



# ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

July 29, 2024 at 6:00 PM

Assembly Chambers/Zoom Webinar

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

**A. CALL TO ORDER**

**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.](#) May 13, 2024 Assembly HRC Meeting Minutes - Draft
- [2.](#) June 17, 2024 Assembly HRC Meeting Minutes - Draft
- [3.](#) July 1, 2024 Full Assembly as HRC Meeting Minutes - Draft
- [4.](#) July 2, 2024 Full Assembly as HRC Meeting Minutes - Draft

**F. AGENDA TOPICS**

[5.](#) Douglas Advisory Board (DAB) Appointment

Per [Resolution 2331](#), the Douglas Advisory Board is a seven member board appointed by the Assembly; and to be appointed to the DAB must reside on Douglas Island. The purposes of the board shall be to advise Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

**There is one vacant seat for an unexpired term on the Douglas Advisory Board for a term beginning immediately and ending September 30, 2025.**

**Suggested Motion:**

to forward to the full Assembly for appointment, \_\_\_\_\_ to the Douglas Advisory Board or an unexpired term beginning immediately and ending September 30, 2025.

[6.](#) Juneau Commission on Sustainability (JCOS) 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 three seats for terms beginning immediately and ending June 30, 2027; one incumbent, Jessica Barker has reapplied as well as two members of the general public,

**SUGGESTED MOTION:** *to forward to the full Assembly for approval, the recommendation to reappoint \_\_\_\_\_ and Jto appoint \_\_\_\_\_ and \_\_\_\_\_ to the Juneau Commission on Sustainability all for terms beginning immediately and ending June 30, 2027.*

#### **7. Local Emergency Planning Committee (LEPC) Appointments**

Per [Resolution 2974](#), the LEPC serves as a community coalition advising staff on emergency management issues, reviews the emergency response plan for CBJ and functions, when necessary, as the Local Emergency Planning Committee under SARA Title III. The Assembly nominates applicants and final appointments are done by the State Emergency Response Commission. **A memo from Deputy Clerk Cathcart in the HRC packet outlines which LEPC seats are requiring action.**

**Recommended Motion:** *I move the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointments to the Local Emergency Planning Committee of Jeremy Weske, Peace Officer Seat 2, to a term beginning immediately and ending December 31, 2027; Nathan Rumsey, moving from BRH Hospital Seat 5a to BRH Hospital Seat 5 for a term beginning immediately and ending December 31, 2026; and Theresa Ross, Firefighter/EMS Seat 3 to a term beginning immediately and ending December 31, 2025 and ask for unanimous consent.*

#### **8. Ordinance 2024-23 An Ordinance Amending the Ordinance Formatting Requirements.**

CBJ Code 01.20.020 governs the formatting requirements of ordinances. This housekeeping ordinance would modernize that code as follows:

- Update the enacting clause;
- Clarify that irrelevant code sections do not have to be cited in amendments;
- Update the font requirements to remove the typewriter era standards; and
- Update the codification and archiving standards to eliminate unnecessary post-adoption work.

#### **9. Discussion on Airport Board - Waiving the Three (3) Tenant Board Member Rule**

Chapter [05.01.010](#) - Airport Board

The Airport is currently reviewing its by-laws - [July 11, 2024 JIA Board meeting agenda item](#)

### **G. STAFF REPORTS**

There is currently a vacant Bartlett Regional Hospital Board seat (term running immediately - December 31, 2026). The Clerk's Office is advertising the vacancy, with an application deadline of Monday, August 5th. As of the posting of this packet on 7/26, no applicants have applied for the BRH Board.

**Requested Action:** Clerk staff is requesting the HRC decide whether to hold interviews during its regular 8/19 HRC meeting (similar to the 7/1 Docks & Harbors Board interviews with an earlier meeting start time and time to move into executive session); with appointments made during the Regular Assembly meeting that night under Assembly Liaison Reports. Or, the committee could pick a separate date in late August to hold interviews and appointments.

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

#### **2024 Assembly Goal 4A - Specific to the work of the HRC**

- a. Acknowledge and honor Juneau's indigenous culture and place names. Develop a naming policy. - **A Naming Policy is tentatively scheduled for review by the Lands Housing & Economic Development Committee at its August meeting.**
- b. Consider the impacts of recognizing additional and/or replaced holidays, including Elizabeth Peratrovich Day, Indigenous People's Day and Juneteenth.

**I. COMMITTEE MEMBER COMMENTS AND QUESTIONS**

**J. NEXT MEETING DATE**

Regular HRC Meeting - August 19, 2025 at 6pm, Assembly Chambers/Zoom

**K. SUPPLEMENTAL MATERIALS**

**L. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

# ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - **DRAFT**

May 13, 2024 at 6:00 PM



Assembly Chambers/Zoom Webinar

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

## A. CALL TO ORDER

HRC Chair Smith called the Assembly Human Resources Committee taking place in the Assembly Chambers and via Zoom webinar to order at 6:00 p.m.

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

## C. ROLL CALL

**Present:** HRC Chair Greg Smith, Wade Bryson, Ella Adkison, and 'Wáahlaal Gídaag (via Zoom)

**Absent:** None

**Staff/Others:** Deputy Municipal Clerk Di Cathcart, City Manager Katie Koester, Municipal Clerk Beth McEwen, Assemblymembers Michelle Hale and Paul Kelly, JCOA Chair Deborah Craig, JCOA Member Linda Kruger, and PRAC Chair Chris Mertl

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

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

1. **March 4, 2024 Assembly HRC Meeting Minutes - Draft**
2. **April 1, 2024 Assembly HRC Meeting Minutes - Draft**

## F. AGENDA TOPICS

### 3. Juneau Commission on Aging (JCOA) Presentation

Juneau Commission on Aging Chair Deborah Craig walked HRC members through her JCOA PowerPoint presentation on Age-Friendly Planning and Communities, highlighting the latest statistic that 30% of Juneau's population is 55 or older, then opened it up for questions. Mr. Bryson asked how many in our community are over 100 years old; have we hit 'Blue Zone' status yet? Ms. Craig, potentially, especially if we can attract more people to come to Juneau to live, work and retire. State of Alaska Department of Labor tracks that type of demographic information.

Ms. Adkison asked how the commission is reaching out to low-income, and below the poverty line seniors within the community. Ms. Craig stated the JCOA has reached out to tribal groups and other organizations and noted the diverse backgrounds, both professional and personal, of members on the commission that help with outreach. When the senior survey was conducted in 2020, JCOA did a large outreach to the community. Survey results found that for the 6.9% of CBJ citizens that are below the poverty line, 2% of those are seniors. In comparison to the rest of the community, this group of people are less likely to have access to the resources available in the community. JCOA has worked with CBJ staff to get an updated JCOA website with an ever-expanding list of resources and contacts for seniors. Ms. Craig wrapped up thanking the HRC for its support and noted one of the missions of JCOA is to advocate for everyone with the goal of aging – so cool, everyone is doing it!

Chair Smith thanked Ms. Craig and fellow JCOA members for all their work and being such an active commission.

### 4. Parks & Recreation Advisory Committee Annual Report

Parks & Recreation Advisory Committee Chair Chris Mertl gave an overview of PRAC's annual report and the highlights from the last year for Parks & Recreation. Mr. Mertl noted the largest change was the sunseting of the

'old' PRAC, Treadwell Advisory Board, Aquatics Board and Jensen-Olson Arboretum Advisory Board into a consolidated 'new' PRAC in May 2023. After listening to the Juneau Commission on Aging's presentation, Mr. Mertl invited JCOA to come present at a future PRAC meeting. HRC members thanked Mr. Mertl for the report and all the work PRAC members continue to do.

## 5. Bidding Review Board Appointments

The Bidding Review Board (BRB) consists of five members per CBJ Code [53.50.061](#). The members of the Bidding Review Board shall serve three-year terms. To the extent possible, one of the members shall be an attorney licensed to practice law in the state. No member of the BRB who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply: If there are no other qualified applicants at the time reappointment is considered by the Assembly Human Resources committee, or to qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

All three incumbents have applied for reappointment for various terms. Jason Soza is the fourth member with a term ending May 31, 2026. There is also one vacant seat for an unexpired term and no other applicants have applied.

**MOTION:** by Ms. Adkison to forward to the full Assembly for approval, the recommendation to reappoint Roger Healy to the Bidding Review Board to a term beginning immediately and ending May 31, 2026, and to reappoint Alexander Smith and Stephen Sorensen to the Bidding Review Board for terms beginning June 1, 2024, and ending May 31, 2027, and asked for unanimous consent. **Hearing no objection, motion passed.**

## G. STAFF REPORTS

### 6. Sales Tax Appeals

Staff is notifying the Assembly Human Resources Committee that with currently only one-member sitting on the Sales Tax Board of Appeals, if any appeals arise, they will be brought before the Assembly sitting in a quasi-judicial manner; either as the HRC or the Full Assembly as the HRC to hear that appeal. Two (2) Sales Tax appeals were submitted to the Clerk's Office during the month of April. The first appeal is not timely, and the appellant has been notified to continue to work with the Sales Tax and Collections Offices to come into compliance. The second appeal was filed timely, and the Clerk's Office is working with Sales Tax and the appellant to see if this appeal needs to move to the Assembly. If this appeal moves forward, staff will work with the Assembly to set special meeting dates in June to hear the appeal. Sales Tax Appeals [CBJ Code 69.05.180](#) & CBJ Appeals [Code 01.50.030](#)

### 7. 2024-01 CBJ Board Pamphlet Updates

**MOTION:** by Mr. Bryson accept the updated board pamphlet which includes direction to CBJ Advisory Boards on written communication with the Assembly and to distribute CBJ Informational Pamphlet Version 2024-01 to all CBJ boards, committees and commissions and asked for unanimous consent. **Hearing no objection, motion passed.**

### 8. Setting Dates for Empowered Board Interviews & Appointments

Possible dates for the full Assembly as HRC to hold interviews and appointments for the Airport Board, Docks & Harbors Board and Eaglecrest Board, at 5:30pm via Zoom. Deadline to submit applications to the Clerk's Office is 11:59pm, Friday, May 31. Staff requests the HRC pick two dates as placeholders to bring forward to the full Assembly for approval. The following dates land on "meeting-free" Monday and Tuesdays: June 10, 11 or June 24, 25.

#### Airport Board

2 seats for terms beginning July 1, 2024 and ending June 30, 2027

#### Docks & Harbors Board

2 seats for an unexpired term beginning Immediately and ending June 30, 2026

3 seats for terms beginning July 1, 2024 and ending June 30, 2027

**Eaglecrest Board**

1 seat for an unexpired term beginning May 1, 2024 and ending June 30, 2025

2 seats for terms beginning July 1, 2024, and ending June 30, 2027

With several Assemblymembers traveling during June Clerk staff will look at everyone's availability and forward a couple of dates to Chair Smith that have the most Assemblymembers available. Interviews may need to take place at the beginning of July.

**H. STANDING COMMITTEE TOPICS – *did not discuss during this meeting***

**2024 Assembly Goal 4A - Specific to the work of the HRC**

Acknowledge and honor Juneau's indigenous culture and place names. Develop a naming policy. Consider the impacts of recognizing additional and/or replaced holidays, including Elizabeth Peratrovich Day, Indigenous People's Day and Juneteenth.

**I. COMMITTEE MEMBER COMMENTS AND QUESTIONS - *none***

**J. NEXT MEETING DATE**

Regular HRC June 17, 2024 @ 6pm, Assembly Chambers/Zoom

**K. SUPPLEMENTAL MATERIALS - *none***

**L. ADJOURNMENT**

*There being no further business to come before the committee, meeting adjourned at 6:47 p.m.*

# ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - **DRAFT**

June 17, 2024 at 6:00 PM



## Zoom Webinar-ONLY

**THIS MEETING SWITCHED TO A ZOOM ONLY VENUE. No in person venue will be held for this HRC meeting.**

Zoom Webinar is: <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 6:00 p.m. via Zoom.*

### B. LAND ACKNOWLEDGEMENT – read by Assemblymember ‘Wáahlaal Gídaag

We would like to acknowledge that the City and Borough of Juneau is on Tlingit land and wish to honor the indigenous people of this land. For more than ten thousand years, Alaska Native people have been and continue to be integral to the well-being of our community. We are grateful to be in this place, a part of this community, and to honor the culture, traditions, and resilience of the Tlingit people. *Gunalchéesh!*

### C. ROLL CALL

**Present:** HRC Chair Greg Smith, Wade Bryson, ‘Wáahlaal Gídaag, and Ella Adkison

**Absent:** None

**Staff/Others:** Municipal Clerk Beth McEwen, and Human Resources/Risk Management Director Dallas Hargrave

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

### E. AGENDA TOPICS

#### 1. Douglas Advisory Board Appointment(s)

Per [Resolution 2331](#), the Douglas Advisory Board is a seven member board appointed by the Assembly; and to be appointed to the DAB must reside on Douglas Island. The purposes of the board shall be to advise Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

There are currently two vacant seats for various terms on the Douglas Advisory Board. One seat is for a term beginning immediately and ending September 30, 2025 and the other for a term beginning immediately and ending September 30, 2024. Since this second vacancy falls within 6-months of this seat coming due, the committee can appoint an applicant to finish out the current term and appoint them to a full-term beginning October 1, 2024 and ending September 30, 2027.

**MOTION:** by Mr. Bryson to forward to the full Assembly for appointment, Matt Catterson to the Douglas Advisory Board for an unexpired term beginning immediately and ending September 30, 2024, and to a full-term beginning October 1, 2024, and ending September 30, 2027 and asked for unanimous consent.

*Hearing no objection, motion passed.*

#### 2. Parks & Recreation Advisory Committee (PRAC) Appointments

Per [Ordinance 2022-64\(b\)\(am\)](#) the duties of the Jensen-Olson Arboretum Advisory Board, the Treadwell Arena Advisory Board, and the Aquatics Board were consolidated into the Parks and Recreation Advisory Committee (PRAC) and those committees sunset as of March 27, 2023 with the previous PRAC sunsetting as of April 30, 2023. The one-year terms on PRAC have now come due, to what will now be full three-year terms running May 1, 2024 - April 30, 2027.

**HRC action - recommendations for appointment of applicants to three terms beginning immediately (May 1, 2024) and ending April 30, 2027.**

**MOTION:** by Ms. Adkison to forward to the full Assembly for appointment Ryan O'Shaughnessy, Adrienne Scott and Andrew Williams to the Parks & Recreation Advisory Committee all to full terms beginning immediately and ending April 30, 2027, and asked for unanimous consent. **Hearing no objections, motion passed.**

Mr. Bryson commended outgoing PRAC Chair Chris Mertl for all his work on PRAC over the last 14+ years as a board member.

### 3. Historic Resources Advisory Committee (HRAC) Annual Report & Appointments

Per [CBJ Code 49.10.410](#) The Historic Resources Advisory Committee consists of nine members appointed by the Assembly. Members shall be appointed for a term of three years. The Assembly shall invite applications for membership from archaeologists, historians, architects, people knowledgeable in the customs and language of the Tlingit and Haida people, owners of locally recognized historic property, people familiar with the operations and issues relating to the city museum, teachers, and the general public.

**There are three seats with terms due beginning July 1, 2024 and ending June 30, 2027. There is also one seat for an unexpired term beginning immediately and ending June 30, 2025.** All incumbents have applied for reappointment, no new applications have been received.

The Committee reviewed the Historic Resources Advisory Committee's annual report and had no questions.

**MOTION:** by Mr. Bryson to forward to the full Assembly for approval, the recommendation to reappoint to the Historic Resources Advisory Committee, Shannon Crossley, Donald Harris and Dorene Lorenz all to full terms beginning July 1, 2024, and ending June 30, 2027, and ask for unanimous consent. **Hearing no objection, motion passed.**

### 4. Resolution 3067 A Resolution Amending the City and Borough of Juneau Personnel Rules

Mr. Hargrave walked the committee through Resolution 3067, noting that a year ago the Assembly approved a change that put a matching employer contribution to benefited city employees for their 457 Plan. We've had a year of administering the program and would like to make some adjustments so it's as clear as possible for employees reading it. Mr. Hargrave pointed out one change of substance regarding the vesting schedule and age limit from 55 years of age to 59 ½ years of age. Anyone that has been vested over this last year because they are 55 or older would be grandfathered in under this resolution.

**MOTION:** by Mr. Bryson to forward Resolution 3067 A Resolution Amending the City and Borough of Juneau Personnel Rules to the full Assembly for action and ask for unanimous consent. **Hearing no objection, motion passed.**

## F. STAFF REPORTS

### 5. Update on Empowered Board Applications

Monday (6/17) at 4:30pm is the deadline for applicants to submit the advanced interview questions for each board in order to be scheduled for an interview. Clerk Staff will work to provide final applicant numbers prior to this HRC meeting.

**At the time of this HRC packet posting on 6/14:**

D&H Board: 10 applications (2 applicants returned questions)

Airport Board: 4 applications (0 applicants returned questions)

Eaglecrest Board: 12 applications (2 applicants returned questions)



The committee may wish to tentatively pick a second date later in July to hold interviews for the Docks & Harbors Board if July 2nd looks like it will be too long of a night to hold all three board interviews. The Airport and Eaglecrest Boards have regular meetings the 1st and 2nd weeks of the month and the Docks & Harbors Board holds its regular meeting the last week of the month, hence the recommendation to hold D&H interviews later in July if needed.

The other option, if keeping all interviews on 7/2, would be to start at 5pm.

**Airport Board**

2 seats for terms beginning July 1, 2024 and ending June 30, 2027

**Docks & Harbors Board**

1 seat for an unexpired term beginning Immediately and ending June 30, 2026

3 seats for terms beginning July 1, 2024 and ending June 30, 2027

**Eaglecrest Board**

1 seat for an unexpired term beginning May 1, 2024 and ending June 30, 2025

2 seats for terms beginning July 1, 2024 and ending June 30, 2027

The committee discussed time and date options and landed on July 1 and July 2 for Empowered Board interviews. The July 1 meeting of the full Assembly sitting as the HRC for interviews will take the place of the regularly scheduled HRC meeting. July 1 will have a 5:00 p.m. start time with Assemblymembers either on Zoom or in the Assembly Chambers and applicants will be on Zoom. For July 2 it will be a 5:30 p.m. start time and will be a Zoom only meeting.

**G. STANDING COMMITTEE TOPICS – did not discuss during this meeting.**

**2024 Assembly Goal 4A - Specific to the work of the HRC**

*Acknowledge and honor Juneau's indigenous culture and place names. Develop a naming policy. Consider the impacts of recognizing additional and/or replaced holidays, including Elizabeth Peratrovich Day, Indigenous People's Day and Juneteenth.*

**H. COMMITTEE MEMBER COMMENTS AND QUESTIONS - None**

**I. NEXT MEETING DATE**

July 1, 2024 at 6pm - Regular Assembly HRC Meeting

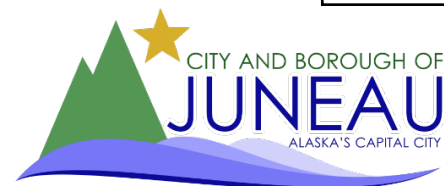
July 2, 2024 - Zoom Only - Empowered Board Interviews

**J. SUPPLEMENTAL MATERIALS - None**

**K. ADJOURNMENT**

*There being no further business to come before the committee, meeting adjourned at 6:25 p.m.*

# FULL ASSEMBLY AS THE HUMAN RESOURCES COMMITTEE MINUTES



July 01, 2024 at 5:15 PM - **DRAFT**

**Zoom Webinar (Some Assemblymembers in Chambers)**

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

**A. CALL TO ORDER**

Assembly HRC Chair Smith called the Full Assembly sitting as the Human Resources Committee for Empowered Board interviews to order at 5:19 p.m. in Assembly Chambers and via Zoom

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

**C. ROLL CALL**

**Assemblymembers Present:** HRC Chair Greg Smith, Mayor Beth Weldon, Wade Bryson, Christine Woll, ‘Waahlaal Gidaag, Paul Kelly, and Ella Adkison (via Zoom)

**Assemblymembers Absent:** Michelle Hale and Alicia Hughes-Skandijs

**Staff/Other:** Deputy Municipal Clerk Di Cathcart, Municipal Clerk Beth McEwen, Port Director Carl Uchytel, D&H Chair Don Etheridge, and Acting City Attorney Emily Wright.

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

**E. AGENDA TOPICS**

**1. Docks & Harbors Board Applicant Interviews**

Per [CBJ Code 85.02.010](#); the Docks and Harbors Board is a nine member board appointed by the Assembly to serve without compensation for staggered three-year terms. To the extent possible, appointments to the board shall include persons having marine, engineering, financial, or other skills relevant to port and harbor matters.

**There are five seats up for appointments; three seats with full terms running July 1, 2024 through June 30, 2027 and two vacant seats for unexpired terms beginning immediately through June 30, 2026.**

**Interview Time      Applicant**

|           |   |
|-----------|---|
| 5:20pm    | James 'Jim' Becker - Incumbent                                      |
| 5:30pm    | Matthew Leither - Incumbent   |
| 5:40pm    | Nicolas Orr   |
| 5:50pm    | Clayton Hamilton  |
| 6:00pm    | Karl Leis   |
| 6:10pm    | Shane Krause  |
| (No Time) | Thomas 'Tyler' Emerson (unable to attend due to commercial fishing) |

The full Assembly sitting as the Human Resources Committee held 10-minute interviews for each Docks & Harbors Board applicant. The Committee then recessed into executive session at 6:20 p.m. and reconvened into open session at 6:42 p.m. The HRC committee will make board appointment recommendations at the Special Assembly Meeting 2024-15 on July 2, 2024, for Docks & Harbors, Airport & Eaglecrest Boards.

**F. EXECUTIVE SESSION**

**MOTION:** by Mayor Weldon that the committee 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 objections, committee convened into executive session at 6:20 p.m.***

**MOTION:** by Mayor Weldon to reconvene into open session, ***hearing no objection committee reconvened into open session at 6:42 p.m.***

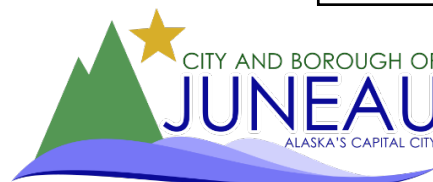
**G. NEXT MEETING DATE**

July 2 - Full Assembly as the HRC for Airport & Eaglecrest Board Interviews at 5:30pm via Zoom

**H. ADJOURNMENT**

*There being no further business to come before the committee, meeting adjourned at 6:43 p.m.*

# FULL ASSEMBLY AS THE HUMAN RESOURCES COMMITTEE MINUTES



July 02, 2024 at 5:30 PM - **DRAFT**

## Zoom Webinar

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

### A. CALL TO ORDER

Assembly HRC Chair Smith called the Full Assembly sitting as the Human Resources Committee for Empowered Board interviews to order at 5:32 p.m. via Zoom.

### B. LAND ACKNOWLEDGEMENT - *read by Assemblymember Adkison*

### C. ROLL CALL

**Assemblymembers Present:** HRC Chair Greg Smith, Mayor Beth Weldon, Wade Bryson, Christine Woll, 'Wáahlaal Gidaag, Ella Adkison and Paul Kelly

**Assemblymembers Absent:** Michelle Hale, and Alicia Hughes-Skandijs

**Staff/Other:** Deputy Municipal Clerk Di Cathcart, Airport Manager Patty Wahto, Eaglecrest Board Member Norton Gregory, Eaglecrest Staff Kristen Strom and Erin Lupro, and Juneau Empire Reporter Mark Sabbatini

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

### E. AGENDA TOPICS

#### 1. Airport Board Applicant Interviews

Per [CBJ Code 05.01.010\(b\)](#); the Juneau International Airport Board consists of seven members appointed by the Assembly to serve without compensation for staggered three-year terms. Per code, no more than three members of the airport board may be a tenant under a lease with the airport, or an officer or employee of a tenant under lease with the airport.

**There are two seats up for appointments; both for full terms running July 1, 2024 through June 30, 2027.**

| <u>Interview Time</u> | <u>Applicant</u>   |
|-----------------------|--|
| 5:35pm                | Danial Spencer - Incumbent   |
| 5:45pm                | Brian Benjamin   |
| 7:40pm                | Charles Williams (due to travel/interviewed after Eaglecrest Applicants) |

The full Assembly sitting as the Human Resources Committee held 10-minute interviews for each Airport Board applicant. At the completion of all interviews for the evening, the HRC Committee recessed into executive session at 8:02 p.m. and reconvened into open session at 8:52 p.m.

**MOTION:** by Mayor Weldon for the Assembly Human Resources Committee to recommend to the Assembly to reappoint Danial Spencer, to the general public seat and to appoint Charles Williams, to the tenant/public seat, on the Airport Board, both to full terms beginning July 1, 2024, and ending June 30, 2027, and asked for unanimous consent. *Hearing no objection, motion passed.*

#### 2. 15 MINUTE BREAK – *on break until 6:08 p.m.*

**3. Eaglecrest Ski Area Board Interviews**

Per [CBJ Code 67.05.010](#), the Eaglecrest Board consists of seven members appointed by the Assembly to serve without compensation for staggered three-year terms. No board member, or member of a board member's immediate family or household, may be employed by the Eaglecrest ski area.

**There are three seats up for appointments: two seats with full terms running July 1, 2024, through June 30, 2027, and one vacant seat for an unexpired term beginning immediately through June 30, 2025.**

| <u>Interview Time</u> | <u>Applicant</u>           |
|-----------------------|----------------------------|
| 6:10pm                | Michael Satre - Incumbent  |
| 6:20pm                | Hannah Shively - Incumbent |
| 6:30pm                | Brandon Cullum             |
| 6:40pm                | Mariah Thibodeau Offer     |
| 6:50pm                | Charles Orsborn            |
| 7:00pm                | Thor Lindstam              |
| 7:10pm                | Charlie Herrington         |
| 7:20pm                | Henry Deppner              |
| 7:30pm                | Richard 'Rick' Harris      |
| 7:50pm                | Riley Moser                |

The full Assembly sitting as the Human Resources Committee held 10-minute interviews for each Eaglecrest Board applicant. At the completion of all interviews for the evening, the HRC Committee recessed into executive session at 8:02 p.m. and reconvened into open session at 8:52 p.m.

**MOTION:** by Mayor Weldon for the Assembly Human Resources Committee to recommend to the Assembly to reappoint Michael Satre and Hannah Shively both to full terms beginning July 1, 2024, and ending June 30, 2027, and to appoint Brandon Cullum to an unexpired term beginning immediately and ending June 30, 2025, all to the Eaglecrest Board and asked for unanimous consent. ***Hearing no objection, motion passed.***

**F. EXECUTIVE SESSION**

**MOTION:** by Mayor Weldon that the committee 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 objections, committee convened into executive session at 8:02 p.m.***

**MOTION:** by Mayor Weldon to reconvene into open session, ***hearing no objection committee reconvened into open session at 8:52 p.m.***

**G. NEXT MEETING DATE**

July 29 - Regular Assembly HRC at 6:00pm, Assembly Chambers/Zoom Webinar

**H. SUPPLEMENTAL MATERIALS - none****I. ADJOURNMENT**

*There being no further business to come before the committee, meeting adjourned at 8:53 p.m.*

Presented by: HRC  
Introduced: 04/23/2007  
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2331

**A Resolution Reestablishing and Renaming the Douglas Service Area Advisory Board, and Repealing Resolution Nos. 210 and 1665.**

WHEREAS, a temporary Advisory Board for Douglas Service Area, Service Area No. 2, was established by the Charter in Section 16.8(d); and

WHEREAS, the Douglas Service Area Advisory Board has continued to function under authority granted by the Assembly; and

WHEREAS, it is desirable that this board continue to function, and that it be renamed.

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

**Section 1.** The Douglas Service Area Advisory Board, shall be known as the Douglas Advisory Board

**Section 2.** The board shall consist of seven members appointed by the Assembly for staggered three-year terms.

**Section 3.** Any person appointed to serve on the Douglas Advisory Board must be a qualified voter of the City and Borough residing on Douglas Island.

**Section 4.** The purposes of such board shall be to advise the City and Borough Assembly and the City and Borough administration on matters which affect Douglas Island and its facilities and residents.

**Section 5. Repeal of Resolutions.** Resolution Nos. 210 and 1665 are repealed.

//

//

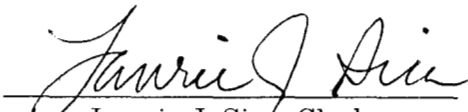
//

**Section 6. Effective Date.** This resolution shall be effective immediately upon adoption.

Adopted this 23<sup>rd</sup> day of April, 2007.

  
Bruce Botelho, Mayor

Attest:

  
Laurie J. Sica, Clerk

# Douglas Advisory Board

| Information   | Members   |  |
|---|---|--|
| <div>Douglas Advisory Board Webpage</div> <p><b>Contact Info:</b><br/>Contact City Clerk's Office at 907-586-5278<br/>or <a href="mailto:city.clerk@juneau.gov">city.clerk@juneau.gov</a></p> <p><b>Meeting Frequency:</b><br/>3rd Wednesday of the Month @ Douglas Library Meeting Room</p> <p><b>Term Lengths:</b><br/>36 months</p> <p><b>Number of Positions:</b><br/>7</p> | Current   | Past   |
|   | <p><b>Ed Schoenfeld</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 09/30/2026</p> <p><b>Joyce Vick</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 09/30/2026</p> <p><b>Shannon Crossley</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 09/30/2024</p> <p><b>Vacant Seat</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 09/30/2025</p> | <p><b>Mary Kay Pusich</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 09/30/2025</p> <p><b>Ann Simard</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 09/30/2025</p> <p><b>Matt Catterson</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 09/30/2024</p> |





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#### Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Tue, 07/16/2024 - 2:08pm  
192.245.44.10

#### First Name

Jackie

#### Last Name

McMaster

#### Residence Address

[REDACTED] Douglas, AK 99824

#### Mailing Address

[REDACTED] Douglas, AK 99824

#### Primary Phone Number

9 [REDACTED]

#### Secondary Phone Number

#### Email

j [REDACTED]

#### Board, Commission, Committee

Douglas Advisory Board

#### Current of Prior Experience on CBJ Boards/Commissions/Committees

None

#### Reasons for Applying

I am a longtime Douglas resident and deeply care about my community. I have always been dedicated to my community through volunteer efforts and wish to deepen my level of involvement and commitment to my friends and neighbors.

#### Qualifications

I've contributed hundreds of volunteered hours to community improvements. These efforts have involved trash pickup, flood prevention (clearing drains and culverts), facilitating and supporting community events (Maritime Festival, Alaska Health Fair), snow removal for elderly community members, and ensuring fire hydrants are

accessible. I have a strong desire to make Juneau (and Douglas) a better place for all and wish to bring perspectives to the table.

Section F, Item 5.

**Civic Activities, Memberships or Non-profits Involved With**

Volunteer, Amazing Bookstore (Friends of the Library)  
Precinct Chair, Alaska Divisions of Elections  
Volunteer, Friends of the Flags  
Phlebotomist, Alaska Health Fair  
Former Center Manager, Blood Bank of Alaska

**Working with a Group**

I have a varied work history that includes medical, hospitality, retail, public administration, construction, and commercial fishing. This colorful background has exposed me to thousands of people and numerous scenarios. All of the jobs I've had rely on teamwork, whether you're working internally or in conjunction with another entity. Conflict is a frequent occurrence in all lines of work. I believe in working toward an equitable solution for all through respectful communication, and creating a solution-based conversation about the issue at hand, while also taking pause to examine details and potential outcomes.

**Meeting Schedule and Attendance**

Yes

**Date of Birth (Optional)****Ethnicity (Optional)****Gender (Optional)**

Female

**Acknowledgment/Certification**

Jackie LA McMaster

**Resume, Education, etc. (Optional)**

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

## Juneau Commission on Sustainability

| Information  | Members  |  |
|--|--|--|
|  | Current  | Past   |
| <b>JCOS Webpage</b><br><br><b>Contact Info:</b><br>Environmental Project Specialist<br>Dianna Robinson 907-586-0800 x4197<br>or dianna.robinson@juneau.gov<br><br><b>Meeting Frequency:</b><br>1st Wednesday of the Month<br><br><b>Term Lengths:</b><br>36 months<br><br><b>Number of Positions:</b><br>9 | <b>Nick Waldo</b><br><b>Position:</b> Voting Member<br><b>Term End:</b> 06/30/2025<br><br><b>James Powell</b><br><b>Position:</b> Voting Member<br><b>Term End:</b> 06/30/2026<br><br><b>David Teal</b><br><b>Position:</b> Voting Member<br><b>Term End:</b> 06/30/2026<br><br><b>Laura Achee</b><br><b>Position:</b> Voting Member<br><b>Term End:</b> 06/30/2026<br><br><b>Vacant Seat</b><br><b>Position:</b> Voting Member<br><b>Term End:</b> 06/30/2027 | <b>Duff Mitchell</b><br><b>Position:</b> Voting Member<br><b>Term End:</b> 06/30/2025<br><br><b>Marian Call</b><br><b>Position:</b> Voting Member<br><b>Term End:</b> 06/30/2025<br><br><b>Jessica Barker</b><br><b>Position:</b> Voting Member<br><b>Term End:</b> 06/30/2024<br><br><b>Nina Keller</b><br><b>Position:</b> Planning Commission<br><b>Term End:</b> 12/31/2024<br><br><b>Vacant Seat</b><br><b>Position:</b> Voting Member<br><b>Term End:</b> 06/30/2027 |



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#### Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Sun, 06/30/2024 - 10:41am  
198.134.98.50

#### First Name

Jessica

#### Last Name

Barker

#### Residence Address

AK 99801

#### Mailing Address

Same

#### Primary Phone Number

#### Secondary Phone Number

#### Email

@gmail.com

#### Board, Commission, Committee

Juneau Commission on Sustainability

#### Current of Prior Experience on CBJ Boards/Commissions/Committees

This is a reapplication: I am currently on the board of Juneau Commission on Sustainability (JCOS), and am applying to remain in this position.

#### Reasons for Applying

I have been on the JCOS board for the past 2 years. I am passionate about sustainability, and think it is critical for us to find ways to address the impacts of climate change that we are already seeing in Juneau. Our city has the opportunity to be a real leader in this regard, for example in our high electric vehicle usage and promotion of heat pumps. I want to help CBJ continue and amplify the critical work it has already been doing. I have already been part of two JCOS working groups (Solid Waste and Outreach), with activities including co-organizing several well-attended public Sustainability Sessions, and developing educational materials for the annual Climate Fair for a Cool Planet. I hope to continue this impact by continuing to serve on JCOS, and also set up a new working group on food, encompassing food security, waste and sustainability.

**Qualifications**

I have served on this board/committee for the past 2 years. I have experience working with designing, implementing and evaluating programs to promote sustainable behavior in a previous job at The Behavioural Insights Team (the world's first government behavioral/social sciences unit, and now a global social impact consultancy). This job also involved working with government partners. In addition, I have experience working with a diversity of Alaskans in previous roles at the Alaska Department of Health, including an appointment during the pandemic as Data Lead on the COVID-19 Vaccine Task Force.

**Civic Activities, Memberships or Non-profits Involved With**

I have been on the commission that I am (re)applying for since August 2022.

**Working with a Group**

I have many years' experience working with groups holding diverse perspectives, from facilitating community meetings about shared land-use (with conflicting perspectives) in my previous role at The Behavioural Insights Team, to working with groups throughout the state to encourage uptake of the COVID-19 vaccine in the early days of vaccine rollout when this was a highly divisive issue. My approach is to listen to people's opinions and hear their concerns, and meet them where they are. Armed with this understanding, I aim to find common ground among the group's diverse perspectives, and highlight this to the group. This then paves the way for the group to collectively work to a shared goal.

**Meeting Schedule and Attendance**

Yes

**Date of Birth (Optional)****Ethnicity (Optional)****Gender (Optional)****Acknowledgment/Certification**

I agree with this statement and certify that the information is correct.

**Resume, Education, etc. (Optional)**

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#### Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Mon, 06/24/2024 - 10:25pm  
24.237.9.246

#### First Name

Brennen

#### Last Name

McCulloch

#### Residence Address

Juneau, AK, 99801

#### Mailing Address

Juneau, AK, 99801

#### Primary Phone Number

#### Secondary Phone Number

#### Email

@gmail.com

#### Board, Commission, Committee

Juneau Commission on Sustainability

#### Current of Prior Experience on CBJ Boards/Commissions/Committees

No prior CBJ commission experience

#### Reasons for Applying

I am applying for JCOS because I am deeply committed to addressing climate change, which I believe to be the most critical challenge of our time, and JCOS is an avenue to make impactful progress at the local level.

Reaching net zero and net negative on a global scale is an overwhelming project to wrap my engineering-wired head around. Juneau's small community size and existing clean electricity infrastructure present a unique and promising opportunity to work towards a net-zero community which I have been excited about since moving here in 2022. A net zero Juneau is relatively easy to imagine and I want to be a part of making it happen.

#### Qualifications

My degree is in Electrical Engineering, which has provided me with a strong technical foundation and skills. My studies included a focus on energy systems, equipping me with a deep understanding of renewable energy technologies and their applications.

Professionally, I am currently working with the Coast Guard on Arctic policy. This role has involved extensive inter-agency collaboration, requiring effective communication and coordination among diverse stakeholders. This experience has honed my ability to navigate complex regulatory environments and work towards common goals.

In addition to my professional experience, I have been involved in volunteer activities that align with JCOS initiatives. I have helped write grants for EV charging and heat pump projects and I have run Juneau dock electrification greenhouse gas emission reductions estimates for Renewable Juneau. This work has deepened my understanding of the practical aspects of implementing sustainability initiatives at the community level.

### **Civic Activities, Memberships or Non-profits Involved With**

Alaska Electric Vehicle Association - 2022-Present

EV Charger repair and CFI grant writing

Alaska Coastal Rainforest Center - 2022-Present

Science Communications

Renewable Juneau - 2024

Calculated Juneau cruise ship emissions estimates and dock electrification CO2 emissions reduction

Alaska Heat Smart - 2024

CPRG grant writing

### **Working with a Group**

My professional and volunteer experiences have provided me with extensive practice in working with groups that have diverse and often conflicting perspectives. In my role with the Coast Guard, I routinely collaborate with individuals from various backgrounds who bring their own viewpoints and expertise to the table. Leading and participating in these groups has taught me the importance of navigating different perspectives to achieve common objectives.

As a member of Juneau Mountain Rescue, collaboration is crucial to mission success. In this role, I work closely with team members and other agencies, often under high-pressure situations. Effective teamwork in these scenarios requires clear communication, mutual respect, and a shared commitment to our goals.

When working in a group, I believe it is essential to start with a clearly defined objective that all members agree on. Establishing common ground helps harness the diverse perspectives within the group to our advantage and keeps everyone focused on the task at hand. By aligning on a shared goal, we can channel differing viewpoints into constructive discussions that enhance the group's overall performance.

### **Meeting Schedule and Attendance**

Yes

### **Date of Birth (Optional)**

### **Ethnicity (Optional)**

White

### **Gender (Optional)**

Male

**Acknowledgment/Certification**  
Brennen McCulloch

Section F, Item 6.

**Resume, Education, etc. (Optional)**

\_\_\_\_\_

\_\_\_\_\_



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#### Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Mon, 07/08/2024 - 2:11pm  
24.237.158.8

#### First Name

Griffin

#### Last Name

Plush

#### Residence Address

[REDACTED]

#### Mailing Address

Same

#### Primary Phone Number

[REDACTED]

#### Secondary Phone Number

#### Email

[REDACTED]@gmail.com

#### Board, Commission, Committee

Juneau Commission on Sustainability

#### Current of Prior Experience on CBJ Boards/Commissions/Committees

N/A

#### Reasons for Applying

From my experience as a UAS student, working in the energy sector, and advocating for environmental action as a young person I have perspectives that might strengthen the work of the commission. I would also appreciate a deeper knowledge of sustainability work happening in Juneau and the rest of Alaska, and I think the commission could help with that.

With our affordable electricity, strong community values, and transportation landscape Juneau is well positioned to become a model for sustainable community in Alaska. By meeting our major challenges/barriers (re: solid waste, transportation, and housing in particular) with adequate resources and perspective, we can chart a strong

path forward towards a resilient, climate-friendly built environment that supports a healthy, cohesive community, lead by indigenous values.

**Qualifications****Employment**

With 8 seasons of work with the National Park Service as an interpretive ranger, I gained a lot of experience in communicating conservation issues, in particular climate change, with a broad range of audiences. My recent employment has focused on federal funding opportunities and Alaska state energy policy.

**Advocacy**

Since high school, I've advocated on environmental issues at the state level.

**UAS Alum**

Since moving here in 2015 to attend the University of Alaska Southeast, I've added my voice and followed policies to make Juneau a more sustainable, vibrant community. As the president of the UAS Sustainability Club and as a member of Student Government, I organized efforts at UAS including climate discussions, film screenings, candidate meet-and-greets, and more. Though we didn't ultimately get traction and resources to accomplish these completely during my time, some solutions we suggested to the UAS administration include:

- Diverting waste from campus to preserve space in the landfill, namely by having on-site, educational composting of food waste from dining services.
- Improving pedestrian conditions for students who travel from the core campus to the Anderson Building.
- Robust club opportunities for all students to deepen their access and knowledge of local foods/ecology (namely by supporting the mycology club).

**Civic Activities, Memberships or Non-profits Involved With**

Board Member - The Alaska Center - 2015-2017, 2019-current. (Chair 2020-2024).

Sustainable Energy Coordinator - Alaska Municipal League - 2021-current.

**Working with a Group**

My tendency is to be somewhat deferential to group decisions based on majority opinions, though my preference is the reach consensus by listening to and taking seriously concerns from the minority in any given decision.

I think that in boards and commissions one of the most important things is that all members feel like they are being brought along in terms of their understanding of a decision/situation; when some feel left behind they are more likely to become generally disengaged and thus their perspective is lost and future work is weakened for lack of it. As a board chair through a complex executive transition, I have a strong sensitivity to this and other critical dynamics in volunteer boards.

**Meeting Schedule and Attendance**

Yes

**Date of Birth (Optional)**

[REDACTED]

**Ethnicity (Optional)**

White

**Gender (Optional)**

Man

**Acknowledgment/Certification**

Griffin Plush

**Resume, Education, etc. (Optional)**



155 Heritage Way  
Phone: (907)586-5278  
email: [di.cathcart@juneau.gov](mailto:di.cathcart@juneau.gov)

**MEMORANDUM**

DATE: July 18, 2024

TO: Assembly Human Resources Committee

FROM: Diane Cathcart, Deputy Municipal Clerk

cc: Emergency Programs Staff Liaisons Tom Mattice & Michelle Brown

RE: (LEPC) Seat Assignments/Nominations

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Per [Resolution 2689](#), the Local Emergency Planning Committee (LEPC) has primary and alternate seats. I ask the Assembly Human Resources Committee to forward to the Assembly for recommended appointment, the nominations of the below applicants.

**For Term Beginning Immediately & Ending December 31, 2025, Recommended for Appointment:**

**Seat 3 – Firefighter/EMS [Primary Member] Theresa Ross**

**For Term Beginning Immediately & Ending December 31, 2026, Recommended for Appointment:**

**Seat 5 – BRH Hospital [Primary Member] Nathan Ramsey {move from Seat 5a which becomes vacant}**

**For Term Beginning Immediately & Ending December 31, 2027, Recommended for Appointment:**

**Seat 2 – Peace Officer [Primary Member] Jeremy Weske**

**Recommended Motion:**

*I move the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointments to the Local Emergency Planning Committee of Jeremy Weske, Peace Officer Seat 2, to a term beginning immediately and ending December 31, 2027; Nathan Rumsey, moving from BRH Hospital Seat 5a to BRH Hospital Seat 5 for a term beginning immediately and ending December 31, 2026; and Theresa Ross, Firefighter/EMS Seat 3 to a term beginning immediately and ending December 31, 2025 and ask for unanimous consent.*

# Local Emergency Planning Committee

AS 26.23.071 & 26.23.073 & CBJ Resolution 2974 ***A Resolution Re-establishing the Local Emergency Planning Committee***

## Members

### Current

#### Tom Mattice

**Position:** Manager's Designee Seat 14

**Term End:** N/A

#### Elaine Hickey

**Position:** Voting Member/Healthcare Systems Seat 13

**Term End:** 12/31/2024

#### Sabrina Boone-Grubitz

**Position:** AK Native Tribal Representative Seat 12

**Term End:** 12/31/2024

#### Eileen Hosey

**Position:** Voting Member/Vulnerable Populations Seat 11

**Term End:** 12/31/2025

#### Nicole Ferrin

**Position:** Voting Member/HazMat Transporter Seat 10

**Term End:** 12/31/2026

#### Karen Wood

**Position:** Voting Member/Community Group Seat 9

**Term End:** 12/31/2024

#### Christopher Russell

**Position:** Voting Member/Right to Know Act Seat 8

**Term End:** 12/31/2024

### Past

#### Michelle Brown

**Position:** Manager's Designee Seat 14a

**Term End:** N/A

#### Jamie Bursell

**Position:** Voting Member/Healthcare Systems Seat 13a

**Term End:** 12/31/2024

#### Rhonda Butler

**Position:** AK Native Tribal Representative Seat 12a

**Term End:** 12/31/2024

#### Steven Karnazes

**Position:** Voting Member/Vulnerable Populations Seat 11a

**Term End:** 12/31/2026

#### Kenneth Murphy

**Position:** Voting Member/HazMat Transporter Seat 10a

**Term End:** 12/31/2026

#### Ed Williams

**Position:** Voting Member/Community Group Seat 9a

**Term End:** 12/31/2024

#### Ryan Sand

**Position:** Voting Member/Right to Know Act Seat 8a

**Term End:** 12/31/2024

**Britta Tonnessen****Position:** Voting Member/American Red Cross Seat 7**Term End:** 12/31/2025**Jennifer Pemberton****Position:** Voting Member/Media Seat 6**Term End:** 12/31/2024**Evan Price** *Nathan Rumsey moving to Seat 5***Position:** Voting Member/Bartlett Regional Hospital Seat 5**Term End:** 12/31/2026**Destiny Sargeant****Position:** Voting Member/General Public Seat 4**Term End:** 12/31/2026**Ed Quinto** *Ed retired. Theresa Ross replacing him for Seat 3***Position:** Voting Member/Firefighter EMS Seat 3**Term End:** 12/31/2025**Vacant Seat** *Jeremy Weske appointed to Seat 2***Position:** Voting Member/Peace Officer Seat 2**Term End:** 12/31/2027**Paul Kelly****Position:** Voting Member/Assembly Liaison Seat 1**Term End:** N/A**Loren Jones****Position:** Voting Member/American Red Cross Seat 7a**Term End:** 12/31/2025**Warren Russell****Position:** Voting Member/Media Seat 6a**Term End:** 12/31/2024**Nathan Rumsey** *Seat 5a becomes vacant***Position:** Voting Member/Bartlett Regional Hospital Seat 5a**Term End:** 12/31/2026**Louisa Philliips****Position:** Voting Member/General Public Seat 4a**Term End:** 12/31/2026**Travis Wolfe****Position:** Voting Member/Firefighter EMS Seat 3a**Term End:** 12/31/2025**Krag Campbell****Position:** Voting Member/Peace Officer Seat 2a**Term End:** 12/31/2026





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#### Submission information

Form: [CBJ Board Application](#) [1]  
Submitted by Visitor (not verified)  
Fri, 05/03/2024 - 1:34pm  
24.237.150.190

#### First Name

Jeremy

#### Last Name

Weske

#### Residence Address

6255 Alaway Ave

#### Mailing Address

same

#### Primary Phone Number

9075000618

#### Secondary Phone Number

[REDACTED]

#### Email

jtweske@juneaupolice.com

#### Board, Commission, Committee

Local Emergency Planning Committee

#### Current of Prior Experience on CBJ Boards/Commissions/Committees

None, just joined the Deferred Comp committee

#### Reasons for Applying

I will be moving into the Administrative Commander role, previously occupied by Commander Erickson. We want to maintain continuity with the committee.

#### Qualifications

I work for the Juneau Police Department as a Commander. I have no other qualifications outside of my work experience with JPD.

#### Civic Activities, Memberships or Non-profits Involved With

none

Section F, Item 7.

**Working with a Group**

I work well with groups. I'm happy to sit back and listen or guide conversations. I don't get emotionally tied to my ideas and am happy to hear other points of view.

**Meeting Schedule and Attendance**

yes

**Date of Birth (Optional)****Ethnicity (Optional)**

white

**Gender (Optional)**

male

**Acknowledgement/Certification**

Jeremy Weske

**Resume, Education, etc. (Optional)**

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[Municode - Connecting You and Your Community](#)

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**Source URL:**<https://juneau-ak.municodemeetings.com/node/791/submission/49>**Links**[\[1\] https://juneau-ak.municodemeetings.com/bc/application](https://juneau-ak.municodemeetings.com/bc/application)



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#### Submission information

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Submitted by Visitor (not verified)  
Wed, 07/10/2024 - 9:40am  
192.245.44.10

**First Name**

Theresa

**Last Name**

Ross

**Residence Address**

9510 Speel Way

**Mailing Address**

Juneau, AK 99801

**Primary Phone Number****Secondary Phone Number**

907-586-5322

**Email**

theresa.ross@juneau.gov

**Board, Commission, Committee**

Local Emergency Planning Committee

**Current of Prior Experience on CBJ Boards/Commissions/Committees**

N/A

**Reasons for Applying**

I am the Fire Marshal with CCFR, my position works primarily with code enforcement, risk management, public fire education, and fire investigation. This committee would be a good fit and allow me to use my skills and knowledge to better serve our community.

**Qualifications**

I have an AAS in Fire Science, over 20 years in the fire service, with 11 of those years in plan review, code enforcement, public fire education and fire investigation.

**Civic Activities, Memberships or Non-profits Involved With**

I am on the Master Planning Committee with The Shepherd of the Valley Lutheran Church. I am also applying for the church to be a Disaster Center with the Red Cross; we are in the application process at this time.

**Working with a Group**

I have had many opportunities to work with groups, I have been on committees in the past holding positions of Secretary- Interior Fire Chiefs (early 2000's) I served on the board for the Alaska Youth Choir here in Juneau, 2019-2023, I also served on the Council for the Shepherd of the Valley Lutheran Church and was the point of contact for the Property Management Committee, (2019-2022)

**Meeting Schedule and Attendance**

yes

**Date of Birth (Optional)**

[REDACTED]

**Ethnicity (Optional)**

White

**Gender (Optional)**

Female

**Acknowledgment/Certification**

Theresa Ross

**Resume, Education, etc. (Optional)**

- [Home](#)
- [Logout](#)
- [Dashboard](#)

[Municode - Connecting You and Your Community](#)

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**Source URL:**<https://juneau-ak.municodemeetings.com/node/791/submission/82>

**Links**

[1] <https://juneau-ak.municodemeetings.com/bc/application>

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.]

Nathan

Rumsey

First NameMiddle InitialLast Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Bartlett Regional Hospital

Executive Director of Business Development and Strategy

Employer

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)

Which Boards would you like to apply for?

Local Emergency Planning Committee: 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 am applying to the board because I have taken on a leadership role for emergency management within Bartlett. As a member of the community, I also want to support the community through public service.

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

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:

BSCE - United States Coast Guard Academy MSCE - Georgia Institute of Technology MBA - Georgia Institute of Technology

**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.**

Professional Engineer - Connecticut Project Management Professional - PMI

**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

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Presented by: The Manager  
Presented: 06/17/2024  
Drafted by: R. Palmer III

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

**Serial No. 2024-23**

**An Ordinance Amending the Ordinance Formatting Requirements.**

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Classification.** This ordinance is of a general and permanent nature and shall become a part of the City and Borough of Juneau Municipal Code.

**Section 2. Amendment of Section.** CBJC 01.20.020 Form, is amended to read:  
**01.20.020 Form.**

All ordinances, except emergency ordinances, to be eligible for introduction, shall be in the following form, and contain, and conform to, the following requirements:

- (a) Margin information: The sponsor and date of introduction shall be placed in the top margin of the page. Additional information such as committee references and dates of hearings may be placed below the sponsor and date;
- (b) Heading: "Ordinance of the City and Borough of Juneau, Alaska";
- (c) Number Provision: "Serial No ..." which shall also indicate the calendar year introduced;
- (d) Title: A descriptive title, including reference to penalties if imposed by the ordinance;
- (e) Premises or whereas clauses: As may be necessary to describe the reasons for the proposed ordinance;



- 1
- 2 (f) Enacting clause: “BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND
- 3 BOROUGH OF JUNEAU, ALASKA.” ~~“BE IT ORDAINED.”~~;
- 4 (g) Classification: Section 1: Shall classify the contents of the ordinance as between
- 5 those of general and permanent nature, intended to be filed as a part of the City
- 6 and Borough Code of Ordinances, and contents of a less permanent nature not
- 7 intended for filing as a part of the Code (such as, for example, ordinances
- 8 authorizing the conveyance of property, salary ordinances, appropriation
- 9 ordinances, franchise ordinances, and bond ordinances) as follows, if of a permanent
- 10 nature: "This ordinance is of a general and permanent nature and shall become a
- 11 part of the City and Borough Code.";
- 12
- 13 (h) Code Ordinances: Where the ordinance is classified as of a permanent nature
- 14 intended for code filing, subsequent sections shall be numbered consecutively and
- 15 contain in substantive sections all formal clauses such as, for example, savings and
- 16 severability clauses, effective date, and repealer sections;
- 17
- 18 (i) Code text format: Those sections of the ordinance which make changes to the Code
- 19 shall set forth the number of each title, chapter, ~~chapter~~ and section of the Code
- 20 being added, amended, repealed, ~~repealed~~ or repealed and reenacted and shall state
- 21 the type of change being made. Sections of the Code being amended shall be set out
- 22 in full unless not relevant, and shall include both the material which is being added
- 23 and that which is being deleted. Material being deleted shall be shown by strikeout.
- 24 New material added shall be underlined;
- 25

(j) Code section numbering: In code ordinances, each code section shall be assigned a seven-digit number consisting of two digits for the title, two digits for the chapter and three digits for the section number. Subsections shall be identified as follows:

- (a) First subsection;
- (1) Second subsection;
- (A) Third subsection;
- (i) Fourth subsection;

(k) ~~Reserved. Paper: All ordinances shall be submitted on white paper, size 8½ inches by 11 inches, numbered by line in the left margin;~~

(l) Margins: Left margin one inch; right margin one-half inch; top 1½ inches; bottom one inch;

(m) Type or printing: All ordinances shall be submitted typed in black Century Schoolbook typeface of 11 point size ~~piea type or equivalent size~~, double space, or printed in a similar typeface and size ~~serif typeface of conservative design set at approximately 12 points of size on 24 points of leading~~, provided that larger sizes may be provided for the benefit of persons who are visually impaired and smaller sizes used for tables or figures. Ordinances shall be prepared in a manner and form suitable for photocopy or other means of duplication and for permanent filing as required by law and ordinance. ~~The adopted ordinance shall be typed or printed on one side only. Proposed ordinances may be printed on one or both sides as the assembly may direct;~~

(n) ~~Reserved. Number of ordinances: All ordinances shall be submitted in at least 15 copies at introduction;~~

- (o) Format of adopted ordinance: Upon adoption, the ordinance as adopted shall be prepared as necessary for codification or archiving ~~deleting all material to be deleted and deleting the brackets and underlining or strikeout and italics as required by subsection (i) of this section.~~ There shall be added to the adopted ordinance the date of adoption, and spaces for the signature of the mayor and attestation by the municipal clerk. ~~Margins shall be: left, 1½ inches; right, one inch; top, 1½ inches; bottom, ¾ inch. The adopted ordinance shall be typed or printed single space on plain white paper, 8½ by 11 inches and shall be in pica or similar size print.~~ The adopted ordinance shall be assigned the same serial number as the ordinance introduced; the number may also include parenthetical information due to amendments. The adopted ordinance shall be printed or preserved in accordance with document archival practices;
- (p) Every ordinance establishing a penalty shall include in its title a reference to the penalty.

**Section 3. Effective Date.** This ordinance shall be effective 30 days after its adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Attest:

\_\_\_\_\_  
Beth A. Weldon, Mayor

\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk

**05.01.010 Board of directors.**

- (a) There is established the board of directors of the City and Borough of Juneau International Airport which shall be known as the City and Borough of Juneau International Airport Board (hereinafter referred to as the airport board). The airport board shall consist of seven members appointed by the assembly to serve without compensation for staggered three-year terms. Airport board members shall serve at the pleasure of the assembly. Terms shall commence on July 1.
- (b) No member of the airport board, or member of a board member's immediate family or household, may be employed by the airport. To the extent possible, appointments to the airport board shall include persons having aeronautical, engineering, financial, or other skills relevant to airport matters. No more than three members of the airport board may be a tenant under a lease with the airport, or an officer or employee of a tenant under lease with the airport.
- (c) Appointments to fill vacancies on the airport board shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term.
- (d) No member of the airport board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply:
  - (1) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or
  - (2) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

(Serial No. 95-10, § 2, 1995; Serial No. 97-07, § 2, 1997; Serial No. 2004-08, § 2, 3-22-2004; Serial No. 2005-03(d), § 2, 6-13-2005; Serial No. 2005-27, § 2, 10-10-2005; Serial No. 2007-57, § 2, 9-4-2007)

## JIA Airport Board

The Juneau International Airport (JIA) Airport Board is established per CBJ Charter [Section 3.2](#) and CBJ Code [05.01](#)

The Airport Call Letters (IATA Airport Code) is **JNU**

| Information  | Members   |  |
|--|---|--|
| <p><b>Airport Board Webpage</b></p> <p><b>Contact Info:</b><br/>Email the Airport Board at <a href="mailto:airportboard@juneau.gov">airportboard@juneau.gov</a></p> <p>Admin Asst Pam Chapin 907-586-0962 or <a href="mailto:pam.chapin@jnuairport.com">pam.chapin@jnuairport.com</a></p> <p>JIA Manager Patty Wahto 907-789-7821 or <a href="mailto:patty.wahto@jnuairport.com">patty.wahto@jnuairport.com</a></p> <p><b>Meeting Frequency:</b><br/>2nd Thursday of the month @ 6pm JIA Alaska Room/Zoom</p> <p><b>Term Lengths:</b><br/>36 months</p> <p><b>Number of Positions:</b><br/>7</p> | Current   | Past   |
|  | <p><b>Dennis Bedford</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 06/30/2026</p> <p><b>Jodi Garza</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 06/30/2025</p> <p><b>Jason Custer</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 06/30/2026</p> <p><b>Charles Williams</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 06/30/2027</p> | <p><b>Chris Peloso</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 06/30/2025</p> <p><b>Danial Spencer</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 06/30/2027</p> <p><b>Theresa Yvette Soutiere</b><br/><b>Position:</b> Voting Member<br/><b>Term End:</b> 06/30/2025</p> <p><b>'Waahlaal (Barbara) Gidaag (Blake)</b><br/><b>Position:</b> Assembly Liaison<br/><b>Term End:</b> N/A</p> |