

1 State of Alaska  
2 DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT  
3 DIVISION OF CORPORATION, BUSINESS AND PROFESSIONAL LICENSING  
4

5 BOARD OF SOCIAL WORK EXAMINERS

6 Minutes of the meeting May 8, 2023  
7

8 By the authority of AS 08.01.070(2) and AS 08.86.030, and in compliance with the provisions of 8 AS 44.62, Article  
9 6, a scheduled meeting of the Board of Social Work Examiners originated from Juneau, 333 Willoughby Ave.; this  
10 meeting was held via Zoom.  
11

12  
13  
14  
15 Monday, May 8, 2023  
16

17 The Chair brought the meeting to order at 8:58 am.  
18

19 **Board Members Present Constituting a Quorum**

20 Ann Applebee, Licensed Clinical Social Worker

21 Amber Taylor, Licensed Master Social Worker

22 Sharon Woodward, Bachelor's Degree

23 Stacey Stone, Attorney  
24

25 **Board Members Absent**

26 None  
27

28 **Staff Members Present**

29 Jeanne Pace, Program Coordinator I

30 Stefanie Davis, Regulations Specialist

31 Marlo Adams, Occupational Licensing Examiner  
32

33 **Members of the Public Present**

34 None  
35

36 **Agenda Item - Call to Order/Roll Call/Introductions**

37 Jeanne Pace stated, there is a new social work occupational licensing examiner starting next Monday. Marlo is the  
38 licensing examiner for the psychology program, and she is helping us to keep continuity of service for social work  
39 in the interim.  
40

41 Board introductions were made. Ann Applebee, licensed clinical social worker, has been on the board almost a  
42 year now. Amber Taylor, licensed master social worker, has been with the board since September 2022. Sharon  
43 Woodward holds a bachelor's degree and has been on the board for 3 years now. Stacey Stone, public member of  
44 the Board, and by trade an attorney, new board member.  
45

46 **Agenda Item - Review/Approve Agenda**

47 **In a motion duly made by Stacey Stone, seconded by Sharon Woodward with unanimous consent, it was**  
48 **resolved to approve the May 8, 2023, agenda as presented.**

49

50 **Agenda Item - Ethics Disclosures**

51 All members said they had no potential ethical conflicts to disclose.

52

53 **Agenda Item - Financial Report/3<sup>rd</sup> Quarter Report FY2023**

54 Melissa Dumas gave the financial report. This report covers through March 2023. The year-end closes June 2023.  
55 Discussion and break down of where revenue and expenditures are coming from was shared. This program  
56 currently has a surplus of \$229,000 going into the 4<sup>th</sup> quarter. Brief discussion was had about ways to off-set  
57 investigative costs.

58

59 **Agenda Item - Division Update/Introduction to Board**

60 Sylvan Robb, Division Director of Corporations Business and Professional Licensing introduced herself. Sylvan has  
61 been the new director since January. Sylvan has been with the State in various capacities prior to becoming  
62 division director. Sylvan thanked the Board for their service and time commitment.

63

64 **Agenda Item - Application Review**

65 Chair gave the new board member an overview of how the board reviews an applicant's application and  
66 supporting documents. Stacey Stone asked if applications are approved pending the license fee. Applicants can  
67 pay the license fee after taking the exam. Licensure by credentials license fee isn't paid until the board approves  
68 the application. A question was asked about when the Teletherapy Continuing Education (CE) requirement will be  
69 updated on the checklist form. Question was asked about the Suicide CE. This CE has not been passed or filed with  
70 the Lt. Governor yet. Question was asked. What is DARS, DARS is now PPD which stands for Public Protection  
71 Database. This is a search function to verify if an applicant has any disciplinary actions against them. We accept 12  
72 CEs per day.

73

74 **Agenda Item - Office of Administrative Hearings/Deliberative Process with Administrative Law Judge Kathleen**  
75 **Frederick**

76 **In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional Right to Privacy**  
77 **Provisions, Amber Taylor moved that the State Board of Social Work Examiners go into executive session for**  
78 **the purpose of discussing matters which by law, municipal charter, or ordinance are required to be confidential.**  
79 **Board staff excused for the session. Sharon Woodward seconded the motion. Motion passed via unanimous**  
80 **consent.**

81

82 Off record at 9:32 am.

83 Return to record at 9:52 am.

84

85 **On a motion duly made by Stacey Stone, seconded by Sharon Woodward, via roll call vote, it was RESOLVED to**  
86 **accept the non-disciplinary letter with advisement for case #2020-000258 as presented. Motion passed;**

87

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

88

89 **Agenda Item- New Business/Add Examination Date to Online Applications**

90 Discussion was had about adding a date indicating when the exam has been taken. This will help determine if  
91 the applicant is meeting the time limit requirement in statute. The best time to make this application  
92 modification is when another regulation change is occurring or renewals. This request will be added to the  
93 task list to be modified at the same time as the regulation update regarding the suicide CE.  
94

95 Off record 10:00 am - Break  
96 Return to record at 10:15 am  
97

98 **Agenda Item - Public Comment**

99 No public members in attendance.  
100

101 **Agenda Item - New Business/Teletherapy CE Definition Discussion**

102 Brief discussion took place on how to make the teletherapy CE definition clear for applicants. There are two places  
103 where this definition appears in statutes and regulations. Teletherapy CE definition appears in the definition  
104 section and in the continuing education section. We need to remove the piece about data.  
105

106 Proposed wording changes:

107 "Delivery of services through the use of interactive audio and video technology." "Continuing education that  
108 relates to teletherapy practice."  
109

110 This can be updated at your next meeting or added to the annual report.  
111

112 Board decided to wait to update the wording.  
113

114 **Agenda Item - Right Touch Regulation Project – Explanation**

115 Sara Chambers, Boards and Regulations Advisor with Commissioner’s Office gave an overview of the concept of  
116 Right Touch Regulation. A copy of the Right Touch Regulations Project presentation is available in the Board  
117 workbook. This presentation has been given to CPBL boards since 2019. Right Touch Regulations is a concept  
118 coming out of Great Britain. Right Touch is finding a balance between the tensions that exist with entry to practice  
119 and letting people practice their profession. Then on the other side is public protection, and making sure people  
120 are safe to practice. Sara Chambers and Stefanie Davis are available to help the Board when modifications need to  
121 be made to regulations.  
122

123 **Agenda Item - Investigations/Consent Agreements (Executive Session) with Marilyn Zimmerman.**

124 **In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional Right to Privacy**  
125 **Provisions, Stacey Stone moved that the State Board of Social Work Examiners go into executive session for the**  
126 **purpose of discussing matters which by which by law, municipal charter, or ordinance are required to be**  
127 **confidential. Board staff excused for the session. Sharon Woodward seconded the motion. Motion passed via**  
128 **unanimous consent.**  
129

130 Off record 11:08 am  
131 Return to record at 11:30 am  
132

133 **On a motion duly made by Amber Taylor, seconded by Sharon Woodward, via roll call vote, it was RESOLVED to**  
134 **accept consent agreement for case #2022-000955 as presented. Motion passed;**  
135

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			

Amber Taylor	X				
Sharon Woodward	X				
Stacey Stone	X				

136 **On a motion duly made by Amber Taylor, seconded by Sharon Woodward, via roll call vote, it was RESOLVED to**  
 137 **accept consent agreement for case #2022-000952 as presented. Motion passed;**  
 138

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

139 **On a motion duly made by Amber Taylor, seconded by Stacey Stone, via roll call vote, it was RESOLVED to**  
 140 **accept consent agreement for case #2022-000951 as presented. Motion passed;**  
 141  
 142

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

143 **On a motion duly made by Amber Taylor, seconded by Stacey Stone, via roll call vote, it was RESOLVED to**  
 144 **accept consent agreement for case #2022-000945 as presented. Motion passed;**  
 145  
 146

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

147 **On a motion duly made by Amber Taylor, seconded by Stacey Stone, via roll call vote, it was RESOLVED to**  
 148 **accept consent agreement for case #2022-000946 as presented. Motion passed;**  
 149  
 150

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

151 **On a motion duly made by Amber Taylor, seconded by Stacey Stone, via roll call vote, it was RESOLVED to**  
 152 **accept consent agreement for case #2022-001027 as presented. Motion passed;**  
 153  
 154

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197

**Agenda Item - Investigations/Investigative Report with Jasmine**

32 open cases between clinical social work and master social work.  
11 closed cases between clinical social work and master social work.  
Question asked: Are open investigation at different stages, and sent to the Board as you get to the part the Board needs to be involved? Yes, this is correct.

**Agenda Item - Investigations/Disciplinary Matrix Finalization with Jasmine**

**In accordance with the provisions of Alaska Statute 44.62.310(c) and Alaska Constitutional Right to Privacy Provisions, Amber Taylor moved that the State Board of Social Work Examiners go into executive session for the purpose of discussing matters which by law, municipal charter, or ordinance are required to be confidential. Board staff excused for the session. Amber Taylor seconded the motion. Motion passed via unanimous consent.**

Off record 11:37 am  
Return to record at 11:42 am

**On a motion duly made by Stacey Stone, seconded by Amber Taylor, via roll call vote, it was RESOLVED to approve the version of the disciplinary matrix as discussed as a final version to be used as a guideline as presented. Motion passed;**

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone	X			

Division staff is directed to provide this final version to investigative staff and post to the program web page for public access.  
Stefanie is adding this to the task list to have this posted to the website. A copy will be sent to Jenny and Jasmine. Board members must stick to this guideline, and if not, it must be explained in the review worksheet to investigators.

**Agenda Item - Board Member Updates/ASWB New Board Member Training**

Ann Applebee, chair shared information she learned from the ASWB training. The Board carries out the intent of the legislature.

Items we can look at as a Board:

Frequency and length of our meetings. Do we need to change length, location, etc.

Question asked if minutes can just be recordings. Answer: Minutes are condensed. We need written motions for regulations changes for various items. Anyone can request the full recording of the meetings.

What are we looking at when we ask about good moral character. Moral character includes criminal history, finances, child support, alimony, and professional licensure issues.

198 How do we as a Board know of legislation changes that affect our program? What is the role of the Board with  
199 legislatures? Licensing examiners get notification of legislative changes that affect the program, and the licensing  
200 examiner informs the board. If the Board wants to make a statutory change, at that point, the Board will reach out  
201 to legislators to get a bill started to make the change.

202  
203 Sylvan Robb, division director and Glenn Saviers, deputy director will let the Board know if a statutory change is  
204 happening.

205 What about our visibility with the legislature? Do we want to visit the legislature during a meeting we have in  
206 Juneau? Do we want to reach out to the legislature more?

207  
208 What do we do with expired and lapsed licenses? We don't publish that information, but you can search for any  
209 licensee on our website and see the status of their license.

210  
211 One point made was the litigiousness of today's society. Are we functioning in the principal scope of the board,  
212 and are we acting in good faith? If we keep that in mind, we can keep ourselves safe.

213  
214 Do we have a mission statement? No, we do not. Other boards do. Sara Chambers sent a previous email asking if  
215 Boards would like to create mission statements. Is this something we would like to think about and do?

216  
217 We need to think about any potential statute changes that we would like to make for 2024 legislative session.

218  
219 When we look at the budget do we want to budget for all meetings to be in-person? Audit meetings are usually  
220 in-person. Board may be able to get a couple of in-person meetings approved. It might be nice to meet in-person  
221 a couple times of the year. Per statute, the board is required to have two meeting per year, and may hold  
222 additional meetings at the call of the chair or a majority of the Board.

223  
224 We tend to have quarterly meetings to keep up with everything. Meetings need to be public noticed a month in  
225 advance. Stefanie recommended one 2-day meeting a year in the fall. One suggestion was to have two meetings  
226 that are two days, and then the other meetings to be one day, but keep meeting quarterly.

227  
228 What does the Board think about the Right Touch Project? Do we want to do a deep dive into our statutes and  
229 regulations. At some, point it will be a good idea to look at statutes and regulations. We could possibly look at it  
230 individually and then come together as a Board.

231  
232 The previous board started the Right Touch Project. Some of their thoughts were shared in February and March of  
233 2022 minutes. There is a starting point to look at past Board notes. It was recommended to the Board to look at  
234 2019 and early 2022 Board minutes when Right Touch first was done.

235  
236 Off record 12:05 pm - Lunch  
237 Return to record at 1:00 pm

238  
239 **Agenda Item - Old Business/Position Statement Update/Exams with Renee Carbajal, Program Coordinator II**

240 The board is welcome to adopt a position statement for exams; however, position statements do not carry any  
241 legal authority. Your statute/regulation stipulates that applicants must take the ASWB exam, and until your  
242 statute/regulations are changed, applicants will need to complete the ASWB exam. If an applicant's state doesn't  
243 require the ASWB, we need something to allow the Board to accept a different exam. The position statement can  
244 clarify the boards' opinion while trying to get the statutes and regulations changed. This has been approved by  
245 the Board previously to be posted on the website. Stefanie is adding this to the task list to post to the website.

246  
247  
248  
249  
250  
251  
252  
253  
254  
255  
256  
257  
258  
259  
260  
261  
262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283  
284  
285  
286  
287  
288  
289  
290  
291

**Agenda Item - Old Business/ Regulations Approval Update – 12 AAC 18.112; 12 AAC 18.210; 12 AAC 18.990 with Division Regulations Specialist(s)**

Law is sending paperwork over to the office of the Lt. governor for filing. By the end of June, we should have an effective date for the regulations. Stefanie to provide the email regarding this to the Board.

**Agenda Item - Old Business Delegatory Authority Response/with Renee Carbajal, Program Coordinator II**

The board asked if they could delegate authority to staff to issue permanent licenses. Your statute 08.95.030 specifically requires the Board to issue the license. If you want staff to issue licenses, you will need to change the statute.

**Agenda Item - New Business/Transition of License Examiner with Stefanie Davis**

Stefanie is transitioning out of the licensing examiner position and into her new role with the state as a regulations specialist. Stefanie is already in the regulations specialist role and has been helping Jeanne and Marlo with questions about social work. The new licensing examiner for social work will start Monday. The new staff person will gradually be introduced to the program. We just want you to know that you have support until the new person is up and running. The chair wished Stefanie well in her new role and thanked her for her time with the social work program.

**Agenda Item - New Business/Annual Report -Assign Tasks**

This annual report will be for fiscal year 2024. The licensing examiner will format the information into the template so the Board can send information in a word document. Tasks were assigned to Board members.

Stefanie shared a prior annual report, so Board members know what is expected on the report. In-person meetings must be included on this report. ASWB meetings should be included. Board members were assigned tasks to complete for the Annual report.

- Narrative Statement – Sharon Woodward
- Budget Recommendations – Ann Applebee
- Legislative Recommendations – Amber Taylor/Sharon Woodward
- Regulations Recommendations – Stacey Stone/Ann Applebee
- Goals and Objectives – Ann Applebee

June 30<sup>th</sup> is the deadline. Get information for annual report to staff by June 12<sup>th</sup>. Have report in On-Board by the 19<sup>th</sup>-22<sup>nd</sup>. Board to vote on the annual report within 48 hours of upload to On-Board. After final vote, annual report goes to the publication’s specialist.

**Agenda Item - Administrative Business/Correspondence**

An email was received from an LCSW applicant in Wasilla. She wants an associate social worker license. This would be a statute change. If the Board wants to make this change, this item can be added to the annual report.

Let’s look at Washington’s associate social worker status. Board decided to research this for more information.

Ask the individual who sent the email to put together a presentation to give to the Board on this subject. Staff should reach out to the individual.

292 This next piece of correspondence is a “for your information” piece. Sara Chambers wanted this passed onto the  
293 Board. ASWB is accepting proposals for research relating to occupational and professional regulation with  
294 emphasis on social work regulatory best practices. This is due May 31<sup>st</sup> to ASWB if the Board is interested.

295 **Agenda Item -Administrative Business/ASWB Delegate Meeting Update**

296 Amber Taylor is attending the online new board member training meeting June 8-9. Stacey plans to attend the  
297 September 28- 30 new board member training in Washington DC.

298  
299 The travel request will need to be completed once the information is on ASWB’s website. The meeting is  
300 November 3-4 in Memphis. We need a primary delegate for this.

301  
302 Ann Applebee should be able to go as the primary delegate, and Stacey Stone will serve as the alternate.

303  
304 **Agenda Item - Administrative Business/Schedule Future Meetings**

305 A Board meeting was scheduled to take place December 11-12, in Anchorage. This meeting will be an in-person  
306 meeting. We will cover Right Touch Project information as this meeting. The travel request will need to be placed  
307 mid-July to gain approval.

308  
309 **Agenda Item - Administrative Business/Review Minutes – March 6-7, 2023**

310 **In a motion duly made by Sharon Woodward, seconded by Amber Taylor with unanimous consent, it was**  
311 **RESOLVED to approve the meeting minutes from March 6-7, 2023, as presented. Motion passed;**

312

Board Member	Approve	Deny	Recuse	Absent
Ann Applebee	x			
Amber Taylor	X			
Sharon Woodward	X			
Stacey Stone			X	

313  
314 Having concluded all scheduled business, Chair Applebee adjourned the meeting.

315  
316 Off record at 2:28 pm.

317  
318 Respectfully Submitted,

319 DocuSigned by:

320 *Jeanne Pace*

9/13/2023

321 ED1A0276FE06459...

322 Jeanne Pace, Program Coordinator I

Date

323 DocuSigned by:

324 *Ann Applebee*

9/12/2023

325 E05F5CE773C2495...

326 Ann Applebee, Board Chair

Date

327



**Certificate Of Completion**

Envelope Id: A6564955310745BB8DAC3D7587EC18CD	Status: Completed
Subject: Complete with DocuSign: May 8 2023 Draft Meeting Minutes.pdf	
Source Envelope:	
Document Pages: 8	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Disabled	Rebecca Clay
Time Zone: (UTC-09:00) Alaska	PO Box 110206
	Juneau, AK 99811
	rebecca.clay@alaska.gov
	IP Address: 136.226.54.252

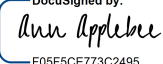
**Record Tracking**

Status: Original	Holder: Rebecca Clay	Location: DocuSign
9/12/2023 11:18:41 AM	rebecca.clay@alaska.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Alaska	Location: DocuSign

**Signer Events**

Ann Applebee  
ann.applebee@gmail.com  
Security Level: Email, Account Authentication (None)

**Signature**


DocuSigned by:  
  
F05F5CE773C2495...  
Signature Adoption: Pre-selected Style  
Using IP Address: 199.192.192.246

**Timestamp**

Sent: 9/12/2023 11:26:48 AM  
Viewed: 9/12/2023 9:31:44 PM  
Signed: 9/12/2023 9:32:07 PM

**Electronic Record and Signature Disclosure:**  
Accepted: 9/12/2023 9:35:40 PM  
ID: 641b0cd9-e1bd-43a5-9ec8-9c3e947f2a8b  
Company Name: State of Alaska

Jeanne Pace  
jeanne.pace@alaska.gov  
Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
ED1A0275FE05458...  
Signature Adoption: Pre-selected Style  
Using IP Address: 107.77.205.99

Sent: 9/12/2023 9:32:08 PM  
Viewed: 9/13/2023 8:36:49 AM  
Signed: 9/13/2023 8:37:07 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 9/13/2023 8:36:49 AM  
ID: fdd6b572-4acf-4f93-853c-5195e4daae9a  
Company Name: State of Alaska

**In Person Signer Events**      **Signature**      **Timestamp**

**Editor Delivery Events**      **Status**      **Timestamp**

**Agent Delivery Events**      **Status**      **Timestamp**

**Intermediary Delivery Events**      **Status**      **Timestamp**

**Certified Delivery Events**      **Status**      **Timestamp**

**Carbon Copy Events**      **Status**      **Timestamp**

Rebecca Clay	COPIED	Sent: 9/13/2023 8:37:08 AM
rebecca.clay@alaska.gov		Resent: 9/13/2023 8:37:09 AM
Security Level: Email, Account Authentication (None)		Viewed: 9/13/2023 8:40:28 AM

**Electronic Record and Signature Disclosure:**

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
---------------------------	---------------	------------------

Not Offered via DocuSign

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
-----------------------	------------------	------------------

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	9/12/2023 11:26:49 AM
Certified Delivered	Security Checked	9/13/2023 8:36:49 AM
Signing Complete	Security Checked	9/13/2023 8:37:07 AM
Completed	Security Checked	9/13/2023 8:37:08 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------

<b>Electronic Record and Signature Disclosure</b>
---

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

Please read this Electronic Records and Signature Disclosure (ERSD). It concerns your rights regarding electronically undertaking, and the conditions under which you and the State of Alaska agree to electronically undertake, the transaction to which it relates (the “TRANSACTION”).

### **Consent to Electronically Undertake the TRANSACTION**

You can electronically undertake the TRANSACTION only if you confirm that you meet the following requirements by selecting the box next to “I agree to use electronic records and signature” (the “AGREE BOX”):

1. you can fully access and have read this ERSD;
2. you can fully access all of the information in the other TRANSACTION records;
3. you can retain all of the TRANSACTION records in a form that you will be able to fully access for later reference;
4. you consent to undertake the TRANSACTION electronically; and
5. you are authorized to undertake the TRANSACTION. (Please note that falsely undertaking the TRANSACTION may subject you to civil liabilities and penalties and/or to criminal penalties.)

If you cannot or are not willing to confirm each of these five things, do not select the AGREE BOX.

### **Withdrawing Consent**

If you select the AGREE BOX, you can withdraw your consent to electronically undertake the TRANSACTION at any time before you complete the TRANSACTION: simply do not finalize it. The only consequence of withdrawing your consent is that you will not finalize the TRANSACTION.

If you select the AGREE BOX, your consent will apply only to this TRANSACTION. You must separately consent to electronically undertake any other transaction with the State of Alaska.

### **Paper Option for Undertaking the TRANSACTION**

You may undertake the TRANSACTION with the State of Alaska using paper records. (State of Alaska employees who want to undertake the TRANSACTION in paper should contact the agency responsible for the TRANSACTION.) Print the paper records on the website of the State of Alaska agency responsible for the TRANSACTION, or request them from the agency. The State of Alaska homepage is at <http://alaska.gov/>.

### **Copies of TRANSACTION Records**

After completing the TRANSACTION but before closing your web browser, you should download the TRANSACTION records. Or you can download the records within 30 days after

completing the TRANSACTION using the link in the DocuSign email sent to the email address you used to complete the TRANSACTION. The State of Alaska will not provide a paper copy of the TRANSACTION records as part of the TRANSACTION. Under the Alaska Public Records Act (APRA), AS 40.25.100–.295, you can request a copy from the agency responsible for the TRANSACTION, but if too much time has passed, the agency may no longer have the records when you make your request. If required under the APRA, the agency will charge a fee.

### **Required Hardware and Software**

For the minimum system requirements to electronically undertake the TRANSACTION, including accessing and thereby retaining the TRANSACTION records, visit <https://support.docusign.com/guides/signer-guide-signing-system-requirements>. These requirements may change. In addition, you need access to an email account.

### **How to Contact the State of Alaska**

To ask a question on this ERSD or the DocuSign document generated after you complete the TRANSACTION or on using DocuSign to electronically undertake the TRANSACTION, contact the Alaska Department of Administration at either of the following addresses:

State of Alaska  
Department of Administration  
550 West 7th Avenue  
Suite 1970  
Anchorage, AK 99501  
Reference: DocuSign

[doa.commissioner@alaska.gov](mailto:doa.commissioner@alaska.gov)  
Subject: DocuSign

To ask any other question on the TRANSACTION records or to update the information for contacting you electronically, contact the State of Alaska agency responsible for the TRANSACTION using the contact information in the TRANSACTION records or, if those records contain no contact information, using the contact information on the agency's website. Again, the State of Alaska homepage is at <http://alaska.gov/>.