



# ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

August 21, 2023 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.](#) **April 17, 2023 Assembly Human Resources Committee Meeting Minutes - Draft**

[2.](#) **July 31, 2023 Assembly Human Resources Committee Meeting Minutes - Draft**

**F. AGENDA TOPICS**

[3.](#) **Youth Activities Board (YAB) - Annual Report & Appointments**

Per [Resolution 2820](#), the Youth Activities Board (YAB) consists of nine members as follows: A Parks and Recreation Advisory Committee member (nominated by PRAC), a Juneau Arts & Humanities Council member (nominated by JAHC), and seven public members, one of which must be 18 years or younger at time of appointment.

**There are five seats up for action.**

**Two representative seats, both for terms beginning immediately and ending August 31, 2025.** Josh Anderson for the PRAC representative seat and Phillip Heubschen for the JAHC representative seat.

**Three YAB public seats all for terms beginning September 1, 2023 and ending August 31, 2026.**

Incumbents Tom Rutecki and Elizabeth Balstad have applied for reappointment as well as public member for the third public seat.

[4.](#) **Juneau Commission on Sustainability (JCOS) Annual Report & Appointments**

Per [Resolution 2755](#), the Commission shall be comprised of nine members appointed by the Assembly, plus one liaison from the Assembly and one from the Planning Commission. The liaisons shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is present. Membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability.

**There are currently two seats for terms beginning immediately and ending June 30, 2026;** both incumbents, David Teal and James Powell, have applied for reappointment.

[5.](#) **Paid Parental Leave Policy**

**G. STANDING COMMITTEE TOPICS - For discussion as meeting time allows**

**6. Discussions Regarding CBJ Boards & Committees**

Committee Recruitment, Member Development, Application & Interview Process, Other Related Topics

**Additional Document Tools for HRC**

2023 CBJ Boards-Committees Description List ([link to 3/20/2023 HRC agenda item](#))

HRC Pending List - updated August 2023

**7. Assembly Goal - Specific to Human Resources Committee**

**Goal 4:** Community, Wellness and Public Safety - Juneau is safe and welcoming for all citizens

A. Acknowledge and honor Juneau's indigenous culture, place names, naming policy and recognize Elizabeth Peratrovich Day.

**H. STAFF REPORTS**

**I. COMMITTEE MEMBER / LIAISON COMMENTS AND QUESTIONS**

**J. NEXT MEETING DATE**

Monday, September 11, 2023 at 6:00 p.m.

**K. 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).

# ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

April 17, 2023 at 6:00 PM



## Assembly Chambers/Zoom Webinar

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

### A. CALL TO ORDER

HRC Chair Smith called the Assembly Human Resources Committee meeting to order at 6:01 p.m.

### 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

Members Present: Chair Greg Smith, Maria Gladyszewski and Alicia Hughes-Skandijs

Members Absent: Christine Woll

Others Present: Deputy Clerk Di Cathcart

### D. APPROVAL OF AGENDA

Agenda approved as presented.

### E. APPROVAL OF MINUTES

Minutes approved as presented.

1. February 27, 2023 Assembly Human Resources Committee Meeting Minutes - Draft
2. March 20, 2023 Assembly Human Resources Committee Meeting Minutes - Draft

### F. AGENDA TOPICS

#### 3. HRC Finalization of Questions for Parks & Recreation Advisory Committee (PRAC) Applicants

Committee members reviewed the potential PRAC questions and decided to include questions: 2, 3, 4, 6 and 7 as advanced questions sent out to interested PRAC applicants for their responses.

#### 4. Alaskan AIDS Assistance Association & State of AK/Public Health Nursing Presentation

Harm reduction, prevention strategies and education efforts in substance use presented by the [Four A's](#) and [SOA/Div. Public Health](#)

Chair Smith introduced Robin Lutz, Four A's Executive Director and Claire Geldhof, SOA/Public Health Nurse and thanked them for coming and sharing information with the HRC. He had requested they come and speak to the HRC after meeting them at a Community Café on substance use. Chair Smith noted this is subject that touches our entire community and what, if anything, the HRC could help do or be aware of.

Ms. Geldhof gave an overview of what she's observed regarding substance use over her last 12 years as a nurse in Juneau. Her strategy is to meet people where they are at in their spectrum of addiction and link them with the resources to help them navigate existing barriers or challenges and reduction strategies for those people that are unable to quit. Ms. Geldhof noted that it was a little hard to know what to report to the committee on or what areas the committee may be able to help so she was open to questions from committee members and how they could help spread the word regarding available resources through public health and the Four A's.

Ms. Lutz thanked Ms. Geldhof for her continued service on the Four A's Board and how invaluable it is to have a local nurse on the board who knows what is happening in Juneau. Ms. Lutz reported that the Four A's has had a Juneau office for many year with the ability to serve people living with HIV as well as those looking for information on HIV testing and counseling. The Juneau office runs the Syringe Access Program (SAP) as part of meeting people where they are at and working with them in partnership through addiction. The SAP has helped reduce the risk of Hepatitis C and HIV by 70% by providing sterile injection supplies. Four A's staff work to form a comfortable, welcoming, affirming, and collaborative relationship with people coming through the door so people needing support know they have a safe space to go to for help and working to remove the stigma associated with being HIV positive.

**G. STAFF REPORTS**

As of April 14, the Clerk's Office has received **20** applications for the Parks & Recreation Advisory Committee (PRAC). Finalized questions will be sent out to applicants on Tuesday, April 18 with a requested return deadline of Monday, May 1. Following Empowered Board interview processes, applications and returned responses will be in the HRC committee member packet and only redacted applications will be in the standard HRC public packet for the Monday, May 8 meeting beginning at 5:30 p.m.

**H. STANDING COMMITTEE TOPICS**

**5. Assembly Goal - Specific to Human Resources Committee**

**Goal 4:** Community, Wellness and Public Safety - Juneau is safe and welcoming for all citizens

A. Acknowledge and honor Juneau's indigenous culture, place names, naming policy and recognize Elizabeth Peratrovich Day.

**6. Discussions Regarding CBJ Boards & Committees - *as meeting time allows***

Committee Recruitment, Member Development, Application & Interview Process, Other Related Topics

**Additional Document Tools for HRC**

2023 CBJ Boards-Committees Description List ([link to 3/20/2023 HRC agenda item](#))

Due to a shortage of time, the committee did not take up any of the Standing Committee topics. Chair Smith requested Deputy Clerk Cathcart send an email reminder to committee members outlining the various ideas brought forward by the committee when discussing processes around CBJ Boards and Committees.

**I. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

None

**J. NEXT MEETING DATE**

Monday, May 8, 2023 at **5:30 p.m.** for PRAC application review & recommendations of appointments

**K. SUPPLEMENTAL MATERIAL**

**7. State of Alaska/Division of Public Health - Handouts Related to Substance Abuse Presentation**

**L. ADJOURNMENT**

There being no further business to come before the committee, meeting adjourned at 6:50 p.m.

# ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES



July 31, 2023 at 5:30 PM

Assembly Chambers/Zoom Webinar

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

**Please Note Earlier Start Time**

## A. CALL TO ORDER

HRC Chair Smith called the Assembly Human Resources Committee meeting to order at 5:32 p.m.

## B. LAND ACKNOWLEDGEMENT

Ms. Hughes-Skandijs provided the land acknowledgement.

## C. ROLL CALL

Members Present: Chair Greg Smith, Alicia Hughes-Skandijs and Loren Jones

Members Absent: Maria Gladziszewski

Others Present: Municipal Clerk Beth McEwen, Deputy Clerk Andi Hirsh, City Attorney Sherri Layne, Assembly

Candidates: Nathaniel Brooks and David Morris

## D. APPROVAL OF AGENDA

Agenda approved as presented.

## E. AGENDA TOPICS

### 1. Systemic Racism Review Committee (SRRC) Appointments

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.

There are currently four seats on the SRRC up for action. **Three full-terms beginning Immediately (July 1, 2023) and ending June 30, 2026 and one unexpired term beginning immediately and ending June 30, 2025.**

SRRC Chair Grace Lee has agreed to stay on through August and the transition of new members however due to personal priorities she is not seeking reappointment at this time. There are three applications in the packet, one incumbent and two members of the public.

## F. STAFF REPORTS

None

## G. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None

## H. EXECUTIVE SESSION for SRRC Appointments - in Assembly Office

**MOTION** by Ms. Hughes-Skandijs to *recess into executive session to discuss matters which may tend to prejudice the reputation or character of any person, specifically to deliberate on the qualifications of applicants and ask for*

*unanimous consent. Hearing no objection, the HRC recessed into Executive Session at 5:34p.m. The Committee returned from Executive Session at 5:43p.m.*

**MOTION** by Ms. Hughes-Skandijs to recommend the appointments of Jennifer Pemberton, Ivan Nance, and AnaVera Morato to full terms beginning immediately and expiring June 30, 2026. **Hearing no objection, motion carried by unanimous consent.**

**I. NEXT MEETING DATE**

Monday, August 21, 2023 at 6:00 p.m.

**J. SUPPLEMENTAL MATERIALS**

**K. ADJOURNMENT**

There being no further business to come before the committee, the meeting adjourned at 5:45 p.m.



To: Greg Smith, Chair  
 Human Resources Committee  
 From: Tom Rutecki, Chair  
 Youth Activity Board  
 Subject: Fiscal Year 2023 (July '22-June'23) Youth Activity Board Annual Report  
 Date: August 21, 2023

The Youth Activity Board (YAB) had a busy year reviewing and distributing grant money through the Youth Activity Grant and Contingency Grant programs. As budgets get tighter for the non-profit youth programs, these pools of money are becoming more strained.

The YAB is required by ordinance to place a sum equal to five percent of the amount allocated by the City Assembly into a contingency account to fund unanticipated events. \$332,500 minus the five-percent contingency (\$16,625) leaves the general youth activities fund with **\$315,875 to distribute for overall grant funding.**

CBJ share of Youth Activity funding	\$332,500
Contingency Fund Reduction (5%)	<u>(\$16,625)</u>
Total grant funding	\$315,875

Grant proposals are divided into three categories: Sports, Arts, and Academic/other for evaluation and ranking. The nine Youth Activity Board members\* are each assigned to one of those categories so that three members review all grants in each category. In addition to the many hours spent individually evaluating and scoring each proposal, Board members spend two evenings publicly reviewing the proposals. The second and final meeting consists of the Board reaching an agreement on the groups to be funded and their recommended funding level. Attached are the Fiscal Year 2023 and Fiscal Year 2024 spreadsheets showing the organizations, amounts requested and recommended funding.

Fiscal Year 2023 had 27 proposals totaling \$513,272.50; all 27 of the programs were partially funded. In Fiscal Year 2024 there were 26 proposals totaling \$499,291.00 (down 2.7% from Fiscal Year 2023) in requests; the board recommended partial funding for all 26 of the proposals.

The board was active during Fiscal Year 2023 in which a total of five meetings were conducted to review contingency grant applications and grant documents. In Fiscal Year 2022, the board reviewed 3 contingency grant applications, representing baseball, robotics and bowling, totaling \$11,434.27 (up 57% from Fiscal Year 2021) submitted by three different programs.



During Fiscal Year 2023, the board reviewed 1 contingency grant application, representing robotics, totaling \$1,000 (down 91% from Fiscal Year 2022) submitted by one program.

**\* Youth Activity Board Members (attendance record for the year attached)**

**Chair:** Tom Rutecki

**General Public representatives:** Tom Rutecki, Bonita Nelson, Samantha Schwarting, Elizabeth Balstad, Summer Christiansen, Kristina Jager

**Parks and Recreation Advisory Committee representative:** Josh Anderson

**Juneau Arts and Humanities representative:** Vacant

**Youth representative:** Jack Lovejoy

**Fiscal Year 2023 Youth Activity Annual Report  
Appendices**

FY23 Youth Activity Grant Totals	Appendix A
FY24 Youth Activity Grant Totals	Appendix B
FY22 Youth Contingency Grant Totals	Appendix C
FY23 Youth Contingency Grant Totals	Appendix D
FY23 Youth Activity Board Annual Attendance Report	Appendix E

**APPENDIX A  
FY23 YOUTH ACTIVITY GRANT TOTALS**

<b>REQUESTING ORGANIZATION</b>	<b>NAME OF PROGRAM</b>	<b>AMOUNT REQUESTED</b>	<b>FINAL AWARD</b>
<b>ACADEMIC</b>			
Discovery Southeast	Nature & Exploration- Discover Juneau	\$10,200.00	\$9,200.00
SAIL	ORCA Youth Program	\$11,000.00	\$11,000.00
AWARE, Inc	Girls on the Run/Boys Run	\$7,940.00	\$4,610.00
AEYC-SEA	Preschool Health & Fitness	\$14,000.00	\$6,000.00
Girl Scouts of Alaska	G.I.R.L. Power in Juneau	\$19,300.00	\$13,310.00
Eagle River United Methodist Camp	Alaska Summer CDF Freedom School	\$6,667.50	\$4,660.00
Resurrection Lutheran Church	Juneau Live! Youth Internship & Production	\$20,000.00	\$3,500.00
	<b>Total Program Amount Requested</b>	<b>\$89,107.50</b>	<b>\$52,280.00</b>
<b>ARTS</b>			
Juneau Dance Theatre	Juneau Fine Arts Camp	\$26,000.00	\$14,000.00
Juneau Jazz & Classics	JJ&C Education & Outreach	\$25,000.00	\$15,016.00
Juneau Symphony, Inc.	Juneau Student Symphony	\$19,450.00	\$12,000.00
Friends of Alaska State Museum	Alaska Art at the APK	\$12,155.00	\$9,000.00
Perseverance Theatre	Summer Theatre Art Rendezvous-STAR	\$15,262.00	\$10,000.00
	<b>Total Program Amount Requested</b>	<b>\$97,867.00</b>	<b>\$60,016.00</b>
<b>SPORTS</b>			
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$39,500.00	\$30,000.00
Juneau Douglas Ice Association	Youth Hockey Program	\$18,000.00	\$10,000.00
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$35,000.00	\$22,750.00
Glacier Swim Club	Youth Competitive Swimming	\$20,500.00	\$18,500.00
Juneau Youth Football League	Standards & Practices of Safety for Participants	\$32,000.00	\$24,500.00
Juneau Youth Sailing	Youth on the Water	\$23,106.00	\$7,000.00
Hooptime Basketball	Hooptime Basketball	\$5,412.00	\$3,000.00
Juneau Skating Club	Youth Ice Skating	\$33,670.00	\$18,000.00
Midnight Suns Fastpitch Softball	Girls Fast Pitch Softball	\$15,000.00	\$8,910.00
Juneau Ski Club	Compliance Equip. & Warming Hut Upgrade	\$10,000.00	\$9,500.00
Juneau Trap Team	Juneau Trap Team Season	\$13,500.00	\$5,419.00
Midnight Suns Baseball Club	Youth Baseball	\$36,250.00	\$22,000.00
Hoop Rats Basketball Club	Hoop Rats Basketball	\$19,500.00	\$10,000.00
Juneau Nordic Ski Club	Youth Nordic Ski Program	\$20,860.00	\$12,000.00
Special Olympics Alaska	Juneau Community Youth Development	\$4,000.00	\$2,000.00
	<b>Total Program Amount Requested</b>	<b>\$326,298.00</b>	<b>\$203,579.00</b>
	<b>Total FY23 Amount Requested</b>	<b>\$513,272.50</b>	<b>\$315,875.00</b>

**APPENDIX B  
FY24 YOUTH ACTIVITY GRANT TOTALS**

Section F, Item 3.

<b>REQUESTING ORGANIZATION</b>	<b>NAME OF PROGRAM</b>	<b>AMOUNT REQUESTED</b>	<b>FINAL AWARD</b>
<b>ACADEMIC</b>			
Discovery Southeast	Nature & Exploration- Discover Juneau	\$10,170.00	\$9,153.00
SAIL	ORCA Youth Program	\$13,000.00	\$11,700.00
AWARE, Inc	Girls on the Run/Boys Run	\$7,940.00	\$4,610.00
Girl Scouts of Alaska	Girl Scouts in Juneau	\$18,700.00	\$8,700.00
Big Brothers, Big Sisters	Juneau Youth Activities Program	\$10,603.00	\$7,422.00
SheJumps	Outdoor Rec. & Mentorship for Girls in Juneau	\$15,000.00	\$7,250.00
Resurrection Lutheran Church	Juneau Live! Studio Show Runner Camps	\$7,000.00	\$3,600.00
	<b>Total Program Amount Requested</b>	<b>\$82,413.00</b>	<b>\$52,435.00</b>
<b>ARTS</b>			
Juneau Dance Theatre	Juneau Fine Arts Camp	\$26,000.00	\$14,108.00
Juneau Jazz & Classics	JJ&C Education & Outreach	\$26,500.00	\$15,500.00
Juneau Symphony, Inc.	Juneau Student Symphony	\$17,100.00	\$12,350.00
Friends of Alaska State Museum	Alaska Art at the APK	\$9,992.00	\$9,496.00
Perseverance Theatre	Summer Theatre Art Rendezvous-STAR	\$15,624.00	\$8,562.00
	<b>Total Program Amount Requested</b>	<b>\$95,216.00</b>	<b>\$60,016.00</b>
<b>SPORTS</b>			
Gastineau Channel Little League	Youth Baseball, Softball and tball	\$44,500.00	\$33,355.00
Juneau Douglas Ice Association	Youth Hockey Program	\$15,000.00	\$8,250.00
Juneau Soccer Club	JSC Competitive & Developmental Soccer	\$35,000.00	\$22,172.00
Glacier Swim Club	Youth Competitive Swimming	\$19,500.00	\$15,063.00
Juneau Youth Football League	Standards & Practices of Safety for Participants	\$31,500.00	\$22,525.00
Juneau Youth Sailing	Youth on the Water	\$31,770.00	\$10,515.00
Hooptime Basketball	Hooptime Basketball	\$7,792.00	\$3,938.00
Juneau Skating Club	Youth Ice Skating	\$29,670.00	\$19,401.00
Midnight Suns Fastpitch Softball	Girls Fast Pitch Softball	\$15,000.00	\$8,125.00
Juneau Youth Wrestling	Youth Wrestling	\$14,080.00	\$9,645.00
Juneau Trap Team	Juneau Trap Team Season	\$9,000.00	\$5,400.00
Midnight Suns Baseball Club	Youth Baseball	\$36,000.00	\$22,200.00
Hoop Rats Basketball Club	Hoop Rats Basketball	\$17,350.00	\$11,626.00
Juneau Nordic Ski Club	Youth Nordic Ski Program	\$15,500.00	\$11,209.00
	<b>Total Program Amount Requested</b>	<b>\$321,662.00</b>	<b>\$203,424.00</b>
	<b>Total FY24 Amount Requested</b>	<b>\$499,291.00</b>	<b>\$315,875.00</b>





APPENDIX E

FY 23 Youth Activities Board Attendance

Section F, Item 3.

Member	8/9/2022	12/13/2022	4/18/2023	4/19/2023	5/9/2023								
Tom Rutecki	P	P	P	P	P								
Bonita Nelson	P	P	P	P	P								
Elizabeth Balstad	P	A	P	P	P								
Kristina Moore-Jager	A	P	P	P	A								
Summer Christiansen	P	A	P	P	A								
Josh Anderson	A	P	P	P	P								
Jack Lovejoy	A	P	P	P	A								
Samantha Schwarting	P	P	P	P	P								
JAHC (Vacant Seat)													
Elizabeth Balstad reappointed by HRC September 21, 2020, public seat.													
Tom Rutecki appointed by HRC September 21, 2020, public seat.													
Kristina Moore-Jager appointed by HRC September 21, 2020, public seat.													
Summer Christiansen appointed by HRC September 21, 2020, public seat.													
Josh Anderson appointed by HRC November 23, 2020, PRAC representative.													
Jack lovejoy appointed by HRC August 23, 2021; youth representative board seat.													
Samantha Schwarting appointed by HRC August 23, 2021; public seat.													
Della Cheney resigned from JAHC seat May, 2022													

Presented by: The Manager  
Introduced: 03/05/2018  
Drafted by: A. G. Mead

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2820**

**A Resolution Reestablishing the Youth Activities Board, and Repealing Resolution 2761.**

WHEREAS, the Assembly wishes to acknowledge the continuing support of CBJ voters for youth programs through voter approval of sales tax levies; and

WHEREAS, it is the Assembly's policy to expend a portion of sales tax funds each year to provide supplementary funding for youth activities in the community, including artistic, cultural, athletic, and other extra-curricular academic pursuits; and

WHEREAS, the Assembly intends that these funds be distributed among various community organizations which sponsor youth activities in a manner that best serves our youth; and

WHEREAS, the Assembly believes the most appropriate way to allocate these funds among various community groups is to maintain a citizen board to accept and evaluate proposals; and

WHEREAS, the Assembly first implemented these policies by adopting Resolution No. 1804 establishing the Youth Activities Board, Resolution No. 2033 amending its membership, Resolution No. 2071 extending the Board sunset date, Resolution 2410 repealing the sunset date entirely and providing for the indefinite continuation of the Board, and Resolution 2761 setting criteria for allocation of funds for youth activity programs.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Youth Activities Board Reestablished.** There is hereby reestablished the Youth Activities Board.

**Section 2. Youth Activities Board Membership.**

(a) The Board shall consist of nine members who shall serve without compensation. The Board membership shall consist of:

- (1) One member from the Parks and Recreation Advisory Committee, nominated by the Committee;
- (2) One member 18 years old or younger;
- (3) One member from the Juneau Arts and Humanities Council, nominated by the Council; and
- (4) Six members of the general public.

(b) Board members serving at the time of the adoption of this resolution shall serve out their terms. Nominations for appointment shall be made by the Assembly Human Resources Committee. To the extent practicable, general public nominees should not be employees or board members of organizations which exist for the purpose of providing athletic, artistic, cultural, or extra-curricular academic pursuits intended primarily for youths.

(c) Nominations pursuant to (a)(1)-(4) shall be submitted to the Assembly Human Resources Committee and forwarded to the Assembly for approval.

(d) The Board shall be organized as follows:

- (1) The Board shall elect annually from its members a chair and vice-chair and such other officers as it deems necessary. The Board may establish such committees as it deems necessary.
- (2) A vacancy on the Board shall exist:
  - (A) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
  - (B) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
  - (C) If a member submits his or her resignation to the Assembly;
  - (D) If a member is physically unable to attend Board and standing committee meetings for a period of more than 90 days; or
  - (E) If a member misses more than 40 percent of the Board and standing committee meetings in a 12-month period.
- (3) The chair of the Board shall notify the Assembly of any vacancy on the Board. Upon notification, the Assembly shall appoint a new member for the unexpired term.

- (4) The Board shall meet as necessary to carry out the business of the Board but no fewer than four times per year.
- (5) Any member of the Board who participates in or volunteers for, or who has an immediate family member who participates in or volunteers for a program applying for funds shall declare a conflict of interest. A Board member who has declared a conflict may not evaluate or participate in any discussion regarding that program. Immediate family includes the person's spouse, minor child, dependent, or regular member of the person's household.

**Section 3. Youth Activities Board Purposes.** The purposes of the Board are as follows:

- (a) To prepare a Request for Proposals annually for the purpose of soliciting proposals for providing youth activities of an athletic, cultural, artistic, or academic nature. The amount of funding available will be determined by the Assembly annually as part of the adoption of the City and Borough budget.
- (b) To adopt procedures for evaluating proposals received for providing youth activities.
- (c) Subject to the limitations established in Section 4, to make recommendations to the Assembly in April of each year for allocating funds among proposals selected by the Board. Recommendations should reflect the intrinsically equal value to youth of athletic, cultural, artistic and academic types of activities, and reflect the range of needs identified by the qualified proposals submitted.
- (d) With the assistance of staff as assigned by the Manager, to evaluate the use of the funds by each organization and to report annually to the Assembly on the expenditure of those funds.

**Section 4. Criteria for Decisions.** The Board shall use the following criteria when considering the allocation of funds among youth activity programs:

- (a) Programs shall serve the needs of minors no older than 19 years of age, provided that programs intended for disabled youth may serve minors no older than 20 years of age.
- (b) The Board shall annually place in a contingency account a sum equal to five percent of the total youth activity grant funding allocated by the Assembly. The purpose of the contingency account shall be to fund unanticipated events, purchases, or travel for youth who qualify by competition to attend advanced level competition before the end of the fiscal year. In the last six months of the fiscal year, the Board may allocate unexpended contingency funds to a qualifying community organization

in accordance with this section. At the end of each fiscal year any funds remaining in the contingency fund shall revert to the general fund.

(c) All proposals considered by the Board under this program shall include a proposed method for evaluating the effectiveness of the activity. The Board, in evaluating effectiveness, may apply additional methods related to these criteria.

(d) All proposals must meet the following requirements:

- (1) The program starting date must occur prior to June 30 of the fiscal year for which funding is provided.
- (2) Programs may not be funded retroactively.
- (3) Funding will not be awarded for administrative costs, operational costs of facilities, capital costs for facilities, or salaries and benefits for coaches or instructors, except for a guest artist, educator, or coach offering a special program in Juneau. Facility rental for a special program is allowed.
- (4) All promotional or printed material must include the following statement: "This program is partially funded by the Citizens of the City and Borough of Juneau through sales tax revenues."
- (5) All programs are subject to City and Borough financial audits.

(e) The Board shall evaluate proposals through a scoring method applying the following factors in order of importance:

- (1) Number of hours of participation per youth.
- (2) Low program cost per participant hour.
- (3) Number of youth actively participating in the program.
- (4) Instructor or coach's relevant experience in providing the youth program.
- (5) High adult per youth ratio to support the program.
- (6) Organization's past history of providing successful youth programs.
- (7) Financial management of organization as indicated by overall budget.
- (8) Amount of the direct and indirect support provided to the organization from other CBJ funding sources.

- (9) Amount of volunteer support for the program.
- (10) Existence of scholarship fund for qualified youth within the program.
- (11) Provision of transportation, equipment, and other practical assistance to youth in need.
- (12) Cooperative efforts with other local youth organizations.
- (13) Proposals for or evidence of or acknowledgment of the CBJ grant funded from CBJ voter-approved sales tax.

**Section 5. Rules for Procedure.** The Rules of Procedure for Assembly Advisory Boards reestablished by Resolution No. 2686, as amended from time to time, shall govern the conduct of business by the Board.

**Section 6. Administrative Support.** Staff support shall be provided by the recreation superintendent or alternate designee of the Manager.

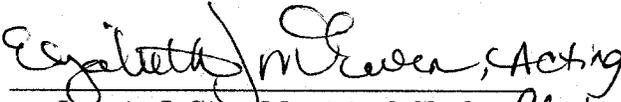
**Section 7. Repeal of Resolution.** Resolution 2761 is repealed.

**Section 8. Effective Date.** This resolution shall be effective immediately after its adoption.

Adopted this 5<sup>th</sup> day of March, 2018.

  
 \_\_\_\_\_  
 Kendell D. Koelsch, Mayor

Attest:

  
 \_\_\_\_\_  
 Laurie J. Sica, Municipal Clerk *Clerk*



**Board Roster**



**Josh Anderson**

**1st Term** Nov 23, 2020 - Feb 28, 2022

No Recruitment

**Appointing Authority** PRAC

**Position** Voting Member

**Category** PRAC Representative

**Dais Seat** 9



**Tom L Rutecki**

**1st Term** Sep 21, 2020 - Aug 31, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 8



**Elizabeth Balstad**

**2nd Term** Sep 01, 2020 - Aug 31, 2023

**Position** Voting Member

**Category** Public



**Kristina M Moore-jager**

**1st Term** Sep 21, 2020 - Aug 31, 2023

**Position** Voting Member

**Office/Role** Member

**Category** Public



**Jack F Lovejoy**

**1st Term** Aug 23, 2021 - Aug 31, 2024

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Youth 18 yrs or younger when appointed

**Dais Seat** 7



**Samantha D Schwarting**

**1st Term** Aug 23, 2021 - Aug 31, 2024

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 2



**Bonita Nelson**

**3rd Term** Sep 01, 2022 - Aug 31, 2025

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 5



**Summer A Christiansen**

**2nd Term** Sep 01, 2022 - Aug 31, 2025

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 1



**Vacancy**

**Appointing Authority** Assembly

**Position** Voting Member

**Category** JAHC Representative

**Dais Seat** 4



Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Parks & Recreation Advisory Committee: Submitted  
Youth Activities Board: Appointed

Are you applying for reappointment to this board?

Yes  No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I have been serving for several years and enjoy helping out in the community in any way I can.

Please select the type of board seat for which you are applying \*

General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

PRAC

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Education/Training: Please list both formal and informal education & training experiences:

2 years college

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

---

### Demographics

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

#### Ethnicity

Caucasian/Non-Hispanic

#### Gender

Male



Date of Birth

---

### Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

I Agree

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Phillip \_\_\_\_\_ A \_\_\_\_\_ Huebschen \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

Juneau Arts & Humanities  
Council \_\_\_\_\_  
Employer

Executive Director \_\_\_\_\_  
Job Title

### Residence Address if different from your Mailing "Home" Address listed above

\_\_\_\_\_

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Youth Activities Board: Submitted

Are you applying for reappointment to this board?

Yes  No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]

Please explain, with specificity, your reasons for applying to serve on this particular board.

Wish to serve on the Youth Activities Board as the JAHC representative.

Please select the type of board seat for which you are applying \*

Criteria specific seat as listed in the board's governing legislation

Please list any organizations for which you currently serve as a board member, officer, or employee.

Juneau Arts & Humanities Council (employee), and The Partnership, Inc. (board member)

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

Education/Training: Please list both formal and informal education & training experiences:

BA in Art History from Seattle University

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

---

### Demographics

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

#### Ethnicity

Caucasian/Non-Hispanic

#### Gender

Prefer not to say



Date of Birth

---

### Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

I Agree

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Tom \_\_\_\_\_ L \_\_\_\_\_ Rutecki \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

NOAA Auke Bay Fisheries Lab  
Employer

Marine Fisheries Research  
Biologist Retired  
Job Title

### Residence Address if different from your Mailing "Home" Address listed above

\_\_\_\_\_

### Residence Address Line 2

### Residence City

Juneau

### Residence State

AK

### Residence Postal Code

99801

**Comments**

Previous member of Dimond Park Pool Task Force, Aquatic Facilities Advisory Board; Aquatics Semi-Empowered Board, PRAC and current member of YAB

**Secondary Email Address (if any)**

[Redacted]

**Which Boards would you like to apply for?**

Youth Activities Board: Submitted

**Are you applying for reappointment to this board?**

Yes  No

**If you are applying for more than one board, how many total boards are you willing to serve on?**

1

**Special Needs - please list any special needs below such as need for sign language interpreter, etc...**

**Interests & Experiences**

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV*]

**Please explain, with specificity, your reasons for applying to serve on this particular board.**

I want too be reappointed to YAB order to continue the work of improving and streamlining the application process for the YAB grants. During my initial term on YAB there were no written instructions for scoring the grant applications and not much information provided to applicants on what the YAB can fund and not fund. Per my suggestions the YAB has met with grant applicants in February to detail how grants are scored and what the YAB can fund and not fund. Detailed scoring information is now available to YAB members and YAB grant applicants. However, that work is still in progress and I would like one more term to finalize the improvements.

**Please select the type of board seat for which you are applying \***

General Public Seat

**Please list any organizations for which you currently serve as a board member, officer, or employee.**

See attached community service file.

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

See attached community service file.

**Education/Training: Please list both formal and informal education & training experiences:**

Western Michigan University BS and MS Pre Med University of Michigan MS Thesis on Fish Behavior in a Great Lakes Trap Net

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

---

### Demographics

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

#### Ethnicity

Caucasian/Non-Hispanic

#### Gender

Male



Date of Birth

---

### Acknowledgement/Certification

**In order to submit this application, please read and agree to the following statement:**

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

I Agree

Supplemental Juneau Community Service Information for **Tom Rutecki** 1996-2023

### **CBJ Parks and Recreation 26 Years 1996-2023**

**City and Borough of Juneau Department of Parks and Recreation** Parks and Recreation Advisory Committee (PRAC) Commissioner 2001 to 2007 and 2012 to 2022

**City and Borough of Juneau Department of Parks and Recreation** Youth Activities Board (YAB) Member 2001-2023 past Vice Chair and current Chair since 2017

**City and Borough of Juneau Department of Parks and Recreation** Dimond Park Pool Task Force Member 2007-2010

**City and Borough of Juneau Department of Parks and Recreation** Aquatics Facilities Advisory Committee 2010-2015- Vice Chair 2010-2012 Vice Chair

**City and Borough of Juneau Department of Parks and Recreation** Empowered Aquatics Board 2015-2023 Chair 2019 and Vice Chair 2015-2018

### **CBJ Parks and Recreation Youth Basketball**

Coach 8-9 Coed Basketball 1998

Coach 8-9 Boys Basketball 2000

Coach Girls 10-12 basketball 2000-2001

Coach Girls 10-12 basketball 2002

Coach Girls 13-18 basketball 2003-2005

### **CBJ Parks and Recreation Youth Soccer**

Head Coach age 6-7 coed indoor soccer 1996, 1997, 1998, and 1999

Head Coach age 8-9 coed indoor soccer 1999

Head Coach age 6-7 coed outdoor soccer 1997 and 1998

Head Coach age 8-9 coed outdoor soccer 1998

Head Coach age 8-9 coed outdoor soccer 2000-2001

Head Coach age 10-11 coed outdoor soccer 2000-2001

Head Coach age 8-9 coed indoor soccer 2001-2001

Head Coach age 10-11 coed indoor soccer 2001-2002

Head Coach outdoor 10-11 coed outdoor soccer 2002

Head Coach outdoor 12-13 coed outdoor soccer 2002

Head Coach indoor 12-13 coed indoor soccer 2003-2005

### **Juneau School District 22 Years 1995-2017**

Site Council member at Dzantik' IHeeni Middle School 2001-2006

**Juneau School District Valley High School Curriculum Advisory Committee 2003-2004**

**Juneau Douglas High School (JDHS) Site Council** member 2006-2011 Chair of Activities and Athletics Committee

**Juneau School District Drug Testing Task Force** Member 2009

**Juneau School District Activities Advisory Committee** Member 2008-2016

**Juneau School District Science Technology Engineering and Math Curriculum Review Committee** 2016-2017

### **Juneau School District Classroom Volunteer 10 Years**

Classroom Volunteer at Capital School grades K (1995 -1996) and 1 (1996-1997)

Classroom Volunteer at Harborview School grades 2 and K (1997-1998)

Classroom Volunteer at Harborview School grades 3 and 1 (1998-1999)

Classroom Volunteer at Harborview School grades 4 and 2 (1999-2000)

Classroom Volunteer at Harborview School grades 5 and 3 (2000-2001)

Classroom Volunteer at Harborview School grade 4 and 3 (2001-2002)

Classroom Volunteer at Harborview School grade 4 and 5 (2002-2003)

Classroom Volunteer at Dzantik' IHeeni Middle School grade 6, 7, and 8 (2001-2005)

### **Southeast Science Fair**

Mentor and Judge Dzantik' IHeeni Middle School 2001-2010

Mentor of 2008 First Place Winner Southeast Science Fair

Juneau Douglas High School (JDHS) Science Fair Mentor 2003-2015 (**Alaska and National First Place Project 2003**)

Juneau School District Valley High School Advisory Committee Member for Activities 2004-2005

### **Juneau Douglas High School Hockey (JDHS) 2004-2011**

Conceived and led the creation of JDHS Varsity Hockey Program 2004-2005

Assistant Varsity Hockey Coach, Juneau Douglas High School (JDHS) 2005-2010

Strength and Conditioning Coach Juneau Douglas High School Varsity Hockey Team 2005-2009

**National Federation of High School Associations** Off Ice Hockey Official 2005-2010

**JDHS Hockey Blue Line Club** (Funding Organization) Conceived and led the creation of the board and also a Board of Governance Member 2005-2012

**Juneau Douglas High School Swimming** National Federation of High School Associations Swimming Official 2002-2018, Member of 2013 and 2016 ASAA Championships Meet Organizing Committees that were successful in bringing the ASAA Swim Championship meets to Juneau. (The 2013 meet was the first ASAA Swim Championship held outside of Anchorage in 25 years).

**Juneau Douglas High School Soccer**Alaska State Activities Association (ASAA) Soccer Championships All Tournament Selection Committee2010 . Member of 2010 Organizing Committee to bring ASAA Soccer Championships to Juneau- 2010 (First time ever the tournament was held outside of Anchorage).

**JDHS Soccer Goal Keepers Club** (Funding Organization) Conceived and led the creation of the board and a member of Board of Governance Member 2007-2009

**Gastineau Channel Little League-GCLL8 Years 1995-2003**

Asst. Coach T-ball 1995, 1996, and 1998  
Head Coach Fall Ball 96 Indoor Softball  
Coach Farm Baseball 2000 and 2001  
Participant Fast Pitch Softball Coaching Clinics 1996-2002 .  
Participant in all Doyle, and Big and Little Al Coaching Clinics 1995-2002 .  
Head Coach Softball Farm 1997 and 1998  
Co-Coach Fall/ Winter Sunday evening softball Practice 10U  
Asst. Coach Majors Softball Reds 1999  
Manager Majors Softball Reds 2000 –2002 (Managers are also head coaches)  
Manager Majors Softball All-star team **2002 Alaska State Champions.**  
ManagerAlaskaStateFastpitch Softball Little League Team at Northwest Regional Tournament  
Coach Majors Baseball Braves 2003

**Midnight Suns Fastpitch Softball-MNS3 Years 1999-2001**

Head Coach 10U Traveling and Competitive Team 1999 and 2000  
Southeast Alaska 10U Tournament Finalist 2000  
Asst Coach 12U Traveling and Competitive Team 2001

**Holiday Cup Soccer 8 Years 1999-2002**

Head Coach Elementary Division 1999- 2002  
Head CoachMiddle School Division 2001-2005  
Head CoachHigh School Division 2004-2007

**Juneau Soccer Club JSC9 Years 2000-2009**

Juneau Soccer Club **Board of Directors Member** 2007-2009  
Asst Coach U12G Traveling Competitive Team 2000  
Head Coach Elementary Girls Sunday Soccer 2000 and 2001  
Head Coach U12G Traveling Competitive Team 2001(U12G TournamentFinalistsSnickersAlaskaState Cup, Tournament Champions Juneau Solstice Cup)  
Head Coach Elementary Boys Sunday Soccer 2001-2002  
Head Coach U11 Boys Traveling Competitive Team 2002  
Head Coach U12 Boys Traveling Competitive Team 2003(3<sup>rd</sup> of 12 teams at Alaska Zane Cup)  
Head Coach 6<sup>th</sup> grade Girls Sunday Soccer 2001-2002  
Head Coach U13G Traveling Competitive Team 2002 (U13G Tournament Champions Snickers Alaska State Cup, Finalists Juneau Solstice Cup U13G division)  
Head Coach U13G Alaska team at 2003 **Alaska State Cup Champions**,Snickers Far West Regionals, Waipahu (Oahu), HI (First Juneau team ever to win a game in this tournament)  
Head Coach U14G Traveling Competitive Team 2003 (U14G Tournament**Champions Snickers Alaska State Cup**)  
Head Coach U14G Alaska team at 2004 Snickers Far West Regionals, Spokane, WA  
U14 Girls Team Ranked #22 in USA by USA Soccer  
Head Coach U15G Traveling Competitive Team 2004(U14G TournamentFinalistsAlaskaState Cup, Tournament)

Juneau Soccer Club's Nominee for United States Youth Soccer **Region IV Girls Coach of the Year 2006**  
 Head Coach U17G Traveling Competitive Team 2006  
 Head Coach U18G Traveling Competitive Team 2007  
 Head Coach U19G Traveling Competitive Team 2007

**Soccer Coaching Licenses**

USSF Alaska State "F" License January 1998  
 USSF Alaska State "E" License January 2000  
 USSF National "D" License February 2001

**Glacier Swim Club-GSC 1997-2005**

Member Glacier Swim Club Board of Directors 1998-2000  
 Out-of-Town Chaperone 1998-2005

**Swim Meet Officiating-20 Years 1997-2018**

Lane Timer 1997-2018  
 Alaska Swimming Stroke and Turn Official 1998-2018  
 United States Swimming National Stroke and Turn Official 1999-2018  
 Alaska Swimming Starting Official 2001-2017  
 ASAA Swim Official 2003-2018  
 National Federation of High School Associations Stroke and Turn and Starting Official 2003-2018.

**Juneau Douglass Ice Association(JDIA) and United States Hockey (USAH)8 Years 2002-2010**

**Member JDIA Board of Directors** Chairman of High School Hockey 2005-2008  
 Head Hockey Coach Pee wee (Ages 11-12) division 2002-2004  
 Head Coach Pee wee (Ages 11-12) Competitive travel Team 2004-2005 (**Yukon Amateur Hockey Association Tournament Champions**) **First Juneau Youth Hockey Team to Travel and Win a Tournament**  
**Member of Committee on Issues Between the Juneau Douglas Ice Association U14 Age Group and Juneau Douglas High School Hockey Team 2016**

**Hockey Coaching Certifications**

Level III USAH Hockey Coaching Certification 2003-2010  
 Level I USAH Hockey Referee 2003-2006  
 Head Coach Bantam (Ages 13-14) Competitive Travel Team 2005-2007 Alaska Bantam "D" **State Championship Finalists**  
 Head Coach Midget (Ages 15-18) Division 2008-2010

**Juneau Empire Readers Council 2013-2017**

Member Juneau Empire local issues editorial board. Lead author of 12 editorial columns on local and state issues and co-author on many others.

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Elizabeth \_\_\_\_\_ Balstad \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

State of Alaska \_\_\_\_\_ Transportation Planner I \_\_\_\_\_  
Employer Job Title

### Residence Address if different from your Mailing "Home" Address listed above

\_\_\_\_\_

### Residence Address Line 2

### Residence City

Juneau

### Residence State

AK

### Residence Postal Code

99801

### Comments

Past JSC board member but not currently serving on any board.

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Youth Activities Board: Appointed

Are you applying for reappointment to this board?

Yes  No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I believe through the YAG Board Grants to non-profit entities in Juneau we are making many activities accessible to youth whom would otherwise not have the opportunity due to barriers of instruction, materials, or costs. The scoring structure through the application process allows the Board members to quantify the applicant responses in a meaningful manner, and assist in distribution of the limited funds available. Because I have raised two children in Juneau, I have experienced the challenges of logistics, equipment, instructors, and affordability of extra curricular activities that can broaden a child's skills, talents, and life experiences. I recognize the importance of the opportunity for children to develop relationships with mentors and peers through these activities, and I support this use of CBJ funds.

Please select the type of board seat for which you are applying \*

General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

Juneau Gastineau Rotary Club, Secretary Division of Elections, Elections Official (polling place) and hand count volunteer

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

Hunters Instruction & Training (HIT) for the Alaska Dept of Fish & Game, 10 years as an instructor, including as part of the middle school education program Treadwell Advisory Board, Member, 3 years Juneau Skating Club, Board Member, 4 years Juneau Skating Club parent volunteer, travel parent (Youth competitions (Daughter was a competitive figure skater at National level), Synchronized skating competition, Fur Rondy) Juneau Ski Club, Timing Official, Race Official

**Education/Training: Please list both formal and informal education & training experiences:**

Bachelor of Science, Animal & Range Science, Science focus, NDSU Fargo, North Dakota HIT training with ADF&G. I am a hunter and fisher (lakes and rivers) since childhood Officials training, United States Ski Association, Timing officials, Alpine Race training - I am an Alpine skier since childhood United State Figure Skating, informal through working with coaches I learned much about figure skating, and I trained through Adult Level 4. I am a figure skater since childhood I played piano and violin as a youth, and enjoyed participation in theater through my teens. During my college years, I learned many of the skills other peers had experience in 4H showing livestock, and I am able to train and groom a beef cow for show.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

No current special licenses. My current resume is on file from my prior application. Please let me know if a new file is desired.

**Demographics**

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

**Ethnicity**

Caucasian/Non-Hispanic

**Gender**

Female



Date of Birth

**Acknowledgement/Certification**

In order to submit this application, please read and agree to the following statement:

---

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

---

I Agree

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

Misuri (missouri)                      T                      Smyth  
First Name                                      Middle Initial                      Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

[Redacted]

State

[Redacted]

Postal Code

City

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Retired    N/A  
Employer    Job Title

### Residence Address if different from your Mailing "Home" Address listed above

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

**Secondary Email Address (if any)**

[Redacted]

**Which Boards would you like to apply for?**

Youth Activities Board: Not Submitted

**Are you applying for reappointment to this board?**

Yes  No

**If you are applying for more than one board, how many total boards are you willing to serve on?**

None Selected

**Special Needs - please list any special needs below such as need for sign language interpreter, etc...**

---

**Interests & Experiences**

Please tell us about yourself and why you want to serve. [*Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV*]

**Please explain, with specificity, your reasons for applying to serve on this particular board.**

**Please select the type of board seat for which you are applying \***

Criteria specific seat as listed in the board's governing legislation

**Please list any organizations for which you currently serve as a board member, officer, or employee.**

None at this time

**Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.**

Alaska Youth Choir - 20 years Alaska Youth Choir Scholarship Board - 9 years JEA Union Scholarship Chair JEA Union Membership Chair

**Education/Training: Please list both formal and informal education & training experiences:**

Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.

---

### Demographics

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

#### Ethnicity

Asian or Pacific islander

#### Gender

Female



Date of Birth

---

### Acknowledgement/Certification

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

I Agree



**JUNEAU COMMISSION ON SUSTAINABILITY ANNUAL REPORT  
JUNE 2022 - MAY 2023**

**I. INTRODUCTION**

The Juneau Commission on Sustainability (JCOS) continued to be engaged and productive this past year. The Commission’s work is typically researched and drafted by its committees, and the full Commission conducted 11 regular monthly meetings, numerous work sessions, two special meetings, and a December 2022 annual retreat.

The JCOS charter, and resolutions for the *Juneau Climate Action & Implementation Plan* (2011) and *Juneau Renewable Energy Strategy* (2018), identify its duties:

- 1. promotion of sustainability in the community,
- 2. recommendations to the Assembly and other boards and commissions on policies and programs,
- 3. research and applying for grants,
- 4. advising CBJ staff on GHG emission reductions, and
- 5. acting as a liaison between the community and Assembly on sustainability-related issues.

Sustainability, as defined in JCOS’s charter, encompasses economic, social, environmental, and local government components.

**II. HIGHLIGHTS – JCOS Governance, Priorities, Accomplishments and Pending Work**

**A. GOVERNANCE**

The Commission experienced considerable turnover in membership in 2022, with former members moving on because of business and work commitments, personal health, and graduate school. Remaining members provided orientation sessions, 1:1 guidance, and led an abbreviated work load while new members came up to speed. The commission’s December 2022 retreat provided new members the opportunity to step into committee and leadership roles.

In 2023, the Commission established a consistent day/week schedule for JCOS subcommittee work sessions, in order to optimize Eng/PW liaison support and in recognition of staff workloads.

B. PRIORITY - ENERGY

1. Implementation of the Juneau Climate Action Plan and the Juneau Renewable Energy Strategy

a. **JCOS Actions**

- actively engaged with CBJ staff to monitor and advocate for energy-related components in CBJ projects.
- actively participated with E&PW Dept on the contract with Dynamhex (now Constellation) to obtain an updated *Juneau Energy Use & GHG Inventory* for 2021. Conducted three review sessions of report drafts with the consultant at JCOS meetings.
- provided specific sustainability recommendations to the Assembly for its annual retreat goals-setting.
- prepared for the Assembly a JCOS Report: *Juneau’s Climate Action and Sustainability & Proposed Action Plan* (December 2022). The report
  - summarizes the actions undertaken in the community over the 5 years since JRES was adopted;
  - offers JCOS recommendations on “next steps” moving forward; and
  - identifies 40+ potential clean energy/climate action funding opportunities in the federal Bipartisan Infrastructure Law and Inflation Reduction Act.

b. **Pending Work**

- make a presentation at 6/5/23 Assembly COW on the 2021 Energy/GHG Inventory analysis, recent/current actions, and recommend next steps to meet the community’s GHG emission and renewable energy goals.
- seek Assembly approval for another year of analysis of Juneau’s energy profile/GHG inventory for year 2022.

2. Transportation

a. **JCOS Actions: Juneau Dock Electrification**

- Provided input to CBJ Docks & Harbors that was incorporated into CBJ comments submitted to EPA which sought public feedback on how to structure a new grant program. The program, directed at reducing air pollution in ports, may be a potential funding source for dock electrification in Juneau.
- Recommended the use of Marine Passenger Fees (MPFs) in 2023 for several projects:
  - prepare bid-ready engineering/design and environmental permitting and order the two load tap transformers for the 16B docks electrification;
  - conduct a beneficial electrification impact analysis with 3<sup>rd</sup> party consulting

services to assess and evaluate alternative approaches and CBJ investments in the downtown/port area electrical infrastructure; and

- provide local matching funds for a federal grant application in 2023 for downtown electric bus circulators.
- Recommended 16B Dock Electrification as a community project for CBJ's 2023 *Legislative Priorities* list.

**b. JCOS Actions: Electric Vehicles**

- advocated to use MPFs for local matching funds to a federal FTA Low No grant application for downtown electric bus circulators (which was not pursued in the 2023 grant cycle).
- actively monitored the Alaska Energy Authority's (AEA) development of the State of Alaska's EV Plan, a requirement to receive substantial federal Bipartisan Infrastructure Law funding. Participated in a summer 2022 AEA workshop to represent Juneau/SE Alaska input.
- engaged with the Juneau International Airport (JIA) manager to determine and recommend how the JIA parking lot improvements in 2023 include EV charging stations. This follows up on JIA's commitment for EV chargers as part of JCOS's waiver of airport LEED requirements in 2019.

**c. JCOS Pending Work**

- continue to monitor the State's allocation of federal EV funds through AEA.
- assist CBJ staff on grant applications for EV program funding.

3. Space Heating

**a. JCOS Action: Financing for Commercial Building Energy Efficiency Upgrades**

- conducted background research and education of commission members about C-PACE (Commercial-Property Assessed Clean Energy) financing for upgrades to multi-family housing and other commercial buildings.

**b. JCOS Pending Work**

- Advocate for and assist in an examination of potential CBJ participation in clean energy financing and identify federal funding opportunities and requirements.

4. CBJ Energy Management

**a. JCOS Actions: Energy Use in CBJ Facilities**

- engaged with CBJ staff on energy efficiency components to renovations to Centennial Hall and new construction at Bartlett Regional Hospital.

- received an update and applauded CBJ Facility Maintenance staff actions to track energy data and establish separate billing records for approx. 600 CBJ facilities.

**b. JCOS Pending Work**

- offered to work with CBJ staff to re-examine the 2011 LEED ordinance and current “green” building certification programs.

**C. PRIORITY – SOLID WASTE**

**a. JCOS Actions**

- toured the City of Whitehorse waste management facility and met with staff (June 2022) to consider successes/failures of the City’s waste planning.
- re-established a Solid Waste Committee of JCOS.
- recommended the municipal composting facility design and construction as a project to be included in the CBJ’s 2023 Legislative Priorities list.
- Attended the “Talking Trash” public meeting in April 2023 organized by Eng & PW staff and Assembly PWFC.
- Provided a letter of support for a CBJ grant application to EPA for funding to augment the congressional grant for a municipal composting facility.

**b. JCOS Pending Work**

- present a memo to the Assembly PWFC regarding CBJ’s approach to seek consulting services for design/build/operations of a municipal composting facility.

**D. PRIORITY - OUTREACH**

**1. Public Education and Community Awareness**

**a. JCOS Actions**

- conducted a JCOS Sustainability Session in May 2023 on the public review draft of the *2021 Juneau Energy Use and GHG Emissions Inventory*.
- drafted for the mayor two energy-related proclamations
  - Juneau Participation in the National Drive Electric Week EV Road Rally (September 2022) and
  - Earth Day/Litter Free (April 2023).
- maintained a website under the CBJ/Eng& PW website and also has a Facebook page. Sustainability sessions are recorded and posted, as are JCOS reports, meeting minutes, and useful articles.

## 2. Collaboration with AK municipalities

### a. JCOS Actions

- regularly participated in bimonthly meetings of the Alaska Municipal Climate Network of local elected officials, staff, and advocates around the state to share information and actions. Presented an overview of JCOS duties, procedures, and actions in February 2023.
- Met with members of the newly established Sitka Sustainability Commission in March 2023 and provided information about JCOS governance, duties, priorities, and procedural approaches.

### b. JCOS Pending Work

- consider an initiative and investigate work tasks to present to the Assembly the concept of a Sustainability Award to honor an individual, organization, business or agency that takes substantial action to further Juneau’s sustainability and resilience.

## E. PRIORITY - CLIMATE IMPACTS/SUSTAINABILITY INDICATORS

### a. JCOS Action

- Presented the *Juneau Climate Impacts Report*, a collaborative effort by UAF and UAS scientists and others, to the Assembly (July 2022).

### b. JCOS Pending Work

- develop sustainability indicators/metrics as part of a CBJ Comprehensive Plan update.

## III. OVERVIEW OF JCOS

The Juneau Commission on Sustainability, established by the Assembly in 2007, researches and advises the CBJ on community sustainability. The Commission’s mission is to promote the economic, social, environmental, and governmental well-being of Juneau and all its inhabitants, now and in the future.

### Membership

The 11-member Commission includes nine public members appointed by the Assembly, and one non-voting member each of the Assembly and the Planning Commission. In June 2022, the Commission liaison support switched from CDD to Eng&PW staff to be better aligned with most of JCOS work priorities. The Commission’s membership reflects environmental, social, economic, and governmental perspectives unified by the common interests of sustainability.

The JCOS members currently serving are:

<b>Member</b>	<b>Term Expires</b>	<b>Member</b>	<b>Term Expires</b>
<i><b>Gretchen Keiser</b></i>	6/30/2024, Chair	<i><b>Laura Achee</b></i>	6/30/2023
<i><b>Jessica Barker</b></i>	6/30/2024	<i><b>Duff Mitchell</b></i>	6/30/2025
<i><b>Marian Call</b></i>	6/30/2025	<i><b>Steve Behnke</b></i>	6/30/2024
<i><b>Jim Powell</b></i>	6/30/2023	<i><b>Nick Waldo</b></i>	6/30/2025
<i><b>David Teal</b></i>	6/30/2023, Secretary		
<i><b>Maria Gladziszewski</b></i>	CBJ Assembly Liaison (non-voting member)	<i><b>Nina Keller</b></i>	Planning Commission Liaison (non-voting member)
<i><b>Denise Koch</b></i>	CBJ Staff Liaison	<i><b>Dianna Robinson</b></i>	CBJ Staff Liaison (assistant)

A special thanks to former commissioners Lisa Daugherty (Solid Waste Chair), Anjuli Grantham (Outreach Chair), and Colin Peacock for their commitment and superb work. Also, JCOS thanks Assembly Liaison Carole Triem and Planning Commission Liaison Paul Voelckers who served on the Commission during the past year. And a special shoutout to Beth McKibben for her valuable support as JCOS liaison at CDD for several years.

For additional background about the Commission, see Attachment 1.

## ATTACHMENT 1: History of the Juneau Commission on Sustainability

The governing legislation for the Juneau Commission on Sustainability is CBJ Resolution 2401am, July 9, 2007. The policy and purpose of the Commission incorporated the mission of the former Juneau Energy Advisory Committee, which was also repealed by Resolution 2401am. The Commission’s 2010 sunset date was removed by CBJ Resolution 2528, May 19, 2010.

The membership structure of the Commission was altered in 2015. Resolution 2755; February 5, 2015 renewed the Commission and repealed an earlier Resolution 2718. The Planning Commission and Assembly Liaison members are now non-voting members and do not count towards a quorum.

In the past, many persons have actively served on the Commission:

**Public Member:** Carol Anderson, Nathan Arentsen, Kaley Bangston, Bob Bellagh, Kate Bevegni, Eva Varadi Bornstein, Sandy Boyce, Alida Bus, Amy Condra, Lisa Daugherty, Robert Deering, Susan Ely, Catherine Fritz, Myrna Gardner, Anjuli Grantham, Clint Gundelfinger, Dave Hanna, Lauren Heine, Scott Jackson, Zane Jones, Jonathan Kamler, Ed King, Linda Kruger, Iura Leahu, Jeni Lefing, Sarah Lewis, Sean Lynch, Greg McEwen, Colin Peacock, Jim Rehfeldt, Sally Schlichting, Amy Skilbred, John Smith, Kate Troll, Sara Truit, Greg Smith, Nancy Waterman, , Rick Wolk, Gayle Wood, Lisa Weissler, Christine Woll.

**Assembly Liaison:** Bob Doll, Karen Crane, Mary Becker, Jerry Nankervis, Kate Troll, Maria Gladziszewski, Rob Edwardson, Michelle Hale, Alicia Hughes-Skanjes, Carole Triem.

**Planning Commission Liaison:** Dan Miller, Nancy Waterman, Nicole Grewe, Ben Haight, Mike Levine, Mike Peterson, Paul Voelckers.

**CBJ Staff Liaison:** Maria Gladziszewski, Tim Felstead, Beth McKibben.

**Previous JCOS Chair:** Gayle Wood, Sarah Lewis, Sandy Boyce, Sean Lynch, Alida Bus, Nancy Waterman, Kate Troll, Lisa Weissler, Steve Behnke, Duff Mitchell.

Over the years, JCOS worked on several aspects of community sustainability through several past committees, including: Food Security (2016-2018; 2009-2011) Climate Action Plan Implementation (2012), Sustainability Indicators (2010-2012), Initiatives (2012), Energy (2014-2015; 2017-2023), Energy/Greenhouse Gas (2009-2011), Solid Waste (2014-2016; 2020-2023), Sustainability Chapter/Comprehensive Plan Update (2014), Built Environment, City Operations, and Transportation; Outreach /Accountability (2014-2015); Outreach/Education (2018-2023).

Presented by: The Manager  
Introduced: 05/02/2016  
Drafted by: A. G. Mead

**RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2755**

**A Resolution Reestablishing the Juneau Commission on Sustainability, and Repealing Resolution 2718.**

WHEREAS, the City and Borough of Juneau is committed to a sustainable future that meets today's needs without compromising the ability of future generations to do the same, and that:

- Supports a stable, diverse, and equitable economy;
- Protects the quality of the air, water, land and other natural resources;
- Conserves native vegetation, fish, wildlife habitat, and ecosystems;
- Minimizes human impacts on local and worldwide ecosystems; and
- Minimizes energy usage and the release of greenhouse gases; and

WHEREAS, the CBJ Comprehensive Plan provides that it is the policy of the CBJ to build a sustainable community that endures over generations and that is sufficiently far-seeing and flexible to maintain the vital and robust nature of its economic, social, and environmental support systems; and

WHEREAS, communities throughout the nation, both large and small, have promoted sustainability through focusing on such issues as reducing dependence on fossil fuels; promoting fuel-efficient technologies; investing in the local economy for the long-term; adopting and enforcing land-use policies that reduce sprawl, promote infill, preserve open space, and create compact, walkable urban communities; promoting transportation options such as bicycle trails, incentives for car pooling and public transit; making energy efficiency a priority through building code improvements, retrofitting municipal facilities with energy efficient technologies, and urging employees to conserve energy and save money; practicing and promoting sustainable building practices; increasing the fuel efficiency of municipal fleet vehicles and reducing the number of vehicles; increasing recycling rates in municipal operations and in the community; and educating the public, business, and government about sustainability; and

WHEREAS, by Resolution 2397(b), the CBJ joined the International Council for Local Environmental Initiatives (ICLEI) and committed itself to complete the five milestones of the Cities for Climate Protection Campaign to reduce greenhouse gas and air pollution emissions; and

WHEREAS, the Assembly finds that it is in the public interest to create a panel to research and advise the Assembly on community sustainability, including but not limited to the items listed above; and

WHEREAS, the Juneau Commission on Sustainability has requested that the Assembly revise the Commission's governing legislation to specify that the Planning Commission and Assembly members be non-voting members and not be counted in determining whether a quorum of the Commission is present.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Establishment.** There is established a Juneau Commission on Sustainability.

**Section 2. Composition.** The Commission shall be comprised of nine members appointed by the Assembly, plus one liaison from the Assembly and one from the Planning Commission. The liaisons shall not have the power to vote and shall not be counted in determining whether a quorum of the Commission is present. Commission membership shall reflect environmental, social, economic and governmental perspectives, unified by the common interest of sustainability. Commission members serving three year staggered terms at the time of adoption of this resolution shall serve out their terms.

**Section 3. Duration.** The Commission shall have an indefinite duration.

**Section 4. Public policy and purpose.** A sustainable community seeks to advance the economic social, environmental and governmental well-being of the community without compromising the quality of life of future generations. The mission of the CBJ Commission on Sustainability is to promote the economic, social, environmental, and governmental well-being of Juneau and all its inhabitants, now and in the future.

**Section 5. Powers and Duties.**

1. To coordinate, propose, and promote sustainability initiatives among residents, businesses, government, and non-governmental agencies and educational organizations through education and outreach programs.
2. To make recommendations to the Juneau Assembly and CBJ Boards and Commissions on policies and programs that promote sustainability.
3. To research and apply for grants or other funds or gifts from public or private agencies for the purpose of carrying out any of the provisions or purposes of this resolution.
4. To serve as an advisory group to the CBJ in reducing greenhouse gas emissions to target levels as adopted by the CBJ Assembly.

- 5. To act as liaison between the public and the CBJ Assembly on sustainability related issues.

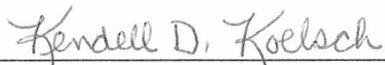
**Section 6. Staff Liaison.** The Manager shall designate a staff liaison to the Commission.

**Section 7. Procedure.** The Commission shall operate pursuant to the CBJ Advisory Board Rules of Procedure as they may be amended from time to time.

**Section 8. Repeal.** Resolution 2718 is repealed.

**Section 9. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 2<sup>nd</sup> day of May, 2016.

  
 \_\_\_\_\_  
 Kendell D. Koelsch, Mayor

Attest:

  
 for Laurie J. Sica, Municipal Clerk



## Board Roster



**David E Teal**

**1st Term** Sep 21, 2020 - Jun 30, 2023

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 4



**James Powell**

**2nd Term** Jul 01, 2020 - Jun 30, 2023

**Position** Voting Member

**Category** Public



**Nina Keller**

**1st Term** Jan 01, 2023 - Dec 31, 2023

No Recruitment

**Appointing Authority** Assembly

**Position** Ex-Officio

**Office/Role** Planning Commissioner

**Category** Planning Commissioner

**Dais Seat** 10



**Jessica L Barker**

**1st Term** Aug 08, 2022 - Jun 30, 2024

**Position** Voting Member

**Category** Public



**Gretchen Keiser**

**2nd Term** Jul 01, 2021 - Jun 30, 2024

**Appointing Authority** Assembly

**Position** Voting Member

**Office/Role** Chair

**Category** Public

**Dais Seat** 3



**Steve Behnke**

**4th Term** Jul 01, 2021 - Jun 30, 2024

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 2



**Duff Mitchell**

**4th Term** Jul 01, 2022 - Jun 30, 2025

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 5



**Nick Waldo**

**1st Term** Aug 08, 2022 - Jun 30, 2025

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 7



**Marian Call**

**1st Term** Jul 11, 2022 - Jun 30, 2025

**Position** Voting Member

**Category** Public



**Laura Achee**

**2nd Term** Jul 01, 2023 - Jun 30, 2026

**Appointing Authority** Assembly

**Position** Voting Member

**Category** Public

**Dais Seat** 9

**Special Needs** filling 6 month term & appointed to full term ending in 2026



**Maria Gladyszewski**

1st Term N/A - N/A

No Recruitment

**Appointing Authority** Assembly

**Position** Assembly Liaison

**Office/Role** Assemblymember

**Category** Assembly Liaison

**Dais Seat** 11

# Application Form

## Profile

**NOTE: PLEASE BE AWARE THAT ALL INFORMATION YOU PROVIDE ON THIS FORM AND ATTACHMENTS ARE OPEN TO PUBLIC REVIEW AND DISCLOSURE PURSUANT TO THE ALASKA PUBLIC RECORDS ACT.**

[When completing the application, please put your "**MAILING**" address in the first address block labeled "**HOME.**" The optional secondary address field is for your "**RESIDENCE**" address.]

David \_\_\_\_\_ E \_\_\_\_\_ Teal \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Suite or Apt

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Alternate Phone

Retired \_\_\_\_\_  
Employer Job Title

### Residence Address if different from your Mailing "Home" Address listed above

\_\_\_\_\_

### Residence Address Line 2

### Residence City

Juneau

### Residence State

Alaska

### Residence Postal Code

99801

### Comments

\_\_\_\_\_

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Juneau Commission on Sustainability: Submitted

Are you applying for reappointment to this board?

Yes  No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]

Please explain, with specificity, your reasons for applying to serve on this particular board.

As a recent retiree (after more than 20 years as director of the legislative finance division), I now have more time to give to projects that interest me. Sustainability is high on my list of interests. I would like to be part of the team that strives to balance economic growth, CBJ costs and environmental impacts. My experience in public policy and finance/economics will allow me to contribute to the commission's discussions and mission. On a more personal level, we own an electric vehicle and use heat pumps to heat our home. I also volunteer to help other Juneau residents obtain heat pumps.

Please select the type of board seat for which you are applying \*

General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

True North FCU, Renewable Juneau

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

**Education/Training: Please list both formal and informal education & training experiences:**

MA economics. Over 20 years of experience in policy and fiscal analysis. I am unable to attach a resume at this time. I am in Washington and have no access to my files or to a computer to work on. I return to Juneau in early September and can submit more information at that time if doing so will help with the decision-making process.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

None

**Demographics**

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

**Ethnicity**

Caucasian/Non-Hispanic

**Gender**

Male



Date of Birth

**Acknowledgement/Certification**

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

I Agree



Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Juneau Commission on Sustainability: Submitted

Are you applying for reappointment to this board?

Yes  No

If you are applying for more than one board, how many total boards are you willing to serve on?

None Selected

Special Needs - please list any special needs below such as need for sign language interpreter, etc...

Interests & Experiences

Please tell us about yourself and why you want to serve. [Contact the Clerk's Office at 586-5278 or city.clerk@juneau.org if you wish to submit a resume or CV]

Please explain, with specificity, your reasons for applying to serve on this particular board.

I would like to contribute to my community by serving on the Sustainability Commission because I enjoy being involved with making our wonderful city better. I particularly want to serve in the Sustainability Commission because I was involved in the initial planning and sustainability indicator development in 1995. I would like the opportunity to contribute my education in sustainability science and research that I have conducted in this community in such areas as food security, sustainability indicators, energy conservation.

Please select the type of board seat for which you are applying \*

General Public Seat

Please list any organizations for which you currently serve as a board member, officer, or employee.

none

Employment/Volunteer History: Please list any previous work or volunteer experience you have serving on a board.

1995-2004: Assemblymember & Deputy Mayor, CBJ. During that time I served as liaison on several boards and commissions.

**Education/Training: Please list both formal and informal education & training experiences:**

PhD in Natural Resources and Sustainability Science-UAF Master of Public Administration-UAS I have provided consulting to the Fairbanks Northstar Borough, newly formed Sustainability Commission 2012-Present I have consulted and provided presentations Nationally and Internationally on community sustainability indicators since 2005-Present Currently conducting research in Arctic cities: Sweden, Greenland, and Canada on community sustainability indicators and adaptations to climate change.

**Licenses/Certifications etc... Please list any professional licenses, certifications, or registrations that may be considered a qualifying criteria for the board to which you are applying.**

---

**Demographics**

The following information is requested so appointments to boards and commissions reflect the diversity of individuals within the community. If you are applying for a board with age criteria such as the Juneau Commission on Aging or the Youth Activities Board, please include your D.O.B. in the field below.

**Ethnicity**

None Selected

**Gender**

Male



Date of Birth

---

**Acknowledgement/Certification**

In order to submit this application, please read and agree to the following statement:

I understand that this is a volunteer position appointed by the City and Borough of Juneau Assembly and requires regular attendance at meetings. I further understand that this application is public information and the merits of my appointment may be discussed at a public forum. In addition, my name may be published in a newspaper or other media. I agree that if I am appointed to serve on a board or commission, I will follow all the laws, procedures, and practices associated with the service of a CBJ boardmember. I certify that the information in this application is true and accurate.

I Agree



# MEMORANDUM

Date: August 18, 2023

To: Assembly Human Resources Committee

Thru: Duncan Rorie Watt  
City Manager

From: Dallas Hargrave  
Human Resources & Risk Management Director

Re: Paid Parental Leave

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Over the last year, the City and Borough of Juneau (CBJ) has experienced unprecedented recruitment and retention issues. We are not alone. Employers across the city, state and nation are facing similar challenges with a “tight” labor market that generally has more open jobs than applicants willing to take the jobs. Recently, the CBJ has implemented a sign-on bonus program, a new online recruitment system, an employer contribution to a dependent care flexible spending account and an employer matching contribution to the 457 deferred compensation plan in an effort to improve recruitment and retention of employees. Additionally, the Assembly Finance Committee was presented with a paid parental leave benefit proposal at the May 10, 2023 meeting where funding for a paid parental leave program to be implemented in fiscal year 2024 was approved by the committee. The estimated program costs of \$170,000 in FY2024 were eventually approved by the whole Assembly when the FY2024 budget considered and passed. At the Finance Committee, the City Manager committed to bringing further details of the paid parental leave program forward to the Assembly for consideration in future meetings.

## **Review of Information Previously Presented**

In the packet of the May 10, 2023 Finance Committee Meeting information regarding the benefits of paid parental leave, the status of paid parental leave at the national and state level, an employee usage estimate to estimate costs, and the basic outline of a proposed CBJ paid parental leave program were presented. The purpose of this memorandum is not to restate what has been presented, but to provide additional detail and a program proposal through drafted changes to the Personnel Rules.

## **New Information Requested by the Assembly**

The Finance Committee requested more information regarding the total leave benefits packages of the other municipalities that have recently implemented paid parental leave policies. In March 2023, the Municipality of Anchorage and the City of Soldotna implemented paid parental leave policies, granting a benefit of four and six paid weeks (respectively) of parental leave. I was able to obtain information regarding the Municipality of Anchorage leave accrual rates and have provided a comparison to the CBJ leave accrual in the tables below.

CBJ Personal Leave Accrual Rates for 40 hour workweek	
Years of Service	Hours of leave accrued per biweekly pay period
Less than 1 year	6.5
1-2 years	7.4
2-5 years	8.3
5-10 years	9.3
More than 10 years	11.1

Muni Annual Leave Accrual Rates for 40 hour workweek for AMEA		
Years of Service	Hours of cashable annual leave accrued per pay period	Hours of non-cashable annual leave accrued per pay period
0-2 years	6.15	
3-5 years	6.77	
6-10 years	7.38	1.86
11-19 years	9.23	2.62
20+ years	9.23	3.27

No two employers tend to treat leave benefits exactly the same, and a comparison of CBJ and the Muni leave benefits supports this premise. The CBJ offers personal leave and does not distinguish between whether the leave is used for illness or vacation. Additionally, CBJ personal leave holds a cash value. The Muni designates annual and sick leave to be used for different purposes and allows some annual leave to be converted to sick leave. Additionally, the Muni distinguishes between annual leave that can be cashed out and annual leave that cannot be cashed out.

### **Paid Parental Leave Policy**

The CBJ paid parental leave policy has been drafted as a change to the CBJ Personnel Rules and is attached to this memorandum. Personnel Rule 11, Leave, has been modified to include a new section on paid parental leave, 11 PR 135. Below is a summary of the terms of the proposed personnel rule changes.

**Leave Entitlement:** Eligible employees are entitled to six (6) weeks of paid parental leave following the birth, adoption, or foster placement of a child. The paid parental leave benefit will be reduced on a pro-rated basis for an employee in a part time benefitted position.

**Eligibility:** All full-time and part-time employees who have completed at least 12 months of continuous service with the CBJ are eligible for paid parental leave benefits.

**Leave Usage:** Paid parental leave can be taken concurrent with FMLA/AFLA within six (6) months after the qualifying event (birth, adoption, or foster placement). The leave must be taken over one continuous period, not intermittently.

**Compensation:** During the paid parental leave period, employees will receive 100% of their regular base wages or salary. Employees shall continue to accrue personal leave and maintain benefits during paid parental leave. Paid parental leave has no cash value and will terminate if not used.

**Two CBJ Parents:** If two parents are CBJ employees who may be eligible for paid parental leave based on the same qualifying event, only one parent will receive the leave benefit.

### **Recommended Action**

The Manager's office recommends that if the Human Resources Committee agrees with the terms of the paid parental leave policy and has been provided with the information necessary to make a decision, a motion can be made to pass the proposed changes to the CBJ Personnel Rules out of the Committee to be considered by the whole Assembly. Once the changes to the CBJ Personnel Rules move out of the Committee, a resolution proposing the changes to the CBJ Personnel Rules will be scheduled at the next regular assembly meeting on the consent agenda.

**11 PR 135. Paid Parental Leave**

- (a) The CBJ shall provide up to six (6) weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption, foster care or legal guardianship. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child.
- (b) Eligibility for paid paternal leave shall be the same as the eligibility criteria articulated in CBJ Family/Medical Policy 19.01, or the successor policy(ies). Paid parental leave will run concurrently with FMLA/AFLA leave use.
- (c) Six (6) weeks of paid parental leave is provided in addition to accrued personal leave. Personal leave will continue to accrue during the period of paid parental leave, and an employee may not use personal leave concurrently with paid parental leave.
- (d) Employees must work in a benefitted position to be eligible for paid parental leave. The paid parental leave benefit will be reduced on a pro-rated basis for an employee in a part time benefitted position.
- (e) Eligible employees will receive a maximum of six (6) weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption or placement occurs (e.g. the birth of twins or adoption of siblings) does not increase the six-week total amount of paid parental leave granted for that event. Additionally, in no case will an employee receive more than six (6) weeks of paid parental leave in a rolling, 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month timeframe. If both parents and/or legal guardians are CBJ employees who meet the eligibility criteria, one employee shall be identified as the designated employee to take parental leave by the employees and only that designated employee shall only be eligible for paid parental leave under this rule. If the impacted employees are unable to agree on the designated employee, then the paid parental leave shall be split evenly between the two eligible employees.
- (f) Each week of paid parental leave is compensated at the employee's regular, straight-time weekly pay or equivalent weekly salary and will be paid on the biweekly pay schedule.
- (g) Employees must take paid parental leave in one continuous period of leave for the employee's entire work schedule. Intermittent paid parental leave is not permitted. Approved paid parental leave may be taken at any time during the six-month period immediately following the qualifying event and may not be used or extended beyond this six-month timeframe. Paid parental leave has no cash value and unused paid parental leave will be forfeited at the end of the six-month timeframe. Upon termination of employment with the CBJ, the employee will not be paid for any unused paid parental leave for which the employee was eligible.
- (h) An employee shall request paid parental leave on a CBJ-provided form.

	A	B
1		<b>2023 HRC MEETINGS - PENDING LIST</b>
2		<i>This is a guideline to the entity that is Boards/Commissions and subject to change</i>
3	<b>2023 HRC dates</b>	
4	<b>JANUARY</b>	JCOA Appointments
5	<b>9th</b>	Ordinance 2022-64 - P&R Board Consolidation for HRC review
6		
7	<b>30th</b>	BCAC Appointments
8		JCOS Appointment - vacant seat
9		Resolution 3020 Personnel Rules for HRC review
10		
11	<b>31st</b>	Full Assembly as HRC for BRH & PC Interviews
12		
13	<b>FEBRUARY</b>	LEPC Appointment
14	<b>27th</b>	JEDC Appointment - vacant Labor seat
15		Board recruitment & diversity discussion
16		
17	<b>MARCH</b>	Outling process for PRAC Appointments at the 4/17 HRC
18	<b>20th</b>	LEPC Appointment
19		Personnel Board Appointments
20		
21	<b>APRIL</b>	Per Chair Smith - Rank Choice Voting Presentation - Postponed to a later date
22	<b>17th</b>	Per Chair Smith - Substance Abuse Presentation
23		BOE Appointments (if we have applicants) - none
24		
25	<b>MAY</b>	
26	<b>8th</b>	Setting Dates for Empowered Board Interviews: Eaglecrest/Airport/Docks & Harbors
27	<b>CANCELLED</b>	
28		
29	<b>JUNE</b>	
30	<b>12th</b>	PRAC Appointments
31		Bidding Review Board Appointments
32		Resolution 3028 Amending the CBJ Personnel Rules
33		
34		
35	<b>JUNE</b>	Airport Board Interviews/Appointments (Full Assembly as HRC)
36	<b>27th</b>	Docks & Harbors Board Interviews/Appointments (Full Assembly as HRC)
37	<b>28th</b>	Eaglecrest Board Interviews/Appointments (Full Assembly as HRC)
38		
39		
40	<b>JULY</b>	Historic Resources Advisory Committee Annual Report & Appointments
41	<b>10th</b>	Utility Advisory Board Annual Report & Appointments
42		Juneau Commission on Aging Annual Report
43		LEPC Appointments
44		Personnel Board Appointment
45		JHRC Annual Report & Appointments
46		
47		
48	<b>31st</b>	SRRC Appointments
49		
50		
51	<b>AUGUST</b>	Juneau Commission on Sustainability Annual Report & Appointments
52	<b>21st</b>	Youth Activities Board Annual Report & Appointments
53		
54		
55	<b>SEPTEMBER</b>	Douglas Advisory Board Annual Report & Appointments

	A	B
56	<b>11th</b>	Resolution 2986 Assembly Rules of Procedure - waiting on Law to draft
57		Resolution xxxx Whistle Blower
58		Community Development Block Grant Proposal Review w/ CDD Staff Recommendation <i>if applying this year</i>
59		
60	<b>OCTOBER</b>	<b>NO HRC MEETING DUE TO ASSEMBLY REORGANIZATION</b>
61		
62	<b>NOVEMBER</b>	Review of 2024 Assembly Meeting Calendar
63	<b>13th</b>	Juneau Economic Development Council Appointments
64		Setting Dates for Empowered Board Interviews: Hospital Board & Planning Commission
65		
66		
67	<b>DECEMBER</b>	LEPC Annual Report & Appointments (or Jan 2024)
68	<b>11th</b>	Juneau Commission on Aging Appointments (or Jan 2024)
69		Sister Cities Committee Annual Report & Appointments - <i>committee hasn't met since late 2021 &amp; no interested applicants</i>
70		Board of Equalization Appointments (or Jan 2024)
71		Sales Tax Board of Appeals Appointments
72		Building Code Advisory Committee Annual Report & Appointments
73		
74	<b>TENTATIVE</b>	Hospital Board Interviews/Appointments (Full Assembly as HRC)
75	<b>Week of Dec</b>	Planning Commission Interviews/Appointments (Full Assembly as HRC)
76	<b>11th</b>	
77		