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

September 29, 2014 6:00 PM
Assembly Chambers

I. ROLL CALL

Chair Jesse Kiehl called the meeting to order at 6pm.

Committee members present: Jesse Kiehl, Kate Troll, Loren Jones (telephonically), and Jerry Nankervis (telephonically)

Other Assemblymembers present: Karen Crane

Staff Present: Beth McEwen Deputy Clerk; Rob Steedle Deputy City Manager, Beth McKibben Senior Planner

II. APPROVAL OF AGENDA

Ms. McEwen noted one change in the agenda packet and that was a request from Scott McAdams to change his application for the Douglas Advisory Board to apply to the Social Services Advisory Board instead.

III. APPROVAL OF MINUTES

A. August 11, 2014 Regular Human Resources Committee Meeting

There being no changes and hearing no objection, the minutes of the August 11, 2014 meeting were approved as presented.

B. August 25, 2014 Regular Human Resources Committee Meeting

There being no changes and hearing no objection, the minutes of the August 24, 2014 meeting 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

1. Americans with Disabilities Act Committee - Annual Report & Appointments

ADA Committee members Lesley Thompson, Pamela Mueller-Guy and Melanie Zahasky were present. Ms. Thompson provided a synopsis of the committee's annual report and a brief history of the Americans with

Disabilities Act of 1990. She also gave an overview of the CBJ ADA Committee and its work with CBJ staff on implementing the goals and provisions of the ADA Act.

She explained that the committee has had guest speakers come and speak at each month's ADA Committee meeting. The committee had new members appointed this year and the whole committee received a one hour training by the State ADA Coordinator. Ms. Thompson said they try to be responsive to any ADA issues that come from the public and they work closely with the public member and CBJ staff to help resolve those issues. Some of the key issues the committee is working on has been accessibility, including inaccessibility of the downtown sidewalks. They spoke with the JCVB tourism manager about the tour ship and bus loading procedures and the need for more wheelchairs, walkers, and canes to be available as there are more people with challenges traveling.

The committee is also working on following up on last year's ADA survey. One of the big concerns shared was that of ice conditions and snow removal. They hope the city will make that a priority during the winter months and they are concerned that those priorities are being impacted by budget cuts.

Ms. Troll asked about the committee's request to Capital Transit to make a phone number available for texting snow routes for those who cannot hear the radio announcements. Ms. Pam Mueller-Guy said that request has not yet been implemented.

Ms. Thompson thanked the staff members who support the committee, Charlie Ford and Hal Hart.

There were three seats on the ADA Committee open for terms expiring August 31, 2017. Incumbents Marianne Mills, Melanie Zahasky, and Allen Hulett had all submitted applications for reappointment. No other applications had been received.

MOTION by Ms. Troll to recommend the Assembly reappoint Marianne Mills, Melanie Zahasky, and Allen Hulett to the ADA Committee to terms expiring August 31, 2017. *Hearing no objection, the motion carried.*

2. Douglas Advisory Board - Annual Report & Appointments

The Douglas Advisory Board's (DAB) annual report was submitted in the HRC packet. No one from the board was present to address the HRC. The board had two open seats for terms expiring September 30, 2017 and incumbents Joyce Vick and Marcheta Moulton had submitted applications for reappointment. As noted earlier under agenda changes, the application originally submitted by Scott McAdams for the DAB was moved for consideration as a Social Services Advisory Board (SSAB) application.

MOTION by Ms. Troll to recommend the Assembly reappoint Joyce Vick and Marcheta Moulton to the Douglas Advisory Board to terms expiring

September 30, 2017. *Hearing no objection, the motion carried.*

3. Jensen-Olson Arboretum Advisory Board - Appointments

There were three seats open on the Jensen-Olson Arboretum Advisory Board, two of which are designated seats - 1) the School District Superintendent or his Designee, and 2) a Discovery Southeast Representative. The third open seat was for a public (artist) member. There was one application from Dr. Bridget Weiss to serve as the School District Superintendent's Designee.

MOTION by Ms. Troll to recommend the Assembly appoint Dr. Bridget Weiss to the School District Superintendent designee seat on the Jensen-Olson Arboretum Advisory Board to a term expiring January 31, 2017 and asked for unanimous consent. *Hearing no objection, the motion passed.*

4. Juneau Human Rights Commission - Appointment

There were two open seats on the Juneau Human Rights Commission (JHRC) for terms expiring May 31, 2015. Former JHRC member Markus Bressler recently moved back to Juneau and submitted an application to serve on the JHRC once again.

MOTION by Mr. Jones to recommend the Assembly appoint Markus Bressler to the Juneau Human Rights Commission to a term expiring May 31, 2015. *Hearing no objection, the motion carried.*

5. Sister Cities Committee - Appointment

There was one open seat on the Sister Cities Committee for a term expiring January 1, 2015. Ms. McEwen explained that this falls within the six month time frame if the HRC wished to recommend appointment for the remainder of the present term as well as the three-year subsequent term.

MOTION by Mr. Jones to recommend the Assembly appoint Eli Olson to the Sister Cities Committee to the remainder of the current term expiring January 1, 2015 as well as to the full three-year term expiring January 1, 2018. *Hearing no objection, the motion carried.*

6. Social Services Advisory Board - Annual Report & Appointments

Social Services Advisory Board Chair Joanne Schmidt reported that the board just met and were disappointed to hear that one of their newest members submitted a resignation to be effective at the end of that meeting. Ms. Schmidt originally indicated in the annual report that she was not going to apply for reapplication but said in light of the other member's designation, she was willing to reconsider her decision.

Mr. Kiehl asked if any HRC members had questions about the report.

Ms. Troll thanked the board for making the allocations for the reduced amounts requested by the Assembly. She said she understands that it was difficult to do but that is what the board is charged with and they are the ones in the know when it comes to the details submitted in each of the grant applications. Ms. Schmidt said it was extremely difficult and that perhaps the board set themselves up for a difficult grant cycle. Since they did significant revisions to the proposal criteria and guidelines, that opened up opportunities to several more agencies. She said in her eight years of service, they received on average 21-22 applications and they were always able to fund everyone who had applied. This time they received 35 applications and had to turn away 10 agencies so this year was particularly painful.

Mr. Jones said he attended the past 4 to 6 meetings of the SSAB and he echoed Ms. Troll's appreciation of all the hard work the board has been doing. He said he thinks the board has been struggling and he didn't see them getting the staff support they needed. He said a lot of responsibility has been put on this group of volunteers that meets monthly. The board has struggled to meet a quorum and keep membership and that there has not been a lot of support from the city. He said in his experience with grant management at the state level, without adequate staff support it is difficult for a group of citizens to meet monthly to do the things that the SSAB is attempting to do. He said he doesn't know what to say or do in terms of the future of the SSAB. He said on the one hand appointing a couple of more people when there are only three people currently serving, may not be sufficient. He said he would like to maybe take a pause and possibly meet with the City Manager about the direction and staff assistance available to the board. He said he is struggling to appoint additional members to the board without having some very clear direction from the Assembly and the Administration on what the board ought to be doing and how they could be better supported.

Mr. Kiehl said he appreciates Mr. Jones' comments and suggested the HRC have a worksession with the remaining members of the SSAB and the City Manager to look at what the board is charged with doing, and how they can be supported in that work. He also agreed with Mr. Jones' comment about possibly leaving the appointments open for the present. He asked Ms. Schmidt where the board stood in terms of the grant cycle process.

Ms. Schmidt said they just finished the grant cycle and there will not be another RFP put out for another 18 months followed by approximately six months of intense work by the board. She said she appreciates Mr. Jones' comments, they are right on the mark. She expressed her gratitude for the work done by the former staff liaison Angelica Lopez-Campos but also said that they received very little involvement from the Assembly and HRC. She said the board manages a lot of money and she personally thinks there can be things done to help it work smarter.

Ms. Troll said that while she appreciates the concerns that Mr. Jones expressed she is prepared to act on the two applications that we have received so far. She does not want to risk loosing the interest for those people who have applied. Presentl there are two sets of terms: two seats for terms expiring 2015 and two expiring in 2017. She suggested have the new applicants fill the two seats expiring in 2015 and put the other two seats on hold until they have had a chance to do the review proposed by Mr. Jones. She is willing to go partway in order to capture the interest shown and to not go backwards.

Mr. Nankervis said they brought up good points and that since there is an 18 month window before the next grant cycle, this would be a good time to look at the issues raised by Mr. Jones.

Discussion took place regarding taking up the appointments at this time or postponing it to a later date. It was a consensus of the members to take up the two appointments for terms expiring 2015.

<u>MOTION</u> by Ms. Troll to recommend the appointments of Elizabeth Lange and Scott McAdams to seats on the Social Services Advisory Board to terms expiring September 30, 2015. *There being no objection, motion carried.*

Mr. Kiehl thanked Ms. Schmidt and the board for their work and said the HRC would be in touch with the SSAB to set up some additional meetings for the review discussed.

7. Utility Advisory Board Annual Report Follow-up

Mr. Kiehl noted that the packet had a follow-up information from the Utility Advisory Board (UAB) answering some of the questions asked by the HRC at its last meeting. Mr. Kiehl noted no action was necessary.

Mr. Jones said he had raised the questions at the last meeting as when he read the UAB annual report, it sounded as though the University water system had just now come offline and gone onto city water which raised some issues for him. He said in conversations with Rorie Watt and others after that meeting, he was to understand that the University has been on city water since the mid 1980's. He appreciated the quick follow-up from staff to his questions.

B. Other Business

1. Community Development Block Grant - Application Review

Senior Planner Beth McKibben reported on the two proposals that they have received in accordance with the Community Development Block Grant (CDBG) criteria previously reviewed and approved by the HRC in June. The two proposals received were from ***A Helping Rock*** and another from ***North Wind Architects (NWA)*** on behalf of ***Tlingit and Haida Regional Housing Authority (THRHA)***.

She said *A Helping Rock* is a recognized non-profit and they would like use the Community Development Block Grant (CDBG) funds for program funding for assistance to non-English speaking residents in Juneau. She said at the time she wrote the staff report, they were not able to determine whether or not their proposal would fit into one of the three categories: 1) Community

Development, 2) Planning, or 3) Special Economic Development. She said that after speaking with the Helping Rock folks, she believes their mission does fit within category 3 - Special Economic Development. She said that unfortunately they were asking for operational funds supporting salaries and program costs and that she learned from CDBG staff in Fairbanks that operational funds are not eligible for CDBG grants. Those funds are for tangible things such as buildings and fire trucks but not to pay salaries.

Ms. McKibben said in light of that news, staff recommends supporting the Willoughby District Development Plan to Reintroduce Low to Moderate Income Housing in the Willoughby area with Tlingit and Haida Regional Housing Authority as the co-applicant. She said there are still some concerns with that proposal and she thinks it could be revised somewhat to better fit into the CDBG scope of work. She is concerned about the ability to document the low/moderate income criteria. She wanted to make the HRC aware that they may not submit an application this year if as they work with the grant application, they discover it is not a viable application.

Ms. McKibben said she would be happy to answer any questions from the committee and James Bibb from NWA was also present to answer any questions members may have.

Ms. Troll asked Ms. McKibben what her overall sense was and if she thought THRHA would make it through the process. Ms. McKibben said she does not feel that she has enough information at this point to know. She said the grant applications are very thorough and ask for a lot of information. She said in looking at the planning document submitted, the project is an eligible CDBG project and the amount of the money they are asking for is only for $100,000. She said that alone would give them a better chance of getting awarded because the state does like to spread the money around to as many communities as they can. She said having smaller applications vs. asking for the full $850,000 as with past years' submissions would give them a great chance of being funded. She said her concern has to do with the ability to document the low to moderate income beneficiaries to the satisfaction of the CDBG program.

Mr. Jones asked why NWA submitted the proposal instead of THRHA since NWA was not an eligible applicant. Ms. McKibben deferred to Mr. James Bibb of North Wind Associates (NWA) for the answer.

Mr. Bibb said NWA became involved in the Willoughby Use Plan working with Sheinberg and Associates partly as a community service project. He said during the work on the Willoughby Use Plan, they identified the native village specifically and worked closely with THRHA at that time looking for ways to preserve the history and improve housing in the historic native village. THRHA was presently consumed by their annual retreat and they are in partnership with North Wind Architects on this project, so Mr. Bibb offered to do the preliminary submission speak on their behalf at this meeting.

Discussion took place regarding whether THRHA would have the necessary funding to complete the project once the first CDBG grant phase is complete and also whether or not there would be any conflicts between this project and the Performing Arts Center proposed in the Willoughby Use Plan. Mr. Bibb explained that THRHA plans to applyfor federal funds to complete the housing project following the CDBG process. He also assured the committee that this project would be in harmony with the Perofrming Arts Center as it provides a unique opportunity by building a neighborhood that represents the cultural past of Juneau and has an authentic tie into the arts and cultural aspects of that community.

Ms. Troll asked Ms. McKibben if these grant funds could go towards developing a day care facility in light of the increased shortage of day care available in our community. Ms. McKibben answered that it would be eligible provided it served persons with low to moderate incomes.

Mr. Kiehl also noted that CBJ might like to consider applying for the CDBG funding directly for ADA improvement purposes possibly during the next grant cycle.

MOTION by Ms. Troll to forward a recommendation to the full Assembly to support the proposal submitted by Tlingit and Haida Regional Housing Authority for the Community Development Block Grant.

Mr. Nankervis objected. He said he understood from Ms. McKibben that she did not have enough information at this time to forward that proposal or make it fit under the grant guidelines. He said it might be premature to forward that to the Assembly if CDD is not sure if it fits. He said this is something that he has brought up in the past and it seems odd to him that we do it that way. Ms. McKibben clarified that if this is accepted at this time and staff works with the applicant and they determine by November that the project would not fit the CDBG program, they would not submit a Resolution for Assembly consideration. She explained that the point they are at now due to the timing of the grant cycle, they would either proceed with this proposal or none at all this year as the other suggestions regarding child care or ADA improvements would not be ready in time for this year's cycle. Mr. Nankervis withdrew his objection.

Mr. Kiehl asked Ms. Troll if she wished to amended her motion.

AMENDMENT by Ms. Troll to ask staff to work with Tlingit and Haida Regional Housing Authority and bring a Resolution to the Assembly if appropriate at the November meeting. ***Hearing no objection, the motion as amended passed with unanimous consent.***

III. STAFF REPORTS

Ms. McEwen suggested that as the Assembly reviews its meeting calendar for the upcoming year that they possibly consider holding only one HRC meeting each month rather than sometimes having two HRC meetings. As this would result in a greater number of agenda items for each meeting, but fewer meetings the beginning time should be changed to 5:30pm for HRC meetings. She explained no action was needed on this at this time for members to think about it for when the Assembly sets its 2015 calendar.

IV. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None.

V. EXECUTIVE SESSION

VI. ADJOURNMENT

The meeting was adjourned at 6:53p.m.