

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

May 18, 2015 6:00 PM  
Assembly Chambers

## **I. ROLL CALL**

## **II. APPROVAL OF AGENDA**

## **III. APPROVAL OF MINUTES**

- A. April 27, 2015 Human Resources Committee Meeting

## **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 - Appointments
- 2. Juneau Human Rights Commission - Appointments
- 3. Treadwell Advisory Board - Appointments

### **B. Other Business**

- 1. Social Services Advisory Board Discussion

## **VI. STAFF REPORTS**

- A. Update from April 29, 2015 Alcohol Beverage Control Board Meeting - Verbal Report

## **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](mailto:city.clerk@juneau.org)

**ASSEMBLY AGENDA/MANAGER'S REPORT  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

April 27, 2015 Human Resources Committee Meeting

**ATTACHMENTS:**

| Description                                          | Upload Date | Type    |
|------------------------------------------------------|-------------|---------|
| <input type="checkbox"/> DRAFT HRC Minutes 4/27/2015 | 5/13/2015   | Minutes |

# ***DRAFT***

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

April 27, 2015 6:00 PM  
Assembly Chambers

### **I. ROLL CALL**

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

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

Other Assemblymembers present: Mary Becker, Jerry Nankervis.

CBJ Staff present: Amy Mead, Municipal Attorney; Laurie Sica, Municipal Clerk, Kim Kiefer, City Manager; Robert Steedle, Deputy City Manager; Bob Bartholomew, Finance Director.

Others Present: Pierre McHugh, Goldbelt; Ben Spiess, Attorney for Goldbelt (Teleconference).

### **II. APPROVAL OF AGENDA**

Hearing no objection, the agenda was approved as presented.

### **III. APPROVAL OF MINUTES**

#### **A. March 16, 2015 Regular Human Resources Committee Meeting Minutes**

Hearing no objection, the minutes of the March 16, 2015 Human Resources Committee were approved as corrected by Ms. Becker and Ms. Crane.

#### **B. April 6, 2015 Regular Human Resources Committee Meeting Minutes**

Mr. Jones noted two missing pages in the paper packet. The clerk redistributed those pages in an email. Hearing no objection, the minutes of April 6, 2015 Human Resources Committee were approved as presented.

### **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**

# ***DRAFT***

## 1. Social Services Block Grant Review Process: Follow-up from April 6, 2015 HRC meeting

Mr. Jones said this item was on the agenda as a follow up from the last meeting.

The Juneau Community Foundation (JCF) was meeting on May 2, and he had not heard back from them or any of its members. He asked if there were any comments from the committee or persons present about the topic and there were none. Mr. Jones said he would keep this as a pending item and looked forward to hearing comments from JCF.

## B. Liquor Licenses

### 1. Liquor License Ownership Transfer - Goldbelt Aerial Tramway to Goldbelt Incorporated

Mr. Jones said this was on the Assembly agenda on March 13 and there were questions due to clearance of sales tax issues and the improper leasing of the license. He met with the the CBJ Law and Clerk's office. He referred to a letter from the ABC Board noting that they were aware that the license had been leased. He called forward McHugh Pierre, representing Goldbelt and Mr. Ben Speiss, attorney from Goldbelt was on the phone. Mr. Jones said an email was sent immediately prior to the HRC meeting from the Alcoholic Beverage Control Board staff noting that Mr. Speiss held a lengthy conversation with the ABC staff the same day, and Cynthia Franklin said that Goldbelt was willing to work towards compliance.

Mr. Pierre said it was their intent to follow and comply with the law. The lease of the license was terminated and Goldbelt was not satisfied with the way the business had been conducted. Goldbelt absorbed the cost of unpaid sales taxes. Goldbelt would like to move forward and asked the Assembly to lift any protest so there was no obstacle to using the license for the summer season.

Ms. Crane asked about the advisory notice and the alert that it may be issued, and asked how that would affect the city's ability to act and if CBJ needed to take that into consideration. Ms. Mead said that was a factor to consider in protest. The entity operating the license wasn't the same entity that was making the sales. That entity was not registered or paying sales tax and that was a separate issue with the state's concern that the license was leased and not operating under state law. Ms. Mead said the sales tax had been paid. Ms. Mead said if Timberline was the operating entity, it was not registered.

Mr. Pierre said Goldbelt was the operator, d\l\ Timberline, they were the owner, the operator, and Goldbelt's name was on the license. There was a partnership, but Goldbelt had bought out the partner and it was moving to ensure that all of the legal entities know that Goldbelt was appropriately registered in all aspects of the Tram operation.

# ***DRAFT***

Ms. Crane said it appeared that there was no issue at this point. Ms. Mead said that if the same entity that owned the license was registered with sales tax, then there was no issue.

Mr. Jones said the degree of control that the license holder had over the licensed operations was a factor of license compliance and review, and that issue was being resolved.

Ms. Gladziszewski asked if the CBJ was not aware that the license was leased out. Mr. Pierre said he could not speak to the history of the issue, other than the current situation. Mr. Jones said the issue came to light when the transfer was received for review by CBJ departments.

*MOTION, by White, to waive the right to protest.* Hearing no objection, it was so noted.

## **2. CBJ Protest - License #4192, Seong's Sushi Bar and Chinese Takeout**

Mr. Jones noted the payment of the sales tax had brought the outstanding tax issue into compliance. The license remained suspended until ABC Board action. The ABC Board was meeting on Wednesday.

*MOTION, by Crane, to remove the protest of Seong's liquor license.* Hearing no objection, it was so ordered.

## **C. Other Business**

### **1. Juneau Commission on Aging Membership Recruitment**

Mr. Jones noted that there were several open seats on the Juneau Commission on Aging. There were also issues in the Juneau Economic Development Plan that were directed to action by the JCOA and he asked the committee to help recruit members.

Ms. Crane said she would forward the email list for the Retired Public Employees Association to the Clerk's office to solicit membership.

## **VI. STAFF REPORTS**

Ms. Sica noted the recent resignation of Gordon Jackson from the Planning Commission. She said that the position was being advertised and was added to the June 15 meeting of the Full Assembly sitting as the HRC to hold interviews for empowered boards.

Ms. Sica also noted a similar meeting on June 10 of the Full Assembly sitting as the HRC to hold interviews for empowered boards.

## **VII. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

None.

# ***DRAFT***

## **VIII. EXECUTIVE SESSION**

None.

## **IX. ADJOURNMENT**

There being no further business to come before the committee, the meeting adjourned at 6:25 p.m.

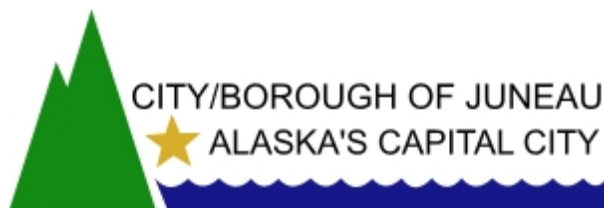
Submitted by Laurie Sica, Municipal Clerk

**ASSEMBLY AGENDA/MANAGER'S REPORT  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Bidding Review Board - Appointments

**ATTACHMENTS:**

| Description                                                   | Upload Date | Type         |
|---------------------------------------------------------------|-------------|--------------|
| <input type="checkbox"/> Bidding Review Board Factsheet       | 4/14/2015   | Staff Report |
| <input type="checkbox"/> Bidding Review Board Membership List | 4/14/2015   | Staff Report |



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

### 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

-PROPOSED REVISIONS to Bidding Review Board Hearing Procedures (2/11/2014)

-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 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:** The next meeting of the Bidding Review Board is scheduled for Tuesday, March 11, 2014 at 5:30p.m. in the Assembly Chambers to review the revisions to the Bidding Review Board Hearing Procedures.

**Special Facts:**

**Staff Contact:** City Clerk's Office - 586-5278 - [City\\_Clerk@ci.juneau.ak.us](mailto:City_Clerk@ci.juneau.ak.us)

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**BIDDING REVIEW BOARD**

Governing Legislation: CBJ Code Section 53.50

Total # of Seats: 5

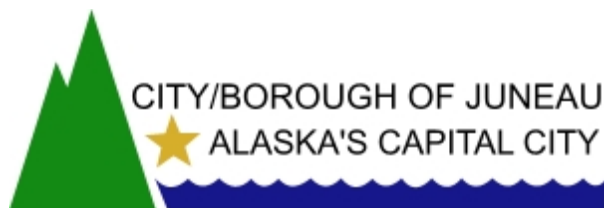
| Active Member or Liaison | Board Membership     | Title | First Name      | Last Name | Type of Seat    | Office Held   | Current Term Begins | Term Expires | Appointment Date | Reappointed 1 | Reappointed 2 | Reappointed 3 | Comments                                                   |
|--------------------------|----------------------|-------|-----------------|-----------|-----------------|---------------|---------------------|--------------|------------------|---------------|---------------|---------------|------------------------------------------------------------|
| Yes                      | Bidding Review Board |       | Open Seat       | Open Seat | Public          |               |                     | 5/30/2017    |                  |               |               |               | 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     |               |               | USCG Contracting Officer                                   |
| Yes                      | Bidding Review Board | Mr.   | Stephen         | Sorensen  | Public/Attorney |               | 4/11/2012           | 5/30/2015    | 4/11/2012        |               |               |               | Attorney                                                   |
| Yes                      | Bidding Review Board | Mr.   | John M. Wallace | Walsh     | Public          |               | 4/11/2012           | 5/30/2015    | 3/1/2000         | 7/1/2003      | 9/1/2006      | 4/11/2012     | Self-Employed Lobbyist                                     |
| Yes                      | Bidding Review Board | Mr.   | "Sandy"         | Williams  | Public          |               | 4/11/2012           | 5/30/2015    | 4/11/2012        |               |               |               | 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                                         |

**ASSEMBLY AGENDA/MANAGER'S REPORT  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Juneau Human Rights Commission - Appointments

**ATTACHMENTS:**

|                          | <b>Description</b>                             | <b>Upload Date</b> | <b>Type</b>  |
|--------------------------|------------------------------------------------|--------------------|--------------|
| <input type="checkbox"/> | Juneau Human Rights Commission Factsheet       | 4/14/2015          | Staff Report |
| <input type="checkbox"/> | Juneau Human Rights Commission Membership List | 5/13/2015          | Appeal       |



City and Borough of Juneau  
155 S. Seward Street  
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<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](mailto:City_Clerk@ci.juneau.ak.us)

**Website:** [http://www.juneau.org/clerk/boards/Human\\_Rights\\_Commission/Juneau\\_Human\\_Rights\\_Commission.php](http://www.juneau.org/clerk/boards/Human_Rights_Commission/Juneau_Human_Rights_Commission.php)

[Back to List](#)

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 | Reappointed 3 | Comments                                                                                                                                                 |
|--------------------------|-------|------------|-----------|--------------|-------------|---------------------|--------------|------------------|---------------|---------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Yes                      | Ms.   | Caitlin    | Teaster   | Public       |             | 8/11/2014           | 5/31/2017    | 11/25/2013       | 8/11/2014     |               |               | Also appointed to SSAB                                                                                                                                   |
| 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       |             | 9/29/2014           | 5/31/2015    | 9/29/2014        |               |               |               | Formerly served on JHRC 6/30/2009-9/15/2010 (moved out of town)                                                                                          |
| Yes                      | Mr.   | Alavini    | Lata      | Public       | Chair       | 5/13/2013           | 5/31/2016    | 8/24/2009        | 4/26/2010     | 5/13/2013     |               | Appointed to unexpired term beginning 8/24/09 expiring 5/31/2010; Reappointed 4/26/2010 to term exp. 5/31/2013. [Work email: Alavini.lata@alaskaair.com] |
| Yes                      | Mr.   | Washington | Parks     | Public       | Secretary   | 7/29/2013           | 5/31/2016    | 4/26/2010        | 7/29/2013     |               |               | Social Security Administration District Manager                                                                                                          |
| Yes                      |       | Open Seat  | Open Seat | Public       |             |                     | 5/31/2015    |                  |               |               |               | seat formerly held by Patricia Hill                                                                                                                      |
| Yes                      |       | Open Seat  | Open Seat | Public       |             |                     | 5/31/2017    |                  |               |               |               | seat formerly held by Steve Wolf                                                                                                                         |

**ASSEMBLY AGENDA/MANAGER'S REPORT  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Treadwell Advisory Board - Appointments

**ATTACHMENTS:**

| Description                                                                              | Upload Date | Type         |
|------------------------------------------------------------------------------------------|-------------|--------------|
| <input type="checkbox"/> Treadwell Arena Advisory Board - Task Force Webpage             | 4/14/2015   | Staff Report |
| <input type="checkbox"/> Ordinance 2015-18am-Establishing_Treadwell_Arena_Advisory_Board | 5/13/2015   | Ordinance    |
| <input type="checkbox"/> Treadwell Arena Advisory Board Membership Structure             | 4/14/2015   | Staff Report |



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## Office of the City Clerk

**UPDATE: APRIL 2015:**

**Ordinance 2015-18 establishing the Treadwell Arena Advisory Board was adopted by the Assembly on April 6, 2015. The Clerk's Office is currently accepting [applications \(click here for the application form\)](#) until May 12 from anyone wishing to apply to serve on the Treadwell Arena Advisory Board.**

## CBJ Review Task Force - Treadwell Ice Arena

This Task Force was charged with studying the feasibility of an empowered board for the management of the Treadwell Ice Arena. The task force was made up of seven members (plus alternates) representing: 1 Assemblymember (Chair), 1 member of the Eaglecrest Ski Area Board, 1 member of the Parks & Recreation Advisory Committee (PRAC), 1 member from a hockey user group, 1 member from a figure skating user group, 1 member of the general public, and the City Manager or her designee.

**The Task Force completed its work and forwarded the below Task Force Report to the Assembly on December 12, 2014. Following submission of the report, the Task Force was disbanded.**

Staff Liaison: [Diane Cathcart](#)

## Task Force Report

### Task Force Charter

You may also contact [Diane Cathcart](#) or [City.Clerk@juneau.org](mailto:City.Clerk@juneau.org) if you are interested in receiving any of the back up material discussed at the meetings.

| Agendas/Packets                           | Minutes                                   |
|-------------------------------------------|-------------------------------------------|
| <a href="#">Friday, September 5, 2014</a> | <a href="#">Friday, September 5, 2014</a> |
| <a href="#">Thursday, October 2, 2014</a> | <a href="#">Thursday, October 2, 2014</a> |
| <a href="#">Thursday, October 9, 2014</a> | <a href="#">Thursday, October 9, 2014</a> |

Presented by: The Manager  
Introduced: 03/16/2015  
Drafted by: A. G. Mead

## **ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2015-18(am)**

### **An Ordinance Establishing the Treadwell Arena Advisory Board.**

WHEREAS, on July 21, 2014, the Assembly created the Treadwell Arena Task Force ("Task Force") to study the feasibility of an empowered board for management of the Treadwell Ice Arena; and

WHEREAS, in its report to the Assembly dated December 12, 2014, the Task Force recommended that the Treadwell Arena Advisory Board be formed.

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

**Section 1. Classification.** This ordinance is a non-code ordinance.

**Section 2. Treadwell Arena Advisory Board Established.** There is established the Treadwell Arena Advisory Board.

**Section 3. Membership Qualifications.** The Board shall be comprised of seven voting members appointed from the general public, and one liaison from the Parks and Recreation Advisory Committee. The liaison shall not have the power to vote and shall not be counted in determining whether a quorum of the Board is present. Members shall be appointed to staggered three-year terms. To the extent practicable, at least one member shall have professional marketing experience. 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.

### **Section 4. Treadwell Arena Advisory Board Purpose.**

A. The Treadwell Advisory Board shall, in consultation with the Treadwell Arena Manager, report to the Assembly Committee of the Whole on an annual basis on issues relating to the Treadwell Ice Arena. The Board's report shall address, at a minimum, the following:

1. Ways to market Treadwell Arena to increase the number of users now and into the future;

2. Identification of barriers in CBJ Code that could hinder marketing efforts related to advertising, fundraising, concession sales and naming rights;
3. Methods to establish better and clearer relationships with user groups and the public to gain ideas for increasing users and revenues;
4. A review of rink operational standards in order to assist in identifying areas in which operational efficiencies may be increased; and
5. A review of ice scheduling and allocation of rink resources in order to assist in ensuring equity in opportunity and support for a diversity of community rink users.

B. *Initial report.* The Board's initial report to the Assembly shall be due no later than May 1, 2016. In addition to the information outlined above, the initial report shall include findings on the following:

1. Has the number of users increased?
2. Have revenues increased?
3. Have revenue streams diversified?
4. Has the cost recovery continued at 50% or greater?
5. Have operational cost savings measures been implemented or identified?
6. Has a marketing strategy been developed?
7. Has a user group feedback system been developed?

**Section 5. Procedure.** The Treadwell Arena Advisory Board's procedure shall be governed by Robert's 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.

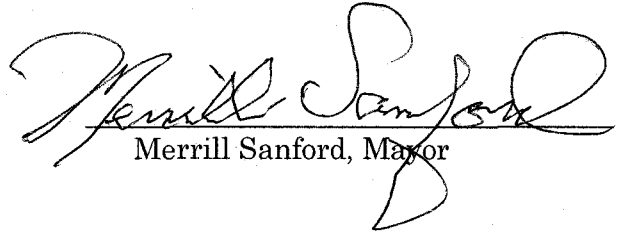
**Section 6. Officers, Meetings, Quorum.** In accordance with the Advisory Board Rules of Procedure, the Board shall select its own officers, and shall hold regular meetings on a schedule established by the Board, as well as such special meetings as required to conduct business.

**Section 7. Liaison.** The City Manager shall designate a staff liaison to the Board as available and appropriate.

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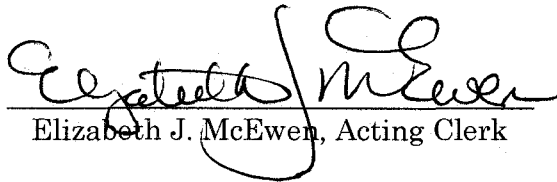
**Section 8. Effective Date.** This ordinance shall be effective 30 days after its adoption.

Adopted this 6<sup>th</sup> day of April, 2015.



Merrill Sanford, Mayor

Attest:



Elizabeth J. McEwen, Acting Clerk

# Treadwell Arena Advisory Board

Governing Legislation: Ordinance 2015-18

Total # of seats - 7 Public Seats + 1 PRAC Liaison; See Ordinance 2015-18 for membership qualifications.

| Active Member or Liaison | Board Membership               | First Name | Type of Seat                    | Office Held           | Current Term Begins | Term Expires | Appointment Date | Comments                                      |
|--------------------------|--------------------------------|------------|---------------------------------|-----------------------|---------------------|--------------|------------------|-----------------------------------------------|
| Yes                      | Treadwell Arena Advisory Board | Open Seat  | Public                          |                       |                     | 5/31/2016    |                  |                                               |
| Yes                      | Treadwell Arena Advisory Board | Open Seat  | Public                          |                       |                     | 5/31/2016    |                  |                                               |
| Yes                      | Treadwell Arena Advisory Board | Open Seat  | Public                          |                       |                     | 5/31/2017    |                  |                                               |
| Yes                      | Treadwell Arena Advisory Board | Open Seat  | Public                          |                       |                     | 5/31/2017    |                  |                                               |
| Yes                      | Treadwell Arena Advisory Board | Open Seat  | Public                          |                       |                     | 5/31/2018    |                  |                                               |
| Yes                      | Treadwell Arena Advisory Board | Open Seat  | Public                          |                       |                     | 5/31/2018    |                  |                                               |
| Yes                      | Treadwell Arena Advisory Board | Open Seat  | Public                          |                       |                     | 5/31/2018    |                  |                                               |
| Yes                      | Treadwell Arena Advisory Board | Open Seat  | PRAC Liaison                    |                       |                     | n/a          |                  | Parks & Recreation Advisory Committee Liaison |
| Yes                      | Treadwell Arena Advisory Board | Kirk       | Parks & Rec. Staff Liaison      | Parks & Rec. Director |                     | n/a          |                  | Parks & Rec. Staff Liaison                    |
| Yes                      | Treadwell Arena Advisory Board | Lauren     | Parks & Rec. Staff Liaison      | Ice Rink Manager      |                     | n/a          |                  | Parks & Rec. Staff Liaison                    |
| Yes                      | Treadwell Arena Advisory Board | Recreation | Parks & Rec. Alt. Staff Liaison |                       |                     | n/a          |                  | Parks & Rec. Staff Liaison                    |

**ASSEMBLY AGENDA/MANAGER'S REPORT  
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

Social Services Advisory Board Discussion

**ATTACHMENTS:**

|                          | <b>Description</b>                                                     | <b>Upload Date</b> | <b>Type</b>  |
|--------------------------|------------------------------------------------------------------------|--------------------|--------------|
| <input type="checkbox"/> | Loren Jones Memo from April 6, 2015 re:<br>SSAB Review/Recommendations | 4/11/2015          | Cover Memo   |
| <input type="checkbox"/> | SSAB Factsheet                                                         | 4/14/2015          | Staff Report |
| <input type="checkbox"/> | Resolution 2206 Restablishing the Social<br>Services Advisory Board    | 4/14/2015          | Resolution   |

## **Next Steps in Human Resources Committee (HRC) review of the Social Services Advisory Board (SSAB)**

The HRC has undertaken a review of the current structure and function of the SSAB. As Chair I had presented my concerns based on talks with some providers and having attended many meetings during CY 2014. We have met with the existing SSAB Members. We held a special meeting to and invited social service providers in Juneau (current recipients of funds and others) to talk to us about the SSAB. We had sent them a list of issues detailed below.

Two policy issues that came from that meeting were:

- Should this volunteer board be responsible for the quarterly reports and provide feedback to the grantees?
- Should the SSAB focus more on: " ... serve as a forum for social service issues in the community ... " as outlined in the section (b) of Resolution 2206?

Below are several general questions that we would appreciate your comments/feedback on as well. These questions are not exclusive of other issues you feel are more important for the HRC to consider. Please share any ideas or issues.

1. What role should the SSAB play in the social services community in Juneau?
2. How might a volunteer board determine the needs of the social service community in Juneau?
3. Currently the grants are divided between those for \$50,000 and those for \$25,000. An alternate is: should grants be ranked by specific criteria and funded at a level of need?
4. Given the current size of the grants, should the quarterly reporting requirements be changed to six month or annual reporting?

In general the issues that seemed to come from this review were:

- Can the SSAB fulfill the role of advisor to the Assembly as envisioned in the resolution and still do the actual administration of the grants.
- Can we legitimately expect a volunteer board that meets monthly with minimum staff support to adequately review these grants and to provide appropriate reports back to grantees and to the Assembly.
- How can the Assembly (given the struggles of the SSAB noted in the bullet above) be assured that the funds allocated are being used in the best interest of the CBJ and the citizens they are supposed to be serving.
- Is there a way to structure a process that can meet these needs.

Given my view of these meetings and the issues raised I have given great thought about how we might proceed. I have spoken with the City Manager, the City Attorney, the Chair of the Juneau Community Foundation and the Executive Director of the United Way of SE Alaska. I have also talked with two providers that attended the earlier meeting or sent in a written response and tried to call two others but they are out of town. I have enough of a concurrence that I feel that this proposal is at the stage to bring it to the HRC for consideration.

On March 31 I met with the SSAB at their regularly scheduled meeting and briefed them on this proposal. Like the others they saw some pros and some cons to this idea. I encouraged them to read this document and then to attend public hearings and to voice their concerns and to make suggestions to how this would be implemented if approved by the HRC and the full Assembly.

The Juneau Community Foundation has embarked this year on a new grant process as the result of the formation of the Juneau Hope Endowment Fund. The funds they are in the process of awarding for the first time equal or exceed the current SSAB grant funds. The JCF is building an expertise in awarding and managing grants of equal size and somewhat same complexity as currently funded by the SSAB. This represents a new entity in the funding of local grants for similar purposes.

**In outline form I am proposing the following actions be taken:**

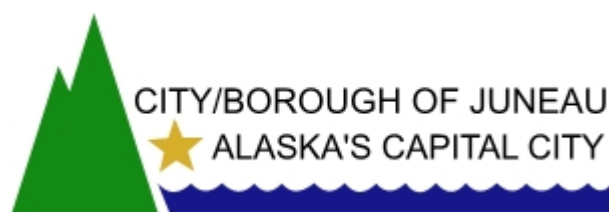
- A. The HRC would recommend to the Assembly that Resolution #2206 be repealed. This would eliminate the SSAB.
- B. The City manager would have staff complete the administration of the current two year awards. Receiving and reviewing the reports and assuring that grant funds continue to current grantees until those grants end in June 30, 2016.
- C. That by January of 2016 the CBJ would have a contract with the Juneau Community Foundation (JCF) to issue the grant proposal and to fund the Social Services grants starting July 1, 2016 until June 30, 2018. JCF would require some administrative cost be covered and this would be part of the negotiations and subsequent budget decisions in FY 17 and beyond.
- D. The utility grants would be managed by the CBJ.
- E. In order to give the City Manager the policy direction for that contract the following would need to be accomplished.
  - a. The HRC would establish a meeting schedule for September – November 2015 to meet with the United Way of SE Alaska and social service providers in Juneau to understand potential needs or gaps in social services.
  - b. From these meetings the HRC would recommend to the full Assembly the policy guidelines for the issuance of the grants, including any restrictions on the amount of a grant, reporting requirements (from the grantee and from JCF to the Assembly), and any specific target needs if any.
  - c. The HRC would also set forth what information would be provided to the HRC and full Assembly and how often this information would be provided.
- F. The HRC would also establish periodic meetings (each six months or so) with United Way of SE Alaska and providers to look at issues they are facing and how the CBJ can help address these issues.
- G. The Assembly would then have all the information needed to proceed with the FY 17-18 budget to assure they are appropriated to the JCF for awarding as grants.
- H. The cycle noted in D above would be repeated prior to the next two year cycle of grant funding from the CBJ.

#### Final Comments:

The current SSAB wants to be assured that there is some public accountability in these funds expenditures and if not them at least some process for public and Assembly to comment and guide the way the funds are expended.

The JCF President has discussed this with the JCF Board and while they have not made a formal commitment they are willing to discuss further the ideas here and may have more to communicate after their retreat on May 3.

We may want to consider a meeting to hear some initial comments at our April 27 HRC meeting prior to a fuller discussion by this committee prior to making any decision on this idea.



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## CBJ BOARDS, COMMITTEES, COMMISSIONS & TASK FORCES

### Social Services Advisory Board Fact Sheet

**Title:** Social Services Advisory Board

**Type of Board/Commission/Committee:** Advisory

**Affiliated Department:** Finance

**Status:** Active

**Governing Legislation:**

-Resolution 2206

-Date Created: March 21, 1988

-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:** Section 3. Purposes. (a) Social Services Block Grants. The Board shall oversee the process for recommending to the Assembly that CBJ funds be awarded to community health and social services organizations. Such oversight shall include: (1) Establishing criteria for allocation of available funding among applicants based on an assessment of need in the community, (2) Advising the Manager on the content of the "Request for Applications for Block Grants", (3) Reviewing and evaluating grant applications, (4) Recommending approval of applications and awarding of funds to the Assembly Finance Committee annually during consideration of the CBJ budget, (5) Reviewing grantees' quarterly narratives and financial reports, and monitoring progress toward goals and objectives stated in grantee's applications for funds, and (6) Advising the Assembly as needed on the level of block grant funding necessary to meet the need for supplemental local government support to nonprofit social services providers. (b) Social Services Advocacy. The Board shall serve as a forum for social services issues in the community, shall advise the Assembly on any course of action that would help to resolve the issue, and shall advocate to the Assembly on behalf of Juneau social service nonprofit agencies.

**Membership:** Section 2. Membership. The Board shall consist of seven members who shall serve without compensation. Nominations for appointment shall be made by the Assembly Human Resources Committee, and shall be subject to ratification by the Assembly. Appointments shall to the extent practicable include or represent social service consumers. Board members may not at the time of appointment be employees or directors of any agency applying for or receiving a CBJ social services block grant, and upon becoming so thereafter shall resign from the Board.

**Officers:** Chairperson

**Quorum:** 4

**Term Limits:** None

**Annual Appointment Period (Annual Reports Due):** September

**Meetings:** 5:30p.m. on the Third Tuesday of each month in the Downtown Library Large Conference Room. Check the online CBJ Meeting Calendar for specific month's to see if the meeting date has changed for any reason. Additional meetings may also get scheduled during the Grant Review/Scoring process.

**Special Facts:**

**Staff Contact:** Sam Muse - 586-0341 - [Sam.Muse@juneau.org](mailto:Sam.Muse@juneau.org)

**Website:** <http://www.juneau.org/SSAB/>

[Back to List](#)

Presented by: The Manager  
Introduced: 04/28/2003  
Drafted by: J.R. Corso

## **RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2206**

### **A Resolution Reestablishing the Social Services Advisory Board and Repealing Resolution No. 2053.**

WHEREAS, the City and Borough supports the provision of health and social services in the community, and

WHEREAS, the mental, physical, and social health needs of the community are often best met through multiple support services, and

WHEREAS, the City and Borough Assembly makes funds available annually for health and social services provided by community nonprofit organizations, and

WHEREAS, the City and Borough Assembly seeks the advice of citizens with expertise and experience in the arena of social services, and

WHEREAS, to further these ends, the Assembly by Resolution 2053 established the Social Services Advisory Board, and

WHEREAS, to broaden the service provided by the Board and to better draw upon the expertise of its members, it is now advantageous to expand the scope of Board activities.

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

**Section 1. Social Services Advisory Board Established.** There is hereby reestablished the Social Services Advisory Board.

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**Section 2. Membership.** The Board shall consist of seven members who shall serve without compensation. Nominations for appointment shall be made by the Assembly Human Resources Committee, and shall be subject to ratification by the Assembly. Appointments shall to the extent practicable include or represent social service consumers. Board members may not at the time of appointment be employees or directors of any agency applying for or receiving a CBJ social services block grant, and upon becoming so thereafter shall resign from the Board.

**Section 3. Purposes.**

(a) Social Services Block Grants. The Board shall oversee the process for recommending to the Assembly that CBJ funds be awarded to community health and social services organizations. Such oversight shall include:

(1) Establishing criteria for allocation of available funding among applicants based on an assessment of need in the community,

(2) Advising the Manager on the content of the “Request for Applications for Block Grants”,

(3) Reviewing and evaluating grant applications,

(4) Recommending approval of applications and awarding of funds to the Assembly Finance Committee annually during consideration of the CBJ budget,

(5) Reviewing grantees’ quarterly narratives and financial reports, and monitoring progress toward goals and objectives stated in grantee’s applications for funds, and

(6) Advising the Assembly as needed on the level of block grant funding necessary to meet the need for supplemental local government support to nonprofit social services providers.

(b) Social Services Advocacy. The Board shall serve as a forum for social services issues in the community, shall advise the Assembly on any course of action that would help to resolve the issue, and shall advocate to the Assembly on behalf of Juneau social service nonprofit agencies.

**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.

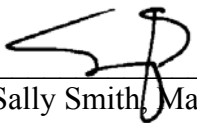
**Section 6. Organization Chart.** The organizational chart attached hereto as Exhibit "A" depicts the relationships between the Assembly, the Assembly Human Resources Committee, and the Social Services Advisory Board.

**Section 7. Administrative Support.** The Manager shall provide the Board with such department staff support as may be available and appropriate.

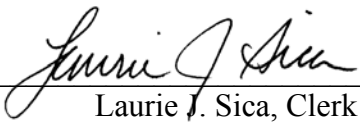
**Section 8. Repeal of Resolution.** Resolution No. 2053 is repealed.

**Section 9. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 28<sup>th</sup> day of April, 2003.

  
\_\_\_\_\_  
Sally Smith, Mayor

Attest:

  
\_\_\_\_\_  
Laurie J. Sica, Clerk

Vote: Unanimous

# Social Services Advisory Board Organizational Chart

