

**City and Borough of Juneau Personnel Board**  
Friday, February 9, 2018, 12:00 p.m.  
City Hall Conference Room 224

MINUTES

**I. Call to Order**

Judith Porter, Chair, called the meeting to order at Noon.

Board Members Present: Judith Porter, Cindy Spanyers, Nancy Sutch, Ken Southerland, Rodney Hesson.

Staff Members Present: Dallas Hargrave, HRRM Director; Beth McEwen, Deputy Clerk.

**II. Approval of Minutes**

September 8, 2017 Personnel Board Meeting Minutes

Ms. Porter said that following the last meeting, Mr. Hargrave sent an email clarifying the application of the personnel rules to the unions representing the CBJ personnel. Mr. Hargrave said that he had not completely explained the information at the meeting.

*MOTION, by Hesson, to approve the minutes, and attach the email from Mr. Hargrave to the minutes. Hearing no objection, it was so ordered.*

**III. Election of Chair / Vice-Chair**

*MOTION, by Southerland, to maintain Ms. Porter as Chair of the Personnel Board. Hearing no objection, it was so ordered.*

*MOTION, by Southerland, to maintain Ms. Sutch as Vice Chair of the Personnel Board. Hearing no objection, it was so ordered.*

**IV. Annual Report of the Board**

Mr. Hargrave submitted a draft report, summarizing that no action was required of the Personnel Board, which the board accepted. Ms. McEwen explained that the annual report was an opportunity for boards to exchange information with the Assembly Human Resources Committee. The matter would be scheduled on the March 5 HRC meeting. Ms. Sutch and Ms. Spanyers both said they could be available to be at the HRC meeting.

**V. Undisputed removal of Payroll Manager from Bargaining Unit**

Mr. Hargrave said a long term CBJ employee serving as the Payroll Manager is retiring. The position description has been reviewed and updated. The position is currently a MEBA represented position as a confidential employee in a bargaining unit. HRRM staff has communicated with MEBA and there has never been any concern about this, but in the review, HRRM said that because the position drafts and reviews pay language for the HRRM Director during negotiations and in a way serves as part of the manager's strategy team, this indicates that the position should be removed from the bargaining unit. Mr. Hargrave said he spoke with Mr. Ben Goldrich, representing MEBA, and Mr. Goldrich indicated that even though MEBA prefers the position stay represented, it would not object to the position's removal. Mr. Hargrave spoke to the City Attorney and verified that no board action was required of the board. The matter was presented as informational only.

Ms. Porter asked about the two subordinate positions. Mr. Hargrave said the plan was to leave the payroll technicians as represented for now, and when the new manager is employed, the technician positions will be reviewed and updated, so the matter was to be determined.

## **VI. Agenda Items and Schedule for Next Meeting**

Ms. Porter asked if there is any training for appeals board. Ms. McEwen said that the Board Management system is being updated, there would be staff changes in the Clerk's Office, and any board training may need to be delayed to October 2018. Ms. Porter suggested that if any issue arose for the Board to review, she preferred to schedule a specific training on Personnel Board Rules of Procedure since several members are fairly new to the process.

Ms. McEwen said the terms on the Personnel Board end on January 31, and the annual report is presented to the Assembly HRC at its next regular meeting. Election of Officers generally take place at the first meeting of any newly constituted board. Mr. Hargrave suggested the annual meeting should be delayed. Ms. Porter said she would be away from town from March 1 – May 1. Mr. Hargrave said he would do a poll of the members next year for the 2019 annual meeting.

## **VII. Adjournment**

There being no further business to come before the Personnel Board, the meeting adjourned at 12:21 p.m.

Submitted by Laurie Sica, Municipal Clerk