



# ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

February 05, 2024 at 6:00 PM

Assembly Chambers/Zoom Webinar

<https://juneau.zoom.us/j/95241164899> or 1-253-215-8782 Webinar ID: 952 4116 4899

## A. CALL TO ORDER

## B. LAND ACKNOWLEDGEMENT

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. Gunalchéesh!

## C. ROLL CALL

## D. APPROVAL OF AGENDA

## E. APPROVAL OF MINUTES

1. November 13, 2023 Assembly Human Resources Committee Meeting Minutes - Draft

## F. AGENDA TOPICS

### 2. Juneau Commission on Aging (JCOA) Appointment

Per [Resolution 2944](#), the JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered **two-year terms**. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

**There is currently one (1) general public seat with a term running January 1, 2024 through December 31, 2025.**

#### **Suggested Motion:**

to forward to the full Assembly for approval, the appointment of \_\_\_\_\_ to the Juneau Commission on Aging General Public Seat, for a term beginning immediately and ending December 31, 2025.

### 3. Local Emergency Planning Committee (LEPC) Appointment

Per [Resolution 2974](#), the LEPC serves as a community coalition advising staff on emergency management issues, reviews the emergency response plan for CBJ and functions, when necessary, as the Local Emergency Planning Committee under SARA Title III. The Assembly nominates applicants and final appointments are done by the State Emergency Response Commission. ***A memo from Deputy Clerk Cathcart in the HRC packet outlines which LEPC seat is requiring action as well as a recommended motion.***

### 4. Personnel Board (PB) Appointment

Per [CBJ Code 44.05.060](#), the Personnel Board is composed of five members appointed by the Assembly. All appointments shall be for staggered three-year terms. Two seats shall be designated for members

with a background in labor, two designated for members with a background in management, and one for a member of the general public.

**The incumbent in the general public seat is applying for reappointment for a term running February 1, 2024 and ending January 31, 2027.**

**Suggested Motion:**

to forward to the full Assembly for approval, the reappointment of Mila Cosgrove to the Personnel Board General Public Seat, for a term beginning immediately and ending January 31, 2027.

**5. Ordinance 2023-04 An Ordinance Establishing a City and Borough of Juneau Whistleblower Act.**

The HRC reviewed this item on November 13, 2023, and requested that it come back for consideration of amendments.

**Suggested Motions:**

1. Move to amend if necessary.
2. Then, move to forward this ordinance to the full Assembly for introduction and public hearing.

**G. STAFF REPORTS**

**H. STANDING COMMITTEE TOPICS - *for discussion as meeting time allows***

**6. Review of Empowered Boards Advanced Interview Questions & CBJ Board Application**

As of Mid-February the Clerk's Office/CBJ will transition from the current [Granicus Board Management Program](#) and online application form to the [Board Program](#) hosted by Municode (CBJ's Agenda Management Program). Right now they are running parallel as we migrate information from one platform to the other, with the exception of the board application which is still hosted by Granicus.

**Staff Request:**

Clerk staff request HRC committee members review the current board application in the HRC packet and recommend any additions or edits they would like to see on the application. The one caveat is this application is the general application used for all Advisory and Empowered Boards; so thinking about what information you think is important to see on the application to help during the appointment process would be helpful. The HRC Committee will still have the advanced interview questions as a tool for the Empowered Boards and Systemic Racism Review Committee (SRRC) to help gather specific attributes an applicant may have as it relates to those boards.

**I. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

**J. NEXT MEETING DATE**

March 4, 2024 at 6pm Assembly Chambers/Zoom Webinar

**K. SUPPLEMENTAL MATERIALS**

**L. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).