

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

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

CONFIDENTIAL

(For Full Committee Members Only)

Full Committee Meeting Tuesday, January 9, 2024 8:30 a.m.

Anchorage LIO Denali Room – In-Person Meeting

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

FULL COMMITTEE: Open Session (+) indicates background material in packet.

1. CALL THE MEETING TO ORDER
2. APPROVAL OF THE AGENDA (+)
3. PUBLIC COMMENT
4. ELECTION OF HOUSE SUBCOMMITTEE VICE CHAIR 2024-2025 (+)
 - a. Article 3 Ethics Committee Election Procedure
5. CHAIR/STAFF REPORTS (+)
 - a. Public Committee Appointment Update
 - b. Staff Report – Informal Advice (+)
 - i. Informal Advice – Legislative Emails
 - c. Ethics Disclosures
 - i. Total Disclosures by Type in 2023
 - ii. Yearly Comparison of Total Disclosures (2020-2023)
6. PUBLICATIONS
 - a. 2023 Public Decisions Booklet – AS 24.60.150(a)(2) (+)

- b. 2023 Advisory Opinion Booklet – AS 24.60.150(a)(2) (+)
 - c. 2024 Standards of Conduct Handbook – AS 24.60.150(a)(3) (+)
- 7. ETHICS TRAINING
- 8. RULES OF PROCEDURE (+)
 - a. Section 15 Complaints – Investigations: (c) Investigative Interviews
 - b. Section 17 Complaints – Decisions: (g) Waiver of Confidentiality
- 9. GIFT DISCLOSURES FOR TRAVEL (+)
 - a. Cover Sheet
 - b. Excerpt of Committee Meeting Minutes Requiring Agendas
 - c. Example of Email with Screenshot Agendas
 - d. Example of a Screenshot
- 10. INTERNS – UPDATED FORMS, INSTRUCTIONS, AND WEBSITE (+)
 - a. General Information
 - b. Application for internship program approval by the Ethics Committee
 - c. Internship notification of intent to hire an intern
 - d. Intern agreement
- 11. Motion to go into **EXECUTIVE SESSION** *to discuss matters which by law must remain confidential under AS 24.60.160, Uniform Rule 22(b) regarding executive sessions, and Rules of Procedure Section 5: Executive Sessions and discussion of matters, the immediate knowledge of would adversely affect the finances of a governmental unit, and discussion of subjects that tend to prejudice the reputation and character of a person.*
- 12. EXECUTIVE SESSION (+)
 - a. Ethics Administrator Work Schedule
 - b. Ethics Administrative Assistant Work Schedule
 - c. Ethics Consultant Work Schedule
- 13. PUBLIC SESSION
- 14. BUDGET (+)
 - a. FY24 Budget Summary
 - b. FY25 Budget Request Detail
- 15. CONTRACT REPORT (+)
 - a. Contractor Report

- b. Investigator 2
- 16. COGEL CONFERENCE RECAP
- 17. OTHER BUSINESS
- 18. ADJOURN

Article 3. Legislative Ethics Committee; Opinions; Complaints.

Sec. 24.60.130. Select committee on legislative ethics.

(a) There is established as a permanent interim committee within the legislative branch of state government the Select Committee on Legislative Ethics.

(b) The committee consists of nine members, in two subcommittees, as follows:

(1) the senate subcommittee, which consists of two members of the senate, one of whom shall be a member of the minority organizational caucus, if any, appointed by the president of the senate with the concurrence by roll call vote of two-thirds of the full membership of the senate, and includes the five public members appointed under (3) of this subsection;

(2) the house subcommittee, which consists of two members of the house, one of whom shall be a member of the minority organizational caucus, if any, appointed by the speaker of the house with the concurrence by roll call vote of two-thirds of the full membership of the house, and includes the five public members appointed under (3) of this subsection; and

(3) five public members who are selected by the Chief Justice of the Alaska Supreme Court and who are ratified by two-thirds of the full membership of the senate and two-thirds of the full membership of the house.

(c) No more than one public member may be a former legislator and no more than two public members of the committee may be members of the same political party.

(d) The members of each subcommittee shall elect a chair and a vice-chair, who serve a term of two years. Neither a chair nor a vice-chair may be a member of the legislature. An officer may not hold the same office for more than two consecutive terms. The vice-chair shall act as chair in the absence of the chair. The chair selected by the senate subcommittee shall chair the full committee beginning the first day of the regular session in odd-numbered years and the chair selected by the house subcommittee shall chair the full committee beginning the first day of the regular session in even-numbered years. ...

SELECT COMMITTEE ON LEGISLATIVE ETHICS

PUBLIC MEMBER APPOINTMENTS AND VACANCIES

AS 24.60.130, AS 24.60.131, and AS 24.60.134. The Select Committee on Legislative Ethics (committee) is comprised of nine members: five public members and four legislators. One alternate public member shall be appointed to serve on the committee. The Chief Justice of the Alaska Supreme Court nominates public members. Nominees must be ratified by two thirds of the full membership of the House and Senate.

Public members serve a three-year term and may be reappointed. Public member terms expire on the first day of the legislative session. A public member continues in office until a successor has been appointed and ratified or until the 30th calendar day of the first legislative session that follows the successor's appointment, whichever is earlier.

Visit <http://ethics.akleg.gov/committee.php> or call 907-269-0150 for a list of legislators and public members currently serving on the committee.

PUBLIC MEMBER REAPPOINTMENTS PENDING

Skip Cook

Joyce Anderson

Note: Both have indicated interest in continuing to serve and their names have been forwarded to the Chief Justice.

PUBLIC MEMBER VACANCY - ALTERNATE

- **One alternate public member position is vacant.**

QUALIFICATIONS:

- A resident of Alaska interested in serving on the committee.
- No more than one public member may be a former legislator.
- No more than two public members may be members of the same political party.
- May not be a legislator
- May not be a legislative employee
- May not be an elected or appointed official required to make a public official financial disclosure under AS 39.50
- May not be an officer of a political party
- May not be a candidate for public office
- May not be a registered lobbyist.

GENERAL INFORMATION:

- Public members serve without compensation for their services, but are entitled to per diem and travel expenses authorized for boards and commissions under AS 39.20.180.
- Public members are required to file a Financial Disclosure with the Alaska Public Offices Commission covering the previous calendar year on or before the second Monday of January of each year. Public member nominees are also covered under AS 24.60.210(b). Contact APOC for additional information at 907-276-4176.
- The committee office is located in Anchorage.
- The committee meets on an 'as needed' basis. It is not unusual for the committee to meet at least four to six times a year. During session, all committee meetings are held in Juneau. During the interim, committee meetings are held in Anchorage.

TO APPLY TO BE A PUBLIC MEMBER OF THE COMMITTEE:

- Send a letter of interest along with a resume and your political party affiliation as listed on your voter registration with the Alaska Division of Elections to:
 - o The Honorable Peter J. Maassen, Alaska Supreme Court, 303 K St. 5th floor, Anchorage, AK 99501.

**Informal Advice
October 2023 – December 2023
Full Committee Meeting
Tuesday, January 9, 2024**

Administrative Hearings

A legislator asked general questions about administrative hearings.

Went over AS 24.60.030(i) which addresses administrative hearings. Forwarded complaint H 07-02 which found a legislative employee in violation of this statute. Also forwarded a LAA Legal memo dated December 29, 2004, on the same subject. Legislator will call if more information is needed. (JMA)

Close Economic Associations

Whether it is a violation of the Ethics Act for legislative employees, and/or legislative employees and legislative interns, to share a residence in Juneau during session; each roommate would pay their share of rent.

No, it would not be a violation of the Ethics Act for legislative employees to share housing, or for legislative employees and interns to share housing because the ethics code is silent on both issues. However, if a legislative employee supervises an intern, it is recommended that the legislative employee file a “Close Economic Association” disclosure. A close economic association disclosure should be filed at the “formation... of a close economic association involving a substantial financial matter,” by a “supervisor who is not a member of the legislature who has responsibility or authority, either directly or indirectly, over the person's employment, including preparing or reviewing performance evaluations, or granting or approving pay raises or promotions.” See AS 24.60.070(a)(1). (TSM)

Confidential Information

Whether a legislator would violate the Ethics Act by signing a nondisclosure agreement.

The Ethics Act is silent on nondisclosure agreements, but the Act covers confidentiality. Under section 24.60.060(a) legislators or legislative employees are prohibited from knowingly making an unauthorized disclosure of information that is made confidential by law and was acquired by the legislator or legislative employee in the course of official (legislative) duties. For example, certain information available only to legislators may be confidential by law, and its use may be limited or prohibited by a state or federal statute. See AO 15-01.

The Ethics Committee’s jurisdiction does not go beyond the Ethics Act. The Ethics Office recommended the legislator work with Legislative Legal to avoid the release of information determined to be confidential by law. (TSM)

Legislative Employees

Whether a legislative employee may drive a legislator's vehicle to a local car transporter so that the car transporting business may ship the legislator's vehicle to Juneau; the legislator will use his or her vehicle in Juneau during session for official duties and personal use.

Yes, a legislative employee is permitted to drive a legislator's vehicle to a local car transporter to assist the legislator in shipping the vehicle to Juneau. Under AS 24.60.030(a)(4) it is permissible for legislative employees to perform services that benefit a legislator personally so long as the services are performed in an unusual and infrequent situation. (TSM)

Whether it is permissible for a legislative employee on government time to 1) attend a non-legislative meeting for their private employer during the work schedule, 2) share information learned in the meeting with their supervisor, a legislator, and 3) speak on behalf of your supervisor while attending the meeting.

1) No, it is not permissible to attend a meeting for non-legislative purposes while on government time or to use government assets for the private benefit of a legislator or legislative employee. See AS 24.60.030(a)(4) and AS 24.60.030(a)(2). If the legislative employee performs services for their private benefit, the employee must a) attend the meeting when he or she is clearly off duty, b) demonstrate that he or she is clearly off duty with either a schedule created by the supervisor or a leave slip, and c) attend the meeting outside the legislator's office without the use of government resources. See AS 24.60.030(a)(4), Advisory Opinion (AO) 94-08, and AS 24.60.030(a)(2).

2) Yes, a legislative employee may share information learned in a non-legislative meeting with their supervisor because the ethics code does not prohibit the use of legislative application of expertise and knowledge gained in non-legislative employment. Under AO 88-02, one of the advantages of a citizen legislature is that a variety of active professionals can bring their expertise to bear to the benefit of the state.

3) Yes, a legislative employee may speak on behalf of their supervisor while attending a non-legislative meeting so long as the legislative employee avoids a) making implied promises, b) receiving dual pay from the legislature and the private employer, and c) a conflict of interest, such as the appearance of impropriety. See AS 24.60.030(e)(1).

Promises: It would be a violation of the Ethics Act if the legislative employee made any implied statements that would confer a promise of legislative action for the benefit of the legislator or legislative employee. See AO 11-05 and 10-02.

Dual Pay: Under AO 11-05, the Committee cautioned that the committee determined that it is impermissible for the legislator to be paid twice – once as legislative compensation under AS 24.10.100 – 24.10.130, and once by the third-party employer for performing a legislative duty. Here, the Ethics Office applied the same rule to the legislative employee.

Conflict of Interest: To protect the integrity of the legislative process, even the appearance of a conflict of interest in the legislative branch of government is to be avoided. See AS 24.60.010(2).

In AO 08-01, the Committee cautioned that even the appearance of impropriety while in office is inconsistent with the high moral and ethical standards prescribed at AS 24.60.010(1). And the Committee determined that private employment does not create a conflict on its own, but there could be an appearance of impropriety if a legislator is given a personal reward for their position or actions in the legislature. Here, the legislative employee did not indicate a scenario in which their employment in the private sector is contingent upon legislative actions. The Ethics Office recommended that the legislative employee contact us with specific examples and/or request an advisory opinion. (TSM)

Miscellaneous

Former legislator emailed questions concerning a complaint decision issued in 2021. Multiple responses have been made from this office.

Informed the former legislator that due to repetitive nature of the questions, further questions asking for the same information will not be answered. (JMA)

Whether the Ethics Act restricts a legislator from hiring a person outside of the legislative staffing process and paying that individual with private money from the legislator; the individual would be hired through the end of the year.

Although legislative employees, interns, and volunteers are subject to the Ethics Act, hiring staff is outside of the ethics purview. Referred the legislator to the Senate President or House Speaker, and suggested the legislator contact LAA Personnel for additional information. (JMA)

A member of the public contacted the Ethics Office with a series of questions pertaining to the cost analysis of an ethics investigation. Questions included: 1) how much the State of Alaska pays to see a complaint through to the full extent to include staff man hours, overhead, and time each legislator spends on the complaint, and 2) if the complaint is unfounded, whether the complainant is required to repay the State for the State's resources.

1) Under AS 24.60, the Committee is obligated to investigate complaints. Time and costs allotted to investigations vary widely depending on each allegation and accompanying evidence.

2) The Ethics Act does not impose repayment of investigatory resources on the complainant (because it is presumed that a complainant is filing a complaint in good faith). However, under AS 24.60.178(c), if the Committee finds that a person has violated the Ethics Act, the Committee may recommend appropriate sanctions including sanctions, such as a civil penalty not to exceed \$5,000 for each offense or twice the amount improperly gained. Since sanctions for violating the Ethics Act may be costly, it is important to note it is a Class A misdemeanor to knowingly or intentionally file a false complaint with the Ethics Committee. See AS 11.56.805. (TSM)

Political Fund Raising or Campaigning

What are the parameters in regard to the petition signature gathering aspect of the initiative process?

Multiple questions were asked. Referenced AO 97-02, 01-01 and 17-05. The following answers were provided. It is not permissible to have ballot initiative booklets in a legislator's office; however, it is permissible to have copies. This answer also clarified several questions about activities in a legislative office that are prohibited. A legislator may gather petition signatures as long as the activity does not take place in a state facility. A legislator may have ballot initiative booklets at an event and obtain signatures. A legislative employee may not gather petition signatures at an event if on government time. A legislator may not include in their e-news or social media accounts information on where the booklets can be signed as this is considered campaigning. However, if a call comes into the legislative office asking for this information, staff is permitted to provide the information. It is permissible for staff to fax or scan a copy of the ballot initiative booklet when requested by constituents. Legislator will call if more information or clarification is needed. (JMA)

Public Resources

Whether a legislator may send a newsletter to constituents via the Every Door Direct Mail (EDDM), a U.S.P.S program with reduced mailing fees, if the newsletter would also reach individuals outside of the legislator's district.

This activity will not violate the Ethics Act if it is a limited number of individuals outside of the legislator's district receiving the newsletter. It is permissible for a legislator to distribute a newsletter using EDDM *unless* the distribution is aided by the use of legislative assets or resources *and* is likely to result in more than a *limited number* of newsletters being distributed to addresses of persons who are not among the legislator's constituents. See AO 13-03 and AS 24.60.030(a)(2). In this case, the legislator's newsletter would reach an estimated 8,000 constituents and approximately 1,000 individuals that reside outside of the legislator's district. The ethics committee did not define "limited number" during the discussion of the advisory opinion as they felt each fact-specific mailing must be evaluated on its own merits. Since the newsletter would reach 1,000 individuals outside of the legislator's district, it was determined would be considered a limited number. (JMA)

May a legislator include campaign related events on his/her legislative calendar?

At the June 2008 ethics committee, meeting, the Committee approved informal advice that determined legislative staff may include both personal and campaign related activities on a legislator's calendar. The committee determined this activity would fall under the 'de minimis' exception in AS 24.60.030(a)(2)(A). The committee further noted it is important to know a legislator's schedule when making legislative appointments. However, it is not permissible to arrange the particulars of a personal or campaign appointment as they do not have a legislative purpose. See AS 24.60.030(a)(2). Staff may remind a legislator of a personal or campaign related appointment, similar to reminding the legislator of a legislative-related appointment. A reminder of a campaign or personal appointment is considered a 'de minimis use of state resources. (JMA)

May a legislator include in a legislative online newsletter and other social media a notice about an annual free Thanksgiving dinner in the legislator's neighborhood that is hosted and paid for by the owner of a business?

Yes, with limitations. Informed the legislator the flier prepared by the owner of the business, which was provided to the legislator, should not be used in the legislative newsletter as the flier promotes both the business and the event. The legislator prepared his/her own language, referenced a newspaper article and stated, "Community members are invited to pick up a free Thanksgiving meal through take-out, drive-through, or walk-up window." Referenced AS 24.60.030(a)(2) and (a)(2)(J). The newsletter article was not clearly only for the private benefit of a legislator or legislative employee or another person. The article, announcing a free Thanksgiving dinner, was for the benefit of the community at large. (JMA)

Whether a legislator can send a postcard or newsletter to his or her constituents if the postcard or newsletter includes information about a current legal issue, such as a ballot initiative.

Yes, it is permissible to use state resources to create and distribute a postcard or newsletter to advance the public discussion and understanding of a public issue, and to provide a legislator's evaluation of the merits of an issue. See AS 24.60.030(a)(2)(E) and AO 17-05. However, it is a violation of the Ethics Act for a legislator or legislative employee to use public resources for support of or opposition to partisan political activity. For that reason, legislators should avoid language that advances ballot initiative activity, such as encourages constituents to sign a petition. AS 24.60.030(a)(2)(E). (TSM)

Whether a legislator may use photos in a fundraising email or in other campaign outreach if the photos were taken by his or her staff while the legislator was performing official duties.

Yes, a legislator may use photos taken for official use in his or her fundraising or campaign efforts. Per AS 24.60.030(a)(5)(e), a legislator may not use state resources for the purpose of political fundraising or campaigning, but this paragraph does not prohibit use by a legislator of photographs of that legislator. (TSM)

**Full Committee Meeting
January 9, 2024**

INFORMAL ADVICE – LEGISLATIVE EMAIL

At the November 29, 2023, Full Committee Meeting, staff provided its informal advice staff report for the September 22, 2023, through November 7, 2023, timeframe. This report covered whether a legislator could block emails. Representative Hannan has asked for additional clarification.

BACKGROUND INFORMATION

On October 13, 2023, Representative Andy Josephson¹, called to ask if it was permissible to block an email address because he is receiving emails from a sender that uses three different email addresses, a possible fake name, and the sender's messages are unrelated to legislative business. Additionally, the emails are lengthy and Representative Josephson's office receives them multiple times during the day, sometimes every hour.

The sender uses the name "Mohammed Ali," and the sender uses two Gmail accounts and one Yahoo account. These emails at times include news stories, typically related to Israel, Palestine, and the Gaza Strip. There are 187 people tagged in the "To" line.

On or around October 19, 2023, staff moved the three email addresses to the "Junk Email" option as the emails were becoming disruptive to the overall work of the office. But it is still possible to view the emails in the Junk Email folder at any time. Ten emails were received on Sunday, December 31, 2023. Staff has estimated at least 750 emails are in the "Junk Email" folder since October 10, 2023.

Whether moving an email address to the Junk Email folder is considered "blocking" the sender.

Legislative emails are State controlled, and legislators have been instructed that blocking someone from contacting their legislative office is prohibited. However, if a legislator sends emails to the Junk Email folder, the email address is not "blocked" by the legislative office because the legislator will still receive the email, only the email is diverted to the "Junk Email" folder, which can be reviewed at any time. And legislators or staff are not required to respond. This process has been verified by the LAA IT office.

If legislators or staff receive threatening emails, they should be reported to security. Emails are available under FOIA requests in many circumstances.

¹ On January 2, 2024, Representative Josephson gave the Ethics Office permission to publish his name.

Further, the Legislative Council adopted a Social Media Policy because platforms and subscription based services, which are not hosted by the legislative body, may be perceived as being part of the “public forum.”

RECOMMENDATION

No action needs to be taken by Representative Josephson’s office.

The September 22, 2023, through November 7, 2023, informal advice staff report should be amended to reflect the information above.

A. Current advice:

May a legislator block a person from sending emails to a legislative email address?

The legislator was receiving multiple, lengthy, non-related emails from the same person throughout the day. Receiving these emails is a burden on staff which takes away time they could be working on legislative related duties. An email address is a private method of communication. Social media is a public method of communication and accordingly Legislative Council has adopted social media guidelines. There appears to be no ethical restrictions which would prevent a legislator from blocking this person’s email address as there are other avenues of communication available.

B. Suggested amendment:

Whether a legislator may move an email address to the Junk Email folder if the communication is repetitive and unrelated to legislative business.

Yes, a legislator may use the Junk Email folder because the use of the Junk Email folder does not limit unencumbered access to a legislator pursuant to AS 24.60.010(9). In this case, a legislator was receiving multiple, lengthy, non-legislative related emails from the same person throughout the day from three different email addresses. There were 187 people tagged in the “To” line. Over a twelve-week period, approximately 750 emails were received. Receiving these emails is a burden on staff which takes away time they could be working on legislative-related duties. Although the LAA prohibits legislators from blocking email addresses, emails in the Junk Email folder are not blocked because they are visible and accessible.

Disclosures Filed 2023

TYPE OF DISCLOSURE	SENATE	HOUSE	JOINT	TOTALS
Membership on a Board of Directors				
Legislator	32	22	0	54
Legislative Staff	43	45	40	128
Total	75	67	40	182
State Benefit & Loan Programs				
Legislator	0	0	0	0
Legislative Staff	5	5	2	12
Total	5	5	2	12
Representation for Compensation				
Legislator	0	0	0	0
Legislative Staff	0	0	0	0
Total	0	0	0	0
State Contracts, Leases & Grants > \$5,000				
Legislator	3	2	0	5
Legislative Staff	0	1	1	2
Total	3	3	1	7
Close Economic Association				
Legislator	3	10	0	13
Legislative Staff	11	12	8	31
Total	14	22	8	44
Close Economic Association - Lobbyist				
Legislator	0	0	0	0
Legislative Staff	1	0	0	1
Total	1	0	0	1
Gifts of Travel and/or Hospitality				
Legislator	70	83	0	153
Legislative Staff	15	6	3	24
Total	85	89	3	177
Gifts of Travel and/or Hospitality - Family Member				
Legislator	6	1	0	7
Legislative Staff	0	1	0	1
Total	6	2	0	8

Disclosures Filed 2023

TYPE OF DISCLOSURE	SENATE	HOUSE	JOINT	TOTALS
Sanctioned Charity Event				
Legislator	4	11	0	15
Legislative Staff	0	0	0	0
Total	4	11	0	15
Sanctioned Charity Event - Family				
Legislator	0	1	0	1
Legislative Staff	0	0	0	0
Total	0	1	0	1
Legal Services				
Legislator	0	3	0	3
Legislative Staff	0	0	0	0
Total	0	3	0	3
Total number of disclosure filed by legislators	118	133	0	251
Total number of disclosure filed by legislative staff	75	203	54	332
GRAND TOTALS	193	336	54	583

Disclosures Filed: 2020-2023

TYPE OF DISCLOSURE	2020	2021	2022	2023
Membership on a Board of Directors				
Legislator	81	80	55	54
Legislative Staff	162	165	143	128
Total	243	245	198	182
State Benefit & Loan Programs				
Legislator	0	0	0	0
Legislative Staff	6	12	13	12
Total	6	12	13	12
Representation for Compensation				
Legislator	0	0	0	0
Legislative Staff	0	0	0	0
Total	0	0	0	0
State Contracts, Leases & Grants > \$5,000				
Legislator	20	30	9	5
Legislative Staff	3	7	7	2
Total	23	37	16	7
Close Economic Association				
Legislator	30	28	32	13
Legislative Staff	32	32	42	31
Total	62	60	74	44
Close Economic Association - Lobbyist				
Legislator	0	0	0	0
Legislative Staff	4	2	5	1
Total	4	2	5	1
Gifts of Travel and/or Hospitality				
Legislator	21	31	50	153
Legislative Staff	3	8	23	24
Total	24	39	73	177
Gifts of Travel and/or Hospitality - Family Member				
Legislator	0	1	1	7
Legislative Staff	0	0	1	1
Total	0	1	2	8

Disclosures Filed: 2019-2022

TYPE OF DISCLOSURE	2020	2021	2022	2023
Legal Services				
Legislator	0	0	0	3
Legislative Staff	0	0	0	0
Total	0	0	0	3
Sanctioned Charity Event				
Legislator	16	0	12	15
Legislative Staff	2	0	1	0
Total	18	0	13	15
Sanctioned Charity Event - Family Member				
Legislator	2	0	0	1
Legislative Staff	0	0	0	0
Total	2	0	0	1
Total number of disclosure filed by legislators	244	152	159	252
Total number of disclosure filed by legislative staff	267	210	235	332
GRAND TOTALS	511	362	394	583

Proposed Changes to the Rules of Procedure
Full Committee Meeting
January 9, 2024

ITEM 8a.

Several sections of the Rules of Procedure relating to complaints are listed below. Three sections have recommended changes to the language clarifying the committee process.

SECTION 15 COMPLAINTS – INVESTIGATIONS

(c) **INVESTIGATIVE INTERVIEWS:** Pursuant to AS 24.60.170 all complaint investigations are confidential.

- (1) **CONFIDENTIALITY:** Interviews conducted during the course of an investigation shall be conducted in a confidential setting. All parties will be informed of the confidentiality provisions in statute and in the Rules of Procedure concerning complaint investigations.
- (2) **LEGAL REPRESENTATION:** All parties interviewed shall be informed that they have the right to legal counsel.
- (3) **TELEPHONIC INTERVIEWS:** Interviews shall be conducted either in-person or remotely.

(A) In-Person Interviews will be conducted by committee staff, committee investigator, or committee attorney at a designation agreeable to all parties. Pursuant to AS 24.60.170(r), the subject of the complaint is permitted to have legal counsel or another person representing the subject present during the interview.

(B) TELEPHONIC INTERVIEWS: If the interview is being conducted through the use of telephonic equipment, the person being interviewed and any legal representative, shall verify for the record no one else is present on a conference call line.

Remote interviews will be conducted by committee staff, committee investigator, or committee attorney using remote equipment such as video, audio, or other means. Pursuant to AS 24.60.170(r), the subject of the complaint is permitted to have legal counsel or another person representing the subject present during the interview. The person being interviewed shall verify for the record no one else is present other than those authorized by AS 24.60.170(r).

REASON FOR THE CHANGE:

Interviews can be conducted remotely using virtual technology such as Teams or Zoom.

**Proposed Changes to the Rules of Procedure
Full Committee Meeting
January 9, 2024**

ITEM 8b.

SECTION 17 COMPLAINTS - DECISIONS

(g) **WAIVER OF CONFIDENTIALITY:** See Section 14(~~d~~) (e), COMPLAINTS, concerning waiver of confidentiality.

REASON FOR CHANGE:

Reference to Section 14(d) is incorrect. The reference should be Section 14(e).

Gifts of travel disclosures – Agendas

Background information

On December 17, 2021, the Ethics Committee voted unanimously to require a copy of a conference agenda when legislators and legislative employees file a gift of travel/hospitality disclosure primarily for the purpose of obtaining information on matters of legislative concern.

Documents

- December 17, 2021 Full Committee Meeting Minutes; Agenda Discussion
- Example of an email with 16 screenshots to meet the agenda requirement
- Example of one of the screenshots with vague
- Example of an agenda with vague information

Problem

Increasingly conference attendees are reporting that printed agendas or a link to download a PDF version of the agendas are not available. To meet the agenda requirement, some filers have reached out to the conference planners and asked for an agenda, sometimes successfully but not always. In other cases, filers have attached a series of screenshots to show the agenda, which are difficult to review and time-consuming for staff to process the disclosure. The screenshots often require a significant amount of time and effort to capture, save, and print for review, which can be burdensome with the number of disclosures the Committee receives.

Occasionally, filers also submit agendas with vague information about the conference sessions.

Recommendation

The Ethics Office proposes prohibiting the submission of multiple screenshots of an agenda, and requiring the submission of an agenda that is either printed or in the form of a single PDF.

Minutes approved October 13, 2022.

ALASKA STATE LEGISLATURE
SELECT COMMITTEE ON LEGISLATIVE ETHICS
DECEMBER 17, 2021
9:00 AM

FULL COMMITTEE MEETING MINUTES

EXCERPT

[9:03:21 AM](#)

1. CALL THE MEETING TO ORDER:

Deb Fancher directed Jerry Anderson to call roll.

Roll Call

Senator David Wilson
Senator Tom Begich
Representative Chris Tuck - Alternate for Rep. Sara Hannan
Skip Cook
Conner Thomas
Joyce Anderson
Deb Fancher
Lee Holmes

Quorum present.

Others present

Jerry Anderson
Jacqui Yeagle
Senator Elvi Gray-Jackson

...

[9:21:46 AM](#)

5. CHAIR/STAFF REPORT

Deb Fancher asked Jerry Anderson to address the chair/staff report.

a. Gift of Travel/Hospitality Disclosures

Jerry Anderson identified himself and directed the committee's attention to a list of disclosures received under the gift statute, specifically, gifts of travel/hospitality disclosures primarily for the purpose of obtaining information on matters of legislative concern. There are lots of different organizations sponsoring legislators and legislative staffers on trips. Staff follows up when there is not a clear explanation of the matter of legislative concern or an agenda item includes items such as "getting re-elected." When that happens, the discloser is alerted the trip may lack legislative concern. The purpose of including this agenda item is to make the committee aware that staff is following up on those disclosures that don't appear to have a legislative concern. No committee action is requested at this time.

Senator Tom Begich said CSG (Council of State Governments) is a nonpartisan organization and there is no electoral activity involved. He added that he can't imagine allowing a gift for an election purpose, and at the least, travel for re-election purposes should be prohibited, and further, that even if it is only a part of the event, the entire expenditure should be disqualified. Senator Begich concluded by saying that gifts about a campaign should be reported to APOC.

Jerry Anderson said that when staff sees a topic like "increasing your donor base" on a disclosure or in an agenda, the discloser is told they may not accept the gift. The list represents just a sample of the gift disclosures received.

Senator Tom Begich said he thinks there should be a policy that includes a review of the agendas and if an agenda is not provided, the disclosure should not be approved.

Minutes approved October 13, 2022.

Joyce Anderson agreed with Senator Tom Begich that a disclosure should be approved as a matter of legislative concern.

Conner Thomas asked what the current procedure is when staff receives such a disclosure.

Jerry Anderson responded that staff asks for an agenda when the legislative purpose of an activity is not clearly reported on a disclosure.

Conner Thomas asked if disclosers are told that if they don't provide adequate clarification that the disclosure won't be processed.

Jerry Anderson replied that at this time staff asks for more information for the benefit of the public because the public doesn't know what, for example, graduation from a Henry Toll Fellowship, is without the additional information.

Jerry Anderson emphasized that staff is not trying to pick on any particular conferences. That is why there a number of examples on the handout. What the committee sees on the handout is the information that was published for the public to see. Sometimes backup information is provided and sometimes not.

Senator Wilson asked if staff works with Legislative Council on sanctioned charity events. He wondered whether some of the conferences listed may be sanctioned charity events and thus approved by Legislative Council.

Jerry Anderson replied that sanctioned charity events are filed under a sanctioned charity event disclosure and that the conferences listed are filed under AS 24.60.080(c)(4), travel and hospitality primarily for the purpose of obtaining information on matters of legislative concern. Jerry Anderson continued, saying that sanctioned charity events are addressed in a later section [of statute]. A gift of travel that falls under AS 24.60.080(c)(4) includes

Minutes approved October 13, 2022.

the conference fee, hospitality, surface transportation, and so on.

Senator David Wilson noted that he knew that Legislative Council does approve travel for CSG and NCSL conferences. Senator Wilson mentioned he assumed there was a list of those types of educational conferences.

Jerry Anderson apologized for misunderstanding Senator David Wilson's original question. Jerry Anderson clarified gifts of travel approved by Legislative Council are not a problem. Those events offered by organizations such as NCSL would be given less scrutiny than those where staff does not know the organization or the agenda. Staff is comfortable that events offered by organizations approved by Legislative Council are not going to include increasing your donor base or how to increase your visibility to your constituents.

Senator David Wilson said that he would be concerned if a legislator went to a conference on increasing your donor base.

Deb Fancher recognized Senator Tom Begich.

Senator Tom Begich said the public's trust in elected officials has been shattered and it is their responsibility to hold people to the highest standard to restore that trust. For that reason, he wants Jerry Anderson to pursue formal action that will create clarity for the legislators and for the public so they know where the boundary line lies.

Deb Fancher asked Senator Tom Begich how the committee might require an agenda without putting undue burden on legislators, and what to do if an agenda is not provided?

Senator Tom Begich said he thought there should be a policy that you would not be reimbursed for the conference cost.

Minutes approved October 13, 2022.

Deb Fancher asked Senator Begich to clarify that he was saying that if an agenda is not provided, conference costs would not be reimbursed.

Senator Tom Begich replied yes. He asked, "How hard is it to find an agenda?" Senator Begich then commented that he could find virtually any conference agenda for the last five years on a computer so there is no excuse for a legislator not to produce one. Asking for an agenda is not a burden.

Jerry Anderson said he had clear direction from the committee that an agenda is required.

Deb Fancher suggested that information be in the next Ethics Committee Advisor newsletter.

Senator David Wilson moved to require agendas for gifts of travel disclosures.

Senator Tom Begich seconded the motion.

Conner Thomas asked if the policy is that agendas must be provided or if the agenda is not provided, there is no reimbursement.

Senator David Wilson said there wouldn't necessarily be a reimbursement because the entities provide the travel and costs upfront for the most part. For example, NCSL has their own travel agency. He calls that travel agency and they make all the reservations on his behalf. There is no monetary transaction between himself and the entity. Other entities have reimbursable costs. The money does not come from his legislative account or any other operating fund. To avoid violation of the ethics act, an agenda should be provided.

Deb Fancher recognized Skip Cook.

Skip Cook said he thinks it should be required to provide more than just an agenda. It should also include a

Minutes approved October 13, 2022.

requirement that a determination be made that it served a legislative purpose. How would that happen? Would it be up to Jerry?

Joyce Anderson said that Senator David Wilson was saying that sometimes when legislators go to conferences, their expenses are paid upfront. Sometimes they submit to the organization a reimbursement request. The question then becomes if it is determined that a particular conference was not strictly for a legislative purpose, does that legislator or staff person have to pay back the organization. She thinks that if it is determined that a particular conference was not strictly for a legislative purpose, the legislator or legislative staff person should have to reimburse the organization for expenses paid.

Senator Tom Begich agreed with Joyce Anderson, and he added that in that case the gift should not be accepted.

Deb Fancher said that there was a motion on the floor and she entertained a friendly amendment that added teeth to the motion.

Senator David Wilson asked to remove his motion and make a new motion that legislators must provide documentation.

Senator Tom Begich proposed a motion to say that legislators must provide an agenda or other documentation that shows that the conference or event attended does meet a legislative and non-elective purpose.

Senator David Wilson agreed with Senator Begich's language in the proposed motion. Senator Begich seconded Senator Wilson's motion.

Deb Fancher entertained further discussion. There was no further discussion.

Deb Fancher asked Jerry Anderson to conduct a vote.

Roll call vote

Minutes approved October 13, 2022.

Representative Chris Tuck	Y
Representative DeLena Johnson	Y
Skip Cook	Y
Conner Thomas	Y
Joyce Anderson	Y
Deb Fancher	Y
Lee Holmes	Y
Senator David Wilson	Y
Senator Tom Begich	Y

The motion was approved.

Joyce Anderson said that considering this is a change in policy, she proposes that Jerry Anderson send a draft to the committee to make sure everyone is on the same page.

Deb Fancher agreed it was a good idea and asked Jerry Anderson if he would send a draft to the committee in the next week.

[9:40 AM](#)

From: [REDACTED]
To: [Jacqui Yeagle](#)
Subject: Re: [REDACTED] - Gift of Travel and/or Hospitality
Date: Sunday, December 24, 2023 1:15:57 AM
Attachments: [IMG_0731.jpeg](#)
[IMG_0732.jpeg](#)
[IMG_0730.jpeg](#)
[IMG_0729.jpeg](#)
[IMG_0728.jpeg](#)
[IMG_0727.jpeg](#)
[IMG_0726.jpeg](#)
[IMG_0725.jpeg](#)
[IMG_0724.jpeg](#)
[IMG_0722.jpeg](#)
[IMG_0721.jpeg](#)
[IMG_0723.jpeg](#)
[IMG_0720.jpeg](#)
[IMG_0719.jpeg](#)
[IMG_0718.jpeg](#)
[IMG_0717.jpeg](#)

Hi,

The conference covered key legislative topics like school choice and teacher recruitment, offering insights from national experts. [REDACTED]
[REDACTED] it allowed me to gain valuable perspectives on these issues and other states' approaches.

HEDU - House Education Committee.

We didn't get a printed agenda, so I took screenshots of their electronic version. I hope that will suffice.

Thank you !

[REDACTED]

[REDACTED]

[Facebook](#)

From: Jacqui Yeagle <Jacqui.Yeagle@akleg.gov>
Sent: Saturday, December 23, 2023 2:34:40 PM
To: [REDACTED]
Subject: [REDACTED] - Gift of Travel and/or Hospitality

Good afternoon,


Thank you for submitting your gift of travel and/or hospitality disclosure (below) as required under AS 24.60.080(c)(4).

Registration Desk Open

 Nov 16, 2023 7:30 AM to 5:30 PM

 Terrace Foyer

Opening Keynote: Governor Jeb Bush

 Nov 16, 2023 8:30 AM to 9:15 AM

 Centennial Ballroom

 Keynote Session

 Jeb Bush · ExcelinEd
Ian Rowe · Vertex Partnership Academies

What's Next for College and Career Pathways? Policy Highlights from States

 Nov 16, 2023 9:30 AM to 10:30 AM

 The Learning Center

 Strategy Session

Internships – General Information

Pursuant to [AS 24.60.080\(h\)](#), [AS 24.20.060\(8\)](#), [AS 24.20.062\(2\)](#), [Advisory Opinion 94-03](#) and the Ethics Committee's [Rules of Procedure](#), Section 2(f), Administrative Policies, Internship Program Approval.

Frequently Asked Questions

Does the Ethics Committee hire interns?

No. The Ethics Committee approves the internship program. The appointing authority approves the hiring of an intern.

Do all internship programs require Ethics Committee approval?

No, some internship programs are already approved. Those include:

- Ethics Committee pre-approved internship programs – see list of approved internship programs following the FAQ.
- Ted Steven Legislative Internship Program (session only) – approved by Legislative Council
- Workforce Innovation and Opportunity Act (WIOA) internship program – approved by AS 24.60.080(h)

I want to hire an intern participating in an Ethics Committee approved internship program.

What documentation does the Ethics Committee need prior to the start of the internship?

1. Complete the Ethics Committee Approved Internship Program Notification of Intent to Hire an Intern.
2. Ask the intern to complete the Intern Agreement.
3. Submit both documents to the Ethics Office at ethics.committee@akleg.gov.

How do I get approval for an internship program that is not already approved?

1. Ask the sponsoring agency/university to complete the top section of the Ethics Committee Application for Internship Program Approval form.
2. When the form is returned to you, have the person in the legislative office who will supervise the intern complete the Legislative Office section of the application.
3. Submit the completed application to the Ethics Office at ethics.committee@akleg.gov.
4. The ethics administrator will contact you if additional information is needed. If no additional information is needed, expect a one-to-two day turnaround for a letter of approval pending final review by the committee.
5. **If the internship program is approved**, the Ethics Administrator will notify the appropriate hiring authority of the Ethics Committee approval.

When does the Ethics Committee approve internship programs?

- The Ethics Committee approves UA internship programs during interim.
- Legislative Council approves UA program internships during session.
- The Ethics Committee approves internships offered by other institutions/agencies during both session and interim.

What requirements must an internship program meet for approval by the Ethics Committee?

- Sponsoring agency and the legislative office must provide oversight of the intern to include training, supervision, and evaluation
- Internship placement must be of limited duration
- Internship program must be available to any legislative office or legislative agency

Do interns need to take ethics training?

Yes, [AS 24.60.155](#) requires interns who serve 30 or more days to complete ethics training.

AS 24.60.155. Legislative ethics course.

- (a) A person who is a legislator, legislative employee, public member of the committee, legislative intern, or legislative volunteer shall complete a legislative ethics course administered by the committee under [AS 24.60.150\(a\)\(4\)](#) within 10 days of the first day of the first regular session of each legislature or, if the person first takes office or begins service after the 10th day of that session, within 30 days after the person takes office or begins service. The committee may grant a person additional time to complete the course required by this section.
- (b) A legislative intern or legislative volunteer who serves fewer than 30 days in one legislature is not subject to the requirements under (a) of this section.

In addition, [AS 24.60.112](#) requires a legislative intern or legislative volunteer to comply with other sections of the Legislative Ethics Act, [AS 24.60](#).

Sec. 24.60.030. Prohibited conduct and conflicts of interest.

Sec. 24.60.031. Restrictions on fund raising.

Sec. 24.60.033. Restrictions on employee candidacies.

Sec. 24.60.035. Protection of whistle blowers.

Sec. 24.60.037. Open meetings guidelines.

Sec. 24.60.039. Discrimination prohibited.

Sec. 24.60.060. Confidential information.

Sec. 24.60.080. Gifts.

Sec. 24.60.085. Restrictions on earned income and honoraria.

May interns get paid?

Yes. Interns may receive a stipend from the sponsoring agency or university.

I need more information.

Call the Ethics Office at 907-269-0150 or email ethics.committee@akleg.gov.

Ethics Committee Approved Internship Programs

Contact the Ethics Office at 907-269-0150 or
email ethics.committee@akleg.gov for more information.

University of Alaska Internship Programs – Interim Only
University of Alaska Political Science Department Course PS A495 Internship
University of Alaska Career Services
University of Alaska - 49 th State Fellows Program
University of Alaska - Master of Social Work Program
University of Alaska PS A322 United States Foreign Policy

Non-University of Alaska Internship Programs – Interim and Session
First Alaskans Institute
SERRC JobX Internship Program
McCombs School of Business
Mercer University, Walter F. George School of Law
DePaul University, Graduate School of Business
Tlingit and Haida Tribal Vocational Rehabilitation (TVR) Program
IDEA (Individuals with Disabilities Education Act) Alaska Close Up Government Internship Program
MASST (Mature Alaskans Seeking Skills Training) Intern Program
Bob Jones University
REACH, Inc.
American Council of Young Political Leaders
Creighton University's School of Law-The Werner Institute
Seattle University School of Law

Senator Ted Stevens Legislative Internship Program

University legislative internship programs were created by statute. *Reference [AS 24.20.060\(8\)](#) and [AS 24.20.062](#).* The university legislative internship programs are now known as the **Senator Ted Stevens Legislative Internship Program**. The Senator Ted Stevens Legislative Internship Program - administrated by the Legislative Council of the Alaska State Legislature, and representatives from the University of Anchorage (UAA), the University of Alaska Fairbanks (UAF), and the University of Alaska Southeast (UAS) - provides for the assignment of interns to standing committees of each house the legislature during regular sessions of the Alaska Legislature. For more information, visit <https://uas.alaska.edu/internprogram/index.html>.

References

AS 24.60.112. Applicability to legislative interns, volunteers, consultants, and independent contractors.

(a) A legislative intern or legislative volunteer shall comply with [AS 24.60.030](#) - [AS 24.60.039](#), [AS 24.60.060](#), [AS 24.60.080](#), [AS 24.60.085](#), and [AS 24.60.155](#), and the committee shall apply [AS 24.60.158](#) - [AS 24.60.170](#), [AS 24.60.176](#), and [AS 24.60.178](#) to a legislative intern or legislative volunteer.

AS 24.60.080. Gifts.

(h) A legislator, a legislative committee other than the Select Committee on Legislative Ethics, or a legislative agency may accept a gift of (1) volunteer services for legislative purposes so long as the person making the gift of services is not receiving compensation from another source for the services, or (2) the services of a legislative intern who is participating in an educational program approved by the committee if the services are used for legislative purposes. The committee shall approve training under a program of the University of Alaska and training under 29 U.S.C. 2801 — 2945 (Workforce Investment Act of 1998).

AS 24.20.060. Powers.

The legislative council has the power (8) to establish a legislative internship program on a cooperative basis with the University of Alaska that will provide for the assignment of interns to standing committees of each house of the legislature during regular sessions of the legislature.

AS 24.20.062. Legislative internship program.

A legislative internship program established by the legislative council under [AS 24.20.060\(8\)](#) shall provide that (1) the University of Alaska provide academic support and credit to the program; (2) students enrolled and in good standing at any accredited postsecondary educational institution who have successfully completed at least two years of study are eligible to participate in the program; (3) interns will be selected by a committee composed of members of the legislature appointed by the legislative council and representatives of the university appointed by the university; (4) interns will be selected on the basis of their experience and interest in subjects which the legislative council feels are likely to be considered during a legislative session; (5) legislative interns are entitled to receive academic credit and payment of \$30 for each day of participation in the program during the legislative session.

Ethics Committee's Rules of Procedure, Section 2(f)

On June 26, 2009, the committee granted authority to the Administrator to approve educational and government agency internship programs under [AS 24.60.080\(h\)](#). The Administrator will review all documentation provided and consult with the Chair prior to approving the internship program. Committee members will be notified of all internship programs approved. Backup materials will be available upon request. Educational and government agency internship programs will be evaluated based on the requirements set out in [AS 24.20.062\(2\)](#) and/or [Advisory Opinion 94-03](#). Interns will be notified of the requirement to attend ethics training.

Alaska Legislative Ethics Office

PO Box 90251

Anchorage AK 99509-0251

907-269-0150 / Fax 907-269-0152

Email address: ethics.committee@akleg.gov

Ethics Committee Approved Internship Programs

Notification of Intent to Hire an Intern

Complete form and return to the Ethics Office at ethics.committee@akleg.gov

Legislative Office _____

Intern name _____

Intern's personal email address _____ Contact phone number _____

Date internship program begins _____ Date program ends _____

Intern will work during: Session _____ Interim _____ Number of hours/week intern will work _____

Intern supervisor's name _____ Email address _____

Evaluation method _____

Mark the type of internship program.

- ☐ Workforce Innovation and Opportunity Act (WIOA) internship program
- ☐ Ethics Committee-approved Internship. Mark the program in the list below.

Ethics Committee Approved Internship Programs

University of Alaska Internship Programs – Interim Only

- ☐ University of Alaska Political Science Department Course
- ☐ PS A495 Internship
- ☐ University of Alaska Career Services
- ☐ University of Alaska - 49th State Fellows Program
- ☐ University of Alaska - Master of Social Work Program
- ☐ University of Alaska PS A322 United States Foreign Policy

Non-University of Alaska Internship Programs – Interim and Session

- ☐ First Alaskans Institute
- ☐ SERRC JobX Internship Program
- ☐ McCombs School of Business
- ☐ Mercer University, Walter F. George School of Law
- ☐ DePaul University, Graduate School of Business
- ☐ Tlingit and Haida Tribal Vocational Rehabilitation (TVR) Program
- ☐ IDEA (Individuals with Disabilities Education Act) Alaska Close Up Government Internship Program
- ☐ MASST (Mature Alaskans Seeking Skills Training) Intern Program
- ☐ Bob Jones University
- ☐ REACH, Inc.
- ☐ American Council of Young Political Leaders
- ☐ Creighton University's School of Law-The Werner Institute
- ☐ Seattle University School of Law

Ethics Committee Application for Internship Program Approval

Use this form and follow this process for internships needing Ethics Committee approval.

1. Ask the sponsoring agency/university to complete the top section of the Ethics Committee Application for Internship Program Approval form.
2. When the form is returned to you, have the person in the legislative office who will supervise the intern complete the Legislative Office section of the application.
3. Submit the completed application to the Ethics Office at ethics.committee@akleg.gov.
4. The ethics administrator will contact you if additional information is needed. If no additional information is needed, expect a one-to-two day turnaround for a letter of approval pending final review by the committee.
5. **If the internship program is approved**, the Ethics Administrator will notify the appropriate hiring authority of the Ethics Committee approval.

Sponsoring agency or university _____

Internship program name _____

Purpose of the internship program _____

Length of the internship program _____

Evaluation method, e.g., report, paper, or presentation that shows how the intern benefited from the program?

University/agency contact name and title _____

Contact phone number _____ Contact email address _____

Legislative Office _____

Describe the intern's duties in the legislative office. _____

What training will the legislative office provide to the intern? _____

How many hours/week will the intern work in your office? _____

Who in the legislative office will supervise the intern? _____

Supervisor's email address _____ Phone number _____

Intern evaluation method or process. _____

Ethics Office Signature of Approval _____ Date _____

Intern Agreement

Intern name _____

Legislative office _____

Intern legislative email address _____

Intern legislative office phone number _____

1. You are required to comply with certain sections of [AS 24.60](#), [The Ethics Act](#).

- ☐ I understand that I am required to comply with the following sections of [AS 24.60](#).
- [Sec. 24.60.030](#). Prohibited conduct and conflicts of interest.
 - [Sec. 24.60.031](#). Restrictions on fund raising.
 - [Sec. 24.60.033](#). Restrictions on employee candidacies.
 - [Sec. 24.60.035](#). Protection of whistle blowers.
 - [Sec. 24.60.037](#). Open meetings guidelines.
 - [Sec. 24.60.039](#). Discrimination prohibited.
 - [Sec. 24.60.060](#). Confidential information.
 - [Sec. 24.60.080](#). Gifts.
 - [Sec. 24.60.085](#). Restrictions on earned income and honoraria.
 - [Sec. 24.60.155](#). Legislative ethics course.

2. You are required to complete ethics training.

- ☐ I have completed ethics training. Date: _____

3. Sign and submit this form to the Ethics Office ethics.committee@akleg.gov.

Signature _____ Date _____

Select Committee on Ethics

Under the authority set out in Article II of the Alaska State Constitution, the Legislature established the Select Committee on Legislative Ethics to administer the Legislative Ethics Act, AS 24.60.

This allocation pays for the operation of the Select Committee on Legislative Ethics which is comprised of nine members: two senators, two representatives, and five public members.

2023 Legislature - Operating Budget Allocation Totals - FY23 Conf Comm Structure

Numbers and Language

Agency: Legislature

Appropriation: Legislative Council
Allocation: Select Committee on Ethics

	[1] FY22Actuals	[2] FY23Request	[3] FY23ConfComm	[4] FY23Authorize	[5] FY23MgtPln	[6] FY24Gov	[7] FY24Request	[8] FY23Supp	[9] FY24Enacted
Total	226.4	264.4	264.4	273.8	273.8	278.2	278.2	2.6	291.4
<u>Objects of Expenditure</u>									
1 Personal Services	216.9	206.8	206.8	216.2	216.2	220.6	220.6	2.6	233.8
2 Travel	4.7	25.0	25.0	25.0	25.0	25.0	25.0	0.0	25.0
3 Services	4.7	30.8	30.8	30.8	30.8	30.8	30.8	0.0	30.8
4 Commodities	0.1	1.8	1.8	1.8	1.8	1.8	1.8	0.0	1.8
5 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
8 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<u>Funding Sources</u>									
1004 Gen Fund (UGF)	226.4	264.4	264.4	273.8	273.8	278.2	278.2	2.6	291.4
<u>Positions</u>									
Perm Full Time	1	1	1	1	1	1	1	0	1
Perm Part Time	1	1	1	1	1	1	1	0	1
Temporary	0	0	0	0	0	0	0	0	0
<u>Funding Summary</u>									
Unrestricted General (UGF)	226.4	264.4	264.4	273.8	273.8	278.2	278.2	2.6	291.4

2023 Legislature - Operating Budget

Transaction Change Detail - FY23 Conf Comm Structure

Numbers and Language

Agency: Legislature

Appropriation: Legislative Council
Allocation: Select Committee on Ethics

Transaction Title	Trans Type	Total Expenditure	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants	Misc	PFT	PPT	TMP
FY23 Request	LegReq	*** FY23 Request ***										
1004 Gen Fund (UGF)		264.4	206.8	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
FY23 Request Total		264.4	206.8	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
*** Changes from FY23 Request to FY23 Conference Committee ***												
FY23 Conference Committee Total		264.4	206.8	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
COLA of 5% for Exempt Employees Sec1 CH 50 SLA2022 (HB 226)	SalAdj	*** Changes from FY23 Conference Committee to FY23 Authorized ***										
1004 Gen Fund (UGF)		9.4	9.4	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY23 Authorized Total		273.8	216.2	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
*** Changes from FY23 Authorized to FY23 Management Plan ***												
FY23 Management Plan Total		273.8	216.2	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
FY2024 Health Insurance Rate Change	SalAdj	*** Changes from FY23 Management Plan to FY24 Governor ***										
1004 Gen Fund (UGF)		3.9	3.9	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY2024 PERS Rate Change to 25.10%	SalAdj	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund (UGF)		0.5										
FY24 Governor Total		278.2	220.6	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
*** Changes from FY24 Governor to FY24 Request ***												
FY24 Request Total		278.2	220.6	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
Increase Funding to Align with 40-Hour Workweek Policy	Inc	*** Changes from FY24 Request to FY24 Enacted ***										
1004 Gen Fund (UGF)		13.2	13.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY24 Enacted Total		291.4	233.8	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
FY2023 Health Insurance Rate Change	SalAdj	*** FY23 Supplemental ***										
1004 Gen Fund (UGF)		2.6	2.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY23 Supplemental Total		2.6	2.6	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0

Personal Services Expenditure Detail

Alaska State Legislature

Enacted

Fiscal Year: 2024

Appropriation: Legislative Council

Allocation: Select Committee on Ethics

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Merit Anniv	Range/ Step	Months	Percent Funded	Annual Salaries	Premium Pay	Annual Benefits	Total Costs
315011	Ethics Committee Administrator	FT	A	XL	Anchorage	N00	11/16/2023	22L/M	12.0	100	116,940.8	0.0	65,000.3	181,941.1
315012	Legislative Secretary	PT	A	XL	Anchorage	N00	11/16/2023	15D/E	7.7	100	38,544.8	0.0	28,682.2	67,227.0

	FT	PT	TMP	
Positions:	1	1	0	Total Salary Cost: 155,485.6
New Positions:	0	0	0	Total Premium Pay: 0.0
Total Positions:	1	1	0	Total Benefits: 93,682.4
				Total Pre-Vacancy: 249,168.0
				Vacancy Adjustment of 6.17%: (15,368.0)
				Total Post-Vacancy: 233,800.0
				Personal Services Line: 233,800.0

**2024 Legislature - Operating Budget
Allocation Totals - FY25 Governor Structure**

Numbers and Language

Agency: Legislature

Appropriation: Legislative Council

Allocation: Select Committee on Ethics

	[1] FY23Actuals	[2] FY24Request	[3] FY24Enrolled	[4] FY24Authorize	[5] FY24MgtPln	[6] FY25Gov	[7] FY25Request	[8] FY24Supp
Total	239.9	278.2	291.4	291.4	291.4	296.9	296.9	0.0
<u>Objects of Expenditure</u>								
1 Personal Services	211.1	220.6	233.8	233.8	233.8	239.3	239.3	0.0
2 Travel	17.3	25.0	25.0	25.0	25.0	25.0	25.0	0.0
3 Services	10.9	30.8	30.8	30.8	30.8	30.8	30.8	0.0
4 Commodities	0.6	1.8	1.8	1.8	1.8	1.8	1.8	0.0
5 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
7 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
8 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
<u>Funding Sources</u>								
1004 Gen Fund (UGF)	239.9	278.2	291.4	291.4	291.4	296.9	296.9	0.0
<u>Positions</u>								
Perm Full Time	1	1	1	1	1	2	2	0
Perm Part Time	1	1	1	1	1	0	0	0
Temporary	0	0	0	0	0	0	0	0
<u>Funding Summary</u>								
Unrestricted General (UGF)	239.9	278.2	291.4	291.4	291.4	296.9	296.9	0.0

2024 Legislature - Operating Budget

Transaction Change Detail - FY25 Governor Structure

Numbers and Language

Agency: Legislature

Appropriation: Legislative Council
Allocation: Select Committee on Ethics

Transaction Title	Trans Type	Total Expenditure	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants	Misc	PFT	PPT	TMP
FY24 Request	LegReq	* * * FY24 Request * * *										
1004 Gen Fund (UGF)		278.2	220.6	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
FY24 Request Total		278.2	220.6	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
Increase Funding to Align with 40-Hour Workweek Policy	Inc	* * * Changes from FY24 Request to FY24 Enrolled * * *										
1004 Gen Fund (UGF)		13.2	13.2	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY24 Enrolled Total		291.4	233.8	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
FY24 Authorized Total		291.4	233.8	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
FY24 Management Plan Total		291.4	233.8	25.0	30.8	1.8	0.0	0.0	0.0	1	1	0
FY2025 Health Insurance Rate Increase	SalAdj	* * * Changes from FY24 Management Plan to FY25 Governor * * *										
1004 Gen Fund (UGF)		2.8	2.8	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
FY2025 PERS Rate Increase to 26.76%	SalAdj	2.7	2.7	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund (UGF)		2.7										
Transition Legislative Secretary from PTE to FTE (30 hour workweek)	SalAdj	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1	-1	0
FY25 Governor Total		296.9	239.3	25.0	30.8	1.8	0.0	0.0	0.0	2	0	0
FY25 Request Total		296.9	239.3	25.0	30.8	1.8	0.0	0.0	0.0	2	0	0

Personal Services Expenditure Detail

Alaska State Legislature

Staff on current schedule

Fiscal Year: 2025

Appropriation: Legislative Council

Allocation: Select Committee on Ethics

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Merit Anniv	Range/ Step	Months	Percent Funded	Annual Salaries	Premium Pay	Annual Benefits	Total Costs
315011	Ethics Committee Administrator	FT	A	XL	Anchorage	N00	10/16/2024	22F/J	12.0	100	106,964.0	0.0	64,442.8	171,406.8
315012	Legislative Secretary	PT	A	XL	Anchorage	N00	4/4/2025	15D/E	7.7	100	36,135.0	0.0	29,303.4	65,438.4

	FT	PT	TMP
Positions:	1	1	0
New Positions:	0	0	0
Total Positions:	1	1	0

Total Salary Cost:	143,099.0
Total Premium Pay:	0.0
Total Benefits:	93,746.2
Total Pre-Vacancy:	236,845.2
Vacancy Adjustment of -1.04%:	2,454.8
Total Post-Vacancy:	239,300.0
Personal Services Line:	239,300.0

Personal Services Expenditure Detail

Alaska State Legislature

Staff at 30hrs/week
Inc of \$25,153.00

Fiscal Year: 2025

Appropriation: Legislative Council

Allocation: Select Committee on Ethics

PCN	Job Class Title	Time Retire	Barg	Location	Salary	Merit	Range/	Months	Percent	Annual	Premium	Annual	Total Costs	
		Status	Code	Unit	Sched	Anniv	Step		Funded	Salaries	Pay	Benefits		
315011	Ethics Committee Administrator	FT	A	XL	Anchorage	N00	10/16/2024	22F/J	12.0	100	106,964.0	0.0	64,442.8	171,406.8
315012	Legislative Secretary	FT	A	XL	Anchorage	N00	4/4/2025	15D/E	10.5	100	50,127.8	0.0	40,463.7	90,591.4

	FT	PT	TMP
Positions:	2	0	0
New Positions:	0	0	0
Total Positions:	2	0	0

Total Salary Cost:	157,091.8
Total Premium Pay:	0.0
Total Benefits:	104,906.4
Total Pre-Vacancy:	261,998.2
Vacancy Adjustment of 8.66%:	(22,698.2)
Total Post-Vacancy:	239,300.0
Personal Services Line:	239,300.0

Ethics Committee Contractor Report
Full Committee Meeting
January 9, 2024

Contractor:	Brent Cole
Date Contracted:	June 10, 2022
Date Contract Terminates:	June 30, 2024
Contracted Amount:	15,000
Available balance as of Jan 3, 2024:	5,730

Contractor:	Monique Rapuzzi
Date Contracted:	July 1, 2024
Date Contract Terminates:	June 30, 2024
Contracted Amount:	10,000
Available balance as of Jan 3, 2024:	3,904

Contractor:	Joyce M. Anderson
Date Contracted:	July 17, 2024
Date Contract Terminates:	February 29, 2023
Contracted Amount:	50,000
Expenses through Dec 10, 2023:	39,094

ANDY KLAMSER
CIVIL & CRIMINAL INVESTIGATIONS
klamser@acsalaska.net



PO BOX 4394, HOMER, AK 99603
(907) 299-1989 • fax (907) 235-6610
www.alaskainvestigations.com

DR. CAROL L. KLAMSER
DNP-FORENSICS, FNP-BC, SANE-A
cklamser@acsalaska.net

12/12/2023

Tamara Maddox, Administrator
Legislative Select Committee on Ethics
State of Alaska

via email

Tamara,

This follows our phone conversation today concerning investigations for the ethics committee.

The following is a summary of my services, rates and policies. I handle a variety of both civil and criminal work. My clients are primarily law firms and government agencies. My work is generally split at about 50% civil and 50% criminal. I often perform due diligence investigations, fraud investigations, death and injury investigations, plaintiff and defense personal injury cases, criminal defense work (both state and federal), background inquiries, missing persons and litigation support. I have more than 46 years experience doing legal investigations, including twenty years in law enforcement with my last eight years supervising investigations. I am a graduate of the 173rd session of the F.B.I. National Academy in Quantico, VA. I hold inactive Advanced Certification and Instructor's Certifications from the Alaska Police Standards Council. I have been working in the private sector since 1997. I have federal capital case experience. I carry \$5,000,000.00 aggregate errors/omissions and professional liability insurance. I am a member of the National Association of Legal Investigators (NALI), INTELLINET, the National Association of Criminal Defense Lawyers, the National Defense Investigator's Association, and the Alaska Association of Criminal Defense Lawyers. I would be happy to provide client references.

I provide detailed written reports, often supplemented with evidence or exhibits such as:

- Copies of public records
- Recorded interviews
- Forensic photography or videography
- Transcripts of interviews when necessary
- Affidavits
- Documentation, recovery and preservation of physical evidence

My hourly rate is \$180.00. I bill by increments of 1/10th of an hour. I normally invoice at the end of the assignment or at intervals for lengthy matters. Accounts overdue by 30 days or more are assessed interest plus a \$20.00 monthly billing fee. Travel time is billed as regular time. Mileage is charged at \$.85 a mile. Database access charges vary by vendor. Document copies are billed at \$.35 per page. Meals on out of town assignments (areas outside of Anchorage or Homer) are handled with a \$35.00 half day per diem allowance and \$75.00 per diem for full days. Accommodations and rental cars are billed at their actual cost to us. In the event I am "weathered in" or otherwise travel delayed while on assignment, I will endeavor to complete work on the case during down time. In the event of prolonged travel delays, however, I will need to charge 8 hours per day until I'm able to return.

Any court appearances and testimony associated with an assignment (regardless of which side issues a subpoena) is billed at our regular rate and all of our payment policies remain the same.

Thank you for your confidence in us and please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Andy Klamser', with a stylized, elongated flourish extending to the right.

Andy Klamser