Boa rd Members:

Henry Tiffany IV, Chair, Master Guide-Outfitter

Vacant, Private Landholder

James (David) Jones, Transporter

Thomas Sullivan, Public Member

Nicholas Jackson, Private Landholder

Kelly Vrem, Master Guide-Outfitter

Vacant, Board of Game

Vacant, Vice Chair, Public Member

Vacant, Transporter

Upcoming Meetings:

December 4-6, 2017 (Anchorage)

March 5-7, 2018 (Fairbanks) DNR Building

April 17, 2017 (Teleconference)

TENTATIVE AGENDA

THURSDAY, NOVEMBER 16TH, 2017

Teleconference: 1-800-315-6338
Access Code: 24272

Discussion of the following topics may require executive session. The executive session phone number has not been provided for the public.

Time	Topic	Lead
9:00a.m	Call to Order/Roll Call	Chair
9:07a.m	Ethics Disclosure	Chair
9:10a.m	Board Business • BGCSB Position Statement 2nd offense fine • Letter of Support/Guide Concession Program • Review written public comments for hunt record/regulation 12AAC 75.205(b) • Review written public comments transporter license 12 AAC 75.400	Chair
10:30a.m	Application & Exam Review	Chair
11:00a.m	Investigations • Signed consent agreement 2017-000124 • Signed consent agreement 2017-000910 • Signed consent agreement 2017-000911 • Signed consent agreement 2017-000009 • Signed consent agreement 2017-000912	Chair
12:00p.m	Adjournment	Chair

2017 State 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

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MARCH

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APRIL

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MAY

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JUNE

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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

State Holidays

Date	Holiday
01/01	New Year's Day (observed 01/02)
01/16	MLK Jr.'s Birthday
02/20	Presidents' Day
03/27	Seward's Day
05/29	Memorial Day
07/04	Independence Day

☐ Holiday

State calendar maintained by the Division of Finance, Department of Administration
http://doa.alaska.gov/calendars.html
Rev. 04/08/2016

Biweekly employees please refer to appropriate collective bargaining unit agreement for more information regarding holidays.

State Holidays

Date	Holiday
09/04	Labor Day
10/18	Alaska Day
11/11	Veterans' Day (observed 11/10)
11/23	Thanksgiving Day
12/25	Christmas Day

AGENDA ITEM #1:

Call to Order/Roll Call

BIG GAME COMMERCIAL SERVICES BOARD
TELECONFERENCE

April 28th, 2017
Executive Session Roll Call

Board Member	Present	Absent
Henry Tiffany IV		
Michele Metz		
Nicholas Jackson		
James (David) Jones		
Adam Trombley		
Kelly Vrem		
Thomas Sullivan		
Vacant		
Vacant		

Alaska Big Game Commercial Services Board

Board Roster as of 03/01/2017

Board Member	Original Appointment	Reappointment	Term End
Henry Tiffany (IV) *Licensed Registered Guide-Outfitter*	03/22/2013	03/01/2017	03/01/2021
Michele Metz *Private Landowner*	02/01/2012	03/01/2014	03/01/2018
Nicholas Jackson *Private Landowner*	03/01/2016		03/01/2020
James (David) Jones *Licensed Transporter*	03/01/2013	03/01/2015	03/01/2019
Adam Trombley *Public Member*	03/01/2017		03/01/2021
Vacant *Licensed Transporter*			
Kelly Vrem *Licensed Registered Guide-Outfitter*	03/01/2011	03/01/2015	03/01/2019
Vacant *Designated Game Board Member*			
Thomas Sullivan *Public Member*	03/01/2017		03/01/2021

Board or Commission: _____

Meeting Date: _____

Agenda Item # _____ Tab #_____ Topic: _____

Primary Motion

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments

Subsidiary Motion or Amendment

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments

EXECUTIVE SESSION MOTION

Sec. 44.62.310. Government meetings public.
(c) The following subject may be considered in an executive session:

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

MOTION WORDING:

"In accordance with the provisions of Alaska Statute 44.62.310 (c), I move to go into executive session for the purpose of discussing (select the appropriate statutory citation for the situation):

(1) **matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;** ***OR***

(2) **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;** ***OR***

(3) **matters which by law, municipal charter, or ordinance are required to be confidential;** ***OR***

(4) **matters involving consideration of government records that by law are not subject to public disclosure.**

Board staff is requested to remain during the session ***OR***
Board only to remain during session."

Staff will then state **"The board is off the record at _____(time)."**

AGENDA ITEM #2:

Ethics Disclosure

Board or Commission: _____

Meeting Date: _____

Agenda Item # _____ Tab #_____ Topic: _____

Primary Motion

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments

Subsidiary Motion or Amendment

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments

EXECUTIVE SESSION MOTION

Sec. 44.62.310. Government meetings public.
(c) The following subject may be considered in an executive session:

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

MOTION WORDING:

"In accordance with the provisions of Alaska Statute 44.62.310 (c), I move to go into executive session for the purpose of discussing (select the appropriate statutory citation for the situation):

(1) **matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;** ***OR***

(2) **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;** ***OR***

(3) **matters which by law, municipal charter, or ordinance are required to be confidential;** ***OR***

(4) **matters involving consideration of government records that by law are not subject to public disclosure.**

Board staff is requested to remain during the session ***OR***
Board only to remain during session."

Staff will then state **"The board is off the record at _____(time)."**

CONFIDENTIAL

ETHICS SUPERVISOR DETERMINATION FORM

(Board or Commission Member)

Board or Commission: _____

Member Disclosing Potential Ethics Violation: _____

I have determined that the situation described on the attached ethics disclosure form

- ☐ does or would violate AS 39.52.110 - .190. Identify applicable statute below.
- ☐ does not or would not violate AS 39.52.110 - .190.

_____

Signature of Designated Ethics Supervisor (Chair)

_____

Printed Name of Designated Ethics Supervisor

Date: _____

COMMENTS (Please attach a separate sheet for additional space):

Note: Disclosure Form must be attached. Under AS 39.52.220, if the chair or a majority of the board or commission, not including the disclosing member, determines that a violation of AS 39.52.110-39.52.190 will exist if the member participates, the member shall refrain from voting, deliberating, or participating in the matter. A member will not be liable under the Ethics Act for action in accordance with such a determination so long as the member has fully disclosed all facts reasonably necessary to the determination and the attorney general has not advised the member, chair, or board or commission that the action is a violation. Forward disclosures with determinations to the State Ethics Attorney as part of your quarterly report. Quarterly reports are submitted to Litigation Assistant, Opinions, Appeals & Ethics, Department of Law, 1031 W. 4th Avenue, Suite 200, Anchorage, AK 99501.

MEMORANDUM

State of Alaska
Department of Law

TO:

DATE:

FILE NO.:

TEL. NO.:

FROM: Angie White
Litigation Assistant
Department of Law
Opinions, Appeals, & Ethics Section

FAX:

SUBJECT: Executive Branch Ethics Act, AS 39.52 Quarterly Report
[INSERT QUARTERLY DATE RANGE]

******SAMPLE LANGUAGE – PLEASE COPY ONLY THE PARTS THAT APPLY ONTO YOUR BOARD OR COMMISSION'S LETTERHEAD ******

As designated ethics supervisor and chair [executive director] for the _____, I wish to advise you that I have received no notifications of potential violations or requests for ethics determinations under the Ethics Act (AS 39.52) and have made no written determinations for this quarter.

OR

As designated ethics supervisor and chair [executive director] for the _____, I have received ___ notification(s) of a potential violation and ____ requests for ethics determinations under the Ethics Act (AS 39.52) I have attached a copy of the notices and requests along with my written determination(s) for review by the attorney general. I did [did not] receive an advisory opinion from the Attorney General.

AND

Except as addressed above, no other [board member] [commissioner] disclosed a potential conflict of interest at a recorded public meeting during this quarter.

OR

In addition to the above, at the [date] meeting, [Board member] [Commissioner] _____ disclosed a potential conflict with respect to _____[*insert brief description*]____. *Insert disposition*: [S/He refrained from participation.] *or* [I determined s/he could [could not] participate.] *or* [The Board [Commission] members voted to permit [not to permit] participation.]

State of Alaska
Department of Law
Who Is My Designated Ethics Supervisor?

Every state public officer, employee or board or commission member, has a designated ethics supervisor.

Executive Agencies

The ethics supervisor for each agency is the Commissioner or a senior manager to whom the Commissioner has delegated the function. The current ethics supervisor for each agency is listed below. The ethics supervisor for a Commissioner is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor.

Boards and Commissions

The Chair of each board and commission serves as the ethics supervisor for the other members and any executive director. The ethics supervisor for the Chair is Guy Bell, Director of Administrative Services in the Office of Governor, by delegation from the Governor. If a board or commission employs staff, the executive director serves as the ethics supervisor for these employees.

Public Corporations

The Chair of the board serves as the ethics supervisor for the other members of the board and any executive director. The executive director is the ethics supervisor for employees of the corporation.

Office of the Governor

The ethics supervisor for the Governor and Lieutenant Governor is the Attorney General. By delegation from the Governor, the ethics supervisor for the staff of the offices of the Governor and Lieutenant Governor is Guy Bell, Director of Administrative Services.

University of Alaska

By delegation of the University President, the ethics supervisor for university employees is Associate General Counsel Andy Harrington.

EXECUTIVE BRANCH AGENCIES

Administration: Leslie Ridle, Deputy Commissioner

Commerce, Community & Economic Development: Jon Bittner, Deputy Commissioner

Corrections: April Wilkerson, Director of Administrative Services

Education & Early Development: Les Morse, Deputy Commissioner

Environmental Conservation: Tom Cherian, Director of Administrative Services

Fish & Game: Kevin Brooks, Deputy Commissioner

Health & Social Services: Dallas Hargrave, Human Resource Manager

Labor & Workforce Development: Michael Monagle, Director, Division of Workers Compensation

Law: Jonathan Woodman, Assistant Attorney General

Military & Veterans Affairs: Marty Meyer, Special Assistant to Commissioner

Natural Resources: John Crowther, Inter-Governmental Coordinator

Public Safety: Terry Vrabec, Deputy Commissioner

Revenue: Dan DeBartolo, Administrative Services Director

Transportation & Public Facilities:

- Highways & Public Facilities: Steve Hatter, Deputy Commissioner
- Aviation: John Binder, Deputy Commissioner
- Central Region: Rob Campbell, Regional Director
- Northern Region: Rob Campbell, Acting Regional Director
- Southcoast Region: Acting Regional Director
- Alaska Marine Highway System: Michael Neussl, Deputy Commissioner
- Headquarters: Mary Siroky, Administrative Services Director

Updated April 2015

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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State of Alaska
Department of Law
Ethics Information for Members of Boards & Commissions (AS 39.52)

Introduction

This is an introduction to AS 39.52, the Alaska Executive Branch Ethics Act. This guide is not a substitute for reading the law and its regulations. State board and commission members who have further questions should contact their board chair or staff.

The Ethics Act applies to all current and former executive branch public employees and members of statutorily created boards and commissions.

Scope of Ethics Act (AS 39.52.110)

Service on a state board or commission is a public trust. The Ethics Act prohibits substantial and material conflicts of interest. Further, board or commission members, and their immediate family, may not improperly benefit, financially or personally, from their actions as board or commission members. The Act does not, however, discourage independent pursuits, and it recognizes that minor and inconsequential conflicts of interest are unavoidable.

Misuse of Official Position (AS 39.52.120)

Members of boards or commissions may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, board members may not:

- use their official positions to secure employment or contracts;
- accept compensation from anyone other than the State for performing official duties;
- use State time, equipment, property or facilities for their own personal or financial benefit or for partisan political purposes;
- take or withhold official action on a matter in which they have a personal or financial interest; or
- coerce subordinates for their personal or financial benefit.
- attempt to influence outcome of an administrative hearing by privately contacting the hearing officer.

Terry knew that a proposal that was before the board would harm Terry's business competitor. Instead of publicly disclosing the matter and requesting recusal, Terry voted on the proposal.

Board member Mick has board staff employee Bob type an article for him that Mick hopes to sell to an Alaskan magazine. Bob types the article on State time.

Improper Gifts (AS 39.52.130)

A board member may not solicit or accept gifts if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment. All gifts from registered lobbyists are presumed to be improper, unless the giver is immediate family of the person receiving the gift.

A gift worth more than $150 to a board member or the board member's immediate family must be reported within 30 days if:

- the board member can take official action that can affect the giver, or
- the gift is given to the board member because he or she is on a state board.

The receipt of a gift worth less than $150 may be prohibited if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. Receipt of such a gift should be disclosed.

Any gift received from another government, regardless of value, must be reported; the board member will be advised as to the disposition of this gift.

A form for reporting gifts is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.

This restriction on gifts does not apply to lawful campaign contributions.

The commission is reviewing Roy's proposal for an expansion of his business. Roy invites all the board members out to dinner at an expensive restaurant. He says it will be okay, since he isn't excluding any of the members.

Jody receives a holiday gift every year from Sam. Jody was recently appointed to a state board, but Sam has no business that is before the board. Jody may accept the gift.

Improper Use or Disclosure of Information (AS 39.52.140)

No former or current member of a board may use or disclose any information acquired from participation on the board if that use or disclosure could result in a financial or personal benefit to the board member (or immediate family), unless that information has already been disseminated to the public. Board members are also prohibited from disclosing confidential information, unless authorized to do so.

Sheila has been on the board for several years. She feels she has learned a great deal of general information about how to have a successful business venture. So she sets up her own business and does well.

Delores has always advised and assisted the other doctors in her clinic on their continuing education requirements. After Delores is appointed to the medical board, she discloses this role to the board and continues to advise the doctors in her clinic.

Jim reviews a confidential investigation report in a licensing matter. He discusses the practitioner's violation with a colleague who is not a board member.

Improper Influence in State Grants, Contracts, Leases or Loans (AS 39.52.150)

A board member, or immediate family, may not apply for, or have an interest in a State grant, contract, lease, or loan, if the board awards or takes action to administer the State grant, contract, lease, or loan.

A board member (or immediate family) may apply for or be a party to a competitively solicited State grant, contract or lease, if the board as a body does not award or administer the grant, contract, or lease and so long as the board member does not take official action regarding the grant, contract, or lease.

A board member (or immediate family) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the board member does not take (or withhold) official action affecting the loan's award or administration.

Board members must report to the board chair any personal or financial interest (or that of immediate family) in a State grant, contract, lease or loan that is awarded or administered by the agency the board member serves. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff.

John sits on a board that awards state grants. John hasn't seen his daughter for nearly ten years so he figures that it doesn't matter when her grant application comes up before the board.

The board wants to contract out for an analysis of the board's decisions over the last ten years. Board member Kim would like the contract since she has been on the board for ten years and feels she could do a good job.

Improper Representation (AS 39.52.160)

A board or commission member may not represent, advise, or assist a person in matters pending before the board or commission for compensation A nonsalaried board or commission member may represent, advise, or assist in matters in which the member has an interest that is regulated by the member's own board or commission, if the member acts in accordance with AS 39.52.220 by disclosing the involvement in writing and on the public record, and refraining from all participation and voting on the matter. This section does not allow a board member to engage in any conduct that would violate a different section of the Ethics Act.

Susan sits on the licensing board for her own profession. She will represent herself and her business partner in a licensing matter. She discloses this situation to the board and refrains from participation in the board's discussions and determinations regarding the matter.

Restriction on Employment After Leaving State Service (AS 39.52.180)

For two years after leaving a board, a former board member may not provide advice or work for compensation on any matter in which the former member personally and substantially participated while serving on the board. This prohibition applies to cases, proceedings, applications, contracts, legislative bills, regulations, and similar matters. This section does not prohibit a State agency from contracting directly with a former board member.

With the approval of the Attorney General, the board chair may waive the above prohibition if a determination is made that the public interest is not jeopardized.

Former members of the governing boards of public corporations and former members of boards and commissions that have regulation-adoption authority, except those covered by the centralized licensing provisions of AS 08.01, may not lobby for pay for one year.

The board has arranged for an extensive study of the effects of the Department's programs. Andy, a board member, did most of the liaison work with the contractor selected by the board, including some negotiations about the scope of the study. Andy quits the board and goes to work for the contractor, working on the study of the effects of the Department's programs.

Andy takes the job, but specifies that he will have to work on another project.

Aiding a Violation Prohibited (AS 39.52.190)

Aiding another public officer to violate the Ethics Act is prohibited.

Agency Policies (AS 39.52.920)

Subject to the Attorney General's review, a board may adopt additional written policies further limiting personal or financial interests of board members.

Disclosure Procedures

DECLARATION OF POTENTIAL VIOLATIONS BY MEMBERS OF BOARDS OR COMMISSIONS (AS 39.52.220)

A board member whose interests or activities could result in a violation of the Ethics Act if the member participates in board action must disclose the matter on the public record and in writing to the board chair who determines whether a violation exists. A form for this purpose is available at www.law.alaska.gov/doclibrary/ethics or from the board or commission staff. If another board member objects to the chair's ruling or if the chair discloses a potential conflict, the board members at the meeting (excluding the involved member) vote on the matter. If the chair or the board determines a violation will occur, the member must refrain from deliberating, voting, or participating in the matter. For more information, see Ethics Act Procedures for Boards and Commissions available at the above noted web site.

When determining whether a board member's involvement in a matter may violate the Ethics Act, either the chair or the board or commission itself may request guidance from the Attorney General.

ATTORNEY GENERAL'S ADVICE (AS 39.52.240-250)

A board chair or a board itself may request a written advisory opinion from the Attorney General interpreting the Ethics Act. A former board member may also request a written advice from the Attorney General. These opinions are confidential. Versions of opinions without identifying information may be made available to the public.

REPORTS BY THIRD PARTIES (AS 39.52.230)

A third party may report a suspected violation of the Ethics Act by a board member in writing and under oath to the chair of a board or commission. The chair will give a copy to the board member and to the Attorney General and review the report to determine whether a violation may or does exist. If the chair determines a violation exists, the board member will be asked to refrain from deliberating, voting, or participating in the matter.

Complaints, Hearings, and Enforcement

COMPLAINTS (AS 39.52.310-330)

Any person may file a complaint with the Attorney General about the conduct of a current or former board member. Complaints must be written and signed under oath. The Attorney General may also initiate complaints based on information provided by a board. A copy of the complaint will be sent to the board member who is the subject of the complaint and to the Personnel Board.

All complaints are reviewed by the Attorney General. If the Attorney General determines that the complaint does not warrant investigation, the complainant and the board member will be notified of the dismissal. The Attorney General may refer a complaint to the board member's chair for resolution.

After investigation, the Attorney General may dismiss a complaint for lack of probable cause to believe a violation occurred or recommend corrective action. The complainant and board member will be promptly notified of this decision.

Alternatively, if probable cause exists, the Attorney General may initiate a formal proceeding by serving the board or commission member with an accusation alleging a violation of the Ethics Act. Complaints or accusations may also be resolved by settlement with the subject.

CONFIDENTIALITY (AS 39.52.340)

Complaints and investigations prior to formal proceedings are confidential. If the Attorney General finds evidence of probable criminal activity, the appropriate law enforcement agency shall be notified.

HEARINGS (AS 39.52.350-360)

An accusation by the Attorney General of an alleged violation may result in a hearing. An administrative law judge from the state's Office of Administrative Hearings serves as hearing officer and determines the time, place and other matters. The parties to the proceeding are the Attorney General, acting as prosecutor, and the accused public officer, who may be represented by an attorney. Within 30 days after the hearing, the hearing officer files a report with the Personnel Board and provides a copy to the parties.

PERSONNEL BOARD ACTION (AS 39.52.370)

The Personnel Board reviews the hearing officer's report and is responsible for determining whether a violation occurred and for imposing penalties. An appeal may be filed by the board member in the Superior Court.

PENALTIES (AS 39.52.410-460)

When the Personnel Board determines a board member has violated the Ethics Act, it will order the member to refrain from voting, deliberating, or participating in the matter. The Personnel Board may also order restitution and may recommend that the board member be removed from the board or commission. If a recommendation of removal is made, the appointing authority will immediately remove the member.

If the Personnel Board finds that a former board member violated the Ethics Act, it will issue a public statement about the case and will ask the Attorney General to pursue appropriate additional legal remedies.

State grants, contracts, and leases awarded in violation of the Ethics Act are voidable. Loans given in violation of the Ethics Act may be made immediately payable.

Fees, gifts, or compensation received in violation of the Ethics Act may be recovered by the Attorney General.

The Personnel Board may impose a fine of up to $5,000 for each violation of the Ethics Act. In addition, a board member may be required to pay up to twice the financial benefit received in violation of the Ethics Act.

Criminal penalties are in addition to the civil penalties listed above.

DEFINITIONS (AS 39.52.960)

Please keep the following definitions in mind:

Benefit - anything that is to a person's advantage regardless financial interest or from which a person hopes to gain in any way.

Board or Commission - a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch, including the Alaska Railroad Corporation.

Designated Ethics Supervisor - the chair or acting chair of the board or commission for all board or commission members and for executive directors; for staff members, the executive director is the designated ethics supervisor.

Financial Interest - any property, ownership, management, professional, or private interest from which a board or commission member or the board or commission member's immediate family receives or expects to receive a financial benefit. Holding a position in a business, such as officer, director, partner, or employee, also creates a financial interest in a business.

Immediate Family - spouse; another person cohabiting with the person in a conjugal relationship that is not a legal marriage; a child, including a stepchild and an adoptive child; a parent, sibling, grandparent, aunt, or uncle of the person; and a parent or sibling of the person's spouse.

Official Action - advice, participation, or assistance, including, for example, a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction, by a public officer.

Personal Interest - the interest or involvement of a board or commission member (or immediate family) in any organization or political party from which a person or organization receives a benefit.

For further information and disclosure forms, visit our Executive Branch Ethics web site or please contact:

State Ethics Attorney
Alaska Department of Law
1031 West 4th Avenue, Suite 200
Anchorage, Alaska 99501-5903
(907) 269-5100
attorney.general@alaska.gov

Revised 9/2013

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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State of Alaska
Department of Law
Executive Branch Ethics Act

Responsibilities of Designated Ethics Supervisors for Boards and Commissions

Boards and commissions subject to the Ethics Act have designated ethics supervisors. The chair serves as the designated ethics supervisor for board or commission members and the executive director. The executive director is the designated ethics supervisor for staff. The designated ethics supervisor for a chair is the governor, who has delegated this responsibility to Guy Bell, Administrative Director of the Office of the Governor.

Designated ethics supervisors should refer to the Manual for Designated Ethics Supervisors (April 2008), available from the state ethics attorney, regarding their responsibilities under the Ethics Act. Briefly, as designated ethics supervisor, you must --

1. Ensure that members and employees are provided copies of the guides, Ethics Information for Members of Boards and Commissions and Ethics Act Procedures for Boards and Commissions -- and keep a supply of disclosure forms.
    1. These guides, other educational materials, disclosure forms, statutes and regulations are available for review and copying on the Department of Law ethics web site. If access to this page is not available, please contact the Attorney General's office at 269-7195.
2. Review all disclosures, investigate potential ethics violations, make determinations regarding conduct, and take action.
3. Keep member or employee disclosure statements (of potential violations, receipt of gifts, and interests in grants/contracts/leases/loans) on file in your office. Disclosure of a gift received from another government must be forwarded to the Office of the Governor.
4. Submit an ethics report to the Department of Law in April, July, October and January for the preceding quarter. You will receive a reminder. There is a sample report on the ethics web page.
    1. Mail, email or fax to Kim Halstead, Litigation Assistant, Department of Law, Opinions, Appeals & Ethics Section, 1031 W. 4th Avenue, Suite 200, Anchorage, AK, 99501, ethicsreporting@alaska.gov, fax no. 907-279-2834.

You may request ethics advice from your agency's Assistant Attorney General or from the State Ethics Attorney, Jon Woodman, at 269-5100 or jonathan.woodman@alaska.gov. Please direct questions about reporting procedures to Kim Halstead at 269-7195 or kimberly.halstead@alaska.gov.

6/14

Department of Law attorney.general@alaska.gov P.O. Box 110300, Juneau, AK 99811-0300
Phone: 907-465-3600 Fax: 907-465-2075 TTY: 907-258-9161
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AGENDA ITEM #3:

Board Business

Board or Commission: _____

Meeting Date: _____

Agenda Item # _____ Tab #_____ Topic: _____

Primary Motion

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments

Subsidiary Motion or Amendment

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments

EXECUTIVE SESSION MOTION

Sec. 44.62.310. Government meetings public.
(c) The following subject may be considered in an executive session:

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

MOTION WORDING:

"In accordance with the provisions of Alaska Statute 44.62.310 (c), I move to go into executive session for the purpose of discussing (select the appropriate statutory citation for the situation):

(1) **matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;** ***OR***

(2) **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;** ***OR***

(3) **matters which by law, municipal charter, or ordinance are required to be confidential;** ***OR***

(4) **matters involving consideration of government records that by law are not subject to public disclosure.**

Board staff is requested to remain during the session ***OR***
Board only to remain during session."

Staff will then state **"The board is off the record at _____(time)."**

Big Game Commercial Services Board:
Second Offense Postion Statement (Draft)

"It is the position of the Big Game Commercial Services Board that in cases where a person licensed under this board is found to have committed a violation, when and where appropriate and applicable, they will be sanctioned using the published Guideline and Precedence (G&P) as a guideline for their sanction. Should this same licensee commit a second, subsequent violation, regardless of its nature, that second violation will be considered as it is, a second violation, and as such that appropriate and corresponding column within the G&P will be used. It is not necessary for the second violation, or any following thereafter, to be of the same nature as the first, or previous violations, for the second to be considered a second violation, though it does need to be a new and separate violation / case and not part of one case that may have had multiple violations occur during the same incident. By extension, should this same licensee be found to have committed a third, subsequent violation then it will be considered a third violation and the appropriate third violation column of the G&P can be used to administer a sanction"

Maiquis, Jun C (CED)

From: Rodney Pangborn <rod@rodsalaskanguideservice.com>
Sent: Thursday, October 05, 2017 3:14 PM
To: Regulations and Public Comment (CED sponsored)
Subject: 12 AAC 75.210.

I am in support of the new adopted hunt record as shown. This new form alleviates multiple problems that have occurred due to the necessity to change the hunt record after the client has signed the form. This new form alleviates this problem.

Thanks
Rodney Pangborn

From:	Maiquis, Jun C (CED)
To:	Hannasch, Dawn K (CED)
Subject:	BGCSB Regs project (DOL File#JU2017200649)
Date:	Monday, October 30, 2017 11:54:20 AM
Attachments:	BGCSB-Notice-JU2017200649.pdf BGCSB-JU2017200649-Comments.pdf

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Hi Dawn,

The **written comment period** for the BGCSB proposed regs project, dealing with distribution and use of hunt records, transporter activity report, and registered guide-outfitter hunt record form (12 AAC 75.205, .210, and .400) – see attached .pdf notice, ended on Friday, October 27th. There was only one written comment received, see attached .pdf comment. The board requested to review written comments received at their upcoming November 16 teleconference meeting, however, the board may not take action until after the **oral comments** (scheduled for 12/5/17 meeting) ends.

Let me know if you have any questions.

Thanks!
Jun

NOTICE OF PROPOSED CHANGES RELATING TO DISTRIBUTION AND USE OF HUNT RECORDS, UPDATING HUNT RECORD FORM, AND TRANSPORTER ACTIVITY REPORT IN THE REGULATIONS OF THE BIG GAME COMMERCIAL SERVICES BOARD

BRIEF DESCRIPTION: The Big Game Commercial Services Board proposes to update regulations relating to distribution and use of hunt records, transporter activity report, and to adopt by reference the updated registered guide-outfitter hunt record form.

The Big Game Commercial Services Board (Board) proposes to adopt regulation changes in Title 12, Chapter 75 of the Alaska Administrative Code including the following:

1. **12 AAC 75.205. Distribution and use of hunt records,** is proposed to be changed to alter the requirements for distribution and use of hunt records.

2. **12 AAC 75.210. Hunt record,** is proposed to be changed to adopt by reference the updated Registered Guide-Outfitter Hunt Record form.

3. **12 AAC 75.400. Transporter activity report,** is proposed to be changed to alter the requirements for submitting transporter activity report, by adding a new subsection relating to air taxis.

You may comment on the proposed regulation changes, including the potential costs to private persons of complying with the proposed changes, by submitting written comments to Jun Maiquis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806. Additionally, the Board will accept comments by facsimile at (907) 465-2974 and by electronic mail at RegulationsAndPublicComment@alaska.gov. Comments may also be submitted through the Alaska Online Public Notice System by accessing this notice on the system at http://notice.alaska.gov/187168, and using the comment link. **The comments must be received not later than 5:00 p.m. on October 27, 2017**.

Oral comments relevant to the proposed action, including the potential costs to private persons of complying with the proposed action, may also be given at a hearing to be held on December 5, 2017, at the Atwood Building, 550 W. 7th Avenue, Room 104, Anchorage, Alaska. **Written comments will not be accepted at the hearing.** If you wish to give your comments via telephone, please call 1-800-315-6338 access code 24272. The hearing will begin at 9:00 a.m. and will end when those who have signed up before 9:00 a.m. to give oral testimony have had the opportunity to comment. The chair of the Board may limit each participant's length of oral testimony to a time limit, determined by the chair before the hearing begins, to allow enough time for all those present and timely registered to give testimony.

You may submit written questions relevant to the proposed action to Jun Maiquis, Regulations Specialist, Division of Corporations, Business and Professional Licensing, P.O. Box 110806, Juneau, AK 99811-0806 or by e-mail at RegulationsAndPublicComment@alaska.gov. **The questions must be received at least 10 days before the end of the public comment period.** The Board will aggregate its response to substantially similar questions and make the questions and responses available on the Alaska Online Public Notice System and on the Board's website at https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BigGameCommercialServicesBoard.aspx. The Board may, but is not required to, answer written questions received after the 10-day cut-off date and before the end of the comment period.

If you are a person with a disability who needs a special accommodation in order to participate in this process, please contact Jun Maiquis at (907) 465-2537 or RegulationsAndPublicComment@alaska.gov not later than October 20, 2017 to ensure that any necessary accommodation can be provided.

A copy of the proposed regulation changes is available on the Alaska Online Public Notice System and by contacting Jun Maiquis at (907) 465-2537 or RegulationsAndPublicComment@alaska.gov, or go to

https://www.commerce.alaska.gov/web/portals/5/pub/BGCSB-0917.pdf.

A copy of the material proposed for adoption by reference is available on the Board's website at https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BigGameCommercialServicesBoard.aspx.

After the public comment period ends, the Board will either adopt the proposed regulation changes or other provisions dealing with the same subject, without further notice, or decide to take no action. The language of the final regulation may be different from that of the proposed regulation. **You should comment during the time allowed if your interests could be affected.** Written comments and questions received are public records and are subject to public inspection.

Statutory Authority: AS 08.54.600; AS 08.54.650; AS 08.54.660; AS 08.54.760
Statutes Being Implemented, Interpreted, or Made Specific: AS 08.54.600; AS 08.54.650; AS 08.54.660; AS 08.54.760

Fiscal Information: The proposed regulation changes are not expected to require an increased appropriation.

DATE: 9/26/17

/s/
Jun Maiquis, Regulations Specialist
Division of Corporations, Business and
Professional Licensing

For each occupation regulated under the Division of Corporations, Business and Professional Licensing, the Division keeps a list of individuals or organizations who are interested in the regulations of that occupation. The Division automatically sends a Notice of Proposed Regulations to the parties on the appropriate list each time there is a proposed change in an occupation's regulations in Title 12 of the Alaska Administrative Code. If you would like your address added to or removed from such a list, send your request to the Division at the address above, giving your name, either your e-mail address or mailing address (as you prefer for receiving notices), and the occupational area in which you are interested.

ADDITIONAL REGULATION NOTICE INFORMATION
(AS 44.62.190(d))

1. **Adopting agency:** Big Game Commercial Services Board – Department of Commerce, Community, and Economic Development, Division of Corporations, Business and Professional Licensing.

2. **General subject of regulation:** Distribution and use of hunt records, hunt record form, and transporter activity report.

3. **Citation of regulation:** 12 AAC 75.205, 12 AAC 75.210, and 12 AAC 75.400.

4. **Department of Law file number:** To be assigned.

5. **Reason for the proposed action:** Update and clarification of current regulations.

6. **Appropriation/Allocation:** Corporations, Business and Professional Licensing – #2360.

7. **Estimated annual cost to comply with the proposed action to:**
   A private person: None known.

Another state agency: None known.
A municipality: None known.

8. **Cost of implementation to the state agency and available funding (in thousands of dollars):**
No costs are expected in FY 2018 or in subsequent years.

9. **The name of the contact person for the regulation:**
Tracy Wiard, Licensing Examiner
Big Game Commercial Services Board
Division of Corporations, Business and Professional Licensing
Telephone: (907) 465-2543
E-mail: tracy.wiard@alaska.gov

10. **The origin of the proposed action:** Big Game Commercial Services Board.

11. **Date:** 9/26/17 **Prepared by:** /s/
Jun Maiquis
Regulations Specialist
(907) 465-2537

Chapter 75. Big Game Commercial Services Board.

(Words in **boldface and underlined** indicate language being added; words [CAPITALIZED AND BRACKETED] indicate language being deleted. Complete new sections are not in boldface or underlined.)

12 AAC 75.205(b) is amended to read:

(b) The hunt records must be used [ONLY] by the assigned registered guide-outfitter. **Blank hunt** [HUNT] records may [NOT] be **transferred to another registered contracting guide, provided the transferee notifies the department within 60 days that a transfer has taken place** [SHARED].

(Eff. 11/24/2007, Register 184; am 3/21/2010, Register 193; am 12/2/2012, Register 204; am ____/____/_____, Register _____)

Authority: AS 08.54.600 AS 08.54.660 AS 08.54.760

12 AAC 75.210(a) is amended to read:

(a) The hunt record required by AS 08.54.760 must be on a form provided by the department, titled *Registered Guide-Outfitter Hunt Record*, dated **March 2017** [OCTOBER 2012], and adopted by reference. This form is established by the board for review of the information required to be submitted by registered guide-outfitters.

(Eff. 5/24/96, Register 138; am 10/19/96, Register 140; am 12/25/96, Register 140; am 12/2/99, Register 152; am 4/6/2001, Register 158; am/readopt 7/30/2006, Register 179; am 11/24/2007, Register 184; am 4/13/2013, Register 206; am ____/____/_____, Register _____)

Authority: AS 08.54.600 AS 08.54.660 AS 08.54.760

Editor's note: Copies of the *Registered Guide-Outfitter Hunt Record* Form, adopted by reference in 12 AAC 75.210, may be obtained from the Department of Commerce, Community,

and Economic Development, Division of Corporations, Business and Professional Licensing, Big Game Commercial Services Board, 333 Willoughby Avenue, Juneau, AK 99801; telephone: (907) 465-2543; Internet: **https://www.commerce.alaska.gov/web/cbpl/ProfessionalLicensing/BigGameCommercialServicesBoard.aspx** [HTTP://COMMERCE.ALASKA.GOV/OCC/PGUI.HTM].

12 AAC 75.400 is amended by adding a new subsection to read:

(e) During portions of a hunt, a transporter, who is also an FAA certified part 135 air taxi, should not report air transportation services for a client to, from, or in between sites operated by a marine transporter, a ground based transporter, or a registered guide who is required to complete a hunt record or a transporter activity report for this same hunt with this same client. (Eff. 5/24/96, Register 138; am 10/19/96, Register 140; am 12/2/99, Register 152; am 4/6/2001, Register 158; am/readopt 7/30/2006, Register 179; am 11/24/2007, Register 184; am 12/2/2012, Register 204; am 4/13/2013, Register 206; am ____/____/_____, Register _____)

Authority: AS 08.54.600 AS 08.54.660 AS 08.54.760
AS 08.54.650

STATE SEAL

State of Alaska Big Game Commercial Services Board
Department of Commerce, Community, and Economic Development
P.O. Box 110806, Jueneau, Alaska 99811-0806
Telephone: (A - K) (907) 465-2543 (L - Z) (907) 465-2691

REGISTERED GUIDE/OUTFITTER HUNT RECORD

(This form Must be submitted to the department within 60 days after hunt is completed)

GUIDE/CLIENT INFORMATION TO BE COMPLETED PRIOR TO HUNT

(Please Print) *Incomplete Form Will Be Returned for Completion*

1 Name of Contracting Registered Guide-Outfitter: _____ Guide License # _____

YOU MUST CHECK ONE: ☐ GUIDED ☐ TRANSPORTED ONLY ☐ OUTFITTED ONLY

2 Client Name: _____ Hunting License Number: _____

Address: _____ City: _____ State: _____ ZIP: _____

Resident ☐ Non Resident ☐ Country: _____ Telephone No: ( )

I hereby certify that all the information provided on this form that pertains to my activities are true and correct. (WARNING: A person may also be subject to criminal charges for unsworn falsification under AS 11.56.210)

_____ _____

CLIENT SIGNATURE DATE

SUPPLEMENTAL INFORMATION TO BE COMPLETED AFTER HUNT

Name and License of ANY Registered Guide-Outfitter, Class-A, Assistant Guide or Packer Accompanying Client in the Field:

3

Name:		Lic. #		Name:		Lic. #	
Name:		Lic. #		Name:		Lic. #	
Name:		Lic. #		Name:		Lic. #	
Name:		Lic. #		Name:		Lic. #	

4 DATES CLIENT WAS IN THE FIELD: FROM: _____ TO: _____ DATE HUNT WAS COMPLETE: _____

5

TRANSPORTATION USED	SPECIES HUNTED *If Bear, specify Brown or Black Bear.	HARVEST	GUIDE USE AREA
BOAT ☐		Y / N	
AIRCRAFT ☐		Y / N	
OTHER _____		Y / N	
		Y / N	
		Y / N	

MUST BE SIGNED BY THE CONTRACTING REGISTERED GUIDE-OUTFITTER AFTER HUNT IS COMPLETE

I certify that I am approved to conduct guiding or outfitting activities in the guide use areas listed and I have complied with the communication requirement in 12 AAC 75.240. (WARNING: Making a false statement or omitting a material fact is subject to disciplinary action under AS 08.54.710 and 12 AAC 75.210. I understand that it is a Class A Misdemeanor under AS 11.56.210 to falsify and commit the crime of unsworn falsification.

_____ _____

CONTRACTING REGISTERED GUIDE-OUTFITTER SIGNATURE DATE

OPTIONAL SUPPLEMENTAL INFORMATION ONLY--NOT REQUIRED NOR SWORN TO

6

HARVEST TICKET/PERMIT NUMBER	*BIG GAME TAG NUMBER*

ORIGINAL: MAIL TO ADDRESS ABOVE PINK: POST HUNT CLIENT COPY YELLOW: CLIENT FIELD COPY GREEN: POST HUNT GUIDE COPY

Sample

Board or Commission: _____

Meeting Date: _____

Agenda Item # _____ Tab #_____ Topic: _____

Primary Motion

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments

Subsidiary Motion or Amendment

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments

EXECUTIVE SESSION MOTION

Sec. 44.62.310. Government meetings public.
(c) The following subject may be considered in an executive session:

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

MOTION WORDING:

"In accordance with the provisions of Alaska Statute 44.62.310 (c), I move to go into executive session for the purpose of discussing (select the appropriate statutory citation for the situation):

(1) **matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;** ***OR***

(2) **subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;** ***OR***

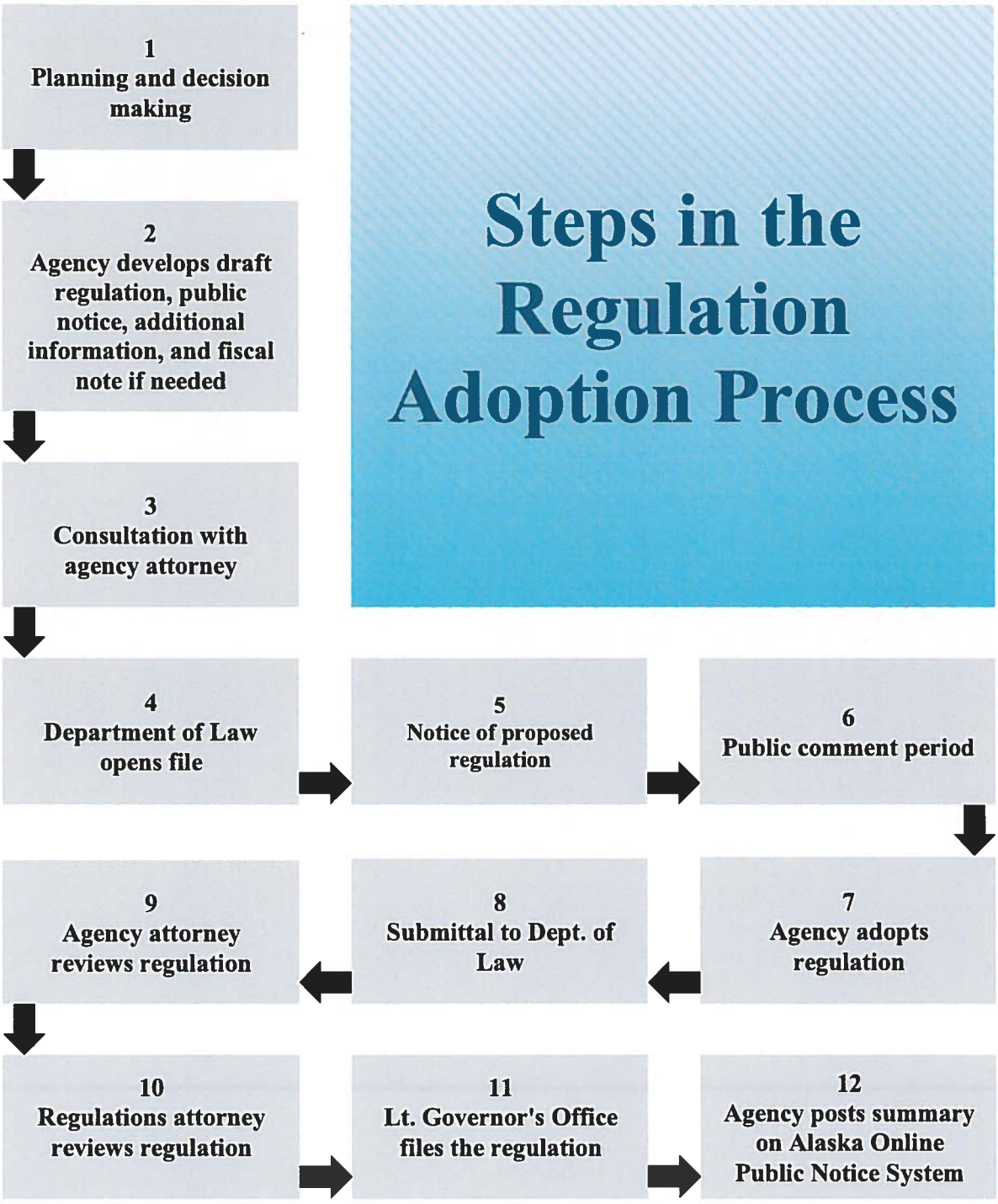
(3) **matters which by law, municipal charter, or ordinance are required to be confidential;** ***OR***

(4) **matters involving consideration of government records that by law are not subject to public disclosure.**

Board staff is requested to remain during the session ***OR***
Board only to remain during session."

Staff will then state **"The board is off the record at _____(time)."**

Steps in the Regulation Adoption Process



STATE OF ALASKA DEPARTMENT OF COMMERCE AND ECONOMIC DEVELOPMENT **POLICY AND PROCEDURES**	P & P No. DOL-19	Page 1 OF 3
	Effective Date December 1995	
SUBJECT BOARD/COMMISSION ACTION ON REGULATIONS	Supersedes P & P No. DOL-19	Dated 10/95
	APPROVED BY	
DIVISION OCCUPATIONAL LICENSING	SECTION	

REQUEST FOR REGULATIONS: When a board/commission requests a change in its regulations, the board/commission should explain, on the record during a properly noticed public meeting, the reason for the change and give detailed information on the change requested. The staff person responsible for the meeting minutes is also responsible for relaying the board/commission's request to the regulations specialist through a draft copy of the minutes, plus any other information that explains the board/commission's request.

The regulations specialist will provide a draft copy of the requested changes in the regulations. It may be necessary to consult with the Department of Law on the board/commission's authority to make the changes requested. It may also be necessary for the board/commission to provide additional information on its intent before the regulations changes are drafted.

PUBLIC NOTICE OF REGULATIONS CHANGES: Once a board/commission has reviewed the draft of proposed regulations and agreed on the wording of the proposed changes, the board/commission must pass a motion approving the regulations for public notice. The board/commission should state on the record whether it intends to hold a public hearing on the regulations. The responsible staff should give a draft copy of the minutes to the regulations specialist and provide the date, location, and time of the public hearing, if applicable.

The regulations specialist will prepare and distribute the public notice, including providing a copy of the notice and regulations to all board/commission members and the affected staff.

PUBLIC COMMENTS ON REGULATIONS: All notices of proposed regulations include an opportunity for the public to give written comments on the regulations and a specific invitation for comments on the cost of the proposed regulatory action. The board/commission is obligated to seriously consider all written comments, and oral comments if a hearing is held, before taking final action on the regulations. To be considered, written or oral comments must be submitted as instructed in the public notice.

The public notice also includes a deadline for submitting written comments. This deadline is strictly enforced, and letters received after the deadline will not be forwarded to a board/commission for its consideration. Written comments must be received at the address given in the public notice by the deadline date; the postmark date is not considered.

Comments received by phone will not be considered as written comments. The division will accept faxed comments. Staff should inform anyone submitting oral comments outside of the public hearing that the comments will not become a part of the record of the regulations project.

Comment letters should be addressed to the regulations specialist. **If a staff member other than the regulations specialist receives a letter commenting on proposed regulations, the letter should be given to the regulations specialist immediately.**

At the close of the public comment period, the regulations specialist will compile the written comments and provide them to staff for distribution to board/commission members. The board/commission chair should ensure that all members have carefully considered the public comment letters before the board/commission takes action on the regulations.

REGULATION HEARINGS: If a board/commission chooses to hold a hearing on proposed regulations, the information about the public hearing must be included in the original or a supplemental notice of the proposed regulations. Hearings are usually held in conjunction with a regularly-scheduled meeting of the board/commission, and are always recorded. A board/commission may choose to use teleconferencing sites for the regulations hearing.

If a board/commission has not given notice of a public hearing, the board/commission may not accept any oral comments on the regulations. If the board/commission accepts oral comments without having given notice of a public hearing, the board/commission is required to give supplemental notice and hold a hearing at a later date to allow other interested parties to give oral comments.

The board/commission chair often presides over the hearing. The general principle for conducting a regulations hearing is fairness. The board/commission may impose a time limit on commenters, but each commenter must be treated equally.

Staff should provide a sign-up sheet at the beginning of the hearing for those who plan to give oral comments.

FINAL ACTION BY THE BOARD/COMMISSION ON PROPOSED REGULATIONS: After carefully considering the written comments, any oral comments if a hearing was held, and discussing the costs of the proposal, the board/commission may take final action on proposed regulations. The board/commission's final action must be taken during a properly-noticed public meeting.

The board/commission may adopt the regulations as proposed, amend and adopt the regulations, or take no action on the regulations. If the board/commission amends the regulations beyond the summary of proposed changes it has given during the public notice process, the board/commission must give additional notice before adopting the regulations. It is important for the board/commission to explain the reason for its actions on the record. This is not only helpful in the preparation of the final draft of the regulations, but it is also important during the review of the regulations by the Department of Law and in case of a legal challenge to the regulations.

The record of the meeting should include how the board/commission considered the public comment in its deliberations. Also, the board/commission chair or other board/commission member must make a statement on the record indicating how the board/commission gave special consideration to the cost to private persons. The board/commission must discuss the costs to private persons on the record, even if no comments on costs were submitted or if there are no apparent costs.

The board/commission's final action must be in the form of a motion that is passed.

STATE OF ALASKA DEPARTMENT OF COMMERCE AND ECONOMIC DEVELOPMENT **POLICY AND PROCEDURES**	P & P No. DOL-19	Page 3 OF 3
	Effective Date December 1995	
SUBJECT BOARD/COMMISSION ACTION ON REGULATIONS	Supersedes P & P No. DOL-19	Dated 10/95
	APPROVED BY	
DIVISION OCCUPATIONAL LICENSING	SECTION	

The staff person responsible for the minutes of the meeting is also responsible for giving a draft copy of the minutes to the regulations specialist as soon as possible after the meeting.

FINAL REVIEW OF ADOPTED REGULATIONS: After a board/commission has adopted regulations, the regulations specialist will prepare the proper paperwork and submit the project to the Department of Law for final review. If approved by the Department of Law, t the project is sent to the Lieutenant Governor's office for filing.

The regulations specialist will notify board/commission members and affected staff of the effective date of approved regulations.

AGENDA ITEM #4:

Application & Exam review

AGENDA ITEM #5:

Investigations

AGENDA ITEM #6:

Adjourn

Board or Commission: _____

Meeting Date: _____

Agenda Item # _____ Tab #_____ Topic: _____

Primary Motion

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments

Subsidiary Motion or Amendment

Motion:

Board Member	Motion	2nd		Yes Vote	No Vote	Abstain	Recuse	Comments