



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

November 18, 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. 2024-09-16 Assembly Human Resources Committee Meeting Minutes - Draft

F. AGENDA TOPICS

2. Juneau Economic Development Council (JEDC) Board Appointments

Per [Resolution 2136](#) (JEDC) Board Members serve staggered three-year terms and may serve two consecutive terms. Article Four, Section 2, Paragraph E, of JEDC Bylaws, states:

“The JEDC shall publish notice of vacancies on the JEDC Board of Directors. The JEDC Board or a recruitment committee will review and may interview candidates for the JEDC Board of Directors. The JEDC Board will forward the names of recommended candidates to the CBJ Assembly. The CBJ Assembly will appoint JEDC board members.”

The three JEDC applicants are included in the Human Resources Committee packet along with a memo from JEDC Executive Director Brian Holst outlining the process and recommendation.

Recommended Motion: to forward to the full Assembly for approval, reappointments and appointment to the Juneau Economic Development Council Board as outlined in the memo presented by the Juneau Economic Development Council; *the reappointment of Melissa Kookesh, and Aaron Morrison, and the appointment of Todd Schur, all to At-Large Seats for terms beginning immediately and ending October 31, 2027 and ask for unanimous consent.*

3. 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 as well as a recommended motion.***

4. Resolution 3064 A Resolution Approving Amendments to the Bylaws of the City and Borough of Juneau International Airport Board.

5. Resolution 3066 A Resolution Approving Amendments to the Bylaws of the Eaglecrest Ski Area Board of Directors

G. STAFF REPORTS

The Clerk's Office requests that Assembly HRC pick some tentative dates in December to hold Empowered Board interviews & appointments for the following:

Bartlett Regional Hospital Board - 1 general public seat for an unexpired term, 2 general public seats & 1 public/physician seat for terms beginning January 1, 2025.

Planning Commission - 3 general public seats for terms beginning January 1, 2025.

Clerk Staff recommends looking at the following possible dates/times to hold those interviews; Tues 12/17, Wed 12/18 or Thurs 12/19 starting at 5:30 p.m., committee to decide if they would like to continue to hold these interviews/appointments via Zoom or shift to a hybrid option.

H. STANDING COMMITTEE TOPICS - *yet to be determined*

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS

J. NEXT MEETING DATE

December 16, 2024 at 6:00 p.m. in Assembly Chambers & via 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.

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES - DRAFT



September 16, 2024 at 6:00 PM

Assembly Chambers/Zoom Webinar

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

155 Heritage Way - Assembly Chambers

A. CALL TO ORDER – HRC Chair Greg Smith called the Assembly Human Resources Committee meeting to order at 6:0 p.m. in the Assembly Chambers and via Zoom

B. LAND ACKNOWLEDGEMENT – read by Assemblymember Bryson

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

C. ROLL CALL

HRC Members Present: Greg Smith, Wade Bryson, Ella Adkison, and ‘Wáahlaal Gídaag (via Zoom)

HRC Members Absent: None

Staff/Others Present: Deputy Municipal Clerk Di Cathcart, Meeting Tech Clerk Kevin Allen, P&R Director George Schaaf, and JHRC Chair Haifa Foroughi

D. APPROVAL OF AGENDA – agenda approved as presented.

E. APPROVAL OF MINUTES – minutes approved as presented.

1. August 19, 2024 Assembly HRC Meeting Minutes - Draft

F. AGENDA TOPICS

2. Juneau Human Rights Commission (JHRC) Annual Report & Appointments

JHRC Annual Report

Included in the HRC packet is the Juneau Human Rights Commission Annual Report outlining the work of the commission between July 2023 and June 2024.

JHRC Chair Haifa Foroughi was in attendance and walked committee members through the JHRC annual report. Mr. Bryson asked why the JHRC might be running into quorum issues. Ms. Foroughi responded that people are busy, and while committee members know we can move our meeting dates and times to accommodate members it seems like people are busy so that adjustment doesn't fix the lack of quorum. By not being able to meet makes it difficult to move forward with community and civic engagement and political involvement.

Mr. Bryson said he was glad to see the civic engagement piece since the Assembly Human Resources Committee has also struggled with this question.

Chair Smith appreciated municipality quality index was included in the annual report as a reminder to check with Law regarding the draft resolution JHRC presented in 2023. Chair Smith or staff will follow up with Law to see where the resolution is at.

JHRC Appointments

Per [Resolution 2946](#) the Juneau Human Rights Commission is a seven member commission appointed by the Assembly for staggered three-year terms. Members shall be selected to provide the most balanced representation possible.

There are currently three seats up for action by the HRC along with three applications in the HRC packet. The JHRC has been struggling to meet quorum, even with a summer break, due to poor attendance from some members.

MOTION: by Mr. Bryson to forward to the full Assembly for reappointment, Mary Wegner, and the appointment of Alison Gottschlich both for terms beginning immediately and ending May 31, 2027 and the appointment of Paige English to an unexpired term beginning immediately and ending May 31, 2026 all to the Juneau Human Rights Commission and ask for unanimous consent. *Hearing no objection, motion passed.*

3. Douglas Advisory Board (DAB) Annual Report, Appointment

DAB Annual Report

Included in the HRC packet is the Douglas Advisory Board Annual Report outlining the work of the board during 2023.

Chair Smith thanked the Douglas Advisory Board for their annual report and the work the board is doing. He requested that a ‘Welcome to Douglas Island’ sign include indigenous recognition of the area.

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 currently one vacant seat for an unexpired term on the Douglas Advisory Board for a term beginning immediately and ending September 30, 2025. There is one application in the HRC packet for consideration.

MOTION: by Ms. Adkison to forward to the full Assembly for appointment, Benjamin Rubenstein to the Douglas Advisory Board for an unexpired term beginning immediately and ending September 30, 2025 and ask for unanimous consent. *Hearing no objection, motion passed.*

4. Historic Resources Advisory Committee (HRAC) Memo Requesting Assembly Liaison for HRAC & Appointments

Memo Requesting Assembly Liaison for HRAC

Included in the Assembly HRC packet is a letter from HRAC Chair Shannon Crossley requesting the addition of an Assembly member or Planning Commissioner as a liaison to HRAC.

The committee reviewed the HRAC request for an Assembly or Planning Commission (PC) liaison and Chair Smith will check with the Mayor and PC Chair Cole to see if that’s an option. He noted the Assembly reviews the material that HRAC sends them and can understand the request for a liaison, however, there is only so much bandwidth Assemblymembers or Planning Commissioners have to be able to attend all the current meetings as a sitting member or as a liaison.

HRAC Appointments

Per [CBI 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 four vacant seats with various unexpired terms. There are two applications in the HRC packet. The suggested motion below fills the one full term (7/1/2024 - 6/30/2027) and the next longest term (immediately - 6/30/2026)

MOTION: by Mr. Bryson to forward to the full Assembly for approval, the recommendation to appoint to the Historic Resources Advisory Committee, Cheryl Jebe to a term beginning immediately and ending June 30, 2027 and Robin Brenner to a term beginning immediately and ending June 30, 2026 and ask for unanimous consent.

Hearing no objection, motion passed.

G. STAFF REPORTS - None

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.*
- b. Consider the impacts of recognizing additional and/or replaced holidays, including Elizabeth Peratrovich Day, Indigenous People's Day, and Juneteenth.*

Parks & Recreation (P&R) Director Schaaf outlined the Parks & Recreation Naming Policy that was adopted in 2023 by the Parks & Recreation Advisory Committee. It took a while, and we reviewed existing naming policies associated with Parks & Recreation Departments across about 20 different jurisdictions ranging from Washington to Florida and everywhere in-between. We tried to blend some of the ideas from those policies with what we have seen or had requested for CBJ regarding the naming of parks, trails or a facility. Since the Assembly is the final decision-making body of the naming policy, the P&R policy leads up to that process and provides some general guidance for staff and the public. Considering Indigenous names of an existing area, discouraging the renaming of an already named park or natural park area. Also, major donations have guidelines such as a donation of 1% of the replacement value for a facility could potentially have that business/entities name added to the building.

Mr. Bryson asked if the P&R policy has come before the Assembly. Mr. Schaaf noted that since this policy is a departmental/administrative policy it has not gone to the Assembly for approval; however, any final name approval would go before the Assembly for action.

Chair Smith asked if there is anything in the policy addressing adding an indigenous name being added alongside an already existing park, facility or trail name. Mr. Schaaf noted that the policy does state that indigenous names brought forward by an Alaska Native Organization will be accepted and go before the Assembly.

‘Wáahlaal Gídaag asked Mr. Schaaf to expand on the process of an indigenous name going to a tribal organization.

Mr. Schaaf, read that portion of the policy into the record from the procedures section of the policy: When considering any proposal to name or rename a park, trail, or recreational facility, the Department will consult with authorized representatives of the Ak Qwan and Taku Qwan, or Alaska Native Organizations, who will also be invited to propose a Tlingit name. Indigenous names will be accepted at any time, and that includes, even in circumstances where, otherwise they would be discouraged like renaming a park that that wouldn't apply.

Mr. Schaaf added that one of the things this process also includes is, recognizing that proposing names involves a lot of work; and so it recognizes that we should be prepared to compensate for the research and work of those scholars who are providing those names as well.

‘Wáahlaal Gídaag followed up with the importance of recognizing that many of our elders aren’t affiliated with an agency and that would be good to look at if and when the Assembly looks at a naming policy or requested names coming from P&R to the Assembly for approval.

Mr. Bryson stated he didn’t think HRC needed to keep this goal anymore and perhaps move it forward to the Assembly Committee of the Whole for discussion.

‘Wáahlaal Gídaag commented that the HRC should at least create a framework for the COW to review, since the framework would look a little differently than the P&R Naming Policy; an Assembly Naming Policy would relate to all facilities around CBJ.

Chair Smith noted, we’ll have a new Assembly after October. At the retreat this Assembly Goal can be reviewed to see if we keep it as a goal to continue working on in HRC to bring a policy forward to the full Assembly or not.

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS

Chair Smith noted this was the last meeting of the HRC with this committee member make-up and thanked everyone for their time on the committee over this last year. Mr. Bryson thanked Chair Smith for being a great HRC Chair.

J. NEXT MEETING DATE - *No October meeting due to Municipal Elections & Assembly Reorganization*

November 18, 2024 at 6pm, Assembly Chambers/Zoom Webinar

K. SUPPLEMENTAL MATERIALS - *None*

L. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:29 p.m.

Presented by: The Manager
Introduced: 01/28/2002
Drafted by: J. W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2136

A Resolution Amending Resolution 2063 Regarding the Number of, Membership Criteria for, and Appointments to, the Board of Directors of the Juneau Economic Development Council.

WHEREAS, the Juneau Economic Development Council (JEDC) was incorporated as a nonprofit corporation under Alaska law in 1987, and

WHEREAS, the JEDC receives funding from the City and Borough of Juneau through annual appropriations by the Assembly, and

WHEREAS, it is Assembly policy to gradually migrate the JEDC budget toward full integration with the private sector, and

WHEREAS, given the close working and financial relationship between the City and Borough and the JEDC, the Assembly and the JEDC board decided in 1991 that it was appropriate for the Assembly to appoint members to the JEDC board, and

WHEREAS, the Assembly by Resolution 1545 adopted in 1992, as amended by Resolution 1627 adopted in 1993, and further amended by Resolution 2063 adopted in 2000, established criteria for JEDC Board appointments, and

WHEREAS, it is in the public interest to further amend the bylaws to expand membership on the JEDC Board from nine to eleven members;

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

Section 1. The following provisions of the JEDC Bylaws, as approved by the JEDC Board of Directors is approved by the Assembly of the City and Borough of Juneau, Alaska:

Section 1. The affairs of the JEDC shall be managed by its Board of Directors.

Section 2. Board of Directors.

- A. The Board of Directors of the JEDC shall consist of 11 members.
- B. The 11 members of the JEDC Board of Directors shall be comprised as follows:
 - i. The Mayor of the City and Borough of Juneau or the Mayor's designee from the CBJ Assembly;
 - ii. The Chancellor of University of Alaska Southeast or the Chancellor's designee from UAS;
 - iii. One member appointed by the CBJ Assembly representing organized labor;
 - iv. One member appointed by the CBJ Assembly representing a nonprofit environmental organization;
 - v. Seven members appointed by the CBJ Assembly based upon their experience and expertise in fields relating to economic development, including but not limited to large and small business, entrepreneurship, natural resource development, tourism, banking and finance, engineering and construction, and government.
- C. The term of each member of the JEDC Board of Directors shall be staggered three years.
- D. No Director, except the Mayor, may serve for more than two consecutive terms.
- E. The JEDC shall publish notice of vacancies on the JEDC Board of Directors. The JEDC Board or a recruitment committee will review and may interview candidates for the JEDC Board of Directors. The JEDC Board will forward the names of recommended candidates to the CBJ Assembly. The CBJ Assembly will appoint JEDC board members.

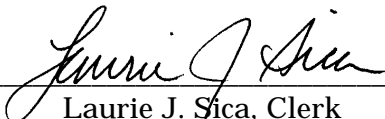
Section 2. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this 28th day of Juneau, 2002.



Sally Smith, Mayor

Attest:



Laurie J. Sica, Clerk



November 6, 2024

Assembly of the City and Borough of Juneau
C/O Beth McEwen, Municipal Clerk
155 Heritage Way
Juneau, AK 99801

RE: Recommendations to the CBJ Assembly for Appointment of Members of the Board of Directors of the Juneau Economic Development Council

Dear CBJ Assembly:

The Juneau Economic Development Council (JEDC) seeks the assistance of the City and Borough of Juneau (CBJ) Assembly to make three (3) appointments to our Board of Directors. In accordance with the Bylaws of JEDC, the membership of the JEDC Board of Directors is comprised as follows:

- The Mayor of the City and Borough of Juneau or the Mayor’s designee from the CBJ Assembly;
- The Chancellor of University of Alaska Southeast (UAS) or the Chancellor’s designee from UAS;
- One member appointed by the CBJ Assembly representing organized labor;
- One member appointed by the CBJ Assembly representing a nonprofit environmental organization;
- Seven (7) members appointed by the CBJ Assembly based upon their experience and expertise in fields relating to economic development, including but not limited to large and small business, entrepreneurship, natural resource development, tourism, banking and finance, engineering and construction, and government.

Board Members serve staggered three-year terms and may serve two consecutive terms. In Article Four, Section 2, Paragraph E, of JEDC Bylaws, it states:

“The JEDC shall publish notice of vacancies on the JEDC Board of Directors. The JEDC Board or a recruitment committee will review and may interview candidates for the JEDC Board of Directors. The JEDC Board will forward the names of recommended candidates to the CBJ Assembly. The CBJ Assembly will appoint JEDC board members.”

In accordance with our Bylaws, notice of vacancies on the JEDC Board of Directors was posted to the CBJ and JEDC websites. Three At-Large Seat openings currently exist on the Board with terms expiring on/about November 2027.

At the meeting of the Board of Directors of JEDC on Friday, November 1, the Board reviewed the applications of three (3) candidates and arrived at recommendations for appointments. The Board appreciates the interest of the citizens that applied to serve our community through the JEDC Board. The three applicants are:

1. Melissa Kookesh
2. Aaron Morrison
3. Todd Schur

The JEDC Board of Directors recommends to the CBJ Assembly that the following persons be appointed to the JEDC Board:

1. **Melissa Kookesh**, to an At-Large Seat for a three-year term expiring on/about November 2027. Ms. Kookesh currently works as the Tribal Liaison for the Alaska Broadband Office in the Department of Commerce, Community, and Economic Development (DCCED). Previously, she served as the Legislative Aide to Senator Bert Stedman from 2015 to 2022 and then a Legislative Liaison for the Commissioner’s Office in the DCCED from February 2022 to October 2022. Ms. Kookesh’s prior service also includes nearly 10 years in the Office of the President at the Central Council of Tlingit and Haida Indian Tribes. She formerly served on the Kootznoowoo, Inc. Board of Directors since 2016 and served as Board Chair from 2016-2022. She received a Certificate in Tribal Management from the University of Alaska, Fairbanks in 2014, as well as her Associates of Applied Science Degree in Tribal Management in 2015. Melissa has served one unfinished term and one full term on the Juneau Economic Development Council board and seeks to be re-appointed to a second full term.

2. **Aaron Morrison**, to an At-Large Seat for a three-year term expiring on/about November 2027. Mr. Morrison was appointed to the JEDC Board when he was the Mechanical Engineering Supervisor for the Southeast Alaska office of PDC Engineers/RESPEC and served as the Construction Administrator for the Juneau International Airport Reconstruction Project. He is currently an Engineer/Proposals Coordinator at Udelhoven, Inc. He is a past president and active member of the Rotary Club of Juneau, and past president of the Southeast Alaska Friends of Montessori (SEAFOM). Aaron holds a Master’s Degree in Business Administration (MBA) and a Master’s Degree in Science (Engineering) from San Jose State University. Aaron has served one full term on the Juneau Economic Development Council board and seeks to be re-appointed to a second full term.

3. **Todd Schur**, to an At-Large Seat for a three-year term expiring on/about November 2027. Mr. Schur is currently the Vice President of Marketing and Community Impact at True North Federal Credit Union. Prior to his role at True North Federal Credit Union, he was the Marketing Operations Manager at Alaska Brewing Company. He has recently served as Vice President of the Rotary Club of Juneau in 2024 and has been elected to serve as President in 2025. Additionally, Mr. Schur has been an active member of the Juneau Chamber of Commerce since 2023. Todd received his Bachelor of Arts in Communications and Public Relations from the State University of New York College at Oswego. Todd is seeking a three-year term on the Juneau Economic Development Council board.

On behalf of the JEDC Board of Directors, we look forward to your appointments. The JEDC Board of Directors would also like to thank the following Board Member who has completed two full terms and is ending his service with the Juneau Economic Development Council: *Jake Carpenter*.

Regards,



Brian Holst
Executive Director



Board Roster



Brian L Kleinhenz

1st Term Nov 01, 2023 - Oct 31, 2026

[Redacted]

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 6



Marc Guevarra

2nd Term Nov 01, 2023 - Oct 31, 2026

[Redacted]

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 3



Jill M Weitz

2nd Term Nov 01, 2023 - Oct 31, 2026

[Redacted]

Appointing Authority Assembly
Position Voting Member
Category Non-Profit Environmental Rep.
Dais Seat 9



Melissa M Kookesh

2nd Term Nov 22, 2021 - Oct 31, 2024

[Redacted]

Seat up for action - appointed to an unexpired term in 2019, then full term for 2021-2024. This would be their 2nd & final term.

Appointing Authority Assembly
Position Voting Member
Office/Role Secretary
Category Public
Dais Seat 2



Jake Carpenter

2nd Term Nov 22, 2021 - Oct 31, 2024

Seat up for action - not applying for reappointment

[Redacted]

Appointing Authority Assembly
Position Voting Member
Office/Role Treasurer
Category Public
Dais Seat 8



Aaron J Morrison

1st Term Nov 22, 2021 - Oct 31, 2024

Seat up for action

[Redacted]

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 7



Garrett Schoenberger

2nd Term Nov 01, 2022 - Oct 31, 2025

[Redacted]

Appointing Authority Assembly
Position Voting Member
Office/Role Chair
Category Public
Dais Seat 4



Alexander Kotlarov

2nd Term Nov 01, 2022 - Oct 31, 2025

[Redacted]

Appointing Authority Assembly
Position Voting Member
Category Public
Dais Seat 10



Trenton English

1st Term Feb 27, 2023 - Oct 31, 2025

[Redacted]

Appointing Authority Assembly
Position Voting Member
Category Organized Labor Representative
Dais Seat 5



Karen Carey

1st Term N/A - N/A

[Redacted]

No Recruitment
Appointing Authority Assembly
Position Voting Member
Office/Role Vice-Chair
Category UAS Chancellor
Dais Seat 1



Ella Adkison

1st Term N/A - N/A

[Redacted]

No Recruitment
Appointing Authority Assembly
Position Voting Member
Office/Role Mayor's Alternate
Category Mayor's Alternate
Dais Seat 12



Beth Weldon

1st Term N/A - N/A

[Redacted]

No Recruitment
Appointing Authority Assembly
Position Voting Member
Office/Role Mayor
Category Mayor Seat
Dais Seat 11

Application Form

Profile

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

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

Me ssa _____ M _____ Kookesh _____
First Name Middle Initial Last Name

_____ _____
Mailing Address

_____ _____
Home Address Suite or Apt

Juneau _____ AK _____ 99801 _____
City State Postal Code

Home: (_____) _____
Primary Phone Alternative Phone

Alaska State Legislature _____ Legislator Name
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?

Juneau Economic Development Council : Submitted

Melissa M Kookesh

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.

5+ years of serving as the Board Chair for Kootznoowoo, Inc our village corporation for Angoon, in which our board has been turning the corporation around and are moving the corporation forward. 6.5 years as Legislative Aide, 4 years serving as Assistant to the President for the largest tribe in the region. This position aligns with my professional trajectory and my guiding value of serving my people which I have dedicated myself to for the last 15 years. With my skill set and proven record of accomplishment, I can be a valuable addition to the JEDC Board of Directors.

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.

Kootznoowoo Inc BOD, Chair June 2016-June 2022

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:

UAF, Fairbanks, AK

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.

Trade Management Certificate Dec 2014 Associates of Applied Science Degree in Trade Management May 2015

Demographics

Melissa M Kookesh

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/Alutian

Gender

Female

Date of Birth

Acknowledgement/Certification

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

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

I Agree

October 31, 2024

Brian Holst, Executive Director
Juneau Economic Development
Council 612 W. Willoughby Ave.,
Suite A Juneau, Alaska 99801

RE: JEDC Board of Directors Vacancy

Dear Mr. Holst,

I am excited to seek re-election for my name to be reconsidered for a board member positions for the Juneau Economic Development Council Board of Directors. Please accept my letter of interest for the board position as well as consider my relevant qualifications:

1. Over 6+ years of serving as the Board Chair for Kootznoowoo, Incorporated, our village corporation for Angoon, in which our board has been turning the corporation around and are moving the corporation forward.
2. 7 years as Legislative Aide, Responsibilities include for Senate Health and Social Services Committee management, preparations, and execution of bills passed through committee. Currently, I am responsible for maintaining the schedule for the Senator and any meetings, events, and any travel needed. Additionally, during my tenure, I am responsible for the press releases, keeping the website updated, and preparation of the newsletter for distribution to the constituents.
3. 4 years serving as the Assistant to the President for the largest tribe in the region where I was responsible for the preparation, oversight, and proper tracking of four separate budgets, ensured tribal directives were executed and upheld, and was responsible for the official communication on behalf of the President. In addition to recording the meeting minutes for both the monthly and annual meetings.

This position aligns with my professional trajectory and my guiding value of serving my people which I have dedicated myself to for the last 20 years. With my skill set and proven record of accomplishment, I can be a valuable addition to the Juneau Economic Development Council Board of Directors.

Thank you for your time and thoughtful consideration.



Melissa M. Kookesh



PROFESSIONAL PROFILE

Exceptionally detailed, organized, and highly accurate professional with over 10 years of experience in administrative functions. Outstanding customer service and a positive attitude.

Supervisor	Project manager
Effective liaison in political atmosphere	Budgeting
Ability to handle fast paced environment	Sound judgment and decision-making
Hard working team player	Managing calendars and travel schedules

PROFESSIONAL EXPERIENCE

Kootznoowoo, Incorporated, Board of Directors, Juneau, Alaska
Chairman of the Board,
June 2016 – June 2022

Responsibilities:

Responsible for signing certificates, approval of contracts, purchase and sale of assets or other instruments of the Corporation, long range planning of goals, objectives, budgets; authorizing committee work and assignments; approving compensation, travel and per diem; authorizing distributions to shareholders; policy development; adoption of corporate policies and procedures; and ensuring proper management of the Corporation.

Alaska State Legislature, Office of Senator Bert Stedman, Juneau, Alaska
Legislative Aide
February 2015 – Present

Responsibilities:

Assist the Senator and Chief of Staff with the committees where he is the Chairman, vice-chair or a sitting member, former Committee Aide for Senate Health and Social Services, responsible for setting the schedule with the chair and members, schedule the room if necessary, preparation and distribution of the agenda, meeting materials, and scheduling bills. Legislative Aide duties include maintaining the calendar by scheduling of appointments, meetings, and events. Occasionally meet with constituents and special interest groups on behalf of the Senator as well as attending events when he is not available. Other responsibilities include website postings, newsletter preparation and distribution, and preparing important documents for signature. (you will have to fill in the blanks here but talk about stuff that will be relevant for the Federal office job like constituent work and coordinating with local leaders).

Central Council Tlingit & Haida Indian Tribes of Alaska, Juneau, Alaska

Assistant to the President

December 2010 – December 2014

Responsibilities:

Responsible for the preparation, oversight, and ensuring proper tracking of the Office of the President, Executive Council, Tribal Assembly, and Tribal Direct budgets. Ensuring budgets were on track and in line with spending authorities.

Ensured tribal directives were executed and upheld within the organization. Responsible for official communication both verbally and written on behalf of the President to the staff, delegates, and outside entities.

Represented the President and Executive Council as needed to attend important events and meetings.

Lead the administrative team in all aspects of planning and organizing annual meeting of the Tribal Assembly with over 132 participants.

Lead recording secretary for the Tribal Assembly and Executive Council.

Assisted in the revision of the organic documents based on the orders from the Tribal Assembly Executive Council, and President.

Tribal Elections oversight of the permanent and temporary staff throughout the Election of Delegates process which occurred every two years.

Central Council Tlingit & Haida Indian Tribes of Alaska, Juneau, Alaska

Secretary to the President

July 2005 – December 2010

Responsibilities:

Answer phones, correspondence, and schedule for the Office of the President the Executive Council.

Draft Executive Council, and Managers' Meetings minutes.

Assist the Publications Director on large projects, including Tribal Assembly preparations.

Prepare, plan and execute internal staff events, including meetings, trainings, and social events.

Make travel arrangements for the President and at times for the Executive Council. Records minutes of meetings periodically at the request of the Assistant to the President

EDUCATION

University of Alaska Fairbanks, Fairbanks, Alaska

Tribal Management Certificate

December 2014

Associates of Applied Science Degree in Tribal Management

May 2015

REFERENCES

References available upon request.



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Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Wed, 10/16/2024 - 12:57pm
209.112.151.139

First Name
Aaron

Last Name
Morrison

Residence Address
[REDACTED] Juneau AK 99801

Mailing Address
same

Primary Phone Number
[REDACTED]

Secondary Phone Number

Email
[REDACTED]

Board, Commission, Committee
Other Board

Current of Prior Experience on CBJ Boards/Commissions/Committees
I am applying for a second term on the JEDC Board. I have served on this board for the last 3 years.

Reasons for Applying
I have been an active member of the JEDC board for the last three years and would like to continue to serve for another three years. I am interested in the multiple ways in which JEDC supports the community, including our work in camps, the innovation summit, our loan program, and our support in creating and managing other services that help improve our city's economy.

Qualifications
I have experience leading construction projects from both the design and construction sides. I am a registered mechanical engineer for the State of Alaska.

Civic Activities, Memberships or Non-profits Involved With
Rotary Club of Juneau, Board Member and past president. Active since 2012.

Working with a Group

I prefer working with groups with diverse and/or conflicting perspectives. In my experience, they lead to while expanding my perspective on issues.

Section F, Item 2.

Meeting Schedule and Attendance

I am aware

Date of Birth (Optional)

[Redacted]

Ethnicity (Optional)

Caucasian, Non-Hispanic

Gender (Optional)

Male

Acknowledgment/Certification

Aaron Morrison

Resume, Education, etc. (Optional)



Aaron J Morrison, PE



OVERVIEW

I have over 25 years of engineering and construction experience, including over 17 years in Alaska. As a licensed mechanical engineer/project manager, I bring a wide range of skills such as design and construction project management, technical experience as a senior mechanical engineer on both vertical and horizontal projects, hard bid, design-build, and CM/GC delivery methods contract experience as well as the development and implementation of multi-phase, cost loaded schedules.

Profile

- Pursuit Manager, and Engineer for multiple projects throughout Alaska and Texas.
- Experience as a construction Administrator, Design Project Manager, and Engineer on multiple Southeast Alaska Facility Construction Jobs that include Private, City, State, and Federal Government locations. This diverse list of projects includes facilities that function as Hospitals, Airports, Office Buildings, Libraries, Museums, Archives, Manufacturing, and General Industries.
- Licensed Mechanical Engineer in the States of Alaska and California
- Demonstrates ability to stay within project budget, and timelines and meet federal regulations
- For 10 years, I worked for a General Contractor as a Project Manager, Engineer, MEP coordinator, QC manager, scheduler, and commissioning agent.
- Manager and coordinator of all phases of construction, from schematic design to engineering, construction and commission/turnover
- Contract experience includes hard bid, time and material, design-build and CM/GC
- Currently, I am working remotely as the Pursuit Manager, and Engineer for multiple projects throughout Alaska and Texas.

Professional Experience

Udelhoven, Inc	Juneau, AK (remote work)	2023 - Present
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Employed for the last 5 years with PDC Engineers / RESPEC as a Mechanical Engineering Supervisor. Project of note includes:

Juneau International Airport Retrofit, Juneau AK

Construction Administrator

- Managing the construction of the North Terminal Expansion.
- Multi-phase expansion and retrofit of an active airport.
- Oversee designer, owner, and contractor interface.

RESPEC/ PDC Engineers Juneau, AK 2017 - 2023

Employed for 5 years with PDC Engineers / RESPEC as a Mechanical Engineering Supervisor. Project of note includes:

Juneau International Airport Retrofit, Juneau AK

Construction Administrator

- Managing the construction of the North Terminal Expansion.
- Multi-phase expansion and retrofit of an active airport.
- Oversee designer, owner, and contractor interface.

PCL Construction Juneau/Anchorage/Fairbanks, AK 2007 - 2017

Employed for 10 years with PCL Construction Services, an ENR-400 top 10 company with satellite offices in Anchorage and Seattle. Project highlights include:

State Library Archives Museum (SLAM), Juneau AK

MEP Manager/Commissioning Rep

- Worked with the Alaska Department of Transportation and Public Facilities on a CM/GM project for the SLAM project.
- Replaced five existing buildings to consolidate and provide greater efficiency to the three branches in Juneau, AK.
- Managed mechanical, electrical and special systems work and project changes
- Directed the commissioning effort from preconstruction to project closeout.

Anchorage International Airport Seismic & Security Retrofit, Anchorage AK

MEP Coordinator/Commissioning Rep/Scheduler

- Multi-phase retrofit of the Anchorage International Airport
- Complete abatement and demolition of the second floor of the concourse.
- Installation of seismic structural upgrades.
- Installation and commissioning of new baggage handling system and replacement of airport security systems.
- Modifications to the underground fueling system and complete upgrades to the mechanical and electrical systems.

AEPC Group LLC San Ramon, CA 2001- 2007

Progressed from lead mechanical engineer to project manager in a full-service A&E firm. Projects of note include:

Joint Strike Fighter Facilities, Edwards Air Force Base, CA

Quality Control Manager

- Managed the construction of \$30M, two-year aircraft support facilities.
- Development and implantation of a QC plan that exceeded U.S. Corps of Engineers' requirements.
- Developed a \$1M hazmat plan for abatement activities.

Applied Materials (AMAT) Building 77 Commissioning, Santa Clara, CA

Commissioning Agent

- Designed and implemented the commissioning procedures and start-up for a semiconductor manufacturing facility including its DI water systems, process waste systems, CDA systems, Class 10 clean room ventilation system and process exhaust systems.

The Bentley Group / Enron San Ramon, CA 2001- 2007

Lead mechanical engineer on various projects in the high tech and bio-pharmaceutical fields. Project highlights include:

ALZA Corporation, Orchard Expansion Project, Vacaville, CA *Mechanical Engineer*

- Designed a 32,000 sq. ft. laboratory expansion that included a chiller plant, heating water system, 100% outside air and associated utilities.

Wes-co industries Oakland, CA 1998- 2000

Engineer in training for industrial and manufacturing clients Including: Morton Salt, C&H Sugar Company, Longview Fiber. Estimated, designed, and supervised the installation of dust and scrap collection systems.

When I was initially hired with WES-CO I was hired into the union for 6 months to experience work on both the shop floor and in the field.

Education

Bachelor of Science, Mechanical Engineering	University of California, Berkeley	1998
Master of Business Administration (MBA)	San Jose State University	2003
Master of Science, Engineering	San Jose State University	2003

Software training and experience

I have training and work experience in the following programs:

- Autodesk: Autocad, Revit, Navisworks
- Oracle/Primavera Scheduling Software: P3, P6 and Suretrack
- Microsoft Suite: Word, Excel, Power Point, Project

Affiliations / Certificates / Awards

Professional Engineer, Mechanical	State of Alaska	2018
Professional Engineer, Mechanical	State of California	2003
ASHRAE Member	ASHRAE, Inc.	2006-
U.S.A.C.E. Construction Quality Manager	US Army Corp of Engineers	2010
US Green Building Council	LEED AP	2010
Anchorage International Rotary Club	Vocational Service Award	2012
Juneau Rotary Club	Past President, Active Member	2012-
Eagle Scout	Scouts BSA	1993

References

Upon Request



Published on *City and Borough of Juneau Alaska Meetings* (<https://juneau.ak.municodemeetings.com>)

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]
 Submitted by Visitor (not verified)
 Fri, 10/18/2024 - 3:37pm
 209.165.145.78

First Name
Todd

Last Name
Schur

Residence Address
[REDACTED]

Mailing Address
Same

Primary Phone Number
[REDACTED]

Secondary Phone Number

Email
[REDACTED]

Board, Commission, Committee
Other Board

Current of Prior Experience on CBJ Boards/Commissions/Committees
None

Reasons for Applying
JEDC Board

Qualifications
Please see the submitted resume and cover letter

Civic Activities, Memberships or Non-profits Involved With
Please see list on attached resume

Working with a Group
Listening is the key. When people disagree about a topic or issue it is important for each party to feel heard, respected and understood before any progress in the conversation can take place. Throughout my career I have encountered these [REDACTED] of

situations, and I have learned better ways to address them each time. Humility during conflict can lead to solutions.

Section F, Item 2.

Meeting Schedule and Attendance

Yes

Date of Birth (Optional)

Ethnicity (Optional)

Gender (Optional)

Acknowledgment/Certification

Todd Schur

Resume, Education, etc. (Optional)

-
-
-



October 18, 2024

Juneau Economic Development Council
Attn: Board of Directors
612 W. Willoughby Ave, Suite A
Juneau, Alaska 99801

Dear JEDC Board Members,

I am writing to express my gratitude for the opportunity to be considered for a position on the JEDC Board of Directors. I have a deep admiration for the work that JEDC does, and I am confident that my involvement would contribute positively to the Board's important functions. It would be an honor and a privilege to work with such an exceptional team.

My professional background spans multiple industries. During my time in Portland, Oregon, I have owned businesses in diverse sectors such as complimentary healthcare, online retail, commercial and residential construction, as well as small business and non-profit consulting. Furthermore, I have a comprehensive understanding of the commercial real estate development process, gained through involvement in projects ranging from single multi-use buildings to large-scale urban redevelopments.

I take great pride in my work as a non-profit consultant, particularly in my contributions to the Blanchet House of Hospitality in Portland. This organization provides vital services such as housing, treatment, and over 1,000 free meals per day, six days a week, to the working poor and homeless members of the community. My experience with Blanchet House was transformative, and I am confident that the knowledge I have gained can be of great benefit to Juneau, JEDC and Southeast Alaska.

I am sincerely grateful for the time and consideration given to my application. I eagerly anticipate the opportunity to further explore this process and engage in more detailed discussions.

Sincerely,
Todd Schur
VP Marketing and Community Impact
True North Federal Credit Union

HISTORY *Vice President of Marketing and Community Impact*
True North Federal Credit Union*01/23 – Current*

True North Federal Credit Union is a member-owned and locally managed credit union that provides quality financial solutions for its Alaskan members. True North is dedicated to improving the economic well-being of the members, employees and communities it serves.

- Reviews and maintains a strong knowledge of changes in the marketplace and recommends appropriate strategies for marketing, product and pricing to executive management. Champion innovation by bringing new products, services and enhancements to the market. Understand and communicate credit union demographic and membership trends, and how they advise strategy.
- Responsible for Credit Union marketing and corporate messaging. This includes assuring effective and compliant content that furthers credit union objectives and brand across delivery channels including web, social media, radio and print. Provide consistent messaging internal to the Credit Union. In charge of public relations and communications with the media.
- Identify and manage business and community development opportunities, participating in special partnerships and events focused on assisting the Credit Union in community impact efforts.
- Responsible for the development of marketing and communications plans that support the Credit Union's strategic objectives, as well as the policies, budgets and metrics necessary to meet those objectives. Assess adequacy of Credit Union tools to best communicate with members and recommend enhancements where necessary. Evaluates the Marketing Department's effectiveness through analyses of department activities, results of campaigns, and reporting of new memberships and relationships with True North.
- Oversees the marketing department: hires, reviews, schedules, trains, directs, and monitors the work of direct reports; conducts performance reviews; allocates resources to meet operational needs within the department; manages relationships for assigned third party vendors.
- Coordinates special events; monitors planning, schedules and implementation as required for proper execution of each event. Coordinates the annual meeting, including production of reports, facilities, and meeting logistics.

Marketing Operations Manager
Alaskan Brewing Company*08/21 – 04/22*

Alaskan Brewing is a leader in the craft brewing industry, successfully operating in Juneau, Alaska since 1986. With distribution in 25 states, they are one of the top 40 craft breweries in the United States.

- Lead, manage and hold the marketing team accountable for all aspects of departmental performance. Develop and implement the annual marketing plan, marketing strategy and annual budget in association with leadership.
- Responsible for all website and social media maintenance, planning and execution. Develop comprehensive monthly KPI reporting for all website and social media channels to present to leadership.
- Identify and create regional marketing campaigns to support sales department's on-premise and off-premise advertising needs. Produce and deliver all point-of-sale marketing collateral based on regional planning.
- Assume the role of Communications Manager until the position can be filled. Produce and distribute all press releases and maintain all media contact lists.

*Co-Owner**03/15 – 03/20***Pacific Trail Construction Company**

Pacific Trail Construction is a small, Portland-based construction company that performs a variety of residential and commercial renovation and repair projects. Successfully operated the business while continuing my Freelance Consulting services.

- Began the company in 2015 with a business partner and sold my interest in the company after five successful years of operation.
- Responsible for all construction project management including estimates, budgeting, material orders, permitting, construction schedules, contracts and invoicing.

- Directed all hiring and employee management including safety training, worker’s comp reports and hourly tracking using app-based technology to streamline efficiency.
- Oversaw all facets of accounting processes from bookkeeping to interfacing with the CPA firm. Filed all monthly and quarterly payroll and tax filings.
- Supervised all subcontractor agreements ensuring all vendors were properly licensed, bonded and insured. Developed subcontractor schedules and benchmarks to maintain project timelines to comply with construction planning.

Freelance Consultant - Self Employed

09/10 – 08/21

I have been providing freelance communications and public relations consulting services that focus on providing cost effective marketing, fundraising and management solutions along with detailed communications plans to local organizations of all sizes.

- Creation and implementation of editorial calendars for social media, blog and website campaigns. Writing short form content pieces for automated distribution using platforms like Hootsuite, Sendible and SproutSocial. Providing reporting back to clients to evaluate effectiveness of campaign topics.
- Provided guidance to clients for planning of SEO, SEM and pay-per-click campaigns. Includes key word research, long form content topics, site optimization and back linking. Tracking effectiveness using Google Analytics or SEM Rush to highlight campaign results.
- Designed and produced traditional print projects ranging from direct mail campaigns, logos and brochures to transit advertising, magazine spots and large format such as billboards. Responsible for print campaign budgeting, vendor selection and management, adherence to brand standards and quality control.
- Authored and implemented numerous email marketing campaigns utilizing Mailchimp, Constant Contact and Drip. Designed and wrote content for clients and scheduled campaign delivery timelines. Integrated campaigns with client CRM’s including Salesforce, Footsteps and Raiser’s Edge.
- Worked with numerous local small to mid-sized businesses to produce custom websites, manage vendor projects and provide a variety of marketing and PR consulting services. Successfully completed projects for clients in the following industries: commercial real estate, non-profit, healthcare, retail, food service, marketing, construction, education, manufacturing and agriculture.

Co-Owner

06/09 – 08/21

Blyss Chiropractic, Portland, Oregon

Blyss Chiropractic is a boutique complimentary healthcare clinic with two locations in downtown Portland. Our dedicated team delivers services include chiropractic, naturopathic, massage, acupuncture and Chinese herbology.

- Responsible for overall business operations including marketing, accounting, human resources, payroll processing and HIPPA compliance.
- Built the business into two successful downtown locations while increasing the quality and variety of services offered. The main clinic location was also an approved internship clinic for students at the University of Western States regularly hosting interns and preceptorships.
- Our team was so highly regarded that we regularly treated active members of the NBA’s Portland Trailblazers.
- Once the decision was made to move to Juneau, I sold my portion of the business to my partner.

Marketing & Communications Manager

10/06 – 09/10

Melvin Mark Companies, Portland, Oregon

Melvin Mark Companies is Portland’s largest locally owned commercial real estate firm and owns or manages 3+ million square feet of commercial space in the Metro area.

- Designed and built a new 200+ page website with minimal outside vendor involvement saving \$21,000 of the proposed web development budget. The new site averaged over 10,000 hits per month the first six months after launch.
- Led a comprehensive re-branding effort that included the creation of a graphic standards manual and the updating of all print collateral. Responsible for the creation and production of all marketing collateral.
- Responsible for the planning, budgeting and staffing of all promotional, trade show and educational events.

- Worked with the company President to create annual marketing budgets, responsible for reporting of all expenses on a quarterly basis.

Marketing Specialist

06/05 – 10/06

Block Graphics, Inc., Portland, Oregon

Block Graphics was the West Coast’s leading wholesale manufacturer of business forms and envelopes for over 30 years at the time of my employment. They manufacture, print and distribute the highest quality products to independent distributors.

- Authored a completely new annual sales and marketing plan that included all strategies, tactics and resources necessary to achieve those plan objectives.
- Completed the design and launch of the new Block Graphics website including the addition of online ordering functionality, also updated all printed sales and trade show collateral.
- Represented the company at trade events to remain current on industry strategies and trends including the DMIA Print Expo, On-Demand Print Conference and K1 Council.

Director of Marketing & Alumni Relations

07/01 – 06/05

University of Western States, Portland, Oregon

University of Western States has been the leader in integrating health and science since 1904, beginning with the second oldest chiropractic educational program in the world. The school has an annual enrollment of more than 525 full time students.

- Hands-on manager of all campus graphic design projects for both internal and external audiences. Wrote, designed and produced a wide variety of projects including the College catalog, Alumni directory, quarterly Alumni magazine, weekly campus newsletter, regular web content and brochures.
- Created the school’s first Office of Career Services with 47% of annual graduates seeking direct professional services from the office.
- Developed an online Alumni directory that improved overall Alumni involvement with the campus by 4.5% annually and converted nearly 1/3 of all Alumni to electronic communications with the College.
- Responsible for the planning and implementation of all College annual events including Alumni Homecoming, annual Holiday Gala, graduation, new student orientation and various Alumni meetings.
- Increased Alumni involvement in campus-based activities by approximately 18% by utilizing more consistent Alumni communications and better implementation of the Raiser’s Edge software.

EDUCATION STATE UNIVERSITY OF NEW YORK COLLEGE AT OSWEGO
Bachelor of Arts in Communication & Public Relations

DEC. 1996

COMMUNITY ROTARY CLUB OF JUNEAU

2023 – CURRENT

- Active Member in Good Standing (2023 – Current)
- Capital Brewfest Committee and Event Volunteer (2023 – Current)
- Fish Creek Shelter Volunteer Build Crew (2023)
- Club Vice President Elect (2024)
- Club President Elect (2025)

JUNEAU CHAMBER OF COMMERCE

2023 – CURRENT

- Active Member in Good Standing (2023 – Current)
- Annual Golf Tournament Committee and Volunteer (2024)

ALASKA DOWN SYNDROME NETWORK

2023 – CURRENT

- Alaska Walk for Down Syndrome Volunteer (2024)

ALASKA CREDIT UNION LEAGUE

2024 – CURRENT

- Annual Conference Planning Team Volunteer (2023 – 2024)
- Annual Conference Planning Chair (2024 – 2025)

**MEMORANDUM**

DATE: November 4, 2024

TO: Assembly Human Resources Committee

FROM: Diane Cathcart, Deputy Municipal Clerk

cc: Emergency Programs Staff Liaisons Tom Mattice, Teri Rehfeldt & Michelle Brown

RE: (LEPC) Seat Assignments/Nominations

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.

Reappointments: For Terms Beginning January 1, 2025 & Ending December 31, 2027

Seat 6a – Media Seat [Alternate Member] - Warren Russell
Seat 8 – Right to Know Act [Primary Member] - Christopher Russell
Seat 9 – Community Group [Primary Member] – Karen Wood
Seat 9a – Community Group [Alternate Member] – Ed Williams
Seat 12 – AK Native Tribal Representative [Primary Member] – Sabrina Grubitz
Seat 12a – AK Native Tribal Representative [Alternate Member] – Rhonda Butler
Seat 13 – Healthcare Systems [Primary Member] – Elaine Hickey
Seat 13a - Healthcare Systems [Alternate Member] – Jamie Bursell

Appointments: For Terms Beginning Immediately & Ending December 31, 2026

Seat 5 – Bartlett Regional Hospital [Primary Member] – Kimberly McDowell
Seat 11a – Vulnerable Populations [Alternate Member] – Rhys Mateo

Seats Remaining Vacant

Seat 5a – Bartlett Regional Hospital [Alternate Member]
Seat 6 – Media Seat [Primary Member]
Seat 8a – Right to Know Act [Alternate Member]

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 reappointments of Warren Russell, Media Seat 6a, Christopher Russell, Right to Know Act Seat 8, Karen Wood, Community Group Seat 9, Ed Williams, Community Group Seat 9a, Sabrina Boone-Grubitz, AK Native Tribal Representative Seat 12, Rhonda Butler, AK Native Tribal Representative Seat 12a, Elaine Hickey, Healthcare Systems Seat 13, Jamie Bursell, Healthcare Systems Seat 13a; all for terms beginning January 1, 2025 and ending December 31, 2027 and the appointments of Kimberly McDowell, BRH Seat 5, and Rhys Mateo, Vulnerable Populations Seat 11a for terms beginning immediately and ending December 31, 2026 on the Local Emergency Planning Committee and ask for unanimous consent.

Local Emergency Planning Committee (LEPC)

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

Information	Members	
	Current	Past
<p>CBJ Emergency Programs Webpage</p>	<p>Tom Mattice Position: Manager's Designee Seat 14 Term End: N/A</p>	<p>Michelle Brown & Teri Rehfeldt Position: Manager's Designee Seat 14a Term End: N/A</p>
<p>State of Alaska SERC Webpage</p>	<p>Elaine Hickey Position: Voting Member/Healthcare Systems Seat 13 Term End: 12/31/2024</p>	<p>Jamie Bursell Position: Voting Member/Healthcare Systems Seat 13a Term End: 12/31/2024</p>
<p>Contact Info: Emergency Programs Manager, Tom Mattice tom.mattice@juneau.gov or 907-586-0419</p> <p>Emergency Programs Grants Coordinator, Teri Rehfeldt, CFM teri.rehfeldt@juneau.gov or 907-586-0371</p> <p>Emergency Programs Grants Coordinator, Michelle Brown michelle.brown@juneau.gov or 907-586-0371</p>	<p>Sabrina Boone-Grubitz Position: AK Native Tribal Representative Seat 12 Term End: 12/31/2024</p>	<p>Rhonda Butler Position: AK Native Tribal Representative Seat 12a Term End: 12/31/2024</p>
<p>Meeting Frequency: 2nd Wednesday of the Month @ UAS Rec Center & via Zoom</p>	<p>Eileen Hosey Position: Voting Member/Vulnerable Populations Seat 11 Term End: 12/31/2025</p>	<p>Vacant Seat Position: Voting Member/Vulnerable Populations Seat 11a Term End: 12/31/2026</p>
<p>Term Lengths: 36 months</p>	<p>Nicole Ferrin Position: Voting Member/HazMat Transporter Seat 10 Term End: 12/31/2026</p>	<p>Kenneth Murphy Position: Voting Member/HazMat Transporter Seat 10a Term End: 12/31/2026</p>
<p>Number of Positions: 27</p>	<p>Karen Wood Position: Voting Member/Community Group Seat 9 Term End: 12/31/2024</p>	<p>Ed Williams Position: Voting Member/Community Group Seat 9a Term End: 12/31/2024</p>
	<p>Christopher Russell Position: Voting Member/Right to Know Act Seat 8 Term End: 12/31/2024</p>	<p>Vacant Seat Position: Voting Member/Right to Know Act Seat 8a Term End: 12/31/2024</p>
	<p>Britta Tonnessen Position: Voting Member/American Red Cross Seat 7 Term End: 12/31/2025</p>	<p>Loren Jones Position: Voting Member/American Red Cross Seat 7a Term End: 12/31/2025</p>

Jennifer Pemberton Not applying for reappointment/vacant 1/2025

Position: Voting Member/Media Seat 6

Term End: 12/31/2024

Vacant Seat

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

Theresa Ross

Position: Voting Member/Firefighter EMS Seat 3

Term End: 12/31/2025

Jeremy Weske

Position: Voting Member/Peace Officer Seat 2

Term End: 12/31/2027

Ella Adkison

Position: Assembly Liaison

Term End: 10/07/2025

Warren Russell

Position: Voting Member/Media Seat 6a

Term End: 12/31/2024

Vacant Seat

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)
Sun, 10/27/2024 - 3:36pm
199.116.8.20

First Name
Kimberly

Last Name
McDowell

Residence Address
[REDACTED]

Mailing Address
[REDACTED]

Primary Phone Number
[REDACTED]

Secondary Phone Number

Email
[REDACTED]

Board, Commission, Committee
Local Emergency Planning Committee

Current of Prior Experience on CBJ Boards/Commissions/Committees
In 2016 I sat on the LEPC as the ED Director of Bartlett Regional Hospital, until ~ 2021 when I was promoted to CNO/COO of Bartlett

Reasons for Applying
OUt current chair has resigned and until we find a replacement I find it imperative that BRH stay involved in LEPC.

Qualifications
In 2016 I sat on the LEPC as the ED Director of Bartlett Regional Hospital as well as was on the Emergency Management Committee for BRH until ~ 2021 when I was promoted to CNO/COO of Bartlett. I am currently in BRHs Emergency Management Program Committee.

Civic Activities, Memberships or Non-profits Involved With
LEPC 2016- ~ 2021

Working with a Group

I work with groups daily in my works as an CNO/COO. I also worked in sub groups of LEPC in 2016

Section F, Item 3.

Meeting Schedule and Attendance

Yes

Date of Birth (Optional)

Ethnicity (Optional)

Juneau

Gender (Optional)

Acknowledgment/Certification

Kim McDowell

Resume, Education, etc. (Optional)





Published on *City and Borough of Juneau Alaska Meetings* (<https://juneau-ak.municodem meetings.com>)

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Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Fri, 09/20/2024 - 10:19am
24 237 22 221

First Name
Warren

Last Name
Russell

Residence Address
[REDACTED]

Mailing Address
[REDACTED]

Primary Phone Number
9 [REDACTED]

Secondary Phone Number

Email
[REDACTED]

Board, Commission, Committee
Local Emergency Planning Committee

Current of Prior Experience on CBJ Boards/Commissions/Committees
Currently serving on the LEPC as Vice Chair and filling Seat 6A and wish to continue beyond December 2024 when my current term ends

Reasons for Applying
Wish to continue to serve the community in emergency preparedness and planning

Qualifications
25 year US Coast Guard service
10+ year service as Volunteer Firefighter and EMT (CCFR, Kodiak, BRH Rainforest Recovery)
Previous ICS, Emergency Preparedness, deployable comms unit, AK Land Mobile Radio System trained
40 years Communications/Infrastructure management experience culminating as Regional VP for GCI in SE Alaska.
Prior Chair of Southeast Alaska American Red Cross board
Prior Vice Chair for Maritime District of Boy Scouts of America

Civic Activities, Memberships or Non-profits Involved With

member Juneau Chamber of Commerce
Board member Juneau Rotary Club

Working with a Group

Have worked with and led diverse/geographically dispersed teams up to 300 persons from all walks of life at entry level to senior leadership Have directly partnered with private, public and government leaders to resolve emergent and strategic issues impacting local to national level issues and impacts.

Meeting Schedule and Attendance

Yes, aware of schedule and commitment.

Date of Birth (Optional)

Ethnicity (Optional)

Juneau

Gender (Optional)

Acknowledgment/Certification

I agree and acknowledge - WJR

Resume, Education, etc. (Optional)





Published on *City and Borough of Juneau Alaska Meetings* (<https://juneau-ak.municodemeetings.com>)

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]
 Submitted by Visitor (not verified)
 Fri, 09/20/2024 - 2:28pm
 158 145 15 24

First Name

Christopher

Last Name

Russell

Residence Address

[REDACTED]

Mailing Address

Same

Primary Phone Number

[REDACTED]

Secondary Phone Number

[REDACTED]

Email

[REDACTED]

Board, Commission, Committee

Local Emergency Planning Committee

Current of Prior Experience on CBJ Boards/Commissions/Committees

I am currently on the LEPC in Seat 8/Right to know I have served in this position since September 2021

Reasons for Applying

I am currently serving on the LEPC in Seat 8/Right to know I wish to continue beyond December 2024 when my term ends.

Qualifications

I am currently employed by the Alaska State Troopers and have been so for over 22 years, 16 of which as a sergeant I possess a Masters in the Administration of Justice from UAF and a BA in languages from UAA

Civic Activities, Memberships or Non-profits Involved With

I currently serve as the President of the Capital City Chapter of the Alaska Police Officers Association

Section F, Item 3.

Working with a Group

I served as the sergeant of a multi-agency drug task force for 8 years. Although our goals were pretty much aligned, the objectives to reach our goals were at times in conflict I learned to keep an open mind when considering the bigger picture and letting others shine for the greater good.

Meeting Schedule and Attendance

Yes

Date of Birth (Optional)

[REDACTED]

Ethnicity (Optional)

Hispanic

Gender (Optional)

Male

Acknowledgment/Certification

Christopher Russell

Resume, Education, etc. (Optional)

Secondary Email Address (if any)

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 have been serving on the LEPC for over 4 years now and would like to continue. I have earned a great deal and it's important for me, and my agency, to be involved a group of other First Responders and community members who are part of the LE planning committee.

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

Create a specific seat as stated in the board's governing regulations

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

Juneau Animal Rescue (Employee)

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

This is the first board I have served on. I have volunteered with various social service agencies in Juneau including AWARE, Inc. and Catholic Community Services.

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

Bachelor of Science degree in Biology, minor in Sociology. Numerous trainings in Domestic Violence, Sexual Assault, Child Maltreatment, adoption, Animal Abuse & Neglect, Forensic Interviewing, Evidence Collection, Trauma & Compassion Fatigue. Also previously certified (now expired) as a Red Cross HIV/AIDS Educator, CPR & First Aid Instructor, & EMT with the State of AK and nationally certified.

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.

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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

Caucas an/Non-H span c

Gender

Fema e

Da e o Bir h

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.]

Ed _____ Williams _____
First Name Middle Initial Last Name

_____ _____
Mailing Address

_____ _____
Home Address Suite or Apt

Juneau AK 99801
City State Postal Code

Home: _____ Home: _____
Primary Phone Alternative Phone

Veterans Affairs Social Worker
Employer Job Title

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

Residence Address Line 2 _____

Residence City _____

Juneau

Residence State _____

AK

Residence Postal Code _____

99801

Comments

Volunteer Firefighter, EMT, HazMat, Crisis Intervention Specialist.

Secondary Email Address (if any)

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.

Work with Captain's fire rescue, work with Juneau police department.

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

Create a specific seat as stated in the board's governing regulations

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

Captain's fire rescue, Juneau police department.

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

Captain's fire rescue, Juneau police department.

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

FEMA Courses, VA emergency response team.

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


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



Published on *City and Borough of Juneau Alaska Meetings* (<https://juneau-ak.municodem meetings.com>)

[Home](#) > [CBJ Board Application](#) > [Webform results](#) > CBJ Board Application

Submission information

Form: [CBJ Board Application](#) [1]
Submitted by Visitor (not verified)
Thu, 09/19/2024 - 11:19am
207 174 118 10

First Name
Rhys

Last Name
Mateo

Residence Address
[REDACTED] Juneau, AK 99801

Mailing Address
[REDACTED] Juneau, AK 99801

Primary Phone Number
[REDACTED]

Secondary Phone Number

Email
[REDACTED]@searhc.org

Board, Commission, Committee
Local Emergency Planning Committee

Current of Prior Experience on CBJ Boards/Commissions/Committees
None

Reasons for Applying
I am applying for seat 11A - Vulnerable Populations. Having worked for CCFR for over 11 years I was able to witness first-hand the need for being a strong advocate for vulnerable people group in our community and would like to see them be supported before, during, and after an emergency event.

Qualifications
I served 23 years as a paramedic/firefighter for three different municipalities across Alaska including Juneau (CCFR), Ketchikan (KFD), and North Slope Borough (NSBFD) I now work for SEARHC as Emergency Preparedness Manager for the whole consortium. I am a current Fire, EMS, and HazMat instructor with the State of Alaska Fire Standards Council and Office of Emergency Medical Services I am an affiliate instructor for Southeast Regional EMS I have been a Juneau resident since 2005.

Civic Activities, Memberships or Non-profits Involved With

I am a member of a local First Baptist Church Juneau, affiliated with the Alaska Baptist Resource Network. I serve as a Billy Graham Evangelistic Association Chaplain in Disaster Areas alongside Samaritan's Purse.

Working with a Group

I have been a member of several committees and diverse workgroups throughout my career and have no problem working with team members with conflicting perspectives

Meeting Schedule and Attendance

Yes, I am aware of the meeting schedule and how to participate and available to attend regularly scheduled meetings

Date of Birth (Optional)

06/02/1976

Ethnicity (Optional)

Asian American

Gender (Optional)

Male

Acknowledgment/Certification

Rhys Mateo

Resume, Education, etc. (Optional)



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.]

Sabrina		(Boone) Grubitz	
<small>First Name</small>	<small>Middle Initial</small>	<small>Last Name</small>	

sboone@ccthita-nsn.gov

Email Address

6270 N Douglas Hwy Apt. B	
<small>Home Address</small>	<small>Suite or Apt</small>

Juneau	AK	99801
<small>City</small>	<small>State</small>	<small>Postal Code</small>

Home: (623) 687-5857	
<small>Primary Phone</small>	<small>Alternate Phone</small>

Central Council Tlingit & Haida Indian Tribes of Alaska	Emergency Operations Coordinator
<small>Employer</small>	<small>Job Title</small>

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

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

I am applying for 12a seat on the Local Emergency Planning Committee

Secondary Email Address (if any)

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.

To serve Southeast Alaska emergency needs

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.

Eaglecrest Foundation Board

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

Currently serving on the Eaglecrest Foundation Board

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

Degree in Public Health Psyc focus Biocultural Anthropology

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

None Selected

Gender

None Selected

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.]

Rhonda _____ Butler
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Central Council Tlingit & Haida
Indian Tribes of Alaska

Employer

Emergency Operations
Specialist

Job Title

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

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

This is as an alternate for Sabrina Boone who is moving into the primary seat for the Tribe.

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 work in the Public Safety Division for Tlingit & Haida, we work closely with our Tribal Citizens across the nation. Our primary office is located in Juneau, and it is very important for our Team to be involved in Community efforts to assure we are prepared for emergencies and that the safety and wellbeing of all our community members is being met.

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

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

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

Juneau Tlingit & Haida Community Council President Juneau Alaska Native Sisterhood Camp 2, 2-vice President Alaska Missing, Murdered, Indigenous, People State working Group.

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

Juneau Tlingit & Haida Community Council President Juneau Alaska Native Sisterhood Camp 2, 2-vice President Alaska Missing, Murdered, Indigenous, People State working Group.

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

FEMA ICS, 100, 700, & 800 Drug Abuse detection/Drug trend awareness National Criminal Justice Training College, US Department of Justice criminal justice level 3 certification & JWIN terminal Operator certification

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.

FEMA ICS, 100, 700, & 800

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

American Indian/Alaskan native Aleutian

Gender

Female



Date of Birth

Acknowledgement/Certification

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

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

I Agree

Application Form

Profile

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

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

E a n e _____ **M** _____ **H c k e y** _____
First Name Middle Initial Last Name

_____ mail Address

_____ Home Address _____ Suite or Apt

Juneau _____ **AK** _____ **99811** _____
City State Postal Code

Business: _____ **Mobile:** _____
Primary Phone Alternative Phone

State of AK DHSS/Public Health _____ **Public Health Nurse II** _____
Employer Job Title

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

Residence Address Line 2 _____

Residence City _____

Juneau

Residence State _____

AK

Residence Postal Code _____

99801

Comments _____

Secondary Email Address (if any)

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.

Public Health nurses provide emergency preparedness services to communities. My job duties include providing residents education and awareness regarding emergency preparedness, assisting in the operation of Points of Dispensing (POD) sites when Medical Countermeasure Dispensing is needed, participating in practice PODs, and serve as a resource in helping communities create emergency plans or SCERPS. Recently I served as acting Emergency Preparedness nurse for the Southeast Region of AK. When this role, I was able to assist with planning/participation in the PODs that took place in Ketchikan, Valdez and Craig and participated in weekly meetings with the Assistant Chief of Public Health Nursing, the preparedness nurses from other regions of the state, representatives from Section of Rural and Community Health and DHS&EM. I feel participation on this board increases unity and cooperation among participating agencies that provide emergency response efforts. A successful response cannot happen without cooperation and joint planning from all involved. This board allows for all key players to have input into the preparedness of the community. Representation from Public Health would provide further resources and insight into the response efforts.

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.

Department of Health and Social Services/Department of Public Health

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

Health Advisory Board for Head Start Program Partnerships for Children Scranton Sister City Committee

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

Have Boreas FEMA ICS-100, IS-00909, IS-00546, IS-806 Preparedness & Community Response to Pandemics- University of Albany School of Public Health Emergency Distribution of Pharmaceuticals- Northwest Center for Public Health Working in a POD- University of Albany School of Public Health Responding to Disasters: Mental Health Crisis Management- Northwest Center for Public Health Emergency Risk Communication- Northwest Center for Public Health Fundamentals of Emergency Preparedness- Columbia University National Center for Preparedness

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.

State of AK & PA Board of Nursing Registered Nurse License

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

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.]

Jam e _____ L _____ Burse _____
First Name Middle Initial Last Name

_____ _____
Mailing Address

_____ _____
Home Address Suite or Apt

Juneau _____ AK _____ 99801 _____
City State Postal Code

Mob e: (_____) _____
Primary Phone Alternative Phone

Southeast Alaska Surgery _____ Compliance Officer _____
Center Job Title
Employer

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

Residence Address Line 2 _____

Residence City _____

Juneau

Residence State _____

Alaska

Residence Postal Code _____

99801

Comments _____

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

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?

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.

13A Healthcare System is the seat I am applying for. As an employee of Southeast Alaska Surgery Center (SASC), I provide education and training to providers and employees, including emergency preparedness utilizing both the SASC Comprehensive Emergency Plan and the CBJ Comprehensive Emergency Plan. As a member of the Local Emergency Planning Committee, it will be my goal to cooperate and collaborate with local, tribal, regional, State, and Federal emergency officials' efforts to maintain an integrated response during a disaster or emergency situation. I am also interested in participating in community-based future emergency exercises.

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

Create a specific seat as stated in the board's governing regulations

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

I am currently employed by Southeast Alaska Surgery Center in Juneau. I am the Compliance Officer and I also serve other positions as needed including Medical Assistant and Fluoroscopy Tech.

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

In 2016 I was appointed to the Juneau Assembly and served as a liaison/member for the Local Emergency Planning Committee, Human Resources Committee, Finance Committee, and Committee of the Whole. I also served on the City Board of Study Commission from 2004 to 2006.

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

I hold both a Bachelor of Science degree in Psychology and a Master of Arts degree in Psychology. I have 18 years of experience in university-level instruction for Gross Human Anatomy and Physiology. I also have past experience as a Certified Water Safety Instructor and Lifeguard. Current Certifications I hold include USA Triathlon Certified Coach, Ironman Certified Coach, Soutwest Certified Triathlon Swim Coach, ACE Certified Personal Trainer, and ACE Certified Medical Exercise Specialist.

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.

I hold a current Healthcare Provider BLS (basic life support) certification which includes CPR/AED training for adults, children, and infants.

Demographics

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

Ethnicity

Caucasian/Non-Hispanic

Gender

Female

Date of Birth

Acknowledgement/Certification

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

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

I Agree

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Presented by: The Manager
Presented: 11/18/2024
Drafted by: Law Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA
Serial No. 3064

A Resolution Approving Amendments to the Bylaws of the City and Borough of Juneau International Airport Board.

WHEREAS, the City and Borough Juneau International Airport Board (“Airport Board”) is responsible for the operation and maintenance of the Airport under the general direction of the Assembly; and

WHEREAS, the Assembly may accept the bylaws recommended by the Airport Board, may reject such bylaws, or may modify them; and

WHEREAS, at its regular meeting on August 8, 2024, the Airport Board approved certain amendments to the bylaws consistent with CBJ ordinances and forwarded the same to the Assembly; and

WHEREAS, the Airport Board held two additional public meetings on September 12, 2024, and October 10, 2024, and again approved the August 8, 2024 amendments with no additional changes; and

WHEREAS, the Airport Board recommends that the Assembly approve the amended bylaws attached as Attachment 1 to this resolution.

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

Section 1. The Assembly hereby approves the City and Borough of Juneau International Airport Board Bylaws, attached as Exhibit A.

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

Adopted this _____ day of _____ 2024.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk



**OFFICE OF THE MUNICIPAL CLERK/
ELECTION OFFICIAL**

City and Borough of Juneau (CBJ)
155 Heritage Way, Juneau, Alaska 99801
Phone: (907)586-5278 x4175 Fax: (907)586-4552
email: Beth.McEwen@juneau.gov

TO: Airport Board
DATE: September 12, 2024
FROM: Beth McEwen, Municipal Clerk
RE: Proposed Airport Bylaw Changes

The Clerk’s office has been working with the Assembly and our various CBJ Boards to provide an overarching goal to:

Provide consistent, uniform rules of procedure across all CBJ bodies to the greatest extent possible while staying in compliance with the CBJ Charter, Code, Open Meetings Act, and Public Notice requirements, and also addressing the unique needs of the individual bodies.

In an attempt to standardize the various rules of procedure used by all our CBJ elected and appointed bodies we start from the Assembly Rules of Procedure (adopted by Resolution which is amended from time to time) as the base layer upon which to build all other board rules of procedure. Using this framework, I have reviewed the draft Airport Bylaws as found in the September 12, 2024 Airport Board Packet and have provided a marked up revised version for consideration by the Airport Board.

Most of the changes that I suggest are incorporating practices already in place both at the Assembly and at the Airport Board levels but are now memorializing them within the bylaws document. The main substantive change that the Board may want to discuss has to do with the flexibility or rigidity of the language in the current bylaw amendment proposed in the Sept. 12 meeting packet as highlighted below:

The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. There shall be a two-year (two one-year terms) limit for the Chair.

The changing of officers is entirely up to the board each year during the election of officers. If the board in general wants to limit officers to a certain number of years in any given office, they can do that organically just by the manner in which the nominations and elections take place. However, having more restrictive language, such as that highlighted above, provides for a very complicated process whenever there is a mid-term vacancy on the board. Since this language doesn’t address mid-term vacancies, I would suggest leaving it out entirely or if you do chose to leave it in, incorporate appropriate language to provide clarity on how this language affects a member who is elected to serve less than a full one-year term.

I’m happy to discuss any of the other suggested changes with the board at this meeting or at a future date.

Attached: Airport Board 9/12/2024 Meeting packet Attachment #1 with suggested Clerk Edits

**BYLAWS
of the
CITY AND BOROUGH OF JUNEAU
INTERNATIONAL AIRPORT BOARD**

ARTICLE I - NAME

The name of this Board shall be the City and Borough of Juneau International Airport Board (“the Board”).

ARTICLE II - PURPOSE

The Board was established by Title 5 of the CBJ Municipal Code pursuant to the CBJ Charter to exercise all powers necessary and incidental to operation and maintenance of all airport facilities in the public interest and in a sound business manner. The Board establishes financial and operational policy and appoints the Airport Manager. The Board operates the Airport as an enterprise fund, which means it is self-supporting.

ARTICLE III - MEMBERSHIP

1. The Board shall consist of a maximum of seven members who will be appointed by and serve at the pleasure of the Assembly.
2. Members of the Board are appointed for staggered three-year terms and shall serve without compensation. A member shall serve until his or her successor is appointed by the Assembly.
3. Other qualifying factors related to qualifications for membership are contained in CBJ Municipal Code sections 05.01.010 and .030.

ARTICLE IV - MEETINGS

1. Regular meetings of the Board will be hybrid meetings and shall be held on the second Thursday of each month at 6:00 p.m. in the Alaska Room of the Airport Terminal and streamed virtually, unless otherwise noticed.
2. Meetings shall be open to the public and conducted according to Robert’s Rules of Order, as modified by the Assembly Rules of Procedure and these bylaws. Notice of the meeting shall appear as published by the City & Borough of Juneau’s public notice system in the local newspaper. Participation remotely shall be allowed for regular, special, and committee meetings of the Board.

3. Special meetings of the board or the committees may be called at any time by the Chair or at the request of the ~~Board~~ Committee Chairs, provided staffing and meeting resources are available. The scheduling of all meetings should be in consultation with Airport staff to ensure all necessary accommodations can be met. At least two business days' notice shall be given and filed with the CBJ Clerk.
4. Minutes, or recordings, of regular meetings shall be ~~published distributed~~ by Airport staff ~~to members~~ at least seven days prior to the next regular meeting. Minutes, or recordings, of special meetings shall be distributed to members as soon as possible after the meeting. Staff will endeavor to publish draft minutes within the above timeframe but in the event that minutes cannot be made available, a copy of the meeting recording will be sufficient until draft minutes can be published.
5. Upon advising the Board or Committee Chair in sufficient time for Airport staff to make the necessary technical arrangements, a member who is unable to physically attend a meeting may attend a regular or special Board meeting or a committee meeting by telephone electronic communication or virtually remote participation as provided for in the Assembly Rules of Procedure.
6. A quorum of the Board shall consist of a majority of the membership, including those present electronically and virtually participating remotely. A quorum must be present for any business to be conducted. A quorum for standing committees shall consist of a majority of the membership of the standing committee.
7. Voting shall take place in accordance with the Assembly Rules of Procedure "Vote Required" section. Voting shall be by roll call vote or by general consent (no objection). In a roll call vote, ~~the Chair all members~~ shall be required to vote audibly so as to be heard by all attendees both present in the room and participating remotely. A majority vote of the Board membership is needed to approve any action.

ARTICLE V – CONFLICT OF INTEREST

If a member has either a financial or a personal conflict of interest, the member ~~may~~ shall not deliberate or vote on any matter in which he or she has such an interest. A member who is involved in a matter that may result in a conflict of interest shall disclose the matter on the public record and ~~asked~~ be excused from the discussion and official action on the matter. The presiding officer ~~shall~~ may determine whether the member's involvement would be a conflict of interest. The presiding officer's decision may be overridden by a majority vote of the Board. See CBJ Conflict of Interest Code, Sections 01.45.010 - .080 and 01.45.100.

ARTICLE VI - OFFICERS

The officers of the Board shall consist of a Chair, Vice Chair, and Secretary. Officers shall hold offices for one year or until their successors are elected. There shall be a two-year (two one-year terms) limit for the Chair. The election of officers shall take place in

July (or as soon as new Board Members are appointed) with the officers to begin their duties at their first meeting after their election.

Duties of the **Chair** shall include, but are not limited to, the following:

1. Presiding at all regular and special meetings of the Board in person.
2. Ensuring that all correspondence and business of the Board is carried out.
3. Acting as spokesman for the Board.
4. Appointing committees, with ratification by the full board, including ad hoc committees and task forces of the Board as deemed necessary.
5. Acting as liaison between the Board and the CBJ Assembly.
6. In consultation with the Airport Manager, preparing the agenda for each meeting.

Duties of the **Vice Chair** shall be to preside in the absence of the Chair and perform all the duties of that office. If the Chair chooses to participate remotely, the Vice Chair shall preside. In the absence of the Secretary, the Vice Chair will perform the duties of the Secretary.

Duties of the **Secretary** shall include reviewing and giving tentative approval to minutes of all regular and special meetings of the Board, as prepared by Airport staff, prior to the distribution of the draft minutes to other members of the Board and the public.

ARTICLE VII – STANDING COMMITTEES

The standing Committees of the Board shall be the Finance Committee and the Operations Committee and any other committee designated and approved by a majority of the Board.

The Chair shall appoint the members of the standing committees of the Board, designating one member to serve as the chair of each committee. If the committee chair chooses to participate remotely, the chair shall designate another member, who will be present at the meeting in person, to preside over the meeting. Each standing committee shall consist of at least three members. Standing Committees will meet as needed in accordance with section IV. 3. above.

Duties of the standing committees shall include, but not be limited to, the following:

1. Finance Committee: Shall ~~meet quarterly and~~ consider and make recommendations to the full Board regarding:
 - a. The Airport Manager's proposed operating and capital budgets;
 - b. Airport rates and charges; and
 - c. All other items that have or may have a financial impact on the Airport.
2. Operations Committee: Consider and make recommendations to the full Board regarding any issue that has or may have an operational impact on the Airport.

Action(s) recommended by the standing committees shall be subject to approval by a majority of the Board members at a Regular or Special meeting.

ARTICLE VIII – AIRPORT MANAGER

The Airport Manager serves at the pleasure of the Board and shall be responsible for the hiring and/or firing of airport personnel. Subject to direction from the Board, the Airport Manager shall be responsible for the general supervision and the administration of the business and affairs of the Juneau International Airport.

ARTICLE IX – EVALUATION OF THE AIRPORT MANAGER

The Board, meeting in executive session, shall evaluate the performance of the Airport Manager at least once each year, prior to the anniversary date of the Airport Manager’s employment. Results of the evaluation shall then be discussed with the Airport Manager, either in executive or public session as desired by the Airport Manager, who may concur or disagree with the Board’s evaluation. The Board’s evaluation shall determine whether the Airport Manager is entitled to an increase in salary.

ARTICLE X – AMENDMENTS

These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, and upon final ratification by the Assembly by Resolution. ~~provided that~~ The notice of such Airport Board meeting at which the proposed bylaws are to be discussed shall have contained a copy of the proposed amendment or revocation.

Approved and adopted by the Board this ~~8th~~ _____ day of ~~August~~ _____ 2024.

Dan Spencer, Chair

Attest:

Jodi Garza, Secretary

Adopted by Assembly Resolution # _____ on the _____ day of _____, 20____.

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of the
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INTERNATIONAL AIRPORT BOARD**

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3. Special meetings may be called at any time by the Chair or at the request of the Committee Chairs. At least two business days' notice shall be given and filed with the CBJ Clerk.
4. Minutes of regular meetings shall be distributed by Airport staff to members at least seven days prior to the next regular meeting. Minutes of special meetings shall be distributed to members as soon as possible after the meeting.
5. Upon advising the Board or Committee Chair in sufficient time for Airport staff to make the necessary technical arrangements, a member who is unable to physically attend a meeting may attend a regular or special Board meeting or a committee meeting by telephone or virtually.
6. A quorum of the Board shall consist of a majority of the membership, including those present electronically and virtually. A quorum must be present for any business to be conducted.
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3. Acting as spokesman for the Board.

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ARTICLE X – AMENDMENTS

These bylaws may be amended or revoked by the affirmative vote of not less than a majority of the Board in any regular meeting, provided the notice of such meeting shall have contained a copy of the proposed amendment or revocation.

Approved and adopted by the Board this 14 day of October 2024.



Dennis Bedford, Acting Chair

Attest:



Jodi Garza, Vice Chair and Secretary

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Presented by: The Manager
Presented:
Drafted by: Law Department

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 3066

A Resolution Approving Amendments to the Bylaws of the Eaglecrest Ski Area Board of Directors.

WHEREAS, the Eaglecrest Ski Area Board of Directors is responsible for the operation and maintenance of the ski area under the general direction of the Assembly; and

WHEREAS, the Assembly may accept the bylaws recommended by the Eaglecrest Ski Area Board of Directors, may reject such bylaws, or may modify them; and

WHEREAS, at its regular public meeting on November 7, 2024, the Eaglecrest Ski Area Board of Directors approved certain amendments to the bylaws consistent with CBJ ordinances and forwarded the same to the Assembly; and

WHEREAS, the Eaglecrest Ski Area Board of Directors recommends that the Assembly approve the amended bylaws attached as Attachment 1 to this resolution.

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

Section 1. The Assembly hereby approves the City and Borough of Juneau Eaglecrest Ski Area Board Bylaws, dated November 7, 2024, attached as Attachment 1.

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

Adopted this _____ day of _____ 2024.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

**Bylaws of the Eaglecrest
Board of Directors
City and Borough of Juneau**

Article I. Name

- A. Name. The name of this organization shall be the Eaglecrest Ski Area (Ski Area) of the City and Borough of Juneau, Alaska, (CBJ).
- B. Board of Directors. The Eaglecrest Ski Area shall be governed by a Board of Directors (Board) consisting of seven (7) directors in accordance with CBJ 67.05 and these bylaws.

Article II. Object

- A. Objective. Eaglecrest Ski Area is a community-owned year-round destination for outdoor recreation and education, providing a wide range of affordable winter and summer outdoor recreational activities.

Article III. Members

- A. Powers of the Board. The duties and powers of the Board regarding the operation of the municipality owned ski area are established by Charter 3.20 and Chapter 67.05 of the Code of the City and Borough of Juneau and the Board of Directors shall govern Eaglecrest Ski Area under ordinance of CBJ 67.05.020 General Powers:

Subject to state laws and borough ordinances, the board of directors of the Eaglecrest ski area shall be responsible for the operation of the ski area according to the best interests of the public, shall make and enforce all rules and regulations necessary for the administration of the ski area under their management, shall prescribe the terms under which persons and groups may use the ski area, and shall establish and enforce standards of operation. The board of directors of the Eaglecrest ski area shall, within the ski area appropriation, establish and may amend the pay plan for ski area employees consistent with the City and Borough Personnel Management Code, the City and Borough Personnel Rules, Personnel Classification Plan, and the City Manager's policies relating to personnel. The pay plan and amendments thereto shall be based on wages paid in similar job classifications in private ski areas in other communities, adjusted for cost-of-living differentials. The pay plan and amendments thereto shall become effective upon adoption by the board of directors of the Eaglecrest ski area.

- B. Number of Directors/Terms of Office. The Board shall consist of seven (7) members. One liaison from CBJ Assembly shall be considered an ex-officio member without the right to vote. Members of the Board shall be appointed by the CBJ Assembly for a term of (3) years, for a maximum of nine (9) years or three (3) terms.
- C. Members. Board member responsibilities include, but are not limited to, attending monthly board meetings; serving on committee(s); setting policy and providing direction for the ski area through the general manager; public relations efforts; overseeing financial accountability; hiring, evaluating and terminating the general manager.

- D. Vacancies. Vacancies in the Board will be declared and filled by the CBJ Assembly as established under CBJ Code 67.05.050.

Article IV. Officers

- A. President. The president shall preside at all meetings of the Eaglecrest Board of Directors; shall serve as official representative of the board; make committee and Board officer appointments as specified in the bylaws; serve as a non-voting ex officio member of all committees, except the nominating committee; serve as an alternate member of all committees as needed for quorum purposes; prepare the agenda for board meetings; sign documents on behalf of the board; review and sign the operational plan submitted to the Alaska Department of Natural Resources; serve for one year.
- B. Vice President. The vice president of the Board of Directors shall act as president in the absence of the president; may not make committee appointments and is not an ex officio member of all committees and does not attend those meetings for the president; serve for one year.
- C. Secretary. The secretary shall act as president in the absence of the president and vice president; shall have records kept of the proceedings of the meetings of the Board and shall have notice given as required by law and these bylaws of all such meetings; shall be responsible for ensuring all records and documents are maintained in accordance with CBJ Records Management protocols and Retention Schedule ~~have custody of all the books, records, papers, governing documents, list of current board members and committee membership except such as shall be in the charge of some other person authorized to have custody and possession thereof by direction of the secretary or resolution of the board of directors~~; shall record minutes at board meetings; serve for one year.
- D. Election of Officers. Officers shall be elected at the annual Board meeting or at such time as offices become vacant.

Article V. Meetings

- A. Place of Meetings. Meetings of the Board shall be held in the City and Borough (CBJ) of Juneau, State of Alaska, at such time and place as may be specified in the notice of the meeting. Meetings may be held by remote participation in accordance with the Assembly Rules of Procedure.
- B. Regular and Annual Meetings.
1. The annual meeting of the Board shall be held in ~~September~~ August of each year unless otherwise scheduled by a majority vote of the Board.
 2. At the annual meeting of the board, a president, vice president, secretary and other officers as the Board shall decide, shall be elected. Nominations from the floor or from a nominating committee appointed by the president may be presented.
 3. The annual meeting may be postponed by the Board to a certain day.
 4. The Board shall meet at least once each month per CBJC 67.05.060. ~~September through May, and as needed during the summer.~~

- C. Notice of Meetings. The staff shall ~~mail by post or by email~~ provide written notice to each director, the Assembly liaison and the city Municipal Clerk of ~~the regular, annual and committee meetings~~ the date, time, location, and method(s) for remote participation of all meetings with a minimum of 48 hours prior to the meeting. At least twenty-four hours (24) before the meeting copies of the notice shall also be made public along with the agenda and any packet materials. The notice shall contain the time and place of such meetings at least two (2) days 24 hours prior thereto, consistent with CBJ code, the practice of the CBJ clerk, and other CBJ boards and commissions.
- D. Special Meetings. Special meetings of the Board may be called any time by the president or any ~~four (4)~~ three (3) directors. The Board shall give notice, as required by law, of such meeting and such notice shall state the time and place of such meetings and the object thereof. Any business may be transacted at a special meeting except the election of the president, vice president and secretary. No less than 24 hours' notice must be provided. No business may be transacted at any special meeting except as stated in the notice of the meeting.
- E. Quorum. A majority of the members of the Board shall constitute a quorum for the transacting of business at any regular or special meeting of the Board. A majority of the members of a committee shall constitute a quorum for the transacting of business of the committee.
- F. Attendance. Any absence of a board member from a regular or annual meeting of the Board shall be deemed to be unexcused unless the board member is absent from the meeting as a result of attending to official business on behalf of the Board, for extenuating medical reasons, or for other significant cause, in which case the absence shall be deemed to be excused. The secretary will keep an attendance record and provide it to the city clerk. For the purposes of counting attendance, a member participating remotely in accordance with the Assembly Rules of Procedure shall be counted as present.
- G. Voting. The minimum vote required to take official action shall be the same as that constituting a quorum, provided that no vote may be taken at a meeting which would lack a quorum ~~but for the presence of non-voting ex-officio members~~, and further provided that the vote requirement shall be reduced by one for each two members who are present but not voting due to a conflict of interest.
- H. Number of Votes for Each Director. Each director shall be entitled to one (1) vote and shall vote unless excused due to a conflict of interest.
- I. Adjournment of Meetings. If a quorum shall not be present in person at any regular, annual, or special meetings, the president of the Board may adjourn such meeting to such later time and place as the President finds appropriate. No action shall be taken without a quorum, except to seek a quorum or adjourn.

Article VI. Committees

- A. Standing Committees.
1. The president shall appoint members of the Board to serve on standing committees based on the following: ~~with further guidelines outlined in the Eaglecrest Board Administrative Procedures:~~

- a. There shall be not more than ~~four (4)~~ three (3) members appointed to each standing committee.
 - b. Appointments for standing committee assignments and for the position of chair of each such committee shall be made by the President and shall be subject to ratification by the Board. In making nominations for committee appointments, the President shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints and perspective among the members nominated for committee membership, and that there is at least one member nominated for appointment to each committee who has expertise in the areas assigned to the committee.
 - c. Any member of the Board may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members shall vote.
 - d. Reasonable opportunity for the public to be heard shall be allowed at committee meetings other than those designated as work sessions.
 - ~~e. Three (3) of the committee membership shall constitute a quorum for the transaction of business.~~
 - ~~f. For the Finance Committee, a~~ A majority of the committee membership shall constitute a quorum.
 - f. The minimum vote required to take official action shall be the same as that constituting a quorum.
 - g. Public notice of any meeting of ~~more than~~ three (3) members or more ~~must be made through the City Clerk~~ shall be made in accordance with Article V, C above.
 - h. Any action recommended by a committee must be voted on by the full board before it becomes effective.
2. The standing committees of the Eaglecrest Board of Directors shall be:
- a. Finance Committee: issues related to the finances of Eaglecrest, including overseeing the annual budget process, presentation of the budget to the Assembly.
 - b. Policy Planning Committee: issues related to policy, including establishing and writing policies, regulations.
 - ~~c. Public Relations Committee: issues related to fund raising, marketing and other public relations issues.~~
 - ~~d. Human Resources Committee: issues related to board development, manager evaluation and other human resources issues.~~
- B. Special Committees. The president may appoint two or more members of the Board to serve on a special committee or task group to facilitate Board business. The president shall appoint a member of the Board to serve as chair of each special committee. A special committee shall not be established for more than one year.

Article VII. Rules of Procedure

- A. Agenda. The agenda shall be prepared by the Board President and General Manager. The Board President and General Manager shall include with the agenda such supplemental material or reports as may be necessary to explain each action item on the agenda. Materials, reports and recommendations shall be submitted in writing to each member present and available for public inspection 24 hours prior to the Board meeting.

- B. Order of Business. The following order of business shall be observed at all regular, annual or special meetings of the Board insofar as practicable:
- a. Roll call
 - b. Approval of agenda
 - c. Reading, correction, and approval of minutes of previous meeting
 - d. Public participation
 - e. ~~General Manager's~~ Mountain report
 - f. ~~Old Unfinished~~ business.
 - g. New business
 - h. Reports of committees
 - i. Public participation (follow up)
 - j. Board of Directors comments and questions
 - k. Adjournment
- C. Motions. Discussion. Amendments. Voting. Procedures concerning motions, discussions, amendments and voting ~~will be outlined in the Eaglecrest Board of Directors Administrative Procedures document~~ and will be consistent with the City and Borough of Juneau Assembly Rules of Procedure.

Article VIII. General Manager

- ~~A. Eaglecrest General Manager. The Board of Directors at any regular or special meeting is authorized to employ a General Manager of the ski area, whose duties and powers shall be specified by the Board and consistent with CBJ Code 67.05.090. The Eaglecrest General Manager is responsible for overall supervision of the affairs of the ski area. The general manager's authority and duties shall included the following:~~
- ~~1. Carry out all applicable laws and ordinances;~~
 - ~~2. Carry out policies established by the Board;~~
 - ~~3. Prepare and submit to the Board for approval a plan of organization and a job classification plan for the personnel employed at the Ski area;~~
 - ~~4. Prepare an annual budget as required by City and Borough ordinance;~~
 - ~~5. Select, employ and direct all ski area employees consistent with the CBJ Code, Personnel Rules, and other applicable law. Prepare such reports as may be required on any phase of ski area activity.~~
 - ~~6. Attend all meetings of the Board and of standing committees, except where otherwise specified; and~~
 - ~~7. To perform any other duty that may be necessary in the best interest of the recreation area.~~

Article IX. Indemnification

- A. Indemnification of Directors and Officers. Each director and officer of the ski area now or hereafter serving as such acting within the course and scope of their duties, shall be, and by virtue of this bylaw provision hereby is, indemnified by the City and Borough of Juneau against any and all claims and liabilities to which they, their heirs, and personal representatives, have or shall become subject due to serving or having served as such director or officer, or neglected by them as such director or officer; and the City and Borough of Juneau shall reimburse each such person for all legal expenses (including attorney's fees) reasonably incurred by them in connection with any such claim or liability, provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with, any claim or liability arising out of their own willful misconduct or gross negligence. The amount paid to any director

or officer by way of indemnification shall not exceed their actual, reasonable, and necessary expenses incurred concerning the matter involved. The right of indemnification, herein above provided for, shall not be exclusive of any rights to which any director or officer of the ski area may otherwise be entitled by the law.

Article X. Amendments

- A. Amendments. Any of these bylaws may be amended by a majority vote (four (4) members) of the Board at any regular or special meeting called for that reason and forwarded to the Assembly for approval by Resolution. The bylaws amendment effective date will be the date they are adopted by the Assembly by Resolution.

Secretary

Date