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

June 8, 2015 6:00 PM
Assembly Chambers

I. ROLL CALL

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

Committee members present: Loren Jones, Karen Crane, Debbie White, Maria Gladziszewski

Other Assemblymembers present: Jerry Nankervis, Mary Becker

Absent: None.

Staff present: Beth McEwen, Deputy Clerk; Laurie Sica, Municipal Clerk

II. APPROVAL OF AGENDA

Ms. McEwen noted the red folder contained applications for the Juneau Commission on Aging and the Historic Resources Advisory Committee. The red folder also contained the follow-up email responses from the Treadwell Arena Advisory Board applicants.

III. APPROVAL OF MINUTES

A. May 18, 2015 Human Resources Committee Meeting Minutes

MOTION by Ms. White to approve the minutes of the May 18, 2015 Assembly Human Resources Committee. *Hearing no objections, 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. Utility Advisory Board - Appointments

The Utility Advisory Board had two open seats for terms expiring May 31, 2018. Incumbent George Porter notified staff that he would be willing to continue to serve until someone else is appointed to his seat on the board. The packet contained one application from incumbent Geoff Larson.

MOTION by Ms. White to recommend the Assembly reappoint Geoff Larson to the Utilities Advisory Board to a term expiring May 31, 2018. *Hearing no objection, the motion carried.*

2. Historic Resources Advisory Committee - Annual Report and Appointments

There were three open seats on the Historic Resources Advisory Committee for terms beginning July 1, 2015 and expiring June 30, 2018.

Two incumbents applied for reappointment: Marie Darlin and Donald Harris. Incumbent Gary Gillette did not apply for reappointment. Applications were also received from Karenza Bott and Daryl Miller.

The committee members discussed the applicants and expressed their appreciation for those members who had served quite a few years on the committee.

MOTION by Ms. Crane to recommend the Assembly appoint Donald Harris, Karenza Bott, and Daryl Miller. She said that she very much appreciated Ms. Darlin's service on the committee but since Ms. Darlin had already served three full terms on the HRAC, it would be beneficial to give an opportunity to new members to serve.

Hearing no objection, the motion carried.

3. Juneau Commission on Aging - Appointments

Mr. Jones noted that this is a seven member committee with the following openings: three seats for terms expiring June 30, 2018, one vacant seat for a term expiring June 30, 2017 and one vacant seat for a term expiring June 30, 2016.

Mr. Jones noted that the Juneau Commission on Aging (JCOA) Chair MaryAnn Vandecastle was present at this meeting. He said that Ms. Vandecastle had contacted the Clerk's office to request Clerk staff to attend the upcoming JCOA meeting and talk with the commission about its role and responsibilities and what the Assembly would like them to be working on. He explained that type of direction is more appropriate coming from the Assembly so the Deputy Clerk forwarded the request to the HRC.

Mr. Jones said the JCOA will hold its meeting on Thursday, June 10 at 1:15pm and he encouraged anyone from the Assembly to come to the meeting to talk with the commission about its roles and responsibilities. He noted that Mr. Nankervis often attends the JCOA meetings and may wish to attend that meeting to provide additional input.

Mr. Jones said that the HRC packet contained the governing legislation for the commission. He noted that while this is a seven member commission, there are currently four members serving with two of the applicants current incumbents and he asked the committee what their wishes were with respect to appointments.

Ms. Crane asked if they could first meet with the commission and discuss their roles and responsibilities and then come back and review the appointments at a later date, perhaps at the next HRC after there had been a chance to have the discussion with the commission.

Ms. Gladziszewski asked why Ms. Crane felt it would be best to delay the appointments. Ms. Crane explained if they are looking at the charge to the commission, that would provide the Assembly with a chance to dialogue with the commission about the direction and tasks the Assembly would like them to move forward on. She said that dialogue may bring to light the need for specific skill sets that the HRC would look for in applicants being considered for appointment to the commission.

Mr. Nankervis said he has been going to the JCOA fairly regularly and he thinks the Assembly meeting with them is a good idea and it may draw additional community members to attend the meeting.

Mr. Jones discussed the timing of this topic on the June 10 JCOA meeting agenda. The JCOA has the Fire Marshall and Fire Department staff attending the first portion of the JCOA meeting and the portion of the JCOA meeting with Assemblymembers is to be scheduled for approximately 2:15pm.

Ms. McEwen shared that at the "How to Run for Local Office" workshop held on Saturday, June 6, she was approached by persons younger than 55 years old asking why there were no seats on the commission for individuals under 55 years. She suggested that if the HRC were looking at making any changes to the governing legislation and/or the membership formation of the commission, that they may wish to relook at the change implemented approximately five years ago in which the general public seats on the commission were changed to a minimum age of 55 years or older. That change has limited the potential applicant pool and there are members of the community very involved with senior issues who may be interested in serving but are barred due to the fact that they do not meet the minimum age requirement for service on the board.

Mr. Nankervis asked if the board vacancy advertising list could be updated to continue to advertise for seats on the Commission. Ms. McEwen noted that was already done on Saturday morning just before the workshop, with all the seats listed as "open until filled."

4. Treadwell Arena Advisory Board - Appointments

Mr. Jones reported that at the last HRC meeting, they decided to defer making appointments to the Treadwell Advisory Board in the hopes of receiving additional applications. Due to the language in the governing ordinance for the board, membership is to be comprised of seven members for the general public in which no more than three members "shall be employees or board members or the immediate family member of any employee or board member, of any organization that provides activities at the Treadwell Ice Arena." He said in light of these limitations, he requested the Clerk's staff poll the applicants to determine where they fit within those criteria. The responses to those inquiries were provided in the HRC red folder.

The applications in the packet consisted of the following individuals: Public/non affiliated applicants were Molly McCormick and Elizabeth "Liz" Balstad, and affiliated applicants were Darryl Tseu, Patricia "Patty" Collins, Andy Jessen, Jason Soza, and Steven M. Quinn.

The HRC members went through the grid of applicants and there being no objections, forwarded the following recommendations for appointment to the Treadwell Arena Advisory Board:

Molly McCormick and Elizabeth Balstad to general public seats for terms expiring May 31, 2018.
Jason Soza - Board Member of the Adult Hockey Association to a term expiring May 31, 2017.
Patricia Collins - Board Member of the Figure Skating Association to a term expiring May 31, 2017.
Steven Quinn - Board Member of the Youth Hockey Association to a term expiring May 31, 2016.

B. Other Business

1. Board Application Form Review

Mr. Jones and Ms. McEwen met prior to this meeting to discuss the current CBJ Board application. He asked that it be brought to the HRC for their input on what they wish to see on the application.

Discussion took place regarding the current application form and ways to improve it for future use. The committee also discussed the practice of the completed applications being provided in hardcopy only and not posted on the website. It was decided to continue the practice of making the completed applications available to the public via paper copy upon request to the Clerk's office and not to publish them online.

2. Scheduling HRC Meetings - Member availability June 29 / July 20

Mr. Jones said he will not be available to meet on either June 29 or July 20. He suggested that given the actions related to the JCOA, they may wish to hold a meeting on June 29 but probably not a meeting on July 20. He said maybe after Thursday's JCOA meeting, the members who will be in town can decide whether to hold a meeting on June 29 for the appointment of Juneau Commission on Aging members or not. He said they most likely will not want to wait until August for those appointments but if they do not hold a June 29 HRC meeting, they may wish to hold one on July 20.

It was decided to wait to decide those two meetings dates after the JCOA meeting on June 11.

VI. STAFF REPORTS

Ms. McEwen noted that all the Assemblymembers were being given green folder contained the packets for the meeting of the Full Assembly sitting as the Human Resources Committee being held on Wednesday, June 10 for the purposes of interviewing applicants for the Eaglecrest, Docks & Harbors Boards and the Planning Commission. She also noted that packets for the June 15 meeting of the Full Assembly sitting as the HRC will be distributed at the June 10 meeting.

VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Mr. Jones noted that for the June 10 meeting, originally there were more applicants for the Docks & Harbors Board until people started withdrawing their applications. He said there were now fewer applicants than there were open seats on the board. He said the current chair withdrew his application when there were more applicants than open seats. He said that Mr. Nankervis may contact the current chair to see if he'd like to reconsider the withdrawal of his application.

Mr. Jones noted that at the meeting on June 15, they will be considering applications for the Airport Board and the new Aquatics Board. The new Aquatics Board will be for a seven member board with staggered terms. Mr. Jones said the advance interview questions that went out included one question that asked for details as to which membership criteria the applicant would fall under. The HRC members asked staff to provide a matrix of the responses to that question to help them during their deliberation on appointments.

VIII. EXECUTIVE SESSION

None.

IX. ADJOURNMENT

There being no further items to come before the committee, Mr. Jones adjourned the meeting at 6:38 p.m.