

PERSONNEL BOARD MINUTES-**DRAFT**

November 13, 2023 at 12:00 PM

City Hall Conf. Room 224/Zoom Webinar



City Hall Conference Room 224 located at 155 Heritage Way

or via Zoom: <https://juneau.zoom.us/j/82353455966>

A. ROLL CALL

Personnel Board members present: Allison Radford, Kenneth Southerland, Nadine Lefebvre, Mila Cosgrove, and City Spanyers (via Zoom, then joined in person at the end of the meeting.)

Members absent: None.

Staff present: Human Resources/Risk Management Director Dallas Hargrave, Municipal Clerk Beth McEwen, City Attorney Robert Palmer, Assistant City Attorney Nicole Lynch.

B. APPROVAL OF AGENDA – *the agenda was approved as presented by unanimous consent.*

C. APPROVAL OF MINUTES

1. June 23, 2022 Personnel Board Meeting Minutes – Draft

Motion by Ms. Cosgrove to approve the minutes of the June 23, 2022 Personnel Board meeting and asked for unanimous consent. *Hearing no objections, the minutes were approved.*

D. AGENDA TOPICS

2. Election of Chair & Vice Chair

There was a brief discussion of the roles and responsibilities of the Chair and Vice Chair.

MOTION by Ms. Cosgrove to nominate Mr. Southerland to the position of Chair. ***There being no other nominations and no objection, Mr. Kenneth Southerland was elected Chair for a one year term.***

Nadine Lefebvre volunteered to serve as Vice Chair unless any other members wished to take that role, ***hearing no other nominations, the board elected Ms. Nadine Lefebvre as Vice Chair for a one year term by unanimous consent.***

3. Board Education - CBJ Law Dept.

Assistant City Attorney Nicole Lynch gave a presentation educating the board members on the Open Meetings Act (OMA), the status of a quasi-judicial body and the rules related to the OMA and executive sessions, the Public Records Act, and the Conflict of Interest Code (CBJ 01.45).

Staff then answered questions from board members relating to the types of appeals that might get filed as well as which employees are and are not represented by unions/bargaining units. Mr. Hargrave provided a list of the unions involved with CBJ employment. Ms. Cosgrove noted that unlike some other employers, CBJ units were allowed to opt into unions on a unit by unit basis.

4. Roles & Responsibilities of the Personnel Board - HRRM Director Dallas Hargrave

Mr. Hargrave went over the roles and responsibilities of the board as governed by the CBJ Charter, Code, and Personnel Board Rules of Procedure, CBJ Personnel Rules, and BRH Personnel Rules.

5. Approval of Annual Report 2022/2023

Motion by Ms. Lefebvre to approve the 2022/2023 annual report and asked for unanimous consent. ***Hearing no objection, the annual report was approved by unanimous consent.***

E. NEXT MEETING DATE & FUTURE AGENDA ITEMS

Mr. Southerland asked what the requirement is for meetings. Mr. Hargrave said they should be held at least once annually. Ms. Cosgrove's term is due to expire in January 2024. Ms. Cosgrove said that she has reapplied but the appointment process has not yet taken place. She suggested that unless she is not reappointed, they tentatively schedule their next meeting for some time in the fall of 2024. She also noted that if something came up during the course of the year, additional meetings could be scheduled as needed. The board agreed with that approach and the next meeting will be scheduled sometime in October or November 2024.

F. ADJOURNMENT

There being no further business to come before the board, the meeting was adjourned at 12:43p.m.

*Respectfully submitted,
Beth McEwen, Municipal Clerk*