



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

February 05, 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. November 13, 2023 Assembly Human Resources Committee Meeting Minutes - Draft

F. AGENDA TOPICS

2. Juneau Commission on Aging (JCOA) Appointment

Per [Resolution 2944](#), the JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered **two-year terms**. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

There is currently one (1) general public seat with a term running January 1, 2024 through December 31, 2025.

Suggested Motion:

to forward to the full Assembly for approval, the appointment of _____ to the Juneau Commission on Aging General Public Seat, for a term beginning immediately and ending December 31, 2025.

3. Local Emergency Planning Committee (LEPC) Appointment

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

4. Personnel Board (PB) Appointment

Per [CBJ Code 44.05.060](#), the Personnel Board is composed of five members appointed by the Assembly. All appointments shall be for staggered three-year terms. Two seats shall be designated for members

with a background in labor, two designated for members with a background in management, and one for a member of the general public.

The incumbent in the general public seat is applying for reappointment for a term running February 1, 2024 and ending January 31, 2027.

Suggested Motion:

to forward to the full Assembly for approval, the reappointment of Mila Cosgrove to the Personnel Board General Public Seat, for a term beginning immediately and ending January 31, 2027.

5. Ordinance 2023-04 An Ordinance Establishing a City and Borough of Juneau Whistleblower Act.

The HRC reviewed this item on November 13, 2023, and requested that it come back for consideration of amendments.

Suggested Motions:

1. Move to amend if necessary.
2. Then, move to forward this ordinance to the full Assembly for introduction and public hearing.

G. STAFF REPORTS

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

6. Review of Empowered Boards Advanced Interview Questions & CBJ Board Application

As of Mid-February the Clerk's Office/CBJ will transition from the current [Granicus Board Management Program](#) and online application form to the [Board Program](#) hosted by Municode (CBJ's Agenda Management Program). Right now they are running parallel as we migrate information from one platform to the other, with the exception of the board application which is still hosted by Granicus.

Staff Request:

Clerk staff request HRC committee members review the current board application in the HRC packet and recommend any additions or edits they would like to see on the application. The one caveat is this application is the general application used for all Advisory and Empowered Boards; so thinking about what information you think is important to see on the application to help during the appointment process would be helpful. The HRC Committee will still have the advanced interview questions as a tool for the Empowered Boards and Systemic Racism Review Committee (SRRC) to help gather specific attributes an applicant may have as it relates to those boards.

I. COMMITTEE MEMBER COMMENTS AND QUESTIONS

J. NEXT MEETING DATE

March 4, 2024 at 6pm Assembly Chambers/Zoom Webinar

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

November 13, 2023 at 6:00 PM



Assembly Chambers/Zoom Webinar

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

A. CALL TO ORDER

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

B. LAND ACKNOWLEDGEMENT

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

C. ROLL CALL

Present: Chair Greg Smith, Wade Bryson, 'Wáahlaal Gíidaak and Ella Adkison

Absent: None

Staff/Others: Deputy Clerk Di Cathcart, Municipal Clerk Beth McEwen, City Attorney Rob Palmer, AMCO Representative Gabriel Gonzales,

D. APPROVAL OF AGENDA

Agenda approved as presented.

E. APPROVAL OF MINUTES

August 21, 2023 and September 11, 2023 HRC minutes were approved as presented.

1. **August 21, 2023 Assembly Human Resources Committee Meeting Minutes - Draft**
2. **September 11, 2023 Assembly Human Resources Committee Meeting Minutes - Draft**

F. AGENDA TOPICS

3. **State of AK Title 4 Rewrite - Changes Effective January 1, 2024**

SOA/AMCO Local Government Specialist, Gabriel Gonzales, will give a short presentation, via Zoom, to the committee highlighting what changes to the Title 4 rewrite affect CBJ.

SOA/Alcohol & Marijuana Control Office (AMCO) Title 4 Rewrites can be found at: <https://www.commerce.alaska.gov/web/amco/Title4Rewrite.aspx>

SOA/AMCO website as a resource
<https://www.commerce.alaska.gov/web/amco/OtherAlcoholResources.aspx>

[Clerk Note: due to the subject matter and important Q/A discussion, the following are more verbatim minutes than are typically submitted]

Chair Smith welcomed Mr. Gonzales and wanted the Assembly to be aware of the rewrite to Title 4 which is the State of Alaska title of law that refers to alcohol regulation and noted Mr. Gonzales, from AMCO (Alcohol Marijuana Control Office) might talk through some of those changes, some of which impact local governments and some of the powers and things they can do. Specifically, one of those is allowing local governments to

petition for additional restaurant or eating place licenses (REPL's). It is something that, come January 1st, local communities will have the power to request.

Mr. Gonzales, thanks for having me, I'll jump right in to REPL's. There's a new provision in the Title 4 rewrite that came into effect when the bill was signed into law last year. Two municipalities (Valdez and Wasilla) have already requested and been approved for additional restaurant eating places in their communities. This rewrite allows municipalities to request REPL's in excess of your population cap. REPL's are for beer and wine only and CBJ is currently capped at 22 REPL's based on a population of 32,000. The ratio to determine that is, they take your qualified population, divide it by 1,500 so it's a one to 1,500 ratio, and that's how it's determined how many you're authorized to have. The slide referenced in your packet is a population and license cap spreadsheet that is on the AMCO website, and we use this to advise business owners whether licenses are available. There was one license that was converted under another change to Title 4 that went into effect immediately. It was originally a REPL public convenience license that automatically converted to a full REPL. So that is why you are in excess of your cap by one for a total of 23 REPL's for Juneau.

Mr. Bryson thanked Mr. Gonzales for being here to answer questions and asked how AMCO considers tourism numbers when during the summer there can be upwards of 50,000 people in Juneau vs. this time of year where 32,000 people is a more accurate number.

Mr. Gonzales, so that net population is, as you said, it's your residence. It's your qualified population and the census. Now there's a couple of different things that come into play when we talk about tourism. There are licensees that can apply for beverage dispensary licenses, beverage, dispensary tourism, licenses, and as long as they're either at an airport terminal or have a hotel attached to that building, they can operate with without having to worry about that population limit. So, if you were to go around and count the bars (beverage dispensary license) in Juneau, you probably have more than 20, but a lot of those are probably tourism licenses. Title 4 does allow for excess to the population cap, as long as it meets certain tourism requirements, and the other part to answer your question is that I don't think that tourism was taken into account, and I think that's why the stakeholders fought for this new provision in Title 4 to recognize we have a larger population that comes in. How can we get more licenses? And so, as I walk you through these next slides, I think you're going to see that that's how those new qualifying populations will allow municipality to have more licenses.

Chair Smith asked Mr. Gonzales to define public interest as noted by AMCO. Mr. Gonzales said the onus is on the municipality to say granting these licenses is in the public interest. Other municipalities who've been approved, have done it by saying, it's in our economic interest and stimulates job growth and entrepreneurial like opportunities. That's what the AMCO Board is looking for the municipality to say - this is in our public's interest.

A resolution adopted by your legislative body must include that you meet the criteria mentioned before. It must include the most recent estimate of the number of people who claim residency or work outside of the boundaries of the municipality, and who are served by the municipality, including the population located outside of the boundaries that relies on that municipality for goods and services, the visitor population and the non-resident worker population that resides in the municipality, but has not been counted in the latest census. So those 3 numbers, if you will, are how AMCO is going to take that new number of people that come in and are not counted as part of your 32,000 in order to authorize additional REPL's.

The resolution must also include the number of existing REPL's. Again, in your case, that's 22 both within the boundaries and outside of the boundaries. Now, in Juneau's case this may not really be applicable; you don't have a road system to bring people in from different municipalities into the borough, but they can use other means so it must include the number of REPL's in the geographic area that the municipality serves. If, for instance, the municipality says citizens from this area come in, well, how many REPL's are in that area, and I have all that data at the granular level if/when you need it. Also, the resolution must include information showing that the number

of additional licenses requested does not exceed one license for each 1,500 population of the population identified under 2 of this subsection. So those nonresident workers and that visitor population, when we take that big number and divide it by 1,500, we've got to make sure you're not requesting more than that. I imagine your tourism numbers alone would make it very high. The resolution must include additional justification as necessary to demonstrate that granting the additional licenses is in the public interest. The resolution must include those 5 points. If the board grants a petition for additional REPL's under this section, the board may not authorize additional REPL's to the same municipality for the following year. So basically, you'd have to take a year off until you could request it again.

Mr. Bryson asked, do we need a resolution for each additional eatery that we're proposing? Or do we, as an Assembly, decide roughly, this is how many we can get, and we make a resolution asking for what the new amount would be? Mr. Gonzales responded that you're not going to have to ask every time there's an application, you're simply asking to raise that limit from where you're at right now of 22. Let's say you decide to add 10 more; so that brings it up to 32 and because Juneau is one in excess, it would make it 33. So, you would have authority with this one resolution that AMCO could take 10 additional applications and approve them without worrying about the population count, and an application would go through the normal AMCO process. You would still have the ability as a legislative body to protest it upon renewal, or upon application.

'Wáahlaal Gídaag asked, if this would go to the Manager's Office to determine how many and what the calculation would be, or the discussion would stay here at HRC. How would we determine what that appropriate amount would be? What's the best way to get to that number. Mr. Gonzales may be able to help provide that information as well as any feedback. Mr. Gonzales, there is a bit of a math equation in there, but I can give you a couple of examples. In the case of Valdez, they requested and were approved for 10 additional REPL's and Wasilla, just tonight, requested and were approved for 20 additional REPL's. In Wasilla's case their tourism numbers were upwards of 750,000 annual and that number right there authorized their request if you divided that by 1,500, along with their other qualifying populations they could have requested up to 185 additional REPL's. But of course, that's not feasible. So, they felt comfortable, asking for 20 and when they were having conversations with me, just to get some feedback similar to what you are doing, they determined that they wanted to get a good number that would allow for plenty of applicants, and not have to be capped until they can request again.

Follow up by 'Wáahlaal Gídaag, if we request, say, 20 and then we're at 43 from here on out. We won't have to request those 20 annually, or ever again, correct. And the second question is, as you're seeing these requests in real time from Valdez and Wasilla, do you know the level of public interest. Did those communities send out a survey or get public testimony, what level of public interest would be viable and help our application be the strongest it can be. Mr. Gonzales noted that no, you would not have to ask again if you asked for 20 and were approved for 20, it would take that to 43, and that would be the new number until you requested again. As far as receiving public input that question was actually asked by one of our board members tonight to the city administrator and Wasilla and they did a public notice before their City Council meeting, where they introduced this resolution, opened it up to public testimony. They said they had only one business owner testify in favor of, because he wanted to apply for that REPL. So, there wasn't much testimony. I'm not aware of any surveys or anything like that that were sent out. I know, in Valdez's case, which is a much smaller community. They spoke with a lot of the people who had come to them previously that said they would like this license and reached back out to them and brought them into the fold, and they had a robust City Council meeting, where a lot of people were in favor of it. I'm not aware of any opposition. To take that one step further, once that resolution hits the AMCO Board's agenda we also public notice that request and we notify the public health people in the State, as well as notify all the licenses within that municipality where that request is being made.

Mayor Weldon, Regarding the restaurant eating place license; I understand that it's just beer and wine, and you must have 50% of your profits from food. What other restrictions are on those licenses? Do they have hourly

restrictions? And can they have live music. Mr. Gonzales stated yes to live music and the hours of operation follow Title 4 as well as any additional hourly restrictions set by CBJ code.

Chair Smith asked about the seasonal restaurant eating place licenses and that process. Mr. Gonzales outlined that seasonal REPL's go through the normal process as all other licenses that come before a local governing body. Your Clerk's Office gets the notice with the normal 60-day protest period in place for CBJ departments to review and the Assembly to act on. So, the seasonal restaurant, eating place tourism, license authorizes them to also sell beer and wine, but it does not count against the population cap. It goes against tourism numbers separate to this resolution, and this is also a new provision that I'd have to dig in to see exactly what qualifies them, but it is separate, it's not a population cap license.

Mr. Bryson, how many times, if any, we had to deny an applicant. How many people have applied, how many businesses would this create an opportunity? Do we start with like 8 and see how long it takes to get 8 new eateries in town. I'd like statistical information to say this might be a good starting place to determine this, so some stats would be helpful. Mr. Gonzales does your agency track that. Mr. Gonzales, we could, if they actually went through the application process but usually, they get told no before they even get to submitting an application. It usually starts with a phone call to AMCO from a potential licensee and are told, sorry that's capped and AMCO doesn't track that type of data. 'Wáahlaal Gídaag, I would like to know what the public interest is for adding additional licenses.

4. Ordinance 2023-04 (vHRC) An Ordinance Establishing a City and Borough of Juneau Whistleblower Act.

City Attorney Palmer walked the committee through Ordinance 2023-04 the Juneau Whistleblower Act. CBJ has a very robust conflict of interest code however it doesn't explicitly say whistleblower, CBJ has had events over the last 10 years in which employees have asked the question, when there's a conflict of interest that's bubbling around, does CBJ have whistleblower protections or not? CBJ does but it's because of state law that governs this topic. State law allows municipalities to adopt their own Whistleblower Act and if a municipality adopts their own that act governs instead of state law. The opportunity before this committee is to answer the question, is this something CBJ wants to consider further and if so, the draft in front of you, premised on the state law, is to get that conversation started. The first item is to promote government accountability. The second item is to provide processes for employees, to raise concerns. The third is to protect employees that raise concerns and then force to provide enforcement mechanisms. This ordinance is for employees not for the public. The conflict-of-interest code does have some provisions that apply to the public if they want to raise concerns regarding specific municipal officers. The whistleblower ordinance in State law, and as proposed, would only protect, and provide protections for employees.

Under 01.46.010, on the 2nd page of the ordinance, this is a protection for whistleblowers, and everything listed is nearly identical to State law with a couple of tweaks. One of the differences is the last item where State law requires posting of whistleblower protections in various workplaces; that is not proposed in this draft; the thought being, this would be an ordinance on the books and would be covered during new employee orientation.

The second substantive change is in the next section on page 3, line 19-20 of the ordinance, before an employee can make a whistleblower claim outside of the CBJ, meaning different entities, the employee would have to notify the manager or know that the manager knows about the topic.

The last item is on page 4 of 5; if an employer were to violate the Whistleblower Act, under State law it allows the person who's been violated the opportunity to get punitive damages so punishment damages. In general State law, municipalities are not subject to punitive damages, the idea of punitive damages is that the taxpayers are the ones who pay. The philosophy being if a government harms a citizen the government needs to pay the economic impact, they suffered what they suffered usually pain and suffering component but not punitive damages because that's over and above and harms the public treasury; however, State law does allow for punitive damages for

whistleblower claims. This draft ordinance does not have that so the committee would need to add punitive damages back into the ordinance.

Ms. Adkison asked what the definition of good faith is and if it needs to be defined in this ordinance. Mr. Palmer responded that good faith is not defined in this ordinance and the definitions come directly from State law there are good faith requirements in employment law that we could use by analogy.

Chair Smith asked if this ordinance was adopted would it create a larger workload or burden for staff. Mr. Palmer responded that he didn't believe so. Chair Smith asked about the personal liability section on page 4. Mr. Palmer stated that language in B and C is the same as in State law.

MOTION: by Mr. Bryson to move Ordinance 2023-04(v HRC) *An Ordinance Establishing a City and Borough of Juneau Whistleblower Act* be moved to the full Assembly for introduction and asked for unanimous consent.

Hearing no objection, motion passed.

5. Ordinance 2023-32 An Ordinance Clarifying the Process for Electing an Assemblymember Due to a Midterm Vacancy.

City Attorney Palmer walked committee members through Ordinance 2023-32. It was requested to provide a Whereas that provides context as to where this ordinance comes from. Mr. Palmer noted there is some the Charter, City Code and State law as to when a midterm sitting Assemblymember resigns and what happens next. The assembly can always appoint a new member. But the question is, when that person resigns does the vacancy appear on the upcoming ballot or not? That's dependent on how close in context, that resignation occurs to the election. The draft in front of the HRC would provide clarity.

MOTION: by 'Wáahlaal Gídaag to move Ordinance 2023-32 *An Ordinance Clarifying the Process for Electing an Assemblymember Due to a Midterm Vacancy*, to the full Assembly for introduction and ask for unanimous consent. **Hearing no objection, motion passed.**

G. STAFF REPORTS

6. Setting Empowered Board Interview Dates

The HRC needs to set dates for Empowered Board interviews and appointments. The Planning Commission has three seats with terms ending December 31, 2023; two of the three commissioners are termed out and the third commissioner has applied for reappointment. The Bartlett Regional Hospital Board also has three seats with terms ending December 31, 2023; one of the BRH members is termed out and the other incumbents have both applied for reappointment.

The Clerk's Office requests that HRC set dates for interviews, decide how to hold the interviews (zoom only, or in-person w/ zoom option for applicant if they are unable to attend) as well as determine if the committee would like to change any of the advanced interview questions prior to them being sent to applicants. The application deadline for the Planning Commission and the BRH Board has a deadline of Wednesday, November 29. Ms. Cathcart will keep Chair Smith apprised of the number of applicants in case the decision needs to be made to extend the application period into December with interviews than scheduled for early January.

The committee picked December 13 and 14 as potential meeting dates depending on the number of applications received.

H. COMMITTEE MEMBER COMMENTS AND QUESTIONS

The committee will take up the discussion of updating the Empowered Board advanced interview questions as well as review of the boards and committees' application at the January or February meeting. 'Wáahlaal Gídaag recommended the committee come up with more scenario questions vs. having the questions focused on talking about self.

I. NEXT MEETING DATE

December 11, 2023 at 6:00 p.m.

Draft HRC Agenda Topics for December

Continued Discussion on Title 4

Douglas Advisory Board Appointment & Annual Report

Juneau Economic Development Council Appointments

Local Emergency Planning Committee Appointments

J. ADJOURNMENT

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

Presented by: The Manager
Presented: 03/22/2021
Drafted by: R. Palmer III

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2944

A Resolution Reestablishing the Juneau Commission on Aging and Repealing Resolution 2802.

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

Section 1. Commission Reestablished. The Juneau Commission on Aging (JCOA) is reestablished.

Section 2. Membership. The JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered two-year terms. Incumbents serving on the JCOA at the time this resolution is adopted may continue to serve the remainder of their present term and are eligible for reappointment. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

Section 3. Purpose and Mission. The purpose of the JCOA is to advise the Assembly on issues regarding seniors in Juneau and to promote awareness of Juneau's senior population, the quality of life of seniors, and the role of seniors in the social and economic life of Juneau.

Section 4. Powers and Duties: The JCOA's powers and duties may include the following:

- a. Promote senior citizen participation in the planning and development of programs which benefit and enhance the health, safety, and welfare of senior citizens in the City and Borough of Juneau.
- b. Build a coalition among established groups and support programs working to address the needs of seniors. Assess and identify gaps in the senior service delivery system. Share information within the coalition and report findings to the Assembly.
- c. Act to support the Assembly's Economic Plan as it relates to the senior economy.

d. Collect facts and statistics, and make studies of the conditions and problems pertaining to the employment, health, financial security, social welfare, and other factors that bear upon the well-being of older Juneauites. Act as plan manager and facilitator of the Juneau Senior Needs Survey.

e. Coordinate events in the month of May highlighting Older Americans Month.

Section 5. Procedures. The Commission's procedures shall be governed by the Rules of Procedure for Assembly Advisory Boards, as amended from time to time.

Section 6. Staff Assistance. The Manager or Manager's designee shall provide such staff support and assistance for the Commission to the extent funds are available for such support.

Section 7. Reserved.

Section 8. Repeal of Resolution. Resolution 2802 is repealed in its entirety.

Section 9. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 22nd day of March, 2020.



Beth A. Weldon, Mayor

Attest:



Elizabeth J. McEwen, Municipal Clerk

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.]

Ethel

J

Stokes

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Retired

Employer

Job Title

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

Residence Address Line 2

Residence City

Douglas

Residence State

AK

Residence Postal Code

99824

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Juneau Commission on Aging: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

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

None Selected

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

Interests & Experiences

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

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

As a member of the Juneau community I am very concerned that Seniors are recognized for all they do in service to the common good. And I believe I can best do this by on working and serving on the JCOA in a social media and outreach position to promote JCAO and inform our community of Seniors activity dates, where to access services, education opportunities along with JCOA announcements.

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

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

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

None

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

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

Bachelors Degree Business Administration - emphasis in Computer Information Services from UAS, Juneau.

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

Demographics

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

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ 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



OFFICE OF THE MUNICIPAL CLERK

Section F, Item 3.

155 Heritage Way
Phone: (907)586-5278 Fax: (907)586-4552
email: di.cathcart@juneau.gov

MEMORANDUM

DATE: February 1, 2024

TO: Assembly Human Resources Committee

FROM: Diane Cathcart, Deputy Municipal Clerk

cc: Emergency Programs Staff Liaisons Tom Mattice & Michelle Brown

RE: (LEPC) Seat Assignments/Nominations

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

**For a Term Beginning Immediately (January 1, 2024) & Ending December 31, 2026,
Recommended for Reappointment:**

Seat 5a – BRH Hospital [Alternate Member] Nathan Rumsey

**For Terms Beginning Immediately (January 1, 2024) & Ending December 31, 2025,
Recommended for Appointment:**

Seat 11a – Vulnerable Populations [Alternate Member] Steven Karnazes

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 reappointment of Nathan Rumsey, BRH Hospital Seat 5a for a term beginning immediately and ending December 31, 2026 and the appointment of Steven Karnazes, Vulnerable Populations Seat 11a for a term beginning immediately and ending December 31, 2025 on the Local Emergency Planning Committee and ask for unanimous consent.

Application Form

Profile

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

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

Nathan Rumsey

First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

Bartlett Regional Hospital

Employer

Executive Director of Business Development and Strategy

Job Title

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

[Redacted]

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Local Emergency Planning Committee: Reapplying

Are you applying for reappointment to this board?

☐ Yes ☒ No

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

None Selected

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

Interests & Experiences

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

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

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

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

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

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

None

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

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

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

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

Professional Engineer - Connecticut Project Management Professional - PMI

Demographics

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

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Date of Birth

Acknowledgement/Certification

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

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

☒ I Agree

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.]

Steven

Karnazes

First NameMiddle InitialLast Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

SEARHC

Emergency Preparedness Manager

Employer

Job Title

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

Residence Address Line 2

Residence City

Hoonah

Residence State

Alaska

Residence Postal Code

99829

Comments

Secondary Email Address (if any)

Which Boards would you like to apply for?

Local Emergency Planning Committee: Submitted

Are you applying for reappointment to this board?

☐ Yes ☒ No

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

☒ 1

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

None

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 over 40 years of experience in Paramedicine and Law Enforcement. I have functioned in high level management mass care and shelter positions in Southern California including operating a homeless sheleter for three years. I have a heart for all things emergency preparedness and believe our vulnerable population needs to be protected.

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.

Disaster Preparedness Manager - SEARHC

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

HAVE served on several church board and councils in Southern California and perticipated in many County Emergency Development Plans.

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

40 years of certificated training in LAw Enforcement and Paramedicine, including several police academies. Will graduate in June 2024 with a Bachelors in Criminal Justice.

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.

Multiple FEMA ICS classes, Certified National PAramedic. Certified LAw Enforcement trainer.

Demographics

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

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male

Date of Birth

Acknowledgement/Certification

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

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

☒ I Agree

44.05.060 - Personnel board.

- (a) *Board established.* There shall be a personnel board composed of five members who shall be appointed by the assembly. All appointments shall be for staggered three-year terms. No member of the personnel board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply if there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee.
- (b) *Qualifications.* Members of the personnel board shall be residents of the City and Borough who shall serve without pay. The assembly will seek persons who have experience in the field of employee relations or personnel management to serve on the personnel board. Two seats shall be designated for members with a background in labor, two designated for members with a background in management, and one for a member of the general public. A member of the personnel board shall not be an employee of the City and Borough or a member of employee's immediate family or household or an employee of any collective bargaining organization which represents any City and Borough employees, other than those employed by the school district. When openings appear for designated labor seats, the Juneau Central Labor Council, AFL-CIO, will be asked to provide an endorsement for three applicants it believes meet the qualification to be designated as having "a background in labor" and meet all other requirements of this section 44.05.060(b).
- (c) *Meeting procedure.* The personnel board shall conduct its business, including notice, meetings and hearings, in accordance with the personnel rules.
- (d) *Responsibilities.* The personnel board shall hold meetings, conduct hearings, and issue findings and conclusions in employee appeals as provided in the personnel rules. The personnel board may order reinstatement, or the payment of back pay for an employee, or take other action as appropriate. The personnel board may not order the payment of attorneys' fees or costs for either party to an appeal, or the payment of damages, either compensatory, punitive, medical, therapeutic, or otherwise, to an employee. The personnel board may from time to time review and make recommendations to the manager on the personnel rules and amendments to the rules.
- (e) *Organization, quorum, and rules of order.* The personnel board shall each year appoint from its membership a chair and a vice-chair. Three members of the personnel board shall constitute a quorum and the concurrence of three members shall be necessary for action. Meetings of the personnel board shall be conducted according to Robert's Rules of Order, Newly Revised, provided motions need not be seconded.
- (f) *Assistance and personnel costs.* Staff support and assistance to the personnel board shall be provided by the human resources director and the municipal clerk as available and appropriate. Staff costs of the personnel board are to be borne by the City and Borough. Nonstaff costs in specific collective bargaining disputes for matters such as mediation and factfinding are to be borne equally by the parties to the dispute. For the purpose of this section, "staff costs" are those costs of consultants, subject to budgetary and funding limitations, and those costs necessary to pay the salaries of City and Borough employees who normally serve as staff to the personnel board and to supply those employees with normal overhead support.
- (g) *Duties of the personnel board.* In addition to other duties imposed on the board, it shall administer the policy established by chapter 44.10, entitled "Labor Relations," and shall have duties which shall include:
 - (1) Determining the units appropriate for collective bargaining;
 - (2) Certifying or decertifying of employee organizations as exclusive representatives;
 - (3) Conducting representation elections;
 - (4) Resolving disputes, including mediation and fact-finding;
 - (5) Determining the extent of and remedy for unfair labor practices.

- (h) *Labor relations policies.* The personnel board may conduct hearings, issue cease and desist orders, conduct elections and take affirmative action to effectuate the policies of chapter 44.10.
- (i) *Rules and regulations.* The personnel board shall propose to the assembly rules and regulations, and amendments thereto, as may be necessary to effectuate the purposes of chapter 44.10. Upon receipt of such recommendations, the assembly may by resolution approve, disapprove, or modify such proposed rules, regulations, or amendments thereto.

(Serial No. 91-14, § 2, 1991; Serial No. 94-12, § 4, 1994; Serial No. 2004-08, § 5, 3-22-2004; Serial No. 2006-30, § 4, 9-11-2006, eff. 10-12-2006; Serial No. 2011-03(c), § 2, 2-28-2011, eff. 3-31-2011)

Charter reference— Personnel board, § 3.14.

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.]

MilaCosgrove

First NameMiddle InitialLast Name

Email Address

Home AddressSuite or Apt

CityStatePostal Code

Primary PhoneAlternate Phone

Workplace Solutions AKPrincipal Consultant

EmployerJob 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?

Personnel Board: Submitted

Are you applying for reappointment to this board?

☒ Yes ☐ No

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

None Selected

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

Interests & Experiences

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

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

My background - 30+ years of human resource/labor relations experience - would serve the CBJ Personnel Board. During that time I worked on both the labor and management. In addition, I also served on the State of Alaska, Alaska Labor Relations Board - an entity that deals with some of the same issues that the CBJ Personnel Board does. I believe I have a reputation of being fair, practical, and detail oriented. From my time at CBJ, I know there has been difficult filling seats on the Personnel Board - I believe I could do so effectively.

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

☒ General Public Seat

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

None at this time

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

State of Alaska: Labor Relations Specialist
Alaska Public Employee Association: Southeast Regional Manager
State of Alaska: Workforce Development Manager, Management Services Manager, Director of Personnel
CBJ: Human Resource and Risk Management Director, Deputy City Manager
Member - Alaska Labor Relations Board President/Executive Council
International Public Managers Association - Human Resources

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

Numerous professional training sessions in Labor Relations, Arbitration Advocacy, various employment law topics. BA in Psychology from Naropa University I have taught courses to union and management employees in bargaining topics, labor relations, performance management, and other employee relations topics.

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.

IPMA-CE (Certified Executive) IPMA-SCP (Senior Certified Professional)

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:
Presented:
Drafted by: R. Palmer III

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. DRAFT 2023-04 vHRC

An Ordinance Establishing a City and Borough of Juneau Whistleblower Act.

WHEREAS, the Alaska Whistleblower Act (AS 39.90.100 – 150) applies to municipalities unless the municipality adopts its own whistleblower act that is substantially similar to the Alaska Whistleblower Act; and

WHEREAS, the City and Borough of Juneau has a robust conflict of interest code (CBJC 01.45), which includes a process to report potential personal and financial conflict of interest violations by employees and by members of the public (CBJC 01.45.110); and

WHEREAS, while the City and Borough of Juneau conflict of interest code overlaps with traditional whistleblower protections, an explicit local whistleblower act would help people more easily locate whistleblower protections and promote accountability in local government.

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

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

Section 2. Amendment of Title. Title 01 - General Provisions, is amended by adding a new chapter to read:

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Chapter 01.46 - CBJ WHISTLEBLOWER ACT

01.46.010 Protection for whistleblowers.

- (a) The City and Borough of Juneau may not discharge, threaten, or otherwise discriminate against an employee of the City and Borough of Juneau regarding the employee’s compensation, terms, conditions, location, or privileges of employment because:
- (1) The employee, or a person acting on behalf of the employee, reports to a public body or is about to report to a public body a matter of public concern; or
 - (2) The employee participates in a court action, an investigation, a hearing, or an inquiry held by a public body on a matter of public concern.
- (b) The City and Borough of Juneau may not disqualify an employee or other person who reports a matter of public concern or participates in a proceeding connected with a matter of public concern before a public body or court, because of the report or participation, from eligibility to
- (1) bid on contracts with the City and Borough of Juneau;
 - (2) receive land under a City and Borough of Juneau ordinance; or
 - (3) receive another right, privilege, or benefit.
- (c) The provisions of this chapter do not:
- (1) Require the City and Borough of Juneau to compensate an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;
 - (2) Prohibit the City and Borough of Juneau from compensating an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;

(3) Authorize the disclosure of information that is legally required to be kept confidential; or

(4) Diminish or impair the rights of an employee under a collective bargaining agreement.

State law reference—Alaska Whistleblower Act, AS 39.90.100.

01.46.020 Limitations to whistleblower protections.

(a) A person is not entitled to the protections under this chapter unless the person

(1) reasonably believes that the information reported is or is about to become a matter of public concern; and

(2) reports the information in good faith.

(b) A person is entitled to the protections under this chapter only if the matter of public concern

(1) is not the result of conduct by the person seeking protection; or

(2) is the result of conduct by the person that was required by the City and Borough of Juneau.

(c) Before an employee initiates a report on a matter of public concern under this chapter, the employee shall submit a written report concerning the matter to the City and Borough of Juneau

Manager. However, the employee is not required to submit a written report if the employee

(1) believes with reasonable certainty that the activity, policy, or practice is already known to the Manager;

(2) reasonably believes that an emergency is involved; or

(3) reasonably fears reprisal or discrimination as a result of disclosure.

State law reference—Alaska Whistleblower Act, AS 39.90.110.

01.46.030 Limitations to whistleblower protections.

(a) A person who alleges a violation of this chapter may bring a civil action and the court may grant appropriate relief.

(b) A person who violates or attempts to violate this chapter is also liable for a civil fine of not more than \$10,000.

(c) A person who attempts to prevent another person from making a report or participating in a matter under this chapter with intent to impede or prevent a public inquiry on the matter is liable for a civil fine of not more than \$10,000.

State law reference—Alaska Whistleblower Act, AS 39.90.120.

01.46.040 Definitions.

In this chapter,

(1) “employee” means a person who performs a service for wages or other remuneration under a contract of hire, written or oral, express or implied, for the City and Borough of Juneau;

(2) “matter of public concern” means

(A) a violation of a state law; federal law; or municipal law, regulation, ordinance, or formal policy;

(B) a danger to public health or safety;

(C) gross mismanagement, a substantial waste of funds, or a clear abuse of authority;

(3) “public body” includes an officer or agency of

(A) the federal government;

(B) the state;

(C) a political subdivision of the state including

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- (i) a municipality;
- (ii) a school district; and
- (iii) a regional educational attendance area;
- (D) a public or quasi-public corporation or authority established by state law including the Alaska Railroad Corporation; and
- (E) the University of Alaska.

State law reference—Alaska Whistleblower Act, AS 39.90.140.

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

Adopted this _____ day of _____, 2024.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

DATE: November 7, 2023
TO: Assemblymember Smith, Chair Assembly HRC
FROM: Robert Palmer, Municipal Attorney
SUBJECT: Ord. 2023-04: CBJ Whistleblower Ordinance

The City and Borough of Juneau has a robust conflict of interest code (CBJC 01.45), which includes a process for people to report potential violations (CBJC 01.45.110). Although the conflict of interest code overlaps with traditional whistleblower protections, it does not mention the phrase “whistleblower” or explicitly provide protections to whistleblowers. Without a local ordinance, the State of Alaska Whistleblower Act applies (AS 39.90.130). The Assembly may want to codify a local whistleblower ordinance, which could help people more easily locate whistleblower protections and continue to promote public trust in local government.

The attached draft ordinance is modeled off of the State of Alaska Whistleblower Act, which has four core policies: (1) promote government accountability, (2) provide processes for employees to raise concerns, (3) protect employees that raise concerns, (4) and provide enforcement mechanisms, including monetary penalties. With those policies in mind, the draft whistleblower ordinance provides as follows:

1. **Anti-retaliation.** The City and Borough of Juneau may not discharge, threaten, or otherwise discriminate against an employee who reports a matter of public concern to an appropriate public entity. There are conditions and exclusions.
2. **Definitions.** For example, “matter of public concern” includes
 - a. A danger to public health or safety;
 - b. Gross mismanagement or clear abuse of authority; or
 - c. Violations of law, regulation, ordinance, or formal CBJ policy.
3. **Enforcement.** In addition to internal reporting requirements, an employee may bring a civil action for alleged violations of the whistleblower ordinance.
4. **Penalty.** A person who violates or attempts to violate the whistleblower ordinance is subject to a civil fine not to exceed \$10,000.

RP3
encl: Draft Ordinance 2023-04

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.]

First Name

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

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?

- ☐ Airport Board
- ☐ Americans with Disabilities Act Committee
- ☐ Animal Hearing Board
- ☐ Bidding Review Board
- ☐ Board of Equalization
- ☐ Building Code Advisory Committee
- ☐ Building Code Board of Appeals
- ☐ Docks & Harbors Board
- ☐ Douglas Advisory Board
- ☐ Eaglecrest Ski Area Board
- ☐ Eaglecrest Summer Operations Task Force
- ☐ Historic Resources Advisory Committee
- ☐ Hospital Board
- ☐ Juneau Commission on Aging
- ☐ Juneau Commission on Sustainability
- ☐ Juneau Economic Development Council
- ☐ Juneau Human Rights Commission
- ☐ Juneau Public Libraries Endowment Board
- ☐ Local Emergency Planning Committee
- ☐ Personnel Board
- ☐ Planning Commission
- ☐ Sales Tax Board of Appeals
- ☐ Sister Cities Committee
- ☐ Systemic Racism Review Committee
- ☐ Utility Advisory Board
- ☐ Wetlands Review Board
- ☐ Youth Activities Board

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...

Question applies to multiple boards

How many hours per month are you able to serve?

Interests & Experiences

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

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

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

None Selected

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

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:

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

Demographics

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

Ethnicity

None Selected

Gender

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

Generic intake form for all boards and commissions:

Interests and Experiences:

Please describe your reasons for applying for this board. What about this board interests you and what type of impact would you like to have?

Please describe your experience that makes you qualified to serve on this board. This can include employment and volunteer history; education and training; or lived experience.

Describe your experience and approach to working with a group with diverse and/or conflicting perspectives.

City & Borough of Juneau
Full Assembly Sitting as the Human Resources Committee
Airport Board Interview Questions-2023

Applicant Name: _____

1. Why are you reapplying/applying for the Airport Board? Please be specific on issues leading to your application.
2. What is your vision for the future of Juneau's airport?
3. What is the biggest challenge facing Juneau's airport?
4. What specific experience or background do you have that would help the Airport Board do its work?
5. What is your vision of the role and appropriate balance of the major user groups of the airport?

**Full CBJ Assembly Sitting as the Human Resources Committee
Bartlett Regional Hospital (BRH) Board of Directors
Advance Interview Questions-2023**

Applicant Name: _____

1. What about this board interests you and how do you feel it is relevant to your experiences in life?

2. What do you perceive as the major issues facing Bartlett Regional Hospital and what is your perspective on those issues?

3. What do you believe is the fundamental role of the BRH Board of Directors?

4. Do you have any interests that would pose a potential conflict of interest on matters coming before the Board of Directors?

5. What is your idea of the role of a community hospital?

6. What role, if any, does the BRH play in the economy and well-being of the community?

7. What do you think the appropriate relationship between the Board of Directors and the Assembly should be?

8. With recent changes at the executive level, what qualities do you feel are most valuable in hospital leadership?

**City and Borough Of Juneau
Full Assembly Sitting as the Human Resources Committee
Docks & Harbors Board Interview Questions-2023**

Applicant Name:_____

1. Why are you applying/reapplying for the Docks & Harbors Board? Please be specific on issues leading to your application and what specific experience or background do you have that would help the Docks & Harbors Board do its work.

2. What is your vision for the future of Juneau's docks and harbors facilities?

3. What is your vision for Juneau's downtown waterfront?

4. What is your understanding of the role of the Docks & Harbors Board?

5. What is your vision of the role and appropriate balance of the major user groups in our harbors including live-a-boards, transient users, fishing fleet, and commercial users?

**City and Borough Of Juneau
Full Assembly Sitting as the Human Resources Committee
Eaglecrest Ski Area Board Interview Questions-2023**

Applicant Name: _____

1. Why are you reapplying/applying for the Eaglecrest Board? Please be specific on issues leading to your application.

2. What is your vision for the future of Eaglecrest?

3. What are the challenges facing Eaglecrest in the next decade and how would you propose to meet them?

4. What is your understanding of the role of the Eaglecrest Board?

5. What specific experience or background do you have that would help the Eaglecrest Board do its work or address issues you identified in question 1 above?

6. What is your vision of the role and appropriate balance of the major user groups of Eaglecrest including both winter and summer users?

**Full CBJ Assembly Sitting as the Human Resources Committee
Planning Commission
Advance Interview Questions-2023**

Section H, Item 6.

Applicant Name: _____

1. What about your life experiences or interests makes you want to be a Planning Commissioner?

2. What do you think is the fundamental role of the Planning Commission?

3. What are your thoughts on the Comprehensive Plan and its updating process?

4. Do you have any interests that would pose a potential conflict of interest on matters coming before the Planning Commission?

5. Describe your experiences in the areas of land use, construction, and/or transportation.

6. What do you think is the role of the Planning Commission in economic development and community building?

7. Please describe the appropriate relationship between the Planning Commission and the Assembly.

8. What role should sustainability concerns play in Planning Commission decisions?

9. Describe how you have helped to resolve conflicts while working in groups with members who disagree.

10. The Planning Commission requires a significant investment of your time. Twice monthly meetings (from 2-10 hours). Committee meetings and prep time (equal to meeting time or more). Are you committed to be at all the meetings as required?

**Systemic Racism Review Committee
Advanced Applicant Questions - 2023**

Section H, Item 6.

Applicant Name: _____

1. Describe your experience identifying and addressing systemic racism.
2. Please describe your knowledge of local and minority cultures and practices.
3. How does your current work, community service and other activities and interests relate to and prepare you for the duties of this committee?
4. Tell us about work you have participated in on similar topics: work, education or community settings.
5. What most interests you about the work of this committee?
6. Can you tell us about a time where you have worked to balance different community interests?
7. How do you see this committee working with the Juneau Human Rights Commission?
8. Please tell us of any experience you may have reading, writing or reviewing legislation including budgets.