



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

Board Packet

December 10, 2025

DRAFT

Big Game Commercial Services Board

Board Roster

Position ↑	Appointee (Current Appointee)	Date Appointed (Current Appointee)	Expiration Date
Designated Game Board Member/Restricted	David Loring	7/20/2023	
Licensed Registered Guides- Outfitters	Aaron Bloomquist	3/1/2025	3/1/2029
Licensed Registered Guides- Outfitters	Keegan McCarthy	1/31/2025	3/1/2027
Licensed Transporters	Michael Flores	3/8/2023	3/1/2027
Licensed Transporters	Martin Boniek	3/1/2025	3/1/2029
Private Landholders/Restricted	Brianna Hauch	8/25/2025	3/1/2028
Private Landholders/Restricted	Clay Nordlum	3/1/2022	3/1/2026
Public	Larry Kunder	5/25/2022	3/1/2026
Public	Robert Mumford	8/25/2025	3/1/2029



Big Game Commercial Services Board - December Meeting

Alaska Division of Corporations, Business and Professional Licensing
Wednesday, December 10, 2025, at 9:00 AM AKST to Wednesday, December 10, 2025, at 12:30 PM AKST
Zoom (online)

Meeting Details: <https://us02web.zoom.us/meeting/register/6MTB4twrQRin2eQUV2eRyA>

Agenda

- 1. 9:00am - Roll call/Call to Order**
- 2. 9:02am - Review Agenda**
- 3. 9:03am - Ethics Review**
- 4. 9:05am - Meeting Minutes**
- 5. 9:15am - Division Update**
 - A. 9:10am - Online Testing: Pro V**
 - B. Current Fiscal Report: FY25 3rd/4th Quarters & FY26 1st Quarter**
 - C. AO 360: Discussion w/ Director Robb**
- 6. 9:45am - BOG Update**
- 7. 9:55am - Break**
- 8. 10:00am - Public Comment**
- 9. 10:15am - HR/TAR Presentation**
- 10. 10:45am - Probation Report**
- 11. 10:50am - Investigative Report**
- 12. 11:00am - Investigative Matters for Review**
 - A. Executive Session**
 - i. Case No. 2024-001066**
 - ii. Case No. 2025-00039**
 - iii. Case No. 2025-000235**
 - iv. Case No. 2025-000403**
- 13. 12:00pm - Summary/Motions from Executive Session**
- 14. 12:20pm - Exams**
- 15. 12:25pm - Schedule Next Meeting(s)**
- 16. 12:30pm - 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

CONFIDENTIAL REQUEST FOR ETHICS DETERMINATION

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.*

DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC DEVELOPMENT
DIVISION OF CORPORATIONS, BUSINESS AND PROFESSIONAL LICENSING

BIG GAME COMMERCIAL SERVICES BOARD

CONDENSED MINUTES OF THE MEETING HELD OCTOBER 1, 2025

These draft minutes were prepared by staff of the Division of Corporations, Business and Professional Licensing. They have not been reviewed or approved by the Board.

By authority of AS 08.01.070(2) and in compliance with the provision of AS 44.62, Article 6, a scheduled meeting (teleconference) of the Big Game Commercial Services Board was held on October 1, 2025, at 333 Willoughby Avenue, 9th Floor, Juneau, AK.

Date:	October 1, 2025
Time:	9:00 a.m. (9:09 a.m.)
Location:	Online teleconference ran from 333 Willoughby Avenue, 9th Floor, Juneau, AK
Board Members Present:	Aaron Bloomquist, Keegan McCarthy, Martin Boniek, Mike Flores , Dave Lorrington , Larry Kunder, Brianna Hauch, Robert Mumford
Board Members Absent:	Clay Nordlum
Division/SOA Staff Present:	Thomas Bay (Executive Administrator), Janet Brown (Occupational Licensing Examiner), Melissa Dumas (Administrative Operations Manager), Lee Strout (Investigator), Dannie Kerfeld (Investigator)
Present from the Public:	Megan Moody, La Creatia Wilson , Bailey Stuart , Rudy Martinez

1. Review Agenda		
Brief Discussion:	A few board members asked if the board could discuss the process of properly reporting investigative matters at some point during the board meeting. The board amended the agenda to add a discussion regarding investigative matters to the agenda.	
Motion:	Move to amend the agenda by adding a discussion regarding investigative matters to the agenda, to be discussed before scheduling the Spring 2026 meeting (First: Kunder; Second: Boniek).	
Recorded Votes:	Boniek - Yes	Kunder - Yes
	Bloomquist - Yes	Nordlum - Absent
	McCarthy - Yes	Lorrington - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	

2. Ethics Review		
Brief Discussion:	There were no ethical disclosures by any board members or staff.	
3. Meeting Minutes		
Brief Discussion:	Mr. Bay informed the board that they had not yet approved of any of their meeting minutes for board meetings held in 2025. Chairman Bloomquist said that he thought they had approved them in previous board meetings or in OnBoard, to which Mr. Bay said that he thought so too, but could not find anything in the recordings, motion sheets, or Onboard confirming so.	
Motion:	Move to approve the meeting minutes for February 19, 2025, March 31, 2025, and July 18, 2025, as written (First: McCarthy; Second: Boniek).	
Recorded Votes:	Boniek - Yes	Kunder - Yes
	Bloomquist - Yes	Nordlum - Absent
	McCarthy - Yes	Lorring - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	
4. Online Testing - Pro V		
Brief Discussion:	<p>Melissa Dumas was in attendance to provide an overview of Pro V, a vendor for online testing that the division already uses for other boarded programs, and a possible vendor for the board to use if they still wanted to provide examinations online instead of in-person. She informed the board that Pro V has testing centers around the state that would allow their applicants to test without having to go to one location to test, and that, depending on the exam, it might allow them to test more than the current rotation they are on twice a year. She said that the biggest obstacles for them to go fully online is to figure out what they are going to do with their registered guide-outfitter (RGO) practical in-person exam and the potential lost revenue with having a 3rd party administer the exams. Chairman Bloomquist said that the board has two separate exams that they are trying to get online, and that right now, they are only looking to get the GMU exams online because already licensed RGOs can take them and should be able to take them throughout the year. He said that the board has an idea of how to get the practical exam incorporated into the RGO written exam, but that it would likely not be ready for their upcoming exams. Mike Flores said that it would be nice to have entry exams for transporters, similar to the RGO exams, which are only administered twice a year, because of their problem with transporters losing their license and being able to get a new license right away under a new entity. Mr. Bay said that, while the intention makes sense, only having exams twice a year for transporter applicants would likely create a barrier to licensure. Ms. Dumas asked the board if they wanted her to reach out to Pro V to find out the possibility of splitting the exam fee with them, so they do not lose all of the exam fees that would normally go to the board, to which they said yes.</p>	
5. Probation Report		

Brief Discussion:	Dannie Kerfeld provided the board’s probation report, which was for the period of July 9, 2025, through September 25, 2025. She informed the board that there were 27 licensees on probation, three of which were out of compliance, and four of which were suspended. One licensee had been released since their last report. Concerning the three non-compliant licensees, Ms. Kerfeld said that one of them had no intention of working in Alaska again and would not be renewing his license, that she would be reaching out to another one of them, to see if they can get him back in compliance, and would be referring the last one for suspension, due to not being able to get in contact with the licensee.	
6. Investigative Report		
Brief Discussion:	The board’s investigator, Lee Strout, provided the board with their investigative report, which was for the period of July 8, 2025, through September 23, 2025. He informed the board that there were 63 open cases and that 11 were closed since their last report. With nothing left to discuss, the board decided to move ahead on the agenda, to discuss the Guide Concession Program (GCP) and Exams, before entering into executive session to discuss investigative matters.	
Motion:	Move to amend the agenda by moving discussions on the Guide Concession Program and exams ahead of entering into executive session to discuss investigative matters (First: Kunder; Second: Boniek).	
Recorded Votes:	Boniek - Yes	Kunder - Yes
	Bloomquist - Yes	Nordlum - Absent
	McCarthy - Yes	Lorring - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	
7. Guide Concession Program		
Brief Discussion:	Dave Lorring, the Board of Game’s (BOG’s) designated BOG member on the BGCSB, informed the board that a BOG proposal to use 19C as the pilot program for the Guide Concession Program was discussed and approved at the last statewide meeting, but denied getting through the Department of Law because it was not properly adopted due to having failed to have consultation with DNR and the BGCSB prior to being adopted. He said that although there was extensive and exhaustive consultation with DNR and the BGCSB prior to the BOG meeting and the proposal being adopted, nothing was put on record at the BOG meeting about those discussions. He said that if the proposal had gone through and the AG’s office was sued, there would be nothing to go back to base their opposition to the lawsuit on. He said that the previous proposal was completely off the board and needed a new proposal to move forward and again get it on the BOG’s next agenda. He said that the easiest way is to have the BGCSB ask the BOG for an agenda change request. After discussion, the board agreed to ask the BOG for an agenda request to have 19C being the pilot program for the GCP. Chairman Bloomquist was tasked with writing the proposal for the board.	
Motion:	Move to request an agenda change to the Board of Game regarding 19C being the pilot program for the Guide Concession Program (First: Kunder; Second: Boniek).	

Recorded Votes:	Boniek - Yes	Kunder - Yes
	Bloomquist - Yes	Nordlum - Absent
	McCarthy - Yes	Lorrington - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	

8. Exams

Brief Discussion:

Chairman Bloomquist reminded the board that they had previously discussed exams and that their goal was to get GMU exams online soon and that they were working towards getting the practical exam integrated into the RGO written exam, at which point it would also become an online exam. He said that he was working with Boone & Crockett to get the practical exam portion integrated into the RGO written exam, using a part of their exam. He reminded the board that they would also be adding a few other additions to the RGO exams, however, they require a **regulation change**, so they were not currently being addressed. Mr. Boniek asked if there is a **cost to using parts** of someone else's exam, such as Boone & Crockett. Chairman Bloomquist said that it likely depended on the exam they were using, however, he said that Boone & Crockett was excited to help out in any way they could, and that he had **not heard anything** about a cost from them. Mr. Bay reminded the board that the GMU exams **would be updated** prior to the upcoming exams and that they would need to **be approved via OnBoard** before then. Mr. Flores brought up the transporter issue **again where transporters** can lose their license and get another one under a new LLC **the next day and suggested** having entry exams for transporters. Chairman Bloomquist said he was not sure that they have statutory authority to create an exam **for transporters and suggested** getting a determination from the Department of Law to **see if they have statutory** authority to administer transporter examinations in **regulation, to which the board agreed.**

Motion:

Move to request a determination from the Department of Law to see if the board has **statutory authority** to administer transporter exams in regulation (First: Flores; Second: Kunder).

Recorded Votes:

Boniek - Yes	Kunder - Yes
Bloomquist - Yes	Nordlum - Absent
McCarthy - Yes	Lorrington - Yes
Flores - Yes	Hauch - Yes
Mumford - Yes	

9. Investigative Matters for Review: Executive Session

Brief Discussion:

The board moved into executive session for discussion of investigative matters.

Motion:

Off Record: 10:39 a.m.

I, Keegan McCarthy, 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 subjects that tend to prejudice the

	reputation and character of any person, provided the person may request a public discussion; and matters which by law, municipal charter, or ordinance are required to be confidential. Board staff Thomas Bay, Janet Brown, Jenni Summers, Lee Strout, and Dannie Kerfeld to remain during the session (First: McCarthy; Second: Kunder).	
Recorded Votes:	Boniek - Yes	Kunder - Yes
	Bloomquist - Yes	Nordlum - Absent
	McCarthy - Yes	Lorrington - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	
Brief Discussion: On Record: 11:10 a.m. Off Record: 11:11 a.m.	No action was taken during executive session. The board took a break.	
10. Summary/Motions from Executive Session		
Brief Discussion: On Record: 11:18 a.m.	Back from break, the board provided summaries and motions regarding investigative matters discussed in executive session.	
Case No. 2024-000212		
Motion:	Move to accept the consent agreement for Case No. 2024-000212 (First: McCarthy; Second: Flores).	
Brief Discussion:	The board considered the proposed consent agreement for Case No. 2024-000212: A new registered guide-outfitter guided five clients without registering for any guide use areas. Chairman Bloomquist said the penalties were a little higher in this case than usual because the licensee also had issues with the required language in his contracts and that it appeared he did not read any of the statutes or regulations of the profession before guiding. The reviewing board member (RBM) recommended a fine of \$15,000 (\$10,000 suspended), probation for three years, and a board reprimand.	
Recorded Votes:	Boniek - Yes	Kunder - Yes
	Bloomquist - Yes	Nordlum - Absent
	McCarthy - Yes	Lorrington - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	
Case No. 2025-000108		
Motion:	Move to accept the consent agreement for Case No. 2025-000108 (First: McCarthy; Second: Flores).	
Brief Discussion:	The board considered the proposed consent agreement for Case No. 2025-000108: An applicant for an assistant guide properly reported numerous violations in his past, including three felonies, with the last one being in 2007. Chairman Bloomquist said that the board reviewed the applicant’s application at their last meeting and was advised that	

	they probably could not prevent the applicant from receiving his license, so they decided to issue a probationary license.	
Recorded Votes:	Boniek - Yes	Kunder - Yes
	Bloomquist - Yes	Nordlum - Absent
	McCarthy - Yes	Lorrington - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	
Case No. 2025-000621		
Motion:	Move to accept the consent agreement for Case No. 2025-000621 (First: McCarthy; Second: Flores).	
Brief Discussion:	The board considered the proposed consent agreement for Case No. 2025-000621: A long-time registered guide provided services in a GUA that expired the previous year. The licensee had previously been consistent and properly registered in the unit since the mid 90's. There was no other discussion. The RBM recommended a \$500 fine (\$500 suspended), probation for two years, and a board reprimand.	
	Boniek - Yes	Kunder - No
	Bloomquist - Yes	Nordlum - Absent
	McCarthy - Yes	Lorrington - No
	Flores - Yes	Hauch - Yes
	Mumford - Yes	
Case No. 2025-000676		
Motion:	Move to accept the consent agreement for Case No. 2025-000676 (First: Boniek; Second: Flores).	
Brief Discussion:	The board considered the consent agreement for Case No. 2025-000676: A transporter submitted very late transporter activity reports (TARs). The transporter found a batch of TARs that he thought was previously submitted. There was no other discussion. The RBM recommended a fine of \$1,000 (\$500 suspended), probation for two years, and a board reprimand.	
Recorded Votes:	Boniek - Yes	Kunder - Yes
	Bloomquist - Yes	Nordlum - Absent
	McCarthy - Yes	Lorrington - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	

11. Schedule Spring Meeting

Brief Discussion:	Having finished all previous agenda items, the board scheduled their spring meeting. After discussion, they decided to schedule their spring meeting for March 10-11, 2026. Before finishing the meeting, Chairman Bloomquist asked Mr. Bay if he found out anything about waivers for regulation projects. Mr. Bay informed the board that waivers were only getting approved if a statute change occurred or a threat to public safety would occur if regulations were not changed. Chairman Bloomquist said that he wanted to request a waiver to continue with their regulations project because of how slow the department's regulation process is. There was no other discussion.
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Motion:	Move to request a waiver to work on the board's regulations project that has been in process for at least four years, due to how slow the DCCED regulations process is (First: Bloomquist; Second: Flores).
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Recorded Votes:	Boniek - Yes	Kunder - Yes
	Bloomquist - Yes	Nordlun, - Absent
	McCarthy - Yes	Lorrington - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	

Brief Discussion:	Chairman Bloomquist also said that he wanted to request a waiver to work on a repeals package of regulations to bring the board's regulations down by at least 15 percent, per the governor's Administrative Order 360 . There was no other discussion.
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Motion:	Move to request a waiver to work on a repeals package of regulations to bring the board's regulations down by at least 15 percent, per the governor's Administrative Order (First: Bloomquist; Second: Flores).
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Recorded Votes:	Boniek -	Kunder - Yes
	Bloomquist - Yes	Nordlun - Absent
	McCarthy - Yes	Lorrington - Yes
	Flores - Yes	Hauch - Yes
	Mumford - Yes	

Brief Discussion:	With nothing left to discuss, Chairman Bloomquist adjourned the meeting.
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Adjourn:	12:05 p.m.
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Date Final Minutes Approved by the Board:

☐ Meeting ☐ OnBoard

		103,082	85,533	188,615		116,391	128,509	244,900		191,468	153,104	344,572
		10,047	10,107	20,154		9,328	3,751	13,079		12,731	11,843	24,574
		35,454	28,371	63,825		50,200	23,671	73,871		20,872	16,907	37,779
		3,092	2,560	5,652		41	165	206		2,283	2,108	4,391
		-	-	-		-	-	-		-	-	-
		151,675	126,571	278,246		175,960	156,096	332,056		227,354	183,962	411,316
		118,456	146,016	264,472		150,184	148,053	298,237		165,989	169,735	335,724
		-	-	-		1,099	-	1,099		-	996	996
		-	-	-		-	2,981	2,981		-	-	-
		101,433	167,574	269,007		46,637	59,243	105,880		8,084	25,718	33,802
		7,138	69,542	76,680		20,485	38,084	58,569		4,140	7,387	11,527
			1,524	1,524		1,730	612	2,342		3,969	345	4,314
			270	270		49	300	349		54	-	54
		227,027	384,926	611,953		220,184	249,273	469,457		182,236	204,182	386,417
		378,702	511,497	890,199		396,144	405,369	801,513		409,590	388,144	797,733
		69,514	65,321	134,835		70,156	59,162	129,318		66,247	68,383	134,630
		48,099	47,629	95,728		39,754	37,509	77,263		48,863	39,472	88,335
		24,759	24,123	48,882		35,119	37,959	73,078		44,929	35,108	80,037
		142,372	137,073	279,445		145,029	134,630	279,659		160,039	142,963	303,002
		\$ 521,074	\$ 648,570	\$ 1,169,644		\$ 541,173	\$ 539,999	\$ 1,081,172		\$ 569,629	\$ 531,107	\$ 1,100,735
		\$ (508,729)	\$ 92,957			\$ (150,523)	\$ 370,234			\$ 288,755	\$ 940,195	
		601,686	(243,480)			520,757	(81,479)			651,440	(211,425)	
		\$ 92,957	(150,523)			\$ 370,234	\$ 288,755			\$ 940,195	\$ 728,770	
		1,730	1,467			1,624	1,446			1,635	1,521	

Expenditures	Object Type Name (Ex)	1000 - Personal Services	2000 - Travel	3000 - Services	4000 - Commodities	Gr
Compensation		212,958.51				2
Salary		2,921.77				
Salary to Employees		307.38				
Supplemental Benefit		65.55				
Employee's Retirement System Defined Benefits		34,652.55				
Employee's Retirement System Defined Contribution		15,394.53				
Employee's Retirement System Defined Cont Health Reim		47,569.37				
Employee's Retirement Sys Defined Cont Retiree Medical		3,841.99				
Employee's Retirement Sys Defined Benefit Unfnd Liab		1,908.49				
Health Insurance		609.47				
Life Insurance		13,308.60				
Travel		428.67				
Compensation Insurance		57,260.00				
In Employer Charge		35.79				
Leave Employer Charge		1,125.41				
Tax		5,720.03				
Trust		3,435.21				
Leave Usage		3,578.35				
Post		206.62				
Services Transfer		16.00				
Employee Airfare		12.44				
Employee Surface Transportation		42,953.50				
Employee Lodging			1,812.10			
Employee Meals and Incidentals			72.14			
Non-Employee Airfare			3,088.00			
Non-Employee Lodging			1,189.15			
Non-Employee Meals and Incidentals			569.95			
Non-Employee Taxable Per Diem			1,773.00			
Non-Employee Non-Taxable Reimbursement			600.00			
ce			80.00			
ment Charges			473.75			
				94.73		
				46.15		
				571.06		
				472.26		
				30,000.00		
				2,788.70		
				20,381.15		
				19,765.20		

							Percentage of board licenses/total licensees:	Department certified transactions % by Fiscal Revenue \$	Indirect Expense (Total Non-PCN Allocated)	Percentage of program direct Personal Services:	Total Indirect Expenses	Total Expenses	2025 Annual Surplus (Deficit)	FY24 Direct Expense	
	Task Code	Direct Revenues	General Fund Received	3rd Party Reimbursement	Total Revenues	Direct Expense									
	ACU1	\$ 36,704		\$ -	\$ 36,704	\$ 7,610	\$ 3,586	\$ -	\$ 3,586	1,873	\$ 5,459	\$ 13,069	\$ 23,635	\$ 6,651	\$
	AEL1	\$ 188,460	\$ -	\$ 3,193	\$ 191,653	\$ 449,475	226,368	\$ 4,018	230,386	105,959	336,345	785,820	(594,167)	337,247	
	ATH1	\$ 5,120		\$ -	\$ 5,120	\$ 3,035	2,045	918	2,963	803	3,766	6,801	(1,681)	1,642	
	AUD1	\$ 98,651		\$ -	\$ 98,651	\$ 54,058	33,460	1,439	34,899	13,362	48,261	102,319	(3,668)	41,069	
	BAH1	\$ 303,803		\$ -	\$ 303,803	\$ 447,826	201,888	\$ 6,299	208,187	108,174	316,361	764,187	(460,384)	364,706	
	BEV1	\$ 16,771		\$ -	\$ 16,771	\$ 13,162	4,090	-	4,090	3,270	7,360	20,522	(3,751)	8,861	
	CHI1	\$ 315,785		\$ 1,200	\$ 316,985	\$ 191,694	10,136	868	11,004	43,354	54,358	246,052	70,933	194,286	
	COA1	\$ 19,430		\$ -	\$ 19,430	\$ 49,960	17,101	\$ 1,811	18,912	12,787	31,699	81,659	(62,229)	11,743	
	CPR1	\$ 13,875		\$ -	\$ 13,875	\$ -	830	372	1,202		1,202	1,202	12,673	44	
	CON1	\$ 1,408,302		\$ -	\$ 1,408,302	\$ 786,652	287,154	5,134	292,288	135,461	427,749	1,214,401	193,901	607,170	
	HIN1	\$ 8,495		\$ -	\$ 8,495	\$ 21,906	2,638	\$ 1,339	3,977	5,800	9,777	31,683	(23,188)	19,253	
	DEN1	\$ 630,810	\$ -	\$ -	\$ 630,810	\$ 310,844	71,070	\$ 3,472	74,542	77,402	151,944	462,788	168,022	350,066	
	DTN1	\$ 13,060		\$ -	\$ 13,060	\$ 18,722	13,811	\$ 1,190	15,001	4,947	19,948	38,670	(25,610)	24,885	
	MID1	\$ 104,366		\$ -	\$ 104,366	\$ 18,786	1,482	-	1,482	4,909	6,391	25,177	79,189	24,961	
	DOP1	\$ 30,433		\$ -	\$ 30,433	\$ 18,914	5,542	-	5,542	4,881	10,423	29,337	1,096	24,239	
	EAD1	\$ 32,310		\$ -	\$ 32,310	\$ 88,422	27,059	\$ 223	27,282	14,330	41,612	130,034	(97,724)	96,254	
	EUT1	\$ 3,500		\$ -	\$ 3,500	\$ 735	445	-	445	194	639	1,374	2,126	488	
	GEO1	\$ 1,150		\$ -	\$ 1,150	\$ 45	652	-	652	7	659	704	446	991	
	GCO1	\$ 10,100		\$ -	\$ 10,100	\$ 60,548	741	322	1,063	4,905	5,968	66,516	(56,416)	6,758	
	GUI1	\$ 285,923		\$ -	\$ 285,923	\$ 537,908	47,212	\$ 3,795	51,007	118,688	169,695	707,603	(421,680)	434,101	
	MAR1	\$ 73,700		\$ -	\$ 73,700	\$ 106,816	4,090	273	4,363	21,217	25,580	132,396	(58,696)	85,392	
	FPC1	\$ 70,215		\$ -	\$ 70,215	\$ -	-	-	-	-	-	-	70,215		
	MFT1	\$ 101,579		\$ -	\$ 101,579	\$ 97,649	5,542	\$ 570	6,112	24,843	30,955	128,604	(27,025)	29,916	
	MAS1	\$ 54,925		\$ 330	\$ 55,255	\$ 236,819	37,639	2,059	39,698	56,561	96,259	333,078	(277,823)	225,078	
	MEC1	\$ 21,305		\$ -	\$ 21,305	\$ 85,553	16,893	\$ 918	17,811	10,618	28,429	113,982	(92,677)	95,639	
	MED1	\$ 2,690,026		\$ -	\$ 2,690,026	\$ 1,961,011	302,269	4,935	307,204	284,600	591,804	2,552,815	137,211	1,707,753	
	MOR1	\$ 26,555		\$ -	\$ 26,555	\$ 8,854	4,475	372	4,847	2,275	7,122	15,976	10,579	8,230	
	NAT1	\$ 8,280		\$ -	\$ 8,280	\$ 7,098	1,126	-	1,126	1,826	2,952	10,050	(1,770)	4,147	
	NUA1	\$ 225,185		\$ 132	\$ 225,317	\$ 239,914	83,814	1,513	85,327	34,781	120,108	360,022	(134,705)	101,931	
	NUR1	\$ 5,462,496	\$ -	\$ 3,777	\$ 5,466,273	\$ 2,218,313	896,404	\$ 4,067	900,471	473,604	1,374,075	3,592,388	1,873,885	1,843,890	
	NHA1	\$ 16,700		\$ -	\$ 16,700	\$ 2,250	1,956	-	1,956	56	2,012	4,262	12,438	2,044	
	OPT1	\$ 136,631		\$ -	\$ 136,631	\$ 46,014	7,646	174	7,820	11,608	19,428	65,442	71,189	41,753	
	PAW1	\$ 350		\$ -	\$ 350	\$ 3,076	474	-	474	814	1,288	4,364	(4,014)	4,222	
	PHA1	\$ 363,853	\$ -	\$ 2,506	\$ 366,359	\$ 829,496	204,111	\$ 8,374	210,485	213,141	423,626	1,253,122	(886,763)	658,578	
	PHY1	\$ 163,679		\$ 719	\$ 164,398	\$ 226,724	72,611	\$ 3,993	76,604	54,249	130,853	357,577	(193,179)	185,128	
	PDMP	\$ -		\$ 1,170	\$ 1,170	\$ 1,190	-	\$ -	-	-	-	1,190	(20)	1,721	
	PCO1	\$ 105,550		\$ 644	\$ 106,194	\$ 208,103	36,898	\$ 2,034	38,932	53,127	92,059	300,162	(193,968)	204,504	
	PSY1	\$ 168,552		\$ -	\$ 168,552	\$ 198,579	11,855	645	12,500	47,869	60,369	258,948	(90,396)	173,098	
	CPA1	\$ 153,165	\$ -	\$ 6,859	\$ 160,024	\$ 288,048	45,760	\$ 992	46,752	70,939	117,691	405,739	(245,715)	318,407	
	REC1	\$ 148,775		\$ -	\$ 148,775	\$ 326,027	108,176	\$ 1,835	110,011	76,980	186,991	513,018	(364,243)	391,392	
	APR1	\$ 180,565		\$ -	\$ 180,565	\$ 151,483	12,507	\$ 2,803	15,310	37,416	52,726	204,209	(23,644)	104,135	
	CSW1	\$ 126,150		\$ -	\$ 126,150	\$ 246,022	42,826	\$ 2,109	44,935	63,348	108,283	354,305	(228,155)	197,753	
	UST1	\$ 1,080		\$ -	\$ 1,080	\$ 4,678	1,838	-	1,838	1,238	3,076	7,754	(6,674)	11,150	
	VET1	\$ 316,829		\$ 1,953	\$ 318,782	\$ 247,029	26,347	\$ 1,339	27,686	61,279	88,965	335,994	(17,212)	147,383	
(ie Athletic)		\$ -	\$ -									-	-		
		\$ 14,143,193	\$ -	\$ 22,483	\$ 14,165,676	\$ 10,821,048	\$ 2,882,567	\$ 68,205	\$ 2,950,772	\$ 2,263,495	\$ 5,214,267	\$ 16,035,315	\$ (1,869,639)	\$ 9,098,659	\$
	DA0801005	\$ 13,065,329		\$ -	\$ 13,065,329	\$ 474,829	\$ 1,348,575	\$ 9,301	\$ 1,357,876	\$ 256,212	\$ 1,614,088	\$ 2,088,917	10,976,412		
		223,196	-		223,196								-		
Net)	CFWD	2,011,431	-		2,011,431								-		
R	DA0801007	-			-	-							-		
	rogram	129,571			129,571	129,571						129,571	-		
	DMP	306,958			306,958	306,958						306,958	-		
	JA PDMP	447,963			447,963	447,963						447,963	-		
		198,352			198,352	198,352						198,352	-		
ance		302			302	302						302	-		
		195,000			195,000	195,000						195,000	-		
		-			-	-						-	-		
3000		-			-	73,036						73,036	-		
		288,274			288,274	288,274						288,274	-		
	TBR1	107,800			107,800							-	-		
					-	-						-	-		
	ZSU1	39,020			39,020	123,846						123,846	-		
	080801108	-	-	-	-	-						-	-		
		\$ 30,868,114	\$ 288,274	\$ 22,483	\$ 31,178,872	\$ 13,059,180	\$ 4,231,142	\$ 77,506	\$ 4,308,648	\$ 2,519,707	\$ 6,828,355	\$ 19,887,535	11,291,337		

DIVISION INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Business Supplies	25,582	25,478	104
Office Equipment	195,244	189,754	5,490
State Vehicles	2,641	2,324	317
Storage and Archives	17,687	15,112	2,575
Legal Support	51,005	51,005	-
Central Mail Services Postage	46,394	21,267	25,127
Software Licensing and Maintenance	93,639	93,639	-
Division Administrative Expenses - all other	262,518	262,518	-
Division allocated by percentage of direct personal services:	694,710	661,097	33,613
Percentage of board licenses/total licensees:			
Investigations indirect Personal Services	360,659	331,542	29,117
Division Administration Personal Services	3,179,249	1,942,740	1,236,509
Division allocated by percentage of board licenses/total licensees:	3,539,908	2,274,282	1,265,626
Total Division Indirect Expenses	4,234,618	2,935,379	1,299,239
DEPARTMENT INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Commissioner's Office	205,782	181,088	24,694
Administrative Services - Director's Office	98,735	86,887	11,848
Administrative Services - Human Resources		71,793	9,790
Administrative Services - Fiscal	134,815	118,637	16,178
Administrative Services - Budget	7,291	68,018	9,275
Administrative Services - Information Technology	229,784	202,210	27,574
Administrative Services - Information Technology - Network & Database/ Management &	149,044	131,159	17,885
Administrative Services - Mail	14,875	13,090	1,785
Administrative Services - Facilities - Maintenance	-	-	-
Department allocated by percentage of direct personal services:	991,911	872,882	119,029
Percentage of board licenses/total licensees:			
Department administrative services support: Fiscal, IT, Procurement	691,234	608,285	82,949
Receipting transaction % by Personal Services:			
Department certified transactions % by Fiscal Revenue \$	77,506	68,205	9,301
Total DEPARTMENT INDIRECT EXPENSES	1,760,651	1,549,372	211,279
STATEWIDE INDIRECT EXPENSES	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:			
Accounting and Payroll Systems	86,615	76,221	10,394
State Owned Building Rental (Building Leases)	297,003	261,363	35,640
State OIT Server Hosting & Storage	7,712	6,787	925
State OIT SQL	8,040	7,075	965
State Software Licensing	-	-	-
Human Resources	78,602	69,170	9,432
IT Non-Telecommunications (Core Cost)	316,458	274,883	41,575
IT Telecommunications	36,340	31,979	4,361
Risk Management	2,316	2,038	278
Statewide allocated by percentage of direct personal services:	833,086	729,516	103,570
FY25 TOTALS BY METHODOLOGY	Total	Prof Lic	Corp & Bus Lic
Percentage of program direct Personal Services:	2,519,707	2,263,495	256,212
Percentage of board licenses/total licensees:	4,231,142	2,882,567	1,348,575
Receipting transaction % by Personal Services:	77,506	68,205	9,301
Grand Total	6,828,355	5,214,267	1,614,088

[illegible]

Appropriation Name (Ex)	(Multiple Items)
Sub Unit	(All)
PL Task Code	GUI1

Sum of Budgetary Expenditures		Object Type Name (Ex)		Grand Total	
Object Name (Ex)		1000 - Personal Services	3000 - Services		
1011 - Regular Compensation		55,909.42			55,909.42
1023 - Leave Taken		15,767.54			15,767.54
1028 - Alaska Supplemental Benefit		4,397.83			4,397.83
1029 - Public Employee's Retirement System Defined Benefits		10,267.13			10,267.13
1030 - Public Employee's Retirement System Defined C ntribution		1,561.15			1,561.15
1034 - Public Employee's Retirement System Defined Cont Health Reim		792.54			792.54
1035 - Public Employee's Retirement Sys Defined Cont Retiree Medical		255.93			255.93
1037 - Public Employee's Retirement Sys Defined Benefit Unfnd Liab		5,830.97			5,830.97
1039 - Unemployment Insurance		351.14			351.14
1040 - Group Health Insurance		13,611.61			13,611.61
1041 - Basic Life and Travel		17.52			17.52
1042 - Worker's Compensation Insurance		408.98			408.98
1047 - Leave Cash In Employer Charge		1,525.45			1,525.45
1048 - Terminal Leave Employer Charge		660.31			660.31
1053 - Medicare Tax		1,020.07			1,020.07
1062 - GGU Business Leave Bank Contributions		39.09			39.09
1077 - ASEAL Legal Trust		41.85			41.85
1079 - ASEAL Injury Leave Usage		17.00			17.00
1080 - SU Legal Trst		5.06			5.06
3035 - Long Distance				5.40	5.40
3036 - Local/Equipment Charges				5.56	5.56
Grand Total		112,480.59		10.96	112,491.55



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING
Juneau Office

P.O. Box 110806
Juneau, Alaska 99811-0806
Main: 907.465.2550
Fax: 907.465.2974

MEMORANDUM

TO: Members of Professional Licensing Boards

DATE: October 7, 2025

FROM: Sylvan Robb, Director

RE: Administrative Order 360

I am providing additional information regarding Administrative Order 360, which was issued by Governor Mike Dunleavy to improve the quality, transparency, and efficiency of the State's regulatory boards. The full text of AO 360 can be found at <https://gov.alaska.gov/adm-records-no-360/>.

expectations of Administrative Order 360, to improve the quality, transparency, and efficiency of the State's regulatory boards. The full text of AO 360 can be found at <https://gov.alaska.gov/adm-records-no-360/>.

There are several goals as part of Administrative Order 360, but I'd like to highlight #3: "Ensure boards and commissions adjust their regulations to reflect the needs of the public and eliminate unnecessary barriers to entry for new professionals." The purpose of this initiative is to ensure that all state boards are operating in a transparent and efficient manner.

Administrative Order, but I'd like to highlight #3: "Ensure boards and commissions adjust their regulations to reflect the needs of the public and eliminate unnecessary barriers to entry for new professionals." The purpose of this initiative is to ensure that all state boards are operating in a transparent and efficient manner.

The division is responsible for implementing key deliverables through stakeholder meetings.

ing key deliverables through stakeholder meetings.

1. **Hold stakeholder meetings:** These meetings will focus on reviewing regulations that they feel can be removed or updated, with corresponding windows for receiving input. This is an important part of the development of the new regulatory framework.

of the public to provide suggestions on how to improve the regulatory process as scheduled stakeholder meetings. Input from stakeholders is vitally important, especially during the winter months.

These meetings are different than the ones we have been holding. We are now holding these meetings in a more structured and transparent manner.

so boards themselves are not overwhelmed. We are now holding these meetings in a more structured and transparent manner.

We have organized the meetings as follows:

- Health care professions: Thursday, October 9th, 9:00 - 11:00 a.m.; Monday, October 27th, 6:00 - 8:00 p.m., Wednesday, October 29th, 11:30 a.m. - 1:30 p.m.
 - Non-health care professions: Thursday, October 9th, 9:00 - 11:00 a.m.; Monday, October 27th, 6:00 - 8:00 p.m., Wednesday, October 29th, 11:30 a.m. - 1:30 p.m.
2. **Review guidance documents:** Documents—such as PDFs and web pages—providing guidance on regulatory requirements will be published in the Online Public Notice System (OPN) and moved forward for review by the Department of Law. Guidance documents are intended to *explain* requirements contained in statutes or regulations or to provide background information. This includes forms, checklists, applications, FAQs, board opinions, and other types of information relating to the public process. The legal review will ensure no existing or new documents contain guidance that should be removed or updated.

actually be promulgated as a regulation. Once legal reviews are completed next spring, the division and its boards may need to address any changes.

3. **Establish a baseline of current regulatory requirements:** Using statewide guidance, staff are currently reviewing regulations and determining what constitutes a regulatory requirement using the guidance provided by the Department of Law. All requirements are counted and identified as “mandatory”—required by federal, statutory, or court-ordered mandates—or “discretionary”—those that the board has the ability to evaluate, interpret, and adopt. Discretionary requirements with room for improvement in quality, transparency, and efficiency will be identified by staff and moved forward for each board to consider including it its regulatory reform plan.

Individual professional licensing *boards* are responsible for implementing the deliverables of AO 360 now through 2027. Meeting these deadlines set by the Office of the Governor will require boards to either hold additional meetings or significantly expand their agendas:

1. **Review public and staff recommendations for regulatory reform (starting in November):** Individual boards will review the input received from the public and additional changes recommended by staff. This is the opportunity to jump start any pending board regulations changes or plans that have been put “on the back burner.”
2. **Develop a regulatory reform plan (due in February):** Design and approve a plan to reduce specific regulatory requirements by 15% in calendar year 2026, culminating in a total reduction of 25% by the end of calendar year 2027. This plan must be completed and provided to me by February 13. I will submit it to the department to be included as part of the department’s overall plan. After the Office of the Governor has reviewed and approved the proposed plan, it will be posted on OPN. At that point, any regulation change included in the board’s plan has the green light to move forward through the usual regulations adoption process. (No additional waiver is required.)

To summarize, AO 360 requires the division to review regulations, count the number of requirements, determine which are discretionary, and make a recommendation to each board so it can approve a regulatory reform plan. It does not diminish the authority of the board to propose and adopt regulations concerning their industry. The Office of the Governor encourages each board and agency to focus on the end goals of regulatory transparency and efficiency rather than becoming overly concerned about the specific deliverables along the way. All departments of state government are encouraged to use this structured opportunity to work with their stakeholders and think deeply about ways to best serve the public through this initiative.

As required by the initiative, Sara Chambers has been designated by Commissioner Sande as our department’s Agency Regulatory Liaison, providing training and guidance, as well as serving as the point of contact with the Office of the Governor and the Department of Law for all divisions and corporate agencies within the DCCED umbrella. She is assisting us in seeking modifications to the statewide schedule of deadlines, as long as we are making progress toward the Governor’s goal.

Timelines and guidance are fast-moving and subject to change. The key deadlines the board should know are:

- **Informational sessions for board members to hear details and ask questions:**
 - [Monday, October 13 at 12:00 p.m.](#)
 - Meeting ID: 219 918 166 590
 - Passcode: Hm2TC2ad

 - [Thursday, October 16 at 11:00 a.m.](#)
 - Meeting ID: 248 100 560 125 1

- Passcode: 3tf2oH7t
- [Monday, October 20 at 1:00 p.m.](#)
- Meeting ID: 289 987 973 913 6
- Passcode: hh2pX6aD
- **Stakeholder meetings** are scheduled for the month of October—see above.
- **Your proposed regulatory reform plan** is due by February 13.

Your board liaison will work with your chair to schedule the meetings necessary for you to review public and staff recommendations, discuss merits and potential changes, and ultimately adopt your reform plan. If you have questions or concerns, please attend one of the informational sessions or reach out to me so I can provide you with timely responses.

Sincerely,



Sylvan Robb
Director

DRAFT

Regulatory Reduction Guide

*A Guide for Achieving the 25% Regulatory Requirement Reduction under
Governor Dunleavy's Administrative Order 360*



[Administrative Order 360](#) requires that Alaska agencies achieve a 25% reduction in regulatory requirements. This guide is intended to help agencies achieve that goal.

Which agencies are required to reduce regulatory requirements by 25%?

The 25% reduction applies to all executive branch agencies, including departments, boards, commissions, and public corporations (hereafter referred to as "agencies"). Each agency that has statutory authority to issue regulations and has issued one or more regulations in the past must reduce its regulatory requirements by 15% by December 31, 2026, and 25% by December 31, 2027.

Which requirements are subject to the 25% reduction goal?

The 25% reduction goal applies to *discretionary* regulatory requirements that agencies adopt. It does not apply to regulations that are mandated by state statutes, **federal** statutes or regulations, or orders issued by state or federal courts. If, however, the **implementing** regulation requires additional steps not mandated by a statute, such as perhaps **requiring** an **application** to be notarized, then that additional requirement is not **mandatory but is in fact** a discretionary requirement which must be counted.

Though agencies do not have to count existing regulatory requirements mandated by statute towards their total number of requirements or new requirements mandated by statute as increases, they can claim credit for **regulatory reductions** that are mandated by statute.

What counts as a regulatory requirement?

To achieve a 25% reduction in requirements, agencies must first determine what counts as a regulatory requirement. **Agencies need** to calculate both the total number of existing requirements, the *baseline*, and the number of requirements that are added or eliminated by their regulatory changes. For instance, if an agency starts with 1000 requirements, adds 100 new requirements in the next three years, and deletes 400 other requirements over the same period, for a net reduction of 30%, then it has met its 25% reduction goal.¹

This guide cannot address every situation that agencies might confront, so please consult with your Agency Regulatory Liaison if you come across a situation that requires guidance.

¹ Here's the math: $1000 + 100 - 400 = 700$. That involves a net reduction of 300 requirements ($1000 - 700$), which is a 30% reduction ($300/1000$).

Defining a Regulatory Requirement

A *regulatory requirement* requires another party to do (or not do) something. Often, regulatory requirements will include words like "shall," "must," "will," or "may not." If a regulatory requirement is found in a guidance document, it must either be removed or promulgated as a regulation.

When identifying regulatory requirements, the key questions are "does this impose a burden on another party by requiring it to act or refrain from acting?" or "does this impose a standard used by the agency in dealing with the public?" If so, it is likely a requirement.²

For guidance documents specifically, each agency should calculate the total number of words in their guidance documents and they will receive credit for reducing the size of the documents.

Multi-Element Subsections

Agencies should count each element that requires a party to take a discrete action as a separate requirement, even if there are multiple elements embedded in a single section or subsection. Consider, for instance, the following:

11 AAC 09.030. State Recreation Rivers System; Generally allowed uses.

...

(2)(A)(i) the total surface area of the **dock** is not more than 100 square feet (+1); the dock does not extend more than **15 feet from the water body's edge** at any water level (+1), and the walkway, ladder, or ramp connecting the dock to the shore is no more than four feet wide (+1);

Each item in the list is a requirement. Therefore, each item should be counted.

If, however, a section or subsection includes a variety of different options but only imposes one requirement, the options do not need to be counted separately. Here's an example:

11 AAC 09.030. State Recreation Rivers System; Generally allowed uses.

(1) travel or travel-related activities, as follows:

(A) hiking, backpacking, skiing, climbing, or other foot travel;

(B) bicycling;

(C) travel by horse or dogsled or with pack animals; (+1)

The provision imposes only one discrete requirement by defining travel or travel-related activities.

² Agencies should keep track of all requirements, including those that are statutorily mandated. While the mandated requirements are not subject to the reduction baseline, it is useful to keep track of other requirements, as doing so allows the legislature to identify opportunities for reducing legislatively mandated burdens.

Similarly, if a regulation lists multiple different ways to violate a requirement but a regulated party would generally only do one of the things listed, then the entire provision should only be counted as one requirement. Consider this example:

11 AAC 18.010. Park Uses; Special park use permits.

- (a) No person may promote, organize, or engage in any of the following activities in a state park without a permit: (+1)
- (1) an organized or promoted assembly of more than 20 persons; (+1)
 - (2) any promotional or entertainment event, including an organized athletic event, competitive recreational event, or spectator event, whether or not an admission fee is charged; (+1)

First, no one can "promote, organize, or engage" in multiple activities at a state park; this would just count as one requirement since all three terms basically describe similar activities and they are meant to broadly describe "activities." The twenty-person requirement is a separate defining requirement. The list in (a)(2), however, is a list and the permittee is likely to only meet one of the requirements listed.

Language that Elaborates on a Requirement

Agencies do not need to count language that elaborates on a requirement as itself being a discrete requirement. An example appears below:

18 AAC 76.200. Alaska Drinking Water Fund; Purpose.

- (b) Except as otherwise provided by the Safe Drinking Water Act, the Alaska drinking water fund may be used only as provided in 42 U.S.C. 300j-12(a)(2) for drinking water projects, including projects to plan, design, build, construct, or rehabilitate a public drinking water collection, storage, treatment, or distribution system. (+1)

In this provision, the only requirement is that the fund be used for a drinking water project. The following examples are only an elaboration of the requirement. An applicant will not need to meet each project type. *Language that is Ambiguous as to Whether Action is Required*

As noted above, regulatory requirements will not always involve language stating that a party "shall" or "must" take some action. In some cases, the regulation will use language such as "should" or "may," but it still imposes a binding obligation. Consider the following example:

11 AAC 12.130. State Park Land and Water Restrictions Pets.

(b) No person may have a dog or other pet that creates excessive noise, a public safety hazard, or unsanitary conditions in a developed facility of a state park. (+1)

Although the language uses the word "may," it is still a requirement when taken into account with the preceding language "No person." It should be counted as a regulatory requirement.

Programs Involving Optional Participation

In some cases, regulations provide regulated parties with an option to comply but impose requirements on all parties who elect to comply. Agencies should still tabulate any language that imposes a mandatory obligation on a party that chooses to **participate as** a regulatory requirement.

18 AAC 65.025. Litter Reduction and Resource Recovery Grants; Application and review procedure.

(a) Beginning with fiscal year 1982, on or before October 1 of each year, the department will provide public notice of the availability of grants for the purposes set out in 18 AAC 65.010.

(b) A complete grant application submitted under this chapter must contain (0)
(1) the name, address, and the telephone number of the applicant, the name of a contact person representing the applicant, and an explanation of the applicant's eligibility to apply for a grant under 18 AAC 65.010; (+3)

The decision to apply for the grant is optional and does not count as a requirement. However, requirements within the application are considered requirements. In this example, the applicant's identifying information is one requirement and the applicant's eligibility status is a separate requirement.

Prohibited Actions

A requirement *not* to do something is equivalent to a requirement to take some action. Any discrete prohibition from taking some action should therefore count as a regulatory requirement. Consider this example:

18 AAC 32.060. Raw milk and raw milk product.

Except as provided in 18 AAC 32.010(c), a milk producer may not allow raw milk or a raw milk product, including cream from raw milk, to be removed from the dairy farm unless (+1)

(1) the product is being transported directly to a milk processing plant with a permit issued under 18 AAC 32.030 or by another state; (+1)

In this example, the milk producer may not allow the raw milk products to be removed from the dairy; this is an imposed requirement. The second sentence allowing the removal if there is a permit becomes a second requirement.

Requirements in Materials Adopted by Reference

Alaska law allows agencies to impose binding obligations by referring to a document outside of the Alaska Administrative Code (AS 44.62.245). An example of materials *adopted by reference* appears below³:

18 AAC 62.410. Treatment Storage and Disposal; Standards applicable to an owner or operator of a hazardous waste treatment, storage, or disposal facility.

Regulations of the federal government applicable to the owner or operator of a hazardous waste treatment, storage, or disposal facility, including standards for universal waste management, promulgated and published as 40 C.F.R. Part 264, 40 C.F.R. Part 265, and 40 C.F.R. Part 273.60 - 273.62, as revised as of July 1, 2002, are adopted by reference.

In this case, the agency is requiring regulated parties to comply with all the requirements included in each of the documents being referenced. The agency must therefore go through the entirety of each of these documents and count every single requirement they contain using the methodology described above.

In many cases, an agency will not necessarily intend that regulated parties comply with every single requirement in each document incorporated by reference. If that is the case, the regulation should explicitly identify the portions that the agency intends to be binding on regulated parties. As part of the process of reviewing their regulations, agencies must go through each incorporated document and decide whether they intend all the requirements to be binding. If not, agencies must modify their regulations to identify with greater specificity which portions of the documents they reference are binding.

Agencies must also periodically review the documents to ensure that they reflect the most up-to-date versions. In the example provided above, for instance, they referred to federal regulations from 2002. As agencies review their regulations, they must update their incorporated documents to verify that the appropriate version is referenced. Sometimes, for example, federal agencies or other organizations may delete older versions of documents rendering their referencing obsolete.

³ Note that the provision in this example was repealed June 1, 2025.

What types of actions count towards the 25% reduction goal?

Regulatory reduction is not a "one-size-fits-all" process. There are many ways that an agency can go about reducing regulatory burdens, and the Governor wants to make sure that agencies consider all of them and get credit for any reduction they undertake.

Eliminating Discrete Requirements

The most straightforward way of reducing the burden is simply by eliminating requirements. When agencies revisit their regulations, they should carefully review each provision and decide if any requirements should be eliminated. In so doing, agencies should be mindful of the important role of regulations in promoting public health, safety, and welfare, and developing our natural resources, and should not eliminate any requirements that are critical to protecting the public and the environment.

There are often numerous, unnecessary requirements that simply impose an unnecessary burden on businesses, the public, and the agencies themselves. Reporting requirements can be an example of unnecessary and burdensome regulations. Some reporting may be necessary to ensure that regulated parties are in compliance, but other reports may involve nothing more than a box-checking exercise.

Agencies must carefully consider all the discrete requirements in each of their regulations and decide what is truly necessary and what is not. As part of this process, agencies must undertake active outreach to the regulated community. Businesses and individuals who must fill out forms, file reports, undergo required trainings, and undertake a variety of other government-mandated tasks have the best sense of the burden regulations impose.

Reducing Regulatory Burdens

Though eliminating unnecessary regulatory requirements is important, there are many other ways to reduce regulatory burdens. Consider, for instance, a requirement that an applicant for a professional license complete 1000 hours of training before he or she can be certified. Some training is necessary, so the requirement should not be eliminated completely, but 1000 hours may be excessive. Requiring 500 hours of training, for instance, may be sufficient. By making this change, the agency is reducing the regulatory burden by 50% (1000 minus 500 hours).

There are many ways that agencies can *reduce* regulatory burdens rather than eliminating them completely, including the following.

- Reducing the required training hours (example cited above).
- Reducing the number of forms regulated parties must fill out or shortening the forms.
- Reducing a license fee, fine, or other monetary expense imposed by a regulation.
- Reducing the areas that are subject to the regulation.

- Creating a waiver or exemption or extending it to additional regulated parties.
- Other efficiencies and administrative reductions created by the department.

Each of these involves a reduction in regulatory burden, but they are reducing different aspects of regulatory burdens (hours, paperwork, cost, scope). That can make it difficult to determine *how much* the regulatory burden is being reduced. Oftentimes these reductions can be monetized.

If your agency is considering changing a regulatory requirement in a way that reduces costs, promotes market competition, or makes it easier to achieve regulatory compliance but that does not reduce the overall number of regulatory requirements or it produces savings that can be monetized, please contact your Agency Regulatory Liaison who will work with the Office of the Governor to ensure the department receives credit toward their overall reduction goal. The important goal to remember through this process is to reduce the regulatory burdens on all Alaskans, whether they are mandates, direct costs, or overly lengthy documents. We will work with you to ensure your agency receives the credit they are due.

Other Deregulatory Actions

There may be a handful of cases in which an agency is modifying a regulatory requirement but is not eliminating it completely and cannot easily calculate the monetary value of reducing the associated burden. For instance, as noted above, there may be instances in which an agency creates a new approach to achieving compliance that adds new regulatory provisions but actually decreases the overall burden on regulated parties.

Agencies may also sometimes replace so-called "design standards," which tell regulated parties exactly what they must do, with "performance standards," which set a goal and leave it up to the regulated parties to decide how to achieve it. In this case, it may not be possible to determine the associated cost savings until the agency calculates the cost of whatever new compliance approaches regulated parties come up with.

If your agency is considering changing a regulatory requirement in a way that promotes market competition or makes it easier to achieve regulatory compliance but that does not reduce the overall number of regulatory requirements or produce savings that can be monetized, please contact your Agency Regulatory Liaison who will work with the Office of the Governor to ensure the department receives credit toward their overall reduction goal.

Actions that Do Not Count Towards the 25% Reduction Goal

Temporary changes in regulatory requirements do not count towards the 25% reduction target. Merely *delaying* a regulation also does not count towards the 25% reduction target.

When does a reduction count towards the 25% goal?

Administrative Order 360 mandates a 25% reduction in regulatory requirements by December 31, 2027.

A reduction in requirements does not officially count towards the 25% goal until it is completely final. That is to say, the change must have gone through the entire regulatory process.

How does the 25% reduction goal apply to guidance documents?

Guidance documents are intended to *explain* requirements contained in statutes or regulations or to provide background information; they may not contain requirements governing regulated parties that must be reflected in regulation.⁴

Agencies should strive to keep guidance documents short, simple, **accurate**, and up to date. Allowing guidance documents to become stale or failing to **rescind inaccurate** or irrelevant guidance can create significant confusion for the regulated **community and the general public**. In many cases, agencies have issued new guidance documents **without necessarily rescinding** older versions. In that light, agencies should also **strive to reduce the length** of their guidance documents.

Of course, agencies should not cut **language that is valuable** to understanding regulatory requirements. For example, cutting **illustrative examples** or making specific language more vague may shorten a guidance document's overall length but would make it less useful to the public. But guidance documents **often contain extraneous or redundant information** that can be eliminated. In addition, agencies **often issue multiple guidance documents on the same subject**, and consolidating those documents **will both eliminate confusion and reduce the amount of text** that the public must read.

Agencies will receive credit **towards the 25% reduction requirement for reducing the number of pages in a guidance document**.

What information should be provided to show a 25% reduction?

Agencies will need to do two things to ensure that they receive credit for their regulatory reduction and streamlining efforts. First, they need to calculate the total number of regulatory requirements in the Alaska Administrative Code sections they issue and the total number of pages of all their guidance documents.

Using the counting methodology described above, agencies should come up with a number for regulatory requirements and a separate number for length of guidance documents and report it to

⁴ If an agency identifies unique regulatory requirements contained in guidance documents as part of its efforts to review existing materials, it must move those requirements into regulation.

their Agency Regulatory Liaison by October 13, 2025.

Second, agencies will need to track any regulatory action that involves adding or eliminating regulatory requirements or shortening or lengthening the number of pages in guidance documents. Depending on the type of change the agency is undertaking, it should report the following pieces of information:

Type of Change	What to Report	Example
Eliminating (or Adding) Regulatory Requirements	Agency should report the original number of requirements and the new number in the Alaska Administrative Code section(s)	Agency eliminates a requirement that forms be notarized
Decreasing (or Increasing) Regulatory Costs	Agency should report the original total cost, and the new total cost associated with the requirement(s) it is amending	Agency reduces a fee from \$200 to \$100
Reducing (or Increasing) Regulatory Burdens in a Non-Monetizable Way	Agency should describe the change and how it will reduce (or increase) burdens	Agency replaces a design standard with a performance standard
Reducing (or Increasing) Length of Guidance Documents	Agency should report page length of both the original and amended guidance documents	Agency shortens a previously 10-page guidance document to 4-pages

In determining whether or not an agency has met its 25% goal, the Office of the Governor will provide "full credit" for any requirement an agency eliminates completely. For regulatory burdens an agency reduces, the Office of the Governor will provide "partial credit" using the cost data or other information the agency provides. For example, if an agency reduces a fee from \$200 to \$100, the regulatory stringency has been reduced by half, and it will thereafter be counted as "0.5 requirements" rather than "1 requirement." When an agency reduces the burden of a requirement in a non-monetizable way, the Office of the Governor will work with the agency to ensure it gets proper credit towards the 25% reduction.

In addition, for those regulations that are not eliminated entirely but that are modified to reduce overall stringency, the Office of the Governor will monitor agencies' reduction efforts and look for opportunities to highlight those agencies' good work.



THE STATE
of ALASKA

GOVERNOR Mike Dunleavy

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
PROFESSIONAL LICENSING

550 West Seventh Avenue, Suite 1500
Anchorage, AK 99501-3567
Main: 907.269.8160
Toll free fax: 907.269.8195

PROBATION REPORT

DATE: December 4, 2025
TO: GUI - Board of Big Game Commercial Services
THROUGH: Jennifer Summers, Senior Investigator
FROM: Dannie Kerfeld, Investigator
SUBJECT: Probation Report for the December 10, 2025 Meeting.

The following information was compiled as a Probation report to the Board for the period of October 1, 2025 thru December 4, 2025; This report includes probationers who are in compliance with their agreements; **non compliant probationers** and probationer requests to the Board.

There are currently **Thirty-one (31)** licensee's on probation as of the **date of this report**. Since the last probation report, **One (1)** licensee's were released from probation.

The following is a complete list of individuals on probation for this Board that are in compliance with their Board agreements.

Name	Case Number	Start of Probation	End of Probation
Michael Vanstrom	2023-000199	12/06/2023	12/06/2028
Gary King, Jr	2021-000627-Prb	02/29/2024	02/28/2027
Darwin Vander Esch	2024-000001-Prb	03/27/2024	03/27/2026
Jeffrey Berg	2022-001145-Prb	03/27/2024	03/27/2027
Justin Shaffer	2024-000018-Prb	03/27/2024	03/28/2029
Douglas ZWEIFEL	2021-001082-PRB		07/18/2026
Preston Cavner	2021-000623-PRB		07/02/2030
Yote Robertson	2024-000934-PRB	12/11/2024	12/11/2025
Peter Michaloski	2024-000359-PRB	08/13/2024	08/13/2026
Fredrick O'Hearn	2024-001102-PRB	12/11/2024	12/11/2025
Clayton Roberts	2024-001140-Prb	02/19/2025	02/21/2026
Hal La Pointe	2024-001025-Prb	02/19/2025	02/19/2026
Rafe Oliphant	2024-000917-Prb	02/19/2025	02/21/2026
Jarod Kloostra	2024-001083-Prb	02/19/2025	02/19/2026
Shawn Stone	2024-000900-Prb	02/19/2025	02/19/2026
Gilbert Huntington	2022-000797	09/05/2023	09/05/2028
Zachary Shrum	2023-000998-Prb	02/29/2024	02/28/2026
Ryan Schliesser	2025-000311-Prb	07/18/2025	07/18/2027

Joseph Romano	2025-000126-Prb	07/18/2025	07/18/2027
Nicolas Pierskalla	2025-000255-Prb	07/18/2025	07/18/2026
ALBERT FURNEY	2024-000067-PRB	11/14/2025	11/14/2028
Daniel Paull	2024-000068-PRB	11/14/2025	11/14/2028
Tracy Trudell	2024-000212-Prb	10/01/2025	10/01/2028
	2024-000212-Prb	10/01/2025	10/01/2028
Jeffrey Peterson	2025-000676-Prb	10/01/2025	10/01/2027
Michael Meekin	2025-000621-Prb	10/01/2025	10/01/2027

The following is a complete list of individuals on probation for this Board that are not in compliance with their Board agreements.

Name	Case Number	Start of Probation	End of Probation	Disposition Date
Paul Ritz	2023-001103-Prb	02/19/2025	02/19/2026	09/24/2025
Joel Brewer	2023-000980-Prb	02/29/2024	02/28/2026	09/25/2025
Daniel Graham	2023-001192-Prb	03/27/2024	03/27/2027	09/25/2025
Ricko DeWilde	2025-000108-Prb	10/01/2025	10/01/2028	12/04/2025

The following is a complete list of individuals on probation for this Board that are suspended.

Name	Case Number	Start of Probation	End of Probation	Disposition Date
Craig HILL	2022-000222-Prb	12/16/2024	07/18/2030	09/25/2025

The following is a complete list of individuals on Non-Disciplinary Consent Agreements (Monitoring Status) for this Board. All individuals are in compliance with their agreements.

Name	Case Number	Start of Probation	End of Probation	Disposition Date
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The following were released after probation completion.

Name	Case Number	Start of Probation	End of Probation
John Walker	2020-001047	09/03/2021	09/03/2026

Board Requests:

END OF REPORT




THE STATE
of **ALASKA**

Department of Commerce, Community,
and Economic Development

DIVISION OF CORPORATIONS, BUSINESS AND
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550 West Seventh Avenue, Suite 1500
Anchorage, AK 99501-3567
Main: 907.269.8160
Fax: 907.269.8156

MEMORANDUM

DATE: December 05, 2025
TO: Big Game Commercial Services Board
THRU: Erika Prieksat, Chief Investigator ^{DS}
FROM: Lee Strout, Investigator
RE: Investigative Report for the December 10, 2025 Meeting

The following information was compiled as an investigative report to the Board for the period of July 08, 2025 thru December 05, 2025; this report includes cases, complaints, and intake matters handled since the last report.

Matters opened by the Paralegals in Anchorage and Juneau, regarding continuing education audits and license action resulting from those matters are covered in this report.

OPEN - 72

<u>Case Number</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Status Date</u>
2025-001064	Violation of Profession Statute or Regulation	Intake	11/10/2025
2025-001114	Criminal action - conviction	Complaint	11/20/2025

ASSISTANT GUIDE

2025-000685	License Application Review/Referral	Complaint	07/24/2025
2025-000875	License Application Review/Referral	Complaint	09/10/2025
2025-001025	Probation violation	Complaint	10/30/2025
2024-001066	Criminal action - no conviction	Investigation	10/06/2025
2025-000235	Criminal action - no conviction	Investigation	08/20/2025
2024-000145	Criminal action - no conviction	Criminal Case Pending	

CLASS A ASSISTANT GUIDE

2025-001107	Violation of Profession Statute or Regulation	Complaint	11/19/2025
2024-000970	Criminal action - no conviction	Criminal Case Pending	

MASTER GUIDE-OUTFITTER

2025-000838	Violation of Profession Statute or Regulation	Intake	09/04/2025
2020-000135	Criminal action - no conviction	Complaint	03/04/2020
2023-000977	Violation of licensing regulation	Complaint	10/09/2023
2023-000978	Violation of licensing regulation	Complaint	10/17/2023
2024-000340	Violation of License Regulation	Complaint	05/13/2024
2025-000723	Violation of Profession Statute or Regulation	Complaint	08/18/2025
2025-000945	Criminal action - conviction	Complaint	10/01/2025
2025-001032	Criminal action - conviction	Complaint	10/14/2025
2022-000615	Criminal action - conviction	Investigation	07/30/2024
2023-000008	Violation of licensing regulation	Investigation	04/03/2024
2022-000100	Criminal action - no conviction	Criminal Case Pending	
2022-000577	Criminal action - no conviction	Criminal Case Pending	

REGISTERED GUIDE-OUTFITTER

2025-000949	Violation of Profession Statute or Regulation	Intake	10/02/2025
2023-000270	Violation of licensing regulation	Complaint	04/03/2023
2023-000900	Criminal action - no conviction	Complaint	08/21/2023
2024-000010	Criminal action - no conviction	Complaint	01/04/2024
2024-000795	Violation of Profession Statute or Regulation	Complaint	08/29/2024
2024-000952	Violation of Profession Statute or Regulation	Complaint	11/06/2024
2024-001048	Violation of License Regulation	Complaint	12/09/2024
2024-001199	Criminal action - no conviction	Complaint	12/17/2024
2025-000856	Violation of Profession Statute or Regulation	Complaint	09/09/2025
2025-000925	Criminal action - no conviction	Complaint	09/24/2025
2025-000929	Violation of Profession Statute or Regulation	Complaint	09/30/2025
2025-000938	Criminal action - conviction	Complaint	09/29/2025

2025-001105	Criminal action - no conviction	Complaint	11/19/2025
2025-001113	Violation of Profession Statute or Regulation	Complaint	11/20/2025
2022-000244	Criminal action - no conviction	Investigation	06/09/2025
2022-000686	Criminal action - no conviction	Investigation	07/23/2025
2023-000918	Criminal action - no conviction	Investigation	02/04/2025
2023-000974	Violation of licensing regulation	Investigation	07/23/2025
2023-000983	Violation of licensing regulation	Investigation	07/23/2025
2023-001145	Violation of licensing regulation	Investigation	07/02/2024
2023-001197	Violation of Profession Statute or Regulation	Investigation	07/02/2024
2024-000162	Violation of Profession Statute or Regulation	Investigation	07/23/2025
2024-000469	Fraud or misrepresentation	Investigation	07/23/2025
2024-000695	License Application Review/Referral	Investigation	08/19/2025
2024-000803	Violation of Profession Statute or Regulation	Investigation	07/23/2025
2024-000854	Criminal action - conviction	Investigation	08/20/2025
2025-000039	Criminal action - no conviction	Investigation	10/06/2025
2025-000383	Criminal action - conviction	Investigation	05/21/2025
2025-000403	Falsified application	Investigation	08/05/2025
2025-000617	Criminal action - conviction	Investigation	11/06/2025
2025-001034	Criminal action - no conviction	Investigation	11/17/2025
2021-000624	Criminal action - no conviction	Criminal Case Pending	
2022-000406	Criminal action - no conviction	Criminal Case Pending	
2022-000407	Criminal action - no conviction	Criminal Case Pending	
2023-000151	Violation of licensing regulation	Criminal Case Pending	
2023-000158	Violation of licensing regulation	Criminal Case Pending	
2023-001042	Criminal action - no conviction	Criminal Case Pending	
2024-001009	Criminal action - no conviction	Criminal Case Pending	
2024-001010	Criminal action - no conviction	Criminal Case Pending	
2024-001018	Criminal action - no conviction	Criminal Case Pending	

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2023-001034	Criminal action - no conviction	Complaint	11/22/2023
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2023-001048	Violation of licensing regulation	Complaint	10/18/2023
2023-001049	Violation of licensing regulation	Complaint	10/17/2023
2025-000721	Financial Scam	Complaint	08/14/2025
2025-001037	Violation of Profession Statute or Regulation	Complaint	11/04/2025
2019-000483	Criminal action - no conviction	Investigation	04/06/2022
2019-000589	Falsified application	Investigation	04/06/2022
2023-000705	Violation of licensing regulation	Investigation	12/11/2024
2025-001048	Violation of Profession Statute or Regulation	Investigation	11/12/2025
2025-000573	Criminal action - no conviction	Criminal Case Pending	

Closed - 22

<u>Case #</u>	<u>Violation Type</u>	<u>Case Status</u>	<u>Closed</u>	<u>Closure</u>
ASSISTANT GUIDE				
2025-000843	License Application Review/Referral	Closed-Intake	09/10/2025	Review Complete
2025-000698	License Application Review/Referral	Closed-Complaint	08/11/2025	Review Complete
2025-000108	License Application Review/Referral	Closed-Investigation	10/15/2025	License Action
MASTER GUIDE-OUTFITTER				
2025-000829	Violation of Profession Statute or Regulation	Closed-Intake	10/30/2025	Incomplete Complaint
2025-000395	Violation of Profession Statute or Regulation	Closed-Complaint	10/01/2025	No Action - No Violation
2025-000596	Unprofessional conduct	Closed-Complaint	08/18/2025	No Action - No Violation
2025-000255	Violation of License Regulation	Closed-Investigation	07/22/2025	License Action
REGISTERED GUIDE-OUTFITTER				
2025-000696	Violation of Profession Statute or Regulation	Closed-Intake	09/17/2025	Incomplete Complaint
2025-000735	Criminal action - no conviction	Closed-Intake	10/30/2025	Incomplete Complaint
2025-001043	Violation of Profession Statute or Regulation	Closed-Intake	11/20/2025	Closed - Case Opened
2025-000765	License Application Review/Referral	Closed-Complaint	10/01/2025	Review Complete

2025-000831	Violation of Profession Statute or Regulation	Closed-Complaint	10/30/2025	No Action - No Violation
2022-000222	Criminal action - no conviction	Closed-Investigation	07/22/2025	License Action
2025-000126	Criminal action - conviction	Closed-Investigation	07/22/2025	License Action
2025-000470	Criminal action - conviction	Closed-Investigation	07/22/2025	License Action
2025-000621	Violation of Profession Statute or Regulation	Closed-Investigation	10/15/2025	License Action

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2025-000454	Violation of Profession Statute or Regulation	Closed-Intake	08/14/2025	Incomplete Complaint
2025-000719	Financial Scam	Closed-Intake	09/17/2025	Incomplete Complaint
2025-000722	Financial Scam	Closed-Intake	12/04/2025	Incomplete Complaint
2024-000212	Criminal action - no conviction	Closed-Investigation	10/15/2025	License Action
2025-000311	Violation of Profession Statute or Regulation	Closed-Investigation	07/22/2025	License Action
2025-000676	Violation of Profession Statute or Regulation	Closed-Investigation	10/08/2025	License Action

END OF 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.

2026 HOLIDAY CALENDAR

JANUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

<i>S</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>
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MARCH

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MAY

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JUNE

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JULY

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OCTOBER

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NOVEMBER

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DECEMBER

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27	28	29	30	31		

Holiday

State Holidays

Date	Holiday
01/01/26	New Year's Day
01/19/26	MLK Jr.'s Birthday
02/16/26	Presidents' Day
03/30/26	Seward's Day
05/25/26	Memorial Day
06/19/26	Juneteenth Day
07/04/26	Independence Day (observed 07/03/2026)

State Holidays

Date	Holiday
09/07/26	Labor Day
10/18/26	Alaska Day (observed 10/19/2026)
11/11/26	Veterans' Day
11/26/26	Thanksgiving Day
12/25/26	Christmas Day

Please refer to appropriate collective bargaining unit agreement for more information regarding holidays.