

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

December 21, 2015 6:00 PM
Chambers

I. ROLL CALL

II. APPROVAL OF AGENDA

III. APPROVAL OF MINUTES

- A. November 9, 2015 Regular Assembly Human Resources Committee Meeting Minutes
- B. November 9, 2015 Special Assembly Human Resources Committee Meeting Minutes
- C. November 30, 2015 Regular 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. Juneau Economic Development Council - Appointments
 - 2. Juneau Human Rights Commission - discussion of mission and membership
- B. Other Business

VI. STAFF REPORTS

- A. Review of CBJ Boards and Commissions

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

November 9, 2015 6:15 PM

City Hall Conference Room #224; Start time will be immediately following adjournment of the Special Human Resources Committee Meeting.

I. ROLL CALL

HRC Chair Loren Jones called the meeting to order at 6:19 p.m.

Members present: Loren Jones, Maria Gladziszewski, Karen Crane, and Debbie White (telephonically)

Others present: Mayor Greg Fisk; City Manager Kim Kiefer, Deputy Clerk Beth McEwen

II. APPROVAL OF AGENDA

There were no changes to the agenda.

III. APPROVAL OF MINUTES

A. September 21, 2015 Assembly Human Resources Committee Minutes

MOTION by Ms. Gladziszewski for approval of the minutes of the September 21, 2015 Assembly 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. Douglas Advisory Board - Appointments

There were two open seats on the Douglas Advisory Board for terms expiring September 30, 2018. There were four applicants for the two open seats. Applicants were Arnold Liebelt, Robert Sewell, Michelle Stuart Morgan, and Terrance Seslar.

Ms. Crane said she was hoping to see someone from North Douglas serve on this board but no North Douglas residents submitted an application.

MOTION by Ms. Crane to recommend the Assembly appoint Arnold Liebelt and Michelle Stuart Morgan to the Douglas Advisory Board to terms beginning immediately and expiring September 30, 2018. *Hearing no objection, the motion carried.*

2. Juneau Human Rights Commission - Appointment

Mr. Jones noted that the Juneau Human Rights Commission (JHRC) has two open seats for terms expiring May 31, 2017 and one open seat for a term expiring May 31, 2016. There was one applicant, Jason Puckett. Mr. Jones noted that Mr. Puckett indicated on his application that his first choice was the Juneau Affordable Housing Commission, his second choice was the Juneau Economic Development Council, and his third choice was the Juneau Human Rights Commission.

Mr. Jones noted that the Juneau Economic Development Council will be reviewing applications for that board at its meeting on November 10. It was also noted that the Juneau Affordable Housing Commission terms will be expiring at the end of December and so those appointments are scheduled to come before the HRC at the January 11, 2016 meeting.

Ms. McEwen noted that presently, the Juneau Human Rights Commission is at that tipping point for quorum purposes, such that, if all current members attend a meeting, they have a quorum and can hold the meeting. If even one member is unable to attend, they are not able to establish a quorum and cannot meet. She suggested the Assembly Human Resources Committee may wish to take this opportunity to do a review of the governing resolution of the Juneau Human Rights Commission similar to what they've done with the Social Services Advisory Board and Sister Cities Committee, and determine if there should be any changes made to its governing resolution as pertains to its mission and membership.

There being no motion from committee members, Mr. Jones asked staff to continue to advertise the open seats on the commission and to schedule follow-up at the January 2016 Assembly Human Resources Committee meeting.

3. Local Emergency Planning Committee - Nomination

Mr. Jones noted that the Local Emergency Planning Committee (LEPC) is somewhat different from other CBJ boards in that the seats are designated seats and that while the Assembly nominates members to serve, it is the State Emergency Response Commission which makes the actual appointments to the LEPC.

Seat #7, reserved for the American Red Cross, is presently vacant due to the retirement of Roger Rettig and the application in the packet for that seat is from Andrew Bogar who is the new Disaster Planning Specialist for Southeast Alaska.

MOTION by Ms. Gladyszewski to recommend the nomination of Andrew Bogar for Seat #7 on the Local Emergency Planning Committee. *Hearing no objection, the motion carried.*

4. Utility Advisory Board - Appointment

Mr. Jones noted that there is one seat on the Utility Advisory Board for a term expiring May 31, 2016 and noted that there was one applicant, Bryan Farrell. Mr. Jones noted that there is more latitude in the appointments to advisory boards per the Advisory Board Rules of Procedure's ability to appoint a member to the remainder of a term that has longer than six months remaining.

Ms. McEwen explained that since those rules are via resolution as opposed to CBJ Code, the HRC can make a motion to suspend the Rules of Procedure and once that motion passed, a secondary motion could be made to appoint an applicant to an advisory board for the remainder of a term (longer than six months), plus the full three-year term following that initial unexpired term.

MOTION by Ms. Crane to suspend the Advisory Board Rules of Procedure to allow for a term of service longer than the six month limitation. *Hearing no objection, the motion carried.*

MOTION by Ms. Crane to recommend the appointment of Bryan Farrell to the Utility Advisory Board for the remainder of the term expiring May 31, 2016 and for the full three-year term following that for a term expiration date of May 31, 2019. *Hearing no objection, the motion carried.*

5. Social Services Grant Program - Draft Memorandum of Understanding

City Manager Kim Kiefer stated that the Human Resources Committee directed her to speak with the Juneau Community Foundation (JCF) to look at the option of having JCF take over the Social Service Advisory Board (SSAB) grants. She said that it makes sense now that JCF has \$1 million that they have for the HOPE Foundation and those funds go out to social service agencies. She said they are similar to the agencies that we provide SSAB funding to. She said when she first discussed this with JCF, they originally quoted a rate of \$25,000 for them to do the full grant process. That would include all the work in putting the grants out, evaluating them, and then follow-up and monitoring the agencies. There was additional discussion about what it might take for the JCF to do this for two years. The JCF board met in October but it was too late to bring it back to be discussed at the Assembly Finance Committee meeting.

Ms. Kiefer said that since that time, she has had a number of conversations with Amy Skilbred of the JCF to determine how they may be able to move this forward. She said the HRC/Assembly mainly has three options to follow at this time:

1) The current SSAB grants are due to expire in June 2016 and it doesn't give them much time to get the SSAB board up and running again to have them do everything needed since by this time in the grant cycle, they would have

already been working on the grant documents to get them out for advertising. She said that would be a long shot option to get it done in time.

2) The second option would be to extend the current grants by one year. She said she didn't think that was a very good option as you would lose the progress already being made with the Juneau Community Foundation.

3) She recommends a third option to move forward now with the JCF: let them have the money knowing that it is contingent upon the Assembly approving it as part of the budget and the JCF would wrap it into a grant system that they will already have. She said there will still be SSAB funds and Hope funds and it would fall under the umbrella of the criteria from United Way which is what the SSAB has been basing their grants upon.

Ms. Kiefer said that JCF will also bring to the table their work with agencies to find out what the needs are and try to have them create goals that are consistent across the board with the agencies. The hope is that by doing this, the money that is spent between the Hope Foundation and the SSAB can better be spent and utilized towards common goals. She said that is why they are asking for \$25,000/year to administer this program. That would fund the ongoing operations of the grant system and doing the follow-up with the agencies but will also allow them to work in the community on accomplishing the overall goals and needs of the social service agencies.

The HRC members discussed where the \$25,000 would be coming from to pay for the JCF's administration of the program. Ms. Kiefer explained the recent changes to the budget during the last budget cycle in which \$25,000 which had been for the Young Parent and Healthy Teen Center had been transferred from Catholic Community Services and is now being administered through the Parks and Recreation Department. She also explained that the BAM program is being funded through the City Manager's budget. She explained that the \$25,000 is not taking away money from any other agency.

Ms. Gladziszewski asked if the Law Department has had a chance to review the Memorandum of Understanding. Ms. Kiefer explained that they have reviewed it in general terms but have not yet had an opportunity to review it in detail. Ms. Gladziszewski expressed concern that she would like the Assembly to have an opportunity to have a final word on the grants once the JCF has reviewed the applications and made their recommendations.

Additional discussion took place and it was decided to move this MOU forward to the Law Department for review with the following edits to be included and to be brought back to the full Assembly for final approval:

On page 4 of 4: delete the last sentence of the top paragraph reading: "The Foundation will award SSAB grants in the first year of no more than \$50,000 per program."

On page 4 of 4: to include language in section 8 stating that the JCF will include a list of proposed grant recipients in its annual report due to the CBJ by May 31 each year.

And somewhere in the document to include language requiring an audit be provided to CBJ, if not of the full JCF financials, then just an audit of the portion of JCF's SSAB grant program.

B. Other Business

None.

VI. STAFF REPORTS

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT

Mr. Jones adjourned the meeting at 6:41 p.m.

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

November 9, 2015 5:00 PM

City Hall Conference Room #224

Immediately followed by Regular Human Resources Committee Meeting

I. ROLL CALL

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

Members present: Loren Jones, Mayor Greg Fisk, Deputy Mayor Mary Becker, Jesse Kiehl, Maria Gladziszewski, Karen Crane, Kate Troll, and Debbie White (telephonically)

Members absent: Jerry Nankervis

Others present: Deputy Clerk Beth McEwen, Docks and Harbors Board Chair Tom Donek, Port Director Carl Uchtyl, and applicants

II. APPROVAL OF AGENDA

The agenda was approved as presented.

III. AGENDA TOPICS

A. Board Matters

1. Docks & Harbors Board Applicant Interviews

There was one vacant seat on the Docks and Harbors Board for a term expiring June 30, 2016.

Applicants interviewed were: Charles Donart, David Seng, Weston Eiler, Robert Wild, James Betts, Jim Craig, and Don Habeger.

Mr. Jones noted that he had the Clerk's office check with the City Attorney on the appointment periods permitted per the CBJ code for this seat. Ms. Mead responded that the code provides in instances where there is less than six months remaining to a term, the Assembly may choose to appoint a member to the remainder of the present term and the full subsequent three-year term. In this instance, there are eight months remaining of the current term so they had two options:

- 1) appoint the member to a term beginning immediately to serve the remainder of the present term expiring June 30, 2016; or
- 2) appoint the member to a term beginning January 1, 2016 for the remainder of the current term expiring June 30, 2016 plus the full subsequent three-year term from July 1, 2016 to June 30, 2019.

B. Other Business

III. EXECUTIVE SESSION

A. Executive session for committee deliberation of board applicants.

MOTION by Mayor Fisk to enter into Executive Session, the purpose of which was to discuss matters which may tend to prejudice the reputation and character of any person, namely the applicants.

Hearing no objection, the committee recessed into Executive Session at 6:03 p.m. The committee returned from Executive Session at 6:12 p.m.

MOTION by Ms. Gladziszewski to recommend the Assembly appoint Weston Eiler to the Docks & Harbors Board to a term beginning immediately and expiring June 30, 2016. Hearing no objection, the motion carried.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:13 p.m.

Minutes
REGULAR HUMAN RESOURCES COMMITTEE (HRC) MEETING
Monday, November 30, 2015; 6:00 p.m.
Municipal Building – Chambers

This meeting was cancelled due to the passing of Mayor Greg Fisk. Items scheduled for the November 30, 2015 agenda were rescheduled to the December 21, 2015 HRC agenda.

Respectfully submitted this 21st day of December, 2015.
Beth McEwen, Deputy Clerk



JEDC.org
612 West Willoughby Ave. Suite A
Juneau, AK 99801
Phone 907-523-2300
Fax 907-463-3929

**Board of Directors
Juneau Economic Development Council
612 West Willoughby Avenue
Juneau, Alaska 99801**

November 24, 2015

**Assembly of the City and Borough of Juneau
155 South Seward Street
Juneau, Alaska 99801
Attention: Laurie Sica, Municipal Clerk**

RE: Recommendations to the CBJ Assembly for Appointment of members of the Board of Directors of the Juneau Economic Development Council

Dear CBJ Assembly:

The Juneau Economic Development Council (JEDC) seeks the assistance of the City and Borough of Juneau (CBJ) Assembly to make four appointments to our Board of Directors. In accordance with the ByLaws of JEDC, the membership of the JEDC Board of Directors is comprised as follows:

- The Mayor of the City and Borough of Juneau or the Mayor's designee from the CBJ Assembly;
- The Chancellor of University of Alaska Southeast or the Chancellor's designee from UAS;
- One member appointed by the CBJ Assembly representing organized labor;
- One member appointed by the CBJ Assembly representing a nonprofit environmental organization;
- Seven (7) members appointed by the CBJ Assembly based upon their experience and expertise in fields relating to economic development, including but not limited to large and small business, entrepreneurship, natural resource development, tourism, banking and finance, engineering and construction, and government.

Board Members serve staggered three year terms and may serve two consecutive terms. In Article Four, Section 2, Paragraph E, of JEDC ByLaws, it states:

"The JEDC shall publish notice of vacancies on the JEDC Board of Directors. The JEDC Board or a recruitment committee will review and may interview candidates for the JEDC Board of Directors. The JEDC Board will forward the names of recommended candidates to the CBJ Assembly. The CBJ Assembly will appoint JEDC board members."

In accordance with our ByLaws, notice of vacancies on the JEDC Board of Directors was posted to the CBJ and JEDC websites. Three At-Large Seat openings currently exist on the Board.

On Tuesday, November 10, 2015, at a regular meeting of the Board of Directors of JEDC, the Board reviewed the applications of the four candidates that have applied for membership and gave each candidate present an opportunity to address the Board. The Board also made an effort to accommodate applicants who were not able to attend the Board meeting. These four applicants included:

Applicants for Three At-Large Seats with terms expiring November 2018:

- **Alec Mesdag** – Alec is the Director of Energy Services at AEL&P. Raised in Juneau, Alec has worked in Ketchikan and outside the State, returning to Juneau in 2012. Alec has a degree in Environmental Science. Alec has served on the JEDC Board of Directors since 2013, having been appointed to an unexpired term.
- **Keith Comstock** – Keith is an Entrepreneur and Technologist with business interests in Juneau Hydropower, Inc.; Sustainable Juneau, Inc.; Chatham Properties, LLC; Kootznoowoo Business Management, LLC; and other consulting and technology firms. He has served on regional and national corporate and non-profit boards. He has a degree in Management from Antioch University.
- **Jason Puckett** – Jason is Retail Manager at GCI based here in Juneau, Alaska. Jason is a former Marine and has a degree in Business Management and is the owner of a small business here in Juneau, JCP Confections (maker of chocolate covered marshmallow boots!).
- **Myrna Gardner** – Myrna is the Manager of Business and Economic Development for Central Council Tlingit and Haida Indian Tribes of Alaska since July 2015. She has held management positions at 3R Products and Services, SEARHC, Gana-A-Yoo Service Corporation and Kakivak Asset Management. She has also served on boards and commissions in Juneau and other communities in Southeast Alaska. Myrna has professional certifications in contract management.

The JEDC Board of Directors discussed the qualifications of the candidates at its regular meeting in order to make recommendations to the CBJ Assembly regarding appointments. The JEDC Board of Directors wants to state its high degree of confidence it has with all of the candidates that have applied to serve on the JEDC Board of Directors.

The JEDC Board of Directors recommends to the CBJ Assembly that the following persons be named to the JEDC Board:

1. **Alec Mesdag for one At-Large seat with a term expiring November, 2018.**
2. **Keith Comstock for one At-Large seat with a term expiring November, 2018.**
3. **Jason Puckett for one At-Large seat with a term expiring November, 2018.**

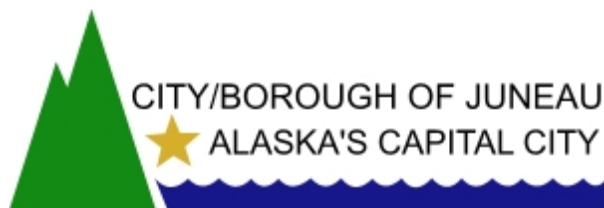
On behalf of the JEDC Board of Directors, we look forward to your appointments.

The JEDC Board also would like to recognize the service of Antonio Yorba, who served a three-year term, including two years as Treasurer of the Board of Directors and Kurt Fredriksson, who served six years on the Board, including three years as Chair.

Regards,



Brian Holst
Executive Director



City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Economic Development Council Fact Sheet

Title: Juneau Economic Development Council

Type of Board/Commission/Committee: AdHoc

Affiliated Department: City Manager

Status: Active

Governing Legislation:

-Resolution 2063

-Resolution 2136

-Date Created: January 01, 1987

-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: Juneau Economic Development Council (JEDC) Prepares an economic development plan for the community and facilitates applications for state and federal assistance as may be appropriate. The Overall Economic Development Planning Committee (OEDP) is designated as the Juneau Economic Development Council (JEDC). An independent not-for-profit corporation governed by a board of directors consisting of nine members, one member must represent organized labor and one must represent a nonprofit environmental organization. In addition, the mayor or the mayor's designee, and an assembly member serves on the council. The remaining five members on the board shall be selected based on their experience and expertise in fields relating to economic development, including but not limited to: large and small businesses; entrepreneurship; natural resource development; tourism; banking and finance; higher education; engineering and construction; and government. The council hires its own executive director who serves as staff to the council.

Membership: 11 member nonprofit corporation. See Resolution 2136 linked above for appointment process and membership criteria.

Officers: Chair, Vice-Chair, Secretary

Quorum: 6

Term Limits: No Director, except the Mayor, may serve for more than two consecutive terms.

Annual Appointment Period (Annual Reports Due): October

Meetings: 1st Wednesday of each month at Noon in the JEDC Conference Room at 612 Willoughby Ave., Suite A

Special Facts:

Staff Contact: Brian Holst, JEDC Executive Director - 523-2333 - bholst@jedc.org

Website: <http://www.jedc.org/8staff.shtml>

[Back to List](#)

Juneau Economic Development Council
Governing Legislation: Resolutions 2136 and 2063
Total Seats: 11

7 Public Seats, Mayor, UAS Chancellor, 1 Organized Labor Seat, 1 Non-Profit Environmental Seat

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Re-appointed 1	Comments
Yes	Mr.	Mitch	Jackson	Public	Secretary	11/4/2013	10/31/2016	11/4/2013		
Yes	Mr.	Kurt	Fredriksson	Public	Vice-Chair	11/7/2012	10/31/2015	12/14/2009	11/7/2012	
Yes	Mr.	Brandon	Cullum	Public		11/10/2014	10/31/2017	11/10/2014		
Yes	Mr.	Antonio "Tony"	Yorba	Public	Treasurer	11/7/2012	10/31/2015	11/7/2012		
Yes	Ms.	Sydney	Mitchell	Public		11/4/2013	10/31/2016	11/4/2013		
Yes	Mr.	Alec	Mesdag	Public		11/4/2016	10/31/2015	11/4/2013		
Yes	Ms.	Lauren	MacVay	Public	Chair	11/7/2012	10/31/2014	11/7/2012		
Yes	Ms.	Susan	Murray	Non-Profit Environmental Group Seat		11/10/2014	10/31/2017			Oceana
Yes	Chancellor	Rick	Caulfield	UAS Chancellor						UAS Chancellor
Yes	Mr.	Corey	Baxter	Organized Labor Seat		11/4/2013	10/31/2016	10/25/2010	11/4/2013	
Yes	Mayor	Merrill	Greg	Fisk						
Yes	Mr.	Loren	Jones	Mayor's Designee						Mayor's Designee
Yes	Ms.	Kate	Troll	Mayor's Alt. Designee						Mayor's Alt. Designee
Yes	Mr.	Brian	Holst	Staff Liaison	Staff					JEDC Executive Director

Presented by: The Manager
Introduced: 12/04/2000
Drafted by: J.R. Corso

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2063

A Resolution Reestablishing Assembly Policy Regarding Appointments to the Juneau Economic Development Council Board of Directors, Regarding Goals and Objectives for the Council, and Repealing Resolution 1545, as amended by Resolution 1627.

WHEREAS, the Juneau Economic Development Council (JEDC) was incorporated as a nonprofit corporation under Alaska law in 1987, and

WHEREAS, the JEDC receives most of its funding from the City and Borough of Juneau through annual appropriations by the Assembly, and

WHEREAS, it is Assembly policy to gradually migrate the JEDC budget toward full integration with the private sector, and

WHEREAS, given the close working and financial relationship between the City and Borough and the JEDC, the Assembly and the JEDC board decided in 1991 that it was appropriate for the Assembly to appoint members to the JEDC board, and

WHEREAS, the Assembly by Resolution 1545 adopted in 1992, as amended by Resolution 1627 adopted in 1993 established criteria for JEDC board appointments, and

WHEREAS, it is in the public interest to further amend the criteria to include board membership by a representative of the University of Alaska Southeast;

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

Section 1. Juneau Economic Development Council.

(a) Number and Term of Board Members. The JEDC board of directors shall consist of nine members appointed for three-year staggered terms. No JEDC board member, except the mayor and the Chancellor of the University of Alaska, may serve for more than two consecutive terms.

(b) Board Membership Criteria. The mayor or the mayor's designee from the Assembly shall serve on the JEDC board. The Chancellor of the University of Alaska Southeast, or the Chancellor's designee shall also serve. One board member shall represent organized labor and one board member shall represent a nonprofit environmental organization. Candidates for the remaining five seats on the board shall be reviewed and selected based on their experience and expertise in fields relating to economic development, including large and small businesses, entrepreneurship, natural resource development, tourism, banking and finance, higher education, engineering and construction, and government.

(c) Procedure for Board Appointment. The Municipal Clerk shall publish notice of JEDC board vacancies. The Assembly Human Resources Committee will review and may interview candidates for the JEDC board. The committee will forward the names of recommended candidates to the Assembly. The Assembly will appoint JEDC board members.

(d) Goals. The goals of the JEDC shall include the following:

(1) Retain and increase the number of private sector basic industry employers located in the community while maintaining government employment;

(2) Increase the proportion of local employment related to natural resources, particularly value-added and import-substitution products;

(3) Increase the purchase of locally available goods and services by local consumers and businesses;

(4) Improve and expand transportation related facilities to efficiently move people and goods to and from and within the City and Borough;

(5) Enhance the City and Borough's reputation and position as a regional center for trade and professional services;

(6) Provide timely and relevant demographic and economic information for prospective businesses; and

(7) Represent the economic development interests of the City and Borough at appropriate conferences, meetings, and seminars.

(e) Annual Report. The JEDC shall prepare and submit to the Assembly an annual report on its activities and accomplishments for the past fiscal year. The report shall be presented to the Assembly no later than February 1 of each year.

(f) Designation as Overall Economic Development Planning Committee. The JEDC is the Overall Economic Development Planning Committee for the City and Borough. The JEDC may prepare an Overall Economic Development Plan for the community and may facilitate application for such state and federal assistance as may be appropriate to further economic development in the community. The JEDC will work with the Chamber of Commerce and other local economic development organizations to respond to inquiries concerning relocation, expansion, diversification, and development of business in Juneau, and all other inquiries relating to economic development opportunities in the Juneau area.

(g) Meeting Notice. All meetings of the JEDC board shall be publicly noticed in the same manner as City and Borough boards and commissions.

(h) Records. All records of the JEDC must be available to the public in the same manner as City and Borough records, provided that upon request of a business, person or other entity working with the JEDC, proprietary information in any application or report of that business, person or entity presented to the JEDC shall be kept confidential by the JEDC to the extent allowed by law. Information to be maintained as confidential must be specified and marked as "confidential" by the business, person, or other entity.

(i) Executive Director. The JEDC board may appoint an executive director. The executive director shall be the chief administrative and executive officer of the JEDC with such specific powers and functions as the board may direct, and shall serve at the pleasure of the board.

(j) Amendment of Bylaws. The JEDC board shall immediately take steps to amend its bylaws as necessary to implement the provisions of this resolution.

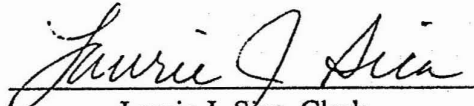
Section 2. Repeal of Resolutions. Resolutions 1545 and 1627 are repealed.

Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 4th day of December, 2000.


Sally Smith, Mayor

Attest:


Laurie J. Sica, Clerk

Presented by: The Manager
Introduced: 01/28/2002
Drafted by: J. W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2136

A Resolution Amending Resolution 2063 Regarding the Number of, Membership Criteria for, and Appointments to, the Board of Directors of the Juneau Economic Development Council.

WHEREAS, the Juneau Economic Development Council (JEDC) was incorporated as a nonprofit corporation under Alaska law in 1987, and

WHEREAS, the JEDC receives funding from the City and Borough of Juneau through annual appropriations by the Assembly, and

WHEREAS, it is Assembly policy to gradually migrate the JEDC budget toward full integration with the private sector, and

WHEREAS, given the close working and financial relationship between the City and Borough and the JEDC, the Assembly and the JEDC board decided in 1991 that it was appropriate for the Assembly to appoint members to the JEDC board, and

WHEREAS, the Assembly by Resolution 1545 adopted in 1992, as amended by Resolution 1627 adopted in 1993, and further amended by Resolution 2063 adopted in 2000, established criteria for JEDC Board appointments, and

WHEREAS, it is in the public interest to further amend the bylaws to expand membership on the JEDC Board from nine to eleven members;

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

Section 1. The following provisions of the JEDC Bylaws, as approved by the JEDC Board of Directors is approved by the Assembly of the City and Borough of Juneau, Alaska:

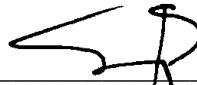
Section 1. The affairs of the JEDC shall be managed by its Board of Directors.

Section 2. Board of Directors.

- A. The Board of Directors of the JEDC shall consist of 11 members.
- B. The 11 members of the JEDC Board of Directors shall be comprised as follows:
 - i. The Mayor of the City and Borough of Juneau or the Mayor's designee from the CBJ Assembly;
 - ii. The Chancellor of University of Alaska Southeast or the Chancellor's designee from UAS;
 - iii. One member appointed by the CBJ Assembly representing organized labor;
 - iv. One member appointed by the CBJ Assembly representing a nonprofit environmental organization;
 - v. Seven members appointed by the CBJ Assembly based upon their experience and expertise in fields relating to economic development, including but not limited to large and small business, entrepreneurship, natural resource development, tourism, banking and finance, engineering and construction, and government.
- C. The term of each member of the JEDC Board of Directors shall be staggered three years.
- D. No Director, except the Mayor, may serve for more than two consecutive terms.
- E. The JEDC shall publish notice of vacancies on the JEDC Board of Directors. The JEDC Board or a recruitment committee will review and may interview candidates for the JEDC Board of Directors. The JEDC Board will forward the names of recommended candidates to the CBJ Assembly. The CBJ Assembly will appoint JEDC board members.

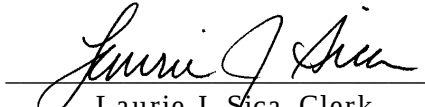
Section 2. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 28th day of Juneau, 2002.

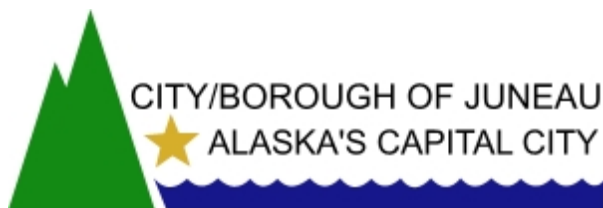


Sally Smith, Mayor

Attest:



Laurie J. Sica, Clerk



City and Borough of Juneau
155 S. Seward Street
Juneau, Alaska 99801
tel. 907-586-5240
fax 907-586-5385
<http://www.juneau.org>

CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Juneau Human Rights Commission Fact Sheet

Title: Juneau Human Rights Commission

Type of Board/Commission/Committee: Advisory

Affiliated Department: City Clerk

Status: Active

Governing Legislation:

- Resolution 2436
- The Universal Declaration of Human Rights
- Date Created: January 11, 1993
- 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 focus of the Juneau Human Rights Commission has changed over time and at this time their focus is on developing educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, to examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice within the City and Borough of Juneau, and to advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.

Membership: Resolution 2436 reduced the membership of the Commission from nine to seven members.

Officers: Chair, Vice-Chair, Secretary

Quorum: 4

Term Limits: None.

Annual Appointment Period (Annual Reports Due): May

Meetings: Meetings have been held every other Monday in the City Hall Conference Room #224 at 5:15pm or at the Downtown Library. For specific meeting dates/locations please refer to the CBJ Meeting Calendar at <http://www.juneau.org/calendar/index.php>

Special Facts: The Juneau Human Rights Commission was created in 1993 in response to the Alaska State Human Rights Commission Southeast Alaska component being disbanded. Its focus in the early years was as an advocacy and investigatory body. In the 2005-2007 period, the Juneau Human Rights Commission floundered due to lack of members and the inability to hold meetings due to lack of quorum. In 2007-2008 the Assembly, by adoption of Resolution 2436 on Feb. 11, 2008, recreated the commission removing the investigatory role and focusing its efforts on the community education aspect and its advisory role to the Assembly.

Staff Contact: Municipal Clerks Office - 586-5278 - City_Clerk@ci.juneau.ak.us

Website: http://www.juneau.org/clerk/boards/Human_Rights_Commission/Juneau_Human_Rights_Commission.php

[Back to List](#)

Presented by: The Manager
Introduced: 02/11/2008
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2436

A Resolution Re-establishing the City and Borough of Juneau Human Rights Commission, and Repealing Resolution 2209.

WHEREAS, discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern; and

WHEREAS, this discrimination not only threatens the rights and privileges of the inhabitants of the municipality, but also menaces the institutions of the municipality and threatens peace, order, health, safety, and general welfare of the municipality and its inhabitants; and

WHEREAS, it is therefore the policy of the municipality to eliminate and prevent discrimination and harassment; and

WHEREAS, it is also the policy of the municipality to encourage and enable all citizens to participate fully in the social and economic life of the municipality and to engage in remunerative employment; and

WHEREAS, in order to address the issue of discrimination and harassment, the Assembly in 1992 by Resolution 1615(am) established the City and Borough of Juneau Human Rights Commission.

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

Section 1. Human Rights Commission re-established.

(a) There is established a human rights commission consisting of seven persons, which shall be known as the City and Borough of Juneau Human Rights Commission.

(1) The Assembly shall appoint members of the commission to staggered three-year terms. Members shall be selected to provide the most balanced representation possible. A member of the commission shall be eligible for reappointment.

(b) The commission is charged to:

- (1) Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, including hate crimes;
- (2) Promote harmonious intergroup relations within the City and Borough of Juneau by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor, and governmental organizations, fraternal and benevolent associations, education and other groups concerned with human rights.
- (3) Examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice in the City and Borough of Juneau.
- (4) Advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.
- (5) Recommend to the Assembly, action, policies, and legislation to be considered by state and local governments.

Section 2. Procedure. The board's procedure shall be governed by Roberts Rules of Order except where superseded by the Advisory Board Rules of Procedure and the Assembly's Rules of Procedure, as such may be amended from time to time.

Section 3. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the board shall select its own officers, and shall hold regular meetings on a schedule established by the board, as well as such special meetings as required to conduct business. The presence of four members constitutes a quorum and any action of the commission requires four or more affirmative votes to be approved.

Section 4. Staff Assistance. Staff support to the board shall be provided by the City Manager as available and appropriate.

Section 5. Repeal of Resolution. Resolution 2209, adopted on October 27, 2003, is repealed.

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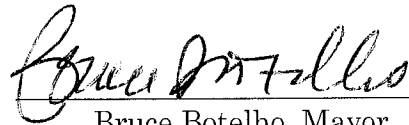
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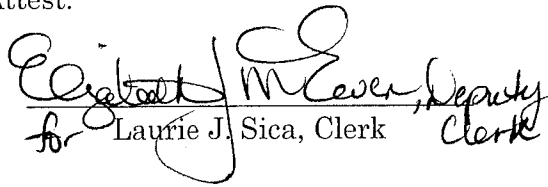
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Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 11th day of February, 2008.


Bruce Botelho, Mayor

Attest:


for Laurie J. Sica, Clerk

Juneau Human Rights Commission

Governing Legislation:
Resolution 2436

Total # of Seats: 7 Public Seats

Active Member or Liaison	Title	First Name	Last Name	Type of Seat	Office Held	Current Term Begins	Term Expires	Appointment Date	Reappointed 1	Reappointed 2	Comments
Yes		Open Seat	Open Seat	Public			5/31/2017				
Yes	Ms.	Haifa	Sadighi	Public		8/11/2014	5/31/2017	2/11/2013			Assistant Principal at Floyd Dryden Middle School
Yes	Mr.	Markus	Bressler	Public		5/18/2015	5/31/2018	9/29/2014	5/18/2015		Formerly served on JHRC 6/30/2009-9/15/2010 (moved out of town)
Yes		Open Seat	Open Seat	Public			5/31/2016				Seat formerly held by Alavini Lata - Resigned effective 11/24/2015
Yes		Open Seat	Open Seat	Public			5/31/2016				Seat formerly held by Washington Parks
Yes	Ms.	Morgan	Griffin	Public		5/18/2015	5/31/2018	5/18/2015			seat formerly held by Patricia Hill
Yes		Open Seat	Open Seat	Public			5/31/2017				seat formerly held by Steve Wolf

Juneau Human Rights Commission

Monday
November 30, 2015

Current HRC Members

- **Haifa Sadighi**
Vice Principal – Floyd Dryden Middle School
- **Morgan Griffin**
Attorney & Judicial Law Clerk – Alaska Court System
- **Markus Bressler**
Adult Probation Officer – State of Alaska (DHSS)

Current Issues

Ongoing inability to fulfill HRC's mission due to staffing issues
and lack of quorums

Reason for Resignation	Members
Relocation	1 (C.T.)
Retirement	2 (S.W. & W.P.)
Scheduling Conflict	1 (N.V.)
Change of Employment	1 (A.L.)

Solution

- Reduce quorum from 5 to 3
- Reduce seats from 7 to 5

If public participation increases and membership stabilizes, the HRC may propose to return to a total of 7 seats and a quorum of 5 members.

First Priorities

1. Fill two vacant positions
2. Elect officers and assign tasks within the HRC
3. Review, evaluate, and update current mission statement
4. Develop strategic plan to increase involvement in the community
5. First project: *Juneau Middle School Arts & Writing Contest*, beginning January 2016



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: December 16, 2015

TO: Assembly Human Resources Committee (HRC)

FROM: Beth McEwen, Deputy Municipal Clerk

RE: Review/Evaluation of CBJ Boards and Commissions for 2016

CBJ Advisory Board Rules of Procedure (Resolution 2686) Rule #7 states:

Rule 7. Evaluation.

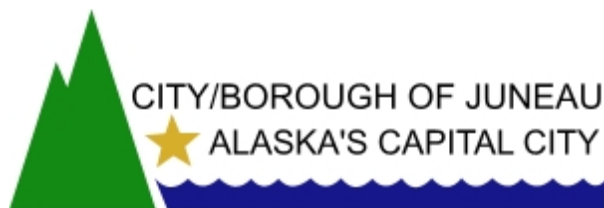
The Assembly may periodically evaluate each advisory board. Such evaluation shall consider the board's mandate, its goals and objectives, its success at reaching its goals and objectives, its activities, the extent to which it has attracted citizen participation, and suggestions for methods of improving the disposition of board business. A report of the evaluation shall be made and returned to the advisory board and shall include recommendations for future functions of the board.

The Clerk's office has been made aware that the Juneau Human Resources Commission and the Juneau Commission on Aging are in the process of wanting to evaluate and review their mandates, goals, and objectives.

The Juneau Human Rights Commission currently only has three of its seven seats filled and two of the remaining members plan on attending the December 21, 2015 to discuss the membership composition, goals and objectives of the commission with the Assembly Human Resources Committee.

The Juneau Commission on Aging is planning a retreat for January 11, location to be announced, to review and provide recommendations to the HRC about possible changes to its mandate, goals and objectives and potential changes to its governing legislation.

This may be a good time to look at our list of all CBJ Boards, Committees, and Commissions and determine if any others should be slated for review/evaluation by the Assembly Human Resources Committee. The list of all CBJ Boards/Commissions is best accessed via our website by looking at the Factsheet page at http://www.juneau.org/clerk/boards/Board_Information.php



City and Borough of Juneau
 155 S. Seward Street
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CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

Current & Upcoming Vacancies

Please note, we do not list our CBJ Boardmembers or their contact information on the website. However, copies of the board membership lists with their contact information are available upon request from the Clerk's Office. Or if you would rather send a message to members of a particular board, at the bottom of each fact sheet is a staff liaison email address that you can send comments to. For those boards without a staff liaison you can send comments through the Clerk's Office by email to: City.Clerk@juneau.org via fax at 907-586-4552, or via mail to 155 S. Seward Street, Juneau, AK 99801. Please note that for our appeal boards, we usually do not provide copies of the board member contact lists as communication with boardmembers on any matter which might be the subject of an appeal or part of a quasi-judicial proceeding must be handled in accordance with that bodies rules of procedures.

Advisory Boards

Americans with Disabilities Act Committee	Factsheet	Website
Aquatic Facilities Advisory Board-INACTIVE	Factsheet	Website
Building Code Advisory Committee	Factsheet	No Website
Douglas Advisory Board	Factsheet	Website
Fisheries Development Committee	Factsheet	Website
Historic Resources Advisory Committee	Factsheet	Website
Jensen-Olson Arboretum Advisory Board	Factsheet	Website
Juneau Affordable Housing Commission	Factsheet	Website
Juneau Commission on Aging	Factsheet	Website
Juneau Commission on Sustainability	Factsheet	Website
Juneau Human Rights Commission	Factsheet	Website
Juneau Local Emergency Planning Committee (LEPC)	Factsheet	Website
Juneau Public Libraries Endowment Board	Factsheet	Website
Parks & Recreation Advisory Committee (PRAC)	Factsheet	Website
Sister Cities Committee	Factsheet	Website
Social Services Advisory Board	Factsheet	Website
Treadwell Arena Advisory Board	Factsheet	Website
Utility Advisory Board	Factsheet	Website
Wetlands Review Board	Factsheet	Website
Youth Activities Board	Factsheet	Website

Appeal Boards

Animal Hearing Board	Factsheet	No Website
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Bidding Review Board	Factsheet	No Website
Board of Equalization	Factsheet	Website
Building Code Board of Appeals	Factsheet	No Website
Personnel Board	Factsheet	No Website
Sales Tax Board of Appeals	Factsheet	Website

Boards Established By Charter (Enterprise & Special Boards)

Aquatics Board	Factsheet	Website
Bartlett Regional Hospital Board	Factsheet	Website
Board of Education (School Board)	Factsheet	Website
Docks & Harbors Board	Factsheet	Website
Eaglecrest Ski Area Board	Factsheet	Website
Juneau International Airport Board	Factsheet	Website
Planning Commission	Factsheet	Website

Ad Hoc Committees/Task Forces and Boards Appointed by Others

AJ Mine Advisory Committee - INACTIVE	Factsheet	Website
CBJ Dimond Park Pool Task Force - INACTIVE	Factsheet	Website
CBJ Review Task Force Basing NOAA Fisheries and Oceanographic Functions in Alaska - INACTIVE	Factsheet	Website
Juneau Convention and Visitors Bureau	Factsheet	Website
Juneau Economic Development Council	Factsheet	Website
Treadwell Ice Arena Review Task Force - INACTIVE	Factsheet	Website
West Douglas Development Working Group - INACTIVE	Factsheet	Website

[Boards and Commissions Archive Page](#)