

**City and Borough of Juneau Personnel
Board** Tuesday, November 26, 12:00 p.m.
City Hall Conference Room 224

MINUTES

I. Call to Order

Acting Chair Judith Porter called the meeting to order at 12:06 p.m.

Board Members Present: Judith Porter, Cindy Spanyers, Nancy Sutch, and Rodney Hesson

Members absent: Ken Southerland

Staff Present: Dallas Hargrave, HRRM Director; Beth McEwen, Municipal Clerk; Shannon McCain, Human Resources Manager

II. Approval of Minutes

February 9, 2018 Personnel Board Meeting Minutes

MOTION, by Ms. Sutch, to approve the minutes and asked for unanimous consent.
Hearing no objection, it was so ordered.

III. Election of Chair / Vice-Chair

MOTION, by Ms. Sutch to nominate Ms. Porter as Chair of the Personnel Board.
Hearing no objection, Ms. Porter was elected Chair of the Personnel Board.

MOTION, by Ms. Sutch to nominate Mr. Hesson as Vice-Chair of the Personnel Board. Hearing no objection, Mr. Hesson was elected Vice-Chair of the Personnel Board.

IV. Annual Report for 2019

Mr. Hargrave provided a draft annual report based on past board reports. This report includes information relating to 2018 and 2019 calendar years. Discussion took place regarding the annual report due date and the timing of the annual meeting.

V. Agenda Items and Schedule for Next Meeting

Ms. Porter asked about the removal of Payroll Manager from Bargaining Unit that was on the last agenda. Mr. Hargrave explained that there had not been any forward action on that topic since the last meeting.

VI. Roles and Responsibilities of the Personnel Board

Mr. Hargrave reviewed the board's binders with them including their governing Ordinance #94-12, which consolidated the Employee Relations Board and the

Personnel Board pursuant to Section 3.14 of the Charter. He reviewed the membership, criteria for the labor seats, and the roles and responsibilities of the personnel board in particular.

Mr. Hargrave explained that CBJ and BRH both have their own Personnel Rules and he provided a brief update of the minor changes that were made to those rules over the past year. Although the board is charged with hearing appeals, he noted that there have not be any appeals filed over the past four years.

The board discussed the appeal process and how changes are made to the personnel rules. Both staff and the Personnel Board have proposed changes in the past to the Personnel Rules. The board is not required to review or submit changes to the rules but the board does have the authority to propose changes to the personnel rules to the Assembly if it chooses to do so.

VII. Agenda Items and Schedule for Next Meeting

Mr. Hargrave reported that CBJ negotiated with three of its unions this past year and Bartlett Regional Hospital (BRH) will be in contract negotiations during this time next year. Mr. Hargrave gave a brief synopsis of the negotiated agreements that were reached with the three unions during the summer.

The board then discussed setting the next meeting date. Mr. Hargrave will coordinate dates with Ms. Porter and take a poll of members for their availability.

VIII. Adjournment

There being no further business to come before the Personnel Board, the meeting adjourned at 12:33 p.m.

Respectfully Submitted,

Elizabeth J. McEwen, MMC
Municipal Clerk