

**ALASKA PUBLIC OFFICES COMMISSION
MINUTES
REGULAR COMMISSION MEETING
DECEMBER 10-12, 2007**

A regular meeting of the Alaska Public Offices Commission came to order at 9:30 a.m. on Wednesday, December 12, 2007. The meeting was held by teleconference in the Anchorage APOC office at 2221 E. Northern Lights Blvd, Room 128.

Brackets [] indicates an agenda item number and an information packet could be included in the meeting binders.

Asterisk * indicates no information was included in the meeting binders.

In Attendance:

Commission:

Elizabeth Hickerson- Acting Chair
Claire VanSciver Hall-Commissioner
Shirley Dean-Commissioner
Larry Wood-Commissioner

Staff:

Brooke Miles - Executive Director
Christina Ellingson - Assistant Director
Patty Ware - Lobbyist Administrator
Krista Heard - Admin Clerk III (Telephonically)
Kim Wilson - Candidate Administrator
Maria Bulfa - Recording Secretary
Jeff Berliner - Investigator
Annette Kreitzer - DOA Commissioner

Attendee:

Barry Valentine	Interwest Technology
Ed Knock	Interwest Technology
Teri Rasmussen	DOA-ETS
Jackie Garnick	DOA ETS
Anand Dubey	DOA ETS
Stacy Steinberg	Attorney General

ON RECORD 09:30 A.M

Technology Update [*]

Teri Rasmussen, representative from ETS gave an overview of the new Insight project – electronic filing for all of the statutes administered by APOC.

Barry Valentine, representative of Interwest Technology (the contractors designing the programs for Insight) gave a demonstration showing what they have completed to date. The people involved in the development of the program asked the Commissioners for any feedback they might have that would help make a better product.

OFF RECORD 10:41 A.M.

BREAK

ON RECORD 10:50 A.M.

Overdue Civil Penalty Report [14]

Staff gave a brief overview of the process that has been used in the past.

Stacy Steinberg, from the Department of Law explained the process that her department uses when it has names referred to the Department for collection.

Vice Chair Hickerson directed staff to work with the Assistant Attorney General to present a new status report regarding any outstanding penalties.

Financial Disclosure Issues [13]

Mr. Berliner presented the revised POFD manual and forms that included all the changes that were recommended by the Commission.

Commissioner Wood moved to accept the forms as approved by the Commission and as presented with the changes.

Commissioner Hall seconded the motion.

The motion passed 4 to 0 in favor.

Commissioner Wood moved to accept the manual as approved by the Commission as presented subject to approval from the Department of Law.

Commissioner Hall seconded the motion.

The motion passed 4 to 0 in favor.

Commission Meeting Dates

- ➔ Tuesday, December 18, 2007 by teleconference
- ➔ Tuesday, February 5th and Wednesday 6th 2007 (meeting in Juneau)

List of items to do

- Report outstanding fines
- Collection process coordinated with the Dept. of Law
- Update on Legislation and Regulations
- Legislative wish list e-mailed to all Commissioners for review
- Approval of all meeting minutes
- Clean Election, fiscal note, subcommittee report from Commissioner Dean and Ms. Miles
- Revision of Bylaws
- Current copy of statutes
- Copy of McGuire's response due today with staff's response due Friday
- DeVilbiss matter
- Sub Committee will continue working on the job description for the Executive Director
- Information required to refer Ashley Reed for violations
- Ms. Miles' request for additional staffing
- Unalaska Complaint

Commissioner Wood moved to adjourn

**Commissioner Dean seconded the motion
The motion passed by unanimous consent.**

OFF RECORD 1:15 P.M.