

Bartlett Regional Hospital

Agenda

Governance Committee Meeting

Friday, June 25, 2021; 12:00 p.m.

Bartlett Regional Hospital – Boardroom/Zoom/Teleconference

Public may follow the meeting via the following link

<https://bartletthospital.zoom.us/j/99165925117>

or call

669 900 6833 enter webinar ID 991 6592 5117

Mission Statement

Bartlett Regional Hospital provides its community with quality, patient-centered care in a sustainable manner.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PUBLIC COMMENTS
- IV. APPROVAL OF THE AGENDA
- V. APPROVAL OF THE MINUTES – May 21, 2021 (Pg. 2)
- VI. STATUS OF PENDING BOARD SELF EVALUATION
- VII. TIMELINE FOR NEXT REVIEW OF BYLAWS AND BOARD POLICY MANUAL
- VIII. BOARD ORIENTATION AND TRAINING (Pg.3)
- IX. COMMENTS
- X. ADJOURN

Bartlett Regional Hospital

Governance Committee Meeting

Minutes

Friday, May 21, 2021; 12:00 p.m.

Bartlett Regional Hospital - Zoom Videoconference/Boardroom

Called to order at 12:02 p.m. by Brenda Knapp, Committee Chair

Attendance:

Committee Members: Brenda Knapp, Rosemary Hagevig and Hal Geiger

BRH Staff: Rose Lawhorne, CEO, Dallas Hargrave, HR Director, and Suzette Nelson, Executive Assistant

APPROVAL OF THE AGENDA –MOTION by Mr. Geiger to approve the agenda as presented. Ms. Hagevig seconded. Agenda approved as presented.

Mr. Geiger made a MOTION to approve the minutes from April 23, 2021. Ms. Hagevig seconded and they were approved with no objections.

Mr. Hargrave shared the logistical steps regarding the Governance Institute’s Board Self –Assessment tool.

The committee discussed at length the advantages making use of this membership and determined as a whole, that they will propose this to the full board at the Tuesday, May 25, 2021 Board of Director’s meeting.

Ms. Hagevig made a MOTION to move forward with the self-evaluation tool that is available through the Governance Institute to the full board for review and an action item to approve utilizing it. Mr. Geiger seconded. There being no objections, motion was approved.

Adjourned at 12:25 p.m.

Board Orientation Manual

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Bartlett Regional Hospital

Mission

Bartlett Regional Hospital provides its community with quality, patient centered care in a sustainable manner.

Vision

Bartlett Regional Hospital will be the best community hospital in Alaska.

Values

At Bartlett Regional Hospital **WE...C.A.R.E.**

Courtesy.

We act in a positive, professional and considerate manner, recognizing the impact of our actions on the care of our patients and the creation of a supportive work environment.

Accountability.

We take responsibility for our actions and their collective outcomes; working as an effective, committed and cooperative team.

Respect.

We treat everyone with fairness and dignity by honoring diversity and promoting an atmosphere of trust and cooperation. We listen to others, valuing their skills, ideas and opinions.

Excellence.

We choose to do our best and work with a commitment to continuous improvement. We provide high quality, professional healthcare to meet the changing needs of our community and region.

Bartlett Regional Hospital

BOARD OF DIRECTORS

CY 2021

NAME	HOME NUMBER	BUSINESS/CELL NUMBER EMAIL ADDRESS	APPOINTED	RE-APPOINTED	TERM EXPIRES
Kenneth Solomon-Gross PO Box 22017 Juneau AK 99802 PRESIDENT	723-9210	723-9210 Cell Kenny.Solomon-Gross@juneau.org Personal email Kennys144@gmail.com	1/2019	1/2021	12/31/2020 12/31/2023
Rosemary Hagevig P.O. Box 240423 Douglas, AK 99824 VICE PRESIDENT	364-2154	209-5841 Cell Rosemary.hagevig@juneau.org Personal email rosemaryhagevig@gmail.com	1/18	1/2021	12/31/2020 12/31/2023
Mark Johnson 10726 Horizon Drive Juneau, AK 99801 SECRETARY	463-5807	209-8165 Cell mark.johnson@juneau.org Personal email marksjohnson@acsalaska.net	12/13	1/2017 12/2019	12/31/2016 12/31/2019 12/31/2022
Lance Stevens 4444 Julep St. Juneau, AK 99801 PAST-PRESIDENT	523-7528	321-7878 Cell lance.stevens@juneau.org Personal email lanceinak@gmail.com	1/2017	12/2019	12/31/2019 12/31/2022
Brenda Knapp P.O. Box 20423 Juneau, AK 99802	586-5693	209-3144 Cell brenda.knapp@juneau.org Personal email bkjuneau@yahoo.com	12/14	1/2018 1/2021	12/31/2017 12/31/2020 12/31/2023
Lindy Jones, MD 1920 Fritz Cove Rd. Juneau, AK 99801	723-1460	723-1460 Cell lindy.jones@juneau.org Personal email lcmrjones@gmail.com	1/2019		12/31/2021
Deborah Johnston 800 F Street #1 Juneau AK 99801	907-244-9320	907-244-9320 Cell Deborah.Johnston@juneau.org Personal email debj4556@gmail.com	1/2019		12/31/2021
Iola Young 429 West 10 th St. Juneau, AK 99801	321-2747	321-2747 Cell Iola.young@juneau.org Personal email Iolay907@gmail.com	1/2020		12/31/2022
Hal Geiger 7655 North Douglas Hwy. Juneau, AK 99801	586-1845	723-3234 Cell hal.geiger@juneau.org Personal email geiger@ak.net	1/4/2021 (Replaced Marshal Kendziorek)		12/31/2021
CBJ Liaison Michelle Hale	723-4990	Michelle.Hale@juneau.org	10/2018	10/15/2019 10/26/2020	10/14/2019 10/20/2020 10/04/2021
Keegan Jackson, MD Chief of Staff	906-458-4766	keeganj@searhc.org	01/2021		12/31/2021

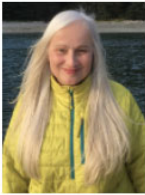
Mayor



Beth Weldon
 155 S. Seward Street
 Juneau, Alaska 99801
[Web Contact Information](#)
[Biography](#)

[Email](#)
 (907) 586-5240 (W)
 (907) 586-5385 (FAX)
 Spouse: Greg Weldon
Term: 10/15/2018 - 10/2021
 (First Term)

Areawide Assembly Members



Maria Gladziszewski
 155 S. Seward Street
 Juneau, Alaska 99801
[Web Contact Information](#)
[Biography](#)

[Email](#)
 (907) 586-3510 (H)
 Spouse: Eric Kueffner
Term: 10/2020 - 10/2023
 (Third Term)



Carole Triem
 155 S. Seward Street
 Juneau, Alaska 99801
[Web Contact Information](#)
[Biography](#)

[Email](#)
 (907) 723-5359 (Cell)
Term: 10/2019 - 10/2022
 (First Term)

District 1 Assembly Members



Alicia Hughes-Skandijs
 155 S. Seward Street
 Juneau, Alaska 99801
[Web Contact Information](#)
[Biography](#)

[Email](#)
 (304) 881-3750 (Cell)
Term: 10/2020 - 10/2023
 (First Term)



Loren Jones
 155 S. Seward Street
 Juneau, Alaska 99801
[Web Contact Information](#)
[Biography](#)

[Email](#)
 (907) 586-1112 (H)
 Spouse: LaRae Jones
Term: 10/2018 - 10/2021
 (Third Term)



Greg Smith

155 S. Seward Street
Juneau, Alaska 99801
[Web Contact Information](#)

[Biography](#)

Email

(907) 957-4943 (Cell)
Term: 10/2019 - 10/2022
(First Term)

District 2 Assembly Members



Wade Bryson

155 S. Seward Street
Juneau, Alaska 99801
[Web Contact Information](#)

[Biography](#)

Email

(907) 723-4109 (Cell)
Spouse: Christine Bryson
Term: 10/2019 - 10/2022
(First Term)



Michelle Bonnet
Hale

155 S. Seward Street
Juneau, Alaska 99801
[Web Contact Information](#)

[Biography](#)

Email

(907) 723-4990 (Cell)
Spouse: Jim Hale
Term: 10/2018 - 10/2021
(First Term)



Christine Woll

155 S. Seward Street
Juneau, AK 99801
[Web Contact Information](#)

[Biography](#)

Email

(339) 793-1835 (Cell)
Spouse: Peter Flynn
Term: 10/2020 - 10/2023
(First Term)

City and Borough Of Juneau
 155 S. Seward Street, Juneau AK 99801
 Phone: 907.586.5240
 Fax: 907.586.5385

**2020-2021
MAYOR AND ASSEMBLY
CITY AND BOROUGH OF JUNEAU, ALASKA
155 South Seward Street
Juneau, Alaska 99801**

	TELEPHONE	SPOUSE	TERM
<u>MAYOR</u>			
Beth Weldon 155 S. Seward Street Juneau, AK 99801	586-5240 (office) Beth.Weldon@juneau.org	Greg Weldon	10/2021 (1 st term as Mayor) (Assemblymember 2016-2018)

AREAWIDE ASSEMBLYMEMBERS

Maria Gladziszewski 155 S. Seward Street Juneau, AK 99801	586-3510(hm)/465-4114(wk) Maria.Gladziszewski@juneau.org	Eric Kueffner	10/2023 (3 rd term)
Carole Triem 155 S. Seward Street Juneau, AK 99801	723-5359(cell) Carole.Triem@juneau.org		10/2022 (1 st term)

DISTRICT #1 ASSEMBLYMEMBERS

Alicia Hughes-Skandijs 155 S. Seward Street Juneau, AK 99801	304-881-3750 Alicia.Hughes-Skandijs@juneau.org		10/2023 (1 st full term) (Assemblymember 1/2019-2020)
Loren Jones 155 S. Seward Street Juneau, AK 99801	586-1112 (hm) Loren.Jones@juneau.org	LaRae Jones	10/2021 (3 rd Term)
Greg Smith 155 S. Seward St. Juneau, AK 99801	957-4943 (cell) Gregory.Smith@juneau.org		10/2022 (1st Term)

DISTRICT #2 ASSEMBLYMEMBERS

Christine Woll 155 S. Seward Street Juneau, AK 99801	586-8623 (office) Christine.Woll@juneau.org	Peter Flynn	10/2023 (1 st term)
Michelle Bonnet Hale 155 S. Seward Street Juneau, AK 99801	723-4990 (cell) Michelle.Hale@juneau.org	Jim Hale	10/2021 (1st Term)
Wade Bryson 155 S. Seward Street Juneau, AK 99801	723-4109(cell) Wade.Bryson@juneau.org	Christine Bryson	10/2022 (1 st term)

If you wish to contact the Assembly, correspondence can be sent c/o CBJ Clerk's Office, 155 S. Seward Street, Juneau, AK 99801 or via email to BoroughAssembly@juneau.org. Please note, CBJ Code 01.50 prevents the Assembly from communicating on matters that they consider in their role as a quasi-judicial body such as appeals.

CBJ BOARDS, COMMITTEES & COMMISSIONS INFORMATIONAL PAMPHLET



Version 2017-01

March 8, 2017
CBJ Municipal Clerk's Office
155 S. Seward Street
Juneau, AK 99801
907-586-5278 (phone); 907-586-4552 (fax)
City.Clerk@juneau.org
www.juneau.org



OFFICE OF THE MUNICIPAL CLERK
155 S. Seward St., Room 202
Phone: (907)586-5278 Fax: (907)586-4552
e-mail: City.Clerk@juneau.org

Greetings!

Thank you for taking the time to read through and understand your role as a boardmember, staff liaison, or Assemblymember as found within the pages of this most recent update of the CBJ Board Informational Pamphlet – Version 2017-01.

Hopefully you will find this pamphlet a helpful document during your service as a CBJ Boardmember, staff liaison, or Assemblymember. The main changes in this pamphlet from previous versions include:

- New language regarding “Steering Committees” found on page 6;
- New section on Public Records - CBJ emails for Planning Commission and Enterprise Boardmembers found on page 13 and in the new Appendix F;
- Revised Appendix A: Replacing Assembly Rules of Procedure Resolution 2550 with Resolution 2781; and
- Updated Instructions in Appendix D: “How to Calendar CBJ Meetings.”

A good portion of my job responsibilities include working with the 30+ CBJ boards and commissions and I am happy to answer any questions you might have. Clerk’s staff is also available to provide training at CBJ board meetings and/or retreats upon request as long as it fits within our other scheduled duties. Please feel free to call me directly at 586-0203 or send an email to Beth.McEwen@juneau.org if I can be of any assistance/

Thank you again for your service to our community in your work with our boards!

Sincerely,

Beth McEwen, MMC
Deputy Municipal Clerk

CBJ BOARDS, COMMITTEES & COMMISSIONS INFORMATIONAL PAMPHLET

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EVERYTHING YOU EVER WANTED TO KNOW ABOUT BEING A CBJ BOARD MEMBER ... and more!

I. INTRODUCTION

This booklet is published by the City & Borough of Juneau (CBJ) Municipal Clerk's Office in order to help members of boards, committees, and commissions [hereafter referred to as "board members"] to understand what board membership entails. CBJ appreciates volunteers who give their time to facilitate interaction between the municipal government and the citizens it serves. This booklet is a general learning tool for CBJ board members and should be used for guidance purposes. Anyone with questions of a legal nature is encouraged to contact the City Attorney's Office at 586-5242. If you have questions about boards in general ask the City Clerk's staff 586-5278 or a staff liaison if one has been assigned to a particular board.

II. CITIZEN PARTICIPATION IN LOCAL GOVERNMENT

Thank you for your willingness to join a CBJ Board. CBJ has approximately 35+ boards, committees, commissions, ad hoc task forces, and working groups which we will commonly refer to as "CBJ Boards." These boards provide a way for the public to participate in the City's decision making process by advising the Mayor and Assembly on numerous issues. In a democratic form of government, it is not only a right but a responsibility for citizens to help shape the community in which we live. This is realized when individuals come together across neighborhood, economic, social, and cultural lines to serve as board members, assisting our local government in making decisions that affect all the citizens within our community.

III. GENERAL CHECK LIST OF RESPONSIBILITIES OF ALL CBJ BOARDS

All CBJ Boards need to ensure the following responsibilities/ requirements are met:

- 1) Adequate Public Notice of Board Meetings (See "Public Notice" pg. 6)**
- 2) A quorum is present for all meetings (See "Quorum" on pg. 2-3)**
- 3) Meetings are held in accordance to the Open Meetings Act (pg. 9 & Appendix C)**
- 4) Copies of Agendas, Minutes, and membership changes are sent to the Municipal Clerk's Office. (pg. 6-8)**
- 5) Election of Officers is to be held annually following the meeting at which annual appointments to the board are made by the Assembly. (pg. 5)**
- 6) Annual Reports, which include attendance records for the previous 12-months, are presented to the Assembly Human Resources Committee (HRC) at the meeting during which the board's annual appointments are considered. (pg. 10-11 & Appendix B, page B4)**
- 7) Any fundraising by advisory boards are done in accordance with the policy and procedures contained within this booklet. (pg. 12)**
- 8) Public Records – Policy re: emails for Enterprise Boards & Planning Commission (pg. 13-14 & Appendix F)**

*"If you are planning for one year, grow rice. If you are planning for 20 years, grow trees.
If you are planning for centuries, grow people." ~ Chinese Proverb*

IV. TYPES OF BOARDS, TERMS, & ACRONYMS

Here are some basic terms and acronyms used throughout this booklet.

1) **CBJ** stands for the City and Borough of Juneau, a home rule municipality. The Greater Juneau Borough unified with the Cities of Juneau and Douglas in 1970 to become the City and Borough of Juneau.

2) **Assembly Standing Committees:** The Assembly has five standing committees, the Committee of the Whole (COW), Finance Committee (AFC), Human Resources Committee (HRC), Lands Committee (LC), and the Public Works & Facilities Committee (PWFC). In addition to these standing committees, the Assembly may have special committees as deemed necessary. Duties and procedures are outlined in the Assembly Rules of Procedure. See **Appendix A section 5 (C)(2)** for the relationship between the Human Resources Committee and CBJ boards.

3) **Advisory Board** is a general term and includes those bodies which include in their title the word Board, Committee, Commission, or Council, and is a governmental body of the City and Borough of Juneau having authority to advise or make recommendations to the Assembly. **Advisory Boards do not have the authority to establish policies or make decisions for the Assembly nor to direct employees.** Advisory Boards are generally established by resolution and follow **Resolution 2686: The Advisory Board Rules of Procedure**.

4) **Ad Hoc Committees & Task Forces** are groups formed to complete an outlined task in a specified time frame. They are generally created by Mayoral declaration and/or Assembly Resolution and are subject to the same rules and requirements as an Advisory Board. They follow **Resolution 2686: The Advisory Board Rules of Procedure** for conduct of meetings.

5) **Appeal Boards:** there are a half dozen Assembly appointed Appeal Boards which serve in a quasi-judicial capacity to hear appeals on specific subjects. Appeal boards are generally created through CBJ Code and follow state statute, CBJ code sections, and bylaws and/or rules of procedure specific to their subject matter as well as the Advisory Board Rules of Procedure contained in this booklet.

6) "Empowered," "Enterprise," and "Special" Boards:

The empowered boards are created through the City Charter. These are the Aquatics Board, Docks & Harbors Board, Airport Board, Hospital Board, and the Eaglecrest Ski Area Board commonly referred to as "Enterprise Boards." Each empowered board has its own unique set of laws, rules, and responsibilities based upon the portions of the CBJ charter, code, regulations, and the specific bylaws governing that particular body. "Enterprise Board" is another term often used interchangeably with "Empowered Board." The Planning Commission is unique and has duties set out in state law as well as CBJ code and as a "decision making body" is sometimes referred to as an "Empowered Board."

7) **Quorum** is the majority of the **membership** of a full body, not a majority of those present at a particular meeting. For purposes of determining quorum, **membership** constitutes the total number of seats on the body whether filled or vacant. For a body with eleven seats, six members shall constitute a quorum; eight or nine seats, five members shall constitute a



quorum; for a body with six or seven seats, four members shall constitute a quorum; for a body with four or five seats, three members shall constitute a quorum; for a body with three seats, two members shall constitute a quorum. Non-voting, ex-officio members, and staff liaisons do not count when determining the number of seats on a board for quorum purposes. When a liaison from another body is a full voting member of the group, such as the Planning Commissioners appointed as voting members on the Wetlands Review Board, their attendance, or lack thereof, does count when determining whether a quorum is present or not. ***A meeting must have a quorum as defined above in order to meet. If the meeting lacks a quorum, no business may take place and the only action allowed is to try to obtain a quorum or schedule a new meeting date/time/location and adjourn.***

8) OMA stands for Open Meetings Act - Alaska Statute AS44.62.310 (**see Appendix C**)

9) Executive Session: The Alaska Open Meetings Act statutes, AS 44.62.310, require meetings of governmental bodies to be open to the public and set out the rules for when, how, and what a body can do in executive session, when a meeting is closed to the general public. No private or closed meetings may be held except as provided in the OMA. (**See OMA- Appendix C**)

10) Vacancy: **Appendix B** defines “vacancies” as...

...Include vacancies in positions which have never been filled; vacancies caused by the vacation of a position by an incumbent for any reason prior to expiration of term of office; and vacancies which will occur at the expiration of an incumbent's term whether or not the incumbent has signified a desire to succeed him or herself.

A vacancy on a City & Borough advisory board shall exist under the following conditions:

- a) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
- b) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
- c) If a member submits his or her resignation to the Assembly;
- d) If a member is unable to attend board meetings for a period of more than 90 days; or
- e) If a member misses more than 40 percent of the board meetings in a 12-month period.

[For empowered and special boards, each board has its own specific code language stating conditions and terms under which a vacancy occurs.]

11) Attendance: For purposes of determining a members' attendance, a person present at a meeting and/or participating in the meeting telephonically in accordance with the Assembly Rules of Procedure (see Appendix A) shall be counted as present. Any member not participating in person or telephonically shall be deemed as absent. Board members are deemed present or absent according to these guidelines; there are no excused vs. unexcused absences. A member may be removed from a board for lack of attendance as outlined in the **Vacancy** section listed above or found in their particular board's governing code.

A copy of the attendance list for the preceding twelve months shall be included as part of the annual report of the board to the Assembly Human Resources Committee, due at the time of the annual appointments for each individual board.

V. APPLICATION, APPOINTMENT OF MEMBERS, AND TERM LIMITS

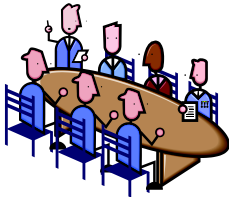
Applications are available at the City Clerk's Office and on the internet at www.juneau.org/clerk/boards.php. The Clerk's office advertises vacancies on boards for a minimum of ten days through a variety of methods: online at the link above, on Cable Channel 7, and the City Hall Bulletin Board. Seats are open until filled and applications are accepted at any time. Deadlines are posted for those applications which will be considered by the Human Resources Committee and the Assembly at a specific meeting date. The information regarding membership selection, application process, appointment, and terms is outlined in **Appendix B** under the **Membership** section. A few boards have governing legislation limiting the number of terms a member may serve on a particular body. Please refer to the governing legislation of a specific board if you have any questions regarding term limits. The appointment process for the empowered boards and Planning Commission is somewhat more involved as it entails the Full Assembly sitting as the Human Resources Committee interviewing applicants for those boards. For more information about that process, please contact the Clerk's Office.



VI. BYLAWS, ELECTIONS, AND ROLES OF OFFICERS & SUBCOMMITTEES

BYLAWS

In the past, there was a requirement for boards to adopt bylaws to set specific rules of procedure. With the passage of Resolution 2246, bylaws were no longer a requirement but rather an option. Resolution 2686 is the most recent version of the board rules of procedures and incorporates much of the material previously contained in most boards' bylaws. For those bodies with bylaws, the hierarchy of legislative precedence within the municipality is the CBJ Charter, CBJ Code, Resolutions, and then bylaws of that body. For bodies without bylaws, Advisory Board Rules of Procedure govern the board action. For those boards that do have bylaws, it is a good idea to review the bylaws every year or two and update them as may be necessary.



ELECTION OF OFFICERS

At minimum, each advisory board elects from among the members a chair or presiding officer and a recorder or secretary; **any boards intending to raise or spend funds are also required to elect a treasurer.** It is advisable to elect a vice-chair but is not a required position. In the absence of an officially elected chair and/or secretary, the body should determine at the beginning of the meeting (after establishing that a quorum is present) who among its membership will serve as acting chair and/or acting secretary. **According to Resolution 2686, "Officers shall be elected at the first meeting after which the annual appointments of board members are made by the Assembly."** The term of office is for one year but officers may be re-elected to serve more than a one-year period unless otherwise stated in the board's bylaws.

ROLE OF OFFICERS & STAFF LIAISONS:

CHAIR – The Chair's responsibilities include presiding at the meeting, preparing and distributing the agendas, conducting the meeting in a fair manner, and coordinating with CBJ staff on such items as meeting notices, requests for information, and board decisions/recommendations to the Assembly. The Chair also is the official representative of the board to the Assembly and any other groups/agencies. The Chair, as the body's representative, conveys only those recommendations the board has approved by majority vote. The Chair carries out the duties of the Treasurer when the Treasurer is absent.

VICE - CHAIR – The Vice-Chair carries out the duties of the Chair when the Chair is absent.

SECRETARY (also called the Recorder) – The Secretary takes notes and prepares the minutes and distributes DRAFT copies of the minutes to the boardmembers, staff liaison, and Clerk's Office prior to the next meeting. The Secretary presides in the absence of the chair and vice-chair. The Secretary prepares the attendance list for inclusion in the Annual Report. The Secretary is responsible for the preparation and transmittal of the board's approved minutes to the Clerk's Office.

The agendas and minutes of all elected and appointed body and subcommittee meetings of these boards are considered a permanent record of the municipality and are to be filed (preferably in electronic form) with the Clerk's Office so they can be made available to public.

TREASURER – For any advisory boards choosing to fundraise and expend those funds, a Treasurer shall be elected from amongst its members. Once a proposed budget for the next fiscal year is approved by the advisory board, the Treasurer shall submit it to the Clerk's Office no later than January 31 of the current fiscal year for review/approval by the Assembly Finance Committee. The Treasurer shall maintain records of all receipts and expenditures and shall submit a quarterly financial statement to the board and Clerk's Office. The Treasurer will work directly with the Clerk's Office to ensure that all receipts and expenditures shall be processed in accordance with CBJ financial policies and procedures.

STAFF LIAISON – The liaisons are staff professionals with significant work responsibilities in addition to their board liaison activities. In general, the liaisons are individuals who have significant staff responsibilities that relate to the same work area as the board. The liaisons do not work for or at the direction of the board; they are assigned by the City Manager and follow the direction of the City Manager. They are professionals who work with the board to develop information and recommendations for the Assembly's consideration.

While CBJ's staff liaisons have differing duties depending on past board practice, time availability and departmental resources, in general, some of the work that staff liaisons have been responsible for include the following:

- Ensuring that meeting notifications and record keeping occurs consistent with applicable State laws and CBJ practice;
- Serving as a communication link between the board, CBJ Administration, Departments, and the Assembly as appropriate;
- Providing professional guidance, issue analysis, and recommendations;

- Making sure the intent of the advisory board is not lost after a decision, and that it is conveyed to the CBJ Assembly in a timely manner;
- Assisting the board in staying on track and focused;
- Forwarding board recommendations to the CBJ Assembly;
- Maintaining a positive working relationship with the Chair and board members.

There are a number of CBJ boards without any staff liaison and usually the CBJ Municipal Clerk's Office fulfills some of these duties while the officers of the board are assigned those duties not performed by Clerk's Office staff.

SUBCOMMITTEES:

Since the mission of advisory boards is to "advise" the Assembly, board subcommittees are usually created for fact finding/information gathering for the purpose of advising the full board on issues that the board will take into consideration when advising the Assembly.

In accordance with Roberts Rules of Order "A board can appoint subcommittees, which are responsible to and report to the committee... subcommittees must consist of members of the committee..." Only those members of the board appointed to the subcommittee are considered subcommittee members and it is their numbers that determine whether or not a quorum is present. Members of the public and staff may be invited to subcommittee meetings to provide reports and information but are not considered members of the subcommittee for the purposes of voting or determining a quorum.

STEERING COMMITTEES:

Some CBJ boards have language within their governing legislation that allows them to special committees which are often referred to as "Steering Committee" and are most similar in structure to a Mayor's Ad Hoc group or Task Force. Steering committees fall under the "subcommittee" category of a board with at least one member of the main board serving on the steering committee as a member and/or its chair (depending on the main board's governing legislation language). Steering committees are often made up of a wider range of community members and/or those with specific experience relating to the tasks of that particular committee. They are created to accomplish a specific goal with a set timeframe in which to accomplish that goal.

Subcommittees and Steering Committees are subject to all the rules of regular board meetings such as meeting in ADA compliant facilities, conducting meetings in accordance with the Open Meetings Act, providing the necessary public notice of their meetings, and providing copies of agendas and minutes and any reports to the Clerk's Office as a record of their proceedings.

VII. CONFLICT OF INTEREST

The CBJ has a Conflict of Interest Code, which applies to members of all boards as well as the Assembly and CBJ employees. Code section 01.45 provides that any board member who has a conflict of interest with regard to a matter under consideration by the body on which he or she serves must make a disclosure on the public record and ask to be excused from the discussion and official action on the matter. A board member with

a conflict of interest shall not deliberate or vote on any matter in which he or she has a conflict. There are criminal penalties for violations of this ordinance.

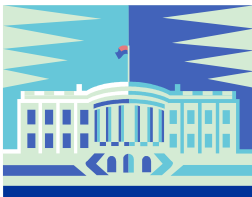
01.45.100 Disclosures of conflicts by municipal officers other than employees.

(a) A municipal officer other than an employee, who is involved in a matter that may result in a violation of sections 01.45.010--01.45.080 shall disclose the matter on the public record and ask to be excused from the discussion and official action on that matter. The presiding officer shall determine whether the member's involvement would violate sections 01.45.010--01.45.080. If the presiding officer determines that a violation would exist if the member continues to participate, the member shall refrain from voting, deliberating, or participating in the matter. The presiding officer's decision may be overridden by a majority vote of the body.

(b) An Assemblymember, School Board member, or a member of any board or commission shall, whenever practical, request guidance, which may include a written advisory opinion, from the City and Borough Attorney when determining whether a member is involved in a matter that may result in a violation of sections 01.45.010--01.45.080. (Serial No. 91-04, § 2, 1991) **Cross References:** Manager, CBJ Code ch. 03.05; departments, CBJ Code ch. 03.10.

The full Conflict of Interest Code is quite extensive, to review the full text of the Conflict of Interest Code please go online to the CBJ Law Department website at <http://www.juneau.org/law/code/code.php>. If a board member has a question on whether or not a conflict exists, they are encouraged to contact the City Attorney at 586-5242 for confidential advice on this issue.

VIII. LOBBYING BY BOARD MEMBERS



Each year the City & Borough of Juneau contracts with lobbyist firms in Juneau and Washington D.C. to ensure that we "speak with one voice" and avoid a situation in which our lobbyists, Congressional delegation, or legislators receive conflicting information or positions. ***The role of advisory boards is to provide advice to the Assembly!*** Boardmembers, staff liaisons, and others associated with CBJ boards are not to lobby or send correspondence to elected officials or agencies outside CBJ without specific direction by the Assembly to do so. It is up to the Assembly to determine the direction and what action they will take in contacting agencies and elected officials outside of CBJ. Any communications/interactions taken by boards with outside groups and elected officials is to be done only after a board receives direction by the Assembly to do so and must be done in coordination with the City Manager.

IX. PUBLIC NOTICES

The Clerk's Office is responsible for all public notice advertisements. **It is the responsibility of the chairperson to secure a meeting location and notify the Clerk's Office of the date, time, and location of every meeting, including work sessions, committees, and subcommittees of boards.** The Clerk's office runs a weekly public meeting "Your Municipality" advertisement in the Juneau Empire each Friday which includes notice of CBJ meetings and events. At minimum, each group should complete an "Event Submission" form (see Appendix D) through the online CBJ Meeting Calendar with the meeting title, location, date, time, and contact information and also ensure that the



Clerk's office is notified no later than **11am on Tuesday of the week prior** to the meeting. For weeks containing holidays, the deadline may be earlier. Please be sure to submit **ALL** meeting events through the Event Submission form and confirm it by checking online to see that it has been added. If, within 24-hours of completing the Event Submission form, you do not see it in the online calendar or you have not received an email confirming it has been scheduled, it is the board's responsibility to follow-up with the Clerk's Office to ensure that the meeting is added and proper public notice is provided. If the meeting is scheduled and there is not enough time to be included in the weekly "Your Municipality" ad, the Clerk's Office will send out a Public Service Announcement (PSA). **All meetings require, at minimum, 24-hour public notice and are subject to the OMA requirements (see Appendix C).**



To cancel or change a meeting or to schedule a special meeting, contact the Clerk's office immediately. Please phone the Clerk's office at 586-5278 and follow up with an e-mail to the City.Clerk@juneau.org e-mail address. The board is responsible for notifying its members directly of any changes.

Remember, if a public meeting is not properly noticed, it cannot take place!

X. CONDUCT OF THE MEETING

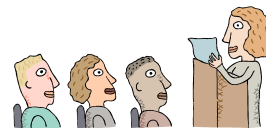
A meeting must have a quorum of members present in order to meet. If the meeting lacks a quorum, no other business may take place and the only action allowed is to seek a quorum or schedule a new meeting date/time/location and adjourn. Minutes should be taken with a record of who was present and the fact that the meeting lacked a quorum and noting the date/time/location that was agreed upon for the next meeting.

The chair of each board is the presiding officer and is responsible for the conduct of the meeting. Resolution 2686 Section 2 provides: ***Advisory committee procedure shall be governed by Robert's Rules of Order except where superseded by the Assembly Rules of Procedures, as such may be amended for time to time.*** The chair should prepare, or have prepared, an agenda showing items to be considered. In addition to distributing the agenda to the board members, the chair also needs to send a copy of the agenda to the Clerk's office to be kept permanently along with a copy of the minutes in the city records. At a minimum the agenda is to include the following.

1. Date, time and location of the meeting;
2. Name of the board holding the meeting;
3. Any minutes to be reviewed and approved;
4. Public participation: This is an opportunity for any member of the public to present their concerns and views. The CBJ Charter & Alaska Statutes require members of the public be provided "a reasonable opportunity to be heard" at regular and special meetings (CBJ Charter Section 3.12(d) & AS29.20.020);
5. Issues to be considered include, but are not limited to:
 - a. Reports from board members, staff, other agencies or organizations;
 - b. Resolutions or ordinances to be reviewed and forwarded to the Assembly for consideration;
 - c. Policy matters under consideration that must be referred to the Assembly with recommendations;
 - d. Matters to be considered and resolved by the board, as appropriate or assigned;



6. Opportunity for board members and any staff liaison to present concerns, views, or bring forth issues for future consideration by the board; and
7. Adjournment.



Board Meeting “Do’s:”

- Ensure proper notice of the meeting has occurred as provided under the previous section entitled “Public Notices.”
- Allow for public participation unless the meeting is a "work session" and has been advertised as such. Work sessions are open to the public and are treated in the same manner as regular meetings for purposes of public notice, quorum, and the OMA but are a less formal structure to provide for in depth review and discussion of a subject by the members of the board. It is up to the chairperson to rule on whether or not they will allow for public participation during worksessions.
- Conduct meetings fairly with opportunities for all views, including opposing, to be heard and discussed.
- The Chair will recognize board members wishing to be heard and give each member who chooses to participate an opportunity to comment.
- When speaking to an issue, all speakers should address the chair or presiding officer.
- A member should ask the Chair for clarification if a motion or procedure is unclear.
- The board should exercise restraint in issuing requests to staff members assigned as board liaisons. These staff members do their best to accommodate the wishes of the board, but are primarily responsible to the City Manager or City Attorney. [Enterprise boards differ on this; refer to the code section regarding each individual enterprise board for a description of its relationship with staff.] A good board-staff relationship is based on cooperation.
- Members should attend each meeting and be prepared to respond to issues brought before the board.
- Board members may attend via teleconference following the guidelines outlined in the Assembly Rules of Procedure (see **Appendix A**)
- If a board member is unable to attend a meeting, please be sure to notify the chair and staff liaison, if there is one, as soon as possible so that if there will be a lack of quorum, the meeting can be rescheduled and properly noticed with as much advance notice as possible.
- Attendance is important and members should strive to attend all meetings as a lack of attendance may lead to their seat being declared vacant (see vacancy criteria on page 3).
- Board members need to be able to work together and consider other conflicting views. Remember, members are appointed to boards because they have differing views and all views are entitled to be heard.

Board Meeting “Don'ts:”

- Board members may not participate until called upon by the chair.
- If the current meeting lacks a quorum, **DO NOT** conduct any business or discussion other than setting the date/time/location for the next meeting and then adjourn.
- Do not use the “reply all” feature in email if you are receiving an email that has been sent to the entire board. Emails in which all board members are copied should only be for the purposes of communicating the date/time/location of the

next meeting and communicating back to the chair and staff liaison (if there is one) your availability to attend or not for purposes of determining quorum and for the transmission of the agenda, minutes, and packet items in preparation of the scheduled meeting.

XI. MINUTES & ANNUAL REPORTS

MINUTES: The secretary of each advisory board is responsible for the preparation and distribution of the board's regular and special meeting minutes. In the absence of an elected secretary for the board, at the beginning of a meeting, one member is to be selected from its membership to be responsible to record the meeting. Draft minutes should be completed as soon after the meeting as possible and transmitted to the staff liaison with a cc: to the Municipal Clerk's office for online posting prior to the next board meeting.



IMPORTANT: The minutes of all boards are permanent records of the CBJ and constitute the record of the board's actions and final minutes need to also be filed with the Clerk's Office once they have been approved. If possible, please transmit agendas and minutes to the Clerk's office in electronic format and we will print them on acid free paper for archiving in the municipal records archives.

In preparing minutes, write them as though the reader knows nothing about the committee, is reading the minutes 100 years in the future, and is interested in finding out the facts: who/what/when/where/why and how the decisions at that meeting were reached. Action minutes are sufficient and should include the following:

1. Date, time, and location of the meeting;
2. Time the meeting was called to order;
3. Attendance, indicating members both present and absent (first and last names);
4. If appropriate, staff and others present along with any group affiliation;
5. All motions, even if withdrawn, along with the name of the board member who made the motion, and the vote on the motion. If a motion is adopted unanimously, the minutes may simply state that it was adopted by unanimous consent, if a motion was not adopted by unanimous consent, the record of the vote should identify by name those who voted in favor and who voted against the motion.
6. Motions for convening an executive session must be noted in the minutes and follow OMA requirements (see below section on Executive Session);
7. Names of individuals who spoke under public participation, and a summary of their comments;
8. Pertinent points which reflect how the group arrived at a decision. There is no need to put in every word spoken; and
9. The next meeting date, if known, and the time of adjournment.

ANNUAL REPORTS: The annual report for each advisory board is due to the Clerk's Office the week prior to the meeting at which the Assembly Human Resources Committee (HRC) reviews applications for the annual appointments. This is the board's main opportunity to showcase to the Assembly its work over the past twelve months. In addition to a synopsis of the work of the board over the past twelve months, a copy of the attendance list for the past twelve months should also be included the report. A representative from the board (usually the Chair) should be present at the HRC meeting at which the annual report is received by the HRC as this is the main venue for the Assembly HRC and board members to dialogue about the work of the board.

XII. OPEN MEETINGS AND EXECUTIVE SESSIONS

NOTICE OF MEETINGS: All board and subcommittee meetings are open to the public and must be advertised. In order to fulfill the OMA requirements, the notice must state the date, time, location, and agenda items. No item, issue, or discussion may be added to a special meeting agenda once it has been delivered to board members and noticed as outlined above. [See Public Notice section above on page 7, and also **Appendix C** for additional information on the OMA.]



EXECUTIVE SESSIONS:

There are certain rare times when an advisory board may need to go into executive session. The allowable reasons for an executive session are: matters that would clearly have an immediate adverse impact on the finances of the CBJ; subjects that tend to prejudice the reputation and character of any person, provided the person to be discussed must be notified and may request a public discussion; and matters that are required to be confidential by law, Charter, or ordinance. The appeal boards when serving in a quasi-judicial capacity may go into executive session to discuss evidence or a decision in an adjudicatory proceeding. Except for appeal boards, no official vote or action may be taken in executive session.

The proper procedure for calling an executive session is as follows:

- 1) Make a motion in the public meeting for an executive session for one of the purposes stated above (only);
- 2) Allow for public comment on the appropriateness of the board going into executive session;
- 3) If a majority of the board approves the motion, the board will adjourn into executive session; and
- 4) At the end of the executive session, the board reconvenes in public session to vote or explain the nature of items discussed.



When taking minutes, it is important to record ***with specificity*** the motion and reason for executive session as referenced in step 1 above, and the final action taken in step 4 above. ***"The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question."*** (OMA)

For more detailed information, please see **Appendix C**.

XIII. MONEY



Board members serve on a volunteer basis without compensation.

Please note there are now two tracks as outlined below for funding board work and boards should choose one or the other but not both.

The Assembly has a small amount budgeted for use by boards who do not wish to engage in fundraising in carrying out their mission upon request to the Clerk's Office on a first come, first served basis. Applications for funds are available in the Clerk's Office. Funds to advisory groups must be used in a manner consistent with the mission statement as defined in the establishing ordinance or resolution. No authorization of funds in excess of \$500 in one fiscal year may be made to a single group without approval by the Assembly.

ADVISORY BOARD FUNDRAISING POLICY

The Assembly Human Resources Committee reviewed and approved the fundraising policy at its September 23, 2013 meeting and the Assembly approved it along with Resolution 2662 at its November 4, 2013 meeting (which are also continued in the current Res. 2686). The policy is as follows:

Advisory boards and committees are authorized to solicit or otherwise receive:

- Cash donations, up to a maximum of \$250 for any single donation, and
- In-kind contributions such as food for a public event, or a donation of the use of a meeting facility, are permitted with no cap on the value.

These donations are to be used for events or materials directly related to the board's or committee's charter. In the case of cash donations, the cash would be deposited in a CBJ treasury account. The expenditure of these funds would generally occur via the Clerk's Office purchasing card. It would be the responsibility of the board to track the amount of donations and expenditures. The donations raised would need to be expended or encumbered in the year collected.

This policy does not extend to any of the adjudicatory bodies or any of the empowered boards which have a budget, manager, and staff nor to grant making/awarding bodies.

In order to implement the new fundraising policy, the Clerk's Office has updated this pamphlet with the role and responsibility of the Advisory Board Treasurer (see page 5) and the necessary forms for submitting the board's proposed budget to the Assembly Finance Committee for review/approval. Forms for the current fiscal year submissions are available upon request from the Municipal Clerk's Office.

Please contact the Clerk's Office for additional information and the necessary forms before conducting any fundraising activities or incurring any expenses.

"We make a living by what we get, but we make a life by what we give." - Winston Churchill

XIV. PUBLIC RECORDS re: CBJ E-Mails & Telecommunications Policy

General rule: “Unless specifically provided otherwise, the public records of all public agencies are open to inspection by the public under reasonable rules during regular office hours.” AS 40.25.110(a).

While all boards are subject to the Alaska Public Records Act AS 40.25.110-.220 the City Attorney felt it important to require all members of CBJ enterprise boards and the Planning Commission to be issued a CBJ email account for use when conducting board business. Below and attached in Appendix F are the guidelines created in 2015 for these groups and instructions for use of the CBJ email system.

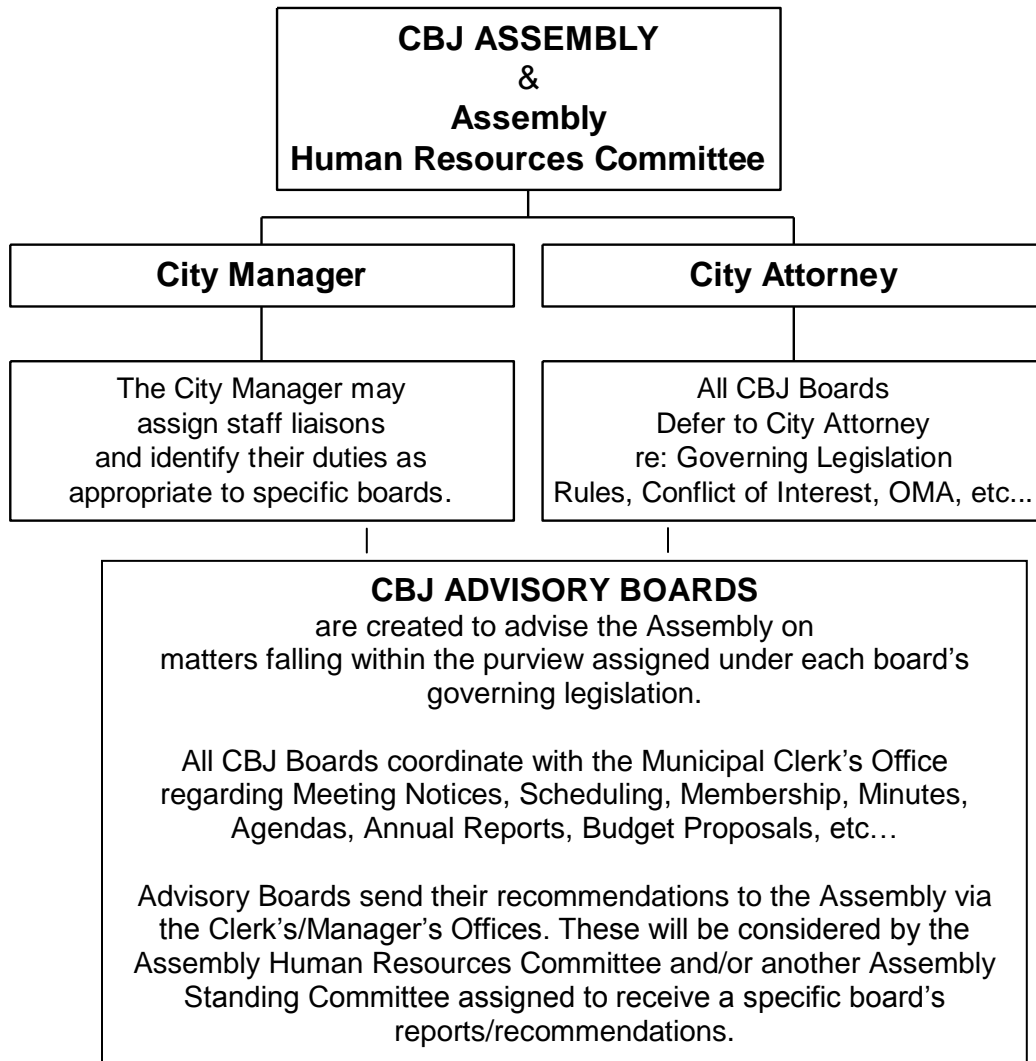
Upon appointment to an enterprise board or the Planning Commission, boardmembers will be issued an individual CBJ email account in the following format: firstname.lastname@juneau.org. These emails will also be included in the group distribution list for the following groups:

Airport Board: AirportBoard@juneau.org
Aquatics Board: AquaticsBoard@juneau.org
Docks and Harbors Board: HarborBoard@juneau.org
Bartlett Regional Hospital Board: HospitalBoard@juneau.org
Eaglecrest Board: EaglecrestBoard@juneau.org
Planning Commission: PlanningCommission@juneau.org

- 1) Email to an individual or the full board is considered a public record and is subject to public disclosure.
- 2) The members of the above boards will be issued a CBJ email account after they have read the CBJ Telecommunications Policy 14-04 and signed the Boardmember acknowledgment form.
- 3) Once a boardmembers has been assigned a CBJ email account, they should ONLY use their CBJ email accounts when conducting CBJ related business. [Use of any personal email for CBJ board business should cease!]
- 4) All CBJ Boardmembers should follow the rule of NEVER to use the “Reply All” feature when responding to emails that are sent to the full board! Multiple messages of substance that are shared with a quorum of members can be considered a violation of the Open Meetings Act.
- 5) The above group distribution lists include boardmembers, Assemblymember Liaisons, and key staff members. Staff will file and retain copies of the emails sent to the full board in accordance with CBJ records retention policies. These staff members will also be tasked with managing the email accounts of former board members in accordance with the records retention policies.
- 6) IMPORTANT! CBJ emails automatically disappear after a 90-day period, so if you wish to save a particular email, move the email to a file you create in Outlook.
- 7) If you have any questions, please ask your staff liaisons, the Clerk’s office, or MIS during regular business hours. We are happy to help!

For a complete list of guidelines and documents, please refer to **Appendix F** in this booklet.

CBJ ADVISORY BOARD ORGANIZATIONAL CHART



CONTACT INFO FOR CITY MANAGER, LAW DEPT., & CLERK'S OFFICES

All mail can be sent to any of the below offices at 155 S. Seward St., Juneau, AK 99801

Emails can be sent to anyone at CBJ using the following email format:

Firstname.Lastname@juneau.org

MANAGER'S OFFICE

586-5240 ph.
586-5385 fax

Rorie Watt, City Manager
Mila Cosgrove, Deputy Manager
Susan Phillips, Exec. Assist. III
to Manager/Mayor
Tricia Everson, Exec. Assist. II

LAW DEPARTMENT

586-5242 ph.
586-1147 fax

Amy Mead, City Attorney
Jane Sebens, Deputy C.A.
Deb Senn, Law Office Mgr.

CLERK'S OFFICE

586-5278 ph.
586-4552 fax

Laurie Sica, Municipal Clerk
Beth McEwen, Deputy Clerk
Sandi Mercer, Exec. Assist. I
City.Clerk@juneau.org

ADDITIONAL RESOURCES RE: CBJ BOARDS/COMMISSIONS/COMMITTEES ETC.

City & Borough of Juneau Main Website Homepage: www.juneau.org

CBJ Assembly Main page: <http://www.juneau.org/assembly/index.php>

Assembly & Assembly Committee Meeting Agendas & Minutes:
<http://www.juneau.org/assemblyftp/novus.php>

CBJ Boards Main page: http://www.juneau.org/clerk/boards/Board_Mainpage.php

Some of the helpful items linked from the Board Main Page include the following:

- CBJ Board Application Form
- Individual Board Factsheet/Website Main Interface page
- List of current Board Vacancies

CBJ Law Department: <http://www.juneau.org/law/>

CBJ Charter: <http://www.juneau.org/law/charter/charter.php>

CBJ Code: <http://www.juneau.org/law/codeinterface.htm>

CBJ Charter & Code sections of interest to all board members:

Charter Article III http://library.municode.com/HTML/13307/level2/PI_AIII.html

Conflict of Interest Code (01.45):
http://library.municode.com/HTML/13307/level3/PII_T01_C01.45.html

CBJ Regulations: <http://www.juneau.org/law/regulations/regulations.php>

CBJ Meeting Calendar: <http://www.juneau.org/calendar/index.php>

Social Media – Follow CBJ on the following Social Media platforms:



Facebook <https://www.facebook.com/cbjuneau>

Twitter: <https://twitter.com/cbjuneau>

Instagram <https://www.instagram.com/cbjuneau/>

*“Everybody can be great because anybody can serve.
You don’t have to have a college degree to serve.
You don’t have to make your subject and verbs agree to serve.
You only need a heart full of grace, a soul generated by love.”
– Martin Luther King, Jr.*

**CBJ BOARDS, COMMITTEES &
COMMISSIONS
INFORMATIONAL PAMPHLET**

Appendix A

Resolution 2781

*A Resolution Reestablishing the Assembly Rules of Procedure,
and Repealing Resolution 2550.*

Presented by: The Manager
Introduced: 01/09/2017
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2781

A Resolution Reestablishing the Assembly Rules of Procedure, and Repealing Resolution No. 2550.

WHEREAS, it is necessary for the orderly conduct of business that rules of procedure be adopted for the Assembly.

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

Section 1. Rules of Procedure. The following rules of procedure are adopted:

RULE 1. AGENDA.

A. Order of Business. At all regular meetings the order of business shall be:

I. Flag Salute

II. Roll Call

III. Approval of Minutes

IV. Manager's Requests for Agenda Changes

V. Public Participation on Non-agenda Items (Not to Exceed a Total of 20 Minutes, Nor More than Five Minutes for Any Individual)

VI. Consent Agenda

A. Public Requests for Consent Agenda Changes, Other than Ordinances for Introduction

B. Assembly Requests for Consent Agenda Changes

C. Assembly Action

VII. Ordinances for Public Hearing

A. Administrative or Committee Reports

B. Public Hearing

C. Assembly Action

VIII. Unfinished Business

A. Administrative or Committee Reports

AI

- B. Public Hearing
- C. Assembly Action
- IX. New Business
 - A. Administrative or Committee Reports
 - B. Public Hearing
 - C. Assembly Action
- X. Staff Reports
- XI. Assembly Reports
 - A. Mayor's Report
 - B. Committee Reports
 - C. Liaison Reports
 - D. Presiding Officer Reports
- XII. Assembly Comments and Questions
- XIII. Continuation of Public Participation on Public Participation on Non-agenda Items
- XIV. Executive Session
- XV. Adjournment

B. Agenda Preparation. The agenda shall be prepared by the Manager subject to review and revision by the Mayor. The Mayor or the Manager shall brief the Assembly as to any revisions. Other matters may be considered under administrative reports, unfinished business, or new business as applicable.

C. Consent Agenda. The Manager shall include under the consent agenda:

1. Ordinances for introduction;
2. Resolutions;
3. Bid awards requiring Assembly concurrence; and
4. Other items requiring Assembly action which do not involve substantial public policy questions.

The Manager shall include with the agenda such supplemental material or reports as may be necessary to explain each item on the consent agenda and shall include a specific recommendation for Assembly action on each item. Material, reports, and recommendations submitted in writing to each member present and which are available for public inspection prior to the Assembly meeting need not be read aloud, but the minutes shall reflect the Manager's recommendation on each consent agenda item adopted. Upon adoption of a motion to adopt the consent agenda, all consent agenda items subject to the motion are adopted as recommended by the Manager. The motion to adopt may not be amended; provided, upon the request of any member, an item on the consent agenda shall be removed from the consent agenda

and placed under the appropriate regular agenda item for Assembly action. A notice or motion for reconsideration or a motion to rescind a consent agenda motion shall contain reference to the specific consent agenda item which is the subject of the notice or motion and only that item shall be affected by the notice or motion.

RULE 2. MEETINGS.

A. Date and Time of Regular Meetings. The Assembly shall regularly meet at 7:00 p.m. every third Monday according to a schedule approved by the Assembly and published by the Clerk's office. The Assembly may by motion or otherwise change the date of a meeting as may be necessary or convenient.

B. Place of Regular Meetings. Regular Assembly meetings shall be held in the Assembly Chambers at the Municipal Building at 155 South Seward Street, Juneau, Alaska, unless the Assembly, at a preceding regular or special meeting has, by motion or otherwise, designated a different place for a particular meeting.

C. Special Meetings. Special meetings may be called and held as provided by the Charter.

D. Time of Adjournment. Meetings will adjourn at 11:00 p.m. unless extended by a vote of at least six members.

RULE 3. ASSEMBLYMEMBER ATTENDANCE POLICY FOR REGULAR MEETINGS.

A. Excused Absences. Any absence of an Assemblymember from a regular meeting of the Assembly shall be deemed to be unexcused unless the Assemblymember is absent from the meeting as a result of attending to official business on behalf of the City and Borough of Juneau, for extenuating medical reasons, or for other significant cause, in which case the absence shall be deemed to be excused.

B. Attendance Report. Upon request of the Human Resources Committee, the Manager shall direct the Clerk to provide to the Assembly quarterly reports on attendance at regular Assembly meetings.

RULE 4. LEGISLATION.

A. Drafting. The Attorney shall draft ordinances and resolutions

1. For presentation to the Assembly only

(a) by vote or consensus of the Assembly,

(b) by vote of a standing or ad hoc Assembly committee,

(c) by request of the Mayor or the Manager, or

(d) on the Attorney's own initiative to correct errors not otherwise correctable in any section or to make amendments to Title 01.45

the Conflict of Interest Code, Title 01.50 the Appellate Code, Title 01.60 the Regulation Procedures Code, Title 03.30 the Code Enforcement Code, Title 42 the Penal Code, or any section imposing duties on the Attorney.

2. For presentation to a standing or ad hoc Assembly committee only by vote of the committee, request of its chair, or by direction of the Assembly.

B. Procedure. Upon presentation of an ordinance, any member may move that it be introduced and set for public hearing, referred to committee, deferred, or rejected as provided in Charter section 5.3. If the motion is for referral to committee, the Mayor shall refer the ordinance to the appropriate committee. The Mayor's referral may be changed by a majority vote of the members of the Assembly. If the motion is for introduction, the motion shall set a date for the public hearing. All such motions may be amended.

RULE 5. COMMITTEES.

A. Standing Committees. The Assembly shall have the following standing committees:

1. Committee of the Whole
2. Finance Committee
3. Human Resources Committee
4. Lands Committee
5. Public Works and Facilities Committee

Any member of the Assembly may sit with any committee at all times; such member shall have the right to participate in committee discussion except that members of the committee shall have priority in obtaining the floor and only committee members may vote. Reasonable opportunity for the public to be heard shall be allowed at committee meetings other than those designated as work sessions.

B. Special Committees. The Assembly shall have such special committees as may be considered necessary. Special committees automatically terminate upon completion of the committee's assignment.

C. Selection, Process and Duties of Committees of the Assembly.

1. Standing Committees.
 - (a) With the exception of the Committee of the Whole, the Finance Committee, and the Human Resources Committee in proceedings pursuant to Rule 5(C)(2)(f), there shall be not more than four Assemblymembers appointed to each standing committee of the Assembly. Each Assemblymember will be appointed to at least one, but not more than three, standing committees, in addition to the Finance Committee and the Committee of the Whole.

- (b) Nominations for standing committee appointments and for the position of chair of each such committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance and diversity of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each committee who has expertise in the areas assigned to the committee.
 - (c) Each year following the regular municipal election, all Assemblymembers will be given an opportunity to indicate in writing which of the standing committees they request to serve on. At least two of the nominations for appointment for each standing committee shall be made from those Assemblymembers, if any, who have requested to serve on the committee for which the appointments are to be made. The nomination for membership and chair positions shall be made by the Mayor and ratified by the Assembly within seven days of the first meeting after the certification of the regular municipal election each year. All committee members shall be appointed to serve for a term expiring upon ratification by the Assembly of the committee appointments following the next regular municipal election. All committee members serve at the pleasure of the Assembly.
 - (d) A standing committee may at the call of its chair or the vote of its membership take up any matter within the scope of its charge established by these rules and not pending as legislation authorized by the Assembly. Matters not within the scope of any standing committee, or within the scope of more than one standing committee shall be assigned by the Mayor.
 - (e) Each committee shall refer information to and coordinate activities with other appropriate committees. Issues referred to another committee and any directions to the Manager must have the concurrence of a majority of the committee members.
2. Human Resources Committee. The Human Resources Committee may take up issues relating to the health and well-being of Juneau citizens and their participation in local government. The duties of the Human Resources Committee shall include:
- (a) Nominating citizens to all CBJ boards and commissions. Appointment to such bodies shall be made by the full Assembly;
 - (b) Making recommendations to the full Assembly regarding the issuance, renewal or transfer of liquor licenses, restaurant designation permits, and marijuana licenses;

- (c) Reviewing and proposing amendments to these Rules;
 - (d) *Reserved.*
 - (e) Overseeing Juneau's relations with its sister cities;
 - (f) Membership for Certain Appointments. The Human Resources Committee shall meet as needed to recommend appointments to the Planning Commission, the Hospital Board, the Ski Area Board, the Aquatics Board, the Docks and Harbors Board, and the Airport Board. The Mayor and all Assemblymembers shall serve as members of the Committee and the Human Resources chair shall serve as chair at these meetings.
3. Finance Committee. The Finance Committee may take up issues relevant to the fiscal status of the CBJ. The Mayor and all Assemblymembers shall serve as members of the Finance Committee. The duties of the Finance Committee shall include:
 - (a) Review of the Manager's proposed budget and recommendations to the Assembly for a final budget;
 - (b) Review of the fiscal policies of the CBJ as deemed necessary by the committee.
 4. Committee of the Whole. The Committee of the Whole may take up those issues within the jurisdiction of multiple committees and those warranting detailed review prior to consideration by the Assembly. The Mayor and all Assemblymembers shall serve as members of the Committee of the Whole. Generally, the rules of the Assembly shall be followed in the Committee of the Whole, provided that, at the discretion of the chair, the rules may be relaxed and the rules relating to participation by the presiding officer and the number of times a member may speak shall not be in effect unless otherwise ordered by a majority of the committee. In preparing the committee agenda the chair shall consult with the Mayor.
 5. Lands Committee. The Lands Committee may take up issues relevant to the lands, water or air within the City and Borough. The duties of the Lands Committee shall include recommendations to the Assembly regarding:
 - (a) The preparation and revision of a land management plan and the acquisition and disposal of CBJ lands;
 - (b) The administration of the lands fund and the mineral holdings of the CBJ.
 - (c) Implementation of the Long Range Waterfront Development Plan, and issues relating to use and development of the CBJ waterfront.
 - (d) Promotion of improved housing availability in the City and Borough.

6. Public Works and Facilities Committee. The PWFC may take up issues relevant to the infrastructure of CBJ, including transportation and utilities. The duties of the PWFC shall include:
 - (a) Making recommendations to the Assembly regarding the capital improvement program required by Charter section 9.2 and other capital improvement plans and lists;
 - (b) Advising each newly elected Assembly of unfinished capital projects to be continued;
 - (c) Making recommendations to the Assembly regarding the preparation and revision of an areawide transportation plan.
 - (d) Making recommendations related to energy efficiency, renewable resources, waste reduction and recycling, global warming and green building.
7. Special Committees. Nominations for special committee appointments and the chair position of each special committee shall be made by the Mayor, and shall be subject to ratification by the Assembly. In making nominations for special committee appointments, the Mayor shall strive to ensure, to the extent reasonably possible, that there is a balance of opinion, viewpoints, and perspective among the Assemblymembers nominated for committee membership, and that there is at least one Assemblymember nominated for appointment to each such committee who has expertise in the areas assigned to the committee. All members shall serve at the pleasure of the Assembly.

D. *Reserved.*

E. Quorum of Committees. For the Committee of the Whole and the Finance Committee, a majority of the membership shall constitute a quorum. For committees with seven or eight members, four of the membership shall constitute a quorum, for committees with five or six members, three of the membership shall constitute a quorum. For committees with four or fewer members, two of the membership shall constitute a quorum for the transaction of business.

F. Voting. The minimum vote required to take official action shall be the same as that constituting a quorum; provided, however, that in the case of a tie vote, the action fails.

RULE 6. ASSEMBLY LIAISONS TO BOARDS AND COMMISSIONS.

A. Appointment of Liaisons. The Mayor shall nominate one member of the Assembly to serve as the liaison to each of the following City and Borough boards and commissions:

Planning Commission
Hospital Board
Docks and Harbors Board
Airport Board
School Board
Ski Area Board
Aquatics Board

The nominations shall be subject to ratification by the Assembly. Liaisons to other entities may be appointed from time to time.

B. Role of Liaison. Assembly liaisons serve as a link between the Assembly and the board or commission to establish and maintain communication between the bodies on issues, projects, and other matters of mutual concern and interest. Assembly liaisons are not required to regularly attend board or commission meetings; but if they do, they shall not have the power to vote on the board or commission, and are not to be counted in determining whether a quorum of the board or commission is present.

C. Other Meetings. The Assembly encourages its members to attend meetings of other boards, commissions, and citizen groups and inform the Assembly on the activities of those bodies and the issues before them, as appropriate.

RULE 7. DEBATE.

A. Speaking on the Question. A member or the Manager may speak more than once to the same question at the same stage of proceedings provided that priority of access to the floor shall be given to members who have not spoken on the question. Members shall endeavor to provide the body with relevant facts and arguments and shall strive to avoid redundancy.

B. Asking Questions. After obtaining recognition from the chair, a member may ask direct questions of another member of the Assembly or to a person appearing before the Assembly. The questions may not be argumentative.

C. Decorum. Members shall not question the motives, competency or integrity of any person except as necessary to decide an appeal, personnel evaluation, contract award, or other matter in which such issues are clearly relevant. The chair shall admonish any member violating this rule and if violations are severe or repeated, may without a vote declare a recess not to exceed ten minutes.

RULE 8. RULES OF PUBLIC PARTICIPATION.

When permitted by Rule 14, public participation during hearings on ordinances and matters other than appeals will be conducted according to the following rules, which will be posted in the Assembly Chambers:

- A. The hearing will be conducted by the Mayor as chair.
- B. The Mayor will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.
- C. The Mayor may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Assembly to members of the public. The time limit may be extended by a majority of the Assembly. The time limit for individual speakers shall be uniform for all speakers, and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the Mayor may grant additional time to a person speaking on behalf of a group present in the chambers.
- D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Manager's office more than three business days before a meeting and comprising ten pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Clerk at the meeting provided that the submission includes at least 15 copies.
- E. The Mayor will set forth the item or subject to be discussed and will rule non germane comments out of order.
- F. All speakers, public, and members of the Assembly will be recognized by the chair by surname.
- G. Members of the public will precede their remarks by stating their names and, unless otherwise allowed by the Mayor, their place of residence.
- H. Members of the Assembly will not direct questions to each other or to the chair during public participation except as to the conduct of the hearing.
- I. Members of the Assembly may direct questions to members of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the purpose or effect of unreasonably extending any time limit applicable to public speakers.
- J. The public may direct questions to the Assembly or the administration. The questions may not be argumentative.
- K. The public may direct questions to the chair only as it pertains to the conduct of the hearing.

L. The Manager may participate in the same manner as the members of the Assembly.

M. There shall be an opportunity for public participation on non-agenda items at each regular meeting of the Assembly. Such public participation shall be limited to no more than 20 minutes, with each speaker limited to a length of time set by the Mayor not to exceed five minutes. Assemblymembers may ask questions of the speaker, but shall not deliberate at that time on matters raised, or answer questions directed to the members.

RULE 9. MOTIONS.

A. Seconds. Seconds to motions are not required.

B. Renewal of Defeated Motions. Defeated motions may be renewed only under suspension of the rules.

C. Priority of Privileged Motions. Privileged motions shall have the following priority:

1. Fix time to adjourn
2. Give notice of reconsideration
3. Adjourn
4. Recess
5. Question of privilege of the body
6. Question of personal privilege

RULE 10. CLERICAL ERRORS.

Clerical errors that do not affect the substance of an ordinance or resolution, such as errors in numbering or errors in spelling, may be corrected by the Attorney upon discovery of the error.

RULE 11. VOTE REQUIRED.

The affirmative vote of five members of the Assembly shall be sufficient to take any action except as otherwise provided by Charter or ordinance and except in the following instances, which require the affirmative vote of at least six members:

- A. Limiting, extending, or closing debates
- B. Suspension of the rules
- C. Setting of or postponement of special orders
- D. Objection to consideration of question

- E. Motion for immediate vote (previous question)
- F. Rescind
- G. To take up a motion for reconsideration at the meeting at which the action to be reconsidered was taken

RULE 12. PARLIAMENTARIAN.

The Attorney shall act as the parliamentarian.

RULE 13. SESSIONS.

Each regular or special meeting of the Assembly constitutes a session for purposes of the rules.

RULE 14. PUBLIC PARTICIPATION CONFINED TO THAT AGENDA ITEM.

No person except a member or the Manager may participate in Assembly proceedings except as provided in the agenda item for public participation and except that the Attorney or Clerk may comment on professional or procedural aspects. Public participation shall be permitted on a motion to recess into executive session prior to the vote on such a motion. Public participation shall be permitted on all items on the agenda, except for meetings advertised as work sessions only, but shall not be permitted on items before the body for information or scheduling purposes except to the extent such public participation concerns scheduling only.

RULE 15. RECONSIDERATION.

A. What May Be Reconsidered. Main motions, amendments to main motions, privileged motions involving substantive questions, and appeals are subject to reconsideration. Procedural motions may not be reconsidered.

B. Who May Reconsider. Any member, whether or not that member voted on the prevailing side, may give notice of or move for reconsideration.

C. Effect of Notice. The effect of giving notice of reconsideration is to suspend all action on the subject of the notice until a motion for reconsideration is made and acted upon or until the time within which the motion for reconsideration may be made and acted upon has expired.

D. Time in Which Notice Must Be Taken Up. A notice of reconsideration expires unless a motion for reconsideration is made and acted upon prior to adjournment of the next regular meeting succeeding the meeting at which the action to be reconsidered occurred.

E. Successive Reconsideration. There may be only one reconsideration even though the action of the Assembly after reconsideration is opposite from the action of the Assembly before reconsideration.

F. Precedence. A motion for reconsideration has precedence over every main motion and may be taken up at any time during the meeting when there is no other motion on the floor.

G. Effect. A motion for reconsideration completely cancels the previous vote on the question to be reconsidered as though the previous vote had never been taken.

RULE 16. TELEPHONIC PARTICIPATION.

A. A member may participate via telephone in an Assembly meeting, or an Assembly Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Mayor chooses to participate via telephone, the Deputy Mayor shall preside.

B. No more than the first three members to contact the Clerk regarding telephonic participation in a particular meeting may participate via telephone at any one meeting.

C. The member shall notify the Clerk and the presiding officer, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend by telephone and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Clerk shall establish the telephone connection when the call to order is imminent.

E. A member participating by telephone shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting the presiding officer shall confirm the connection.

G. The member participating by telephone may ask to be recognized by the presiding officer to the same extent as any other member.

H. To the extent reasonably practicable, the Clerk shall provide backup materials to members participating by telephone.

I. If the telephone connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Clerk shall attempt to establish or restore the connection, provided that if the member participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.

J. Meeting times shall be expressed in Alaska time regardless of the time at the location of any member participating by telephone.

K. Participation by telephone shall be allowed for regular, special, and committee meetings of the Assembly.

L. Remarks by members participating by telephone shall be transmitted so as to be audible by all members and the public in attendance at the meeting, provided that in executive session the remarks shall be audible only to those included in the executive session.

M. Any member of the public present with the member participating by telephone shall be allowed to speak to the same extent he would if physically present at the meeting.

N. As used in these rules, "telephone" means any system for synchronous two-way voice communication. "Mayor" includes the Acting Mayor or any other member serving as chair of the meeting.

RULE 17. ADOPTION OF ROBERT'S RULES OF ORDER.

The conduct of the meetings of Assembly shall be governed by the Mayor according to Robert's Rules of Order, 11th Edition, except as otherwise provided by Charter, law, or these rules.

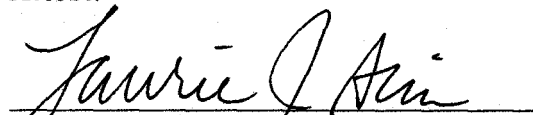
Section 2. Repeal of Resolution. Resolution No. 2550 is repealed.

Section 3. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 23rd day of January, 2017.


Kendell D. Koelsch, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

**CBJ BOARDS, COMMITTEES &
COMMISSIONS
INFORMATIONAL PAMPHLET**

Appendix B

Resolution 2686

*A Resolution Repealing Resolution 2662 and Reestablishing the
Rules of Procedure for Assembly Advisory Boards.*

Presented by: The Manager
Introduced: 06/09/2014
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2686

A Resolution Repealing Resolution 2662 and Reestablishing the Rules of Procedure for Assembly Advisory Boards.

WHEREAS, citizen advisory boards are an important community resource for the Assembly; and

WHEREAS, "Advisory Board" is a general term and includes those boards, commissions, and committees that only have the authority to advise or make recommendations to the Assembly, but that do not have the authority to establish policies or make decisions for the Assembly; and

WHEREAS, it is necessary for the orderly conduct of board business that policies and rules of procedure are adopted.

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

SECTION 1. RULES OF PROCEDURE. The following rules of procedure are adopted:

Rule 1. Membership.

A. Residence. Members of Boards, Commissions or Committees shall be residents of the City and Borough of Juneau with special consideration to be made in certain instances to provide for necessary expertise as the need arises.

B. Non-discrimination. Unless otherwise required by federal or state programs, nominations to boards, commissions, or committees shall be made with due regard to talent, interest or requirements of code or ordinance, and without regard to race, creed, color, age, religion, national origin, sex, marital status, political ideology, sexual orientation, or sensory, mental or physical handicap.

C. Diversity. Committee appointments shall reflect a membership appropriate for accomplishing the goals of the committee, and should include cultural, social, political, technical and economic viewpoints sufficient to ensure wide-ranging and active debate.

B1

D. Board Vacancies. Candidates for nomination to vacancies on advisory boards shall be solicited from residents through appropriate public announcement of vacancies. Vacancies shall be announced for a period of at least ten days between the public announcement of a vacancy and the date on which nominations take place, unless the Assembly has determined that a lesser time is appropriate under the circumstances of a particular appointment. During such periods, residents may convey recommendations of candidates for nomination to vacancies to members of the Assembly or the Clerk's office.

1. Definitions:

a. "Advisory Board" is a general term and includes those bodies entitled "board," "committee," "commission," "council," or the like, and comprise a governmental body of the City and Borough of Juneau having authority only to advise the Assembly rather than to establish policies or make decisions for the Assembly.

b. "Vacancies" include vacancies in positions which have never been filled; vacancies caused by the vacation of a position by an incumbent for any reason prior to expiration of term of office; and vacancies which will occur at the expiration of an incumbent's term whether or not the incumbent has signified a desire to succeed himself or herself.

c. A vacancy on a City and Borough advisory board shall exist under the following conditions:

- (i) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
- (ii) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
- (iii) If a member submits his or her resignation to the Assembly;
- (iv) If a member is physically unable to attend board meetings for a period of more than 90 days; or
- (v) If a member misses more than 40 percent of the board meetings in a 12-month period.

The chair of the advisory board shall notify the Clerk's office of any vacancy on the board. Upon notification, the Clerk shall follow the procedures for filling vacancies as outlined in this section.

Rule 2. Appointment Process.

A. Applications. All new applications are kept on file with the Municipal Clerk's office for one year. In the event a vacancy occurs in the interim, the applicants will be contacted by the Clerk's office to determine if the applicant would like his or her application submitted for the vacant seat. Applications, except those of appointed board members, are purged after the one-year period has expired and applicants will need to reapply for future vacancies.

B. Reappointment Of Committee Members. Incumbent committee members may seek reappointment at the end of their term of office. Incumbent members will need to submit new applications to be considered in the same manner as all other applications. Factors considered in re-appointing incumbents are the enthusiasm of the individual, need for continuity, and the attendance record of the individual. Appointments and reappointments are based on merit, and incumbent members are not automatically reappointed.

C. Terms. Members of advisory boards shall be appointed for a term of three years unless otherwise specified in their governing legislation. The Assembly shall endeavor to make appointments during the month in which the terms expire, provided that a board member shall continue to serve until a successor is appointed and takes office. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has 6 months or less remaining to the unexpired term, the Assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration date of the unexpired term. The members of the boards who are serving at the time of adoption of this resolution shall continue to serve the duration of their terms of office.

Rule 3. Officers. Officers of each board shall consist of a Chairperson, Secretary, Treasurer, and any other officers as the board may from time to time deem necessary. Officers shall be elected at the first regular meeting after which the regular annual appointments of board members are made by the Assembly. Each officer shall serve for a one-year term or until such time as offices become vacant. The advisory board shall elect one of its members as a Secretary to record, keep, and file with the Clerk minutes of all committee meetings.

Rule 4. Staff Liaisons. The Manager may appoint a staff member or members as appropriate or as requested by the Assembly to serve as a liaison to an advisory board. The Manager, at the time of appointment, will provide the staff liaison with a memo outlining the duties of the assignment. The role of the staff liaison is to serve as a link between the board and the City's departmental staff and the Assembly. Boards shall not direct the work of staff liaisons in their advisory role to the Assembly. Liaisons shall not have the power to vote on the board or commission, and are not to be counted in determining whether a quorum of the board or commission is present.

Rule 5. Ad-Hoc Committees/Task Forces. Ad-Hoc Committees shall be appointed by the Mayor to develop recommendations on a single issue. The appointment of members shall be accompanied by a memorandum outlining the committee's charge, defining the deliverables, and giving the sunset date of no more than two years from the date of appointment.

Rule 6. Reports. Advisory Boards shall report to the Assembly at least annually. Reports to the Assembly shall be approved by a majority vote of the board. Minority reports may accompany the report approved by the Majority. Each board shall submit to the Assembly a brief annual report setting forth the activities and accomplishments of the committee and the attendance record of each committee member during the preceding twelve months. The Assembly will strive to review each board's annual report at the same time it takes up the annual appointments of members. A representative of the board should be present at any Assembly or Assembly committee meeting at which the report is to be considered.

Rule 7. Evaluation. The Assembly may periodically evaluate each advisory board. Such evaluation shall consider the board's mandate, its goals and objectives, its success at reaching its goals and objectives, its activities, the extent to which it has attracted citizen participation, and suggestions for methods of improving the disposition of board business. A report of the evaluation shall be made and returned to the advisory board and shall include recommendations for future functions of the board.

Rule 8. Removal. Unless otherwise specifically provided, members of boards, committees and commissions which are created by non-code ordinances, resolutions or motion and are appointed by the assembly serve at the pleasure of the assembly and may be removed at any time by an affirmative vote of six members of the assembly.

Rule 9. Procedure. Advisory committee procedure shall be governed by Robert's Rules of Order except where superseded by the Assembly Rules of Procedure, as such may be amended from time to time.

SECTION 2. REPEAL OF RESOLUTION. Resolution 2662 is hereby repealed.

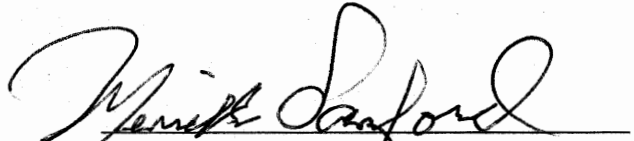
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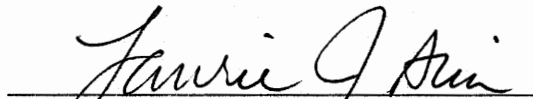
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SECTION 3. EFFECTIVE DATE. This resolution shall be effective immediately upon adoption.

Adopted this 9th day of June, 2014.


Merrill Sanford, Mayor

Attest:


Laurie J. Sica, Municipal Clerk

**CBJ BOARDS, COMMITTEES &
COMMISSIONS
INFORMATIONAL PAMPHLET**

Appendix C

Alaska Open Meetings Act Information
by
Former CBJ Attorney John Corso,
and Amended by CBJ Municipal Attorney Amy Mead

ALASKA OPEN MEETINGS ACT

Prepared by: John R. Corso
(Amended by: Amy Mead)
City & Borough Attorney
Juneau, Alaska

Introduction

The Alaska Open Meetings Act (OMA) is a state statute which requires that all meetings of state and local government bodies be open to the public. A copy of the statute, AS 44.62.310-12, is attached.

The OMA is not unique to Alaska. Most states as well as the federal government have an open meetings law. In addition, the CBJ Charter, §3.12, requires that Assembly meetings be open to the public. Charter §3.16 extends this requirement to other municipal bodies. Alaska's policy regarding open meetings is strongly stated in the OMA. The Alaska Supreme Court and the superior court judges in Juneau have strictly followed the statutory policy and have repeatedly affirmed the policy that governmental action should be taken openly and deliberations conducted in public.

What is a Public Body

AS 44.62.310(a) contains an exhaustive list of the types of bodies subject to the OMA. The law clearly covers the Assembly, the Planning Commission, the School Board, the Hospital, Harbor and Eaglecrest Boards, and all subcommittees and citizen advisory committees associated with these bodies. The OMA also applies to temporary and ad hoc committees of a public body. It is not limited to elected bodies and has been applied to such groups as university tenure committees, interagency task forces, and similar bodies.

What is a Meeting

The Alaska Supreme Court has broadly interpreted the term "meeting", and has held that investigation, fact gathering, discussion, and deliberation, whether formal or informal, by a public body is covered by the OMA. The OMA does not, however, regulate the social activities of public officials.

What constitutes a meeting for purposes of the OMA is addressed by the OMA, which provides two standards: one for bodies that have the authority to make establish policies or make decisions, and another for bodies that may advise or make recommendations. **For policy-making bodies, the law says that a "meeting" occurs when more than three members or a majority of the members, whichever is less, are present and they collectively consider a matter upon which their body is empowered to act. For advisory bodies, a "meeting" occurs when more than three members or a majority of the members, whichever is less, gather at a prearranged meeting for the purpose of considering a matter upon which the governmental body is empowered to act.** Notice that the OMA does not apply to impromptu or chance encounters of members of an advisory body.

Executive Sessions

Under the OMA, a public body is allowed to discuss certain subjects in executive session. These subjects are very limited. Also, certain steps must be followed in order to properly convene an executive session. AS 44.62.310(b) and (c) address executive sessions.

How to Call an Executive Session

In order to call an executive session under the OMA, the meeting must first be convened as a public meeting. Then, the question of holding an executive session to discuss one of the subjects listed in AS 44.62.310(c) must be decided by a majority vote of the body. In reaching this decision, the reason the session is being called and why it is necessary to hold an executive session to discuss the subject should be clearly stated on the record by the body. You should do more than simply recite the applicable statutory exception in making this decision. Before the vote on whether to hold an executive session, the topics to be discussed should be stated and one more of the exceptions set out in AS 44.62.310(c) should be invoked. However, too much detailed discussion of the subject in the open session would defeat the purpose of the executive session. You will need to strike a reasonable balance here. The Superior Court in the First Judicial District recently held that a public body must create a clear, contemporaneous record of its decision-making process to justify an executive session.

Subjects Which are Proper for Executive Session

It is appropriate to go into executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government unit. This generally includes such matters as negotiations in property acquisitions, discussion of the status, strategy, and settlement negotiations on claims and lawsuits against the municipality, and labor contract negotiations. In these types of situations, if the opposing party were privy to the discussion, it would clearly have an adverse effect on the ability of the municipality to achieve the best resolution of the matter for the municipality and the public.

Keep in mind that under AS 44.62.312(b), the exception for discussion of financial matters is to be construed narrowly and unnecessary executive sessions are to be avoided. Thus, if an open discussion of financial matters would have only a possible, hypothetical, long-range, or indirect effect upon municipal finances, or would perhaps be embarrassing to the municipality but would not adversely affect the finances of the municipality, you should remain in open session.

Executive sessions are also authorized to discuss matters that tend to prejudice the character or reputation of a person. The Alaska Supreme Court has given a reasonably liberal interpretation to this provision. The court has indicated that a discussion of the character of a person may lead to adverse comments and that this is particularly so when comparing the character of one person (e.g., a job or committee applicant) to that of another. Note, however, that the person to be discussed has the right to request that the discussion be conducted in public. This means that the person or persons who may be discussed in executive session must be notified prior to the meeting so that they can decide whether they will request a public discussion.

An executive session may also be called to discuss subjects which by law, charter, or ordinance are required to be confidential. A municipal code or charter may specify that discussion of such matters as

labor negotiations, pending lawsuits, or evaluations of the manager and municipal attorney are to be conducted in executive session.

What Can be Done in the Executive Session

Once in the executive session, you are only allowed to consider the subjects mentioned in the motion calling for executive session. You can discuss other subjects only if they are auxiliary to the subject for which the session was called (i.e., subsidiary or supplemental to the main subject, or of assistance in its consideration).

No action may be taken in the executive session. The subjects may be discussed and debated, but all official action must be taken in open session. The OMA contains an exception allowing the body to give instructions to an attorney or labor negotiator in executive session, but CBJ bodies must follow the more restrictive CBJ Charter requirement that no action may be taken in executive session.

Coming Out of Executive Session

At the conclusion of the executive session, the body should reconvene in public session. This is the point at which action may be taken. For example, the body may direct the manager to proceed in accordance with direction given by the body in executive session. Of course, if the direction given is spelled out in detail in public, the purpose of holding the session may be defeated. There may be instances where the body can make a full public report after the session, such as when there is no further need for confidentiality. Finally, there will be times when no action is to be taken at all, such as when the session involved only a status report on negotiations, in which case the body may simply reconvene and move on to the next agenda item.

Exemptions from the OMA

AS 44.62.310(d) provides for certain exemptions from the OMA. It provides that the OMA does not apply to meetings of a hospital medical staff, or meetings of the governing body or any committee of the hospital when holding a meeting solely to act upon matters of professional qualifications, privileges, or discipline. Thus, when a committee of the hospital holds a meeting solely to act upon matters of professional qualifications, it does not even need to go through the formality of moving for and voting upon a motion for executive session.

The OMA does not apply to meetings of CBJ staff. It does not apply to meetings held for the purpose of participating in a gathering of a national, state, or regional organization such as the Alaska Municipal League or the American Planning Association.

Public Notice of Meetings

The OMA provides in AS 44.62.310(e) that reasonable public notice must be given for all meetings. The notice must include the date, time and place of the meeting, and if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. The notice must be posted at City Hall, and may also be given by print and broadcast media. Each body should give notice in a consistent fashion for all its meetings. There is no requirement to publish an agenda. The CBJ Charter requires that at least 24 hours notice of special meetings be given. Written notice of a special meeting must be delivered to the newspaper and radio and television stations, and no business may be transacted at a special meeting unless the item is on the agenda.

Public Participation

State law, AS 29.20.020, and the CBJ Charter require that "the public shall have a reasonable opportunity to be heard". This requirement does not mean that the public has a right to dominate or disrupt a meeting, and the chair may impose reasonable rules on the manner and extent of public participation.

What Happens if the OMA is Violated

A court may void any action taken by a public body in violation of the OMA. It is also possible for the body to undertake "substantial reconsideration" of an issue discussed or decided upon at a meeting held in violation of the OMA. The courts would decide whether the validation meeting sufficiently functioned as a true reconsideration of the matter, and whether the public interest would be served by voiding the action. Members of the body may not be sued in their individual capacity for violations of the OMA.

When In Doubt, Ask for Legal Advice

It is recommended that if you have any questions regarding the propriety of a meeting, whether your body is subject to the OMA, whether or not it is proper to go into executive session on a matter, or if you simply have a question regarding the OMA, that you call the city and borough law department at 586-5242. We are pleased to provide you with assistance on these issues, and we do so routinely for all of the CBJ bodies, boards and committees.

ALASKA STATUTES
TITLE 44. STATE GOVERNMENT
CHAPTER 62. ADMINISTRATIVE PROCEDURE ACT
ARTICLE 6. OPEN MEETINGS OF GOVERNMENTAL BODIES

§ 44.62.310. Government meetings public

(a) All meetings of a governmental body of a public entity of the state are open to the public except as otherwise provided by this section or another provision of law. Attendance and participation at meetings by members of the public or by members of a governmental body may be by teleconferencing. Agency materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. Except when voice votes are authorized, the vote shall be conducted in such a manner that the public may know the vote of each person entitled to vote. The vote at a meeting held by teleconference shall be taken by roll call. This section does not apply to any votes required to be taken to organize a governmental body described in this subsection.

(b) If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that are listed in (c) of this section shall be determined by a majority vote of the governmental body. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. Subjects may not be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. Action may not be taken at an executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

(c) The following subjects may be considered in an executive session:

- (1) matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
 - (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
 - (3) matters which by law, municipal charter, or ordinance are required to be confidential;
 - (4) matters involving consideration of government records that by law are not subject to public disclosure.
- (d) This section does not apply to
- (1) a governmental body performing a judicial or quasi-judicial function when holding a meeting solely to make a decision in an adjudicatory proceeding;
 - (2) juries;
 - (3) parole or pardon boards;
 - (4) meetings of a hospital medical staff;
 - (5) meetings of the governmental body or any committee of a hospital when holding a meeting solely to act upon matters of professional qualifications, privileges or discipline;
 - (6) staff meetings or other gatherings of the employees of a public entity, including meetings of an employee group established by policy of the Board of Regents of the University of Alaska or held while acting in an advisory capacity to the Board of Regents; or
 - (7) meetings held for the purpose of participating in or attending a gathering of a national, state, or regional organization of which the public entity, governmental body, or member of the governmental body is a member, but only if no action is taken and no business of the governmental body is conducted at the meetings; or
 - (8) meetings of municipal service area boards established under AS 29.35.450--29.35.490 when meeting solely to act on matters that are administrative or managerial in nature.
- (e) Reasonable public notice shall be given for all meetings required to be open under this section. The notice must include the date, time, and place of the meeting and, if the meeting is by teleconference, the location of any teleconferencing facilities that will be used. Subject to the publication required by AS 44.62.175(a) in the Alaska Administrative Journal, the notice may be given by using print or broadcast media. The notice shall be posted at the principal office of the public entity or, if the public entity has no principal office, at a place designated by the governmental body. The governmental body shall provide notice in a consistent fashion for all its meetings.
- (f) Action taken contrary to this section is voidable. A lawsuit to void an action taken in violation of this section must be filed in superior court within 180 days after the date of the action. A member of a governmental body may not be named in an action to enforce this section in the member's personal capacity. A governmental body that violates or is alleged to have violated this section may cure the violation or alleged violation by holding another meeting in compliance with notice and other requirements of this section and conducting a substantial and public reconsideration of the matters considered at the original meeting. If the court finds that an action is void,

the governmental body may discuss and act on the matter at another meeting held in compliance with this section. A court may hold that an action taken at a meeting held in violation of this section is void only if the court finds that, considering all of the circumstances, the public interest in compliance with this section outweighs the harm that would be caused to the public interest and to the public entity by voiding the action. In making this determination, the court shall consider at least the following:

- (1) the expense that may be incurred by the public entity, other governmental bodies, and individuals if the action is voided;
- (2) the disruption that may be caused to the affairs of the public entity, other governmental bodies, and individuals if the action is voided;
- (3) the degree to which the public entity, other governmental bodies, and individuals may be exposed to additional litigation if the action is voided;
- (4) the extent to which the governing body, in meetings held in compliance with this section, has previously considered the subject;
- (5) the amount of time that has passed since the action was taken;
- (6) the degree to which the public entity, other governmental bodies, or individuals have come to rely on the action;
- (7) whether and to what extent the governmental body has, before or after the lawsuit was filed to void the action, engaged in or attempted to engage in the public reconsideration of matters originally considered in violation of this section;
- (8) the degree to which violations of this section were willful, flagrant, or obvious;
- (9) the degree to which the governing body failed to adhere to the policy under AS 44.62.312(a).

(g) Subsection (f) of this section does not apply to a governmental body that has only authority to advise or make recommendations to a public entity and has no authority to establish policies or make decisions for the public entity.

(h) In this section,

- (1) "governmental body" means an assembly, council, board, commission, committee, or other similar body of a public entity with the authority to establish policies or make decisions for the public entity or with the authority to advise or make recommendations to the public entity; "governmental body" includes the members of a subcommittee or other subordinate unit of a governmental body if the subordinate unit consists of two or more members;
- (2) "meeting" means a gathering of members of a governmental body when
 - (A) more than three members or a majority of the members, whichever is less, are present, a matter upon which the governmental body is empowered to act is considered by the members collectively, and the governmental body has the authority to establish policies or make decisions for a public entity; or
 - (B) the gathering is prearranged for the purpose of considering a matter upon which the governmental body is empowered to act and the governmental body has only authority to advise or make

recommendations for a public entity but has no authority to establish policies or make decisions for the public entity;

(3) "public entity" means an entity of the state or of a political subdivision of the state including an agency, a board or commission, the University of Alaska, a public authority or corporation, a municipality, a school district, and other governmental units of the state or a political subdivision of the state; it does not include the court system or the legislative branch of state government.

§ 44.62.312. State policy regarding meetings

- (a) It is the policy of the state that
- (1) the governmental units mentioned in AS 44.62.310(a) exist to aid in the conduct of the people's business;
 - (2) it is the intent of the law that actions of those units be taken openly and that their deliberations be conducted openly;
 - (3) the people of this state do not yield their sovereignty to the agencies that serve them;
 - (4) the people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know;
 - (5) the people's right to remain informed shall be protected so that they may retain control over the instruments they have created;
 - (6) the use of teleconferencing under this chapter is for the convenience of the parties, the public, and the governmental units conducting the meetings.
- (b) AS 44.62.310(c) and (d) shall be construed narrowly in order to effectuate the policy stated in (a) of this section and to avoid exemptions from open meeting requirements and unnecessary executive sessions.

**CBJ BOARDS, COMMITTEES &
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Appendix D

"How to Calendar CBJ Meetings"

*Trumba Event Submission Form Instructions
aka: How to Schedule a Meeting/Reserve a Room
on the CBJ Meeting Calendar*

Trumba Event Submission Form Instructions

aka: How to Schedule a Meeting/Reserve a Room on the CBJ Meeting Calendar

The first thing is to go to the online CBJ Meeting Calendar <http://www.juneau.org/calendar/index.php> (and if applicable the Library Meeting Calendar <http://www.juneau.org/library/calendar.php>) to see if the date/time/location you wish to schedule appears to be available.

When you click on the “Event Submission Form” from the left side menu, you will have a fillable form as shown below. I have populated the fields in the below form showing the standard formats for how we would like you to submit your information. Please note – the Event Title should include the title of the event **AND** the meeting room location (i.e.: Chambers, City Hall Conf. Room #224) etc... as shown in the example below, I have entered the Event Title as: **Absentee Voting Prep, Assembly Chambers.**

The screenshot shows a web browser window displaying the Trumba Event Submission Form. The browser address bar shows <http://www.juneau.org/calendar/eventform.php>. The page header includes the City and Borough of Juneau logo and navigation links. The form is titled "City And Borough of Juneau Calendar" and is divided into several sections:

- Submitter Information:** Name: Beth McEwen, Email: Beth_McEwen@ci.juneau.ak.us, Phone #: 586-0203, Meeting Type: Staff.
- Event Information:** Event title: Absentee Voting Prep, Assembly Chambers, Address of the Building (and Meeting Room): Assembly Chambers, 155 S. Seward St., Juneau, AK 99801, Start date: September 13, 2013, Time: All day, Duration: 1 day, Repeat: None, Group Type: CBJ Staff, Departments: City Clerk, Elections, Public Contact: City_Clerk@ci.juneau.ak.us 586-5278, Meeting Room (Library Use Only):, Web link: <http://www.juneau.org/clerk/elections/>, Public Notes: Absentee Voting will be held in the Assembly Chambers 8am-4:30p.m. Monday through Friday, September 16-30, 2013.
- Selection Options:** Departments (Administration, Airport, Animal Control, Assembly), Group Type (1% for Art Committees, Airport Board, Americans With Disabilities Act Committee), Meeting Type (Public Notice, Staff, Other).

A "Next >" button is visible at the bottom of the form. The footer of the page includes copyright information for 2013 and a privacy notice.

Please Note: For the "Meeting Room" fillable piece, select "Meeting NOT at Library" if the meeting is not in a library meeting room. When requesting a CBJ Library Meeting Room, please select the appropriate Library Room from the pull down list using the arrow. Also, anything you enter into the Public Note section will be viewable by anyone accessing the calendar so only include those notes in this field that you wish the public to see.

Public Contact:

Duration: 0 hours - 0 minutes [Specify End](#)

Meeting Room (Library Use Only):

Web link:


Public Notes:

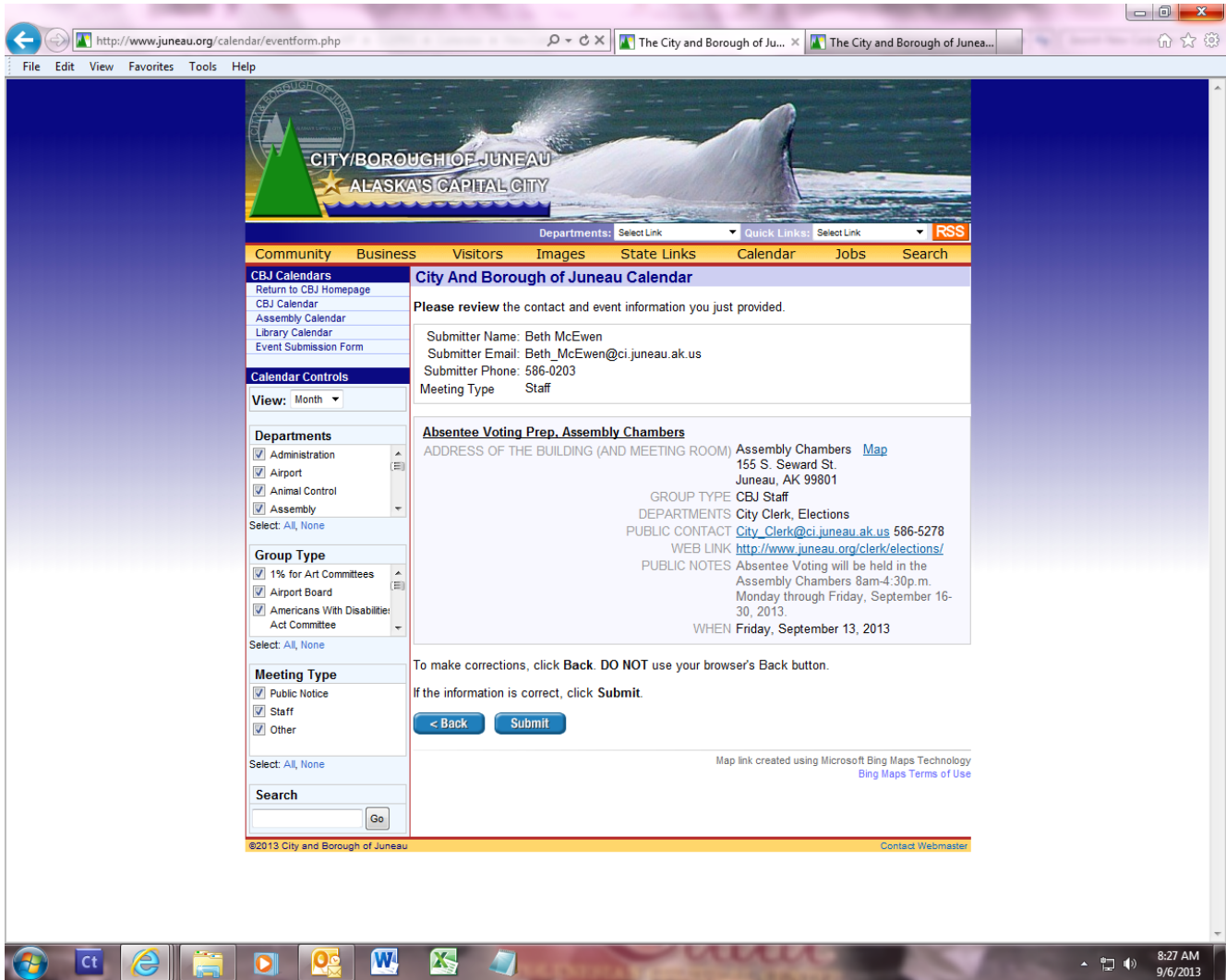
* Indicates required fields



[Next >](#) Powered by [Trumba](#) | [Help](#)

We care about your privacy.
Information provided via this form will not be resold or redistributed.

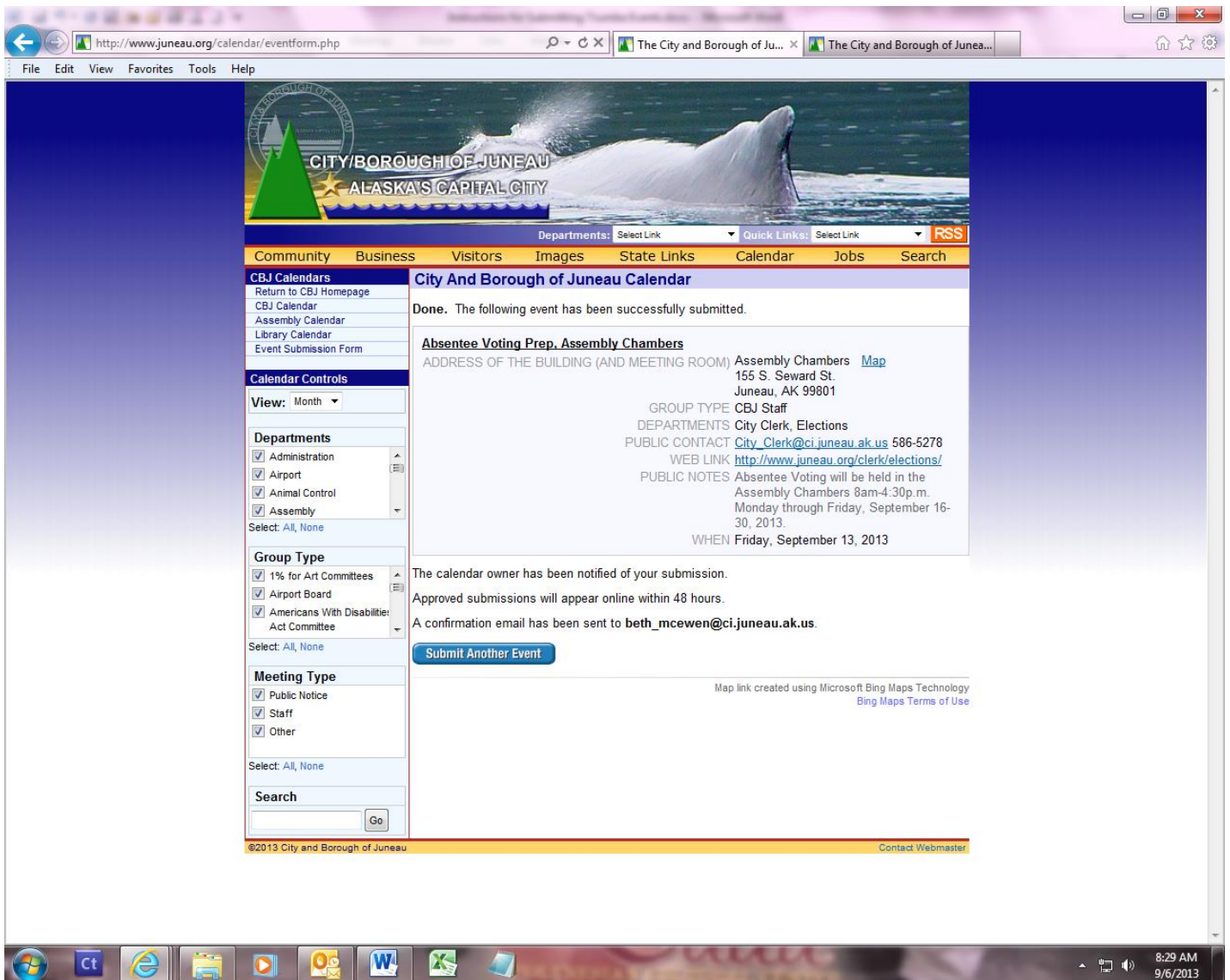
[Contact Webmaster](#)

Once you have entered all your information into the fillable form and click on the  Button this is what you see:

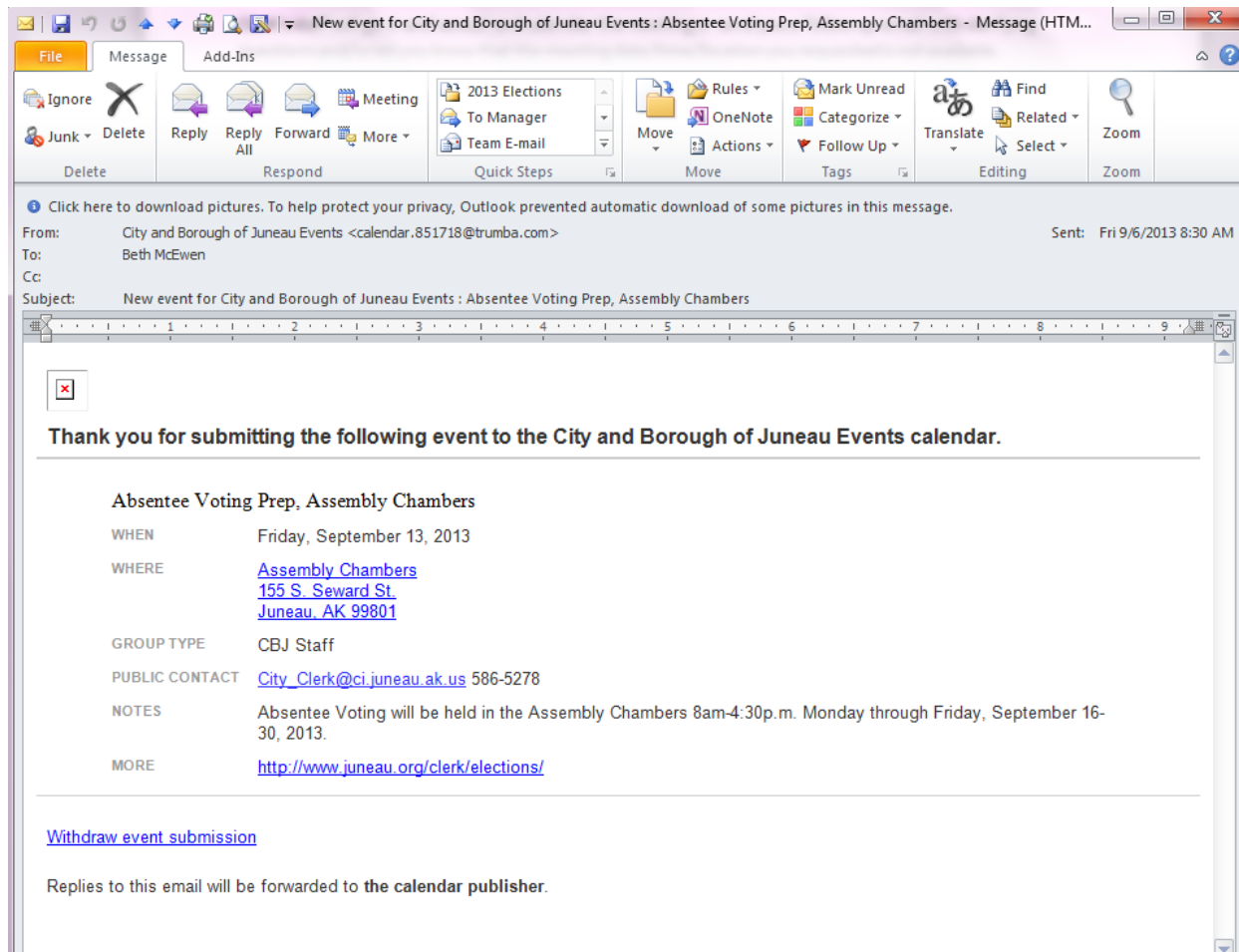


If you need to make changes, you use the blue  Button at the bottom of the screen. If this looks OK, select the blue  Button at the bottom of the screen.

Once you selected the "Submit" Button from the previous page, the following is the confirmation screen that will come up.



What comes through to the City.Clerk@juneau.org email address when an event is submitted:



A couple of tips on inputting/formatting your calendar request:

- When entering your title – please include the room you are requested after the event in the title field:
Absentee Voting Prep, Assembly Chambers.
- In the “Address of the Building (and meeting room)” section, please put the actual street address which will be mapped by Google when Clerk’s staff confirms the meeting. Example: 155 S. Seward Street, Juneau, AK 99801 for the address of City Hall.
- When selecting “Department” select any/all departments that may apply to this meeting from the pull down menu options.
- Please keep in mind that all use of City Hall Rooms are subject to bumping by the Assembly or one of its committees and/or by the Manager/Clerk staff for election or other uses.
- Please also note that the use of the library meeting rooms by CBJ Boards should all be done through the Clerk’s office. If you wish staff meetings held in a library meeting room to show up on the main CBJ Meeting Calendar, please route those requests through the Clerk’s Event Submission Form.
- If the request is for a library meeting room strictly for staff purposes and not subject to the Open Meetings Act and you don’t care if it shows up on the CBJ Meeting Calendar, you can work directly with the Library staff to book the room.

Calendar Request Processing

Clerk's staff will go in and accept and calendar the meeting or send you a follow up email with clarifying questions and/or let you know that the meeting date/time/location you requested is not available.

To verify that your meeting is in the online calendar, we encourage you to check the calendar within 48 hours to confirm your meeting is actually booked and showing up on the calendar.

The Event Submission Form is for use when initially scheduling or deleting a meeting. If you need to delete the meeting, click on the withdraw event submission in the email you received from Trumba. If you are making changes to a meeting that you have already submitted, please send an email with the details of the change to City.Clerk@juneau.org and we will make the changes as requested and send you a confirming email.

Thank you for submitting the following event to the City and Borough of Juneau Events calendar

test	
DATE	Saturday, October 31, 2015
TIME	6:00 pm ADT
WHERE	155 S Seward St
GROUP TYPE	CBJ Staff
PUBLIC CONTACT	Sandi Mercer

[Withdraw event submission](#)

Replies to this email will be forwarded to **the calendar publisher**.

Building Access:

- All meetings open to the public and/or subject to the Open Meetings Act need to be held in a facility that is compliant with the Americans with Disabilities Act.
- If you are requesting use of library meeting rooms for CBJ staff only outside of the hours that the library is open to the public you will also need to work directly with Cathy Turner at the library by calling 586-0448 or sending an email to Cathy.Turner@juneau.org ensure access to the building during your scheduled time. This is a separate step that is done separately from your calendar/room request.
- Clerk's staff has been notified by CDD staff that the Marine View Building outside doors are locked after 5pm and therefore any meetings open to the Public or subject to the Open Meetings Act should not be scheduled for either the 3rd floor or the 4th floor conference rooms in that building after 5pm.
- Access to City Hall Chambers and/or Conference Room #224 after 4:30pm is through the 'blue' ADA accessible door next to the mural.
- Clerk's staff will program the 'blue' door and the elevator to be open from 4:30p.m. until the last meeting is scheduled to end for that evening.

- If there is more than one meeting being held in City Hall on the same evening, the staff members attending the meeting with the latest end time are responsible for ensuring that the blue door is locked.
- If you are the last staff member to leave the building and the green light is showing on the keypad next to the blue door, enter the override code **5278#** (This is the same as the last four digits in Clerk's Office phone number if you ever forget the code.)

**CBJ BOARDS, COMMITTEES &
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Appendix E

HELPFUL DOCUMENTS

Sample Agenda page E1

Sample Script for Chairpersons pages E2-E4

Sample Minutes pages E5-E6

Laurie Sica Tips for Writing Minutes... pages E7-E8

SAMPLE AGENDA
[NAME OF BOARD] ASSEMBLY ADVISORY BOARD MEETING
[DATE] Thursday, June 13, 2013; 12:00 p.m. (Noon)
[LOCATION] Municipal Building – Chambers

- I. Call To Order**
- II. Agenda Changes**
- III. Public Participation on Non-Agenda Items**
- IV. Approval of Minutes**
 - A. [Date of last meeting’s minutes up for approval]
May 6, 2013 Assembly Advisory Board
- V. Unfinished Business**
 - A. Report on board testimony to the Assembly at the date meeting
- VI. New Business**
 - A. Election of Officers
 - B. Goals for the next year
- VIII. Committee, Liaison, and/or Staff Reports**
- IX. Executive Session**

[Please note that if your group anticipates going into Executive Session, the reasons for going into executive session are very limited and in some cases, there are specific advance notice requirements that must occur prior to the meeting. Please see the section in our board information booklet on the Open Meetings Act and/or contact the City Attorney if you have any questions about this agenda item.]
- X. Other Business**
- XI. Adjournment**

Please note, this sample agenda is loosely based on the agenda structure for Assembly meetings as found in the Assembly Rules of Procedure Resolution as well as the agenda structures found in Roberts Rules of Order. CBJ Boards can use this template and add or delete or rearrange agenda items as it fits with their particular board’s mission and work.

SAMPLE SCRIPTS FOR BOARD CHAIRPERSONS

Chairperson's script in italics below

I. Call To Order

Chair: *I'd like to call the (Date/Name of Group) June 13, 2013 Assembly Advisory Board meeting to order. Will the clerk please note the roll? [If a quorum is not present – the only action that can be taken is to set the date/time/location for the next meeting and adjourn.]*

II. Agenda Changes

Chair: *Are there any agenda changes? Hearing none, we will accept the agenda as presented.*

III. Public Participation on Non-Agenda Items

[The time limit and manner in which the public heard is up to the call of the chair.]

Chair: *We reserve up to 10 (however much time the chair designates) minutes for non-agenda items for members of the public, two minutes (time is determined by dividing the total time by the number of individuals signed up to testify) each. Is there any member of the public that wishes to address the board on a non-agenda item?*

Chair: *Hearing none we will move on to the approval of the minutes. – or –*

Chair: *Can you please come forward and state your name for the record? (Address is not required)*

IV. Approval of Minutes

Chair: *We have before us the minutes of the (Date/Name of Group) meeting, do I have a motion? [Upon recognizing a member of the board] Mr./Ms. _____.*

[Sample motion by board member: "I move the (date) minutes of the (Name of Group) meeting and ask unanimous consent."] – or –

[Sample motion by board member: "I move the minutes of the (Date/Name of Group) meeting and would like to propose the following correction: Page 1, paragraph 2, second sentence needs to state: ".....".

Sample 1: Chair: *You've heard the motion, hearing no objection, the minutes are approved. –or –*

Sample 2: Chair: *The minutes have been moved with corrections as noted; are there any objections to their approval? Hearing none, the minutes will be approved as corrected.*

V. Unfinished Business

Chair: *That brings us to our unfinished business, the first item is V.1.a. name of agenda item*

Chair: *Is there a staff report?*

[It is up to the chair to decide if public testimony will be taken on any of the items on the agenda, often times, this is done on a case by case basis depending on the type of agenda item under consideration.]

Chair: *Is there anyone from the public wishing to speak on item V.1.a...? Hearing none, public testimony is now closed. – or –*

Chair: *Can you please come forward and state your name for the record?*

Following the public testimony, the Chair asks the members of the board if they have any questions for the person testifying. If there are no questions, the Chair thanks the individual for their testimony and opens the floor for action by the board.

A board member, upon recognition by the chair, makes a motion, in the affirmative so that an agenda item can come before the board for action and/or discussion. When a motion is made, the chair then restates the motion and the motion then belongs to the body and is ready for action to be taken. An Example follows:

[Boardmember’s name]: “I move the (Name of Board) recommends ... to the Assembly and ask for unanimous consent. – or –

[Boardmember’s name]: “I move the (Name of Board) recommends ... to the Assembly and would like to speak to the motion.

(CBJ rules of procedure do not require a “second” after a motion is made.)

Chair: *Mr. [Boardmember’s Name], you have the floor.*

Following discussion of the motion by all members wishing to speak, the Chair then restates the motion before the body and asks for unanimous consent or asks that a vote be taken.

The Assembly rules of procedure #5A states: Any member of the Assembly may sit with any board at all times; such member shall have the right to participate in board discussion except that members of the board shall have priority in obtaining the floor and only board members may vote. Reasonable opportunity for the public to be heard shall be allowed at board meetings other than those designated as work sessions.

Chair: *“Is there any additional discussion on the motion? Is there any objection to the motion? Hearing none, the motion carries.” – or –*

Chair: *Objection has been noted, will the clerk please call the roll?*

[The clerk calls the roll, announces the total votes for and against the motion, and according to Roberts Rules, it is the chair who declares that the motion carries or fails and then moves on to the next item on the agenda.]

Chair: *That brings us to item V.1.b. _____ name of agenda item _____. Staff report please. [and the*

process repeats until all agenda items are completed.]

VI. New Business

The same process as above is followed for all agenda items.

VII. Committee, Liaison, and/or Staff Reports

The same process as above is followed for all agenda items.

VIII. Executive Session

[Please note that if your group anticipates going into Executive Session, the reasons for going into executive session are very limited and in some cases, there are specific advance notice requirements that must occur prior to the meeting. Please see the section in our board information booklet on the Open Meetings Act and/or contact the City Attorney if you have any questions about this agenda item.] For CBJ Boards, the primary use of an Executive Session would be by our quasi-judicial bodies (appeal boards) following the close of testimony at an appeal hearing when deliberating their decision on an appeal.

An example of an executive session held by the Assembly on June 14, 2010 meeting and the manner in which it was reflected in the minutes are as follows:

II. EXECUTIVE SESSION

A. Update Regarding Contract Negotiations With Arrow Refuse On Solid Waste.

MOTION, by Anderson, to enter into executive session to discuss a matter, the immediate knowledge of which could have a detrimental effect on the finances of the municipality, specifically, contract negotiations with Arrow Refuse.

Public Comment: None.

Assembly Action: Hearing no objection, the Assembly entered executive session at 12:05 p.m. and returned to regular session at 12:55 p.m.

Mayor Botelho said that in executive session, the Assembly reviewed the status of contract negotiations with Arrow Refuse on solid waste issues and gave instruction to the City Attorney and City Manager with a request for additional information.

IX. Other Business

X. Adjournment

Chair: *Are there any other items to come before the body? Hearing none, we are now adjourned.*

SAMPLE MINUTES FOR CBJ BOARDS

Please review the guidelines for minutes found on page 10 of the CBJ Board Pamphlet. These sample minutes would be an example of what would be written for the meeting held based on our attached Sample Agenda.

DRAFT MINUTES

[Name of Board] **ASSEMBLY ADVISORY BOARD MEETING**

[Date] **Thursday, June 13, 2013; 12:00 p.m. (Noon)**

[Location] **Municipal Building – Chambers**

I. **Call to Order:** Chair _____ called the meeting to order at 12:00 p.m.

Present: Chair _____, (Members' Names:) _____, _____,
_____, and _____ (telephonic)

Absent: _____, _____, _____

A quorum was present

Staff & Others Present: (Names of any staff and any presenters and the agencies they represent here.)

II. **Agenda Changes:** Mr. _____ asked that the item pertaining to _____ be added to the New Business portion of the agenda.

III. **Public Participation on Non-Agenda Items:**

Mr. _____ came and spoke to the Assembly Advisory Board about _____.

IV. **Approval of Minutes**

A. May 6, 2013 Assembly Advisory Board Regular Meeting

Ms. _____ noted corrections needed on page 4 of the minutes.

MOTION by Ms. _____ to approve the minutes of the May 6, 2013 minutes with the corrections as noted. ***Hearing no objection, the minutes of the May 6, 2013 Assembly Advisory Board were approved as corrected by unanimous consent.***

V. **Unfinished Business**

Chairman _____ reported that the he testified at the regular Assembly meeting on Monday, May 27, 2013 on the Advisory Board's issue regarding _____. He reported that the Assembly passed a motion in favor of their request.

VI. **New Business**

A. Election of Officers

Each year following the Assembly appointments to the Advisory Board, the Board elects its

officers for a one year period. Seats up for election are Chair, Vice-Chair, Secretary, and Treasurer.

Chairman_____ opened the floor to nominations for the officer positions.

MOTION by Mr. _____ to nominate Ms. _____ to serve as Chair. There being no other nominations for Chair, Ms. _____ was appointed by unanimous consent.

(same process for all officer positions)

Former Chair _____ passed the gavel to incoming Chair _____ to preside for the remainder of the meeting.

Chairperson _____ asked each of the members to give her their liaison and committee assignment preferences by the following week so she could provide the new list of committee assignments to the board for its approval at the next regular board meeting.

B. Goals for the next year

Chair _____ asked the members their wishes on setting goals for the upcoming year. Each member provided their top three goals and it was decided by consensus of the board that the following goals will be the top three goals of the board for the upcoming year:

- Goal 1: Work on updating the board’s bylaws
- Goal 2: etc...
- Goal 3: etc...

VII. Committee, Liaison, and/or Staff Reports

A. Finance Committee Report

Finance Committee Chair reported that the board’s financial request was presented to the Assembly Finance Committee and approved by the Assembly at its meeting on _____.

(same process for all committee/liaison reports)

VIII. Other Business: None.

IX. Adjournment – There being no further business, Chair _____ adjourned the meeting at 1:00 p.m.

Respectfully submitted this _____ day of _____, 2013.
_____ Clerk/Secretary

Tips for Writing Minutes

Laurie Sica, MMC, Municipal Clerk, City and Borough of Juneau – 2011



Minutes are a historical record of the decisions and actions of a group, and may also capture the thought process that led to decisions. Most government retention schedules require that minutes be kept permanently, so ensure minutes are accurate and appropriate for the ages.



Minutes are also immediately useful. They help a group keep track of its actions, communicate requests for more information, provide future agenda items, transmit “to-do” lists and convey information for reference.



A group should agree to minute taking standards. There are three styles:

- Action: Skeletal – just the facts. Date, time, place, attendance, motions and decisions, future agenda items and meeting dates.
- Summary: Skeletal + main points, i.e. “Mr. Ed said he was for the project because...,” “Ms. No said she was opposed to the project because...,” “Following discussion...”
- Verbatim: Court transcription (every word).



Minute writers: Be Prepared, Be Bold, and Be Responsive!

- Review the meeting agenda and packet before the meeting.
- Have roll call sheets (if used), motion pads, “fill in the blank drafts” available.
- Position yourself in the best seat to hear and record the meeting.
- Be next to the Chair if possible to be able to communicate during the meeting.
- Speak up if you can not hear, or if the motion should be restated.
- Complete minutes as soon as possible after the meeting – avoid “cold” minutes.
- Spell Check, Grammar Check, AND proofread.

Minutes should:

Be Accurate and Complete

What happened – not what the group wishes had happened.

Focus on key points and decisions

Recording every word said is not necessary. Members may regret their comments at a later date. We are writing “minutes,” not “hours.”

Focus on the agenda

Leave out “side chat” or rambling on items not on the agenda.

Focus on the group

Comments and votes do not need to be attributed to individuals unless that is the group’s preference.

Be Objective

Stick to the words “said” and “asked.” Avoid subjective interpretations, such as, “Mr. Green instructed...” or “Ms. Brown questioned” or “Ms. Black implored...”

Be Consistent

Use a template - similar to the agenda. Consistent across the organization is preferable, such as Council minutes / Planning Commission minutes, etc.

Use past tense throughout the document.

Salutations should be consistent, i.e., Mr. or Ms. throughout.

Be Specific

Avoid acronyms on first reference, i.e., Alaska Department of Transportation and Public Facilities can become ADOT/PF after you spell it out once.

Remember that something commonly known today may not be identifiable in the future.

Be Professional

No spelling or grammatical errors.

Be Readable

Use a font size comfortable for the readers. Ragged edges are easier to read than justified text. Use spacing, bullets, bold, underlines for key points. Avoid “blocks of gray text.”

Create a Logical Flow

Minutes should be logically organized even if the meeting was fragmented or confusing. If an agenda items was discussed sporadically throughout the meeting, it is ok to group all the events related to the item in the same place.

Be Archivable

Use a consistent file name and file as required – always in a central location.

Be Approved

Provide to the group for motion to approve the minutes at the next meeting.

E8

**CBJ BOARDS, COMMITTEES &
COMMISSIONS
INFORMATIONAL PAMPHLET**

Appendix F

PUBLIC RECORDS

re: CBJ E-Mails & Telecommunications Policy

CBJ Telecommunications Policy #14-04..... page F1

Boardmember Telecom. Agreement Form page F4

Records Retention Resolution 2356 Excerpt.... page F5

INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY

I. INTRODUCTION

Information and communication technologies (ICT), consisting of computers and telecommunications and network resources, are provided by the CBJ to aid its employees in accomplishing the CBJ's objectives. The purpose of this policy is to establish a uniform guideline for the use of ICT. All users when connected to the CBJ networks from private devices as well as CBJ devices are subject to this policy.

CBJ users, including employees, contractors, and volunteers, who violate this policy are subject to discipline up to and including termination from service.

II. ICT POLICY

- A. All information transmitted received or stored on CBJ ICT is subject to review by, or at the direction of CBJ management. Users should not have any expectation of privacy in the use of the CBJ ICT. The CBJ reserves the right to monitor and review any communications, files, or other use of CBJ ICT without any advance notice to, or the consent, of any user.
- B. All files and email messages saved on CBJ ICT may be considered a matter of public record and subject to disclosure. This includes all files, email messages, or text transmitted, received, or saved on any personal computing equipment (phones, smartphones, tablets, computers, etc.).
- C. Incidental personal use, in compliance with the other provisions of this policy, is allowed as long as it does not:
 - 1. Interfere with the business of the CBJ, or any employee's job performance.
 - 2. Consume significant resources.
 - 3. Give rise to additional costs.
 - 4. Create personal financial gain unrelated to a user's duties with the CBJ, unless the ICT being accessed and used is a bulletin board or web page made available by the CBJ MIS Division for the purpose of enabling employees to market and sell personal property.
- D. CBJ users shall take reasonable precautions to protect access codes, computer passwords or other access mechanisms to avoid unauthorized access. Passwords for systems are created by users for the purpose of excluding unauthorized personnel, not to provide privacy from official review. CBJ users must not divulge their passwords to any other person. Password criteria and other computer policies established by MIS can be found on the MIS intranet page.
- E. Only encryption tools authorized by MIS may be used. Except with the prior written consent of the MIS director, all such tools must be implement key-recovery or key-escrow techniques to permit the CBJ to access and recover all encrypted information (e.g., in the case of the absence of the employee who performed the encryption).
- F. Confidential information (whether owned by the CBJ, its vendors, or other persons) is not to be disclosed to others without prior authorization. The question of "authorization" will be a function of the type and ownership of the confidential information. (For example, different authority may be required for disclosure of CBJ-owned information than for vendor-owned information). "Authorization" for disclosure may be limited to certain specific individuals within the agency on a need-to-know basis.
- G. Users are expressly prohibited from engaging in the following acts. Doing so may subject a user to removal of use privileges and/or disciplinary action, up to and including termination of employment:
 - 1. Engaging in any willful act or omission that may cause a general loss of computer, telecommunications equipment, or network resources, or that will interfere with any CBJ functions.
 - 2. Using any CBJ ICT for illegal activity.

F1

3. CBJ users shall access, delete, examine, copy, modify, and retrieve any stored information only to accomplish the CBJ's objectives.
4. ICT shall not be used for financial or personal gain such as running any aspect of a private business, or for the purpose of advocating voting for or against a candidate for federal, state, or municipal office, or a federal, state, or municipal ballot issue, not directly related to the user's work duties. Use of the CBJ's intranet bulletin board to advertise sale items, make global announcements, etc., is exempt from this restriction.
5. The installation or use of any software or hardware on CBJ ICT without prior approval from the user's department director or MIS is prohibited.
6. CBJ users may not download, install, duplicate, or store software or data files that violate applicable copyright or license agreements.
7. CBJ users shall not attempt to circumvent or subvert the CBJ ICT systems or processes intended to protect and secure CBJ information.
8. CBJ users may not use CBJ ICT to store, print, distribute, edit, record or display offensive, defamatory, discriminatory, harassing, disruptive or any other prohibited material, unless explicitly authorized to do so to accomplish the CBJ's objectives.
9. CBJ users may not attempt to gain unauthorized access or attempted access to any other person's computer, email, or voicemail accounts or equipment.
10. Under no circumstances may any posting, message, or document originating at the CBJ be in violation of the letter or the spirit of the CBJ's policies, such as the Equal Employment Opportunity or Harassment policies.
11. CBJ users shall not misrepresent their identity in any way while using CBJ ICT. This includes using another employee's email account, or by modifying another's messages without permission. The content of messages written by others should be forwarded with no changes, except to the extent that edits to the original message are clearly indicated (for example, by using brackets or by using other characters such as * * * to flag edited text).
12. Connecting directly to the CBJ computing or networking systems with a personal device without direct authorization from MIS is prohibited. Remote access rules and criteria for using personal devices to connect the CBJ computing and network resources are driven by MIS. Users are required to comply with any rules posted by MIS on the MIS home page under the link called Computer Policies.

H. All users shall take immediate action to address any inadvertent violation of these rules by immediately contacting MIS, providing specific information describing the violation.

III. RETENTION AND SECURITY OF E-MAIL MESSAGES

Email messages and computer-stored items are CBJ property and are public documents. Email messages are official documents until they are destroyed, and may have legal and operational effect identical to that of traditional, hardcopy documents. Accordingly, all email messages should be treated as though they may later be viewed by others.

They must be administered as required by the Alaska Archives Act, the Alaska Open Records Act, and CBJ document retention policies. In addition, messages may become evidence in a lawsuit and thus subject to the rules of court regarding discovery. *Do not attempt to evade these requirements by moving or destroying documents in response to legitimate requests under the Open Records Act or because a lawsuit has been or probably will be filed.* Any such attempt is illegal, is detectable, and will subject the CBJ and you to severe penalties.

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It is the policy of the CBJ that email messages are temporary informal documents that are routinely destroyed after 90 days unless users make a deliberate decision to preserve them. Users are required to administer email messages generated and received via CBJ ICT as follows:

- A. Immediately upon sending or receiving a message, users should make a determination whether the message has any lasting administrative, legal, or historical value, or if it is evidence in a pending or probable lawsuit.
- B. If the message has no lasting value and does not constitute evidence, users may delete it or may leave it in the Inbox. The Inbox, Deleted Items, and Sent Items folders are set to automatically purge all messages older than 90 days.
- C. If the message has any lasting administrative, legal, or historical value, or if it is evidence in a pending or probable lawsuit, the message should be moved from the Inbox or Sent Items folders folder and preserved in an Outlook folder that is not automatically purged.

IV. GENERAL PROVISIONS

Scope: This policy applies to all agencies and employees of the City and Borough of Juneau, Alaska.

- A. Authority to promulgate policy: The City Manager of the City and Borough of Juneau, Alaska, maintains the authority granted by the CBJ Charter to order policy and the guidelines for implementation.
- B. Effective Date: This policy will take effect on date policy is signed.

Dated at Juneau, Alaska, this 9th day of December, 2014.



Kimberly A. Kiefer
City and Borough Manager



The City and Borough of Juneau
Municipal Clerk's Office
155 South Seward Street, Juneau, Alaska 99801
Main Phone: 586-5278 Fax: 586-4552

Telecommunications Policy Board/Commission Member Acknowledgement Form

I have been provided with a copy of CBJ Administrative Policy 14-04: Information and Communication Technology Policy. I certify that I have read the policy and have had the opportunity to ask questions about the content, requirements, and expectations contained therein.

I agree to abide by the policy guidelines as a condition of my continuing service as a board or commissioner with the City and Borough of Juneau.

I understand that if I have questions, at any time, regarding the Telecommunications Policy, I will consult with the City Manager and/or Clerk's offices, the City Attorney, or their designees for clarification. In the alternative, I understand I can also contact the Human Resources office for assistance.

Please read the Telecommunications Policy carefully to ensure that you understand the policy before signing this document.

Printed Name

Signature

Date

CBJ Records Retention Schedule (Resolution 2356) Excerpt:

Series, Title & Description	Retention Period (years)	Remarks
General: All city departments will use this general retention schedule for correspondence unless the department has adopted a particular retention schedule for correspondence as outlined in the following pages.		
Transitory Correspondence: Those records that are created primarily for the informal communication of information, as opposed to communications designed for the perpetuation or formalization of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. The informal nature of transitory messages might be compared to the communication that might take place during a telephone conversation or verbal communications in an office hallway.	90 days	
Subject Files (Functional): Correspondence, reports, and information related to the functional departments of the municipality and which document events, projects, activities and issues.	7	Review for administrative or archival value.
Reading Files: Copies of outgoing letters and memoranda arranged by date.	7	

For more information about the Alaska Public Records Act and how it relates to the CBJ Boardmembers, please see the document from the CBJ Law Department titled "ALASKA PUBLIC RECORDS ACT: *What does the law require and how do I follow it?*" located on our City Clerk's records management website at http://www.juneau.org/clerk/Records_Index.php.

Title	First Name	Display Name	Home Phone	Other Phone	Address	Other Information	Department
Airport Manager	Patty	Wahto, Patty		c:209-8562	16999 Pt. Lena Loop Rd.		AIRPORT
Terminal Maintenance	Robert	Dilg, Robert		c:723-7978	2363 O'Day Drive		AIRPORT
Deputy Airport Manager	Scott	Rinkenberger, Scott	907-957-7776	c: 907-321-3805	4041 Auk Kwaan Lane		AIRPORT
Maintenance & Ops Superintendent (Interim)	Scott	Rinkenberger, Scott		c: 321-3803	4041 Auk Kwaan Lane	personal cell: 957-7776	AIRPORT
COO - VACANT							BARTLETT REGIONAL HOSPITAL
CBHO	Bradley	Grigg, Bradley		c: 907-723-0548	1015 Wee Burn Drive		BARTLETT REGIONAL HOSPITAL
Human Resources Director	Dallas	Hargrave, Dallas		c: 907-209-1719	307 5th St		BARTLETT REGIONAL HOSPITAL
CFO	Kevin	Benson, Kevin		c: 701-371-6796	2190 Lawson Creek Road		BARTLETT REGIONAL HOSPITAL
CNO	Kimberly	McDowell, Kimberly		c: 907-723-0521	1730 2nd Street Apt. 4		BARTLETT REGIONAL HOSPITAL
CEO	Rose	Lawhorne, Rose		c: 907-723-4662	8892 Duran Street		BARTLETT REGIONAL HOSPITAL
Municipal Clerk	Beth	McEwen, Beth	780-4910	c:209-3502	5990 Sunset St., Juneau	"Lemon Creek"	CLERK'S OFFICE
Deputy Municipal Clerk	Di	Cathcart, Di	907-988-2166		124 Dixon Street, Juneau	"Telephone Hill"	CLERK'S OFFICE
Planning Manager	Alix	Pierce, Alix		c: 907-500-8677	1025 D Street		COMMUNITY DEVELOPMENT
Building Official	Charlie	Ford, Charlie	364-3338	c:907-723-2543	1307 2nd St. Douglas		COMMUNITY DEVELOPMENT
Director	Jill	Maclean, Jill		work cell: 907-419-7672	312 C Street, Douglas	*please do not give out	COMMUNITY DEVELOPMENT
Administrative Officer	Meredith	Savage, Meredith		c: 907-413-824-2141	187 Gastineau Ave Apt 6		COMMUNITY DEVELOPMENT
Dir. Of Mtn. Safety	Brian	Davies, Brian	364-3363		4004 Ridge Wy.		EAGLECREST
Ski Area Manager	Dave	Scanlan, Dave		c:907-360-7366	5651 N. Douglas Hwy.		EAGLECREST
Dir. of Base Ops	Drew	Baird, Drew	723-0266	c: 907-723-0266	705 W. 12th Street		EAGLECREST
Dir. of SSS & RRR	Erin	Lupro, Erin		c:907-723-1125	9140 Wolfrom Way		EAGLECREST
Engineering and PW's Business Manager	Autumn	Sapp, Autumn	c:723-9419	586-0917	4001 N. Douglas Hwy.	Personal # - Call if needed, don't give out	ENGINEERING/PUBLIC WORKS
Utilities Superintendent	Brian	McGuire, Brian	N/A	904-302-4169*	3301 Pioneer Ave., Juneau, AK 99801	*Personal #. Call if needed, don't give out	ENGINEERING/PUBLIC WORKS
Contracts Div	Greg	Smith, Greg	463-2589	586-0873 - Work	1015 Bonnie Doon	Personal # - Call if needed, don't give out	ENGINEERING/PUBLIC WORKS
CIP Division	John	Bohan, John	c:957-1832 *	586-0876 - Work	9510 N. Douglas Hwy.	*Personal #. Call if needed, don't give out	ENGINEERING/PUBLIC WORKS
Streets - Temp	John	Bohan, John				personal cell: 907-957-1832	ENGINEERING/PUBLIC WORKS
Director	Katie	Koester, Katie	907-299-7718	907-586-0877	330 W Eighth Street, Juneau, AK 99801		ENGINEERING/PUBLIC WORKS
RecycleWorks	Stuart	Ashton, Stuart	(907) 305-0600	586-5225 (Message)		Use Home phone	ENGINEERING/PUBLIC WORKS
Treasurer	Cheryl	Crawford, Cheryl	907.780.6191	c: 907.209.0831	4415 Abby Way		FINANCE
Director	Jeff	Rogers, Jeff		c: 723-6907	319 6th St		FINANCE
Assessor	Mary	Hammond, Mary		c: 907-957-3200	9450 Del Rae Rd #13B		FINANCE
Purchasing	Renee	Loree, Renee		c: 957-6463	8121 Gladstone St		FINANCE
Controller	Sam	Muse, Sam		c: 907-382-7056	503 St. Ann's Ave Douglas		FINANCE
Assistant Chief	Chad	Cameron, Chad	523-3044	c:957-8488	2055 Fritz Cove Road		Fire
Fire Marshal	Daniel	Jager, Daniel		c: 723-9757	8118 Easy Street		Fire
Assistant Chief	Ed	Quinto, Ed	790-2530	c: 723-2306	2532 Teslin Street		Fire
Fire Chief	Rich	Etheridge, Rich	523-7770	c:723-4420	3774 McGinnis Dr		Fire
Assistant Chief	Travis	Mead, Travis		c: 907-209-7018	3866 Killewich Drive		Fire
Harbors After hours	AFTER HOURS	NON EMERGENCY, AFTER HOURS		586-0600 -JPD		JPD WILL NOTIFY APPROPRIATE STANDBY HARBOR EMPLOYEE	Harbors
Port Director	Carl	Uchytel, Carl	523-5091	c: 957-5526	2921 Blueberry Hills Rd.		Harbors
Operations/Maint,	John	Osborn, John		c: 500-4501	4116 Birch Lane		Harbors
Harbormaster	Matt	Creswell, Matt	321-0429	w:586-0395	8216 Birch Lane		Harbors
Deputy Harbormaster	Matt	Creswell, Matt		c:321-0429	8216 Birch Lane		Harbors
Docks Operations Supervisor	Scott	Hinton, Scott		c: 500-4119	9094 Fireweed Lane		Harbors
HR Director	Dallas	Hargrave, Dallas		c: 209-1719	307 5th St. Douglas		HUMAN RESOURCES and RISK MANAGEMENT
Risk Manager	Jennifer	Mannix, Jennifer		c:723-9932	8496 #A Thunder Mountain Rd.		HUMAN RESOURCES and RISK MANAGEMENT
HR Manager	Shannon	McCain, Shannon		c: 209-2714	11909 Glacier Hwy. Unit 303		HUMAN RESOURCES and RISK MANAGEMENT
Lands and Resources Manager	Dan	Bleidhorn, Dan		c: 209-1612	3857 Melrose St		LANDS & RESOURCES
Lands and Resources Specialist	Roxie	Duckworth, Roxie					LANDS & RESOURCES
Office Manager	Deb	Senn, Deb		c: 796-2210	3264 Mendenhall Loop Rd #18		LAW DEPARTMENT
City Attorney	Robert	Palmer, Robert		c: 500-8738	6709 Marguerite Street		LAW DEPARTMENT
Museum Director	Beth	Weigel, Beth		c: 321-1265	2930 Fritz Cove Road		LIBRARY
CBJ Webmaster	Patrick	McGonegal, Patrick	364-2247	c: 723-8360	220 Behrends Ave.		LIBRARY
Director	Robert	Barr, Robert		c: 209-7208	4551 Klondike Way		LIBRARY
Systems Operations Manager	James	Zuelow, James	790-6524	c: 723-1852	4485 Columbia Blvd		MANAGEMENT INFORMATION SYSTEMS
Director	Matt	Scranton, Matt	500-9778	c:723-9750	16540 Glacier Hwy.		MANAGEMENT INFORMATION SYSTEMS
Public Information Officer	Lisa	Phu, Lisa	500-8790		8470 N. Douglas Highway		MANAGER'S OFFICE
Deputy City Manager	Mila	Cosgrove, Mila	463-3701	c:321-3614	1003 B St. Juneau		MANAGER'S OFFICE
City Manager	Rorie	Watt, Rorie		c:209-9863	119 Spruce St.		MANAGER'S OFFICE
Chief Housing Officer	Scott	Clambor, Scott	209-3661		2918 Simpson Ave		MANAGER'S OFFICE
Executive Assistant III	Susan	Phillips, Susan		c:321-7872	535 Kennedy Street		MANAGER'S OFFICE
Emergency Programs Manager, Avalanche Forcaster	Tom	Mattice, Tom	209-9207		2150 #B Glacier Hwy.		MANAGER'S OFFICE
Mayor	Beth	Weldon, Beth	789-1496	723-3116	Res: 8525 Mendenhall Loop Road, Juneau, AK 99801	Napa Ph. 907-789-4133, Mailing Add: P.O. Box 32516, Juneau, AK 99802	MAYOR
Deputy Mayor	Maria	Gladziszewski, Maria	586-3510	c: 723-9099, 465-4114 (wk)	11000 Sundown Drive, Juneau, AK 99802		MAYOR
Facilities Maint After Hours	AFTER HOURS	BUILDING MAINTENANCE, AFTER HOURS		c: 907-957-6650			PARKS & RECREATION
Park Maint Emerg After Hours	EMERGENCY LINE	PARK MAINTENANCE, EMERGENCY LINE		c: 907-957-6650		All Parks After Hours/Emergencies will now go through Building Maintenance After Hours Phone Nu	PARKS & RECREATION
Director	George	Schaaf, George		c: 907-723-7964	1116 B St., Juneau, AK 99801		PARKS & RECREATION
Zach Gordon Yth Ctr Manager	Jorden	Nigro, Jorden		c: 907-209-8321	202 6th St		PARKS & RECREATION
Aquatics Manager	Kollin	Monahan, Kollin		c: 907-321-6535	2901 Simpson Ave.	Personal cell: 812-201-6330	PARKS & RECREATION

Eagle Valley Center	Kristi	West, Kristi		c: 907-321-3737	16700 Ocean View Dr.		PARKS & RECREATION
Treadwell Arena Manager	Lauren	Anderson, Lauren	h: 907-523-1917	c: 907-321-7465	1211 4th St, Douglas	personal cell: 957-1545	PARKS & RECREATION
Mt. Jumbo Gym	Lauren	Verrelli, Lauren		c: 907-723-7079	2701 David St.		PARKS & RECREATION
Admin Officer	Lindsey	Foster, Lindsey		c: 907-957-1780	9450 Del Rae Rd. #26		PARKS & RECREATION
Deputy Director	Michele	Elfers, Michele		c: 907-321-4498	4493 Mountainside Dr.		PARKS & RECREATION
Facilities Maint Supervisor	Nate	Abbott, Nate		C 907-957-6651		Personal Cell 907-209-8379	PARKS & RECREATION
Deputy Chief	Dave	Campbell, Dave	957-5533		8118 Magnolia Court		POLICE DEPARTMENT
Police Chief	Ed	Mercer, Ed	790-9350	c: 957-6902	5024 Pond Vista Dr.		POLICE DEPARTMENT
Public Safety Manager	Erann	Kalwara, Erann	789-4930	c: 723-5835	4530 Sawa Circle		POLICE DEPARTMENT
Admin Officer	Jessica	Paskowski, Jessica		c: 360-362-3685	8220 Cedar Drive		POLICE DEPARTMENT

Contact information for Senior Leadership and Staff

Rose Lawhorne, CEO 8892 Duran Street Juneau, AK 99801	Cell Phone (907) 723-4662 Office Phone (907) 796-8310 E-mail address rlawhorne@bartletthospital.org
Kevin Benson, CFO 2190 Lawson Creek Rd. #A Juneau, AK 99801	Cell phone (701) 371-6796 Office phone (907) 796-8402 E-mail address kbenson@bartletthospital.org
Dallas Hargrave, HR Director 1003 B. Street Juneau, AK 99801	Cell phone (907) 209-1719 Office (907) 796-8677 or (907) 586-0225 E-mail address dhargrave@bartletthospital.org
Bradley Grigg, CBHO 1015 Wee Burn Drive Juneau, AK 99801	Cell Phone (907)723-0548 Office Phone (907) 796-8583 E-mail address bgrigg@bartletthospital.org
Kim McDowell, CNO 1730 2 nd Street Apartment #4 Douglas, AK 99801	Cell Phone (907) 723-0521 Office Phone (907) 796-8310 E-mail address kmcdowell@bartletthospital.org
Vacant, COO . Juneau, AK 99801 E-mail address	Home phone Office phone (907) 796-8859 Cell phone

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Suzette Nelson, Executive Asst.	Cell phone (907) 957-1313 Office phone (907) 796-8425 E-mail address snelson@bartletthospital.org
Megan Rinkenberger, Executive Asst.	Cell phone (907) 952-9263 Office phone (907) 796-8401 E-mail address mcrinkenberger@bartletthospital.org

Bartlett Regional Hospital

BOARD OF DIRECTORS

BYLAWS

VOTING MAJORITIES

BYLAWS	Recommendation to Adopt, Amend or Repeal (0131 - Page 3)	Prevailing vote of at least six members.
REMOVAL OF BOARD MEMBER RECOMMENDATION	(0144 - Page 4)	Prevailing vote of at least six members.
QUORUM - BOARD MEETING	(0162 – Page 10)	Five members of the board shall constitute a quorum.
VOTING	(0172 – Page 12)	Prevailing vote of at least five members.
APPOINTMENT OF ADMINISTRATOR	(0211 - Page 16)	Prevailing vote of [at least six members] of the [entire] Board.

BOARD OF DIRECTORS BYLAWS

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**BOARD OF DIRECTORS – 0100
NAME & PURPOSE – 0110**

0111 NAME

The governing body of the Bartlett Regional Hospital shall be known as the Board of Directors.

0112 PURPOSE

1. To provide for the management of facilities, personnel and services designed to diagnose and treat patients. Quality patient care shall be provided to all persons without discrimination on the basis of race, color, religion, national origin, age, sex, sexual orientation, sexual stereotyping, gender identity, disability, pregnancy, parenthood, marital status, or change in marital status.
2. To provide appropriate facilities and services to best serve the needs of patients; to improve the standards of health care; to encourage education and training of hospital employees and staff appointees; and to maintain the quality of patient care that is achievable with resources available.
3. To carry on education activities for the promotion of health in the community.
4. To manage, operate or participate insofar as hospital policy, circumstances and available funds may warrant, any activity designed and carried on to promote general health in the community.

**BOARD OF DIRECTORS – 0100
AUTHORITY & GENERAL
POWERS – 0120**

0121 AUTHORITY

The Board of Directors is constituted, authorized, and governed by the Charter and Ordinances of the City and Borough of Juneau.
(CBJ Charter, Article III, Section 3.15; C.B.J. Chapter 40.05)

0122 GENERAL POWERS

Subject to state laws and other City and Borough Ordinances, CBJ 40.05.020 provides in part that the Board of Directors shall be responsible for the operation of all licensed hospitals owned or leased by the City and Borough according to the best interests of the public's health, shall make and enforce all rules and regulations necessary for the administration of hospitals under its management, shall prescribe the terms under which patients shall be admitted thereto and shall establish and enforce standards of operation. The Board shall, within the hospital appropriation, establish and may amend the pay plan for hospital employees.

0123 CONTRACTING AUTHORITY

The Board is responsible for approving all contracts for supplies, services, or professional services, or amendments thereto, relating to the Board's power and authority as established by CBJ 40.05.020. No contract may be approved unless the contract complies with the CBJ Charter and CBJ Municipal Code. Unless otherwise provided by law, the Board may delegate to the CEO authority to negotiate and/or execute all contracts, or may establish parameters by contract type and/or dollar amount, for the exercise of such authority with or without approval of the Board.

0131 LEGISLATIVE

1. The Board of Directors shall recommend bylaws and provide policies and procedures for the administration and governance of the hospitals, which bylaws shall become effective upon approval of the City and Borough Assembly by resolution. The Assembly may accept the bylaws recommended by the Board, may reject such bylaws or may modify them. A manual of bylaws shall be maintained. (CBJ 40.05.030) Policies and procedures shall become effective after being adopted by the Board of Directors. A manual of policies and procedures of the BRH Board shall be maintained and established as the Board Manual.
2. At least annually, the Governance Committee shall review the bylaws as expeditiously as is reasonable under the circumstances.
3. The Governance Committee's recommended revisions to the bylaws, if any, shall be reviewed by the Board at a regular meeting and final Board action taken at a subsequent Board meeting.
4. Any changes approved by the prevailing vote of at least six members of the Board shall be submitted to the CBJ Assembly for approval by resolution.

0132 EVALUATION

The Board of Directors shall annually evaluate its performance against the strategic plan and against the goals and objectives established by the Board.

0141 NUMBER AND APPOINTMENTS

The Board of Directors shall consist of nine members appointed by the Assembly for staggered three-year terms. Board members shall serve at the pleasure of the Assembly. Up to two members of the hospital Board of Directors may be physicians in the community appointed from a list of those names submitted by the hospital medical staff. Terms shall commence on January first.
(CBJ 40.05.010)

0142 EXPECTATIONS

A voting member shall show willingness to give as much time as is reasonably requested or required. The applicant must be willing to accept responsibility for governance, including availability to participate actively in board and committee activities; to provide effective governance and to utilize experience in organizational and community activities.

0143 TERM

The term of membership shall be three years and until a successor takes office, except that a member appointed to fill a vacancy shall serve for the un-expired term.

0144 VACANCY

In addition to the vacancy provisions set out in CBJ 40.05.050, the following provisions shall apply:

1. A recommendation to the Assembly for removal of a board member may be made upon the prevailing vote of at least six members of the Board.
2. A Board member may resign at any time by giving written notice to the Assembly, with a copy to the President of the Board. Such resignation shall take effect on the date of receipt or at any later time specified.

0145 COMPENSATION

1. Board members shall not be compensated for services rendered in their capacities as board or board committee members. However, nothing herein contained shall be construed to preclude any board member or committee member from receiving reimbursement for expenses incurred in serving the hospital as a board member.
2. Before any reimbursement for expenses is made, receipts of such expenses must be submitted to the Administrator.
3. The Board of Directors may maintain membership in any local, state or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of hospital administration and, in connection therewith, the hospital will pay dues and fees thereto.
(CBJ 40.05.070)

0146 TRAINING

The Board shall provide training to board members on the duties and functions of the Board, the general operations of the hospital, and the history of the hospital and its relationship with the community.

1. Each new board member will be given, not later than their first regular meeting as a board member and for their use and possession for the duration of their term, a copy of CBJ Title 40 Hospitals, the Board Bylaws, the Board Manual and any other documents as deemed appropriate.
2. The Board shall provide ongoing education on board governance, compliance responsibilities, and the health care industry.

0151 ORGANIZATION MEETING

The Board shall elect annually from its members a President, Vice President, Secretary and such other officers as it deems necessary.
(CBJ Section 40.05.040)

0152 OFFICERS

1. The officers of the Board shall be a President, a Vice President, and a Secretary.
2. Officers shall be elected annually according to the schedule in the Board Manual, and each shall **[take office immediately after election]. [Officers shall]** hold office for a one-year term and until successors shall have been elected. Officers shall serve at the pleasure of the Board.
3. Any officer may resign their office at any time by giving written notice to the Board. Such resignation shall take effect on the date of receipt or at any later time specified.
4. The President shall preside at all meetings of the Board, and shall be an ex-officio voting member of all committees. The President shall be the Chairperson of the Executive Committee.
5. The Vice-President shall act as President in the absence of the President, and when so acting, shall have the power and authority of the President. The Vice President shall succeed to the office of President for the unexpired term if that office becomes vacant.
6. The Secretary shall ensure the retention of minutes of all meetings of the Board and board committees, and shall ensure appropriate public notice is given for all meetings of the Board and its committees in accordance with these bylaws or as required by law. The Secretary shall ensure that the records and reports of the Board are kept as required by law.
7. Upon a vacancy in the office of Vice President, or Secretary, the Board shall hold an election at its next regular meeting to fill such vacancy for the unexpired term.

153 COMMITTEES

1. The President shall establish the following standing committees: An Executive Committee, a Finance Committee, a Governance Committee, Compliance and Audit Committee, a Planning Committee, a Quality Committee and a Joint Conference Committee. The Board shall assign such duties and responsibilities to the committees or appoint such other committees as it deems necessary.
2. The President shall appoint the Chair and members of all committees.
3. With the exception of the Executive Committee, committees of the Board shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board, and act in an advisory capacity, but shall not take action on behalf of the Board.
4. Unless otherwise determined by the Board, committees shall consist of no fewer than two board members and shall serve until the committee is discharged.

**BOARD OF DIRECTORS – 0100
ORGANIZATION – 0150
(CONTINUED)**

5. A board member may request or refuse appointment to a committee and the refusal to serve on any one committee shall not be grounds for failure to appoint that board member to another committee.
6. A committee shall be convened by the Chair or designee who shall report for the committee. The chair shall ensure that minutes will be kept and submitted for Board review.
7. The Board may assign the functions of any management and/or board committee, except the Executive Committee, to combined or new committees, or to the Board acting as a Committee of the Whole.
8. The Administrator shall, unless otherwise expressly provided, be a non-voting ex-officio member of all Board committees.

154 COMMITTEE FUNCTIONS

1. **Executive Committee**

The Executive Committee shall consist of the President, Vice President, Secretary, and the Immediate Past President. The President shall be Chair of the Executive Committee and in their absence the Vice President shall be Chair. The Immediate Past President shall serve as an ex-officio voting member on the Executive Committee following their last term as President. The Executive Committee shall be empowered to transact all regular business of the hospital during the interim between meetings of the Board, provided that any action it may take shall not conflict with the policies of the Board. Any action taken by the Executive Committee shall be reported at the next regular meeting of the Board and may be rescinded by Board action at the meeting.

2. **Finance Committee**

The Finance Committee shall consist of a chair and two members appointed by the President. The duties and responsibilities of the Finance Committee are to review and make recommendations to the Board concerning all matters affecting the financial condition of the hospital, including but not limited to, the annual budget and capital budget matters referred to the committee by the President.

- A. The Finance Committee will review the annual budget prepared, and submitted to the Board, by the hospital administrator.
- B. The Finance Committee will complete its review **[in a timely fashion]**, and forward the budget to the Board for approval and submission to the City and Borough Manager, as provided in CBJ 40.25.020.
- C. The year-end audited financial reports by an outside auditing firm shall be reviewed by the Finance Committee and the committee shall report conclusions to the Board at the next board meeting.

3. Governance Committee

The Governance Committee shall consist of a chair and two members appointed by the President. The duties and responsibilities of the Governance Committee are to assist and make recommendations to the Board in the areas of Board governance, development, performance and effectiveness.

- A. The Committee will review Board bylaws and forward its recommended revisions, if any, to the Board on at least an annual basis and will periodically review and make recommendations to the Board, as needed, for revisions to the Board manual.
- B. The Committee will monitor current standards, regulations and general expert commentary on corporate governance practices and procedures and will review and make recommendations to the Board on all matters of governance, including governance practices and procedures.
- C. The Committee will review and make recommendations to the Board for Board member training and education, and will establish criteria for, and guide the Board in, an annual self-evaluation of Board performance.

4. Compliance and Audit Committee

The Compliance and Audit Committee shall consist of a chair and two members appointed by the President. The duties and responsibilities of the Compliance and Audit Committee shall be to assist and make recommendations to the Board in its oversight of the Hospital's Compliance Program.

- A. The Committee will oversee and ensure the Hospital's development and implementation of Compliance Program guidelines and procedures, and the Hospital's compliance education and training. The Committee will oversee and ensure the Hospital's maintenance of internal controls, systems, processes, resources and channels of communication for identifying, reporting and investigating compliance violations or concerns, and implementing corrective action.
- B. The Committee will oversee and review periodic reports regarding compliance activities and investigations and ensure the conduct of regular internal and/or external audits and surveys to verify adherence to the Hospital's compliance guidelines and procedures.]

5. Planning Committee

The Planning Committee shall consist of a Chair and two members appointed by the President. The Planning Committee shall provide information to the Board on changes and trends in the health care field that may influence the growth and development of the hospital.

- A. The Committee may assist in the preparation and modification of long- range and short-range plans to ensure that the total hospital program is attuned to meeting the health care needs of the community served by the hospital. Any plan should coordinate the hospital services with those of other health care facilities and related community resources.

**BOARD OF DIRECTORS – 0100
ORGANIZATION – 0150
(CONTINUED)**

- B.** The Board shall provide for institutional planning by including the Administration, the Medical Staff, the Nursing Department, other department/services, and appropriate advisors in the planning process with participation at the Planning Committee meetings.
- C.** Maintenance and building issues will be referred to the Planning Committee.

6. Quality Committee

The Quality Committee shall consist of a Chair and two members appointed by the President.

- A.** The Quality Committee shall provide information to the Board concerning the hospital quality assurance program and the mechanisms for monitoring and evaluating quality, identifying and resolving problems, and identifying opportunities to improve patient care.
- B.** One member of the Quality Committee shall be appointed annually by the Board to serve as Board liaison to the staff Quality Improvement Committee (QIC)
- C.** The Board shall meet its quality assurance goals by involving the Administration, the Medical Staff, the Nursing Department, and appropriate advisors regarding quality assurance through participation on the Quality Committee.

7. Joint Conference Committee

The Joint Conference Committee shall consist of the Executive Committee of the Board, the Executive Committee of the Medical Staff and representatives from Administration. The President of the Board will chair the Joint Conference Committee. In the absence of the Board President, the Board Vice President will serve as Chair of the Committee.

The purpose of this Committee is to provide a forum for communications between the Medical Staff and the Board of Directors.

8. Ad Hoc Committees

Ad hoc committees may be appointed by the President for special tasks. Upon completion of the task for which appointed, such ad hoc committees shall be discharged.

0155 BOARD CALENDAR

The Board shall conduct its business by reference to a calendar which specifies the month or date that decisions, resolutions, deliberations, notices, and reports must be made, instituted or received by the Board.

0161 PARLIAMENTARY AUTHORITY

Meetings shall be conducted under Robert's Rules of Order, using the edition currently adopted by the City and Borough of Juneau, and such amendments of these rules as may be adopted by the Board

0162 QUORUM

Five members of the Board shall constitute a quorum, and no business shall be conducted in the absence of a quorum, other than to adjourn a meeting to a later date. (CBJ Charter 3.12(e))

0163 PRESIDING OFFICER

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall preside. In the absence, disability, or disqualification of the President and Vice President, the Secretary shall preside. In the absence, disability, removal, or disqualification of the President, Vice President, and Secretary, the person with the longest period of current consecutive service on the Board shall preside.

0164 CALL OF MEETINGS

1. Regular meetings shall be held **[in accordance with]** CBJ40.05.060.
2. Special meetings not regularly scheduled may be called by the President or upon the presentation of a petition requesting such a meeting and endorsed by a majority of the voting members of the Board.
3. All meetings of the Board and committees of the Board shall be open to the public, except as otherwise provided by law.
4. **[All meetings of the Board and the committees of the Board may be held virtually or telephonic in accordance with the CBJ code or Assembly rules, as amended.]**

0165 NOTICE

1. The President shall notify each Board member, in writing and no later than three days in advance of the meeting, of the time, date, location, and, to the extent it is known, the agenda of any regular meeting. Notice of the time, date, location and purpose of a special Board meeting shall be given to board members no later than twenty-four hours in advance of the meeting.

(CONTINUED)

2. Reasonable public notice shall be given for all meetings. Notice of all Board meetings and committee meetings shall be **[conducted in accordance with CBJ Code. Notice shall also be made on the BRH website.]**
In calling a special meeting this notice shall state the business for the transaction of which the special meeting has been called and no business other than that stated in the notice shall be transacted at such special meeting.

0171 CONFLICT OF INTEREST

Board members shall be governed by the CBJ Charter, Section 15.1 and CBJ Chapter 01.45 with respect to conflict of interest.

0172 MOTIONS/VOTING

1. The prevailing vote of at least five members of the Board shall be required for official action except that the prevailing vote may be reduced by one vote for every two members of the board who are present but who do not vote because of a conflict, as more fully set out in CBJ Charter 3.16(e).
2. A board member with a declared conflict of interest on an issue shall be excused from voting by the President and must abstain from any discussion and/or the vote on the issue. If the President declares a conflict of interest, the President shall excuse themselves.
3. A vote may be taken by voice, show of hands or roll call. If one or more members are participating telephonically, the vote of all members shall be taken by voice or roll call. Proxy voting shall not be permitted. At the request of any member, the Board shall be polled.

0173 EXECUTIVE SESSIONS

1. If permitted subjects are to be discussed at a meeting in executive session, the meeting must first be convened as a public meeting and the question of holding an executive session to discuss matters that come within the exceptions set forth below shall be determined by a majority vote of the Board. The motion to convene in executive session must clearly and with specificity describe the subject of the proposed executive session without defeating the purpose of addressing the subject in private. No subjects may be considered at the executive session except those mentioned in the motion calling for the executive session unless auxiliary to the main question. No action may be taken at the executive session, except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

The following subjects may be considered in an executive session:

- A. Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
 - B. Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
 - C. Matters which by law, municipal charter, or ordinances are required to be confidential.
 - D. Matters involving consideration of government records that by law are not subject to public disclosure.
2. Any executive session where the subject to be discussed tends to prejudice the reputation and character of any person shall require advance notification of the person and the opportunity for the person to request a public discussion.

**BOARD OF DIRECTORS – 0100
CONDUCT – 0170
(CONTINUED)**

3. Board members participating via telephone in a meeting in which an executive session is called, may participate in the executive session only after verifying, on the record and before the session, that the member is alone, in a private place and able to maintain and safeguard the private status of the telephone call for the duration of the session. If at any time the privacy of the call becomes in question any member or invited attendee in the session may request re-verification of the caller's privacy status.

0174 HEARING OF PUBLIC

Members of the public present at the meeting of the Board shall be offered a reasonable opportunity to be heard in accordance with Board policy.

0176 ADJOURNMENT

The Board may at any time recess or adjourn a meeting to a time and place certain. Upon resuming, the Board shall commence business at the point in the agenda where the motion to recess or adjourn was adopted.

0177 CODE OF ETHICS

Members of the Board, including ex officio members, shall at all times abide by and conform to the CBJ Conflict of Interest Code (CBJ 01.45) and to the following code of ethics in their capacity as board members:

1. Members of the Board of Directors will conduct the business affairs for the Hospital in good faith and with honesty, integrity and due diligence.
2. Members of the Board of Directors will exercise proper authority and good judgment in their dealings with staff, patients, and the general public and will respond to all in a responsible, respectful, and professional manner.
3. Each member of the Board of Directors will use his or her best efforts to regularly participate in board activities and will perform his or her duties in a responsible manner.
4. Upon termination of service, a retiring board member will promptly return to the Hospital all property entrusted to the Board member for the purpose of fulfilling his or her responsibilities. The Board of Directors must act at all times in the best interests of the Hospital and not for personal or third-party gain or financial enrichment. When encountering potential conflicts of interest, board members will consult and adhere to CBJ 01.45, including, as required, removing themselves from all discussion and voting on the matter. Board members shall avoid placing, or the appearance of placing, their own self-interest or any third-party interest above that of the Hospital which shall include:
 - A. Not using board membership or the Hospital's staff, resources or property for personal or third-party gain; not representing that their authority as a board member extends any further than that to which it actually extends;
 - B. Not engaging in any outside business, professional or other activities that would materially adversely affect the Hospital;

**BOARD OF DIRECTORS – 0100
CONDUCT – 0170
(CONTINUED)**

- C.** Not soliciting or accepting gifts, gratuities, free trips, honoraria, personal property, or any other item of value from any person or entity as a direct or indirect inducement to provide special treatment to such donor with respect to matters pertaining to the Hospital;
- D.** Providing goods or services to the Hospital as a paid vendor only after full disclosure to the Board.

**BOARD OF DIRECTORS – 0100
MINUTES – 0180**

0181 OFFICIAL MINUTES

1. The Board shall keep minutes of all of its board meetings and board committee meetings and a record of all proceedings of the Board.
2. All minutes shall be filed in the office of the Administrator in a minute's book as the permanent record of the acts of the Board.
3. The minutes shall show the time and place, the members present, the members absent, the subjects considered, the actions taken, the vote taken, and any other information required by law.
4. Motions to convene and the subject matter(s) to be discussed in executive session shall be clearly reflected in the minutes.
5. Copies of all written reports received at a Board or committee meeting shall be attached to the minutes for that meeting.

0211 APPOINTMENT

The Chief Executive Officer of the hospital shall be a hospital administrator appointed by the Board, after consultation with the CBJ City Manager, only upon affirmative vote of a **[at least six members]** of the **[entire]** Board. (CBJ 40.10.010) (40.05.020(d))

0212 VACANCY

Whenever a vacancy occurs, the succession plan as described in the Board Manual will be implemented.

0213 DUTIES AND RESPONSIBILITIES

In addition to the duties and responsibilities set out in CBJ 40.10.020:

1. The Administrator shall have the duties and responsibilities with respect to the Board as described in the Board Manual.
2. The Administrator shall fulfill the duties set forth in the administrator's job description.

0241 ANNUAL EVALUATION

Annually, or more frequently as the Board deems necessary, the Board shall review the performance of the Administrator. The President of the Board shall inform the Administrator of the results this evaluation. Minutes of the Board meeting shall document the evaluation of the Administrator.

0321 MEDICAL STAFF ORGANIZATION AND BYLAWS

The Board serves as the Governing Body for the hospital. The Medical Staff is responsible to the Board for the clinical and scientific work of the hospital and shall, with approval of the Board, adopt bylaws, rules, regulations and policies for the proper conduct of its work and eligibility for appointment to the hospital medical staff. The Medical Staff bylaws shall be submitted to the Board for its approval and shall not become effective until approved by the Board. The bylaws shall include provisions for hearings on applications for membership on the Medical Staff that are consistent with the requirements of due process, federal law, state law, and these bylaws. When the Medical Staff reviews or revises its bylaws, rules, regulations and policies it will submit its recommendations for amendment to the Board for its review and approval. (CBJ 40.15.040)

Neither the Medical Staff nor the Board may unilaterally amend the staff bylaws.

0322 SELF-GOVERNING

The Medical Staff shall be self-governing with respect to the professional work performed in the hospital. It shall:

1. Designate one of its members as Chief of Staff.
2. Hold regular meetings in accordance with Medical Staff bylaws, for which minutes and records of attendance shall be kept.
3. Review and analyze at regular intervals the clinical experience of the Hospital. Medical records of patients shall be the basis for such review and analysis. (CBJ 40.15.050)

**MEDICAL STAFF – 0300
ACTIONS AND DECISIONS
REGARDING MEMBERSHIP – 0350**

0351 ACTIONS AND DECISIONS

In accordance with the Medical Staff bylaws adopted pursuant to CBJ 40.15.030 the Board, after appropriate action by the Medical Staff, shall take action or make a decision on Medical Staff matters, including applications for membership, clinical privileges and professional discipline matters.

0352 REVIEW OF ACTIONS AND DECISIONS

The Medical Staff bylaws shall include procedures for hearings whereby the applicant or member of the Medical Staff shall be afforded a hearing in connection with a request for a review of a decision or action taken pursuant to Section 0351 of these bylaws.

0353 REAPPLICATION FOLLOWING DENIAL OR REVOCATION

If an application for membership on the Medical Staff or renewal of membership is denied by the Board, or if the Board revokes the membership of a staff member, the applicant may reapply for appointment to the Medical Staff after the expiration of two years from the date of such denial, unless the Board provides otherwise in the formal written denial.

**MEDICAL STAFF – 0300
QUALITY OF CARE
AND SUPPORT – 0370**

0371 BOARD OBLIGATION TO THE MEDICAL STAFF

The Board, through the administrator, shall ensure that the Medical Staff is provided with the administrative assistance necessary to conduct quality assurance activities in accordance with the hospital's Quality Review Plan. This includes the services of the medical record department, and any other administrative or technical assistance deemed necessary and appropriate to facilitate the Medical Staff's conduct of quality review activities. The nature and the frequency of submission of required reports shall be in accordance with the hospital's Quality Review Plan and the Medical Staff bylaws, rules and regulations.

Section 3.15. - Hospital board.

The assembly shall appoint members of a board of directors for municipally operated hospitals. Notwithstanding the provisions of Section 3.16 of this Charter, the board shall derive its authority and power from the assembly by ordinance.

TITLE 40 - HOSPITALS

Footnotes:

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State Law reference— *Hospitals, AS 18.20.010 et seq.*

Chapter 40.05 - CITY AND BOROUGH HOSPITAL—BOARD OF DIRECTORS

Footnotes:

--- (1) ---

Charter reference— *Hospital board, § 3.15.*

40.05.010 - Appointment.

The hospital board of directors shall consist of nine members appointed by the assembly for staggered three-year terms. Members of the hospital board of directors shall serve at the pleasure of the assembly. To the extent feasible, appointments to the board should include persons with experience or expertise in subject matters relevant to hospital governance such as health care, finance, compliance, business, strategic planning, information technology, law/regulation, or risk management. Up to two members of the hospital board of directors may be physicians in the community appointed from a list of those names submitted by the hospital medical staff. Terms shall commence on January 1. No board member, or member of a board member's immediate family or household, may be employed by the hospital. Appointments to fill vacancies shall be for the unexpired term. In the event a seat has six months or less remaining to the unexpired term, the assembly, at its discretion, may choose to appoint the member to the remainder of the current term as well as to the full term immediately following the expiration

date of the unexpired term. No member of the hospital board who has served for three consecutive terms or nine years shall again be eligible for appointment until one full year has intervened, provided, however, that this restriction shall not apply:

- (1) If there are no other qualified applicants at the time reappointment is considered by the assembly human resources committee, or
- (2) To qualified board members serving in board seats for which a specific occupation or expertise is set forth by ordinance.

(GJB § 40.05.010; Serial No. 76-42, § 2, 1977; Serial No. 87-27, § 2, 1987; Serial No. 87-70, § 2, 1987; Serial No. 2004-08, § 4, 3-22-2004; Serial No. 2005-03(d), § 4, 6-13-2005; Serial No. 2019-20, § 2, 7-22-2019, eff. 8-22-2019)

40.05.020 - General powers.

- (a) Subject to state laws and City and Borough ordinances, the hospital board of directors shall be responsible for the operation of all hospitals owned or leased by the City and Borough according to the best interests of the public's health, shall make and enforce all rules and regulations necessary for the administration of hospitals under their management, shall prescribe the terms under which patients shall be admitted thereto and shall establish and enforce standards of operation. The hospital board of directors shall, within the hospital appropriation, establish and may amend the pay plan for hospital employees.
- (b) The pay plan and amendments thereto shall be based on wages paid in similar job classifications in private hospitals in other communities, adjusted for cost of living differentials. The pay plan and amendments thereto shall become effective upon adoption by the hospital board of directors.
- (c) The hospital board of directors may establish one or more programs for the purpose of attracting qualified physicians to practice in the community. Such programs may include grants, loans, the lease or use of improved hospital real property to the extent permissible by state and federal law or grant conditions, and the sale, lease or license to use hospital personal property to the extent permissible by state and federal law or grant conditions; provided, a license or lease of real or personal property under such a program may be canceled by the hospital board of directors or the assembly upon 30 days' notice to the licensee or lessee.

- (d) Personnel actions regarding the hospital administrator, including hiring, evaluation, discipline, and termination, shall be after consultation with the city manager.

(GJB § 40.05.020; Serial No. 74-24, § 3, 1974; Serial No. 75-06, § 3, 1975; Serial No. 76-05, § 2(c), 1976; Serial No. 82-08, § 2, 1982; Serial No. 2005-32(b), § 3, 10-10-2005)

40.05.030 - Adoption of bylaws.

The hospital board of directors shall recommend bylaws for the administration and government of the hospital which bylaws shall become effective upon approval of the City and Borough assembly by resolution. The assembly may accept the bylaws recommended by the hospital board of directors, may reject such bylaws or may modify them.

(GJB § 40.05.030)

40.05.040 - Organization.

The hospital board of directors shall elect annually from its members a president and secretary and such other officers as it deems necessary. The hospital board of directors may establish an executive committee with authority to act on behalf of the hospital board and may appoint such other committees as it deems necessary.

(GJB § 40.05.040; Serial No. 2016-06, § 2, 5-2-2016, eff. 6-2-2016)

40.05.050 - Vacancies.

A vacancy in the hospital board shall exist under the following conditions:

- (1) If a person appointed to membership fails to qualify and take office within 30 days of appointment;
- (2) If a member departs from the City and Borough with the intent to remain away for a period of 90 or more days;
- (3) If a member submits his or her resignation to the board or assembly;
- (4) If a member is unable to attend regular board meetings for a period of more than 90 days;
- (5) If a member misses more than 40 percent of the regular board meetings in a 12-month period; or

- (6) If a member is removed by the assembly, in its sole discretion, for the convenience of the City and Borough.
- (b) For the purposes of counting attendance, a member participating telephonically in accordance with the Assembly Rules of Procedure shall be counted as present.
- (c) The chair of the hospital board shall notify the clerk's office of any vacancy on the hospital board. Upon notification, the assembly shall appoint a new member for the unexpired term.

(GJB § 40.05.050; Serial No. 2005-03(d), § 5, 6-13-2005)

40.05.060 - Meetings.

The hospital board of directors shall meet at least once each month at a place and time to be designated by the board.

(GJB § 40.05.060; Serial No. 2016-06, § 2, 5-2-2016, eff. 6-2-2016)

State Law reference— Public meetings, AS 29.20.020, 44.62.310.

40.05.070 - Membership in associations.

The hospital board of directors may maintain membership in any local, state or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of hospital administration and, in connection therewith, pay dues and fees thereto.

(GJB § 40.05.070)

Chapter 40.10 - CITY AND BOROUGH HOSPITAL—ADMINISTRATION

40.10.010 - Administrator designated; appointment.

The chief executive officer of the hospital system shall be a hospital administrator appointed by the hospital board of directors only upon affirmative vote of a majority of the entire board.

(GJB § 40.10.010)

40.10.020 - Duties and responsibilities of administrator.

The hospital administrator is responsible for the overall supervision of the affairs of the hospital. The authority and duties of the hospital administrator shall include the following:

- (1) To be responsible for carrying out all applicable laws and ordinances;
- (2) To be responsible for carrying out policies established by the board of directors;
- (3) Chapter 44.05 notwithstanding, to prepare and submit to the hospital board of directors for approval, a plan of organization and a job classification plan for the personnel and others concerned with the hospital;
- (4) To prepare an annual budget as required by City and Borough ordinance;
- (5) To select, employ, control and discharge all hospital employees and such other employees as the assembly by ordinance hereafter places under the supervision of the hospital subject to the provisions of any City and Borough personnel ordinance except that the hospital administrator may issue personnel rules as required to adapt the personnel plan to allow for continuous operation of the hospital; all personnel rules issued by the hospital administrator are subject to the approval of the hospital board of directors and adoption by the assembly by resolution;
- (6) To work with the professional staff and with those concerned with the rendering of professional services to the end that the best possible care may be rendered to all patients;
- (7) To prepare such reports as may be required on any phase of hospital activity;
- (8) To attend all meetings of the hospital board of directors and of standing committees except where otherwise specified; and
- (9) To perform any other duty that may be necessary in the best interest of the hospitals.

(GJB § 40.10.030; Serial No. 74-24, § 4, 1974; Serial No. 75-06, § 4, 1975; Serial No. 76-45, § 2(a), 1976; Serial No. 96-41, § 13, 1996; Serial No. 2016-06, § 3, 5-2-2016, eff. 6-2-2016)

Chapter 40.15 - CITY AND BOROUGH HOSPITAL—MEDICAL STAFF

40.15.010 - Professional care.

All persons admitted to the hospital shall be under the professional care of a member of the hospital medical staff.

(GJB § 40.20.010)

40.15.020 - Responsibility.

The hospital medical staff shall be responsible to the hospital board of directors for the clinical and scientific work of the hospital. It shall be called upon to advise regarding professional problems and policies.

(GJB § 40.20.020)

40.15.030 - Membership.

Membership of the hospital medical staff may be granted to appropriately licensed health care providers competent in their respective fields and worthy in character and professional ethics, consistent with the medical staff bylaws. Appointment to the hospital medical staff shall be made by the hospital board of directors after recommendation of the hospital medical staff. The medical staff bylaws shall provide for procedures for application and renewal of hospital medical staff membership and clinical privileges.

(GJB § 40.20.030; Serial No. 2016-06, § 4, 5-2-2016, eff. 6-2-2016)

40.15.040 - Organization.

The hospital medical staff shall be an organized group which shall formulate, and with the approval of the hospital board of directors, adopt by-laws, rules, regulations and policies for the proper conduct of its work and eligibility for membership to the hospital medical staff, subject to final approval by the hospital board of directors.

(GJB § 40.20.040; Serial No. 2016-06, § 4, 5-2-2016, eff. 6-2-2016)

40.15.050 - Duties of the hospital medical staff.

The hospital medical staff shall be self-governing. It shall:

- (1) Designate one of its members as chief of staff;

- (2) Hold regular meetings in accordance with the medical staff bylaws for which minutes and records of attendance shall be kept;
- (3) Carry out such duties and responsibilities as are described in the medical staff bylaws, rules and regulations;
- (4) Review and analyze at regular intervals the clinical experience of the hospital. Medical records of patients shall be the basis for such review and analysis; and
- (5) Make reports and recommendations to the hospital board of directors concerning clinical care in the hospital.

(GJB § 40.20.050; Serial No. 2016-06, § 3, 5-2-2016, eff. 6-2-2016)

40.15.060 - Contract for rendering professional services.

With documented need, as recommended by the recruitment committee and after receiving advice from medical staff, the hospital board of directors may contract with physicians and other medical care providers for the rendering of professional services under terms and conditions that comply with applicable local, state and federal health care laws and regulations.

(GJB § 40.20.060; Serial No. 2019-20, § 3, 7-22-2019, eff. 8-22-2019)

40.15.080 - Action and decisions of hospital board of directors.

In accordance with medical staff bylaws adopted pursuant to section 40.15.040, the hospital board of directors, after appropriate action by the hospital medical staff, may take action or make a decision:

- (1) Denying an application for membership to the hospital medical staff;
- (2) Revoking membership on the hospital medical staff;
- (3) Denying a request by a member of the hospital medical staff for additional privileges with respect to the practice of medicine or surgery;
- (4) Imposing additional limitations with respect to the practice of medicine or surgery upon a member of the hospital medical staff; or
- (5) Taking any other action reasonably necessary in the interests of quality medical care at the hospital.

(GJB § 40.20.080; Serial No. 2016-06, § 4, 5-2-2016, eff. 6-2-2016)

40.15.090 - Notice of hospital board of directors action or decision.

The secretary of the hospital board of directors or the hospital administrator shall mail notice of any such action or decision to the affected applicant or hospital medical staff member in accordance with medical staff bylaws.

(GJB § 40.20.090; Ord. No. 2016-06, § 4, 5-2-2016, eff. 6-2-2016.)

40.15.100 - Hearing rules and regulations; adoption.

The hospital medical staff bylaws shall include procedures whereby the applicant or member of the hospital medical staff shall be afforded a fair hearing in connection with a request for a review of such decision or action taken pursuant to section 40.15.080.

(GJB § 40.20.100; Serial No. 2016-06, § 4, 5-2-2016, eff. 6-2-2016.)

40.15.110 - Hearing rules and regulations; contents; hearing officer powers.

The hospital board of directors shall have the authority to provide in the medical staff bylaws procedures for required notices, administration of oaths, discovery, admissibility of evidence, maintenance of records of the proceedings and other matters relevant to the holding and conducting of the hearing. Such procedures may provide for the appointment of a hearing officer. The hearing officer, if any, shall be an attorney admitted to practice law in this state.

(GJB § 40.20.110; Serial No. 2016-06, § 4, 5-2-2016, eff. 6-2-2016.)

40.15.120 - Repealed.

Repealed by Serial No. 2016-06, § 4, 5-2-2016, eff. 6-2-2016. Formerly pertained to private or public hearings, and derived from GJB § 40.20.120.

40.15.130 - Hearing; costs.

Hearing officer fees shall be paid by the hospital. Each party shall bear the party's own costs and attorney's fees applicable to such party.

(GJB § 40.20.130; Serial No. 2016-06, § 4, 5-2-2016, eff. 6-2-2016.)

Chapter 40.20 - CITY AND BOROUGH HOSPITAL—RECORDS

40.20.010 - Medical records.

Patient medical records shall be preserved consistent with certifying authorities and law, including AS 18.20.085.

(GJB § 40.30.010; Serial No. 2019-20, § 4, 7-22-2019, eff. 8-22-2019)

Chapter 40.25 - CITY AND BOROUGH HOSPITAL—FINANCE

40.25.010 - Schedule of charges.

- (a) A schedule of charges for hospital services shall be approved by the hospital board of directors annually or more often as the need may arise. All such hospital board of directors' approvals shall be forwarded immediately to the City and Borough municipal clerk who shall transmit them to the assembly.
- (b) All charges approved by the hospital board of directors shall become effective upon the hospital board of directors' approval unless the hospital board of directors sets a later effective date.
- (c) Any member of the assembly may appeal the decision of the hospital board of directors to the assembly as provided by charter and ordinance. An assemblymember may give notice of appeal orally at a regular or special assembly meeting or such assemblymember may give notice in writing to the municipal clerk.

(GJB § 40.40.010; Serial No. 73-12, § 3, 1973; Serial No. 74-45, § 3, 1974)

40.25.020 - Preparation and submission of budget.

The hospital administrator shall prepare the budget in accordance with approved City and Borough procedure and shall submit it to the hospital board of directors for approval. The hospital board of directors shall submit the budget to the City and Borough manager with its recommendations in the same manner as general government departments.

(GJB § 40.40.020)

40.25.030 - Other fiscal matters.

All other fiscal matters including custody of funds, accounting and collection shall be governed by general City and Borough ordinance.

(GJB § 40.40.030)

Bartlett Regional Hospital

BOARD OF DIRECTORS

BOARD POLICY MANUAL

BARTLETT REGIONAL HOSPITAL
JUNEAU, ALASKA

BOARD OF DIRECTORS POLICY MANUAL

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0100 BOARD POLICY MANUAL

0110 AUTHORITY

The Board of Directors shall recommend bylaws and provide policies and procedures for the administrations and government of the hospital. A manual of policies and procedures of the Bartlett Regional Hospital (BRH) Board of Directors shall be maintained and established as the Board Manual.

0111 ADDITION TO BOARD POLICY MANUAL

Policies and procedures shall become effective after being adopted by the Board of Directors and may be added to the Board Policy manual at the discretion of the Board of Directors by an approved, simple motion.

0112 CHANGING BOARD POLICY MANUAL

Policies and procedures contained in the Board Policy manual may be adopted, changed **or removed** at the discretion of the Board of Directors **by an approved motion of least 6 members of the full Board.**

0113 **Reserved.**

0120 BOARD POLICY MANUAL ANNUAL REVIEW

Annually **the** Governance Committee shall review the Board Policy Manual **to comply with any Bylaw updates and as needed.** They shall make their recommendations to the full Board for consideration and adoptions.

0130 BRH MISSION STATEMENT

We at Bartlett Regional Hospital are dedicated to providing our communities with compassionate, quality health care in a sustainable manner.

0140 BRH VISION STATEMENT

Bartlett Regional Hospital will be the best community hospital in Alaska.

0150 BRH CORE VALUES

At Bartlett Regional Hospital WE...C.A.R.E. Courtesy

We act in a positive, professional and considerate manner, recognizing the impact of our actions on the care of our patients and the creation of a supportive work environment.

Accountability

We take responsibility for our actions and their collective outcomes; working as an effective, committed and cooperative team.

Respect

We treat everyone with fairness and dignity by honoring diversity and promoting an atmosphere of trust and cooperation. We listen to others, valuing their skills, ideas and opinions.

Excellence

We choose to do our best and work with commitment to continuous improvement. We provide high quality, professional healthcare to meet the changing needs of our community and region.

0160 BRH STRATEGIC PLANNING GOALS

Annually, the CEO will lead a strategic planning process which defines the Board's strategic priorities for the coming year and serves as a guide for the organizations action plans for the year and, to the extent possible, the next four years.

0200 BOARD OF DIRECTORS RULES & DUTIES

0201 AGENDA FOR BOARD MEETINGS

1. At the direction of the Board President, the CEO shall prepare an agenda of items of business to come before the Board at each Board meeting.
2. Board members who desire certain matters to be placed on the agenda shall bring such matters to the attention of the President prior to the meeting. Individuals and groups desiring to make presentations to the Board may contact the CEO to be placed on the agenda.
3. The agenda shall be delivered to each Board member no later than three days before regular meetings, and shall be delivered no later than twenty-four hours before special meetings.
4. The agenda shall include such reports and supplementary materials as are appropriate and available. Copies of the agenda and other materials shall be prepared for the public and the press and shall be available in the CEO's office **and the BRH website**. The meeting will be publicity noticed per **the CBJ Code and the Board Bylaws**.
5. Any member of the public may request the placement of an item on the Board agenda. The Board agenda shall include a designated time for the public to discuss an item not included on the prepared agenda.
6. An agenda for a special meeting may be prepared without a packet of information at the discretion of the CEO with concurrence of the Board President.
7. The order of business shall include but not be limited to the following:
 - Call
 - to order
 - Roll call
 - Approval of minutes of previous meeting(s)
 - Public participation (not exceed 20 minutes or more than 3 minutes) Announcements, Board comments & questions
 - Consent agenda
 - Old Business New
 - Business
 - Medical staff report Committee reports

Management reports other business
Executive session (if needed) Adjournment

0202 SCHEDULE FOR BOARD OFFICER ELECTIONS

Board officers shall be elected in December if CBJ Assembly annual appointments occur prior to Decembers Board of Directors meeting. Elections shall be held later at the meeting directly following new annual appointments by CBJ Assembly when appointments occur after December.

0210 PHYSICIAN RECRUITMENT PLAN

A physician recruitment plan will be established as part of the overall strategic plan developed by the Board of Directors of Bartlett Regional Hospital. The goal of the plan will be consistent with the Mission and Vision statements and endeavor to meet the health needs of the City and Borough of Juneau and adjacent communities. All recruiting commitments and contracts entered into by the hospital will comply with the hospitals Physician Recruitment Policy. **The CEO has authority to negotiate and sign physician contracts, if the decision to contract has been** separately authorized and approved by the BRH Board of Directors, upon recommendation of the recruitment committee.

The final judgment rests with the Board of Directors regarding the anticipated success, viability, and compatibility of recruited physician with the medical staff and community.

To develop the physician recruitment plan, BRH will use a strategic planning process to identify physicians that currently represent a resource shortage in our community. The process of identifying needed physicians will involve input from the community, the medical staff, management, and the Board of Directors. The physician recruiting list is upgraded regularly as part of the annual management plan.

The physician recruitment plan may include consideration of all of the following: (a) new practice/service development; (b) physician joining existing practice; (c) unsolicited physician joining existing group; and (d) unsolicited physician coming to the community.

0220 PERFORMANCE IMPROVEMENT COMMITTEE

The chair of the Board Quality Improvement Committee or designee shall serve as a member of the hospital Performance Improvement Committee and shall report back to the Board Quality Improvement Committee which then reports to the whole Board.

0230 POLICY ON DEDICATED FUNDS

It is the policy of Bartlett Regional Hospital that all funds received or maintained by the hospitals which have been dedicated to specific purpose shall be sequestered and used only for the purpose for which the funds have been dedicated. However, the Board of Directors at a regular Board meeting shall have the authority upon **a six-member** vote of the Board members in attendance to otherwise specify the use of the funds.

0231 CAPITAL RESERVE FUND

The Board of Directors has established a dedicated fund known as the Capital Reserve Fund.

PURPOSE:

The purpose of the fund is to set aside monies for future use for the purchasing of equipment necessary for maintenance of quality care at the hospital and to fund fiscal needs which may occur from time to time.

METHOD OF CONTRIBUTION

Prior to each fiscal year the Board of Directors shall determine the amount of monies to be contributed to fund depreciation during the course of the upcoming fiscal year.

Contributions to the fund shall be made at least monthly during the fiscal year 0232

CAPITAL BUDGET

Prior to each fiscal year, the Board of Directors shall determine a Capital Budget which will fund the acquisition of equipment, building, maintenance (major), replacement and the fiscal needs over the course of the year.

0240 **Reserved.**

0250 APPOINTMENT TO BRH FOUNDATION BOARD

The President shall appoint one Board member to the Foundation for a minimum of one year. The member shall report back to the Board of Directors at the Board meeting.

0260 BOARD OF DIRECTORS TRAVEL & REIMBURSEMENT POLICY

It is the policy of Bartlett Regional Hospital to reimburse members of the Board of Directors for all usual and reasonable travel and other expenses made on behalf of and in connection with Director responsibilities. The hospital budgets so each Director can attend one educational event per year. In the event budgeted funds are not depleted, two trips per year may be taken; however, if travel is requested for more than two trips it must be approved by the Board Executive Committee. Trips in order to attend the business of the hospital are not restricted.

Directors attending educational conferences will limit their travel to the United States. RESPONSIBLITIY

The traveler is responsible for seeing that all provisions of this procedure are complied with and for justifying, with adequate and reasonable explanations, any exceptions to this procedure.

POLICY/PROCEDURE

A. Cash Advances

Money may be advanced to a Director to cover anticipated business expenses. All advances must be accounted for on an expense report.

B. Travel Arrangements

Transportation services may be arranged individually or through the Executive Office Executive Assistant.

Travel expenses are authorized for Directors the day before the seminar begins and the day after the seminar ends when long-distance traveling is required. However, additional days travel may also be authorized if the savings gained by traveling on discounted travel days (i.e., staying over a Saturday night) are greater than the hotel and meal costs that would be incurred on those additional days.

C. Modes of Transportation

1. Air- All business air travel will be by coach class. Whenever possible arrangements should be requested to take advantage of advance purchase discounts.
2. Personal Automobile- Directors using a personal automobile for hospital business will be reimbursed at the current IRS allowable rate, plus tolls and parking.
3. Taxi and Other Local Transportation- The cost of taxis or carfare to and from places of business, hotel, and airport in connection with business activities is reimbursable.

D. Lodging

The hospital will pay for room costs supported by the hotel bill for each day that lodging away from home is required for business reasons. Charges to the hotel bill, other than room expense and taxes, should be itemized separately on the expense report.

E. Meals

Meal expenses actually incurred will be reimbursed and should be supported by a receipt.

F. Reserved.

G. Other Expenses

Expenses other than those outlined above may, on occasion, be incurred and reimbursed. These expenses should be listed on the expense report and further explained. Expenses over \$25 must be supported by a receipt.

H. Spouse Expenses

The Director is responsible for all expenses incurred by the spouse.

I. Non-Reimbursable Expenses

Bartlett Regional Hospital's policy is that expenditures can be made for reasonable expenses incurred in connection with BRH business.

J. Expense Report

Bartlett Regional Hospital's "Expense Reimbursement Report" should be completed by the Director and submitted within a reasonable time-normally 10 working days upon completion of the trip. Receipts should be attached for all lodging and meal charges, an acceptable receipt will include the name of the vendor, date and dollar amount.

The expense report must be signed by the Director submitting the report and the CEO.

0300 BOARD OF DIRECTORS COMMITTEE MEETINGS

1. Committee meetings may be called at any time by the committee chair or when a meeting is requested by a majority of the committee
2. All standing committees have **no less than 2 and no more than 3** members plus President; ~~and~~ two must be present for a quorum to conduct business. For any other committees a majority of the total membership shall constitute a quorum of that committee.
3. **Public notice shall be given of all committee meetings in accordance with CBJ Code and the Board Bylaws** and the meeting shall be open to the public. A committee may recess into executive session as delineated by CBJ ordinance.
4. Minutes of all committee meetings shall be maintained and transmitted to all Board members.

0400 Legislative Policies

1. The Chief Executive Officer will inform the Board of Directors of all positions taken by Alaska State Hospital and Nursing Home Association (ASHNHA) on issues before state and federal legislative bodies. This notification should take place at the December Board meeting and be updated at each meeting during any legislative session

2. When ASHNHA presents its positions to the legislative bodies and lists BRH as a member group, this will be the position of BRH Board, unless the Board takes a different stance and notifies ASHNHA.
3. Before any employee of BRH testifies before any legislative body the Board must be notified and this notification must allow time for the Board to understand the issue and make an appropriate decision. As an appointed Board by the CBJ Assembly the Board must consider the City and Borough of Juneau's (CBJ) position on this or similar issues and how our position would affect or be effected by the CBJ efforts.
4. This notification should go to the Board President and then to the Executive Committee if time allows. At the subsequent Board meeting the Board will be informed of this issue and the actions approved by the Executive Committee.

0401 CEO DUTIES TO THE BOARD OF DIRECTORS

1. The CEO shall have the following duties and responsibilities with respect to the Board: conduct and coordinate for the Board a comprehensive orientation program for new members and a continuing education program for all members based, at least in part, on identified needs.
2. Prepare the agenda for Board meeting in conjunction with the President and the Secretary of the Board.
3. Serve as the liaison between the Board, the Medical Staff, and the departments of the hospital.
4. Report to the Board and the staff on the overall activities and mechanisms for monitoring and evaluating the quality of patient care, for identifying and resolving problems, and for identifying opportunities to improve patient care. Reports should also include federal, state and local developments that affect the operation of the hospital.
5. Forward reports to the Board reflecting assurance that our level of care is being provided.
6. Carry out the policies established by the Board.
7. Perform such other duties as the Board may direct.
8. Copies of the minutes
 - A. The CEO shall provide each Board member with a copy of the minutes no **less than 5** working days **after before** the **subsequent** Board or Board committee meeting.
 - B. Recordings shall be made of each regular meeting of the Board and shall be provided as public documents of the Board for two years.
 - C. A copy of the minutes shall be sent to the Chief of Staff.
 - D. A copy of the **approved** minutes shall be posted in the hospital website.
 - E. Copies of the minutes will be sent to the City and Borough Assembly and to other agencies determined by the Board as essential to Board communications. Copies will be made available by request to the Chief Executive Officer's office.

0410 ANNUAL EVALUATION

Annually, or more frequently as the Board deems necessary, the Board shall review the performance of the Chief Executive Officer. The President of the Board shall inform the Chief Executive and the appropriate officer, if applicable, of the results of this evaluation.

Minutes of the Board meeting shall document the evaluation of the Chief Executive Officer.

0420 CRITERIA FOR EVALUATION

Consideration of CEO's job description as adopted by the Board of Directors relating to the duties and responsibilities of the CEO shall be given in the evaluation of the CEO.

0430 CEO INTERIM COVERAGE

The Executive Committee shall maintain a current plan for Interim CEO coverage. The plan shall be reviewed every January by the CEO and include identification of an immediate temporary CEO. The immediate temporary CEO will take the roles and responsibilities of the CEO upon the current CEO termination services.

Upon notice of termination of services by the current CEO, the Board of Directors will take the following actions:

- 1) President will notify Board of Directors, City and Borough Mayor and Assembly, BRH employees and local media.
- 2) The Executive Committee will begin recruitment of interim CEO.
- 3) The Executive Committee will recommend appropriate criteria for candidate selection of interim CEO. This could include but not be limited to: experience with BRH size or larger facilities, financial and construction experience, demonstrated relationships with physicians, community leaders, and a background and family situation compatible with life in Northern Southeast Alaska.
- 4) The Executive Committee will select candidates of interim CEO for interview by the Board of Directors.
- 5) The Board of Directors will approve selections criteria, interview final candidates; make interim CEO selection.
- 6) The Executive Committee will begin recruitment of CEO.
- 7) The Executive Committee will recommend appropriate criteria for candidate selections. This could include but not be limited to: experience with BRH size or larger facilities, financial and construction experience, demonstrated relationships with physicians, community leaders, and a background and family situation compatible with life in Northern Southeast Alaska.
- 8) The Executive Committee will select candidates for interview by the Board of Directors
- 9) The Board of Directors will approve selection criteria, interview final candidates; make interim CEO selection. Medical staff and community leaders will be given opportunity to give input to Board of Directors prior to final selection by Board of Directors.

0500 MEDICAL STAFF

0501 MEDICAL STAFF APPLICATION

All applications for appointment to the medical staff shall be in writing on the prescribed form approved by the Board and shall be addressed to the CEO of the hospital. They shall contain full information concerning the applicants requested privileges, education, practice competence, previous hospital experience, and any unfavorable history regard to licensure and hospital privileges.

0510 MEDICAL STAFF APPOINTMENT ACTIONS BY THE BOARD OF DIRECTORS

At its first regular meeting after receipt of a recommendation from medical staff Executive Committee concerning an applicant for staff appointment or an appointee to the staff, the board shall act on the matter.

0520 MEDICAL STAFF ABORTION POLICY

Any credentialed practitioner with surgical privileges to terminate pregnancy may use the facilities available at Bartlett Regional Hospital.

Only first trimester abortions will be performed.

0530 NOTICE OF BOARD ACTION OR DECISION TO MEDICAL STAFF

The hospital CEO shall mail notice of any such action or decision to the affected applicant or medical staff member within ten days thereafter.

1. All notices to physician's concerning their hospital privileges shall be sent by certified mail, return receipt requested. The receipt shall be filed in the physician's folder.
2. Notice of decision shall be sent to the Present of the medical staff in writing.

POLICY ON BOARD EDUCATION

Each Board member will be expected to actively engage in educational opportunities that will enhance their knowledge and execution of good governance practices. To this end, the hospital will budget for and make available a selection of seminars, webinars, and subscriptions, both electronic and print that will support this goal. It is the individual board member's responsibility to participate in a minimum of four hours of Education annually, using resources identified in the Board Education Handbook.

Board Education Tracking

Name _____

Course Title	Type (Online/Conference, Webinar,etc.)	Date	Length of time

Board Committee and Liaison Assignments 2021

Executive Committee

President – Kenny Solomon-Gross
Vice President – Rosemary Hagevig
Secretary – Mark Johnson
Past President – Lance Stevens

Finance Committee

Deb Johnston., Chair
Brenda Knapp
Lance Stevens

Planning Committee

Lance Stevens, Chair
Iola Young
Hal Geiger

Governance Committee

Brenda Knapp, Chair
Rosemary Hagevig
Hal Geiger

Quality Committee

Rosemary Hagevig, Chair
Lindy Jones, M.D.
Mark Johnson

Compliance and Audit Committee

Iola Young, Chair
Deb Johnston
Hal Geiger

Physician Recruitment

Mark Johnson, Chair
Lindy Jones, M.D.
Iola Young

Joint Conference Committee

Executive Committee of Board (Board President serves as Chair; Board VP is Vice Chair)
Executive Committee of Medical Staff
Representatives of Administration

BRH Foundation (2nd Tuesday of each month noon)

Rosemary Hagevig, Liaison

Credentialing (2nd Tuesday of each month 7:00 a.m.)

Rosemary Hagevig, Liaison
(Mark Johnson, Backup)

**Bartlett Regional Hospital
Board of Directors, Medical Staff, and Hospital Committee Meetings
Calendar Year 2021**

* Committee Chairman # Committee Secretary/Department Director

Board of Directors (BOD) - Monthly - 5:30 p.m. - Fourth Tuesday

*BOD President – Kenny Solomon-Gross	Hal Geiger	Lindy Jones, MD
BOD Vice-President – Rosemary Hagevig	Iola Young, PAC	Deborah Johnston
BOD Past-President – Lance Stevens	Brenda Knapp	Michelle Hale, CBJ Liaison
BOD Secretary – Mark Johnson	Keven Benson, CFO	Rose Lawhorne, CEO
Dallas Hargrave, HR	Vacant, COO	Bradley Grigg, CBHO
Barbra Nault, CLO	Kim McDowell, CNO	Keegan Jackson, MD, Chief of Staff

#Anita Moffitt, Exec. Assistant

Board of Directors Development & Bylaw Revision Committee – Sept-Nov

*TBA #Anita Moffitt, Exec. Assistant

BOD Quality Committee – 2nd Wednesday Every Two Months 4:15 p.m.

*Rosemary Hagevig	Mark Johnson	Lindy Jones, MD
Rose Lawhorne, CEO	Kevin Benson, CFO	Vacant, COO
Bradley Grigg, CBHO	Kim McDowell, CNO	Gail Moorehead, QA

Board of Directors Compliance and Audit Committee – Quarterly – 7:00 a.m. – Second Tuesday of the Month

*Iola Young, PAC	Mark Johnson	Deborah Johnston
Kevin Benson, CFO	Vacant, COO	#Nathan Overson, Compliance

Board Executive Committee – As Needed

*BOD President – Kenny Solomon-Gross	BOD Vice-President – Rosemary Hagevig
BOD Secretary – Mark Johnson	BOD Past-President – Lance Stevens
Rose Lawhorne, CEO	Vacant, COO
Kevin Benson, CFO	Dallas Hargrave, HR
Bradley Grigg, CBHO	Kim McDowell, CNO

#Anita Moffitt, Exec. Assistant

Board Finance Committee - Monthly – 7:00 a.m.- Second Wednesday

* Deborah Johnston	Brenda Knapp	Lance Stevens
Rose Lawhorne, CEO	Vacant, COO	Dallas Hargrave, HR
Kevin Benson, CFO	Bradley Grigg, CBHO	Kim McDowell, CNO

#Megan Rinkenberger, Exec. Assistant

Board Governance Committee – Monthly

*Brenda Knapp	Rosemary Hagevig	Hal Geiger
Rose Lawhorne, CEO	Vacant, COO	Bradley Grigg, CBHO
Kevin Benson, CFO	Barbra Nault, CLO	Kim McDowell, CNO

#Suzette Nelson, Exec. Assistant

Board Planning Committee – Alternate Months – Noon – (January, etc.)

*Lance Stevens	Iola Young	Hal Geiger
Rose Lawhorne, CEO	Kevin Benson, CFO	Vacant, COO
Dallas Hargrave, HR	Bradley Grigg, CBHO	Kim McDowell, CNO

#Anita Moffitt, Exec. Assistant

Joint Conference - Quarterly – 12:15 p.m. – First Wednesday – (January, April, July & October)

M/S Chief of Staff – Keegan Jackson, MD	*BOD President – Kenny Solomon-Gross
M/S Vice-Chief of Staff – Joseph Roth, MD	BOD Vice-President – Rosemary Hagevig
M/S Secretary/Treasurer – Noble Anderson, MD	BOD Secretary – Mark Johnson
M/S Past-Chief of Staff – Joy Neyhart, DO	BOD Past-President – Lance Stevens
Rose Lawhorne, CEO	Vacant, COO
Kim McDowell, CNO	Kevin Benson, CFO
Bradley Grigg, CBHO	#Anita Moffitt, Exec. Assistant

Medical Staff Executive Committee (MSEC) - Monthly – 12:15 p.m. - First Tuesday

*Chief of Staff – Keegan Jackson, MD	Past-Chief of Staff – Joy Neyhart, DO
Vice-Chief of Staff – Joseph Roth, MD	Secretary/Treasurer – Noble Anderson, MD
Rose Lawhorne, CEO	#Debbie Kesselring, CPCS, CPMSM

Medical Staff Behavioral Health (BHC) Quality Improvement Committee –Bi Monthly – 12:15 p.m. - First Wednesday

Joanne Gartenberg MD	David White, MD	Kyleen Luhrs, MD
TBD, RN CAM	Ariel Thorsteinson, RN MHU	Bradley Grigg, CBHO
Kim McDowell, CNO	America Gomez, PMHNP	#Rachel Wasserman, BOPS

Conflict of Interest Committee - As Needed

*TBA	Alex Malter, MD	John Raster, MD
Barbra Nault, CLO	Kate Peimann, MD	Rose Lawhorne, CEO

Medical Staff Credentials Committee - Monthly - 7:00 a.m. - Second Tuesday

*Joseph Roth, MD	Beatrice Brooks, MD	Steve Strickler, DO
Emily Rosenfeld, MD	Jim Thompson, MD	Nicholas Newbury, DO
Jennifer Schmidt, MD	Kate Peimann, MD	Emily Rosenfeld, MD
Gail Moorehead, QA (Optional)	Rose Lawhorne, CEO (Optional)	Rosemary Hagevig, BRH BOD

#Debbie Kesselring, CPCS, CPMSM

Medical Staff Critical Care Committee – Bi-Monthly – 7:00 a.m. – Third Tuesday Odd Months (January, March, May, July, September, November)

*Anne Standerwick, MD	Matthew Taintor, MD	Taylor Dunn, MD
Nelea Fenumiai, RT	Megan Orsi, RN CCU	Gail Moorehead, QA
Ursula Iha, Pharmacy	Kim McDowell, CNO (optional)	Charlee Gribbon, RN, IC

#Audrey Rasmussen, RN//CCU

Medical Staff Electronic Health Record (EHR) Care Committee - Monthly – 8:00 a.m. – Last Friday

*Kim Kilgore, MD	Jeannette Cook, MD	Dorothy Hernandez, MD	Laura Dooley, MD
Nicholas Rosenfeld, MD	Joyce Chambers	Sally Bennett-Donart	Tania Danielski
Liz Bishop	Scott Chille	Kirsten Kincaid	<i>#Megan Rinkenberger</i>

Medical Staff Emergency Care Committee - Monthly – 3:00 p.m. - First Tuesday

*Lindy Jones, MD	Ken Brown, MD	Nathan Peimann, MD	Jim Thompson, MD
Jodie Totten, MD	Beatrice Brooks, MD	Blaise Bellows, MD	Kim McDowell, CNO

#Cris Waste, RN

Medical Staff Health Information Management (HIM)/Utilization Review (UR) Committee – At Least Four Times Per Year - 7:00 a.m.

*Noble Anderson, MD	John Bursell, MD	Nandi Than, MD
Alberta Laktonen, MD	Eugene Huang, MD	Mimi Benjamin, MD
Gail Moorehead, QA (optional)	Kevin Benson, CFO (optional)	Bradley Grigg, CBHO
Vacant, COO	Rachael Stark, HIM	Amy Deer, CDI
Tamara Powers, Hospitalist	<i>#Jeannette Lacey, LMSW</i>	

Medical Staff Infection Control Committee - Quarterly – Noon – First Tuesday (February, May, August, November)

*David Miller, MD	Burton Vanderbilt, MD	Steven Greer, MD
Liz Bishop, RN/MS	TBD, Lab	Jim Jurens, OR
Vacant, COO	Leslie Law, PT/OT	John Fortin, Laboratory
Ursula Iha, Pharmacy	Michelle Baxter, Mic	Gail Moorehead, QA
Brad Johnson, EVS	Katie White, CCU	Deb Koelsch, QA

#Charlee Gribbon, RN

Medical/Pediatrics Committee – Third Thursday – 7:00 a.m. Every Other Month

*Amy Dressel, MD	Laura Dooley, MD	J. Kennon Kirk, MD
Jessica Scott	Joy Neyhart, DO	Erica Delsman, MD
Matthew Leither, MD	Ursula Iha, Pharmacy	Gail Moorehead, QA
Charlee Gribbon, RN/IC	Deb Koelsch, QM	Kim McDowell, CNO

#Liz Bishop

Medical Staff Bylaw Review & Revision Committee – As Needed

MSEC Members	CBJ Law	Rose Lawhorne, CEO
Gail Moorehead, QA	<i>#Debbie Kesselring, CPCS, CPMSM</i>	Physician Participation Welcomed

Hospital Ethics Committee – As Needed

Jeannette Lacey, LMSW	Anne Standerwick, MD	Carolyn Brown, MD
Don Schneider, MD	Timothy Peterson, DM	Vacant, COO
Kim McDowell, CNO	Audrey Rasmussen, RN	Holly Cockerille, LBSW
Dave Spargo, Chaplain	Barbra Nault, CLO	Gail Moorehead, QA
Heidi Hamilton, Juneau Pioneer Home	<i>#Nathan Overson</i>	

Medical Staff Meeting - Monthly - 6:15 p.m. - First Tuesday

*Chief of Staff – Keegan Jackson, MD	Past-Chief of Staff – Joy Neyhart, DO
Vice-Chief of Staff – Joseph Roth, MD	Secretary/Treasurer – Noble Anderson, MD
Rose Lawhorne, CEO	Vacant, COO
Kevin Benson, CFO	Bradley Grigg, CBHO
Kim McDowell, CNO	<i>#Debbie Kesselring, CPCS, CPMSM</i>

Medical Staff Quality Improvement (MSQI) Committee - Monthly - 7:00 a.m. - Last Wednesday

*Mimi Benjamin, MD
Theresa Shanley, MD
Nate Peimann, MD
Jodie Totten, MD

John Raster, MD
Ben Miller, DO
Kimberly Kilgore, MD
Rose Lawhorne, CEO (Optional)

Eric Olson, MD
Anya Maier, MD
Charles Hightower, MD
#Gail Moorehead, QA

Medical Staff Obstetrics/Neonatal Committee – Monthly (TBA) – 4:00 p.m.

*Daniel Kim, MD
Joy Neyhart, DO
J. Kennon Kirk, MD
Emily Rosenfeld, MD
Kim McDowell, CNO

Priscilla Valentine, MD
Dorothy Hernandez, MD
Nicholas Newbury, DO
Gail Moorehead, QA
#Lauren Beason, RN

Amy Dressel, MD
Janice Sheufelt, MD
Kacy Herron, MD
Angela Lessard, RN

Medical Staff Pharmacy & Therapeutics (P&T) Committee - Monthly – Noon – Third Thursday

*Richard Welling, MD
Nathan Haddock, MD
Kelsey Campolong, MD
Gretchen Glaspy, Pharm
Chris Sperry, Pharm
Nathan Overson, RM
#Ursula Iha, Pharmacy

Brian Benjamin, MD
Blaise Bellows, MD
Glenn Powers, MD
Audrey Rasmussen
Luke Dihle, CCU
Liz Bishop, MS

Keegan Jackson, MD
Luke Mather, MD
Kelsey Campolong, MD
Charlee Gribbon, IC
Vacant, COO
TBD, ED

Physician Recruitment Committee - As needed

*Mark Johnson
John Raster, MD
Kevin Benson, CFO

Lindy Jones, MD
Steve Strickler, DO
#TBD

Catherine Peimann, MD
Iola Young

Medical Staff Practitioner Health and Wellness Committee – Monthly – Third Friday Noon

*Joanne Gartenberg, MD
Kacy Herron, MD

Carly Allen, DO
America Gomez, PHMNP

Richard Welling, MD
#Carmi Clark

Provider Education (PEC) Committee – Quarterly – Last Thursday at Noon

*Steve Strickler, DO
#Debbie Kesselring, CPCS, CPMSM

Anne Standerwick, MD

Cate Buley, MD

Medical Staff Rainforest Recovery Center – As Needed

*Joanne Gartenberg, MD
Kevin Benson, CFO

Vacant, COO
#Rachel Wasserman

Bradley Grigg, CBHO

Medical Staff Surgical Services Committee (Meets on Odd Months)/ Surgery Morbidity & Mortality Committee (Meets on Even Months) – 4:30 p.m. – First Tuesday

*Ted Schwarting, MD (OR)
Kelly Moxley, DPM
Charles Schultz, DDS
Jim Jurrens, OR
Nathan Overson, RM
#Mary Francies, MM

Gustavo Garci, MD
Charles Hightower, MD
Pamela Gruchacz, MD
Gail Moorehead, QA
Charlee Gribbon, IF

*Nicholas Newbury, DO (M&M)
Ben Miller, DO
Jessica Blanco, DMD
Kim McDowell, CNO
#BettyJoe Svenson, OR

Medical Staff Trauma Committee (Sub-Committee) – Quarterly – Time TBD-

*Jodie Totten, MD
Jennifer Schmidt, MD

Blaise Bellows, MD
Mimi Benjamin, MD

Gregg Schellack, DO
#Chailly Clayton, RN/Trauma

Department

Anesthesia
Cardio-Pulmonary Rehabilitation
Food & Nutrition Services
Laboratory
Physical Rehab
Diagnostic Imaging
Respiratory Therapy
Same Day Care
Infusion/Chemotherapy
Inpatient Rehabilitation

Physician Liaisons:

Todd Looney, MD
Anne Standerwick, MD
Kate Peimann, MD
Burton Vanderbilt, MD
John Bursell, MD
Steve Strickler, DO
Taylor Dunn, MD
Ted Schwarting, MD
Richard Welling, MD
John Bursell, MD

BRH Department Contact:

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Jacob Sitamann 796-8622
Felipe Ogay 796-8609
John Fortin 796-8617
Rusty Reed 796-8650
Paul Hawkins 796-8808
Nelea Fenumiai 796-8660
Jim Jurrens 796-8934
Kim McDowell 796-8310

Y:\Medical Staff\Committee Information\Committee Assignment\Committee Assignment List 2021.doc
June 2, 2021

STATE OF ALASKA

Ade' ndadz dengit'a?

Language: Deg Xinag

Translation: "Hello, how are you?"



CONGRESSIONAL DELEGATION

Senator Lisa Murkowski



Senator Dan Sullivan



Congressman Don Young



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Thomas Stewart, Rm 100

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District 2

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City: Fairbanks



Lance Pruitt

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