

**City and Borough of Juneau Personnel
Board Monday, September 4, 2014 - Noon
City Hall Conference Room 224
MINUTES**

I. Call to Order

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

II. Roll Call / Introductions

Board Members Present: Judy Porter, Joan Cahill, Cindy Spanyers, Nancy Sutch, Rodney Hesson.

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

III. Approval of Minutes

1. August 19, 2013 Personnel Board Meeting Minutes

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

IV. Roles and Responsibilities of the Personnel Board

Ms. Cosgrove provided a notebook of materials to all the members and reviewed the contents, including the municipal code sections CBJ 44.05 and 44.10, the Personnel Board Rules of Procedure, the CBJ Personnel Rules, past board decisions, and an organizational chart outlining CBJ employees and representation/non-representation.

Ms. Cosgrove said that was the challenge in CBJ, is that some employees doing the same work are represented by unions and others are not. She said that the labor relations within CBJ are relatively harmonious and the Board has not had a great need to meet. Generally, the board will hold its annual meeting following appointments to the board in January, then meet as needs arise.

Ms. Mead said that Chris Orman of the CBJ Law Department would be assigned to serve as the Board's advising attorney. She explained the nature of an appeal board and said the board was guided by code, its rules of procedure, Roberts Rules of Order (no seconds on motions required, with the exception of the motion to reconsider) and said that the quorum was three members. She explained the CBJ

conflict of interest law and encouraged members to contact her if they had any questions or doubts about a personal conflict. Members were encouraged to participate to the greatest extent possible.

Ms. Mead spoke about the Open Meetings Act and the Open Records Act. All meetings are open to the public, with the exception of when the board deliberates on a matter, which is an exception to the open meetings act. The board discussed the nuances of deliberations and executive sessions. Ms. Mead cautioned about refraining from “replying to all” in emails, which could be a violation of the open meetings act. All documents generated through the work of the board were public, with narrow exceptions. Again, she cautioned members using their own computers to compartmentalize their work via computer for the board as much as possible should a records request happen which could require members to provide access to their computers or iPhones.

V. Election of Chair / Vice-Chair

The Board unanimously voted to elect Judy Porter as Chair and Joan Cahill as Vice Chair.

VI. Agenda Items and Schedule for Next Meeting

The Board set a tentative meeting for Thursday, March 5, 2015, at Noon as the annual organizational meeting.

VII. Adjournment

There being no further business before the Personnel Board, the meeting adjourned at 12:54 p.m.

Respectfully Submitted by
Laurie Sica, Municipal Clerk