



ASSEMBLY HUMAN RESOURCES COMMITTEE AGENDA

July 10, 2023 at 6:00 PM

Assembly Chambers/Zoom Webinar

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

A. CALL TO ORDER

B. LAND ACKNOWLEDGEMENT

C. ROLL CALL

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

- [1.](#) 2023-06-12 Assembly Human Resources Committee Meeting Minutes - Draft
- [2.](#) 2023-06-27 Full Assembly as HRC Meeting Minutes - Draft
- [3.](#) 2023-06-28 Full Assembly as HRC Meeting Minutes - Draft

F. AGENDA TOPICS

- [4.](#) Juneau Commission on Aging (JCOA) FY23 Annual Report
- [5.](#) Historic Resources Advisory Committee (HRAC) Annual Report & Appointments

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

There are three seats with terms due beginning July 1, 2023 and ending June 30, 2026. The Clerk's Office received two applications for the vacant seat, however only one application is in the HRC packet as the other applicant does not meet the requirement of being a Juneau resident, they are registered as a Petersburg resident and neither incumbent applied for reappointment.

- [6.](#) Utility Advisory Board (UAB) Annual Report & Appointments

Per [Resolution 2299](#) the seven member Utility Advisory Board is established. To the extent possible, appointments shall be made with the following considerations: one engineer registered with the State of Alaska with experience in utility system design and operation, one accountant with utility financial management, one general contractor with experience in water/wastewater utility systems, two commercial customers of the CBJ water/wastewater utility, one residential customer of the CBJ and one member of the general public.

There are three seats up for appointment with terms beginning Immediately (June 1, 2023) and ending May 31, 2026. all three incumbents have applied for reappointment. There is also one seat for an unexpired term beginning immediately and ending May 31, 2025, no application have been received for this seat.

7. Juneau Human Rights Commission (JHRC) Annual Report, Appointments & Proposed MEI Resolution

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 three seats up for appointments beginning immediately (June 1, 2023) and ending May 31, 2026 as well as one unexpired seat for a term beginning immediately and ending May 31, 2025. All three incumbents have applied for reappointment as well as one additional applicant.

8. 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.

There is one application in the HRC packet for the vacant Management Representative Seat with a term beginning immediately and ending January 31, 2025.

9. 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.***

G. STAFF REPORTS

10. HRC Pending List - July 2023

H. COMMITTEE MEMBER COMMENTS AND QUESTIONS

I. NEXT MEETING DATE

July 31, 2023 - with Assemblymember commitments around City Manager recruitment this week, do HRC members wish to keep or cancel this meeting?

August 21, 2023 - Regular HRC at 6pm

J. ADJOURNMENT

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

ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

June 12, 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

HRC Chair Smith called the Assembly Human Resources Committee meeting to order at 6:00 p.m.

B. LAND ACKNOWLEDGEMENT

C. ROLL CALL

Members Present: Chair Greg Smith, Maria Gladziszewski, Alicia Hughes-Skandijs and Christine Woll

Members Absent: None

Others Present: Deputy Clerk Diane Cathcart, City Clerk, Beth McEwen, Deputy City Manager Robert Barr, City Attorney Sheri Layne and Mayor Weldon

D. APPROVAL OF AGENDA

Agenda approved as presented.

E. AGENDA TOPICS

1. Resolution 3028 A Resolution Amending the City and Borough of Juneau Personnel Rules.

This resolution is on the June 12, 2023 Regular Assembly meeting for action.

The resolution amends the personnel rules to provide a deferred compensation plan employer match to PERS Tier 4 CBJ employees. This new benefit would provide a 50% employer match to every employee dollar contributed to their deferred compensation plan programs, up to a total of 4% employer contribution, based on years of service. PERS Tier 1, 2, and 3 employees will continue to be able to participate in the deferred compensation program without the employer match. The program includes a 5 year vesting schedule on the employer contributions that will begin with the onset of the program. This benefit is intended to make progress towards bridging the gap between the value of retirement benefits provided to PERS 1/2/3 employees versus Tier 4 employees as well as to create a new incentive to attract and retain employees.

Robert Barr gave a brief review of the resolution noting this legislation was first before the Assembly at the January 4, 2023, Assembly Finance Committee meeting. Ms. Woll declared a potential conflict and after speaking with the City Attorney was advised that with over 200+ Tier 4 employees Ms. Woll would not need to recuse herself from any discussions regarding Resolution 3028.

MOTION: by Ms. Hughes-Skandijs to forward to the full Assembly for action, Resolution 3028. **Hearing no objections, motion passed.**

2. Bidding Review Board (BRB) Appointments

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

qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

Two incumbents have applied for reappointment and staff is waiting to hear back from the third. Alexander Smith's term begins immediately and ends May 31, 2024 and Jason Soza's term begins immediately (June 1, 2023) and ends May 31, 2026. There is also a vacancy for an unexpired seat beginning immediately and ending May 31, 2025. No other applicants, besides the incumbents, have applied for the Bidding Review Board.

MOTION: by Ms. Gladziszewski to forward to the full Assembly for approval the reappointment of Alexander Smith to a term beginning immediately and ending May 31, 2024, and to reappoint Jason Soza to a term beginning immediately (June 1, 2023) and ending May 31, 2026, both to the Bidding Review Board. **Hearing no objection, motion passed.**

3. Parks and Recreation Advisory Committee (PRAC) Appointments

Per [Ordinance 2022-64\(b\)\(am\)](#) the duties of the Jensen-Olson Arboretum Advisory Board, the Treadwell Arena Advisory Board, and the Aquatics Board were consolidated into the Parks and Recreation Advisory Committee (PRAC) and those committees sunset as of March 27, 2023 with the previous PRAC sunsetting as of April 30, 2023.

The Assembly Human Resources will review the applications received and make recommendations for appointments to the PRAC for staggered three-year terms as follows: three members for one-year terms, three members for two-year terms, and three members for three-year terms.

One-year terms run: May 1, 2023 - April 30, 2024

Two-year terms run: May 1, 2023 - April 30, 2025

Three-year terms run: May 1, 2023 - April 30, 2026

Eighteen applicants were considered for the open PRAC seats with staggered 1-, 2- & 3-year terms. The HRC recessed into executive session per a motion by Ms. Gladziszewski at 6:13 p.m. and reconvened into open meeting session at 6:38 p.m.

MOTION: by Ms. Hughes-Skandijs for the Assembly Human Resources Committee to recommend to the Assembly the following PRAC applicants for appointment:

For **one-year terms** beginning immediately (May 1, 2023) and ending April 30, 2024; **Makayla Chappell, Christina Mounce and Christopher Mertl.**

For **two-year terms** beginning immediately (May 1, 2023) and ending April 30, 2025; **Paulette Schirmer, Danika Swanson and Josh Anderson.**

For **three-year terms** beginning immediately (May 1, 2023) and ending April 30, 2026; **Portland Highbaugh, Charles Westmoreland and Emma Van Nes.**

Hearing no objections, motion passed.

F. STAFF REPORTS

Systemic Racism Review Committee (SRRC) Interviews: Clerk staff requests direction from the HRC on how to proceed with SRRC applications and appointments. The Clerk's Office has received five applications for the four seats needing action, three with terms due and one unexpired vacant seat.

If the HRC would like to sit as the full Assembly for SRRC interviews on June 28 staff can send out advanced interview questions on June 13 to interested applicants with a return deadline of June 21, this still allows

enough time for packet prep and distribution to the Assembly on June 23. Otherwise, the Assembly will need to pick a date in July to hold interviews if June 28 doesn't work.

Committee members decided to use the same process for SRRRC applicant review as they are using for Parks & Recreation Advisory Committee applicants. SRRRC applications and advanced questions will go in a future HRC meeting date, still to be determined.

G. COMMITTEE MEMBER COMMENTS AND QUESTIONS

None

H. EXECUTIVE SESSION for PRAC Appointments - in Assembly Office

Ms. Gladyszewski moved the committee into executive session for review and discussion of Parks & Recreation Advisory Committee applicants at 6:13 p.m. and the committee reconvened into open session at 6:38 p.m.

Suggested Motion: *"I move we recess into executive session to discuss matters which may tend to prejudice the reputation or character of any person, specifically to deliberate on the qualifications of applicants and ask for unanimous consent"*

I. NEXT MEETING DATE

The committee reviewed the below meeting dates and made the following adjustments as noted next to the meeting date.

June 27, 2023, at 5:30pm via Zoom - Full Assembly as HRC for Docks & Harbors Board and Eaglecrest Board Interviews

June 28, 2023, at 5:30pm via Zoom - for Eaglecrest Board Interviews

July 10, 2023, at 6:00pm - Regular Assembly HRC

J. ADJOURNMENT

There being no further business to come before the committee, meeting adjourned at 6:53 p.m.



FULL ASSEMBLY AS THE ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES

June 27, 2023 at 5:30 PM

Zoom Webinar

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

A. CALL TO ORDER

The Full Assembly met as the Human Resources Committee via Zoom Webinar in Juneau, Alaska; HRC Chair Smith called the meeting to order at 5:34 p.m.

B. ROLL CALL

Assemblymembers Present: Chair Greg Smith, Deputy Mayor Maria Gladziszewski, Michelle Hale, Wade Bryson, 'Wáahlaal Gíidaak and Christine Woll

Assemblymembers Absent: Mayor Beth Weldon, Alicia Hughes-Skandijs and Carole Triem

Staff Present: Deputy Municipal Clerk, Diane Cathcart

Others in Attendee Mode: Carl Uchytíl and Matt Creswell

C. APPROVAL OF AGENDA

Agenda approved as presented.

D. AGENDA TOPICS

1. Docks & Harbors Board Applicant Interviews

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

There are currently four seats needing appointments; three seats with terms running July 1, 2023 and ending June 30, 2026 and one vacant seat for an unexpired term beginning immediately and ending June 30, 2025.

<u>Interview Time</u>	<u>Applicant</u>
5:35pm	Shem Sooter
5:45pm	Mark Ridgway
5:55pm	Albert Wall
6:05pm	Don Etheridge
6:15pm	Russ Peterson

Five applicants were considered for the three seats with terms beginning July 1, 2023, and ending June 30, 2026. As well as a fourth vacant seat for an unexpired term beginning immediately and ending June 30, 2025. After

interviewing the applicants, the HRC recessed into executive session per a motion by Mr. Bryson at 7:37 p.m. and reconvened into open meeting session at 8:13 p.m.

MOTION: by Ms. Gladziszewski for the Assembly Human Resources Committee to recommend to the Assembly to reappoint Mark Ridgway and to appoint Shem Sooter and Albert Wall to full terms beginning July 1, 2023, and ending June 30, 2026, and to reappoint Don Etheridge to the unexpired term seat beginning immediately and ending June 20, 2025 all to the Docks & Harbors Board. **Hearing no objection, motion passed.**

2. Airport Board Applicant Interviews

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

There are currently two seats with terms running July 1, 2023 and ending June 30, 2026.

<u>Interview Time</u>	<u>Applicant</u>
6:30pm	Dennis Bedford
6:40pm	Nolan Davis - Withdrew
6:50pm	Gregory Hake
7:00pm	Jason Custer
7:10pm	Jerry Kvasnikoff
7:20pm	Heather Marlow

Five applicants were considered for the two vacant seats with terms beginning July 1, 2023, and ending June 30, 2026. After interviewing the applicants, the HRC recessed into executive session per a motion by Mr. Bryson at 7:37 p.m. and reconvened into open meeting session at 8:13 p.m.

MOTION: by Ms. Gladziszewski for the Assembly Human Resources Committee to recommend to the Assembly to reappoint Dennis Bedford and to appoint Jason Custer to full terms on the Airport Board beginning July 1, 2023, and ending June 30, 2026. **Hearing no objection, motion passed.**

E. EXECUTIVE SESSION

The HRC recessed into executive session per a motion by Mr. Bryson at 7:37 p.m. and reconvened into open meeting session at 8:13 p.m. in order to make a recommendation for appointments to the Airport Board and Docks & Harbors Board.

Suggested Motion: *"I move we recess into executive session to discuss matters which may tend to prejudice the reputation or character of any person, specifically to deliberate on the qualifications of applicants and ask for unanimous consent"*

F. ADJOURNMENT

There being no further business before the committee, meeting adjourned at 8:15 p.m.

FULL ASSEMBLY AS THE ASSEMBLY HUMAN RESOURCES COMMITTEE MINUTES



June 28, 2023 at 5:30 PM

Zoom Webinar

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

Immediately Followed by Special Assembly Meeting for Eaglecrest Board Appointments

A. CALL TO ORDER

The Full Assembly met as the Human Resources Committee via Zoom Webinar in Juneau, Alaska; Acting HRC Chair Bryson called the meeting to order at 5:32 p.m.

B. ROLL CALL

Assemblymembers Present: Acting Chair Wade Bryson, Deputy Mayor Maria Gladziszewski (present until 7:05pm), Michelle Hale, Carole Triem, Alicia Hughes-Skandijs and Christine Woll

Assemblymembers Absent: Greg Smith, Mayor Beth Weldon and 'Wáahlaal Gíidaak

Staff Present: Deputy Municipal Clerk, Diane Cathcart

Others in Attendee Mode: Dave Scanlan

C. APPROVAL OF AGENDA

Agenda approved as presented.

D. AGENDA TOPICS

1. Eaglecrest Ski Area Board Interviews

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

There are currently two seats with terms up for appointment beginning July 1, 2023 and ending June 30, 2026.

<u>Interview Time</u>	<u>Applicant</u>
5:35pm	Benjamin Durrant
5:45pm	Brandon Cullum - withdrew
5:55pm	Dave Hanna
6:05pm	Kevin Krein
6:15pm	Mariah Offer
6:25pm	Thomas Mason
6:35pm	Susan Crandall - withdrew

Five applicants were considered for the two vacant seats with terms beginning July 1, 2023, and ending June 30, 2026. After interviewing the applicants, the HRC recessed into executive session per a motion by Ms. Hale at 6:38 p.m. and reconvened into open meeting session at 7:05 p.m.

MOTION: by Ms. Triem for the Assembly Human Resources Committee to recommend to the Assembly to reappoint Kevin Krein and to appoint Thomas Mason to full terms beginning July 1, 2023, and ending June 30, 2026 to the Eaglecrest Board. *Hearing no objection, motion passed.*

D. EXECUTIVE SESSION

The HRC recessed into executive session per a motion by Ms. Hale at 6:38 p.m. and reconvened into open meeting session at 7:05 p.m. in order to make a recommendation for appointments to the Eaglecrest Board.

Suggested Motion: *"I move we recess into executive session to discuss matters which may tend to prejudice the reputation or character of any person, specifically to deliberate on the qualifications of applicants and ask for unanimous consent"*

F. ADJOURNMENT

There being no further business before the committee, meeting adjourned at 7:06 p.m.



DATE: June 25, 2023

TO: Greg Smith, Assembly Human Resources Committee Chair
FROM: Emily Kane, Juneau Commission on Aging (JCOA) Chair
cc: JCOA Commissioners, JCOA Assembly Liaison Michelle Hale

RE: JCOA FY23 Annual Report

The JCOA appreciates the ongoing support from the Assembly in accomplishing our mutual goals to ensure the safety and wellbeing of our senior population, many of whom form an important source of volunteer support and whose pensions, retirement savings and social security checks contribute significantly to the CBJ economy. The JCOA aims to improve the quality of life and opportunities for seniors in our community by translating our research into recommendations for Assembly action, specifically to help our seniors age in place.

Our CBJ Resolution mandates that we “build a coalition among established groups and support programs working to address the needs of seniors,” a goal we accomplished in 2022. Our duty to “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,” is the center of our work via outreach and engagement in “support[ing] the Assembly’s Economic Plan as it relates to the senior economy.”

In the past year the nine members of JCOA focused on the top priorities of senior needs in our community based on data gathered during our 4th decennial survey (2019-2021), via our monthly meetings where we share information about local senior-focused services, and more recently from three May 2023 Listening Sessions in partnership with our local AARP.

JCOA 2022-2023 ACCOMPLISHMENTS

1) JCOA created the Southeast Regional Eldercare Coalition (**SREC**) in early 2022. SREC’s mission is to bring eldercare providers together to problem solve mutual issues, share information and be a collaborative force for change. The JCOA then wrote a \$2.5 million project grant funded by the Margaret A Cargill Philanthropies (October 2022) that will hire four dedicated positions to serve seniors: a program director, recruiter (housed with AKDOLWD), trainer, and navigator (housed with SAIL). The project will focus on workforce development of direct service providers (DSPs) for home health care and implement a two-year pilot DSP wage supplementation to increase the hourly wages of DSPs in the SE region. The grant funds are projected to last for two years.

2) Through extensive national research and interviews with local developers, two housing position papers were created: one for developers, [“Building Age Friendly Housing in Juneau,”](#)



and another for CBJ employees, [“Can You Support Age Friendly Construction in Proactive Ways?”](#) These papers provide detailed examples of what can be done to support the creation of new housing of all types suitable for residents of all ages – universal design. They are now being used as talking points in emails, discussions and presentations within the broader housing community to move the age friendly housing discussion from theoretical words to practical action items.

3) JCOA completed the work necessary to receive recognition by AARP’s national “network of Age-Friendly States and Communities.” Juneau is the second Alaskan community to qualify for this [designation](#). Anchorage received the recognition in 2022. This is not just an honor, but a responsibility, and the JCOA will continue to partner with Juneau AARP Community Action Team (CAT) to increase the all-age friendliness of our community.

4) A subcommittee was established to explore how to increase opportunities for senior recreation, fitness and social connectedness. The US Surgeon General recently warned that our elders are suffering from epidemic levels of boredom, loneliness and helplessness. We are committed to alleviating this plague.

5) JCOA and co-sponsor AARP facilitated three “Listening Sessions” throughout the city to gather information from seniors about their perspective and needs in eight domains of livability. These sessions included a presentation by CBJ staff (Ruth Kostik) on the four major tax relief programs offered to seniors by the City and Borough of Juneau.

The purpose of the JCOA is to advise the Assembly on senior issues and to promote awareness of all aspects of life affecting our seniors, and the role of seniors in the social and economic life of CBJ. We take seriously our duty to “promote senior citizen participation in the planning and development of programs which benefit and enhance the health, safety, and welfare of senior citizens.” More specifically, we ask the Assembly to give deliberate consideration to paving the way for three major missions which will require your support.

- A. Distribute to all CBJ employees our position paper [“Can You Support Age Friendly Construction in Proactive Ways?”](#) and urge them to do whatever they can in their role in city government to prioritize and implement the list of ten very specific requests that would enable age friendly housing and support developers in this effort.
- B. A Senior Center was overwhelmingly the number one request from the AARP/JCOA Listening Sessions held at our downtown, Douglas and Mendenhall libraries in May 2023. JCOA requests Assembly support to explore the creation of multi-purpose senior center to provide community meals, offer art classes, movie and game nights. The Senior Center would diminish isolation and promote intellectual stimulation with lectures (World Affairs Council), as well as self-help information (modified exercise,



improving vision, or stretching/yoga provided by our own local health care/eldercare providers).

- C. JCOA, via the MACP SREC Grant, has created and will fund a “senior navigator” to facilitate matching seniors’ needs with local resources. This position is intended to be housed with SAIL (the current ADRC in Juneau) and help seniors coordinate among the array of senior services currently available (CBJ, JCOA, CCS, SAIL, Bartlett Regional Hospital, Teal Street, ORCA, Hospice and Home Care, Cornerstone, United Way, Chamber of Commerce, Rotary, Lions Club, Alaska Commission on Aging, etc.) This position will be funded for the two-year grant term and, if successful, the JCOA will look to the CBJ to assist in continuing to support this crucial position.

Respectfully,

Juneau Commission on Aging Emily Kane, JCOA Chair and Medical Provider

Linda Kruger, JCOA Secretary, SREC, AARP

Deb Craig, JCOA Treasurer, SREC Secretary

Kathleen Samalon, Housing Subcommittee Co-Chair

Carol Ende, Housing Subcommittee Co-Chair

Sue Warner, Fitness/Recreation Subcommittee Chair

Jennifer Carson, Bartlett Regional Hospital, SREC

Jennifer Garrison, Eldercare Provider

Ann Stepetin, Eldercare coordinator for Central Council of the Indian Tribes of Alaska



CBJ HISTORIC RESOURCES ADVISORY COMMITTEE

2022 Annual Report

Prepared by the City and Borough of Juneau and the Historic Resources Advisory Committee

On behalf of Juneau’s Historic Resources Advisory Committee (HRAC), the City and Borough of Juneau (CBJ) is pleased to present the 2022 Annual Report to the Alaska Office of History and Archaeology. This document provides an overview of HRAC’s work over the past year.

In the fall of 2022 HRAC transitioned from virtual meetings mandated by COVID-19 to hybrid meetings, with the option of attending in person or virtually.

2022 saw Juneau’s cruise ship tourism return to pre-pandemic levels. Juneau received approximately 1.15 million cruise ship passengers. Many of these passengers spend the day walking through Juneau's historic neighborhoods and frequenting the local shops and restaurants. With this increased activity more shops were open, yet vacant buildings continue to be of concern and the decrease in private investment are topics that are being addressed in downtown Juneau's area plan – Blueprint Downtown. This area plan will compliment Juneau's Historic and Cultural Preservation Plan.

A. LOCAL PRESERVATION ORDINANCES:

- No new preservation ordinances were adopted in 2022.

B. HISTORIC RESOURCES ADVISORY COMMITTEE:

In accordance with the CBJ Land Use Code and HRAC’s governing resolution, the Historic Resources Advisory Committee is entrusted with the following duties:

- Review and make recommendations on local projects that might affect properties identified in the local Historic Preservation Plan;
- Review and develop nominations to the National Register of Historic Places for properties within the City and Borough of Juneau;
- Cooperate and consult with the Assembly and the Community Development Department, and the State Historic Commission on matters concerning the historical district and historic, prehistoric and archaeological preservation in the City and Borough of Juneau;
- Review and make recommendations about the collections, exhibits, education programs, long-range plans, and other pertinent activities of the Juneau-Douglas City Museum; and
- Perform other actions which are necessary and proper to carry out the above duties.

In 2022, HRAC was comprised of the following members, with the specific seat held at the time, and professional background:

- Zane Jones – Architect, MRV Architects (Chair)
- Shannon Crossley (Vice Chair) – Associate Architect, NorthWind Architects

- Don Harris– Retired Psychologist, historic home owner, and Board of Directors for Friends of the Juneau-Douglas City Museum (term started April 2022)
- Shauna McMahon (Recorder) – State Natural Resource Specialist, State Museum docent
- Gary Gillette – Architect, Member of Gastineau Channel Historic Society and CBJ Liaison to Treadwell Historic Preservation and Restoration Society
- Sarah Hieb – Investigator for the Alaska Police Standards Council and member of the Daughters of the American Revolution
- Olivia Lihou – Educator in Juneau with a passion for educating children on the dynamic history of Southeast Alaska
- Dorene Lorenz – Broadcast News ABC – FOX Alaska, Historian, member of Pioneers of Alaska Juneau Igloo, Fourth generation Alaskan
- Chuck Smythe - Director, History & Culture Department of Sealaska Heritage Institute

Beth McKibben, Planner from the Community Development Department (CDD) served as staff liaison between CBJ and the Historic Resources Advisory Committee. Niko Sanguinetti, Curator at the Juneau Douglas City Museum, served as the staff liaison between the City Museum and the Historic Resource Advisory Council through August. Ms. Sanguinetti left the City Museum and Cory Woodall took over as Curator and staff liaison in September.

The Historic Resources Advisory Committee held regular monthly meetings on the first Wednesday of every month, with the exception of May, July, September and November. HRAC held special meetings in August and September. All of the meeting agendas and minutes are attached to this report.

C. SURVEY AND INVENTORY OF HISTORIC PROPERTIES:

- In 2022 the CBJ completed Phase 1 of the Juneau Townsite Historic Survey and Inventory. A total of 45 structures were surveyed.

D. PRESERVATION PLANNING ACTIVITIES: HRAC reviewed the following projects.

- Section 106 Project Reviews:
 - No section 106 project reviews took place in 2022.

- Downtown Historic District Project Reviews:
 - 241 Front Street – Review of paint changes. The JJ Stocker Building is known as the “Missouri Saloon/Stocker Building” and was listed on the National Register of Historic Places on June 6, 1994. 241 Front Street was originally the location of the Missouri Saloon. In 1896 it became the Louvre Theater. The building burned and was rebuilt in 1906, and named the J.J. Stocker Building. It continued to operate as the Louvre Theater and Bar until 1917 providing live theater in Juneau. In 1918 it was converted to the mercantile store. A third floor was added in 1935.
The HRAC reviewed a proposed paint scheme. HRAC recommend some changes to the proposed paint colors. A copy of the recommendations is attached.
 - 251 S. Franklin - Review of paint changes. The Filipino Community Hall is a noncontributing building in the Downtown Historic District. The proposal that was brought to HRAC includes repair of the front façade, including stucco and painting. HRAC voted unanimously to recommend approval of the project. A copy of the recommendation is attached.
 - In January CBJ started work to develop a Historic District Design Review application form and an informational handout about Design Guidelines. The purpose of the project is create predictability and transparency for applicants, the public, and HRAC. Substantial work with completed but the form and handout are not yet in use.
- Meeting with State CLG Coordinator, Maria Lewis.
In September 2022 Maria Lewis traveled to Juneau. She met with HRAC Vice Chair, Shannon Crossley, and contractor for Phase 1 of the Juneau Townsite Survey and Inventory. They visited several historic sites in downtown Juneau. Ms. Lewis met with HRAC staff liaison, Beth McKibben to discuss Juneau’s historic preservation program. Ms. Lewis attended the HRAC special meeting on September 13, 2022, minutes attached.

E. NATIONAL REGISTER PROGRAM PARTICIPATION:

- HRAC did not propose any new nominations to the National Register in 2022.

F. PUBLIC EDUCATION PROJECTS:

In 2022, the Juneau Douglas City Museum offered historical presentations, walking tours, lectures and exhibits.

Program Type	Total # Of Programs	Total # of Attendees	NOTES
Education Tours	16	429	K-12 students JSD, SHI, Homeschool STEAM Conference Staff
Events	13	1,503	First Friday Poetry Reading Totem Pole Raising & Dedication Salmon Creek Dam Natl Landmark Ceremony FoJDCM Annual Meeting
Presentations	9	399	Solo Artist Talks/Workshops Travel Fair presentation Artworks Grant presentation Volunteer orientation
Walking Tours	207	1,757	Alaska State Capitol Tours (153) Historic Downtown Juneau Tours (42) Treadwell Tours (4) True Crime Tours (8)
Other Programs	3	987	Walter Soboleff Day Elizabeth Peratrovich Scavenger Hunt Month of Play
TOTALS	248	5,075	

G. ADVOCACY AND PRESERVATION

Burning of Aanáx Yaa Andagan Ye' (Douglas Indian Village)

The City Museum continues its progress in creating conversations and engaging the community as we work towards an exhibition that describes the decisions and events that led to the burning of the Douglas Indian Village by the City of Douglas in 1962 utilizing a grant from the National Trust for Historic Preservation, Telling the Full History. The City Museum is in partnership with KTOO to create an accompanying documentary.

H. HISTORIC PRESERVATION GRANT ACTIVITIES:

- In August CBJ and consultants NorthWind Architects, LLC completed work on Phase 1 of the Juneau Townsite Survey and Inventory in accordance with the 2021 grant award.
- In August HRAC and staff worked together to submit an application to Office of History and Archeology for Phase 2 of the survey and inventory of the Juneau Townsite. In December CBJ was awarded \$31,500 in CLG funds.

I. UPDATED CONTACT INFORMATION:

- CDD Staff Liaison
Name: Beth McKibben, AICP, Planner
Address: 4th Floor Marine View Building, Juneau, Alaska 99801
Phone: 907-586-0753 EXT. 4128
Email: Beth.McKibben@juneau.org

- Committee Chair
Name: Zane Jones, HRAC Chair
Phone: 907-586-1371
Email: zane@mrvarchitects.com

Juneau Historic Resources Advisory Commission (HRAC) Attendance Record

January 2022 – December 2022

Name	Member Type	January	February	March	April	May	June		August	August Special	September	September Special	October	November	December	Total meetings possible	% attended
Zane Jones	Regular	X	X		X	CXL	X				CXL	X	X	CXL	X	10	70
Don Harris	Regular	NA	NA	NA	X	CXL	X		X	X	CXL	X	X	CXL	X	7	100
Shauna McMahan	Regular		X	X		CXL	X		X	X	CXL	X	X	CXL	X	10	80
Gary Gillette	Regular	X	X	X	X	CXL	X		X	X	CXL			CXL	X	10	80
Chuck Smythe	Regular	X	X			CXL			X	X	CXL	X	X	CXL		10	60
Shannon Crossley	Regular	X	X	X	X	CXL	X		X	X	CXL			CXL		10	70
Dorene Lorenz	Regular	X	X	X		CXL				X	CXL		X	CXL	X	10	60
Olivia Lihou	Regular		X	X		CXL				X	CXL			CXL		10	30
Sarah Hieb	Regular	X	X	X	X	CXL	X			X	CXL	X		CXL		10	70

X= Present at meeting

CXL = meeting cancelled

NA = Not a member meeting

? = No meeting record

49.10.410 Historic resources advisory committee.

- (a) *Establishment.* There is established the Juneau historic resources advisory committee.
- (b) *Membership.* The committee shall consist 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.
- (c) *Officers.* The committee shall select its own officers.
- (d) *Meetings.* The committee shall meet monthly.
- (e) *Staffing.* The community development and library departments shall provide such staff support and assistance as the committee may require to the extent funds are available.
- (f) *Duties.* The duties of the committee shall include:
 - (1) Reviewing and making recommendations about local projects that might affect properties identified in the local historic preservation plan;
 - (2) Reviewing and developing nominations to the National Register of Historic Places for properties within the City and Borough;
 - (3) Cooperating and consulting with the assembly, the historic district commission, the community development department and the state historic commission on matters concerning historical districts and historic, prehistoric and archaeological preservation in the City and Borough;
 - (4) Reviewing and making recommendations about the collections, exhibitions, educational programs, long range plans, and other pertinent activities of the Juneau-Douglas City Museum;
 - (5) Cooperating and consulting with the library department on matters concerning the Juneau-Douglas City Museum; and
 - (6) Performing other actions which are necessary and proper to carry out the above duties.

(Serial No. 87-49, § 2, 1987; Serial No. 93-41, §§ 3, 4, 5, 1993; Serial No. 99-22, § 5, 1999; Serial No. 2001-01, § 2, 2-5-2001; Serial No. 2014-06(b), § 4, 2-24-2014, eff. 3-26-2014)



Board Roster



Donald G Harris

1st Term Mar 14, 2022 - Jun 30, 2024

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 5



Dorene M Lorenz

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

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



Shannon Crossley

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

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



Charles Smythe

3rd Term Jul 01, 2022 - Jun 30, 2025

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 8



Zane Jones

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

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Public

Dais Seat 6



Gary Gillette

3rd Term Jul 01, 2022 - Jun 30, 2025

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



Vacancy July 1, 2023 - June 30, 2026

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

Dais Seat 4



Vacancy July 1, 2023 - June 30, 2026

Appointing Authority Assembly **Position** Voting Member **Office/Role** Recorder **Category** Public

Dais Seat 7



Vacancy July 1, 2023 - June 30, 2026

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

Dais Seat 9

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.]

Eric _____ Moots _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

City and Borough of Juneau
Parks and Recreation
Department

Employer

Administrative Assistant

Job Title

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

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Historic Resources Advisory Committee: Submitted

Are you applying for reappointment to this board?

Yes No

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

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've always been interested in history and learning more about where I've lived. I had a minor in history at Boston University despite getting a film degree, because of how much I loved learning about history. The reason I'm applying to this board specifically is because of my love for the subject and wanting to make sure everyone has access to the educational materials we have available.

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.

City and Borough of Juneau, Parks and Recreation Department

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

My work experience involving boards is only working as the staff liaison for the Parks and Recreation Advisory Committee.

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

I have a minor in History from Boston University, and as far as Juneau history goes, I recently went through all of the historical records of the Parks and Recreation Department. I had to read through them anyways to determine if they were within record retention guidelines, but I took my time when it came to the written histories of the different parks and neighborhoods of Juneau. I've even kept a binder of detailed history of the parks handy at my desk so I can reference it for any queries that come through.

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

Demographics

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

Ethnicity

Caucasian/Non-Hispanic

Gender

Male



Date of Birth

Acknowledgement/Certification

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

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

I Agree



Engineering & Public Works Department
155 South Seward Street
Juneau, Alaska 99801
Phone: 907-586-0393 | Fax: 907-463-2606

MEMORANDUM

DATE: DRAFT May 16, 2023
TO: City and Borough of Juneau Assembly and Manager
FROM: Utility Advisory Board
SUBJECT: Annual Report for the period May 2022 through April 2023

INTRODUCTION

This memorandum is the annual report of the CBJ Utilities Advisory Board (UAB) for the period May 2022 through April 2023. The UAB considers infrastructure, operations, and funding needs of the water and wastewater utilities; annual reports are meant to advise the Mayor, Manager, and Assembly on utility issues, in accordance with the enabling CBJ Resolution 2299 (February 2005) (Attachment A).

Financially and physically healthy water and wastewater utilities are necessary for a community to be resilient and to thrive. The infrastructures of CBJ water and wastewater utilities are aging, and increased capital investments are required for timely maintenance and upgrades to maintain services that meet community and visitor needs. A brief history of user rates is included as Attachment B.

BOARD SELF EVALUATION

The UAB began the reporting period with a review of the enabling CBJ resolution and then considered the Board's effectiveness.

While the UAB depends upon staff for information and updates, the Board independently reports its observations and makes its own recommendations to the Assembly and CBJ Manager. Board membership is comprised of individuals with specific interests in water and wastewater related topics and issues; some members have served since inception of the UAB, and provide continuity in shifting fiscal and staffing environments.

During the Board's review of its contributions to Assembly action, members noted these accomplishments:

1. **5-Year Rate Plans:** At the recommendation of the UAB, the Assembly adopted a 5-year rate plan strategy to fund maintenance and operational needs of the utilities. The UAB favors a 5-year plan over annual plans because small funding adjustments are too easily overlooked, thus requiring difficult periodic rate increases. The CBJ is in the second 5-year plan of this strategy.

2. Financing the Utilities with Sales Tax: The UAB advocated that a portion of the 2017 sales tax to utility infrastructure maintenance and improvements. The Assembly earmarked \$15.5 million of the 2017 1% sales tax to these needs.
3. Public Relations and CBJ Accounting: The UAB is a “sounding board” or “focus group” for public relations issues facing staff. For example, discussion topics have included:
 - a. Sharing fire hydrant maintenance costs otherwise borne solely by the Water Utility with the fire department. These costs are viewed as “fire protection” rather than “potable water” and thus are more appropriately absorbed by the fire department.
 - b. Requiring the airport to pay for water and wastewater services. The airport was unmetered, and wanted to remain so, despite the Airport being an enterprise operation.

Believing that the UAB is valuable to the Assembly, the Mayor, and the Manager, board members affirmed their commitment to keep the utilities financially whole and the infrastructure intact.

2022-2023 UAB ACTIVITY

During the reporting period, the UAB and staff shared information and discussed topics of mutual interest; the Board took formal action when appropriate.

FINANCIAL PLANNING: THE UTILITIES DASHBOARD AND A RATE SETTING TOOL

The Utilities Dashboard was created in 2014 to catalogue the Water and Wastewater Utility enterprise funds. This tool includes actual and projected revenue and expenses, and can calculate Future Annual Rate Increases and Operational Cost Inflation estimates based on data input. The UAB understands these funding constraints:

- Sales Tax: 1% Sales Tax will not be available to the utilities during the period FY25-FY29.
- Marine Passenger Fees: In 2020, the utilities sought \$950k to upgrade the Outer Drive wastewater lift station that transmits waste from cruise ships toward the Juneau-Douglas Wastewater Treatment Plant. Marine Passenger Fees have been used in the past to fund various Water & Wastewater Utility projects; the UAB understands that future funding of utility work with these fees is uncertain.
- CIP Funding: Marine Passenger Fees and Sales Tax must be applied to CIP Spending.
- Regulatory Compliance and Deferred Maintenance: CIP spending needs are higher now than in past years, due to regulatory requirements and deferred maintenance.
- Insufficient Water Rate Revenue: The UAB promoted an 8% increase per year for FY20-FY24, which the manager’s office lowered to a 4% per year ask of the Assembly. The Assembly adopted an increase of 4% for FY20 and a 2% increase every year for the following 4 years (FY21-FY25).
- Water Utility Cost Escalation: CBJ Engineering is projecting 7%-10% inflation for the 6-year CIP plan; operational cost inflation is expected to be about the same.
- Wastewater Infrastructure: Planning must consider Mendenhall Wastewater Treatment Plant improvements, as well as eventual replacement of the plant.

Working with the Finance Department, staff drafted an interactive rate setting tool; which includes adjustable elements that can be manipulated to show an updated Ending Fund Balance. While each scenario may have different inputs, the goal when using the tool is consistent: an Ending Fund Balance that would provide operating costs for a minimum of four months.

CBJ SOURCE CONTROL INITIATIVE

The UAB remains concerned about fats, oils, and greases (FOG) and inflow and infiltration (I&I) entering the wastewater collection system and passing through the treatment plants. Not only do these components compromise the wastewater collection system and the treatment plants, but they also can create noncompliance with regulatory permits. Staff updated the UAB on an existing Compliance Order by Consent (COBC), the objective of which is to stop the periodic noncompliance in CBJ's wastewater effluent discharge. While one of the COBC requirements is that the CBJ establish an industrial wastewater source control program, the UAB notes that sources of FOG are community wide, and include residential housing.

LEGISLATIVE FUNDING PRIORITIES

CBJ has a process for nomination and prioritization of large, visionary projects to a "wish list" that would be funded by State or Federal money. Staff presented three project concepts to the UAB for consideration and action. The UAB unanimously selected two projects for presentation to the Assembly: one project to install filter equipment at the Mendenhall Wastewater Treatment Plant to reduce the amount of FOG and grit entering the treatment stream, and a second project to install micro-screens at the same plant to remove fine suspended solids that contribute to biological oxygen demand (BOD).

OTHER ITEMS OF INTEREST TO BOARD MEMBERS

Cybersecurity: Staff and the UAB were aware that at least three potable water facilities in the Pacific Northwest were targets of ransomware attacks that disabled Programmable Logic Controllers (PLCs) for Supervisory Control and Data Acquisition (SCADA) systems that are very similar those used by CBJ. Staff advised the UAB that a number of cybersecurity vulnerabilities were identified and resolved, thus mitigating at least the immediate risk.

MV Tagish: Staff reported on the sinking of the *MV Tagish* that occurred near the wastewater force-main connecting the Outer Drive lift station and the Juneau Douglas Treatment Plant. This pipe transports 500,000 to one million gallons of untreated wastewater per day, and if the integrity of the pipe were to fail, some discharge to Gastineau Channel would occur. Recognizing a significant risk to the CBJ, contingency planning was executed and an underwater survey was accomplished. Fortunately, the force main was not damaged during the recovery of the *Tagish*. CBJ now has the ability to better monitor the force-main and to implement a contingency plan if ever necessary.

Outreach and Education: Due to their positions in the community, individual board members have opportunities to make presentations or attend events hosted by others. For example, Mr. Larson gave a brief overview of a presentation he made to a Governor's conference about using spent grain to replace fossil fuel. Mr. Larson posits that Juneau could be a test case using bio solids to supplement fossil fuel to heat the bio solids dryer. In another example, Ms. Schempf participates in events at the United Nations, especially those concerning rural and isolated communities.

The health of CBJ water and wastewater utilities is critically important to residents, businesses, and government entities. The UAB notes the infrastructure of both utilities is aging and requires increased capital and maintenance improvements to maintain current levels of service. Consequently, the UAB expects to undertake the following during the coming year:

- Continue to evaluate the mission of the utilities and the philosophy of utility administration, with the view that adequate services must be provided to all who require them while protecting the financial stability of the utilities themselves.
- Identify and evaluate funding sources; operational and maintenance expenses; and potential and proposed CIPs.
- Evaluate the effects of past and future utility user rate increases in the context of variable local, state, and federal funding.
- Receive updates on CBJ initiatives and projects, including a comprehensive map of CBJ potable water systems; a strategy to disseminate information to water and wastewater utility users and the general public; and initiatives, such as the Source Control Program, that will contribute to the future health of the wastewater utility. The UAB will provide information and recommendations as appropriate.
- Consider environmental disruptions and identify potential risks and appropriate responses. The UAB is interested in long term planning to ensure the water and wastewater utilities are truly sustainable. Changing weather, diminished snow packs, and sea level rise may seem like distant threats, but the risks should be identified and understood as best as possible, so that contingencies will be in place to ensure CBJ always provides an adequate supply of safe drinking water and water for industry, firefighting, and other uses.

BOARD MEMBERSHIP AND TERMS

Six CBJ residents served on the UAB for the May 2022-April 2023 reporting period. In conformance to the enabling resolution, board members have varying expertise and viewpoints sufficient to ensure wide ranging and active discourse.

Andrew Campbell	PE Registered engineer; General Contractor
Elizabeth Pederson	Accountant
Geoffrey Larson	Commercial Customer
Stuart Cohen	Residential Customer
Grant Ritter	Residential Customer
Janet Hall Schempf	General Public

Andrew Campbell served as Chair and Geoffrey Larson as Vice Chair. One board seat was vacant throughout the reporting period. Three members will complete their terms May 31, 2023.

BOARD MEETINGS

The UAB held nine regularly scheduled meetings and no special meetings during the reporting period. The table below presents information about meeting dates and member attendance. In addition to these regular

meetings, individual board members attended one meeting of the Human Resources Comm meeting of the Public Works Committee.

Legend: P = Present A = Absent	Jun	Jul	Sep	Nov	Dec	Jan	Feb	Mar	Apr	Totals		Term
	6/9/22	7/14/22	9/8/22	11/10/22	12/8/22	1/12/23	2/9/23	3/9/23	4/13/23	Attended	Absent	Ends
Campbell, Andrew	P	P	P	P	A	P	P	P	A	7	2	5/31/2024
Cohen, Stuart	P	P	P	P	P	P	P	P	P	9	0	5/31/2023
Schempf, Janet	P	P	P	P	P	P	P	P	P	9	0	5/31/2023
Larson, Geoff	P	P	P	P	P	P	P	P	P	9	0	5/31/2024
Pederson, Elizabeth	P	P	A	A	P	P	A	P	P	6	3	5/31/2025
Ritter, Grant	A	P	A	A	P	P	P	P	P	6	3	5/31/2023
Number of Attendees	5	6	4	4	5	6	5	6	5			

FURTHER INFORMATION ABOUT THE UTILITIES ADVISORY BOARD

Engineering and Public Works staff for the UAB include:

- Katie Koester – Director, Engineering & Public Works
- Denise Koch – Deputy Director, Engineering & Public Works
- Brian McGuire – Superintendent, Utilities
- Chad Gubala – Utilities Plant & Treatment Manager
- Alan Steffert – Project Engineer, Public Works Utilities
- Joshua Midgett – Administrative Coordinator, Public Works Utilities
- Ty Yamaoka – Administrative Assistant, Public Works Utilities
- Breckan Hendricks – Administrative Officer, Engineering & Public Works

Utilities Advisory Board website: <https://beta.juneau.org/engineering-public-works/utilities-division/utility-advisory-board>

ATTACHMENT A**UAB PURPOSE**

CBJ Resolution 2299 identifies the UAB's primary responsibilities concerning the status of water and wastewater utility topics:

- (a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;
- (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;
- (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;
- (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;
- (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and
- (f) Perform such other duties and functions related to the utilities as the Assembly or Manager may request

BACKGROUND/ RATE HISTORY

In 2017, the CBJ Assembly proposed a ballot measure for a 1% sales tax that ultimately passed with 77 percent of votes in favor of renewal. The Assembly proposed this ballot measure to “focus on addressing the deferred maintenance needs of the public utilities and facilities” and specifically identified \$15.5 million of need for water and wastewater infrastructure, maintenance, and improvement. In 2019, the Assembly passed ordinance Serial No. 2019-31 and 2019-44 which raised both the water and wastewater utility rates over the course of five years:

- 4% Effective 1/1/2020
- 2% Effective 7/1/2021
- 2% Effective 7/1/2022
- 2% Effective 7/1/2023
- 2% Effective 7/1/2024

The rate increases are supported by the findings of a rate study completed in December, 2013 by FCS. Rates had not been increased since 2011, and FCS proposed three different five-year rate plans to address the system reinvestment, which was in arrears. The three proposed options to address the lack of system reinvestment were labeled “Low” (which would fund system reinvestment 35%), “Middle” (would fund 68%), and “Top” (would fully fund system reinvestment 100%). The assembly chose the “Middle” five-year option for funding 68% of system reinvestment. While this option would not fully fund system reinvestment, it does improve the level of maintenance and replacement costs that had been historically deferred. One reason the Assembly chose this option was that other funding sources were anticipated, including the State of Alaska, which had a history of granting municipalities money for water and wastewater needs. Subsequently, the Assembly passed Ordinance 2014 36(b)(am) which increased water 6.5% and wastewater 8% for each of the next five years.

An older rate study (completed in 2003) recommended an immediate rate increase of 19% for water and 39% for wastewater, and further recommended additional specific rate increases over the next 10 years. Customer rates for the two utilities did not increase during the years 1991 to 2003 (thirteen years), which led to precarious financial positions for both utilities. Infrastructure maintenance was deprioritized, and the utilities did not have the ability to perform necessary repairs and upgrades. In Ordinance 2003-43 on October 2003, the Assembly approved the 19% and 39% increases, and due to “rate shock” to customers, the Mayor empaneled a seven-member Ad Hoc Utility Advisory Board (UAB) in February 2004. This group was tasked with advising the Mayor and Assembly on Water and Wastewater utility issues, including rates, and with making recommendations regarding the advisability of a permanent Advisory Board.

Presented by: PWFC
Introduced: 02/28/2005
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2299

A Resolution Establishing a Utility Advisory Board.

WHEREAS, in February, 2004, Mayor Botelho established the Ad Hoc Utility Advisory Board with the purpose of making recommendations to the Assembly and Manager concerning operation and management policies of the municipally-owned utilities, specifically the Water Utility and Wastewater Utility; and

WHEREAS, state and federal grant availability has declined and is predicted to further decline in the future; and

WHEREAS, an ongoing review of water and sewer utility rates and fees for sufficiency and equity is necessary and in the public interest; and

WHEREAS, at the January 10, 2005, meeting of the Public Works & Facilities Committee, a motion was adopted to forward to the Human Resources Committee the Ad Hoc Utility Board's recommendation of creating a full time utility advisory board; and

WHEREAS, at the February 7, 2005, meeting of the Human Resource Committee a motion was adopted to forward a resolution to the Assembly establishing the Utility Advisory Board; and

WHEREAS, the Assembly has determined that a utility advisory board should be established to review and make recommendations to the Assembly and the CBJ administration on water and sewer rate structures and policy issues involving the utilities.

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

Section 1. Utility Advisory Board Established. There is established the City and Borough of Juneau Utility Advisory Board, which shall comprise seven members appointed by the Assembly.

Section 2. Membership Qualifications. To the extent practicable, appointments shall be made as follows:

- (a) one engineer registered in the State of Alaska, preferably with training and experience in water, wastewater, and/or utility systems design and operation;
- (b) one accountant, preferably experienced with utility financial management practices;
- (c) one general contractor, preferably experienced in the construction of water and/or wastewater utility systems;
- (c) two commercial customers of the City and Borough water and/or wastewater utility;
- (e) one residential customer of the City and Borough water and/or wastewater utility; and
- (f) one member of the general public.

Section 3. Utility Advisory Board Purposes. The purpose of the Utility Advisory Board is to advise the Assembly on issues relating to water and wastewater utilities. The board is encouraged to gather relevant information from all sources available, and hold public hearings as necessary on issues under review, and to report to the Assembly on an annual basis, at a minimum, concerning the status of water and wastewater utility issues as follows:

- (a) Review and make recommendations to the Assembly and Manager on all matters pertaining to the operation of the water system and the wastewater system, to the end that the consuming public is provided with the best possible service consistent with good utility management and cost containment;
- (b) Review annual budgets and funding plans and make recommendations for the efficient and economical operation of the water system and the wastewater system including bond issues, staffing, fiscal matters, and public relations;

- (c) Make recommendations on long-range planning for system expansion replacement, and priorities to meet future needs of the water and wastewater systems;
- (d) Make recommendations on water and wastewater utility rates to ensure that the rates are equitable and sufficient to pay for operation, maintenance, debt reduction, system replacement, and utility reserves necessary to ensure sustainable public utilities;
- (e) Make recommendations on measures to increase the efficiency and cost effectiveness of the water and wastewater utility operations; and
- (f) Perform such other duties and functions related to the utilities as the Assembly or the Manager may request.

Section 4. Procedures. The rules of procedure for Assembly advisory committees established by resolution, shall govern the conduct of business by the Utility Advisory Board.

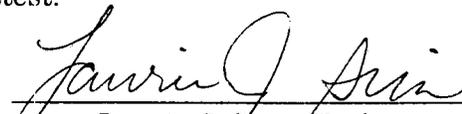
Section 5. Staff Assistance. Staff support and assistance to the Utility Advisory Board shall be provided by the City and Borough Public Works, Engineering, Finance, and such other departments as available and appropriate.

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

Adopted this 28th day of February, 2005.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk



Board Roster



Grant Ritter

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

Appointing Authority Assembly

Position Voting Member

Category Public/Residential

Dais Seat 6



Janet Hall Schempf

5th Term Jun 01, 2020 - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Retired State Habitat Biologist

Dais Seat 4



Stuart A Cohen

1st Term Jan 25, 2021 - May 31, 2023

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 1



Andrew Campbell

3rd Term Jun 01, 2021 - May 31, 2024

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



Geoffrey Larson

6th Term Jun 01, 2021 - May 31, 2024

Appointing Authority Assembly

Position Voting Member

Office/Role Vice-Chair

Category Large Commercial User

Dais Seat 5



Elizabeth A Pederson

2nd Term Jun 01, 2022 - May 31, 2025

Appointing Authority Assembly

Position Voting Member

Category Public/Accountant

Dais Seat 7



Vacancy Immediately - May 31, 2025

Appointing Authority Assembly **Position** Voting Member

Category Mechanical Engineer **Dais Seat** 3

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.]

Grant Ritter
First Name Middle Initial Last Name

[Redacted]

Email Address

[Redacted]

Home Address

[Redacted]

Suite or Apt

[Redacted]

[Redacted]

State

[Redacted]

Postal Code

City

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

retired
Employer Job Title

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

[Redacted]

Residence Address Line 2

Residence City

Juneau

Residence State

AK

Residence Postal Code

99801

Comments

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Utility Advisory 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.

I have been involved at many levels with Water/Waste Water Utilities for over 40 years in Juneau. Looking forward to assist in the board activities related to the Utilities.

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.

the current Utility Board

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

water utility supervisor. Instrumental in getting the company who has modeled the utilities finances.

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

College; and various and numerous ADEC and State of AK admin classes...heavy equipment training; confined space training; PLC and related component programming; installation and repair. Too numerous to list CEU courses for maintaining Operators Licenses.

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

Demographics

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

Ethnicity

Caucasian/Non-Hispanic

Gender

Male



Date of Birth

Acknowledgement/Certification

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

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

I Agree

Application Form

Profile

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

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

Janet Hall _____ Schempf _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

State of Alaska _____ Retired _____
Employer Job Title

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

Residence Address Line 2

Residence City

JUNEAU

Residence State

AK - Alaska

Residence Postal Code

99801

Comments

Retired State Habitat Biologist and Environmental Impact Analyst

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Utility Advisory Board: Appointed

Are you applying for reappointment to this board?

Yes No

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

None Selected

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

Interests & Experiences

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

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

I want to further the work started by the Ad Hoc UAB to ensure our water ad sanitation utilities are technically, financially, and environmentally sustainable.

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

General Public Seat

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

Juneau Jazz & Classics, Member, Board of Directors

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

Paid Work: State of Alaska, 1969-2013, Departments of Health & Social Services, Public Safety, Fish & Game, and Transportation & Public Facilities. Volunteer Service, 1965-present: Extensive service, including nonprofit board president (chair), and other officer positions; please refer to attachment.

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

Lewis & Clark College, Biology; University of Alaska Juneau, Northwest Coast Art and Fisheries; Foraker Group / University of Alaska of Alaska Fairbanks: Certificate in Nonprofit Management.

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

Unknown

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

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Utility Advisory Board: Appointed

Are you applying for reappointment to this board?

Yes No

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

None Selected

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

Interests & Experiences

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

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

A forward-looking city should always be monitoring, assessing and improving the efficiency of every aspect of its operations. Our water and sewage systems consume a great deal of energy, not only in processing and moving water and sewage, but also in the way Juneauites consume water. As a business person, taxpayer and a parent very concerned about climate change, I'd like to support the City in looking for efficiencies, conservation measures and other means of reducing our carbon footprint and meeting our Juneau Renewable Energy Strategy goals. The Utilities Advisory Board is one way to do this. I currently run a small global ecommerce business (Invisible World) that sources product in South America and Asia and sells online in North America, Europe and Australia. We sell on multiple platforms in five languages and use about seventeen interrelated software programs. We have a complex supply chain and manage global logistics and tax compliance in 9 countries. This is only to say that I have a decent ability to understand and manage complex systems. I hope to be able to put these skills to use alongside the other members of the Utility Advisory Board.

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

General Public Seat

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

Co-Chair, Alaska Interfaith Power and Light. 2015-Present. We work to organize people of faith to respond to climate change as a moral and religious obligation.

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

I have had my own business, Invisible World, since 1984. Korean Karate Academy, Downtown Branch: For twenty years I have been the principle instructor of the downtown branch of Korean Karate Academy. Past Treasurer for Congregation Sukkat Shalom

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

BA, English, Columbia University. Self taught expertise in Ecommerce, including Google Adwords and Facebook advertising, Search Engine Optimization, website development, Amazon listing. Global logistics and tax compliance.

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

Juneau Human Rights Commission (JHRC)
July 2022 – June 2023
Annual Report

I. Overall

A. Commission Membership:

1. JHRC welcomed Camille Mauch and Paula Drake to the Commission.
2. Mallory Nash resigned her commission.
3. The Commission currently has one vacant position.
4. We created a Treasurer position on the Commission to manage the money allocated by the Assembly to support the development of our Community Engagement Project.

B. Commission Meetings: Our meetings are held on the first and third Tuesdays of the month from 5:00-6:00 pm. We typically meet via Zoom; however, we will start meeting both in person and via Zoom to better accommodate our member's ability to attend meetings.

II. Charge: Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination.

Charge: Examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice in the City and Borough of Juneau.

A. Community Engagement Project: (Note: This project addresses all five responsibility areas charged to the Commission.) The Community Engagement Project is designed to identify social issues in Juneau and develop solution recommendations. This project has two complimentary and defined aspects. Specifically, Crowdsourcing will collect and prioritize community input, and Restorative Practices will build trust, establish relationships, and develop solutions. The Commission was awarded \$5,000 to develop a plan to implement the Community Engagement Project. This year we worked with contractors to develop the plan and they will work with the Commission to implement the project. The plan was shared with the Assembly during the budget development process, and the Commission was awarded \$ _ to implement the plan.

III. Charge: Promote harmonious intergroup relations within CBJ by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor and governmental organizations, fraternal and benevolent associations, education and other groups concerned with human rights.

A. Town Halls: We have been working to develop Town Halls to engage the community in issue-focused dialog. Our first town hall will be held on Thursday, September 28th from 6:30-8:00 pm at _ . The town hall is titled *Creating Greater Gender Inclusion in the Juneau Community*. The guest speaker facilitating the discussion will be Aidan Key, who is a former Commissioner, author, and award-winning advocate working to create gender supportive schools and communities.

B. Black History Month 2023: After a year of planning and collaboration with individuals and organizations interested in honoring the lived experiences of individuals of African American heritage, the Commission held an event in honor of Black History Month on Saturday, March 4th from 4:00-6:00 pm at the Gold Town Nickelodeon Theatre. The event

featured the reading of an original play written by Commissioner Lance Mitchell titled *Opportunity and Justice for All*. After the reading, we watched the movie *Glory* by Edward Zwick. Due to the success, we plan to continue to hold events of this nature in future years.

- C. Sponsor Circles: Two Sponsor Circles have formed in Juneau to support Ukrainian refugees. The Commission has reached out to individuals involved in the Sponsor Circles to see if any needs exist where we may be able to help. To date, no needs have surfaced.
- D. Alaska Human Rights Commission: The Alaska Human Rights Commission held a meeting in Juneau and invited Commission members to attend. Some Commissioners were able to attend the meeting and engaged with the Alaska Human Rights Commission by asking questions regarding an agenda item related to the removal of LGBTQ protections outside of the workplace. As a result, Commission Treasurer Emily Mesch was featured in a few local and statewide news stories regarding her concerns.

IV. Charge: Advise the Assembly concerning solutions to specific problems of prejudice and discrimination, including hate crimes.

- A. Human Rights Campaign's Municipality Equality Index: CBJ received a perfect score of 100 on the Human Rights Campaign's Municipal Equality Index, and the Commission prepared a statement that recognized and congratulated the Assembly regarding their work that led to the perfect score. The Municipality Equality Index focuses on equality towards LGBTQ individuals. Commission Chair Haifa Foroughi and Commission Treasurer Emily Mesch shared the statement at a meeting of the (Assembly/Human Resources Committee). The _ noted that some of the points earned were considered flex points that exist as some of the indicators are not applicable to all municipalities. The score for CBJ not including the flex points was 92, which means there are still areas where improvement is needed. The Commission was asked to review the Equality Index and make recommendations to improve in the areas where full points were not awarded. The Commission prepared a resolution, which was shared with the (Assembly/Human Resources Committee) on _.

V. Charge: Recommend to the Assembly action, policies and legislation to be considered by state and local governments.

- A. Rosalee Walker Recognition: A few years ago, the Commission made a request of the Assembly to honor the contributions of Roselee Walker, a long-time activist and public servant, who passed away in 2004. Last year the Commission re-surfaced the conversation in communication with the Human Resources Committee, and the request was received favorably; however, we have not yet seen any action by the Assembly in this matter.

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

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2946

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

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

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

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

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

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

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

Section 1. Human Rights Commission re-established.

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

- (1) The Assembly shall appoint members of the Commission to staggered three-year terms. Members shall be selected to provide the most balanced representation possible. A member of the Commission shall be eligible for reappointment.
- (b) The Commission is charged to:
 - (1) Develop educational and informational programs designed to bring about the prevention and elimination of all forms of discrimination, including hate crimes.
 - (2) Promote harmonious intergroup relations within the City and Borough of Juneau by making connections and enlisting the cooperation of racial, religious and nationality groups, business, community, labor and governmental organizations, fraternal and benevolent associations, education and other groups concerned with human rights.
 - (3) Examine sources of tension, practices of discrimination, hate crimes, and acts of prejudice in the City and Borough of Juneau.
 - (4) Advise the Assembly concerning solutions to specific problems of prejudice or discrimination, including hate crimes.
 - (5) Recommend to the Assembly, action, policies, and legislation to be considered by state and local governments.

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

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

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

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

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

Adopted this 24th day of May, 2021.



Beth A. Weldon, Mayor

Attest:



Elizabeth J. McEwen, Municipal Clerk



Board Roster



Lance M Mitchell

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

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 3



Paula M Drake

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

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 5



Haifa S Foroughi

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

Appointing Authority Assembly

Position Voting Member

Office/Role Chair

Category Public

Dais Seat 1



Emily Mesch

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

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 4



Mary Wegner

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

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



Camille A. Mauch

1st Term Jan 30, 2023 - May 31, 2025

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 7



Vacancy Immediately - May 31, 2025

Appointing Authority Assembly **Position** Voting

Member **Category** Public

Dais Seat 6

Application Form

Profile

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

Haifa _____ S _____ Foroughi _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Juneau School District _____
Employer

Assistant Principal, Activities Director, Floyd Dryden MS _____
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)

[Redacted]

Which Boards would you like to apply for?

Juneau Human Rights Commission: Appointed
Systemic Racism Review Committee: Not Submitted

Are you applying for reappointment to this board?

Yes No

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

2

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.

The Juneau Human Rights Commission provides members of our community with a platform to advocate, promote and activate human rights as inherent and basic rights to be equally respected and protected. Serving on the JHRC allows me to share a system's believe that human rights, as chartered in the Universal Human Rights Articles, are individual rights that affirm the inherent dignity of human life in the great city of Juneau. .

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

General Public Seat

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

Juneau School District, District-wide Equity Committee

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

Numerous innovation and implementation committees in education

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

Masters in Education, Administration Leadership Endorsement

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

Comments

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Juneau Human Rights Commission: Submitted

Are you applying for reappointment to this board?

Yes No

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

1

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

no

Interests & Experiences

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

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

I would like to serve on this board to help others. I seen so many and justices and the world Siri and I figured there has to be some type of Watchdog is looking out for the people racism isn't just black and white it's a life thing the weather is due to ignorance just people looking out for their friends or whatever I would like to help to make a difference.. was No Malice with no hate just with love

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.

Call my direct care provider look out for the needs of the handicapped and disabled I work for tides as well as one shot stores was supposed to say to people with disadvantages just trying to live a normal and happy life.

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

Adults with the suicide prevention program here in Juneau Alaska as well as help raise money for helping hands as well being a volunteer when I was able. I have also volunteer for the glory Hall better volunteer for K2 for five or 6 years

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

I have had basic training High School. As well as a little bit of college

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

I have a a certificate from the New York University Clive Davis School of Music add a lot of food experience cooking food

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

African American

Gender

Male



Date of Birth

Acknowledgement/Certification

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I Agree

Application Form

Profile

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

Paula _____ M _____ Drake _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

JAMHI _____ Clinician II _____
Employer Job Title

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

Residence Address Line 2

32

Residence City

Juneau

Residence State

Alaska

Residence Postal Code

99801

Comments

I would like to thank you for your time and consideration of my application.

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Juneau Human Rights Commission: Submitted

Are you applying for reappointment to this board?

Yes No

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

1

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

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 dedicated most of my life to human services, and I have always wanted to push myself to get more involved, and be a part of positive change for our community. I feel that serving on the human rights board, I would be strengthening my connection to the community, but also gaining new skills, and enriching my personal and professional life. I believe that there are many out there in our community that can use the help and the light of hope this board provides. Through serving on this board, I pray that I can be a small part of that light in our community.

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.

I currently serve as an employee with JAMHI as a Mental Health Clinician II

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

EMPLOYMENT: JAMHI Clinician II 08/22 - Current Discovery 24/7 Manager/Partial Owner 01/18 - Current SEARHC Behavioral Health Clinician 09/20 - 09/21 Bartlett Hospital ER Psy Services 07/20-11/20 Cook Inlet Tribal Council Social Worker, Child and Family Services 06/16-07/18 ANTHC Leadership Program Manager 12/17-07/20 Cook Inlet Tribal Council Tribal TANF Case Manager 11/13 - 06/14 Cook Inlet Tribal Council UAA Internship, Child and Family Services 01/13 – 12/14 UAA Psychology Service Center Student Therapist, Practicum 08/12 – 01/13 Providence Mental Health Specialist, Crisis Recovery 03/11-03/12 ANTHC Research Associate, STD program 03/11 03/12 ANTHC Manager, Maternal Child Health 04/06 – 03/11 ANTHC Patient Financial Specialist 01/05 – 04/06 ANTHC Inpatient Medical Clerk 06/03 – 01/05 VOLUNTEER: Volunteer Youth Soccer and Basketball Coach 20022013 for Chugiak Youth Sports Association (CYSA), Eagle River, Alaska. Received an award from CYSA in 2007 in recognition of my dedication to the growth of our youth. Volunteer Youth Basketball Coach 2019-2020 for Zach Gordon Youth Center, Juneau, Alaska. Volunteered at the women’s aware shelter 19961998. Helped read and play with children at the center. Volunteered to conduct study in Juneau, Alaska summer 2013 for ANTHC STD program. Study: IYG program with youth. A prior member of ANTHC Toastmasters Vice President Public Relations. A new member of CITC Toastmasters.

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

EDUCATION: University of Alaska Anchorage Masters in Clinical Psychology 2015 University of Alaska Anchorage Certificate in Child Mental Health 2015 University of Alaska Anchorage BA Psychology 2010 Alaska Native Tribal Health Consortium LEAD Certificate 2009 Juneau Adult Vocational School Office Skills Certificate 1997 Juneau Douglas High School Diploma 1996 TRAININGS: Professionalism Public Speaking Conflict Management Ethics Finance and Budget Management Process Improvement Emotional Intelligence Written Communication Counseling Critical Thinking Customer Communication Change Management Problem Solving Project Management Mentoring Team Building Time Management Professionalism Project Evaluation CBT Interventions Negotiations Motivational Interviewing BLS Autism Interventions

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 am currently working towards getting my LPC

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

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I Agree

Application Form

Profile

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

John _____ Drips _____
First Name Middle Initial Last Name

Email Address

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt

State

Postal Code

Juneau School District _____ Substitute Teacher _____
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)

[Redacted]

Which Boards would you like to apply for?

Juneau Human Rights Commission: Submitted

Are you applying for reappointment to this board?

Yes No

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

1

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

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 benefited from living in Juneau and I would like the opportunity to give back. I applied to boards primarily on the basis of the vacancies advertised because these would afford the opportunity to participate and support their missions and roles. Most of the boards I applied to concern discrimination or youth. Youth are among the most vulnerable to discrimination as they have limited means of defending themselves.

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

General Public Seat

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

Juneau School District, Active Minds Chapter at Eastern Gateway Community College, Active Minds Chapter at University of Alaska Southeast, Mobile Technology Inc.

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

None

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

Bachelor of Arts in Environmental Education (2009) Professional Certificate in Paralegal Studies (2022)
Haa Tooch Licheesh Trained in Restorative Practices and ANDORE (Alaska Native Dialogues on Racial Equity)

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.

Alaska Peer Support Specialist (2023) Mental Health First Aid (2023) Comptia Network+ (2021)

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

Presented by: Juneau Human Rights Commission

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

A Resolution to Improve the Alignment of City and Borough of Juneau Policy on LGBTQ Equality to the Standards of Human Rights Campaign Foundation’s Municipal Equality Index Scorecard

WHEREAS The Human Rights Campaign Foundation releases an annual scorecard rating municipalities throughout the country on the basis of equality towards LGBTQ individuals; and

WHEREAS Juneau’s 2022 report resulted in a score of 100; and

WHEREAS this score was achieved in part due to “flex” scoring, and the report still identifies areas where CBJ can improve on LGBTQ equality; and

WHEREAS the scorecard identifies that CBJ has no law or policy that requires the businesses the city contracts with or provides grant funding to have an employee non-discrimination policy that expressly covers sexual orientation and gender identity; and

WHEREAS CBJ also does not have in place LGBTQ-specific programming to attract LGBTQ applicants and promote diversity in the workplace; and

WHEREAS the Juneau Human Rights Commission does not have any authority to conciliate, issue a right to sue letter, or otherwise enforce citywide non-discrimination protections; and

WHEREAS CBJ does not provide services to LGBTQ older adults or to the transgender community; and

WHEREAS City and Borough of Juneau does not test the limits of restrictive Alaska State law.

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

Section 1. Upon adopting this resolution, the Assembly:

- A. Recognizes the need to improve equality for LGBTQ individuals in Juneau
- B. Will create a policy that requires CBJ to only contract with business that have a non-discrimination policy that expressly covers sexual orientation and gender identity
- C. Will create a program to encourage the recruitment of LGBTQ individuals for municipal employment and promote diversity in the workplace

- D. Will explore options to provide resources and support to JHRC for the purposes of addressing individual cases of discrimination brought by Juneau residents
- E. Will explore options to offer services in CBJ facilities that consider the specific needs of LGBTQ older adults and the transgender community
- F. Will preemptively establish municipal-level protections against discriminatory legislation affecting LGBTQ individuals in Juneau, which may pass on the state level.

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

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.



City and Borough of Juneau,
AK

Personnel Board

Board Roster



Mila Cosgrove

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

Appointing Authority Assembly

Position Voting Member

Category Public

Dais Seat 2



Kenneth L Southerland

3rd Term Feb 01, 2022 - Jan 31, 2025

Appointing Authority Assembly

Position Voting Member

Category Management Representative

Dais Seat 3



Cindy Spanyers

4th Term Feb 01, 2023 - Jan 31, 2026

Appointing Authority Assembly

Position Voting Member

Category Labor Representative

Dais Seat 4



Nadine Lefebvre

1st Term Mar 20, 2023 - Jan 31, 2026

Appointing Authority Assembly

Position Voting Member

Category Labor Representative

Dais Seat 1



Vacancy Immediately - January 31, 2025

Appointing Authority Assembly **Position** Voting Member

Category Management Representative **Dais Seat** 5

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.]

Allison _____ L _____ Radford _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Office of the Attorney General,
State of Washington
Employer

Labor Relations Manager
Job Title

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

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

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?

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 been looking for opportunities to give back to this community and become more involved in local government. Towards that end, I attended the recent How To Run for Local Office Workshop presented by the League of Women Voters. I am not in a space to run for office right now, but during the training, panelists reminded us that participating as a Board member is another meaningful way to contribute. The vacancy on the Personnel Board for a management representative seemed like a perfect fit! As you will note from the resume I submitted in support of my application, I have extensive experience in management-side labor relations, including hearing and responding to employee grievances and developing agency policy. I have a good record of building and maintaining respectful relationships with my counterparts in labor. I would be happy to provide any additional information you need to evaluate my suitability for this role. Thank you for considering me for this position!

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.

See Resume

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

DPS Commissioner delegee on the Council on Domestic Violence and Sexual Assault from 2015-2018

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

See Resume

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.

Member of the Alaska Bar Association and Washington Bar Association

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

Allison L. Radford

EDUCATION

Juris Doctor, Vermont Law School (*August 2008*)
Bachelor of Arts, University of Hawai'i (*May 2005*)

PROFESSIONAL EXPERIENCE

Labor Relations Manager, State of Washington, Office of the Attorney General
(*March 2020 to present*)

- First Labor Relations Manager for the Washington Attorney General tasked with implementing the agency's first collective bargaining agreements, including establishing relationships with new labor partners, creating a process to receive and respond to grievances, and developing and delivering training for agency leaders on supervising in a unionized environment and applying collective bargaining terms.
- Develop bargaining priorities, manage and respond to union information requests, oversee mandatory collective bargaining notifications, participate as a member of the bargaining team, and draft agency responses to Human Rights Commission and Equal Employment Opportunity Commission complaints.

Assistant Attorney General/Legislative Liaison, State of Alaska, Department of Law
(*May 2019 to March 2020*)

- Legislative liaison for the Civil Division; primary point of contact for all legislative activities concerning civil matters. Coordinated responses to legislative inquiries; identified and tracked bills that impact civil law; provided legal analyses on proposed legislation internally and to the governor's office or legislators when appropriate; arranged participation of civil division attorneys and leadership in legislative hearings; drafted legislative proposals, proclamations, and legal memoranda; conducted legal research, including reviewing case law, and constitutional and legislative history; and responded to public inquiries on behalf of the Attorney General when appropriate.
- Conducted final review of regulations projects to ensure compliance with the regulatory process and statutory authority.

Human Resource Consultant III, State of Alaska, Department of Law
(*January 2019 to April 2019; Short Term Non-Permanent*)

- Provided advice and assistance to supervisors in handling performance and disciplinary matters; answered questions about progressive discipline, evaluation procedures, due process requirements, and complaint and grievance procedures; drafted complaint and grievance responses as well as letters of performance expectations, instruction, warning and reprimand, suspension, demotion, and dismissals for both union and unrepresented employees; interpreted and applied terms of collective bargaining agreements, and explained contract terms and human resource related policies and procedures to employees and supervisors.

Special Assistant to the Commissioner/Legislative Liaison, State of Alaska, Department of Public Safety
(*March 2015 to December 2018*)

- As a member of the senior management team, performed a variety of activities to further the goals, objectives, and mission of the department. Prepared bill analysis papers to determine the impact of

proposed legislation on operations; responded to legislative information requests; testified in committee hearings or coordinated department testimony as appropriate; under the delegated authority of the Commissioner, responded to the most complex public records requests; provided guidance to senior command on interpretation and application of collective bargaining agreements; negotiated grievance and dispute resolutions; built and maintained effective relationships with agency partners and labor organizations; prepared reports, statements, or other written correspondence regarding a wide variety of issues; responded to internal and external inquiries on behalf of the Commissioner; provided oversight and direction to agency staff on special projects or initiatives; identified major policy issues and concerns; and represented the Commissioner on the Council on Domestic Violence and Sexual Assault (CDVSA).

Labor Relations Analyst, State of Alaska, Department of Administration
(August 2011 to March 2015)

- Served as the State’s principal advisor on labor relations issues for assigned departments: Public Safety; Military & Veterans Affairs; Corrections; Administration; Commerce, Community & Economic Development; Education & Early Development; Labor & Workforce Development; Law; and Revenue. Analyzed employer’s position in grievances and Alaska Labor Relations agency filings; prepared deliberative memoranda; drafted formal responses on behalf of the Director; negotiated grievance or dispute resolutions and letters of agreement; acted as the advocate in all phases of arbitration, including witness preparation and evidence selection; participated in contract negotiations as either a chief spokesperson or team member; communicated effectively both orally and in writing with a diverse audience; and remained tactful and effective in an often tense and conflict-driven environment.

Children’s Services Specialist, State of Alaska, Department of Health & Social Services
(December 2009 to August 2011)

- Frontline child protective services worker responsible for investigating reports of child abuse or neglect and providing ongoing services to families in Juneau, Angoon, and Hoonah. Used specialized observation, assessment, and interviewing strategies to gather information and assess risk and safety factors in situations of suspected child maltreatment; communicated appropriately with people of diverse ages, cultural traditions, educational levels, and intellectual capacities; remained professional and effective in high-stress situations, including interaction with people experiencing profound trauma; produced detailed and accurate records, frequently under very short deadlines, to be used as legal documents, including petitions for court; managed a high caseload with multiple competing priorities; acted as a liaison between the agency, families, guardians, community partners, and others with a right or interest in the case.

ADDITIONAL TRAINING

- National Public Employer Labor Relations Association Academies I – III (2020-21)
- Sexual Assault Response Team training, CDVSA (2017)
- Regulation Writing, State of Alaska (2015)
- Law Enforcement Internal Affairs Investigations, Certificate of Completion, Public Agency Training Center (2015)
- The Rights of Police Officers, Labor Relations Information Systems (2015)
- Standards, Knowledge, and Insight Leading to Success, 120 contact hours; University of Alaska Anchorage, Family and Youth Services Training Academy (2010)
- Domestic Violence Advocacy Training, 40 hours, AWARE, Juneau, Alaska (2010)
- Guardian ad Litem Training, 40 hours, Vermont Judiciary, Family Division (2007)



MEMORANDUM

DATE: July 6, 2023
TO: Assembly Human Resources Committee
FROM: Diane Cathcart, Deputy Municipal Clerk
cc: Emergency Programs Staff Liaisons Tom Mattice & Michelle Brown
RE: (LEPC) Seat Assignments/Nominations

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.

Recommended for Appointment:

Seat 5a – BRH Hospital [Alternate Member] {seat formally held by Tonia Montez} replacing her is Nathan Rumsey, finishing out an unexpired term beginning immediately and ending December 31, 2023, and to a full-term beginning January 1, 2024, and ending December 31, 2026.

Seat 10 – Haz/Mat Transporter {seat formally held by Jeffrey Garmon} replacing him is Nicole Ferrin, finishing out an unexpired term beginning immediately and ending December 31, 2023, and to a full-term beginning January 1, 2024, and ending December 31, 2026.

Recommended Motion:

I move the Assembly Human Resources Committee forward to the full Assembly for approval, the recommendation to forward to the State of Alaska Emergency Response Commission the appointments of Nathan Rumsey to the BRH Hospital Seat 5a and Nicole Ferrin to the Haz/Mat Transporter Seat 10 both for less than 6-month unexpired terms beginning immediately and ending December 31, 2023 and full-terms beginning January 1, 2024 and ending December 31, 2026 on the Local Emergency Planning Committee and ask for unanimous consent.



Board Roster



Scott Erickson

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

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Peace Officer

Dais Seat 2



David Campbell

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

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Peace Officer

Dais Seat 2a



Evan M Price

1st Term Jan 30, 2023 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category BRH Hospital Seat

Dais Seat 5



Kenneth Murphy

1st Term Mar 20, 2023 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Haz/Mat Transporter Seat

Dais Seat 10a



Louisa Phillips

1st Term Feb 27, 2023 - Dec 31, 2023

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category General Public Seat

Dais Seat 4a



Destiny Sargeant

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

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category General Public Seat

Dais Seat 4



Elaine M Hickey

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

Appointing Authority Assembly/SERC

Position Voting Member

Category Healthcare Systems

Dais Seat 13



Warren J Russell

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

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Media Seat

Dais Seat 6a



Karen Wood

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

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Community Group Seat

Dais Seat 9



Ed Williams

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

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate-Vice-Chair

Category Community Group Seat

Dais Seat 9a



Sabrina Boone

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

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Category AK Native Tribal Representative Seat

Dais Seat 12a



Corey L Padron

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

Appointing Authority Assembly/SERC

Position Voting Member

Category AK Native Tribal Representative Seat

Dais Seat 12



Jamie L Bursell

1st Term Mar 20, 2023 - Dec 31, 2024

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Category Healthcare Systems

Dais Seat 13a



Jennifer Pemberton

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

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Media Seat

Dais Seat 6



Christopher L Russell

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

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary - CHAIR

Category Right to Know Act of 1988

Dais Seat 8



Ryan G Sand

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

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Right to Know Act of 1988

Dais Seat 8a



Erin E Walker-tolles

2nd Term Jan 01, 2023 - Dec 31, 2025

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Vulnerable Populations Seat

Dais Seat 11a



Loren Jones

2nd Term Jan 01, 2023 - Dec 31, 2025

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category American Red Cross Seat

Dais Seat 7a



Britta Tonnessen

2nd Term Jan 01, 2023 - Dec 31, 2025

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category American Red Cross Seat

Dais Seat 7



Ed Quinto

4th Term Jan 01, 2023 - Dec 31, 2025

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Firefighter/EMS

Dais Seat 3



Travis J Wolfe

1st Term Mar 20, 2023 - Dec 31, 2025

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Firefighter/EMS

Dais Seat 3a



Eileen G Hosey

1st Term Jan 30, 2023 - Dec 31, 2025

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Vulnerable Populations Seat

Dais Seat 11



Michelle Brown

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

Appointing Authority Assembly/SERC

Position Voting Member-Alternate

Office/Role Alternate

Category Manager's Designee

Dais Seat 14a



Tom Mattice

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

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Manager's Designee

Dais Seat 14



Wade Bryson

1st Term N/A - N/A

No Recruitment

Appointing Authority Assembly/SERC

Position Voting Member

Office/Role Primary

Category Assembly Liaison

Dais Seat 1



Vacancy Immediately - December 31, 2023

Appointing Authority Assembly/SERC **Position** Voting Member

Office/Role Primary

Category Haz/Mat Transporter Seat **Dais Seat** 10



Vacancy Immediately - December 31, 2023

Appointing Authority Assembly/SERC **Position** Voting
Member-Alternate **Office/Role** Alternate

Category BRH Hospital Seat

Dais Seat 5a

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

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

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

Residence Address Line 2

Residence City

Residence State

Residence Postal Code

Comments

Secondary Email Address (if any)

[Redacted]

Which Boards would you like to apply for?

Local Emergency Planning Committee: Submitted

Are you applying for reappointment to this board?

Yes No

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

None Selected

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

Interests & Experiences

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

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

I am 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.]

Nicole _____ A _____ Ferrin _____
First Name Middle Initial Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

NOAA National Weather Service _____
Employer Job Title

Warning Coordination Meteorologist _____
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

Mailing address is my work address. Applying for the LEPC Haz/Mat Seat 10.

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.

The Warning Coordination Meteorologist (WCM) from NWS Juneau has held a seat on the Juneau LEPC for many years. As the new WCM, I would like to continue that effort, specifically in the Haz/Mat Seat 10. Monthly meetings with the LEPC is a beneficial way to share weather related safety information.

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

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

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

-NOAA National Weather Service employee, Jan 2010-present

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

-Previous Juneau Amateur Radio Club "member at large" board member -President of the SUNY Oswego chapter of the American Meteorological Society 2006-2007

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

-Bachelor of Science degree in Meteorology from SUNY Oswego, May 2007 -Trained in the Incident Command System including ICS 300, Nov. 2011. -Attended and presented at the Southeast Alaska Rural Resiliency Workshop, March 2020

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.

NWS certified deployment ready meteorologist.

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

	A	B
1		2023 HRC MEETINGS - PENDING LIST
2		<i>This is a guideline to the entity that is Boards/Commissions and subject to change</i>
3	2023 HRC dates	
4	JANUARY	JCOA Appointments
5	9th	Ordinance 2022-64 - P&R Board Consolidation for HRC review
6		
7	30th	BCAC Appointments
8		JCOS Appointment - vacant seat
9		Resolution 3020 Personnel Rules for HRC review
10		
11	31st	Full Assembly as HRC for BRH & PC Interviews
12		
13	FEBRUARY	LEPC Appointment
14	27th	JEDC Appointment - vacant Labor seat
15		Board recruitment & diversity discussion
16		
17	MARCH	Outling process for PRAC Appointments at the 4/17 HRC
18	20th	LEPC Appointment
19		Personnel Board Appointments
20		
21	APRIL	Per Chair Smith - Rank Choice Voting Presentation - Postponed to a later date
22	17th	Per Chair Smith - Substance Abuse Presentation
23		BOE Appointments (if we have applicants) - none
24		
25	MAY	
26	8th	Setting Dates for Empowered Board Interviews: Eaglecrest/Airport/Docks & Harbors
27	CANCELLED	
28		
29	JUNE	
30	12th	PRAC Appointments
31		Bidding Review Board Appointments
32		Resolution 3028 Amending the CBJ Personnel Rules
33		
34		
35	JUNE	Airport Board Interviews/Appointments (Full Assembly as HRC)
36	27th	Docks & Harbors Board Interviews/Appointments (Full Assembly as HRC)
37	28th	Eaglecrest Board Interviews/Appointments (Full Assembly as HRC)
38		
39		
40	JULY	Historic Resources Advisory Committee Annual Report & Appointments
41	10th	Utility Advisory Board Annual Report & Appointments
42		Juneau Commission on Aging Annual Report
43		LEPC Appointments
44		Personnel Board Appointment
45		JHRC Annual Report & Appointments
46		
47		
48	31st	SRRC Appointments - or August if no late July mtg.
49		Resolution 2986 Assembly Rules of Procedure - waiting on Law to draft
50		
51		
52	AUGUST	Juneau Commission on Sustainability Annual Report & Appointments
53	21st	Youth Activities Board Annual Report & Appointments
54		Travel Juneau Appointments

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