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

March 16, 2015 5:30 PM
Assembly Chambers
Minutes

I. ROLL CALL

HRC Chairman Loren Jones called the meeting to order at 5:32p.m.

Members present: Chair Loren Jones, Debbie White, Karen Crane, Maria Gladziszewski

Members absent: None.

Staff present: Beth McEwen, Deputy Clerk; Kim Kiefer, City Manager; Rob Steedle, Deputy Manager; Kirk Duncan, Parks and Recreation Director; Robert Barr, Library Director

II. APPROVAL OF AGENDA

Ms. McEwen said she will provide an update to the liquor license agenda item at that point in the agenda.

She also noted that the red folder contained an application from Mike Boyer for reappointment to the Board of Equalization.

III. APPROVAL OF MINUTES

A. Special Human Resources Committee Meeting Minutes February 19, 2015

Hearing no objections or corrections, the minutes of the February 19, 2015 Special Human Resources Committee meeting were approved.

B. Regular Human Resources Committee Meeting Minutes February 23, 2015

Hearing no objections or corrections, the minutes of the February 23, 2015 Regular Human Resources Committee meeting were approved.

IV. PUBLIC PARTICIPATION

None.

(Not to exceed a total of 10 minutes nor more than 2 minutes for any individual).

V. AGENDA TOPICS

A. Board Matters

1. Follow-up from City Manager to HRC questions re:Empowered Aquatic Facility Board

   Ms. Kiefer thanked the individuals who met and worked on coming up with answers to the questions that were posed regarding the formation/structure of a proposed empowered pool board. Those individuals were: Jeff Bush, Rosemary Hagevig, Matt Lillard, Max Mertz, Greg Smith, and Kirk Duncan. Ms. Kiefer said a number of those individuals were in the audience and available to answer any questions the committee had. The document they submitted was in answer to the questions that had been provided by HRC Chair Jones and did not include any recommendations as to how the Assembly should or shouldn't proceed.

   Ms. Kiefer noted the memo relating to the cost recovery formula on page 4 and explained that CBJ does not currently have a cost recovery formula that everybody uses. She explained that it is done very differently depending on which department/facility is being looked at. She explained that what Eaglecrest does is different than what Treadwell does, which is different than what the pools do. Ms. Kiefer proposed that they come back for at least the Parks and Recreation side of things by August with a plan that is very clear on cost recovery, what is included and how CBJ determines what all those pieces are. She gave an example of the portion of the memo that refers to subsidized time for the Juneau School District when they use the pools. That means that the pools can't rent that space out during that period since it is occupied by JSD so they end up loosing some money during that time. They will need to determine how to decide what the value is of those hours that are used. She said the same thing holds true with Treadwell Arena.

   Ms. Kiefer noted that on page 4, the items included there are important things to consider and could be looked at in many different ways other than just looking at what the net cost recovery is coming up with a percentage. She recommended that the HRC/Assembly allow staff the time they need to look at the Parks and Recreation cost recovery systems in its entirety and clearly articulate what cost recovery will be and what will be included in it so that there is a benchmark that everybody understands. She said they will have that to the Assembly by the end of August.

   Ms. Kiefer thanked the members of the workgroup for their work for which they held long meetings during a short period of time. Mr. Jones also thanked the workgroup for the efforts and noted that he met with them for approximately an hour to discuss the questions.

   Mr. Jones asked the members if they had any follow-up questions.

   Discussion took place regarding the membership make-up of the proposed empowered board.

   Ms. Crane said she still had a problem with the make-up of the board. She said she felt that the way it is currently proposed, they could still end up with a board that is primarily made up of swimming club members or members of their immediate families. She was concerned that the rest of the seats could end up being full of parents of children within the swimming programs. She would like to see the prohibition widened a bit with regards to the board make up. She said they had heard from seniors, persons with disabilities and others in the community and she wanted to make sure that members of the general public were able to get appointed.

Ms. Gladziszewski said she was confused by the language on the first page of the memo. Ms. White was concerned about limiting it too far instead of leaving the discretion up to the Assembly to make those decisions at the time the applications are considered.

As a result of the recommendation in the memo and discussion by the committee, Mr. Jones and Ms. Kiefer said they could take their concerns under advisement and try to come up with some language that meets their intent of the members.

Mr. Jones asked if the committee had any objection with the Parks and Recreation Director and a representative from the Juneau School District being liaisons (non-voting) to the empowered board and for that language to be included in the ordinance. Ms. Gladziszewski said she did not have any objection to that but that the use of the word "liaison" in the Human Resources Committee is very different in different committees. She said it is very unclear when a Liaison position is a voting vs. a non-voting member and she said that she would like to be precise as to what the meaning of "liaison" actually is.

Mr. Jones said that the term liaison is defined under the Assembly Rules of Procedure. He said tonight at the Assembly meeting, they are going to correct one of those causes for confusion by changing the Juneau Commission on Sustainability, the Assembly and the Planning Commission liaison status to those of non-voting members. He clarified that for the Aquatic Facilities Board, the Parks and Recreation Director and School District Liaisons would not count towards quorum of the board nor would they be voting members. Mr. Jones also acknowledged the difference between Assembly liaisons and staff liaisons and that each board's legislation may define the terms differently and we may not be able to get to all of them to standardize the language.

Ms. Crane said that the memo from the working group says there will be no change in employee rights, that staff restructuring and reductions that may be necessary in future periods as conditions warrant will be considered by the Aquatics Board and the Aquatics Manager. It then says that the board shall submit its budget to the City Manager for transmittal to the Assembly and it is through the budget that the Assembly would have review and approval authority over staffing proposals at the Aquatics facilities. She raised a concern and said she would like to see it done similar to Eaglecrest in which they use the services of the Human Resources Department and making the changes there. She said she doesn't want to tie their hands but if there is a proposal to substantially change staff in some way such as employee rights or massive changes in classification, the Assembly has an opportunity to look at that before it comes to the budget. Ms. Kiefer noted that any changes with reductions and restructuring needs to be adjusted similar to what Eaglecrest has done this year because of conditions. She also noted that any of that would be done with the oversight of the HR Department. Ms. Crane said she was OK with that.

Ms. White asked for clarification on the timeline involved with the cost recovery issue vs. this ordinance in particular. Ms. Kiefer explained that staff is looking at the big cost recovery picture as it relates to all Parks and Recreation fees and all the components that go into coming up with cost recovery numbers. That is a separate issue from this ordinance and the creation of an Aquatics Board. They will be looking at all the fees and changes and it will also most likely be coming up during their discussion on the Treadwell board as well.

Mr. Jones said the next Assembly meeting is on April 6 and he hoped to bring this back to the HRC on April 6. If there were any changes at that meeting and the ordinance is introduced at the Assembly meeting that same night, it could have a version (b) or (c) with the public hearing held at the April 27 Assembly meeting.

MOTION by Ms. White to make the changes already requested and bring the ordinance back to the HRC on April 6 for additional review and also for the ordinance to to be introduced at the April 6 Assembly meeting and set for public hearing at the next regular Assembly with a version (b) or (c) depending on any changes made in committee. *Hearing no objection, the motion carried.*

2. Animal Hearing Board - Annual Report

Ms. McEwen noted that the Animal Hearing Report was provided by Municipal Clerk Laurie Sica.

Ms. Crane said she had some follow-up questions with respect to the dog Sushi, where is he today and what is the status. Is the dog still in town, if so, has the insurance been paid and has there been follow-up on this case. Ms. McEwen said she thought the dog was still in town and that the owner has been in compliance with the requirements but she will ask for additional follow -up information.

Mr. Jones noted that the appointments to the Animal Hearing Board are made by the City Manager and two seats were recently appointed.

Ms. McEwen reported that the board did hold a hearing the week prior to this meeting.

3. Personnel Board - Annual Report & Appointments

Ms. McEwen noted that Municipal Clerk Laurie Sica provides staff support to the board. Their previous chair, Judith Porter just had knee replacement surgery so was not able to attend this meeting.

Mr. Jones asked about their meeting schedule. Ms. McEwen explained that they usually hold one organizational meeting each year and then only meet when issues are brought before the board.

MOTION by Ms. Crane to recommend reappointment of Judith Porter to the Personnel Board to a term expiring January 31, 2018. *Hearing no objections, the motion carried.*

4. Board of Equalization - Annual Report & Appointments

Ms. McEwen reported that the Board of Equalization (BOE) is one that Ms. Sica provides staff support to and during her absence, Ms. McEwen supports that board. Ms. McEwen explained the next cycle of BOE meetings will be coming in May or June.

Ms. Crane asked if Mr. Moseley was willing to serve on more than one CBJ Board since he was recently appointed to the Jensen-Olson Arboretum Advisory Board. Ms. McEwen explained that he did express a willingness and desire to serve on more than one board.

MOTION by Ms. Crane to recommend reappointment of Michael Boyer and David Epstein and appointment of Steve Moseley to the Board of Equalization to terms expiring December 31, 2017. *Hearing no objections, the motion carried.*

5. Juneau Public Library Endowment Board Annual Report

Library Director Robert Barr gave an update on the Library Endowment Board. Mr. Barr said this is a board of three persons made up of Mr. Barr chairing the board and one public member and one member from the Friends of the Library Board.

Mr. Barr explained for FY14, the Endowment Board had a beginning balance of just over $1 million. They made a $300,000 contribution, which had been long planned, to the Mendenhall Valley Public Library Construction Improvement Project. In that fiscal year, the endowment board also decided to begin moving its entire amount, both principal and interest, into the CBJ Long Portfolio fund which is composed of roughly equal split between Mutual Fund - Vanguard. That process started early in FY15 and will be completed in the end of FY16. The endowment board took no action as far as further disbursements go for FY16 and the plan is to continue that until the funds from the Mendenhall Library Public Library are recouped via interest earnings. As a result, the annual reports for the next few years will most likely be fairly quick.

Mr. Jones said in the last sentence on the last page, it said there was an error in the FY14 interest income and the interest should have been $13,072.33. He asked if that amount was to replace the amount of $14,990.43 mentioned higher on that sheet.

Mr. Barr said he was not sure but will check with Finance and get back to him with an answer.

6. Ordinance 2015-18 An Ordinance Establishing the Treadwell Arena Advisory Board.

Chairman Jones noted that there was an email from Patty Collins included in the packet with the draft ordinance. He said he did not intend to take public testimony on the ordinance during this HRC meeting but that it is set for introduction at the Assembly meeting that night and will be up for public hearing at the April 6 Assembly meeting. He said mainly, the purpose for the discussion at this HRC meeting was to bring forward any changes or concerns with the current draft of the ordinance. He noted that some of the same issues most likely apply with respect to what was brought up during the discussion of the Aquatics Facilities empowered board.

Ms. Gladziszewski suggested a language change to clarify the "liaison" piece so that Section 3 reads: "The Board shall be comprised of seven voting members appointed from the general public. One liaison from the Parks and Recreation Advisory shall be designated but not have the power to vote and shall not be counted in determined whether a quorum of the of the Board is present."

7. Resolution 2718 A Resolution Re-establishing the Juneau Commission on Sustainability, and Repealing Resolution 2528.

Mr. Jones said that presently the Assembly and Planning Commission members on the JCOS were voting members and were counted as part of the quorum. This proved to be problematic when the JCOS meetings were being held at the same time as the Assembly Finance Committee meetings. This was discussed at an HRC meeting back in November and the JCOS finally discussed this topic at its most recent meeting and agreed that a change should be made to make the Assembly and Planning Commissioners liaisons, and not voting members. Mr. Jones noted that this resolution is on the Assembly Consent Agenda for adoption at the March 16 Assembly meeting.

MOTION by Ms. Gladziszewski to request the following change to the language in Section 2 of Resolution 2718 to read: "The Commission shall be comprised of seven members appointed by the Assembly. In addition, one liaison from the Assembly and one from the Planning Commission shall be designated. The liaison shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is present." *Hearing no objection, the motion carried.*

B. Liquor Licenses

1. Liquor License Renewals - Protest Recommendations

Ms. McEwen reported that the Finance Department reported that Suite 907 filed the necessary returns and paid all outstanding balances and the Finance

Department is withdrawing its protest recommendation. They also reported that the unfiled sales tax returns were filed and paid by Jack & Arlene Tripp d/b/a Viking Restaurant & Lounge so the Finance Department is withdrawing its protest of that license renewal.

MOTION by Ms. Gladziszewski that the HRC recommend the Assembly waive its right to protest the two liquor license renewals for License #447 Suite 907 and License # 2533 for Jack & Arlene Tripp d/b/a Viking Restaurant & Lounge. *Hearing no objections, the motion carried.*

C. Other Business

1. Resolution 2724 A Resolution Urging the Alaska Legislature to Expand Medicaid Coverage to Improve the Health of Alaskans and Alaska's Economy.

Chair Jones noted that Assemblymember Jesse Kiehl had asked that this item be on the HRC and Assembly agendas for March 16. He invited Mr. Kiehl up to speak to this request.

Mr. Kiehl said the governor's office has requested municipalities around the state to pass resolutions similar to this one, urging the legislature to expand Medicaid under the *Affordable Care Act.* He said this would save the State of Alaska approximately $6.5 million and it would lead to roughly 4,000 new jobs in the Alaska economy and it would have significant benefits here in Juneau as well.

He said he would flag one correction to make to the seventh "Whereas" clause in which the word "payor" needs to be changed to "patient" mix. *Hearing no objections, that correction would be made.*

Mr. Jones said it is his understanding that the governor intends to introduce his own bill in the legislature on March 17. Mr. Kiehl said that is a strong rumor and likely to happen.

MOTION by Ms. Crane recommend the HRC forward support for this resolution to the Assembly with the correction noted above. *Hearing no objection, the motion carried.*

IV. STAFF REPORTS

A. Scheduling Full Assembly as HRC Meetings in June

Ms. McEwen noted that she polled Assemblymembers for availability to schedule two meetings of the Full Assembly sitting as the Human Resources Committee to interview applicants for the Airport, Eaglecrest, and Docks & Harbors Board and if there is an Aquatics empowered board at that time, that board would also be added to the mix.

The initial proposal was to have one meeting on June 15 and another meeting on June 17. Ms. McEwen said that having heard back from Assemblymembers, June 17 was not a good day but in fact, June 10 was a good alternative. Ms. Crane noted that there is still an Assembly Finance Committee meeting scheduled for June 10 but she anticipates the budget process will be done well before that. Should the budget not be adopted by then, it would take precedence over a meeting of the Full Assembly as the HRC.

Discussion took place regarding scheduling. It was decided to tentatively schedule the two meetings for June 10 and June 15 with a 5:30pm start time and applications due on May 26 and June 1 respectively.

V. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

VI. EXECUTIVE SESSION

VII. ADJOURNMENT

There being no further business to come before the committee, Mr. Jones adjourned the meeting at 6:21p.m.