

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

BIG GAME COMMERCIAL SERVICES BOARD

MINUTES OF THE EXECUTIVE SESSION TELECONFERENCE MEETING ON

Monday, June 19<sup>th</sup>, 2017

By the authority of AS 08.01.070(2) and AS 08.86.030, and in compliance with the provisions of AS 44.62, Article 6, a scheduled meeting of the Big Game Commercial Services Board was held on June 19<sup>th</sup>, 2017 in Juneau, conference room B.

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

Board Members Present, Constituting a Quorum:

Henry D. Tiffany IV, Master Guide (GUIM144)

Michele Metz, - Vice President - Private Landholder joined at 9:16am

Kelly Vrem, President - Master Guide (GUIM102)

James "Tom" Atkins, Transporter (GUIT978)

Thomas Sullivan, Public Member

Adam Trombley, Public Member

Board Members Not present:

Nicholas Jackson, Private Landholder

James David Jones, Transporter (GUIT1003) (Excused from the meeting)

Staff Members Present

Heather Noe, Occupational Licensing Examiner

Lee Strout, Investigator

Public member present:

Judge Swiderski

**Agenda Item 1**

**Call to Order/Roll Call**

**9:05 a.m.**

Chairman, Tiffany IV called the meeting to order at 9:05am. Heather Noe stated that James "David" Jones will be excused due to his notice of not being able to attend due to a scheduling conflict with work.

**Agenda Item 2**

**Review and Approve Agenda**

**9:08 a.m.**

**On a motion duly made by Kelly Vrem, seconded by Adam Trombley, and approved unanimously, it was:**

**RESOLVED to approve the agenda.**

	Approved	Denied	Tabled	Recuse
James (Tom) Atkins	X			
Michelle Metz	X			
Adam Trombley	X			
Henry Tiffany IV	X			
Kelly Vrem	X			
Thomas Sullivan	X			

The Motion carried.

**Agenda Item 3**

**Ethics Disclosure**

**9:12 a.m.**

There were no ethics disclosures to report

**Agenda Item 4**

**Executive Session**

**09:20 a.m.**

Hearing nothing further on ethics disclosures, the board moved into executive session.

**On a motion duly made by Michelle Metz, seconded by Kelly Vrem, and approved unanimously, it was:** In Accordance with the provisions of Alaska statute 44.62.310(c), Michelle Metz moved to go into executive session for the purpose of discussing (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

Chairman Tiffany and Mr. Vrem stated that the Division Staff, Heather Noe, licensing examiner, can remain in the room for discussion in executive session. The board stated that Lee Strout, investigator, can join executive session after the discussion with Judge Swiderski and that Heather Noe will notify Lee Strout by email when he can join.

**RESOLVED to enter into executive motion.**

	Approved	Denied	Tabled	Recuse
James (Tom) Atkins	X			
Michelle Metz	X			
Adam Trombley	X			
Henry Tiffany IV	X			
Kelly Vrem	X			
Thomas Sullivan	X			

The motion carried.

Entered into executive session at 9:20 a.m.

Out of executive session at 11:25 a.m.

The board ended executive session and were ready to make a motion on the record.

On a motion duly made by Michelle Metz, seconded by Kelly Vrem, and approved unanimously, it was:

**RESOLVED** to accept consent agreement 2016-000440.

	Approved	Denied	Tabled	Recuse
James (Tom) Atkins		X		
Michelle Metz	X			
Adam Trombley	X			
Henry Tiffany IV	X			
Kelly Vrem	X			
Thomas Sullivan		X		

The motion carried.

On a motion duly made by Henry Tiffany IV, seconded by Adam Trombley, and approved unanimously, it was:

**RESOLVED** to strike the line that states that the respondent is on probation from the consent agreement 2016-000033.

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	Approved	Denied	Tabled	Recuse
James (Tom) Atkins	X			
Michelle Metz	X			
Adam Trombley	X			
Henry Tiffany IV	X			
Kelly Vrem	X			
Thomas Sullivan	X			

The motion carried.

On a motion duly made by Michelle Metz, seconded by Kelly Vrem, and approved unanimously, it was:

**RESOLVED** to amend and accept consent agreement 2017-000033.

	Approved	Denied	Tabled	Recuse
James (Tom) Atkins	X			
Michelle Metz	X			
Adam Trombley	X			
Henry Tiffany IV	X			
Kelly Vrem	X			
Thomas Sullivan	X			

The motion carried.

On a motion duly made by Michelle Metz, seconded by Kelly Vrem, and approved unanimously, it was:

**RESOLVED** to accept consent agreement 2017-000125.

	Approved	Denied	Tabled	Recuse
James (Tom) Atkins	X			
Michelle Metz	X			
Adam Trombley	X			

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Henry Tiffany IV	X			
Kelly Vrem	X			
Thomas Sullivan	X			

The motion carried.

On a motion duly made by Michelle Metz, seconded by Kelly Vrem, and approved unanimously, it was:

**RESOLVED** to accept stipulation agreement OAH No. 17-0276-GUI, Board case no. 2016-001187.

	Approved	Denied	Tabled	Recuse
James (Tom) Atkins		x		
Michelle Metz	X			
Adam Trombley		x		
Henry Tiffany IV	X			
Kelly Vrem	X			
Thomas Sullivan	X			

The motion carried.

On a motion duly made by Michelle Metz, seconded by Kelly Vrem, and approved unanimously, it was:

**RESOLVED** to accept consent agreement 2015-002182.

	Approved	Denied	Tabled	Recuse
James (Tom) Atkins		X		
Michelle Metz	X			
Adam Trombley	X			
Henry Tiffany IV	X			
Kelly Vrem	X			
Thomas Sullivan	X	X		

The motion carried.

**Agenda Item 11**

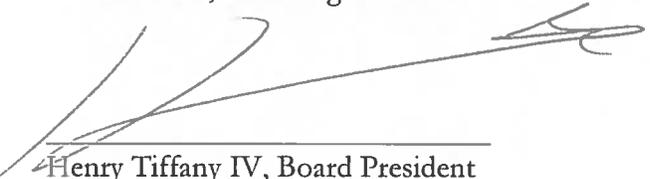
**Adjournment**

**12:00 p.m.**

Hearing nothing further, Chairman Tiffany called the meeting to end at 12:00 p.m.

Respectfully submitted:

\_\_\_\_\_  
Heather Noe, Licensing Examiner

  
\_\_\_\_\_  
Henry Tiffany IV, Board President