



State of Alaska
Department of Commerce, Community &
Economic Development Division of Corporations,
Business, and Professional Licensing Big Game
Commercial Services Board

Board Packet

June 28, 2023

DRAFT

Roster

Big Game Commercial Services Board

NAME	APPOINTED	REAPPOINTED	EXPIRES
Bloomquist, Aaron (Copper Center) Licensed Registered Guides-Outfitters	03/01/2021		03/01/2025
Boniek, Martin (Glennallen) Licensed Transporters	03/01/2021		03/01/2025
Buist, Peter (Fairbanks) Public	05/21/2019	03/01/2021	03/01/2025
Bunch, Jason (Kodiak) Licensed Registered Guides-Outfitters	03/02/2018	03/01/2019	03/01/2023
Burnett, Jerry (Juneau) Designated Game Board Member/Restricted	01/21/2021		03/01/2024
Flores, Michael (Soldotna) Licensed Transporters	05/11/2020		03/01/2023
Kunder, Larry (Anchorage) Public	05/25/2022		03/01/2026
Nordlum, Clay (Kotzebue) Private Landholders/Restricted	06/25/2021	03/01/2022	03/01/2026
Vacant () Private Landholders/Restricted			03/01/2024



Big Game Commercial Services Board - Summer Meeting

Alaska Division of Corporations, Business and Professional Licensing
Jun 28, 2023, at 9:00 AM AKDT to Jun 28, 2023, at 10:00 AM AKDT
Zoom (online)

Meeting Details: <https://us02web.zoom.us/j/81483010056?pwd=T25pZmcxcGITTfdhTlIGVEFZSHdYZz09>

Call in: (669)900-6833

Meeting ID: 814 8301 0056

Passcode: 360436

Agenda

I. 9:00am - Roll call/Call to Order

II. 9:02am - Review Agenda

III. 9:05am - Ethics Review

IV. 9:10am - Investigative Matters for Review

A. Executive Session

1. Case No. 2021-001101

2. Case No. 2023-000311

V. 9:30am - Summary/Motions from Executive Session

VI. 9:40am - Annual Report

VII. 10:00am - Adjourn

State of Alaska
DEPARTMENT OF LAW

ETHICS ACT PROCEDURES FOR BOARDS & COMMISSIONS

All board and commission members and staff should be familiar with the Executive Branch Ethics Act procedures outlined below.

Who Is My Designated Ethics Supervisor (DES)?

Every board or commission subject to the Ethics Act¹ has several ethics supervisors designated by statute.

- The chair serves as DES for board or commission members.
- The chair serves as DES for the executive director.
- The executive director serves as DES for the staff.
- The governor is the DES for a chair.²

What Do I Have To Disclose?

The Ethics Act requires members of boards and commissions to disclose:

- Any matter that is a potential conflict of interest with actions that the member may take when serving on the board or commission.
- Any circumstance that may result in a violation of the Ethics Act.
- Any personal or financial interest (or that of an immediate family member) in a state grant, contract, lease or loan that is awarded or administered by the member's board or commission.
- The receipt of certain gifts.

The executive director of the board or commission and its staff, as state employees, must also disclose:

- Compensated outside employment or services.
- Volunteer service, if any compensation, including travel and meals, is paid or there is a potential conflict with state duties.

- For more information regarding the types of matters that may result in violations of the Ethics Act, board or commission members should refer to the guide, *"Ethics Information for Members of Boards and Commissions."* The executive director and staff should refer to the guide, *Ethics Information for Public Employees.* Both guides and disclosure forms may be found on the [Department of Law's ethics website](#).

How Do I Avoid Violations of the Ethics Act?

- Make timely disclosures!
- Follow required procedures!
- Provide all information necessary to a correct evaluation of the matter!³
- When in doubt, disclose and seek advice!
- Follow the advice of your DES!

What Are The Disclosure Procedures for Board and Commission Members?

The procedural requirements for disclosures by members are set out in AS 39.52.220 and 9 AAC 52.120. One goal of these provisions is to help members avoid violations of the Ethics Act. The procedures provide the opportunity for members to seek review of matters in advance of taking action to ensure that actions taken will be consistent with the Act.

Procedure for declaring actual or potential conflicts.

Members must declare potential conflicts and other matters that may violate the Ethics Act **on the public record and in writing to the chair**.

Disclosure on the public record. Members must identify actual and potential conflicts orally at the board or commission's public meeting **in advance** of participating in deliberations or taking any official action on the matter.

- A member must always declare a conflict and may choose to refrain from voting, deliberations or other participation regarding a matter.⁴
- If a member is uncertain whether participation would result in a violation of the Act, the member should disclose the circumstances and seek a determination from the chair.

Disclosure in writing at a public meeting. In addition to an oral disclosure at a board or commission meeting, members' disclosures must be made in writing.

- If the meeting is recorded, a tape or transcript of the meeting is preserved **and** there is a method for identifying the declaration in the record, an oral disclosure may serve as the written disclosure.
- Alternatively, the member must note the disclosure on the Notice of Potential Violation disclosure form and the chair must record the determination.

Confidential disclosure in advance of public meeting. Potential conflicts may be partially addressed in advance of a board or commission's public meeting based on the published meeting agenda or other board or commission activity.

- A member identifying a conflict or potential conflict submits a Notice of Potential Violation to the chair, as DES, in advance of the public meeting.
- This written disclosure is considered confidential.
- The chair may seek advice from the Attorney General.
- The chair makes a written determination, also confidential, whether the disclosed matter represents a conflict that will result in a violation of the Ethics Act if the member participates in official action addressing the matter.⁵
- If so, the chair directs the member to refrain from participating in the matter that is the subject of the disclosure.
- An oral report of the notice of potential violation and the determination that the member must refrain from participating is put on the record at a public meeting.⁶

Determinations at the public meeting. When a potential conflict is declared by a member for the public record, the following procedure must be followed:

- The chair states his or her determination regarding whether the member may participate.
- Any member may then object to the chair's determination.
- If an objection is made, the members present, excluding the member who made the disclosure, vote on the matter.
- *Exception:* A chair's determination that is made consistent with advice provided by the Attorney General may not be overruled.
- If the chair, or the members by majority vote, determines that a violation will exist if the disclosing member continues to participate, the member must refrain from voting, deliberating or participating in the matter.⁷

If the chair identifies a potential conflict, the same procedures are followed. If possible, the chair should forward a confidential written notice of potential violation to the Office of the Governor for a determination in advance of the board or commission meeting. If the declaration is first

made at the public meeting during which the matter will be addressed, the members present, except for the chair, vote on the matter. If a majority determines that a violation of the Ethics Act will occur if the chair continues to participate, the chair shall refrain from voting, deliberating or participating in the matter. A written disclosure or copy of the public record regarding the oral disclosure should be forwarded to the Office of the Governor for review by the chair's DES.

Procedures for Other Member Disclosures

A member's interest in a state grant, contract, lease or loan and receipt of gifts are disclosed by filling out the appropriate disclosure form and submitting the form to the chair for approval. The disclosure forms are found on the [Department of Law's ethics website](#).

What Are The Disclosure Procedures for Executive Directors and Staff?

Ethics disclosures of the executive director or staff are made in writing to the appropriate DES (chair for the executive director and the executive director for staff).

- Disclosure forms are found on the ethics website, noted above.

Notices of Potential Violations. Following receipt of a written notice of potential violation, the DES investigates, if necessary, and makes a written determination whether a violation of the Ethics Act could exist or will occur. A DES may seek advice from the Attorney General. If feasible, the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

- These disclosures are not required to be made part of the public record.
- A copy of a determination is provided to the employee.
- Both the notice and determination are confidential.

Other Disclosures. The DES also reviews other ethics disclosures and either approves them or determines what action must be taken to avoid a violation of the Act. In addition to the disclosures of certain gifts and interests in the listed state matters, state employees must disclose all outside employment or services for compensation.

- The DES must provide a copy of an approved disclosure or other determination the employee.

How Are Third Party Reports of Potential Violations or Complaints Handled?

Any person may report a potential violation of the Ethics Act by a board or commission member or its staff to the appropriate DES or file a complaint alleging actual violations with the Attorney General.

- Notices of potential violations and complaints must be submitted **in writing** and **under oath**.
- Notices of potential violations are investigated by the appropriate DES who makes a written determination whether a violation may exist.⁸
- Complaints are addressed by the Attorney General under separate procedures outlined in the Ethics Act.
- **These matters are confidential**, unless the subject waives confidentiality or the matter results in a public accusation.

What Are The Procedures for Quarterly Reports?

Designated ethics supervisors must submit copies of notices of potential violations received and the corresponding determinations to the Attorney General for review by the state ethics attorney as part of the quarterly report required by the Ethics Act.

- Reports are due in April, July, October and January for the preceding quarter.
- A sample report may be found on the Department of Law's ethics website.
- An executive director may file a quarterly report on behalf of the chair and combine it with his or her own report.
- If a board or commission does not meet during a quarter and there is no other reportable activity, the DES advises the Department of Law Ethics Attorney by e-mail at ethicsreporting@alaska.gov and no other report is required.

If the state ethics attorney disagrees with a reported determination, the attorney will advise the DES of that finding. If the ethics attorney finds that there was a violation, the member who committed the violation is not liable if he or she fully disclosed all relevant facts reasonably necessary to the ethics supervisor's or commission's determination and acted consistent with the determination.

How Does A DES or Board or Commission Get Ethics Advice?

A DES or board or commission may make a **written request** to the Attorney General for an opinion regarding the application of the Ethics Act. In practice, the Attorney General, through the state ethics attorney, also provides **advice by phone or e-mail** to designated ethics supervisors, especially when time constraints prevent the preparation of timely written opinions.

- A request for advice and the advisory opinion are confidential.
- The ethics attorney endeavors to provide prompt assistance, although that may not always be possible.
- The DES must make his or her determination addressing the potential violation based on the opinion provided.

It is the obligation of each board or commission member, as well as the staff, to ensure that the public's business is conducted in a manner that is consistent with the standards set out in the Ethics Act. We hope this summary assists you in ensuring that your obligations are met.

¹ The Act covers a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch of state government.

² The governor has delegated the DES responsibility to Guy Bell, Administrative Director of the Office of the Governor.

³ You may supplement the disclosure form with other written explanation as necessary. Your signature on a disclosure certifies that, to the best of your knowledge, the statements made are true, correct and complete. False statements are punishable.

⁴ In most, but not all, situations, refraining from participation ensures that a violation of the Ethics Act does not occur. Abstention does not cure a conflict with respect to a significant direct personal or financial interest in a state grant, contract, lease or loan because the Ethics Act prohibition applies whether or not the public officer actually takes official action.

⁵ The chair must give a copy of the written determination to the disclosing member. There is a determination form available on the Department of Law's ethics web page. The ethics supervisor may also write a separate memorandum.

⁶ In this manner, a member's detailed personal and financial information may be protected from public disclosure.

⁷ When a matter of particular sensitivity is raised and the ramifications of continuing without an advisory opinion from the Attorney General may affect the validity of the board or commission's action, the members should consider tabling the matter so that an opinion may be obtained.

⁸ The DES provides a copy of the notice to the employee who is the subject of the notice and may seek input from the employee, his or her supervisor and others. The DES may seek advice from the Attorney General. A copy of the DES' written determination is provided to the subject employee and the complaining party. The DES submits a copy of both the notice and the determination to the Attorney General for review as part of the DES' quarterly report. If feasible,

the DES shall reassign duties to cure a potential violation or direct divestiture or removal by the employee of the personal or financial interests giving rise to the potential violation.

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The Attorney General and Department of Law staff may not provide legal advice to private citizens or organizations. Please contact an attorney if you need legal advice. The [Alaska Lawyer Referral Service](#) or your local bar association may be able to assist you in locating a lawyer.

Alaska Department of Law
1031 West 4th Avenue, Suite 200
Anchorage, AK 99501
attorney.general@alaska.gov
Phone: (907) 269-5100 | Fax: (907) 276-3697
TTY: 907-258-9161

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Ethics Disclosure Form

<p style="text-align: center;">CONFIDENTIAL REQUEST FOR ETHICS DETERMINATION</p>
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TO: _____, Designated Ethics Supervisor

(Identify Your Department, Agency, Public Corporation, Board, Commission)

I request advice regarding the application of the Executive Branch Ethics Act (AS 39.52.010 - .960) to my situation. The situation involves the following:

I have provided additional information in the attached document(s).

I believe the following provisions of the Ethics Act may apply to my situation:

- AS 39.52.120, Misuse of Official Position
- AS 39.52.130, Improper Gifts
- AS 39.52.140, Improper Use or Disclosure of Information
- AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans
- AS 39.52.160, Improper Representation
- AS 39.52.170, Outside Employment Restricted
- AS 39.52.180, Restrictions on Employment after Leaving State Service
- AS 39.52.190, Aiding a Violation Prohibited

I understand that I should refrain from taking any official action relating to this matter until I receive your advice. If the circumstances I described above may result in a violation of AS 39.52.110 - .190, I intend that this request serve as my disclosure of the matter in accordance with AS 39.52.210 or AS 39.52.220.

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division, Board, Commission)

(Position Title)

(Location)

Designated Ethics Supervisor: Provide a copy of your written determination to the employee advising whether action is necessary under AS 39.52.210 or AS 39.52.220, and send a copy of the determination and disclosure to the attorney general with your quarterly report.

Ethics Disclosure Form

Receipt of Gift

TO: _____, Designated Ethics Supervisor, _____
(Agency, Public Corporation, Board,
Commission or Council)

This disclosure reports receipt of a gift with value in excess of \$150.00 by me or my immediate family member, as required by AS 39.52.130(b) or (f).

1. Is the gift connected to my position as a state officer, employee or member of a state board or commission?

Yes No

2. Can I take or withhold official action that may affect the person or entity that gave me the gift?

Yes No

(If you answer "No" to both questions, you do not need to report this gift. If the answer to either question is "Yes," or if you are not sure, you must complete this form and provide it to your designated ethics supervisor.)

The gift is _____

Identify gift giver by full name, title, and organization or relationship, if any:

Describe event or occasion when gift was received or other circumstance explaining the reason for the gift:

My estimate of its value is \$ _____ The date of receipt was _____

The gift was received by a member of my family. Who? _____

If you checked "Yes" to question 2 above, explain the official action you may take that affects the giver (attach additional page, if necessary):

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

(Signature)

(Date)

(Printed Name)

(Division)

(Position Title)

(Location)

Ethics Supervisor Determination: Approve Disapproved

Designated Ethics Supervisor*

(Date)

*Designated Ethics Supervisor: Provide a copy of the approval or disapproval to the employee. If action is necessary under AS 39.52.210 or AS 39.52.220, attach a determination stating the reasons and send a copy of the determination and disclosure to the attorney general with your quarterly report.

EXECUTIVE SESSION MOTION

I, _____, move that the Alaska State Big Game Commercial Services Board enter into executive session in accordance with AS 44.62.310(c), and Alaska Constitutional Right to Privacy Provisions, for the purpose of discussing _____

Board staff member(s) _____ to remain during the session.

Off record: _____
On record: _____

Authority: AS 44.62.310(c), Government meetings public

The following subjects may be considered in executive session:

- matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;**
- **matters which by law, municipal charter, or ordinance are required to be confidential;**
- matters involving consideration of government records that by law are not subject to public disclosure.

Department of Commerce, Community
and Economic Development

Division of Corporations, Business
and Professional Licensing

Big Game Commercial Services Board

Annual Report

Fiscal Year 2023



Department of Commerce, Community and Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806
Email: License@Alaska.Gov

Big Game Commercial Services Board
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Identification of the Board

Board Member	Duty Station	Date Appointed	Term Expires
Licensed Registered Guide-Outfitter Aaron Bloomquist	Copper Center	Mar 2, 2018	Mar 1, 2025
Licensed Transporter Michael Flores	Soldotna	Mar 1, 2021	Mar 1, 2027
Designated Board of Game Representative Clay Nordlum	Kotzebue	Jan 21, 2021	Mar 1, 2026
Public Member Larry Kunder	Anchorage	May 21, 2019	Mar 1, 2026

Big Game Commercial Services Board
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Identification of the Board (continued)

Board Member	Duty Station	Date Appointed	Term Expires
<p>DRAFT</p>			

Identification of Staff

- Executive Administrator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

- Occupational Licensing Examiner

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

- Investigator

Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
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(907) 465-2550

- Regulations Specialist II

Department of Commerce, Community & Economic Development
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P.O. Box 110806
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(907) 465-2550

- Regulations Specialist II

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Big Game Commercial Services Board

FY 2023 Annual Report

Identification of Staff (continued)

-
Department of Commerce, Community & Economic Development
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(907) 465-2550

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Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

-
Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
P.O. Box 110806
Juneau, Alaska 99811-0806
(907) 465-2550

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Juneau, Alaska 99811-0806
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(907) 465-2550

Identification of Staff

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Department of Commerce, Community & Economic Development
Division of Corporations, Business and Professional Licensing
550 West 7th Avenue, Suite 1500
Anchorage, Alaska 99501-3567
(907) 269-8160

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Department of Commerce, Community & Economic Development
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Identification of Staff (continued)

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Big Game Commercial Services Board
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Narrative Statement

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Big Game Commercial Services Board
FY 2023 Annual Report

Narrative Statement (continued)

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Big Game Commercial Services Board
FY 2023 Annual Report

Narrative Statement (continued)

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Big Game Commercial Services Board

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Budget Recommendations for FY 2024

Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
	Anchorage		2
<input type="checkbox"/> Airfare:			\$ 2,750.00
<input type="checkbox"/> Hotel:			\$ 4,615.00
<input type="checkbox"/> Ground:			\$ 2,000.00
<input type="checkbox"/> Other: Venue: Putting a large number in at \$10,000. Probably will be far less.			
Total Estimated Cost:			\$ 19,365.00

Board Meeting Date	Location	# Board	# Staff
	Kodiak		2
<input type="checkbox"/> Airfare:			\$ 4,600.00
<input type="checkbox"/> Hotel:			\$ 5,250.00
<input type="checkbox"/> Ground:			\$ 2,000.00
<input type="checkbox"/> Other: Venue: Putting a large number in at \$10,000. Probably will be far less.			
Total Estimated Cost:			\$ 21,850.00

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare:			
<input type="checkbox"/> Hotel:			
<input type="checkbox"/> Ground:			
<input type="checkbox"/> Other:			
Total Estimated Cost:			\$ 0.00

Big Game Commercial Services Board

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Budget Recommendations for FY 2024 (continued)

Budget Recommendations section anticipates the board’s fiscal priorities for the upcoming year. Please complete all parts of this section with details about anticipated meetings, conferences, memberships, supplies, equipment, to other board requests. Meeting expenses that are being funded through third-party reimbursement or direct booking must be identified separately from expenses paid through license fees (receipt-supported services or RSS). Be sure to explain any items listed as “other” so they may be tracked appropriately.

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Other:			
Total Estimated Cost:			\$ 0.00

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Other:			
Total Estimated Cost:			\$ 0.00

Board Meeting Date	Location	# Board	# Staff
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Other:			
Total Estimated Cost:			\$ 0.00

Big Game Commercial Services Board
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Budget Recommendations for FY 2024 (continued)

Travel Required to Perform Examinations

Not Applicable

Date	Location	# Board	# Staff
Dec 4-6, 2023		2	

Description of meeting and its role in supporting the mission of the Board:

Written and practical examinations provided in conjunction with scheduled board meeting. These costs are already included in the numbers above for the Dec 4-6, 2023, board meeting.

<input type="checkbox"/> Airfare:	\$1,200.00
<input type="checkbox"/> Hotel:	\$2,100.00
<input type="checkbox"/> Ground:	\$1,300.00
<input type="checkbox"/> Conference:	
<input type="checkbox"/> Other:	
Total Estimated Cost:	\$ 4,600.00

Travel Required to Perform Examinations

Not Applicable

Date	Location	# Board	# Staff
MAR 2024 (dates unknown for 3 days)		2	

Description of meeting and its role in supporting the mission of the Board:

Written and practical examinations provided in conjunction with scheduled board meeting. These costs are already included in the numbers above for the March, 2024, board meeting.

<input type="checkbox"/> Airfare:	\$1,500.00
<input type="checkbox"/> Hotel:	\$2,100.00
<input type="checkbox"/> Ground:	\$1,300.00
<input type="checkbox"/> Conference:	
<input type="checkbox"/> Other:	
Total Estimated Cost:	\$ 4,900.00

Big Game Commercial Services Board

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Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel (Rank in order of importance)

#1 Rank in Importance or Not Applicable

Date	Location	# Board	# Staff
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Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00
Net Total:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel

#2 Rank in Importance

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00
Net Total:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel

#3 Rank in Importance

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00
Net Total:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel

#4 Rank in Importance

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00 \$0.00
Net Total:				

FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel

#5 Rank in Importance

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00
Net Total:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel

#6 Rank in Importance

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00
Net Total:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel

#7 Rank in Importance

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00
Net Total:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel

#8 Rank in Importance

Date	Location	# Board	# Staff

Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00 \$0.00
Net Total:				

FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel

#9 Rank in Importance

Date	Location	# Board	# Staff
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Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00 \$0.00
Net Total:				

FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Out-of-State Meetings and Additional In-State Travel

#10 Rank in Importance

Date	Location	# Board	# Staff
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Description of meeting and its role in supporting the mission of the Board:

DRAFT

Expenditure	License Fees (RSS)	Third-Party Reimbursement	Third-Party Direct Booked	Total
<input type="checkbox"/> Airfare: <input type="checkbox"/> Hotel: <input type="checkbox"/> Ground: <input type="checkbox"/> Conference: <input type="checkbox"/> Other Describe "Other" (break out all sections):				\$0.00 \$0.00 \$0.00
Net Total:				

Big Game Commercial Services Board
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Budget Recommendations for FY 2024 (continued)

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event

Description of item and its role in supporting the mission of the Board:

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event

Description of item and its role in supporting the mission of the Board:

Non-Travel Budget Requests

- Not Applicable Resources Examinations
 Membership Training Other

Product or Service	Provider	Cost Per Event

Description of item and its role in supporting the mission of the Board:

Big Game Commercial Services Board
FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Other Items with a Fiscal Impact

Not Applicable

Cost Per Event:

Number of Events:

Product or Service	Provider	Cost Per Event

Description of item and its role in supporting the mission of the Board:

Other Items with a Fiscal Impact

Not Applicable

Cost Per Event:

Number of Events:

Product or Service	Provider	Cost Per Event

Description of item and its role in supporting the mission of the Board:

Other Items with a Fiscal Impact

Not Applicable

Cost Per Event:

Number of Events:

Product or Service	Provider	Cost Per Event

Description of item and its role in supporting the mission of the Board:

Big Game Commercial Services Board
FY 2023 Annual Report

Budget Recommendations for FY 2024 (continued)

Other Items with a Fiscal Impact

Not Applicable

Cost Per Event:

Number of Events:

Product or Service	Provider	Cost Per Event

Description of item and its role in supporting the mission of the Board:

Other Items with a Fiscal Impact

Not Applicable

Cost Per Event:

Number of Events:

Product or Service	Provider	Cost Per Event

Description of item and its role in supporting the mission of the Board:

Summary of FY 2024 Fiscal Requests

Board Meetings and Teleconferences:

Travel for Exams: \$9,500.00

Out-of-State and Additional In-State Travel:

Dues, Memberships, Resources, Training: \$0.00

Total Potential Third-Party Offsets: -

Other: \$0.00

Total Requested:

Big Game Commercial Services Board
FY 2023 Annual Report

Legislative Recommendations - Proposed Legislation for FY 2024

No Recommendations

The Board has no recommendations for proposed legislation at this time.

Recommendations

The Board has the following recommendations for proposed legislation:

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Big Game Commercial Services Board
FY 2023 Annual Report

Legislative Recommendations (continued)

DRAFT

Regulation Recommendations - Proposed Regulations for FY 2024

No Recommendations

The Board has no recommendations for proposed regulations at this time.

Recommendations

The Board has the following recommendations for proposed regulations:

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Big Game Commercial Services Board
FY 2023 Annual Report

Regulation Recommendations (continued)

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Big Game Commercial Services Board
FY 2023 Annual Report

Goals and Objectives

Part I

FY 2023's goals and objectives and how they were met:

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Big Game Commercial Services Board
FY 2023 Annual Report

Goals and Objectives (continued)

Part I (continued)

FY 2023's goals and objectives and how they were met:

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Goals and Objectives (continued)

Part II

FY 2024's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

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Goals and Objectives (continued)

Part II (continued)

FY 2024's goals and objectives, and proposed methods to achieve them.

Describe any strengths, weaknesses, opportunities, threats and required resources:

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FY 2023 Annual Report

Sunset Audit Recommendations

Date of Last Legislative Audit: 09/14/2018

Board Sunset Date:

Audit Recommendation:

DCBPL's director should improve management oversight procedures to ensure required documentation is obtained, reviewed, and retained to support licensure.

Action Taken:

Next Steps:

DCBPL's director will continue to provide regularly scheduled meetings with the board's executive administrator. This is an on-going step so there is no completion date.

Completed: No Yes

If yes, date completed:

Audit Recommendation:

Action Taken:

DCBPL's chief investigator increased oversight and the timeliness of investigations has improved dramatically.

Next Steps:

Completed: No Yes

If yes, date completed:

Audit Recommendation:

The Office of the Governor, Boards and Commissions director should work with the board to identify potential applicants in a timely manner.

Action Taken:

Next Steps:

The board will try to find a second private landholder to fill the vacant position.

Completed: No Yes

If yes, date completed:

FY 2023 Annual Report

Sunset Audit Recommendations (continued)

Audit Recommendation:

Action Taken:

Next Steps:

Completed: No Yes

If yes, date completed:

Audit Recommendation:

Action Taken:

Next Steps:

Completed: No Yes

If yes, date completed:

Audit Recommendation:

Action Taken:

Next Steps:

Completed: No Yes

If yes, date completed:

FY 2023 Annual Report

Sunset Audit Recommendations (continued)

Audit Recommendation:

Action Taken:

Next Steps:

Completed: No Yes

If yes, date completed:

Audit Recommendation:

Action Taken:

Next Steps:

Completed: No Yes

If yes, date completed:

Audit Recommendation:

Action Taken:

Next Steps:

Completed: No Yes

If yes, date completed: