



# ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

March 03, 2025 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. February 3, 2025 Assembly HRC Meeting Minutes - Draft**

**F. AGENDA TOPICS**

**2. Local Emergency Planning Committee (LEPC) Appointments**

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.

There three seats up for action on this HRC agenda, with one applicant for each seat.

**Local Emergency Planning Committee - [Current Roster](#)**

**Suggested Motion:** *I move the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointment of Jacob Thayer, Bartlett Regional Hospital Seat 5, and Kirsten Johnson, Bartlett Regional Hospital Seat 5a, to terms beginning immediately and ending December 31, 2026 and to appoint Michael Mazouch, Community Group Seat 9, for a term beginning immediately and ending December 31, 2027, and ask for unanimous consent.*

**3. Personnel Board (PB) Appointments**

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.

Both incumbents have applied for reappointment to the Personnel Board.

**Personnel Board [Roster](#)**

**Suggested Motion:** *I move the Assembly Human Resources Committee recommend the Assembly reappoint Allison Radford and Kenneth Southerland both to the Personnel Board Management Representative Seats for terms beginning immediately and ending January 31, 2028, and ask for unanimous consent.*

**4. Parks & Recreation Advisory Committee (PRAC) Appointment**

Per [Ordinance 2022-64\(b\)\(am\)](#) the duties of the Jensen-Olson Arboretum Advisory Board, the Treadwell Arena Advisory Board, and the Aquatics Board were consolidated into the Parks and Recreation Advisory Committee (PRAC) and those committees sunset as of March 27, 2023 with the previous PRAC sunsetting as of April 30, 2023. Due to a vacancy there is one seat open for an unexpired term beginning immediately and ending April 30, 2026; and one applicant has applied.

**PRAC Roster**

**Suggested Motion:** *I move the Assembly Human Resources Committee recommend the Assembly appoint Jennifer Gross to the Parks & Recreation Advisory Committee for an unexpired term beginning immediately and ending April 30, 2026 and ask for unanimous consent.*

**5. Ordinance 2025-17 An Ordinance Amending the City and Borough Code Relating to Quasi-Judicial and Appeal Review Boards.**

This ordinance transitions portions of CBJ code from appeals boards to a hearing officer for the intermediate appellate review.

**Suggested Motion:** *I move that the Assembly Human Resources Committee move Ordinance 2025-17 to the full Assembly for action and ask for unanimous consent.*

**6. Ordinance 2025-16 An Ordinance Amending the City and Borough Code Relating to the Historic Resources Advisory Committee.**

As part of the review of all CBJ Boards, Committees and Commissions by the Assembly Human Resources Committee, the HRC discussed the Historic Resources Advisory Committee at its February 3, 2025 meeting and requested staff draft an ordinance updating its charge and membership.

**Suggested Motion:** *I move that the Assembly Human Resources Committee move Ordinance 2025-16 to the full Assembly for action and ask for unanimous consent.*

**7. Ordinance 2025-13 Election Code Ranked Choice Voting**

**G. STAFF REPORTS**

Request from Clerk Staff to work with Chair Adkison and Mr. Bryson on outlining and coming up with dates for future CBJ Board Chair and Boardmember training/refreshers for both Advisory and Empowered Boardmembers.

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

**CBJ Boards, Committees, Commissions**

**8. Letter from Juneau Human Rights Commission Regarding Membership Numbers**

**I. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

**J. NEXT MEETING DATE**

April 7, 2025 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.