

State of Alaska  
Department of Commerce, Community and  
Economic Development  
Division of Corporations, Business and Professional Licensing

**BOARD OF PUBLIC ACCOUNTANCY**

**MINUTES OF MEETING**

**December 20, 2010**

By authority of AS 08.01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a teleconference meeting of the Board of Public Accountancy was held December 20, 2010. The purpose of the meeting was to review proposed regulations for adoption.

**Call to Order/Roll Call**

The meeting was called to order by Carla Bassler, Chair, at 1:35 p.m. Those present, constituting a quorum of the Board were:

Carla Bassler, Chair, CPA – Anchorage  
Max Mertz, CPA – Juneau  
Elaine Williamson, CPA – Fairbanks  
Kathleen Thompson, CPA – Fairbanks  
Bruce Gabrys, CPA – Eagle River  
John Floyd, Public Member – Anchorage

Board member Rebecca Jensen (public member – Pedro Bay) was unable to participate in the teleconference meeting.

Present from the Department of Commerce, Community and Economic Development, Division of Corporations, Business and Professional Licensing, was:

Debora Stovern, Licensing Examiner  
Candice Windom, Licensing Examiner  
Jun Maiquis, Regulations Specialist  
Don Habeger, Division Director

There were no visitors present.

**Review Regulations for Adoption**

At their last meeting, the Board approved proposed regulations establishing the duties and qualifications for an Executive Secretary. The regulations went out for public comment on November 16, 2010; the public comment period ended on December 17, 2010.

It was noted that, although no public comments were received, the Board paid special attention to the cost to private persons of the regulatory action being taken. This action is not expected to require an increased appropriation.

**Upon a motion duly made by Mr. Mertz, seconded by Ms. Williamson, and approved by roll call vote, it was:**

**RESOLVED to adopt the proposed regulation, as presented.**

Roll Call Vote

Mr. Mertz – Yes

Mr. Gabrys – Yes

Ms. Thompson – Yes

Ms. Williamson – Yes

Ms. Jensen – Absent

Mr. Floyd – Yes

Ms. Bassler – Yes

The adoption order will be signed by the Chair and submitted to the Regulations Specialist.

**Discuss Executive Secretary Position**

At the last meeting, it was reported that the recruitment process would begin once the Board established the duties and qualifications by regulation, as required by the legislation. It was also noted that the recruitment process would include non-traditional methods, such as posting with the National Association of State Boards of Accountancy, and would include solicitation of out-of-state applicants.

Based on initial contact with the Department of Personnel it was noted that, although the Legislative Fiscal Note included funding for the position at a Salary Range 23, the Classification Division possibly would not be able to justify the position at more than a Range 18 or 19. The Board discussed the Executive Administrator for the Board of Nursing, which is apparently established at a Range 23 because it requires a Nursing License in order to fulfill specific duties of that position.

Mr. Gabrys inquired whether the fact that the CPA Board chose not to require a CPA License for the Executive Secretary position was the reason that the Range 23 wasn't justified. He wondered if the Board required a CPA License for the position if it would justify a higher salary range.

Don Habeger, Division Director, reported that the Division was preparing for a meeting of the Classification Board to request their approval of a higher range. Mr. Mertz volunteered to assist in that effort.


There being no further business,

**Upon a motion duly made by Mr. Floyd, seconded by Mr. Mertz,  
and approved unanimously, it was:**

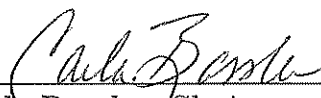
**RESOLVED to adjourn the teleconference meeting of the  
Alaska Board of Public Accountancy.**

The meeting adjourned at 1:41 p.m.

Respectfully Submitted:

  
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Candice Windom  
Licensing Examiner

Approved:

  
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Carla Bassler, Chair  
Board of Public Accountancy

Date: 1/25/11