

Select Committee on Legislative Ethics Committee Meeting Packet Index

Meeting date: August 10, 2023, at 2:00 p.m.

1	Index
2	Agenda
3	Plan of Action Pending Hire of Committee Administrator

Alaska State Legislature

Select Committee on Legislative Ethics

1500 West Benson Blvd, Suite 220, Anchorage, AK 99503
 Phone: (907) 269-0150
 FAX: (907) 269-0152
 Email: ethics.committee@akleg.gov

Mailing Address:
 P.O Box 90251
 Anchorage, AK 99509-0251
<http://ethics.akleg.gov/>

Ethics Committee Meeting THURSDAY, AUGUST 10, 2023 2:00 PM Anchorage LIO Denali Room/Telephonic

(Meeting will be teleconferenced
 Anchorage Only: 907-563-9085
 Juneau Only: 907-586-9085
 Outside Anchorage or Juneau: 1-844-586-9085)

Open Session (+) indicates background material in packet.

1. CALL THE MEETING TO ORDER
2. APPROVAL OF AGENDA (+)
3. PUBLIC COMMENT
4. PLAN OF ACTION PENDING HIRE OF COMMITTEE ADMINISTRATOR (+)
5. PUBLIC SESSION
6. OTHER BUSINESS
7. ADJOURN

ITEM 4(A) TEMPORARY LEAVE OF ABSENCE FOR ETHICS COMMITTEE MEMBER, JOYCE ANDERSON

TEMPORARY LEAVE: Joyce M Anderson requests a formal temporary leave of absence from serving as a member to the Select committee on Legislative Ethics beginning Monday, July 17, 2023, through October 31, 2023.

REASON: To serve as Acting Ethics Administrator during this period of transition to fill the position of Ethics Administrator.

STATUTORY RESTRICTIONS: AS 24.60.120(f) states, “The committee may contract for professional services and may employ staff as it considers necessary. A **committee employee, including a person who provides personal services under a contract with the committee, may not be** a legislator, an elected or **appointed official of state** or local **governmental entity**, an officer of a political party, a candidate for public office, or a registered lobbyist. The legislative council shall provide office space, equipment, and additional staff support for the committee. The committee shall submit a budget for each fiscal year to the finance committees of the legislature and shall annually submit an estimated budget to the governor for information purposes in preparation of the state operating budget. **Public members of the committee shall serve without compensation** for their services, but are entitled to per diem and travel expenses authorized for board and commissions under AS 39.20.180.

ADDITIONAL INFORMATION: Brent Cole, our attorney, has reviewed the above statute and stated the action we are taking, a temporary leave of absence, is sufficient to meet the restrictions outlined.

ACTION NEEDED: Motion to approve a “Temporary Leave of Absence” for Joyce Anderson from serving as a member of the Select Committee on Legislative Ethics from July 17, 2023, through October 31, 2023.

Temporary Leave of Absence

Due to the untimely death of Jerry Anderson on July 4, 2023:

I, Joyce M. Anderson, request a temporary leave of absence from serving as a member of the Select Committee on Legislative Ethics during the period July 17, 2023, through October 31, 2023, to serve as Acting Ethics Administrator.

I previously held the position of Ethics Administrator from July 2001 through July 2014 and have served as a public member of the Legislative Ethics Committee since 2017. Therefore, I have the experience and institutional knowledge necessary to guarantee the continued and essential operations of the Ethics office during this time of transition. My duties will also include mentoring and training the new Ethics Administrator once hired.

I understand during this leave of absence I will not have a vote as a committee member on the Legislative Ethics Committee.

A formal temporary leave of absence is requested pursuant to the restrictions addressed in AS 24.60.130(f).

Date

Joyce M. Anderson

Skip Cook, Chair (on behalf of the Full Committee) (Approved at a public meeting held on August ____, 2023)

ITEM 4(B) HOUSE SUBCOMMITTEE CHAIR

Joyce Anderson currently serves as House Subcommittee Chair for the term 2023-2024.

Deb Fancher currently serves as House Subcommittee Vice-Chair for the term 2023-2024.

Deb Fancher will serve as House Subcommittee Chair for the period of July 17, 2023, through October 31, 2023, during Joyce Anderson's temporary leave of absence to serve as Acting Ethics Administrator.

INFORMATION ONLY: No action is required by the Full Committee.

ITEM 4(c) CONTRACT “ACTING ETHICS ADMINISTRATOR”

REASON: Due to the untimely death of Jerry Anderson on July 4, 2023, the committee is recommending hiring Joyce Anderson, former Ethics Administrator, under contract to assure the continued and essential operations of the Ethics office during this time of transition.

TERM OF CONTRACT: Monday, July 17, 2023, through Tuesday, October 31, 2023.

COMPENSATION: Chair Skip Cook recommends Ms. Anderson be hired at Range 22, Step O, based on her experience as former Ethics Administrator and serving as a member of the Full Committee since 2017. Compensation shall not exceed \$25,000.

Ms. Anderson will not receive State of Alaska health insurance benefits, credit under the State of Alaska Public Employees Retirement System or leave benefits.

BUDGET:

There are sufficient funds available in the FY 24 budget to cover the costs of placing Ms. Anderson on contract as “Acting Ethics Administrator” at Range 22, Step O.

DUTIES: Acting Ethics Administrator (AEA) will provide the following services:

- Manage the overall operations of the department,
- Address pending issues and conduct research as necessary,
- Respond to informal requests for interpretation of the Legislative Ethics Act, AS 24.60, and respond either verbally or in writing,
- Plan and coordinate committee meetings,
- Monitor the fiscal year committee budget,
- Work closely with the Chair of the Committee,
- Review all ethics disclosures for completeness,
- Prepare bi-monthly newsletters and “Action Alerts” as needed,
- Oversee the ethics complaint process,
- Main contact person with the media and press,
- Train and mentor the new Ethics Administrator, and
- Chair the Administrator Subcommittee.

REASONABLE EXPENSES:

The Committee shall reimburse the AEA reasonable expenses incurred in the performance of this contract upon approval by the Chair. Expenses exceeding \$300 must be approved in advance by the Chair. If the Chair requires the AEA to travel outside of the AEA’s home base of Anchorage, the AEA will be reimbursed for reasonable travel expenses per LAA policies/procedures.

ACTION NEEDED: Authorize Chair Skip Cook to place Joyce Anderson on contract as Acting Ethics Administrator, at Range 22, Step O, from July 17, 2023, through October 31, 2023.