ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

January 30, 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. AGENDA TOPICS

1. **Juneau Human Rights Commission on the Human Rights Campaign's Municipal Equality Index**

   CBJ Press Releaseon Perfect Score on LGBTQ+ Equality

   HRC Municipal Equality Index Current & Past Reports

   Juneau's HRC Score Breakdown

   Juneau Human Rights Commission (JHRC) Appointment

   Per Resolution 2738, the Juneau Human Rights Commission is a seven member commission appointed by the Assembly for staggered three-year terms. ***There are currently two vacant seats on the commission with terms beginning immediately and ending May 31, 2025.***

2. **Building Code Advisory Committee (BCAC) Appointment**

   Per Resolutions 1116 and 1130; the Building Code Advisory Committee (BCAC) is a five member committee with staggered 3-year terms. Committee members, to the extent possible, shall represent the following fields: Architects, Electrical Engineers, Civil Engineers, Mechanical Engineers and Contractors. ***There is currently one seat up for renewal with terms beginning immediately and ending November 30, 2025.*** The incumbent has applied for reappointment as well as one other member of the public.

3. **Juneau Commission on Sustainability(JCOS) Appointment**

   Per Resolution 2755, the Commission shall be comprised of nine members appointed by the Assembly. There is currently one vacant seat on JCOS for a term beginning immediately and ending June 30, 2023. ***Since the term ends within 6 months, the committee can choose to appoint the interested applicant to finish out the 6-month term as well as appoint to a full-term running July 1, 2023 and ending June 30, 2026***.

4. **Local Emergency Planning Committee Appointments**

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 as well as a recommended motion.***

5. **Resolution 3020 A Resolution Amending the City and Borough of Juneau Personnel Rules Related to a Sign-on Bonus Policy**

F. STANDING COMMITTEE TOPICS

2022 Assembly Goal 4: Community, Wellness and Public Safety - Juneau is safe and welcoming for all citizens

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

G. STAFF REPORTS

H. COMMITTEE MEMBER COMMENTS AND QUESTIONS

I. NEXT MEETING DATE

Full Assembly as HRC for Empowered Board Interviews - Tuesday, January 31, 2023 @ 5:30pm via Zoom

Regular HRC Meeting - February 27, 2023 @ 6:00pm Assembly Chambers/Zoom

J. 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.org.

Presented by: HRC
Presented: 05/24/2021
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2946

A Resolution Reestablishing the Juneau Human Rights Commission for the Purpose of Amending the Number of Commission Members, and Repealing Resolution No. 2738.

WHEREAS, the Assembly of the City and Borough of Juneau established the Human Rights Commission in 1992, by Resolution No. 1615(am), to address the issue of discrimination and harassment within the City and Borough of Juneau; and

WHEREAS, the Assembly re-established the Commission by Resolution 2209 in 2003, in 2008 with Resolution 2436, and again in 2016 with Resolution 2738; and

WHEREAS, the Assembly's purpose in establishing the Human Rights Commission, as stated in Resolution Nos. 1615(am), 2209, 2436, and 2738 remains unchanged: the Assembly finds discrimination against an inhabitant of the municipality because of any characteristic unrelated to merit is a matter of public concern, threatening the peace, order, health, safety, and general welfare of the municipality and its inhabitants; and

WHEREAS, it continues to be the policy of the municipality to eliminate and prevent discrimination and harassment; and

WHEREAS, it is the Assembly's intent to re-establish the Commission without change, except that the Assembly Human Resources Commission passed a motion on April 26, 2021, recommending the Commission's membership increase from five members to seven members.

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

Section 1. Human Rights Commission re-established.

(a) There is established a human rights commission consisting of seven persons, which shall be known as the City and Borough of Juneau Human Rights Commission.

(1) The Assembly shall appoint members of the Commission to staggered three-year terms. Members shall be selected to provide the most balanced representation possible. A member of the Commission shall be eligible for reappointment.

(b) The Commission is charged to:

(1) Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, including hate crimes.

(2) Promote harmonious intergroup relations within the City and Borough of Juneau by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor and governmental organizations, fraternal and benevolent associations, education and other groups concerned with human rights.

(3) Examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice in the City and Borough of Juneau.

(4) Advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.

(5) Recommend to the Assembly, action, policies, and legislation to be considered by state and local governments.

Section 2. Procedure. The Commission's procedure shall be governed by the Advisory Board Rules of Procedure, as such may be amended from time to time.

Section 3. Officers, Meetings, Quorum. In accordance with the Advisory Board Rules of Procedure, the Commission shall select its own officers, and shall hold regular meetings on a schedule established by the Commission, as well as such special meetings as required to conduct business. The presence of four members constitutes a quorum and any action of the Commission requires four or more affirmative votes to be approved.

Section 4. Staff Assistance. Staff support to the Commission shall be provided by the City Manager as available and appropriate.

Section 5. Repeal of Resolution. Resolution No. 2738, adopted on January 11, 2016, is repealed.

Section 6. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 24th day of May, 2021.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

City and Borough of Juneau, AK

Juneau Human Rights Commission

Board Roster

Paula M Drake

1st Term Nov 21, 2022 - May 31, 2023

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 5

Haifa S Foroughi

3rd Term Jun 01, 2020 - May 31, 2023

Appointing Authority Assembly
Position Voting Member
Office/Role Chair
Category Public
Dais Seat 1

Lance M Mitchell

1st Term Apr 04, 2022 - May 31, 2023

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 3

Emily Mesch

1st Term Jul 12, 2021 - May 31, 2024

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 4

Mary Wegner

1st Term Mar 22, 2021 - May 31, 2024

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 2

Vacancy June 1, 2022 - May 31, 2025

Appointing Authority Assembly **Position** Voting Member
Category Public
Dais Seat 7

Vacancy June 1, 2022 - May 31, 2025

Appointing Authority Assembly **Position** Voting Member
Category Public
Dais Seat 6

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.]

Camille
First Name

A.
Middle Initial

Mauch
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Hangar on the Wharf
Employer

Server
Job Title

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

[redacted]

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Secondary Email Address (if any)

[redacted]

Which Boards would you like to apply for?

Juneau Human Rights Commission: 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...

N/a

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 serve to better educate myself, get involved and serve my community as well as bring Alaskan Native representation to the Juneau Human Rights Commission board.

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.

N/A

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

I have prior and present volunteer work experience serving as an officer for Alaskan Native Sisterhood (ANS) Camp 2 of Juneau.

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

I do not have any certifications or training related to assisting me with serving on this board however I look forward to continuing my education and registering for all trainings provided to the general public.

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.

N/A

Demographics

The following ***optional*** 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

☑ American Indian/Alaskan native Aleutian

Gender

☑ Female

[redacted]

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

Camille A. Mauch

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1130

A RESOLUTION AMENDING RESOLUTION SERIAL NO. 1116 ESTABLISHING A BUILDING CODE ADVISORY COMMITTEE

WHEREAS, the assembly is from time to time called upon to modify the technical codes adopted by reference in Title 19, Building Regulations, and

WHEREAS, assembly deliberation on these modifications would benefit from the advice and comment available in the local building community;

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

1. That paragraph 1 of Resolution Serial No. 1116 is amended to read:

1. There is established the Building Code Advisory Committee which shall consist of five persons appointed by the assembly for staggered three year terms: except, of those first appointed, two shall be for one year terms, two shall be for two year terms, and one shall be for a three year term. The committee members shall, to the extent possible, represent each of the following fields:

(a) Architects;

(b) Electrical engineers;

(c) Civil engineers;
(d) Mechanical engineers, and
(e) Contractors.

The building official and the coordinating fire chief shall be ad hoc members of the committee.

2. That paragraph 2 of Resolution Serial No. 1116 is amended to read:

2. That the committee shall meet as necessary to review and propose amendments to the building code. The committee shall provide the assembly with an annual report of activities before the end of June of each year.

Adopted this 9th day of September, 1985.

Presented by: The Manager
Introduced: 07/01/85
Drafted by: J.R.C.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 1116

A RESOLUTION ESTABLISHING A
BUILDING CODE ADVISORY COMMITTEE.

WHEREAS, the assembly is from time to time called upon to modify the technical codes adopted by reference in Title 19, Building Regulations, and

WHEREAS, assembly deliberation on these modifications would benefit from the advice and comment available in the local building community;

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

1. There is established the Building Code Advisory Committee which shall consist of nine persons appointed by the assembly for staggered three year terms; except, of those first appointed, three shall be for one year terms, three shall be for two year terms, and three shall be for three year terms. At least half of the committee members shall, to the extent possible, represent the following interests:

(a) architects;

(b) engineers;

(c) general contractors;

(d) mechanical contractors;

(e) electrical contractors;

(f) plumbing contractors;

(g) the insurance industry, and

(h) the banking industry.

The building official and the coordinating fire chief shall be ad hoc members of the committee.

2. That the committee shall meet as necessary to review and propose amendments to the building code.

3. The manager shall provide staff assistance to the extent there are funds available for such purpose. The committee shall report its recommendations to the assembly.

Adopted this 1st day of July, 1985.

Mayor

Attest:

Clerk

City and Borough of Juneau, AK

Building Code Advisory Committee

Board Roster

Patrick Gorman

8th Term Dec 01, 2019 - Nov 30, 2022

Appointing Authority Assembly
Position Voting Member
Category See governing legislation
Dais Seat 3

Alan Wilson

2nd Term Dec 01, 2020 - Nov 30, 2023

Position Voting Member
Category See governing legislation
Dais Seat 5

Armando Deguzman

2nd Term Dec 01, 2020 - Nov 30, 2023

Appointing Authority Assembly
Position Voting Member
Category See governing legislation
Dais Seat 1

Douglas Murray

9th Term Dec 01, 2021 - Nov 30, 2024

Appointing Authority Assembly
Position Voting Member
Category See governing legislation
Dais Seat 4

Chris Gianotti

5th Term Dec 01, 2021 - Nov 30, 2024

Appointing Authority Assembly
Position Voting Member
Category See governing legislation
Dais Seat 2

Application Form

Profile

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[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.]

Patrick
First Name

Middle Initial

Gorman
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Gorman Engineers (Self)
Employer

Owner / Principal
Job Title

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

[redacted]

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Electrical Engineer

Secondary Email Address (if any)

[redacted]

Which Boards would you like to apply for?

Building Code Advisory 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?

☑ 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.

Wish to continue service on this 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

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

Previous 8 terms (26 years) on this board

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

BSEE Auburn 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.

Professional Registration - Alaska EE-7978

Demographics

The following ***optional*** 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

[redacted]

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.]

Emily
First Name

A
Middle Initial

Kane
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Self
Employer

Naturopathic Physician
Job Title

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

[redacted]

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Self Employed Primary Care Doctor

Secondary Email Address (if any)

[redacted]

Which Boards would you like to apply for?

Building Code Advisory 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?

☑ 1

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

Question applies to multiple boards

How many hours per month are you able to serve?

20

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'm very interested in affordable housing, senior friendly housing and environmentally healthy housing for Juneau. I have committed to age in Juneau and I want to be part of why others choose to stay (or permanently move to) this wonderful town.

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.

Orpheus Project, board secretary Juneau Commission on Aging, chair Natural Healthcare, owner

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

Board of Juneau Dance Unlimited 2004-2010; Board of Juneau Birth and Family Center 2010-2013; Board Rainforest Yoga 2015-2017. Board Orpheus Project 2020 ongoing, JCOA x 7 years

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

Undergrad: Harvard University class of 1978. Bastyr University class of 1992. Gobs of medical continuing education from 1992 through the present (30-60 hours yearly)

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.

AK ND 22 AK LAc 18

Demographics

The following ***optional*** 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

[redacted]

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

Emily A Kane

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 2nd day of May, 2016.

Kendell D. Koelsch

Kendell D. Koelsch, Mayor

Attest:

Elizabeth J. McEwen

for Laurie J. Sica, Municipal Clerk

City and Borough of Juneau, AK

Juneau Commission on Sustainability

Board Roster

Paul Voelckers

1st Term Jan 01, 2022 - Dec 31, 2022

No Recruitment

Appointing Authority Assembly
Position Ex-Officio
Office/Role Planning Commissioner
Category Planning Commissioner
Dais Seat 10

James Powell

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

Position Voting Member
Category Public

David E Teal

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

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 4

Steve Behnke

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

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 2

Gretchen Keiser

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

Appointing Authority Assembly
Position Voting Member
Office/Role Chair
Category Public
Dais Seat 3

Jessica L Barker

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

Position Voting Member
Category Public

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

Maria Gladziszewski

1st Term N/A - N/A

No Recruitment

Appointing Authority Assembly

Position Assembly Liaison

Office/Role Assemblymember

Category Assembly Liaison

Dais Seat 11

Vacancy Immediately - June 30, 2023 (finishing out 6 month term) plus full-term July 1, 2023 - June 30, 2026

Appointing Authority Assembly **Position** Voting Member **Category** Public

Dais Seat 9

Application Form

Profile

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[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.]

Laura
First Name

Middle Initial

Achee
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

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?

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 Juneau resident, I have a vested interest in the health of our community and environment and I would like to help find solutions to the problems Juneau faces. I am aware of concerns regarding the capacity of our landfill, strains on our wastewater treatment system, weak areas in our supply chains and the impacts of tourism on Juneau. My 20+ years of experience in public information will be beneficial when JCOS is in dialogue with Juneau residents and considering plans that will require community cooperation. In addition, I am familiar with many of the specific environmental issues that impact Juneau through my 4+ years as Public Information Officer for the Alaska Department of Environmental 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, however, I have accepted a position with Senator-Elect Jesse Bjorkman for the upcoming legislative session.

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

University of Alaska Anchorage Alumni Board, 2000 - 2003; Chapel by the Lake Board of Elders, 2010 - 2016; Presbytery of Alaska Council, 2014 - 2021

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

University of Alaska Southeast – Master of Business Administration August 2010; University of Alaska Anchorage – Bachelor of Science in Biological Science May 1995

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 ***optional*** 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

[redacted]

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

Laura Achee

OFFICE OF THE MUNICIPAL CL
155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
email: di.cathcart@juneau.gov

MEMORANDUM

DATE: January 27, 2023

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

The Local Emergency Planning Committee (LEPC) has primary and alternate seats. I ask the Assembly Human Resources Committee to forward the nominations of the below applicants for reappointment and/or appointment to the Assembly. Please note, this list is organized according to seat number, **primary seat (in bold)** or alternate seat (in regular font) with *those applicants that are new to the committee and a specific seat noted in italics.*

CBJ continues to recruit for the following vacant seats: 13a-Healthcare Systems, 10a-Haz/Mat Transporter, 4a General Public Seat

Recommended for Appointment:

Seat 3 – Firefighter/EMS Seat [Primary Member] Ed Quinto. Term: 1/1/2023-12/31/2025.

Seat 3a – Firefighter/EMS Seat [Alternate Member] Travis Mead. Term: 1/1/2023-12/31/2025.

Seat 5 – BRH Hospital [Primary Member] Evan Price {replacing Daniel Wiersma}. Term: Immediately-12/31/2023

Seat 7 – American Red Cross Seat [Primary Member] Britta Tonnessen. Term: 1/1/2023-12/31/2025

Seat 7a – American Red Cross Seat [Alternate Member] Loren Jones. Term: 1/1/2023-12/31/2025.

Seat 10 – Haz/Mat Transporter Seat [Primary Member] Jeffrey Garmon {replacing Jonathan Suk}. Term: Immediately-12/31/2023

Seat 11 – Vulnerable Population Representative Seat [Primary Member] Eileen Hosey {replacing Zachariah Fisher}. Term: 1/1/2023-12/31/2025

Seat 11a – Vulnerable Population Representative Seat [Alternate Member] Erin Walker-Tolles. Term: 1/1/2023-12/31/2025

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 reappointments and appointments to the Local Emergency Planning Committee as outlined in the Deputy Clerks memo dated January 27, 2023 and ask for unanimous consent.

Presented by: The Manager
Introduced: 07/21/2014
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2689

A Resolution Re-establishing the Juneau Local Emergency Planning Committee, Amending its Membership and Bylaws, and Repealing Resolution 2135.

WHEREAS, The Alaska Disaster Act, AS 26.23, together with the Emergency Planning and Community Right-to-Know Act of 1986, Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) establish requirements for business and industry, and federal, state, and local governments regarding emergency planning and community right-to-know reporting on hazardous substances; and

WHEREAS, implementing the community right-to-know provisions of state and federal law will serve to advise the public of the presence of hazardous substances in the community, and involve the public in preparing for, and mitigating the threat of accidental releases of these substances into the environment; and

WHEREAS, in 1991, pursuant to state and federal emergency planning and community right-to-know law, and at the request of the Assembly set forth in Resolution 1443, the Alaska State Emergency Response Commission designated the City and Borough of Juneau a Local Emergency Planning District; and

WHEREAS, pursuant to state designation as a Local Emergency Planning District, and under the authority of Resolution 1443 the Assembly appointed a Local Emergency Planning Committee; and

WHEREAS, in 1996, the Local Emergency Planning Committee was disestablished pursuant to Resolution 1830 and its functions made a part of the duties of a newly-created Emergency Management Advisory Group; and

WHEREAS, in 1999 the Assembly determined that disestablishment of the Local Emergency Planning Committee had been improvident and it was reestablished pursuant to Resolution 1989 in order to ensure compliance with federal and state community right-to-know law, meet community needs for emergency planning, and facilitate the integration of emergency plans generated by and for the hospital, the airport, the electric utility, oil spills, cruise ships, the Red Cross, and other agencies; and

WHEREAS, alternate members of the Committee were established pursuant to Resolution 2135; and

WHEREAS, representatives of agencies catering to the needs of Juneau's vulnerable populations have been attending and participating in the work of the committee without vote for over a year; and

WHEREAS, the Juneau Local Emergency Planning Committee approved certain amendments to its bylaws consistent with this resolution and recommends that the Assembly approve the amended bylaws attached to this resolution.

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

Section 1. Repeal of Resolutions. Resolution 2135 is repealed, provided that Resolution 1989, and Resolutions 1433 and 1830 repealed therein, shall remain repealed and the Emergency Management Advisory Group remains disestablished.

Section 2. Designation as Local Emergency Planning District. Although Resolution 1443 remains repealed, the Assembly reaffirms the policy set forth in paragraph A of Resolution 1443 that the City and Borough of Juneau continue to be recognized by the Alaska State Emergency Response Commission as a Local Emergency Planning District under Title III of the Superfund Amendments and Reauthorization Act of 1986.

Section 3. Reestablishment Local Emergency Planning Committee. The Juneau Local Emergency Planning Committee originally established by Resolution 1443 is hereby re-established pursuant to AS 26.23.073. The committee shall be known as the Juneau Local Emergency Planning Committee.

Section 4. Membership and Organization. (a) Membership. The City Manager or a designated representative shall be a member of the committee. The Committee shall be composed of the City and Borough Manager and not more than eleven additional primary members and eleven alternate members nominated by the Assembly and appointed by the Alaska State Emergency Response Commission. The Committee membership shall, to the extent possible, include representatives from the following agencies and interest groups:

(1) Elected Municipal Officials;

(2) Peace Officers;

(3) Firefighters/Emergency Medical Services;

(4) General Public;

(5) Bartlett Regional Hospital;

(6) News Media;

(7) The American Red Cross;

(8) Owners or Operators of facilities subject to the requirements of the Emergency Planning and Community Right-To-Know Act of 1986;

(9) Community Groups;

(10) Hazardous Substance Transporters; and

(11) A representative serving Juneau's vulnerable population. For purposes of this section, "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound, and any others who might be considered at-risk populations.

For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

(b) Terms. Appointees other than the Manager shall serve three-year staggered terms. Nominations for appointment shall be made by the Assembly with recommendations forwarded by the Assembly Human Resources Committee. The terms and appointments of alternate members shall be established in a similar manner, provided that the term of an alternate member shall not be dependent on the term of the person holding the primary appointment.

(c) The Committee shall be organized as follows:

(1) The Committee shall elect annually from its members a chair and such other officers as it deems necessary. The Committee may establish an executive committee with authority to act on its behalf, and may appoint such other committees as it deems necessary. The Committee shall establish rules by which it shall function including solicitation of public comments, response to such comments by the committee, distribution of the emergency plan, and compliance with municipal regulations regarding meetings and notification procedures.

(2) A vacancy on the Committee 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 Committee meetings for a period of more than 90 days; or

(E) If a member misses more than 40 percent of the Committee meetings in a 12-month period.

(3) The chair of the Committee shall notify the Clerk of any vacancy on the Committee. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in the Advisory Board Rules of Procedure, as such may be amended from time to time.

(4) The Committee shall meet as necessary to carry out the business of the Committee but no fewer than four times per year.

Section 5. Purpose. The Committee shall:

(a) Advise the Manager on emergency management issues.

(b) Review, revise as necessary, and maintain the emergency response plan for the municipality. The plan shall meet the requirements of AS 26.23.075, and shall include:

(1) an analysis of all hazards which threaten people, property, the environment or the economy of the City and Borough, and

(2) identification of agencies and their procedures for responding to protect people, property, the environment and the economy of the City and Borough from any hazard.

(c) Collect, manage, and provide public access to information on hazardous substances and their accidental release within the municipality.

(d) Study and make recommendations on the regulation of transportation routes for hazardous substances, including an assessment of the enforcement of state and federal transportation laws, and investigation of off-loading of explosives to determine the safest way to bring them into the community.

(e) Coordinate with appropriate municipal, state and federal agencies on the collection and use of information on hazardous substances shipped to and from Juneau.

(f) Work with mining companies, the business community, and government agencies in the Juneau area to encourage their participation in the community right-to-know and chemical inventory reporting systems in accordance with the Emergency Planning and Community Right-To-Know Act of 1986.

(g) Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the municipality, and work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.

Section 6. Communication with the State Emergency Response Commission. The Manager shall submit this resolution, the list of nominees and their organizations, and any other documents necessary to establish and maintain the Juneau Local Emergency Planning Committee to the State Emergency Response Commission for approval.

Section 7. Approval of Bylaws. The Assembly hereby approves the Juneau Local Emergency Planning Committee Bylaws attached as Exhibit A.

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

Adopted this 21st day of July, 2014.

Merrill Sanford, Mayor

Attest:

Laurie J. Sica, Municipal Clerk

BYLAWS
JUNEAU LOCAL EMERGENCY PLANNING COMMI'ITEE
JUNEAU, ALASKA

ARTICLE I - NAME

1. Name of the Committee. This organization shall be known at the Juneau Local Emergency Planning Committee ("LEPC").

2. Mailing Address. The mailing address of the LEPC is:

Juneau Local Emergency Planning Committee
c/o CBJ Emergency Programs
155 S. Seward Street
Juneau, AK 99801

ARTICLE II - PURPOSE

The LEPC has been established as a Local Emergency Planning Committee for the Local Emergency Planning District of the City and Borough of Juneau, Alaska ("CBJ') pursuant to Title III of the Emergency Planning and Community Right-to-Know Act of 1986, Alaska Statute 26.23.071-.077 and CBJ Resolution 1443. The duties and activities of the LEPC include the responsibility for collecting and making available information on extremely hazardous substances in the District and preparing an emergency response plan to be used in the event of a hazardous substance spill or leak. Specifically the LEPC shall:

1. Advise the City Manager on emergency management issues.

2. Review, revise as necessary and maintain the emergency response plan for all potential emergencies which may affect the Juneau area, including earthquakes and avalanches. The plan shall meet the requirements of AS 26.23.075.

3. Collect, manage and provide public access to information on hazardous substances and their accidental release within the CBJ.

4. Study and make recommendations on the regulation of transportation routes for hazardous substances, and coordinate information on hazardous substances shipped to and from Juneau.

5. Work with the business community and government agencies to encourage participation in the community right to know and the chemical reporting systems in accordance with the Emergency Planning and Community Right-to-Know Act of 1986.

6. Make recommendations on the safest locations for storage and transshipment facilities for hazardous substances in the CBJ and to work for more active enforcement of regulations relating to transshipment and storage of hazardous substances.

7. Seek funding from state and federal agencies.

ARTICLE III - MEMBERSHIP

The LEPC is comprised of the City Manager (Emergency Management Coordinator) and not more than eleven primary members and eleven alternate members nominated by the Assembly and appointed by the State Emergency Response Commission ("SERC") to serve for three-year staggered terms. Members shall include, to the extent possible, representatives from the following groups and organizations:

1. Elected Local Officials

2. Law Enforcement

3. Firefighters

4. Member of the Public

5. Bartlett Regional Hospital

6. Broadcast and/or print media

7. Red Cross

8. Owners/Operators of a Hazardous Material Facility subject to the requirements of 42 U.S.C. 110011-11005 (Hazardous Material Facility)

9. Community Group

10. Hazardous Substance Transporter

11. A representative serving Juneau's vulnerable population. For purposes of this section "vulnerable population" shall be defined as persons with disabilities, the homeless, the elderly or homebound and any others who might be considered at-risk populations.

For purposes of this committee, "voting members" are those members appointed to the primary seat on the committee, or those alternates filling in during the absence of a primary seat holder or during the vacancy of the related primary seat.

ARTICLE IV - OFFICERS AND DUTIES

The officers of the LEPC shall consist of a Chair, a Vice Chair and a Recorder. The Chair's responsibilities include presiding at the meetings; preparing the agenda; conducting the meetings in a fair manner; coordinating with CBI staff on such items as meeting notices, requests for information and committee decisions; and preparing the annual report for submittal to the Municipal Clerk in January of each year. The Vice Chair fills in for the Chair when the Chair is unavailable. The Recorder is encouraged to work with Emergency Programs staff members on the coordination of the preparation and transmittal of the Committee's minutes to the office of the Municipal Clerk. Election of officers occurs annually at a time set by the LEPC. The term of office is for one year, but officers may be re-elected to serve consecutive terms.

ARTICLE V - SUBCOMMITTEES

The LEPC may establish subcommittees as it deems necessary to accomplish its duties.

ARTICLE VI - MEETINGS

1. Regular meetings. The LEPC shall meet as necessary to carry out the business of the committee but no fewer than four times per year.

2. Special meetings. A special meeting deemed necessary to carry out the duties of the LEPC may be called by the LEPC Chair or upon written request of three LEPC members. A meeting held at the request of the members shall be scheduled as soon as possible and preferably within ten days of the written request.

3. Quorum. A quorum shall consist of a simple majority of the voting members of the LEPC. A quorum for any subcommittee shall consist of a simple majority of those voting members appointed to the subcommittee. A quorum shall be required to transact business.

4. Rules of Order. LEPC will adopt an order of business to be used for each meeting and will be governed by Robert's Rules of Order, Newly Revised, when not inconsistent with the Advisory Board Rules of Procedure resolution which may be amended from time to time, these bylaws or with special rules of order adopted by the LEPC.

5. Minutes of Meetings. Accurate minutes of all meetings of the LEPC shall be maintained in the custody of the Municipal Clerk and shall be a public record, open to inspection by any person. The minutes shall include the following: date, time and location of meeting; time the meeting was called to order; a record of attendance, including members present or absent; all motions, even if withdrawn, with the name of the member making the motion and the vote on the motion; the action taken and pertinent points leading to the decision; names of individuals who spoke under public participation and a summary of their comments; the next meeting date and the time of adjournment. The minutes of each meeting shall be transmitted by email to each LEPC member (or by facsimile or regular mail if requested by a member) prior to the next regularly-scheduled monthly meeting.

ARTICLE VII - PUBLIC PARTICIPATION

Members of the public are encouraged to attend all regular and special meetings of the LEPC. Opportunity will be provided at each meeting for members of the public to address the LEPC on issues of local emergency preparedness.

ARTICLE VIII - VOTING

Voting on all motions shall be by voice vote, a show of hands or unanimous consent. If a roll call vote is requested, the vote of each member shall be recorded in the minutes of the meeting. Members may not deliberate or vote on any motion that would constitute a conflict of interest as defined by the CBJ Conflict of Interest Code.

ARTICLE IX - AMENDMENTS TO THE BYLAWS

1. The Bylaws of the LEPC may be amended by an affirmative vote of a simple majority of the total voting membership of the LEPC. No vote to amend the Bylaws will be taken unless the proposed amendment has been provided in writing to the membership prior to the meeting for the proposed vote.
2. Repeal of Previous Bylaws and Amendments: All previous versions of these bylaws and any previous amendments are hereby repealed upon approval of these bylaws by the Assembly.
3. A copy of the signed Bylaws and any subsequent amendments shall be provided to the SERC, the Municipal Clerk's office, and any person requesting a copy.

Adopted by the Juneau Local Emergency Planning Committee for the City and Borough of Juneau, Local Emergency Planning District, on the 9th day of July, 2014.

Daniel J. Garcia, CHAIR

_____, VICE CHAIR

Approved by the Assembly on the 21st day of July, 2014.

for Laurie Sica, Municipal Clerk

City and Borough of Juneau, AK

Local Emergency Planning Committee

Board Roster

Erin E Walker-tolles

1st Term Jan 01, 2022 - Dec 31, 2022

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category Vulnerable Populations Seat
Dais Seat 11a

Travis Mead

CBJ Staff/automatic reappointment

1st Term Jan 25, 2021 - Dec 31, 2022

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category Firefighter/EMS
Dais Seat 3a

Ed Quinto

CBJ Staff/automatic reappointment

3rd Term Jan 01, 2020 - Dec 31, 2022

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category Firefighter/EMS
Dais Seat 3

Britta Tonnessen

1st Term Jan 01, 2020 - Dec 31, 2022

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category American Red Cross Seat
Dais Seat 7

Loren Jones

1st Term Jan 01, 2022 - Dec 31, 2022

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category American Red Cross Seat
Dais Seat 7a

David Campbell

CBJ Staff/automatic reappointment

4th Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category Peace Officer
Dais Seat 2a

Scott Erickson

CBJ Staff/automatic reappointment

2nd Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category Peace Officer
Dais Seat 2

Destiny Sargeant

2nd Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category General Public Seat
Dais Seat 4

Tonia Montez

2nd Term Jan 01, 2021 - Dec 31, 2023

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category BRH Hospital Seat
Dais Seat 5a

Corey L Padron

1st Term Mar 14, 2022 - Dec 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member
Category AK Native Tribal Representative Seat
Dais Seat 12

Sabrina Boone

1st Term Mar 14, 2022 - Dec 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Category AK Native Tribal Representative Seat
Dais Seat 12a

Ed Williams

5th Term Jan 01, 2022 - Dec 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate-Vice-Chair
Category Community Group Seat
Dais Seat 9a

Karen Wood

3rd Term Jan 01, 2022 - Dec 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category Community Group Seat
Dais Seat 9

Warren J Russell

2nd Term Jan 01, 2022 - Dec 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category Media Seat
Dais Seat 6a

Elaine M Hickey

1st Term Apr 04, 2022 - Dec 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member
Category Healthcare Systems
Dais Seat 13

Jennifer Pemberton

1st Term Feb 07, 2022 - Dec 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category Media Seat
Dais Seat 6

Christopher L Russell

1st Term Jan 01, 2022 - Dec 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary - CHAIR
Category Right to Know Act of 1988
Dais Seat 8

Ryan G Sand

1st Term Jan 01, 2022 - Dec 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category Right to Know Act of 1988
Dais Seat 8a

Michelle Brown

5th Term Jan 01, 2007 - Dec 31, 2028

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category Manager's Designee
Dais Seat 14a

Tom Mattice

5th Term Jan 01, 2007 - Dec 31, 2028

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category Manager's Designee
Dais Seat 14

Wade Bryson

1st Term N/A - N/A

No Recruitment
Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category Assembly Liaison
Dais Seat 1

Vacancy immediately - December 31, 2023

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category BRH Hospital Seat
Dais Seat 5

Vacancy immediately - December 31, 2024

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Category Healthcare Systems
Dais Seat 13a

Vacancy January 1, 2023 - December 31, 2025

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category Vulnerable Populations Seat
Dais Seat 11

Vacancy immediately - December 31, 2023

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category Haz/Mat Transporter Seat
Dais Seat 10a

Vacancy immediately - December 31, 2023

Appointing Authority Assembly/SERC
Position Voting Member
Office/Role Primary
Category Haz/Mat Transporter Seat
Dais Seat 10

Vacancy immediately - December 31, 2023

Appointing Authority Assembly/SERC
Position Voting Member-Alternate
Office/Role Alternate
Category General Public Seat
Dais Seat 4a

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.]

Evan
First Name

M
Middle Initial

Price
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Bartlett Regional Hospital
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?

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 taking over Seat 5/Hospital from Daniel Wiersma.

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.

N/A

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

N/A

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

N/A

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.

N/A

Demographics

The following ***optional*** 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

None Selected

[redacted]

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

Evan M Price

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.]

Britta
First Name

Middle Initial

Tonnessen
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

American Red Cross of Alaska
Employer

Disaster Program Manager, Southeast
Job Title

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

[redacted]

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?

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.

Building relationships and coordination with the members of Juneau Local Emergency Planning Commission is a critical opportunity for the American Red Cross of Alaska, Southeast. We have two seats available to agency. I am applying for one of the two seats.

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.

American Red Cross of Alaska

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

Juneau Human Rights Commission 2016-2021 Juneau World Affairs Council 2016-2021 Juneau Local Emergency Planning Commission 2020-Present

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

American Red Cross Disaster Cycle Services and FEMA trainings.

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 ***optional*** 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

[redacted]

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

Britta Tonnessen

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.]

Loren
First Name

Middle Initial

Jones
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Retired
Employer

Job Title

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

[redacted]

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?

Hospital Board: Submitted
Planning Commission: 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?

☑ 2

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

Question applies to multiple boards

How many hours per month are you able to serve?

25

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.

While on Assembly I served as Liaison several years and attend many meetings out of interest. I feel I could serve on the PC well as I am familiar with Title 49, PC rules and procedures, and I know many of the Commissioners. Served on BRH Board 1990-94 and 2004-2010

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.

Family Promise Board United Way Board Red Cross Alaska leadership team

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

See above for current Catholic Community Services Hospice and Home Care before integration into CCS
State Boards: Marijuana Control Board

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

BA and MA in Sociology

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 ***optional*** 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

[redacted]

Date of Birth

Acknowledgement/Certification

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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

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Jeffrey
First Name

F
Middle Initial

Garmon
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

NOAA - National Weather Service Juneau, AK
Employer

Meteorologist in Charge
Job Title

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

[redacted]

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?

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?

☑ 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.

Be the local National Weather Service representative and advisor to the board for any weather needs CBJ has. Seat 10A.

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.

NOAA - National Weather Service Forecast Office, 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:

B.S. Meteorology -The Florida State University. 32 years experience and training as National Weather Service meteorologist and warning forecaster.

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.

NOAA National Weather Service meteorologist.

Demographics

The following ***optional*** 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

[redacted]

Date of Birth

Acknowledgement/Certification

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

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☑ I Agree

Jeffrey F Garmon

Application Form

Profile

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Eileen
First Name

G
Middle Initial

Hosey
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Southeast Senior Services
Employer

Case Manager
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?

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.

As a case manager for seniors and elders, i have been made aware of their special needs in a time of emergency or natural disaster.

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.

AARP Juneau Action Committee Cancer Connection Board Shepherd of the Valley Lutheran Church Council

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

Employed as case manager since 2009, now starting my 14th year interacting with seniors and elders.

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

52 year resident of Juneau. BLA UAS Juneau 1992

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.

current first aid, ,CPR, and AED certification

Demographics

The following ***optional*** 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

[redacted]

Date of Birth

Acknowledgement/Certification

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☑ I Agree

Eileen G Hosey

Application Form

Profile

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Erin
First Name

E
Middle Initial

Walker-tolles
Last Name

[redacted]
Email Address

[redacted]
Home Address

[redacted]
Suite or Apt

[redacted]
City

[redacted]
State

[redacted]
Postal Code

[redacted]
Primary Phone

[redacted]
Alternate Phone

Catholic Community Service
Employer

Executive Director
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?

Local Emergency Planning Committee: 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 am applying for a seat designated for "Access & Functional Needs" as invited by CBJ Emergency Programs Grant Coordinator. As Executive Director of a nonprofit that provides services to many different vulnerable populations in Juneau I am knowledgeable about community needs, and work to ensure we meet the needs of seniors, those who are homebound and ill, those receiving hospice care, and individuals experiencing disabilities. Our agency has a history of coordinating with CBJ to provide provide paratransit, senior nutrition, in-home medical services, and we have expanded services in response to COVID.

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.

Catholic Community Service - Employee United Way of Southeast Alaska - Board member

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

United Way of SEAK - current Board member (large nonprofit seat) Catholic Community Service - ED reporting to the Board Juneau Affordable Housing Commission - Commissioner CBJ Social Services Advisory Committee - Committee Member Housing First Community Development - ED reporting to Board Alaska Mental Health Board / Advisory Board of Alcoholism & Drug Abuse - planner/staff to the Boards

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

BA in Philosophy and BA in Social Sciences - Humboldt State 1993 Masters in Community Mental Health - Trinity College of Vermont 2001 Certification in Health Care Compliance - HCCA 2018 Certificate in Nonprofit Management - Foraker Group 2021

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 ***optional*** 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

[redacted]

Date of Birth

Acknowledgement/Certification

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☑ I Agree

Department of Human Resources / Risk Management
155 Municipal Way Suite 101, Juneau, AK 99801
907-586-5250 <phone> 907-586-5392 <fax>
Email: Dallas.Hargrave@juneau.org

MEMORANDUM

Date: January 26, 2023

To: Human Resources Committee

Thru: Duncan Rorie Watt
City Manager

From: Dallas Hargrave
Human Resources & Risk Management Director

Re: Request to implement changes to Personnel Rules

At the January 4, 2023 Assembly Finance Committee meeting, City and Borough of Juneau (CBJ) management presented the concept adding the ability for the City Manager to implement sign-on bonuses for difficult to fill CBJ positions to the personnel rules. By unanimous motion, the Assembly Finance Committee directed staff to develop proposed changes to the Personnel Rules in a manner that would give the City Manager authority to implement sign-on bonuses for difficult to fill positions in an amount of up to $40,000 for up to a four-year commitment from the employee to work for the CBJ or disbursement schedules that accomplish the same objective. The relevant Personnel rules are attached with the changes noted. We have provided a brief summary of the proposed changes below.

18 PR 070 Sign-on Bonus

Currently CBJ Personnel Rules (18 PR 060) allow the City Manager to authorize relocation expenses to a new employee moving to Juneau with the employee's commitment to work for the CBJ for four years. Additionally, the CBJ Personnel Rules (18 PR 050) allow the City Manager to authorize up to a $10,000 payment to a prospective employee with an established recruitment and retention program where there are significant demonstrated recruitment challenges. The proposed addition of 18 PR 070 will provide CBJ management with a sign-on bonus program to improve recruitment in difficult to fill positions with the CBJ. The following components are part of this proposal:

- The City Manager would determine which job classifications are "difficult to fill". This would allow CBJ management the ability to adapt the sign-on bonuses to adapt this recruitment benefit to changing market conditions.

- The sign-on bonus would be up to $40,000. This allows CBJ management the flexibility to consider the market conditions for applicants and consider higher bonus amounts for harder-to-fill positions or time-sensitive vacancies. However, if a lower bonus amount is appropriate because of the circumstances, the CBJ management has the flexibility to implement a lower sign-on bonus.

- The commitment from the employee to work for the CBJ will be a minimum of two years and a maximum of four years, consistent with other public sector agency practices. Repayment for not meeting the employment commitments would be paid back on a prorated repayment schedule consistent with the terms of the proposed personnel rule.

- After approval of this personnel rule change by the Assembly, the City Manager will implement internal guidance to directors to determine whether a position is difficult to fill, the dollar amount of the sign-on bonus, the payment schedule, and the repayment period. The City Manager shall consider factors such as the current labor market, history of recruitment difficulties, rate of pay for the position, and the number of applicants in making this determination. The City Manager shall maintain final authority to determine sign-on bonus applicably and provisions.

- To be eligible for a sign-on bonus, a new employee must have not worked for the CBJ for a period of at least one year prior to start of employment.

It is anticipated that the costs of these sign-on bonuses could be paid from lapsing personnel funds. If lapsing funds are insufficient to cover the costs of an enhanced sign-on bonus program, then CBJ management would seek supplemental appropriations.

Conclusion and Request for Action:

We recommend that the Human Resources Committee approve these changes to the personnel rules and forward to the Assembly the draft changes so that Resolution 3020 incorporating these changes can be placed on the consent agenda of the January 30, 2023 Assembly meeting.

Presented by: The Manager
Presented: 01/30/2023
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3020

A Resolution Amending the City and Borough of Juneau Personnel Rules Related to a Sign-on Bonus Policy.

WHEREAS, the Assembly has adopted personnel rules in accordance with CBJ 44.05.050; and

WHEREAS, the personnel rules apply to non-represented employees of the City and Borough of Juneau and to represented employees when the collective bargaining agreement does not apply; and

WHEREAS, the personnel rules occasionally should be updated to reflect modern human resources practices or to address recruitment and retention needs.

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

Section 1. The Assembly of the City and Borough of Juneau approves the following and hereby amends the Personnel Rules to reflect the language changes in the attached Exhibit A.

Section 2. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this _____ day of _____, 2023.

Attests:

_____
Beth A. Weldon, Mayor

_____
Elizabeth J. McEwen, Municipal Clerk

. . .

18 PR 037. Repayment to Employer.

(a) Employees paid an advance uniform or tool allowance and who leave employment less than 1 year thereafter shall repay CBJ according to the schedule set forth in this section. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected. The repayment schedule is as follows:

(1) 100% if service is less than 13 weeks;

(2) 75% if service is 13 weeks or greater but less than 26 weeks;

(3) 50% if service is 26 weeks or greater but less than 39 weeks;

(4) 25% if service is 39 weeks or greater but less than 52 weeks.

(b) Monies owed to the CBJ by an employee who separates from service shall be deducted from the employee's final leave cash in and pay check, except that the employee's final check may not be less than the actual number of hours worked x the minimum wage guaranteed by state or federal law. An employee may owe the CBJ money for a variety of reasons including, but not limited to: training, travel or relocation reimbursement; sign-on bonus reimbursement; health insurance reimbursement; intentional or grossly negligent damage to CBJ property, personal use of CBJ credit cards; or failure to return CBJ property. Should the amount of the employee's final pay and leave cash in be insufficient to cover the total monies owed the CBJ, the CBJ may take other actions to recover the funds.

(Res. No. 2069, 2001; 2370, 2006)

. . .

18 PR 070. Sign-on Bonus.

(a) The City Manager may authorize a sign-on bonus for a new employee starting in a difficult to fill position under the following conditions:

(1) The City Manager and the employee sign a written agreement specifying the sign-on bonus amount and payment schedule and requiring pro-rated repayment according to the schedule set forth in this section if the employee voluntarily ends service in less than 2, 3, or 4 years. Any amount not repaid may be deducted from the employee's final paycheck or otherwise lawfully collected.

(2) If the sign-on period is 4 years, the repayment schedule is:

(i) 100% if service is less than 12 months;

(ii) 75% if service is 12 months or greater but less than 24 months;

(iii) 50% if service is 24 months or greater but less than 36 months;

(iv) 25% if service is 36 months or greater but less than 48 months.

(3) If the sign-on period is 3 years, the repayment schedule is:

(i) 100% if service is less than 12 months;

(ii) 66% if service is 12 months or greater but less than 24 months;

(iii) 33% if service is 24 months or greater but less than 36 months;

(4) If the sign-on period is 2 years, the repayment schedule is:

(i) 100% if service is less than 6 months;

(ii) 75% if service is 6 months or greater but less than 12 months;

(iii) 50% if service is 12 months or greater but less than 18 months;

(iv) 25% if service is 18 months or greater but less than 24 months.

(5) The maximum amount established in the sign-on bonus agreement may not exceed $40,000. The sign-on bonus amount may be paid in multiple payments on a schedule determined by the City Manager.

(6) The City Manager shall determine whether a position is difficult to fill, the dollar amount of the sign-on bonus, the payment schedule, and the repayment period. The City Manager shall consider factors such as the current labor market, history of recruitment difficulties, rate of pay for the position, and the number of applicants in making this determination.

(7) An new employee shall only be eligible for a sign-on bonus if they have not worked for the City and Borough of Juneau for a period of at least one year prior to the start of employment.

. . .