equalization	Ms.	Laurie	Sica	Staff Liaison	Staff liaison	n/a	n/a	n/a			Clerk's Office provides Staff Support to all appeal boards
Yes	Board of Equalization	Ms.	Beth	McEwen	Staff Liaison	Staff liaison	n/a	n/a	n/a			Clerk's Office provides Staff Support to all appeal boards

CITY & BOROUGH OF JUNEAU
ALASKA'S CAPITAL CITY
UNIFIED JULY 1, 1970

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: April 28, 2016

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk

RE: Friends of the Flag Committee

The Assembly Human Resources Committee discussed the Friends of the Flag Committee at its meeting on February 29, 2016. At that meeting, it was suggested that HRC Chair Loren Jones, staff and Ms. Judith Ripley meet to discuss the structure of the Friends of the Flag Committee as well as the issues concerning the committee being under the CBJ liability insurance.

Given the similarity between Friends of the Flag, Hank Harmon and Fourth of July Committee with respect to their relationship with the CBJ and a perceived need to reevaluate how the CBJ might best meet each group's needs, Mr. Jones, staff from the Law Department, Clerk's office, and Manager's office, and Risk Manager Jennifer Mannix met in April to discuss how best to approach these three entities. It was decided that Staff would meet with each of the committees in order to gather information, for example, information about their respective insurance needs and ability to maintain such insurance, before any decisions could be made about how to proceed.

Ms. Mannix has approached Friends of the Flag, and has reported that Ms. Ripley received a rough estimate for a general liability policy that would cost approximately $550 for $1 million dollars in coverage with an additional amount of $300-$400 for a small amount of coverage for the volunteers. She said that Ms. Ripley was going to complete an application to get an official quote and she will let us know when they have something more formal available.

Last week, Ms. Ripley dropped off five CBJ board applications for membership to the committee and those are included in your packet if the Assembly wished to make those appointments at this time.

Presented by: The Manager
Introduced: 10/02/2000
Drafted by: J.R. Corso

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2054

A Resolution Establishing the Friends of the Flag Committee.

WHEREAS, each year during the summer season, Egan Expressway between the Douglas Bridge and City Hall is graced by the flags of the 50 states flying from staffs on streetlights, and

WHEREAS, this dignified yet cheerful sight is the work of the Friends of the Flag, a group of volunteers who for 22 consecutive years have donated their energy and funds for the purpose of purchasing, mounting, maintaining, removing, and storing the flags, and

WHEREAS, the project requires the regular use of heavy equipment in close proximity to valuable public assets on a busy highway, and

WHEREAS, both the City and Borough and the Friends of the Flag would benefit from an official relationship, regular communications, and an opportunity for volunteers to undergo training and supervision from the City and Borough;

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

Section 1. Committee Established. There is hereby established the Friends of the Flag Committee.

Section 2. Membership. The Board shall consist of five members who shall serve staggered 5-year terms without compensation. Nominations for appointment shall be made by the Assembly Human Resources Committee, and shall be subject to ratification by the Assembly.

Section 3. Purposes. The Board shall organize and accomplish the fund-raising, purchasing, mounting, maintaining, removing, and storing of all flags used to decorate Egan Expressway between the Douglas Bridge and City Hall.

Section 4. Frequency of Meetings. The Board shall hold regular meetings quarterly and schedule special meetings as necessary to carry out the purposes of the Board.

Section 5. Rules of Procedure. The rules of procedure for Assembly advisory committees established by Resolution No. 1180, as amended by Resolution No. 1213, shall govern the conduct of business by the Board and its committees.

Section 6. Administrative Support. The Manager shall provide the Board with such training, supervision, and staff support as may be available and appropriate.

Section 7. Insurance. The Manager shall endeavor to secure liability insurance for operations of the Friends of the Flag Committee in the amounts and for the risks determined by the Office of Risk Management.

Section 8. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 2nd day of October, 2000.

Dennis Egan, Mayor

Attest:

Laurie J. Sica

Laurie J. Sica, Clerk

AGREEMENT BETWEEN THE CITY AND BOROUGH OF JUNEAU AND THE JUNEAU COMMUNITY FOUNDATION FOR ADMINISTRATION OF CITY AND BOROUGH OF JUNEAU SOCIAL SERVICES GRANTS

THIS AGREEMENT is made this 4th day of December, 2015, by and between the **City and Borough of Juneau**, an Alaska governmental entity with its principal place of business at 155 S. Seward Street, Juneau, Alaska 99801 ("**CBJ**") and the **Juneau Community Foundation,** an Alaska non-profit corporation with its principal place of business at 350 North Franklin Street, Juneau, Alaska 99801 ("**Foundation**"). This MOU outlines the terms and conditions under which the Foundation will administer the social services block grant program.

RECITALS

1. In 1998, by Resolution 2053 (repealed and replaced by Resolution 2206) the CBJ Assembly established the Social Services Advisory Board (the "SSAB"). The SSAB was given the task of overseeing the process for recommending to the CBJ Assembly how the social services block grant funds should be awarded to community health and social services organizations.

2. The CBJ Assembly makes funds available annually for health and social services programs and activities provided by community nonprofit organizations through its social services block grant program. Funds go to programs and activities, not construction or infrastructure improvements. SSAB also provides utility grants to nonprofit social services organizations that provide transitional overnight accommodations in Juneau.

   In FY16 the funding for SSAB grants was $826,700, utility grants to organizations that provide transitional overnight accommodation $47,500 and $4,700 for Diversity Training for a total budget of $878,900.

   Applicants for funding under the SSAB program can apply for funds to be used in the following categories:

   A. Health
   1. Access to Health Care (affordable healthcare, insurance coverage)
   2. Suicide Prevention (education, student assessments, self-report surveys, access to care)
   3. Substance Abuse treatment/prevention (education, student assessments, self-report surveys, access to care)
   4. Infants and Toddlers (prenatal care, pediatric care, nutrition)
   5. Seniors (access to healthcare, prescription medications, mobility, end of life care, adult daycare)
   6. People with Disabilities (access to care, integration into community)

   B. Education

7. Readiness to Learn (literacy fundamentals for all ages)
8. Early Elementary Performance (reading, writing)
9. Success in High School (dropout/graduation rate, disproportionally)
10. Community Building in Schools (student volunteers, parent engagement)

C. Income Stability

11. Access to Employment (access to childcare, quality of care)
12. Shelter and Housing (supported/transitional housing, emergency shelter, cost of living)
13. Poverty (food, clothing, shelter)
14. Young Adult Stability (employment, teen pregnancy)
15. Family Stability (adult/mentor support and availability, domestic violence)

These categories are identified below as the "SSBG Fund Categories".

3. The Foundation administers funds under a program known as the Hope Endowment, pursuant to which it also makes funds available annually for health and social services provided by community nonprofit organizations. Applicants for funding under the Hope Endowment can make requests directed to the following social issues:

A. the homeless
B. substance abuse
C. mental health services
D. relief for victims of abuse
E. hospice
F. suicide prevention

These issues are described below as the "Hope Endowment Issues."

Grants from the Hope Endowment can only be used to support direct services related to these issues and may not be used for maintaining, acquiring or constructing facilities or for health services that are not directly related to mental health.

4. To better serve the community of Juneau, the CBJ has requested that the Foundation administer the social services block grant funds presently overseen by the SSAB. The Foundation is willing to undertake the administration of the SSAB funds and the grants made available from them under the terms and conditions outlined below.

AGREEMENT

In consideration of the mutual promises contained herein, the Foundation agrees to administer the social service block grants for the CBJ subject to the following terms and conditions.

1. CBJ will notify the Foundation of the amount appropriated for granting as soon as possible, but no later than June 15. CBJ must transfer the social services block grant funds to the Foundation by July 15.

2. The Foundation may only make grants from the social services block grant funds to community nonprofit organizations for the purposes identified in the SSBG Fund Categories. Provided that grants are made within those categories to qualified nonprofit organizations, the Foundation will have full discretion to select recipients. Any grant funds that are not used during a particular grant cycle, or that are returned to the Foundation for any reason shall be used for future grants to nonprofit organizations for the purposes identified in the SSBG Fund Categories. Utility grants are limited to $47,500 total and can be used only for nonprofit organizations providing overnight transitional housing.

3. The Foundation will coordinate the award of social services block grant funds with the award of Hope Endowment grants and use a similar time frame for applications and decisions for both programs. The grants application process will include listening and learning sessions with potential grantee agencies and coalitions, outreach to community agencies, letters of interest reviewed by the Foundation's Professional Advisory Committee and Grants Committee, notification of application availability, review of applications, discussions with applicants, and selection of grantees, all in conjunction with the Hope Endowment. This process will include the CBJ SSAB funds, and will allow for additional services beyond the six areas funded by the Hope Endowment (hospice, homelessness, mental health, substance abuse, suicide prevention, and victims of violence) in keeping with the CBJ SSAB program as described above in paragraph 2.

4. The Foundation will provide grants management by engaging in a minimum of two conversations with applicants, focused on grant progress and related issues. The Foundation will also prepare written reports and analysis as provided below.

5. The Foundation will work to develop community priorities by using an outcome- based approach and collaborative impact framework. The Foundation will also work with organizations and agencies to ensure funding is provided to programs that address the highest need. The collaborative impact framework requires the development of a common agenda, shared measurements, mutually reinforcing activities, continuous communication and a convening organization.

\- 6. This process will provide a single application for both the Hope Endowment and the CBJ SSAB funds. Applicants will be able to indicate whether they are applying for grants from the Hope Endowment, the CBJ SSAB, or both. It is hoped that this approach will set a course for lasting social change where agencies will truly collaborate and limited funding would be used as well as possible. Additionally, as with the Hope Endowment, the Foundation would transition the SSAB funds from a competitive application process to grant funding based on agreed upon priorities. The Foundation will award SSAB grants in the first year of no more than $50,000 per program.

To accomplish grant funding based on agreed priorities, the Foundation would provide a minimum of $25,000 per year, and CBJ would provide $25,000 a year, contingent on Assembly appropriation, to supplement the grant program created by the Juneau Hope Endowment. (The parties acknowledge that the municipality is legally prohibited from encumbering funds that have not been duly appropriated, pursuant to CBJ Charter 9.13. Funding for this agreement is therefore subject to an appropriation of funds by, and at the sole discretion of, the City and Borough of Juneau Assembly. The parties acknowledge and understand that in the event the Assembly fails to appropriate sufficient funds for this agreement, the agreement will automatically terminate.) These funds would be used to support a supervised position (may be either contract or staff) at the Foundation to focus on this outcome-oriented process and grant making for both the Hope Endowment and the CBJ SSAB funds.

7. Once outcomes and priorities have been determined, it is the Foundation's intention to see if additional funding for programs and projects can be obtained from foundations within and outside of Alaska.

8. The Foundation will make an annual report to the CBJ Assembly on or before September 15 evaluating and reviewing the results of the previous year's grant cycle and shall include any suggested changes to the program. For planning purposes, the CBJ will notify the Foundation of the amounts proposed to be appropriated for the SSBG Fund Categories by October 31, although the parties acknowledge and understand that these proposed amounts are only anticipated, and any funds must be appropriated by the CBJ Assembly.

9. The Foundation has adopted a conflict of interest policy that conforms to the CBJ's conflict of interest policy regarding the administration of grant funds. The Foundation will require all board members and any advisory committee members who make decisions or recommendations regarding the social services block grant funds to subscribe in writing to this conflict of interest policy.

10. This agreement will expire two years from its execution, unless the parties mutually agree to extend or amend it.

CITY AND BOROUGH OF JUNEAU

DATED__________________________ By: ____________________________________
City Manager

JUNEAU COMMUNITY FOUNDATION

DATED__________________________ By: ____________________________________
Amy Skillbred, Executive Director