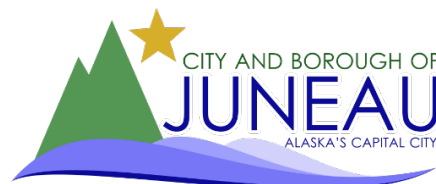


ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

April 07, 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** Chair Adkison called the Assembly Human Resources Committee meeting to order in the Assembly Chambers and via Zoom at 6:01p.m.

B. **LAND ACKNOWLEDGEMENT** – read by Assemblymember Bryson

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**

Present: Chair Ella Adkison, Wade Bryson, Neil Steininger, and Maureen Hall

Absent: None

Staff/Others Present: Deputy City Clerk Di Cathcart, City Attorney Emily Wright, and Meeting Tech Kevin Allen

D. **APPROVAL OF AGENDA** – agenda approved as presented

E. **APPROVAL OF MINUTES** – minutes approved as presented

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

F. **AGENDA TOPICS**

2. **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.

There is one seat up for action on this HRC agenda, with one applicant for that seat.

Local Emergency Planning Committee [Roster](#)

MOTION: by Assemblymember Bryson that 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 **Evan Price**, Right to Know Act Seat 8a, for a term beginning immediately and ending December 31, 2027, and asked for unanimous consent. *Hearing no objection, motion passed.*

3. **Juneau Public Library Endowment Board (JPLEB) Appointment**

Per [Resolution 1609](#); members of the Juneau Public Library Endowment Board (JPLEB) shall be appointed to three year terms. One member shall be the Library Director, one shall be a member of the Friends of the Library and one shall be a member of the general public. Sharon Tabor has applied for reappointment to JPLEB to the Friends of the Library Seat.

JPLEB [Roster](#)

MOTION: by Assemblymember Bryson that the Assembly Human Resources Committee forward to the full Assembly for approval, the reappointment of **Sharon Tabor** to the Juneau Public Library Endowment Board

Friends of the Library Seat for an unexpired term beginning immediately and ending January 31, 2028, and asked for unanimous consent. **Hearing no objections, motion passed.**

4. Utility Advisory Board (UAB) Appointments

Per [Resolution 2299](#) the seven member Utility Advisory Board is established. To the extent possible, appointments shall be made with the following considerations: one engineer registered with the State of Alaska with experience in utility system design and operation, one accountant with utility financial management, one general contractor with experience in water/wastewater utility systems, two commercial customers of the CBJ water/wastewater utility, one residential customer of the CBJ and one member of the general public.

UAB [Roster](#)

There are (2) seats up for action with terms beginning June 1, 2025, and ending May 31, 2028. The incumbent has applied for reappointment and there is one member of the general public who has also applied. There is also one seat for an unexpired term beginning immediately and ending May 31, 2025, no application has been received for this seat.

MOTION: by Assemblymember Hall that the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to reappoint **Elizabeth Pederson** and to appoint **Ethan Roemeling** to the Utility Advisory Board both to terms beginning June 1, 2025, and ending May 31, 2028, and asked for unanimous consent. **Hearing no objection, motion passed.**

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

Ms. Wright noted that Community Development Director Lawhorne heard back from the State Historic Preservation Office (SHIPO) just prior to this meeting. The State requested the Assembly add back into the Ordinance **Section 3 Amendment of Section 49.10.410 (f) Duties (3) Cooperating and consulting with the assembly, the historic district commission, the community development department and the state historic commission on matters concerning historical districts and historic, prehistoric and archaeological preservation in the City and Borough.**

MOTION: by Assemblymember Bryson to forward the full Assembly for introduction Ordinance 2025-16 An Ordinance Amending the City and Borough Code Relating to the Historic Resources Advisory Committee as amended, adding back in (3) under Section 3 Amendment of Section, and asked for unanimous consent. **Hearing no objection, motion passed.**

6. Resolution 4000 A Resolution Reestablishing the Juneau Human Rights Commission for the Purpose of Amending the Number of Commission Members, and Repealing Resolution No. 2946.

Ms. Wright shared that the HRC had received a letter from the Juneau Human Rights Commission stating they have struggled with quorum for quite a few years, and they asked for a reduction in seats. Law drafted the legislation before you based on that request.

MOTION: by Assemblymember Bryson to forward to the full Assembly for action Resolution 4000 A Resolution Reestablishing the Juneau Human Rights Commission for the Purpose of Amending the Number of Commission Members, and Repealing Resolution No. 2946 and asked for unanimous consent. **Hearing no objection, motion passed.**

7. Resolution 4001 A Resolution Approving Amendments to the Bylaws of the Board of Directors of Bartlett Regional Hospital.

Ms. Wright highlighted the housekeeping changes that are outlined in the BRH Bylaws that will bring the BRH Board into alignment with current CBJ codes around term limits, code of ethics, and general formatting cleanup.

MOTION: by Assemblymember Steinger to forward to the full Assembly for action Resolution 4001 A *Resolution Approving Amendments to the Bylaws of the Board of Directors of Bartlett Regional Hospital* and asked for unanimous consent. **Hearing no objection, motion passed.**

G. STAFF REPORTS - None

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

CBJ Boards, Committees, Commissions

Mr. Bryson talked about CBJ strengthening its board recruiting efforts. He shared that when he was traveling he saw a kiosk advertising police officer recruitment with information brochures and thought CBJ could do something similar for boards/committees recruitment. He also recommended creating a flyer to post on community bulletin boards advertising for open board seats; and he is working with the Clerk's Office to set up some boardmember and Chair trainings this Spring.

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS - None

J. NEXT MEETING DATE

May 19, 2025 at 6:00 p.m. Assembly Chambers/Zoom

K. SUPPLEMENTAL MATERIALS - None

L. ADJOURNMENT

There being no further business to come before the committee meeting adjourned at 6:17 p.m.