

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

December 16, 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** - HRC Chair Adkison called the Assembly Human Resources Committee meeting to order at 6:00 p.m. in the Assembly Chambers and via Zoom.

B. **LAND ACKNOWLEDGEMENT** – Read by Assemblymember Hall

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**

Members Present: Chair Ella Adkison, Maureen Hall, and Neil Steininger

Members Absent: Wade Bryson

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Tech Clerk Kevin Allen, City Attorney Emily Wright and Assemblymember Paul Kelly.

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

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

1. **November 18, 2024 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, the Primary Member Media Seat 6 and one applicant to fill that seat.

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

MOTION: by Mr. Steininger 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 Justin Shoman, Media Seat 6, for a term beginning January 1, 2025 and ending December 31, 2027 and asked for unanimous consent. *Hearing no objection, motion passed.*

3. **Board of Equalization (BOE) Annual Report & Appointments**

BOE Annual Report

The Board of Equalization held its annual training on April 25th and held five hearing dates between May 23rd and July 25th to review 2024 property appeals filed with the Assessor's Office. Included in the HRC packet is the BOE's annual report which includes a breakdown of the 2024 assessment year including number of petitions files, number of appeals and late-files heard, cases remanded back for further

review, number of cases that received an altered property assesment and the net change to taxable property from baord action. The Board of Equalization will reconviene in April 2025 for the 2025 Assessment year.

The Assembly Human Resources Committee had no questions related to the Board of Equalization Annual Report.

BOE Appointments

Per [Ordinance 2022-21\(b\)](#) The Board of Equalization shall comprise a pool of no fewer than five, and up to nine, members, appointed by the Assembly. The board shall hear appeals in panels consisting of three members and shall be appointed on the basis of their general business expertise and knowledge or experience with quasi-judicial proceedings. General business expertise may include, but is not limited to, real and personal property appraisal, the real estate market, the personal property market, and other similar fields. Terms of office shall be for three years and shall be staggered so that approximately one-third of the terms shall expire each year. Compensation for members shall be \$100.00 per meeting. Board members may decline compensation by providing written notice to the municipal clerk.

Both incumbents have applied for reappointment, the Clerk's Office has received no other applications.

Board of Equalizaton - [Current Roster](#)

MOTION: by Ms. Hall to forward to the full Assembly for approval, the reappointments of Emily Haynes and Wayne Coogan to the Board of Equalization both for terms beginning January 1, 2025 and ending December 31, 2027 and asked for unanimous consent. ***Hearing no objection, motion passed.***

4. Systemic Racism Review Committee (SRRC) Appointment

Per [Ordinance 2023-20b](#), the Systemic Racism Review Committee is a seven-member committee appointed by the Assembly. Members shall be selected to provide the most balanced representation possible. Members shall have experience identifying unlawful discrimination—including based on race, color, or national origin—experience identifying social justice inequity, or intimate knowledge of local cultures and practices, including tribal culture and practices.

Systemic Racism Review Committee - [Current Roster](#)

MOTION: by Mr. Steininger to forward to the full Assembly for approval, the appointment of Lindsey Wold to the Systemic Racism Reivew Committe for a term beginning immediately and ending June 30, 2027 and asked for unanimous consent. ***Hearing no objection, motion passed.***

G. STAFF REPORTS - None

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

5. CBJ Boards Discussion & Review

Review of Sister Cities Committee & ADA Committee

Chair Adkison brought forward the request that one of the topics for the HRC this coming year would be review of all boards and committees governing legislation and whether there are boards or committees that have met their charge and could be dissolved, sunset or otherwise adjusted with membership or duties. She reported to the HRC that she met with Clerk staff, Manager's Office staff and Law regarding the Sister Cities Committee and ADA Committee as the first committees for review. Neither committee has met since Covid and do not have enough membership to make quorum. The recommendation would be to dissolve the Sister Cities Committee and move those duties to the Manager's Office; Manager Koester was agreeable to this move. For the ADA Committee it was recommended the committee be dissolved and, in its place, include language in the proposed resolution to include the creation of an ADA Task Force if the need arises due to federal legislation changes or directions to local governments from the Department of Justice.

Chair Adkison asked Mr. Steininger and Ms. Hall if they were ok reviewing all other boards and committee resolutions or ordinances as a whole and move those forward as one package to the Committee of the Whole for review; Mr. Steininger and Ms. Hall agreed to that approach.

MOTION: by Mr. Steininger to direct staff to draft a resolution to sunset the Sister Cities Committee and move those Sister Cities Committee duties to the Manager’s Office and asked for unanimous consent. **Hearing no objection, motion passed.**

MOTION: by Ms. Hall to direct staff to draft a resolution to sunset the ADA Committee and include language in the draft resolution creating an ADA Task Force if federal legislation changes create a need for one and asked for unanimous consent. **Hearing no objection, motion passed.**

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS - None

J. NEXT MEETING DATE

Full Assembly as HRC for BRH Board/Planning Commission Interviews – 12/17/2024 at 5:30 p.m. via Zoom

Regular Assembly HRC - January 6, 2024 at 6:00 p.m. Assembly Chambers/Zoom Webinar

K. SUPPLEMENTAL MATERIALS - None

L. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:11 p.m.