

City and Borough of Juneau Personnel Board

Friday, September 8, 2017 - Noon

City Hall Conference Room 224

MINUTES

I. Call to Order

Chair Judy Porter called the meeting to order at 12:07 p.m.

II. Roll Call / Introductions

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

Staff Members Present: Dallas Hargrave, HRRM Director; Amy Mead, Municipal Attorney; Laurie Sica, Municipal Clerk.

III. Approval of Minutes

1. May 14, 2015 Personnel Board Meeting Minutes

MOTION, by Hesson, to approve the minutes as presented. Hearing no objection, the minutes were approved.

IV. Roles and Responsibilities of the Personnel Board

Ms. Mead provided an overview of the Open Meetings Act (OMA), Open Records Act (ORA) and the municipal code section on conflict of interest. All meetings of the Personnel Board are open to the public with few exceptions for quasi-judicial proceedings or executive sessions. The Clerk is to be contacted to schedule meetings. All documents generated by the board as public officials are public records, including email. A public official may not use their position to gain influence for themselves or an immediate member of their household. If a board member has received any compensation from a party involved in a matter before the board during a three-year period prior to the discussion there may be a conflict. Ms. Mead encouraged the board to contact her office with any questions on any of the topics discussed and said that a staff attorney would be assigned to the board in the event that issues come before the board in the coming year.

Mr. Hargrave introduced himself to the board and provided his recent work history. He distributed a summary of the authorizations provided to the board, including Ordinance 94-12 which consolidated the Employee Relations Board and Personnel Board, CBJ Code 44.05 – Personnel Plan; CBJ Code 44.10 – Labor Relations Plan, and the Personnel Board Rules of Procedure. He provided the board with a copy of the recently adopted Bartlett Regional Hospital Personnel Rules and said that the CBJ Personnel Rules were available on-line at the HRRM website.

Ms. Sutch asked for clarification regarding the application of the Personnel Rules and Mr. Hargrave said that the rules applied to all employees. There is a chart of applicability that notes specific rules based on the collective bargaining agreements. The unions represented included BRH – ILWU and CBJ – MEBA for general government employees, IAFF for firefighters and PSEA for police.

V. Election of Chair / Vice-Chair

The Board unanimously voted to elect Judy Porter as Chair and Nancy Sutch as Vice Chair.

VI. Agenda Items and Schedule for Next Meeting

The Board set the next meeting for Friday, February 9, 2018, at Noon in the City Hall Conference Room 224.

VII. Adjournment – 12:42 p.m.

Submitted by Laurie Sica, Municipal Clerk

From: Dallas Hargrave
Sent: Monday, September 11, 2017 2:23 PM
To: 'ksoutherland@thrha.org'; 'rhesson@ibew1547.org'; 'nancy.sutch@alaska.gov'; 'Cindy.spanyers@gmail.com'; 'porter-house@gci.net'
Subject: Follow Up from Personnel Board Meeting

Hello Personnel Board,

Just a few things to follow up on from the meeting on Friday:

1. I just sent a calendaring invitation for the next annual meeting on February 9, 2018 Nancy mentioned to me that she accidentally sent one too. So you may have it twice on your calendar. If Judy changes the time or place of the meeting, I will update my invitation, so you should accept mine, even if you already accepted Nancy's invitation.
2. As promised, here is a link to the most recent version of the CBJ Personnel Rules. Many of the previous versions are also on this webpage. I realized after the meeting that I may not have completely answered the question regarding the employees to whom the Personnel Rules apply. I believe that I stated that the Personnel Rules apply to all employees, except where a union CBA otherwise specifies for a bargaining unit employee. I should have also added that we have an unrepresented type of position in the classified service called "partially exempt" to which some of the Personnel Rules apply and some don't. We also have a few positions designated by ordinance as exempt from the personnel rules (such as the City Manager or City Attorney). Thanks for the opportunity to clarify. Please let me know if you have any questions
3. I attached the draft meeting minutes in case you want to look at them while the meeting is still fresh in your mind and take any notes regarding whether anything needs to be changed when you meet in February. I will resend these prior to the February meeting too.

Thank you all for your participation on Friday. It was good to see/meet all of you.

-Dallas