

# **Alaska Workforce Investment Board**

## **Member Handbook**

**2018**



***ALASKA DEPARTMENT OF LABOR  
& WORKFORCE DEVELOPMENT***

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**THE VISION** for the Alaska Workforce Investment Board is “building connections that put Alaskans into good jobs.”

This comprehensive vision keeps the board focused on developing a workforce system that is useful, accessible and understandable to all of the system’s customers.

Today’s customers include businesses looking for qualified workers, unemployed Alaskans looking for jobs and incumbent workers wanting to upgrade their skills in a changing work environment.

The board provides policy oversight of state and federally funded job training and vocational education programs.

Board members, a majority of whom are business and industry leaders, look at employment trends and emerging occupations to ensure training is customized and Alaskans are prepared for high demand, good wage jobs.

Because of their oversight, public and private educators and training providers connect with employers to ensure the right people are being trained for the right jobs.

**MISSION:** To provide leadership and recommend policy, direction and accountability standards to get Alaskans into jobs.

**The Workforce Innovation and Opportunity Act (WIOA)** will help job seekers and workers access employment, education, training, and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy. Congress passed WIOA, the first legislative reform of the public workforce system in more than 15 years, by a wide bipartisan majority. In doing so, Congress reaffirmed the role of the American Job Center (AJC) system, a cornerstone of the public workforce investment system, and brought together and enhanced several key employment, education, and training programs. In recent years over 20 million people annually turn to these programs to obtain good jobs and a pathway to the middle class. WIOA continues to advance services to these job seekers and employers.

## HIGHLIGHTS OF WIOA REFORMS TO THE PUBLIC WORKFORCE SYSTEM

### **Aligns Federal Investments to Support Job Seekers and**

**Employers:** At the State level, WIOA establishes unified strategic planning across “core” programs, which include Title I Adult, Dislocated Worker and Youth programs; Adult Education and Literacy programs; the Wagner-Peyser Employment Service; and Title I of the Rehabilitation Act programs.

### **Strengthens the Governing Bodies that Establish State, Regional and Local Workforce Investment Priorities:**

WIOA streamlines membership of business-led, state and local workforce development boards. The Act emphasizes the role of boards in coordinating and aligning workforce programs and adds functions to develop strategies to meet worker and employer needs.

**Helps Employers Find Workers with the Necessary Skills:** WIOA emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers. The Act adds flexibility at the local level to provide incumbent worker training and transitional jobs as allowable activities and promotes work-based training, for example by increasing on-the-job training reimbursement rates to 75 percent. The law also emphasizes training that leads to industry-recognized post-secondary credentials.

### **Aligns Goals and Increases Accountability and Information for**

**Job Seekers and the Public:** WIOA aligns the performance indicators for core programs, and adds new ones related to services to employers and postsecondary credential attainment. Performance goals must reflect economic conditions and participant characteristics. It makes available data on training providers’ performance outcomes and requires third party evaluations of programs.

## WIOA PROGRAMS

WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA authorizes the Job Corps, YouthBuild, Indian and Native Americans, and Migrant and Seasonal Farmworker programs, in addition to the core programs.

## EFFECTIVE DATES FOR IMPLEMENTATION

President Barack Obama signed WIOA into law on July 22, 2014.

In general, the Act takes effect on July 1, 2015, the first full program year after enactment, unless otherwise noted. The State Unified Plans and Common Performance Accountability provisions take effect July 1, 2016. The U.S. Department of Labor (DOL) will issue further guidance on the timeframes for implementation of these changes.

DOL will issue proposed regulations reflecting the changes in WIOA soon after enactment.



**Fosters Regional Collaboration to Meet the Needs of Regional Economies:** WIOA requires states to identify economic regions within their state, and local areas are to coordinate planning and service delivery on a regional basis.

**Targets Workforce Services to Better Serve Job Seekers:** WIOA promotes the use of career pathways and sector partnerships to increase employment in in-demand industries and occupations. To help local economies target the needs of job seekers, WIOA allows 100 percent funds transfer between the Adult and Dislocated Worker programs. WIOA adds basic skills deficient as a priority category for Adult services. WIOA also focuses Youth program services to out-of-school youth. The Act strengthens services for unemployment insurance claimants. It also merges WIA core and intensive services into a new category of career services, clarifying there is no required sequence of services. The Act allows Governors to reserve up to 15 percent of formula funds for activities such as innovative programs.

**Improves Services to Individuals with Disabilities:** WIOA increases individuals with disabilities' access to high-quality workforce services to prepare them for competitive integrated employment. It requires better employer engagement and promotes physical and programmatic accessibility to employment and training services for individuals with disabilities. Youth with disabilities receive extensive pre-employment transition services to obtain and retain competitive integrated employment. It creates an Advisory Committee on strategies to increase competitive integrated employment for individuals with disabilities.

**Supports Access to Services:** To make services easier to access, the WIOA requires co-location of the Wagner-Peyser Employment Service in AJCs and adds the Temporary Assistance for Needy Families program as a mandatory partner. WIOA establishes dedicated funding from AJC partner programs to support the costs of infrastructure and other shared costs that support access to services. It asks the Secretary of Labor to establish a common identifier for the workforce system to help workers and employers find available services. In addition, WIOA allows local areas to award pay for performance contracts so providers of services get paid for results. It also allows direct contracts to higher education institutions to provide training.

## STAKEHOLDER ENGAGEMENT AND TECHNICAL ASSISTANCE

DOL, in coordination with the U.S. Departments of Education (ED) and Health and Human Services (HHS), is working diligently to ensure that states and local areas, other grantees, and stakeholders are prepared for implementation of WIOA. DOL will provide technical assistance, tools, and resources to States and local areas through the WIOA Resource Page ([www.doleta.gov/WIOA](http://www.doleta.gov/WIOA)), Webinars, and virtual and in-person discussions.

DOL will actively engage stakeholders in the implementation of WIOA. Opportunities to provide input will be communicated through the WIOA Resource Page.

### WIOA RESOURCE PAGE

Visit [www.doleta.gov/WIOA](http://www.doleta.gov/WIOA) to learn more and access relevant guidance and technical assistance tools and resources developed by the Employment and Training Administration (ETA). All relevant guidance will also be posted on the ETA Advisory Website (<http://wdr.doleta.gov/directives/>) Please email questions to [DOL.WIOA@dol.gov](mailto:DOL.WIOA@dol.gov) or contact your ETA regional Office.



# The Workforce Innovation and Opportunity Act

## Fact Sheet: Governance and Leadership

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one-stops to provide job seekers and workers with high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

## HIGHLIGHTS OF THE WIOA REFORMS FOR GOVERNANCE

WIOA seeks to improve the effectiveness of and streamline the governing structures of the public workforce investment system, empower elected officials and workforce boards, establish structures for working regionally aligned with regional economies, and engage the key stakeholders needed to lead the system to achieve the goals of WIOA.

WIOA empowers State and Local elected officials and private sector-led workforce boards with the responsibility of developing a strategic, integrated plan that supports economic growth and labor force needs intended to grow the capacity and performance of the workforce system. WIOA authorizes the following changes:

- Streamlines membership requirements for State and Local workforce boards while maintaining a majority of business representation
- Requires certification and continuous improvement of one-stop centers by the Chief Elected Officials and the workforce boards

## WIOA PROGRAMS

WIOA authorizes the one-stop career center (also known as American Job Center) service delivery system and six core programs. The core programs are:

- WIOA Title I (Adult, Dislocated Worker and Youth formula programs) administered by Department of Labor (DOL);
- Adult Education and Literacy Act programs administered by the Department of Education (DoED);
- Wagner-Peyser Act employment services administered by DOL; and
- Rehabilitation Act Title I programs administered by DoED.

WIOA also authorizes the Job Corps program, the YouthBuild program, Native American programs, and Migrant and Seasonal Farmworker programs, as well as evaluation and multistate projects.

The law supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.



# The Workforce Innovation and Opportunity Act

- Adds Vocational Rehabilitation, Adult Education, and Registered Apprenticeship as required board members and increases the voice of labor on the board
- Identifies 13 functions for Local workforce boards. Among them are:
  - Analyses of regional conditions;
  - Leading efforts to engage employers;
  - Leading efforts to develop and implement career pathways;
  - Identifying and promoting proven and promising practices;
  - Establishing standing committees to more effectively accomplish the work of the local boards;
  - Better utilizing technology to facilitate connections among the intake and case management information systems of one-stop partners, to access services provided through the one-stop system (including remote areas), to meet the needs of individuals with barriers to employment, and to leverage resources and capacity;
  - Promoting consumer choice of participants among providers;
  - Enhancing coordination with education providers; and
  - Assessing the physical and programmatic accessibility of one-stop centers annually in accordance with applicable nondiscrimination provisions under Title I of the WIOA and the Americans with Disabilities Act.
- Identifies 12 functions for State workforce boards. Among them are:
  - Review of statewide policies and programs and development of recommendations on actions state should take to align core and other programs in a manner that supports a comprehensive system, including the review and provision of comments on state plans for activities and non-core programs of one-stop partners.
  - Development of guidance for the implementation and continuous improvement of the workforce development system (addressing alignment, career pathways, sector partnerships, coordination between states and local areas, identification of regions, technical assistance, case management information systems)
  - Identification and dissemination of best practices
  - Development and review of statewide policies affecting the coordinated provision of services through the one-stops
  - Development of strategies for technological improvements
  - Development of statewide workforce and labor market information systems

## EFFECTIVE DATES FOR IMPLEMENTATION AND TECHNICAL ASSISTANCE

In general, WIOA takes effect on July 1, 2015; however, the planning requirements common indicators of performance take effect on July 1, 2016 and other exceptions specifically noted in the law.

DOL is working in coordination with the Department of Education and the Department of Health and Human Services to support the public workforce system to implement WIOA. The DOL WIOA Resource Page ([www.doleta.gov/WIOA](http://www.doleta.gov/WIOA)) will include updated guidance and resources, as well as communicate opportunities to provide input. The WIOA Collection Page ([wioa.workforce3one.org](http://wioa.workforce3one.org)) provides links to technical assistance tools and information to support implementation. Questions regarding WIOA can be emailed to [DOL.WIOA@dol.gov](mailto:DOL.WIOA@dol.gov).





## Fact Sheet: One-Stop Career Centers

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, is the first legislative reform of the public workforce system in 15 years. WIOA presents an extraordinary opportunity to improve job and career options for our nation's workers and jobseekers through an integrated, job-driven public workforce system that links diverse talent to businesses. It supports the development of strong, vibrant regional economies where businesses thrive and people want to live and work.

### HIGHLIGHTS OF WIOA REFORMS FOR ONE-STOP CENTERS

WIOA retains the nationwide system of one-stop centers, which directly provide an array of employment services and connect customers to work-related training and education. WIOA furthers a high quality one-stop center system by continuing to align investments in workforce, education, and economic development to regional in-demand jobs. The new law places greater emphasis on one-stops achieving results for jobseekers, workers, and businesses. WIOA reinforces the partnerships and strategies necessary for one-stops to provide job seekers and workers with the high-quality career services, education and training, and supportive services they need to get good jobs and stay employed, and to help businesses find skilled workers and access other supports, including education and training for their current workforce.

#### Improved Access to Comprehensive Services

- Each local area must have one comprehensive one-stop center that provides access to physical services of the core programs and other required partners.
- In addition to the core programs, for individuals with multiple needs to access the services, the following partner programs are required to provide access through the one-stops: Career and Technical Education (Perkins), Community Services Block Grant, Indian and Native American Programs, HUD Employment and Training Programs, Job Corps, Local Veterans' Employment Representatives and Disabled Veterans' Outreach Program, National Farmworker Jobs Program, Senior Community Service Employment Program, Temporary Assistance for Needy Families (TANF), Trade Adjustment Assistance Programs, Unemployment Compensation Programs, and YouthBuild. TANF is now a required partner, unless the Governor takes special action to make TANF an optional one-stop partner.
- WIOA eliminates stand-alone Wagner-Peyser Employment Service offices. These services will now be provided alongside partner programs within one-stop centers.

### WIOA PROGRAMS

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# The Workforce Innovation and Opportunity Act

- A local area also may have additional affiliate one-stop centers with any subset of partners, or specialized centers.
- Local boards have the flexibility to include additional partners in one-stop centers. The law specifically identifies the following federally funded partners: Employment and training programs administered by the Social Security Administration, including the Ticket to Work and the Self-Sufficiency Program; employment and training programs carried out by the Small Business Administration; Supplemental Nutrition Assistance Program (SNAP) employment and training programs; Client Assistance Programs; and programs authorized under the National and Community Service Act of 1990.
- WIOA allows other partners to be part of the one-stop delivery system, including local employers and community-based, faith-based, and/or non-profit organizations, as well as employment, education, and training programs provided by public libraries or in the private sector.

## **Enhanced and Streamlined Operations:**

- Local areas are encouraged to integrate the intake, case management, reporting, and fiscal and management accountability systems of one-stop partners.
- All partners are required to share in the funding of services and infrastructure costs of the one-stop delivery system.
- One-stop operators will be selected through a competitive process.
- Local boards are responsible for improving access to and the effectiveness of one stop and program services.
- Local boards continue to be required to negotiate and regularly review a Memorandum of Understanding (MOU) with every one-stop partner to describe operations, services provided and coordinated, funding, and referrals. MOUs will be reviewed every three years.
- Local boards will certify one-stops every three years, using criteria written by the state Workforce Development Board that covers effectiveness, programmatic and physical accessibility, and continuous improvement. Local Workforce Development Boards may also establish additional certification criteria.

## **Better Public Recognition**

- WIOA calls for the Department of Labor to establish a common identifier, also known as a “brand”, for the one-stop system to help job seekers and employers readily access services. The common identifier will be established through the final rule, with guidance and implementation assistance provided by ETA.

## **EFFECTIVE DATES FOR IMPLEMENTATION AND TECHNICAL ASSISTANCE**

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## Fact Sheet: Youth Program

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## HIGHLIGHTS OF THE WIOA REFORMS FOR THE YOUTH PROGRAM

WIOA outlines a broader youth vision that supports an integrated service delivery system and gives a framework through which states and local areas can leverage other Federal, State, Local, and philanthropic resources to support in-school and out-of-school youth. WIOA affirms the Department's commitment to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education. WIOA authorizes the following changes:

### Key Provisions

- WIOA requires a minimum of 75 percent of State and Local youth funding to be used for out-of-school youth.
- Youth Councils no longer required; however, Local Boards are

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# The Workforce Innovation and Opportunity Act

encouraged to designate a standing Youth Committee, including an existing Youth Council, to contribute a critical youth voice and perspective.

## **Changes to Youth Eligibility**

- Out-of-school youth must be aged 16-24, not attending any school, and meet one or more additional conditions, which could include:
  - School dropout; within age of compulsory attendance but has not attended for at least the most recent complete school year calendar quarter; holds a secondary school diploma or recognized equivalent and is low-income and is basic skills deficient or an English language learner; subject to the juvenile or adult justice system; homeless, runaway, in foster care or aged out of the foster care system, eligible for assistance under Section 477, Social Security Act, or in out-of-home placement; pregnant or parenting; an individual with a disability; low income person who requires additional assistance to enter or complete an educational program or to secure and hold employment
- In-school youth must be aged 14-21, attending school, low income, and meet one or more additional conditions, which could include:
  - Basic skills deficient; English language learner; an offender; homeless, runaway, in foster care or aged out of the foster care system; pregnant or parenting; an individual with a disability; person who requires additional assistance to enter or complete an educational program or to secure and hold employment
- Five new Youth Program elements
  - (1) Financial Literacy; (2) Entrepreneurial skills training; (3) Services that provide labor market and employment information in the local area; (4) Activities that help youth transition to postsecondary education and training; (5) Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster

## **Emphasis on Work-Experience**

- At least 20 percent of local Youth formula funds must be used for work experiences, such as summer and year-round employment, pre-apprenticeship, on-the-job training, or internships and job shadowing

## **EFFECTIVE DATES FOR IMPLEMENTATION AND TECHNICAL ASSISTANCE**

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**EMPLOYMENT AND TRAINING ADMINISTRATION**  
UNITED STATES DEPARTMENT OF LABOR

**THE ALASKA WORKFORCE INVESTMENT BOARD  
BYLAWS**

**Amended May 24, 2016**

Pursuant to Alaska Statute Section 23.15.550 and USC 3101-3361 (Workforce Innovation and Opportunities Act of 2014), a state workforce investment board has been established, hereby known as the Alaska Workforce Investment Board.

**ARTICLE I  
NAME AND ADMINISTRATIVE SUPPORT**

*Section 1.* The name of this organization is the Alaska Workforce Investment Board (AWIB). For purposes of these bylaws, the AWIB shall be referred to as the Board.

*Section 2.* The Department of Labor & Workforce Development shall provide administrative support to the Board. All correspondence for the Board may be addressed in care of:

Alaska Workforce Investment Board  
Department of Labor and Workforce Development  
550 W. 7<sup>th</sup> Ave. Ste. 1930  
Anchorage, AK 99501

**ARTICLE II  
PURPOSE AND MISSION**

The Alaska Workforce Investment Board's purpose is to develop and implement an efficient, effective and integrated state workforce investment system. The comprehensive system will provide employment education and training programs, and services to insure that all Alaskans have the skills and opportunities necessary to earn a living wage. A skilled workforce will be critical in meeting future business needs of the state, and will encourage growth of business and industry. The Board advises the Governor of workforce investment needs and recommends ways to meet those needs, while maximizing federal funds and avoiding duplication of effort.

## **ARTICLE III**

### **POWERS, FUNCTIONS AND OVERSIGHT RESPONSIBILITIES**

*Section 1.* The Board acts in an advisory capacity to the Governor of the State of Alaska and to the programs and departments administering programs under the Board's oversight. Oversight is defined within the scope of activities and programs, included in Sections 2 and 3 below.

*Section 2.* The Board shall:

(a) Create a statewide plan for the coordination, delivery, monitoring and evaluation of all workforce investment programs under Board oversight. Such plan will be submitted to the United States Department of Labor and Workforce Development Employment Training Administration and the Governor. The plan shall include:

- (1) the Board's goals, objectives, and performance measures;
- (2) coordination criteria for linkages among employment, training and education agencies;
- (3) performance standards and determination of variations of standards for the State Workforce Investment Board under the Act;

(b) plan resource allocations not subject to federal or state formula;

(c) in coordination with the appropriate state agencies, identify the employment and training and career and technical education needs throughout the state and assess the extent to which employment and training, career and technical education, rehabilitation services, public assistance, economic development and other federal, state and local programs and services represent a consistent, integrated and coordinated approach to meeting these needs;

(d) execute those duties required by the Workforce Innovation and Opportunities Act of 2014;

(e) apply for, receive, and distribute grants to further the mission, goals, strategies and objectives of the Board.

*Section 3.* The Board shall act as the lead state planning and coordinating entity for state workforce investment programs including but not limited to:

- (1) 29 U.S.C. 3101-3361 (Workforce Innovation and Opportunities Act of 2014);
- (2) 29 U.S.C. 2301 - 2471, Carl D. Perkins Vocational and Applied Technology Education Act;
- (3) 20 U.S.C. 1201 - 1213d Adult Education Act;
- (4) 29 U.S.C. 49 - 491-1 Wagner Peyser Act;
- (5) federal law for work programs for needy families with children under the social security act;
- (6) the employment program established under 7 U.S.C. 2015(d)(4) (7), Food Stamp Act of 1977
- (7) all federal programs designated as successors to the programs listed in (1) - (6) of this section; and
- (8) all state laws involving employment training, career and technical education, workforce development, and (Sec. 5 ch 61 SLA 1995), which include the State Training and Employment Program.

## **ARTICLE IV**

### **MEMBERSHIP**

The Board consists of the following voting members not to exceed 26 as mandated in the legislation, which established the Board (AS 44.19.620):

- (1) the lieutenant governor, or designee;
- (2) the commissioners of Community & Economic Development, Education & Early Development, Health & Social Services, and Labor & Workforce Development, or a

- designee for each commissioner;
- (3) one representative from the University of Alaska;
  - (4) four additional representatives of education - one from local public education, one from secondary vocational education, one from a postsecondary vocational education institution, and one from adult basic education;
  - (5) four representatives of business and industry;
  - (6) four representatives of organized labor that the Governor shall appoint from lists of nominees submitted by recognized state labor organizations;
  - (7) at least one representative from an organization representing employment and training needs of Alaska Natives;
  - (8) at least one representative of a community-based service organization;
  - (9) at least one representative who has personal or professional experience with developmental disabilities;
  - (10) at least one veteran
  - (11) at least one and up to four additional members of the private sector to ensure a private sector majority and regional and local representation on the Board.
  - (12) Additional non-voting members may be appointed to the Board from government or non-government entities.

## **ARTICLE V**

### **APPOINTMENTS & TERMS**

*Section 1.* Members of the Board other than the lieutenant governor and commissioners or their designees are appointed by the Governor and serve at the pleasure of the Governor. The voting members of the Board other than the lieutenant governor and commissioners/designees serve for staggered four-year terms and may serve until a successor is appointed. An appointment to fill a vacancy shall be made in the same manner as the original appointment and for the balance of the unexpired term.

*Section 2.* The Governor shall ensure that individuals appointed to the Board have sufficient expertise to effectively carry out the duties of the Board. This expertise includes: knowledge of the long-term needs of individuals preparing to enter the workforce; the needs of local, state, and regional labor markets; and the methods for evaluating the effectiveness of career and technical education programs in serving varying populations.

## **ARTICLE VI**

### **OFFICERS & ELECTION OF OFFICERS**

Section 1. The Board shall elect a chair and vice chair from among the members who are designated representatives of business and industry as appointed under AS 23.15.550. Both the chair and the vice-chair serve at the pleasure of the Board. The chair, vice-chair and immediate past chair shall serve as members of the Executive Committee.

The Board Chair shall annually, prior to December 31<sup>st</sup> of each year, select a Nominating Committee of members who do not intend to run for elected office. The Nominating Committee shall contact board members to solicit eligible candidates for the two elected offices, Chair and Vice-Chair. A notice of election and list of eligible nominated candidates will be sent to Board members no less than thirty days before the meeting when candidates may address the board. The election of officers will take place via electronic survey, or email, or mailed ballots after the board meeting.



*Section 2.* Term of Office. The Chair and Vice-Chair will be elected annually.

## **ARTICLE VII MEETINGS & QUORUM**

The Board shall hold no more than three meetings annually. The Board shall meet at the call of the chair to conduct its business. A majority of the appointed members constitutes a quorum. Board meetings may be held via face to face, teleconference, and videoconference.

## **ARTICLE VIII ATTENDANCE**

*Section 1.* A Board member who misses two consecutive face-to-face or teleconference board or committee meetings shall receive a letter from the Chair encouraging more consistent attendance. A Board member who misses three consecutive face-to-face or teleconference board or committee meetings will have their attendance reviewed by the Executive Committee for removal from the Board.

## **ARTICLE IX DELEGATES/DESIGNEES:**

A member of the board appointed by the governor under (a) AS 23.15.550 may appoint a voting designee qualified to serve in their designation place of the member for one board meeting in a 12 month period. The member shall appoint the designee for that meeting in writing.

## **ARTICLE X COMMITTEES**

*Section 1.* The Board has established an Executive Committee and six standing committees to conduct its business.

*Section 2.* The Board chair will appoint the chairs of the six standing committees.

*Section 3.* The Executive Committee is made up of the Board chair, vice-chair, past chair and the four chairs of the standing committees. All board members may attend any Executive Committee meeting.

The Executive Committee shall:

- (1) have duties and powers assigned by the Board
- (2) have the authority to take action on behalf of the Board (when lacking necessary quorum; in case of an emergency, etc.)
- (3) report to the Board, in a timely fashion, on actions taken on behalf of the Board
- (4) supervise the affairs of the Board between regular meetings.

*Section 4.* The Assessment and Evaluation Committee. Assessment and evaluation of programs, initiatives and delivery of services by this committee will help ensure equitable distribution of quality education, training and employment services statewide, especially to rural areas and areas serving economically disadvantaged citizens. This committee will call for and monitor the workforce

development system for increased accountability in performance and continuous quality improvement along the goals and strategies of the Board's unified plan. The Assessment and Evaluation Committee will also use evaluation and performance measures to gauge customer satisfaction within the workforce system.

*Section 5.* The Policy and Planning Committee will build policies regarding day-to-day operations and long-term responsibilities of the Board and work to increase awareness of AWIB and its mission throughout the state. This committee will work with all committees on the statewide strategy for workforce investment.

*Section 6.* The Employment and Placement Committee. This committee will ensure the statewide strategic plan for workforce development addresses customer needs at the local level; moving low-income adults and youth, veterans, and disabled populations into the workforce as a priority of service; promoting hire of Alaskans in jobs that have traditionally been filled with out-of-state workers; tailoring employment and training programs to suit Alaskan business, industry and economic development needs. It will monitor the coordination of service delivery to promote efficiency and prevent overlap of services among programs. This committee is combined with the workforce readiness committee.

*Section 7.* The Workforce Readiness Committee will provide oversight for training, education and employment programs to ensure programs are delivering education and training that is relevant to local market needs and the future career goals of Alaskans. It will help coordinate the delivery of programs in a manner that eliminates needless duplication. The committee will build partnerships between employers and quality workforce training programs. It will work to connect the Alaska public and private education system with business, government and labor to ensure Alaskans are receiving workforce readiness skills throughout their education process. This committee is combined with the employment and placement committee.

*Section 8.* A Legislative Work Committee will be appointed by the Chair of the Board to bring issues of concern to the Legislature on behalf of the Board.

*Section 9.* Ad Hoc committees may be appointed by the chair to work on issues of a temporary nature as needed.

*Section 10.* The administrative staff of the Board in the Alaska Department of Labor and Workforce Development shall provide support and administrative services as needed for the committees.

## **ARTICLE XI TRAVEL POLICY**

The AWIB supports the professional development of its members, in alignment with board goals. Professional development may occur in a variety of ways. If a member wants to travel to or simply attend a conference/meeting/workshop, the member must gain approval. The value of the professional development, the costs involved, departmental approval and the status of AWIB's budget shall be considered as part of final approval process

## **ARTICLE XII AMENDMENTS TO THE BYLAWS**

These bylaws may be approved, amended, or repealed through adoption of Board action by a 2/3 vote of the members present at any regular meeting providing the proposed changes do not conflict with existing federal or state laws, regulations or guidelines.

### **ARTICLE XIII PARLIAMENTARY PROCEDURE**

Only parliamentary procedures as laid out in *Roberts Rules of Order, Newly Revised*, shall prevail in all regularly scheduled and special meetings of the Board and any standing or ad hoc committees thereof.

### **ARTICLE XIV INDEMNIFICATION**

The Board and all committees thereof shall operate within the applicable state and federal laws. The State of Alaska shall indemnify every member of the Board and his/her executors and administrators against all expenses reasonably incurred by or imposed on him/her in connection with any actions, suit or proceeding at which he/she may be made part by reason of being or having been a member or officer of the Board, except in relation to matters as to which he/she shall be finally adjudged in such conduct, suit, or proceeding to be liable for negligence or misconduct, and in the absence of such final adjudication, indemnification shall be provided only in connection with such matters as to which the Board members are advised by legal counsel that the person to be indemnified committed no such breach of duty. The foregoing right of indemnification shall not be exclusive of any other rights to which such person may be entitled.

### **ARTICLE XV CONFLICT OF INTEREST**

Board members shall disclose any potential or real conflict at the earliest possible time and remove themselves from any key decisions or debates where the outcome may or will have an impact on related activities. Board members shall scrupulously avoid undisclosed conflicts of interest between the interests of the State of Alaska and the Board, and personal, professional, and business interests. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest. Upon or before appointment, each Board member will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and updated as appropriate.

In the course of meetings or activities, a board member shall disclose any interests in a transaction or decision where he/she or his/her family and/or significant other, employer, close associates, including business or other nonprofit affiliations, will receive a benefit or gain. After disclosure, he/she may be asked to leave the room for the discussion and will not be permitted to represent AWIB to external agencies on this issue or vote on the question.

Each board member will be asked to sign a conflict of interest policy document stating his/her understanding that this policy is meant to supplement good judgment, and he/she will respect its spirit as well as its wording.

## **Alaska Workforce Investment Board Committees**

**Executive Committee** – The Executive Committee has the authority to take action on behalf of the board and supervises its affairs between regular business meetings.

**Legislative** – The Legislative committee works with the DOLWD Commissioners office on issues that require legislative action.

**Policy & Planning** – The Policy & Planning Committee crafts policies regarding day-to-day operations of the workforce system and long-term responsibilities of the board and works to increase awareness of the AWIB throughout the state.

**Assessment & Evaluation Committee** – The Assessment & Evaluation Committee gauges customer satisfaction and monitors the workforce development system to increase accountability in performance and continuous quality improvement in accordance with the board's strategic plan.

**Workforce Readiness** – The Workforce Readiness Committee provides oversight for training, education and employment programs. This committee builds partnerships between private industry, government, labor, and education.

**Employment & Placement Committee** – The Employment & Placement Committee monitors the coordination of service delivery to promote efficiency and prevent overlap of services among programs. Specifically, it addresses customer needs at the local level, welfare to work initiatives, Alaska hire and tailors employment and training programs to suit Alaska's workforce, and economic development needs.

**Ad Hoc Committee** – The Ad Hoc Committee is a temporary committee formed to work on a specific short term project.



## **Alaska Workforce Investment Board Chronology of Board Decisions**

### **May 2018**

Approved AWIB TVEP Recommendations

Approved Resolution 18-03 In Support of the Alaska LNG Project Gasline Workforce Plan

### **February 2018**

Approved Resolution 18-01 Early Care and Learning in Alaska

Approved Resolution 18-02 Endorse the Alaska Performance Scholarship

### **October 2017**

Election of Officers – Larry Bell Chair; Brenda Pacarro, Vice Chair

Approved Resolution 17-05 In Support of 65 by 2025 Initiative

Approved Resolution 17-06 Supporting Registered Apprenticeship

Approved Resolution 17-07 Memorandum of Understanding, Alaska Job Centers

Approved 2018 AWIB Calendar

### **May 2017**

Approved Policy 100-2017 – One Stop Certification Criteria Policy

Approved Resolution 17-04 In Support of Career and Technical Education

### **February 2017**

Approved Policy 200-2016 Timeframe for Grantees to Respond to the WIOA Monitor Administrative Concerns or Findings

Approved RESOLUTION 17-01 In Support of the Continuation of Medicaid Expansion

Approved RESOLUTION 17-02 To Support Project Labor Agreements for Military Construction Projects

Approved RESOLUTION 17-03 Supporting an Increase in Alaska's Maximum Weekly Benefit Amount Under the Unemployment Insurance Program

### **January 2017**

The executive committee approved the recommendations from the assessment and evaluation committee for the recipients of the 2016 David G. Stone Award.

Adrien Voss – K-12, Instructor/Administrator of the Year  
Wendler Whistler – Post Secondary Instructor/Administrator of the Year  
Kaladi Brothers Coffee – Employer of the Year

## **December 2016**

The executive committee approved Resolution 16-06 Fund Transfer Authority for the Workforce Innovation and Opportunity Act Adult and Dislocated Worker Programs

## **October 2016**

Approved Resolution 16-05 in Support of Technical and Vocational Education  
Approved 2017 AWIB Calendar  
Election of Officers – Larry Bell was elected chair, Florian Borowski was elected vice-chair

## **May 2016**

Approved Amended Resolution 16-02 Resolution to Increase Alaska Hire  
Approved Resolution 16-04 Mining Workforce Development Plan  
Approved Amended AWIB Bylaws  
Approved criteria for David G. Stone Employer of the Year Award  
Approved revised AWIB Policy 100-2014 Alaska TVEP Assessment and Transcription of Credit for Military Training and Experience

## **February 2016**

Approved Resolution 16-01 Supporting Consistent Transition Policies  
Sent Resolution 16-02 Resolution to Increase Alaska Hire back to committee for revision  
Approved Policy 100-2016 Establishing Process for AWIB Endorsement of Industry Workforce Development Plans

The Board updated language in the David G. Stone Secondary/Post-Secondary Instructor/Administrator of the Year Awards

## **October 2015**

Approved Resolution 15-04 Kodiak Job Center Certification  
Approved Resolution 15-05 Support of Registered Apprenticeship as a Workforce Development Strategy  
Approved Resolution 15-06 Approving Eligible Training Provider List Policy, Procedural Guide and Applications

Approved the 2016 AWIB calendar

Election of Officers – Candidates for Chair were Larry Bell and Doug Ward; Candidate for Vice Chair, Florian Borowski. Election results Larry Bell, Chair; Florian Borowski, Vice Chair



## **May 2015**

The executive committee voted to approve the AWIB support the Alaska Department of Labor and Workforce Development's application for the US DOL's Sector Partnership – national Emergency Grant announced on April 29, 2015, to implement regional workforce planning and develop sector partnerships with a focus on providing services to dislocated workers, including veterans and transitioning service members.

The executive committee voted to approve Resolution 15-03 Eligible Training Providers List Expectations

The board voted to hold the October 2015 board meeting on October 29<sup>th</sup> and 30<sup>th</sup>, 2015 in Fairbanks, AK.

## **March 2015**

The executive committee voted to approve Resolution 15-01 supporting the Job Center apply for funds to develop and operate jail based specialized Alaska Job Centers

## **February 2015**

Voted to approve the executive committee assigning the action of determining priority industries to a committee to work with Dan Robinson from Research and Analysis to learn how Oregon determined priority occupations.

## **October 2014**

Election of Officers

Doug Ward, Chair; Florian Borowski, Vice Chair

## **May 2014**

(Order of approval)

Approved Resolution 14-06 Step Grant Review

Approved Resolution 14-10 Career and Technical Education Review

Approved Resolution 14-11 Oil and Grant Review

Approved Resolution 14-05 Youth Employability skills

Approved Resolution 14-09 Barriers to Employment

Approved Resolution 14-07 Alaska Oil and Gas Workforce Development Plan

Approved Resolution 14-07 Alaska Maritime Workforce Development Plan

Approved Resolution 14-12 Workforce Investment Act (WIA) Youth Program Grantees

## **March 2014**

Executive Committee approved Resolution 14-05 – Resolution in Support of the Integrated Youth Employability Skills Initiative.

Jim Lynch resigned from the board. A special election was held via electronic vote. Doug Ward was elected chair by the AWIB.

## **February 2014**

Executive Committee approved Resolution 14-04 – Resolution in Support of the Technical and Vocational Education Program (TVEP)

**January 2014**

Approved Resolution 14-01 – Resolution to Adopt the Workforce Investment Act State Allocation Formula Effective July 1, 2012

Approved Resolution 14-03 – Resolution Regarding One-Stop Recertification for the Mat-Su and Juneau Job Centers

**October 2013**

Voted to approve the 2014 AWIB calendar

**Election of Officers**

Jim Lynch, Chair; Florian Borowski, Vice Chair

**May 2013**

Vice-Chair Zenger and Commissioner Blumer presented the Secondary CTE Instructor of the Year award to Doug Edwards, Culinary Arts Instructor at Ketchikan Gateway Borough School District. The postsecondary award recipient, Mr. Les Lauinger, was not able to attend.

**January 2013****Recognitions**

Chair Lynch presented a gold pan to the family of David G. Stone in recognition of his years of service to the AWIB. The inscription on the gold pan reads “Presented to The Family of David G. Stone for his dedicated service to the Alaska Workforce Investment Board providing leadership in workforce development for all Alaskans. January 23, 2013.” Commissioner Blumer accepted the gold pan on behalf of the family and thanked the AWIB for honoring David. The Commissioner will ensure that David’s wife receives the gold pan. AWIB Board members offered their individual remembrances of David, followed by a moment of silence in his honor.

**October 2012**

Voted to approve the 2013 AWIB calendar

Election of officers – Jim Lynch, Chair and Michelle Zenger, Vice Chair.

**May 2012**

Chair Lynch recognized and thanked Commissioner Bishop for his support of private level board members.

**February 2012**

Voted to direct AWIB staff to continue to work on a draft Oil Gas Training Plan.

**October 2011**

Voted to adopt AWIB regulations for oversight of grants.

Voted to support the Health Care Action Agenda 2012 – 2015 which was presented to the board by the Alaska Health Workforce Coalition.

Election of officers – Jim Lynch, Chair and Michelle Zenger, Vice Chair.

### **May 2011**

Voted to empower the workforce readiness committee to investigate the possibility of using the regional funding collaborative model. There was discussion about exploring the possibility to bring someone to work with the board based on funding and timeframe. Linda Hulbert indicated the next step is to move forward and the feds might have some funds to help the board to use to help with the RACs. Doug Ward said if the motion passes the first thing to do is to find funding.

### **February 2011**

Voted to approve the AWIB staff to Identify if there are any discretionary funds available in WIA to use for AWIB board development as a method or model for receiving information from regions in Alaska. If there are discretionary funds for this purpose, identify what they are currently being used for (Michelle's friendly amendment), and if approved by the AWIB reallocate to this

Voted to recognize Bethel and Kodiak RAC application requests.

Voted to develop non resident resolution.

Adopted Resolution 11-01 To Adopt and Recommend the Alaska Performance Scholarship Draft.

Resolution 11-02 To Continue States' Ongoing Participation in the Bureau of Labor Statistics (BLS) Current Employment Statistics (CES) Program was tabled.

Adopted Resolution 11-03 Non Resident Hire

Adopted Resolution 11-04 In Support of the Alaska Engineering Academies,

### **October 2010**

The board decided to table the letter of interest from Kodiak and Bethel on becoming RACs until adequate information is available to make a responsible decision.

Adopted Resolution 10-04 In Support of the Alaska State Energy Sector Renewable Energy/Energy Efficiency Workforce Development Plan.

Election of Officers – Jim Lynch was elected AWIB chair and Michelle Zenger was elected AWIB vice chair.

The board decided to establish an ad hoc RAC committee. The members are Wanetta Ayers, Linda Hulbert, Doug Ward, Jim Lynch, Jeff Selvey, and Greg Cashen.

### **May 2010**

Adopted Resolution 10-02 In Support of the Alaska Health Workforce Development Plan.

Adopted Resolution 10-03 In Support of the Alaska Career and Technical Education Plan.

### **February 2010**

Voted to approve proposed STEP regulations including minor changes as follows; 8AAC 87.010, 015, 020, 030, 040, 045, 060, 070, 080, 085, 090, 110, 120, 135, 150, 160, 170, 180, 190, 200, 210, 220, 990 as drafted January 11, 2010.

Adopted Resolution 10-01 In Support of Strengthening Career and Technical Education in Alaskan Schools.

### **October 2009**

Election of Officers – Jim Lynch was elected Chair and Michelle Zenger was elected Co-Chair.

### **May 2009**

Voted to separate Policy Planning Assessment and Evaluation committee into two committees. Jim Laiti will chair Policy and Planning committee and Dave Rees will chair the Assessment and Evaluation committee.

Voted to approve the State Plan for WIA/Wagner Peyser and ARRA (Stimulus Funds). This is an extension of the current Two Year Plan as required by the feds for the ARRA.

### **February 2009**

Adopted Resolution 09-01 Supporting the STEP Task Force Report.

Adopted Resolution 09-02 Thanking Commissioner Bishop and DOLWD staff for their support.

### **January 2009**

Mail ballots were tallied by Alaska Labor Relations Agency (ALRA) and certified by the chairman of tellers, Mark Torgerson, in the presence of two AWIB members. Jim Lynch was elected chair. Neal Foster was elected vice chair.

### **December 2008**

Teleconference board meeting was called to discuss challenged election. The board decided to re-run the election for chair. The decision was to send ballots only to designated board members officially registered with boards and commissions.

### **October 2008**

Passed by law amendment to Article VI which added board members from the private sector to the bylaws and statutes for elections. This will allow more members to run for chair and vice chair.

Passed bylaw amendment to Article VIII. This change would add committee meeting to the language. This change is a result of lack of attendance at committee meetings.

Proposed bylaw amendment to Article IX allowing a board member to appoint a designee did not pass and was sent back to Policy Planning/Assessment and Evaluation committee for clarification.

Andy Baker was re-elected as chair. Neal Foster was re-elected as vice-chair.

**May 2008**

Adopted resolution 08-03 Regarding Equal Opportunity within Alaska's Workforce Investment System.

Adopted resolution 08-02 supporting Policy to Ensure Employability Skill Standards and Assessments.

Adopted resolution 08-01 supporting the Alaska Senior Community Services Employment Program Four Year Strategic Plan for Title V of the Older American Act.

**February 2008**

Adopted resolution 07-10 supporting STEP Program, making this training program a long term and integral part of the Alaska workforce investment system.

Adopted resolution 07-11 supporting DMV Services in Rural Communities.

Adopted resolution 07-12 supporting the job training programs for Alaskan's developed by the Commissioner of Labor and Workforce Development as specified in section 43.90.470 of the Alaska Gasline Inducement Act (AGIA).

**October 2007**

Adopted resolution 07-07 supporting Work Ready/College Ready Transitional Skills

Adopted resolution 07-05 supporting Registered Apprenticeships.

Fully approved and endorsed all of the Regional Advisory Councils.

Adopted resolution 07-08 supporting the concept of the Northwest Arctic Regional Statewide Magnet School.

Adopted resolution 07-06 supporting the Pipeline Construction Strategic Plan.

Nine Star Enterprises Inc. was presented with a gold pan award for Exemplary Performance.

Re- elected Andy Baker for Chair, David Stone, Vice – Chair.

**May 2007**

Doug Ward was appointed by Chair Baker to solicit nominations for Chair and Vice-Chair to be brought back to the board in August.

Voted to support the Work Keys program.

Voted to approve changes in the WIA plan for a two year renewal and move the plan forward for public comment.

Voted to develop a Vocational Technical Training Instructor of the Year Award from the AWIB.

Formed a subcommittee to write a white paper for the gas pipeline.

### **August 2006**

Supported the Alaska Department of Labor & Workforce Development Workforce Information Core Products Grant Application and encourage the current and future administrations to increase funding for Research & Analysis.

Approved moving the Transportation Plan forward to committees for the purposes of discussion and to amend the “Priority Ranked Occupational Listings”.

Approved to move AKCIS resolution (07-01) forward for purpose of discussion.  
Approved amended Bylaws.

Approved developing a generic letter of support for grant applications.

### **February 2006**

Approved the Construction Summit Report as amended.

Approved the 2004 Training Program Performance Report.

Board supported Tom Nelson’s budget request to the legislature.

### **January 2006**

Executive Committee passed *ex officio* policy revision.

### **August 2005**

Andy Baker and David Stone were reelected to the positions of Chair and Vice Chair respectively.

Passed bylaw amendment establishing the Legislative Committee and Youth Council as standing committees of the AWIB and including their chairs in the membership of the Executive Committee.

Approved R&A’s annual plan submitted to USDOLETA.

Approved a draft of the MOU with WIA Section 166 Alaska Native Grantees.

Approved the Construction Summit report with the inclusion of Chair Baker’s comments regarding rural training.

Passed Resolution 06-02, Skills Standards, and associated recommendations.

Voted to request that the Alaska Department of Labor and Workforce Development seek funding for Regional Advisory Council capacity building and for board members to travel periodically to rural communities in order to build connections.



## **February 2005**

Passed bylaw amendment: Article 10 - Committees, Section 6 - Employment & Placement Committee, changed “moving welfare recipients into the workforce.” to “moving low-income adults and youth, veterans, and disabled populations into the workforce as a priority of service.”

Voted to support continuation of programs initiated under the federal Youth Opportunity Grant and request the Governor and Legislator to seek new funding to sustain them.

## **November 2004**

Adopted 8AAC84 and 8AAC 86 as revised by the Alaska Department of Labor and Workforce Development.

Passed Resolution 05-03, Certification of One-Stops and 05-04, honoring Katherine Farnham.

## **August 2004**

Passed Resolution 05-01, Re-certification of One-Stops and Resolution 05-02, Eligible Training Provider List Policy.

## **June 2004**

Resolution number 04-09 Resolution regarding Workforce Development month

Resolution 4-10 regarding Interior Alaska Regional Council Endorsement

## **April 2004**

The board elected new AWIB officers: Andy Baker for Chair and David Stone for Vice Chair.

The new chair, Andy Baker, thanked Alice Galvin for her years of public service, read a letter from several of her admirers, and presented her with a plaque and several gifts from board members and staff.

The board adopted regulatory changes to 8 AAC 84, 8 AAC 86, and 8 AAC 87.

The board voted to refer discussions and endorsements of the regional advisory councils to the

Executive Committee and encourage them to continue the dialogue with the Denali Commission.

The board voted to make three modifications to the memorandum of understanding with AJCN, reflecting new responsibilities to the original unified plan, including the senior program, adult education and voc rehab.

The board adopted Resolution 04-08 concerning a Memorandum of Agreement between the AWIB and Native organizations.

The Vocational Technical Education Providers group (VTEP) asked the board for endorsement of their work on outcomes for development of skills standards. They also asked the board for a letter of endorsement for their federal funding request. The board voted to request the Commissioner, on behalf of the Department, to begin to work with VTEP to resource their

proposal

### **December 2003**

The board held an ad hoc meeting, by teleconference, to design a start-up plan for regional councils and develop an ongoing way of working with regions to significantly enhance the workforce investment system as a whole. The board agreed to send out letters and guidelines to former members of local advisory councils, local workforce investment boards, and other interested parties to solicit proposals.

### **October 2003**

Board produced a new draft vision, mission and strategic plan. Committees will carry forward the work.

Board agreed to postpone the election of officers until all board member seats are filled.

Board reviewed progress on several projects, including the Workforce Clearinghouse, a board ethics policy, regional councils, the state youth council, and a statewide awards program.

### **July 2003**

Board passed Resolution 04-01, approving WIA Unified Plan Modification Plan #1.

Board passed a motion to establish the Vocational Technical Education Providers group as an ad hoc subcommittee to the Workforce Readiness Committee.

Board passed motion to allow draft regulations, option A, to go forward to Dept. of Law. Board agreed to table a motion to endorse AVTEC's proposal to form a nonprofit corporation. It will go to the Executive Committee for more study and eventual action.

Board passed a motion to approve the draft State Unified Plan Modification #2.

The board should begin strategic planning (led by Policy & Planning Committee).

The board should create quality time for vision, consensus building and ownership at community level. They identified three steps to achieve this: plan for meeting, identify key stakeholders, and decide on immediate next steps.

### **February 2003**

The board unanimously approved Resolution 03-02, allowing the annual performance of programs report to be forwarded to the legislature

Resolutions 03-03 and 03-04, changing to the Bylaws to remedy a problem caused by erratic member participation and to clear up confusing language concerning elections of officers, attendance and travel were approved.

New and revised STEP performance measures, Resolution 03-05, were accepted by unanimous consent.

Resolutions 03-06, Identifying Workforce Priorities, 03-07, Career Clusters, and 03-08, concerning joining a Northwest Association, were tabled.

Resolution 03-09, approving a waiver request to the U.S. DOL regarding transfer of funds between the Dislocated Worker fund and Adult fund, passed unanimously.

### **September 2002**

Nominations for Chair and Vice-Chair were presented. The nominations were accepted and Dr. Alice Galvin and Ms. Linda Hulbert were re-elected chair and Vice-Chair.

Draft Resolution 02-15 regarding skills standards and certification. The draft resolution was moved and seconded. Chair Galvin suggested that the resolution set the broad policy direction of where the board wants to go, and a committee could help flesh out the specifics. Ms. Wendy Redman asked that the language “university degree” be changed to post-secondary degree. Ms. Ann Sponholtz spoke on behalf of APICC in favor of national skills standards. The resolution was passed as amended without dissent.

### **February 2002**

The council unanimously approved 5 resolutions: acceptance of a plan to amend the state’s WIA 5-Year Unified Plan; endorsed the proposed STEP/AHRIC legislation; agreed to allow the Local WIB chairs to sit as non-voting members of the AHRIC; adopted the priority list required for the vocational and technical education program, and adopted regulations 8 AAC 84.100 – 8 AAC 84.900, and 8 AAC 86.100 – 8 AAC.900. The council heard reports from our workforce development partners and a special presentation on Youth Opportunity Grants by MJ Longley of Cook Inlet Tribal Council and Eddie Brakes, director of a YOG-funded program in Angoon.

### **October 2001**

Two new AHRIC members were announced: Click Bishop, the Joint Apprenticeship & Training Coordinator for the Operating Engineers Local 302; and Sharon Olsen, the Employment & Training Manager for Central Council Tlingit & Haida Indian Tribes of Alaska. The council unanimously approved 4 resolutions: the adoption of two training provider eligibility performance levels; the development of a clearinghouse for Alaska’s workforce investment system; revisions to the council’s strategic plan, and a memorandum of agreement between the Alaska Commission on Postsecondary Education and the AHRIC.

### **September 2001**

The council considered the proposed amendments to 8 AAC 87. Linda Hulbert moved to adopt the changes. Tim Sunday seconded the motion. After a discussion, the council voted unanimously to accept the regulations.

### **July 2001**

Board member Tim Sunday moved and member Fred Esposito seconded the following motion: "I move to adopt 8 AAC 84 and 8 AAC 86 as written in the July 18, 2001 draft regulations." The motion carried unanimously.

### **March 2001**

The council elected Alice Galvin and Linda Hulbert as Chair and Vice Chair, respectively. The

council adopted a resolution agreeing to a Memorandum of Agreement between the Department of Education & Early Development to transfer responsibility of post-secondary Perkins programs to the council. The council also adopted a resolution regarding solicitation proposals for regional training centers.

### **December 2000**

The council passed 10 resolutions. It adopted regulatory amendments to 8 AAC 87 and 8 AAC 89; adopted program performance standards; adopted the annual program evaluation report, adopted the *Alaska's Future Workforce Strategic Policies and Investment Blueprint* and accompanying recommendations; adopted recommendations on the restructuring of the council; adopted a resolution supporting the National Association of Partners in Education; and resolutions honoring retiring members Donna Scott, Willie Lewis and Kitty Farnham.

### **August 2000**

The council met in Bethel and its focus was to listen and learn about rural Alaska. There were presentations from the Denali Commission, the Learning Center of the Yukon Kuskokwim Health Corporation, the Coastal Villages Regional Fund, and an economic overview of Southwest Alaska by the Dept. of Labor's Research & Analysis Section.

### **March 2000**

The council went on record to support the Governor's Children's Budget. The council voted to certify seven full-service Job Centers, three satellite Job Centers, and designate 10 affiliate sites. Alice Galvin and Kitty Farnham were nominated and reelected as AHRIC Chair and Vice-Chair, respectively. The council voted to approve and accept the Carl Perkins Vocational and Technical Education Plan (2001-2004). The council approved and accepted the Anchorage/Mat Su and Balance of State Workforce Investment plans, and the State Unified Workforce Investment Plan.

### **November 1999**

The council voted to extend the deadline for Job Center certification to December 31, 1999. The council voted to certify the Fairbanks Job Center contingent on meeting stipulated requirements.

The council voted to adopt the Youth Transition Plan, solicit public comments, and submit to USDOL. The council voted to adopt the "hold harmless" policy and allocations of 5% administration, 10% statewide, 85% distributed to Service Delivery Areas. The council voted to endorse the six career pathways presented by the Department of Education & Early Development's School to Work program for implementation as they fit Alaska's communities. The council voted to delete the AHRIC Bylaw language in Article VI, Section 2 and replace it with "The Chair and Vice-Chair will be elected annually."

### **May 1999**

The AHRIC elected Alice Galvin to serve as Chair and Kitty Farnham as Vice Chair of the council.

The council made the following Bylaws changes:

Article VI: Section 1. Delete: The council shall elect a chair from among the members who are from the private sector. They may also elect a vice chair. Add: *The council shall elect a chair and vice*

*chair from among the members who are designated representatives of business and industry, as appointed under AS 44.19.620.*

Article VII: Section 1. Delete: the council shall have no fewer than two face-to-face meetings in one year. Add: *The council shall hold no more than three meetings annually.*

Article VIII: Delete: Excused absences will be allowed.

Article IX: Delete: Entire section. Add: *All council members may select a designee to represent them and vote for them at council meetings. The name of the designee must be submitted by the council member to the chair for referral to the Office of the Governor Boards & Commissions office, and no designee will be seated until approved by the Governor.*

The AHRIC approved the following State Training and Employment Program (STEP) Plan Action Steps:

1. Market STEP to Employers;
2. Support Job Center Employment Assistance Activities;
3. Create a Governor's Discretionary Fund for Statewide Activities (15% of total);
4. Reduce administrative reporting by eliminating certain unnecessary reports;
5. Develop a uniform STEP grant and grant process;
6. Develop a full STEP plan for inclusion in the WIA Unified Plan.

Chair Galvin created an ad hoc ANCET committee & appointed Donna Scott chair.

Council members made the following language changes to standards for job centers: Section 1.3, changed language to read "not less than 5 members, with a minimum of 3 employers," rather than saying "5 to eleven members." Section 1.3, Sentence 2: "Membership shall include one cross-member of PIC and a significant representation of employers." In the same section, concerning the role of Advisory Committee the Council decided to change "Assure the satisfaction of employers and jobseekers with Job Center programs and operations" to "Assure satisfaction of employers and jobseekers with job center services."

### **January 1999**

The AHRIC accepted a WIA implementation plan with 5 recommendations

- the AHRIC is the state WIB
- WIA implementation on July 1, 2000
- accepts WIB taskforce recommendation for 2 Workforce Investment Areas
- implement the WIA through a unified plan
- supports a WIA conference in spring 1999

The AHRIC voted to write a STEP plan to go into effect on July 1, 1999.

The AHRIC voted to accept Department of Labor, Research & Analysis Section, report "Employment and Earnings of Participants in Selected Alaska Training Programs – FY 1997" report.

### **September 1998**

AHRIC voted unanimously to help sponsor a meeting to bring together employers and partners

to increase training in health-related occupations in Alaska.

### **May 1998**

Alice Galvin and Sarah Scanlan were nominated for AHRIC Chair and Vice-chair, respectively. Agreed to redesignate the WDB subcommittee as an ad hoc committee to review the established information and establish criteria and standards for a model WDB. Accepted proposed changes to the Bylaws. Ms. Galvin was elected chair, and Ms. Scanlan elected vice-chair. Agreed to write a letter to the president of the University stating the need for vocational education, the expectations, what we can do to support this, and request capital appropriations. Dates were selected for the next three meetings: September 17-18 in Seward, January 28-29 in Juneau, and May 20-21 in Anchorage.

### **January 1998**

The council agreed to amend the bylaws to say the term of chair be one year, with a maximum of two consecutive terms. Agreed to form a committee, chaired by Mr. Reynolds, to define "private sector." Endorsed the Governor's revised Quality School bill, stating that employability is a part of this bill. Council agreed to urge Board of Regents not to cut vocational education and workforce development training. Endorsed the AK DOL's efforts to make STEP a permanent program.

### **November 1997**

The council agreed not to hold an election of officers during this meeting. The council decided that a council meeting will be held in January, and at that meeting the issue of the election and other bylaws issues will be discussed and sent to the Bylaws Committee to be resolved. Agreed that the Executive Director will initiate the direct planing initiative. Endorsed the notion of the Best Practices approach. Agreed to have a short business meeting and retreat in Juneau in January. Supported Workforce Readiness Committee's recommendation that state agencies and vocational education providers develop a list of activities that support the recommendations from the Status Report on Vocational Education in Alaska. Adopted all of the recommendations of the Workforce Readiness Committee. Agreed to move forward on Community Forums. Supported the focus group proposal that is tied to the incumbent worker grant.

### **May 1997**

Approved final consolidation report. Endorsed Title III 8% coordination funds' use as outlined by DCRA. Approved the changes in the Wagner-Peyser Plan. Approved a motion to direct Workforce Readiness Committee to review Oregon's adult literacy test and consider what it would cost Alaska to do the same thing. Agreed to form a WIB design committee. Agreed to put together a legislative agenda. Voted on the AHRIC logo. Endorsed the idea of a three-year school to apprenticeship demonstration or pilot project.

### **February 1997**

Endorsed the Alaska Job Corps Center's pre-proposal to establish three satellite centers in Seward, Kotzebue and Galena. Accepted the recommendations of the PICs proposal to establish Workforce Development Boards. Established a Workforce Development Board ad hoc committee. Accepted the AHRIC Bylaws and Strategic Plan. Accepted the draft *Consolidation of Alaska's Human Resource Programs*. Directed the staff to write a report on the Alaska Native



grantee programs. Directed the staff to create a quarterly newsletter for broad distribution. Accepted the Department of Health & Social Services recommendation to reinvest \$6.6 million in support services, and initiated a plan for members to contact legislators with their concerns. Established a JTPA waiver proposal ad hoc committee.

### **October 1996**

Approval of the report process for the *Consolidation of Alaska's Human Resource Programs*. Endorsed the goals and action steps of the Knowles/Ulmer Administration's Alaska Plan. Authored a resolution to encourage the State Board of Education to consider vocational education within their foundation formula funding.

### **June 1996**

Identified the council's vision, guiding principles, and values. Approved the mission statement, created a motto (Building Connections That Put Alaskans To Work) and designed a conceptual logo. Began work on an overall statewide strategic plan for human resource investment. Assigned goals to the standing committees to develop action steps and strategies. Elected officers for the Council: JoAnn Henderson, Chair; Sarah Scanlan, Vice Chair; David Rees, Past President. Approved creation of the Executive Committee, consisting of the Lt. Governor, council officers and standing committee chairpersons. Approved financial support for a grant to the US Department of Commerce through the National Institute of Science & Technology for an Alaska Manufacturers Extension Partnership (MEP) with Industry Network Corporation (INC). The application was successful. This is a three-year initiative, funded at \$3 million (\$3 million additional from the state). Project begins January, 1997. Approved initial reports to the Governor on *The Future of Alaska's Private Industry Councils*, and *The Future of Alaska's Human Resource Investment Programs* - and requested final draft of both reports for September, 1996

### **August 1996**

Approved support for a grant application to the US DOL for Alaska One-Stop Career Centers. This application was successful. This is a three-year initiative, funded at \$7.2 million. Approved two final reports to the Governor - *The Future of Alaska's Private Industry Councils* and *The Future of Alaska's Human Resource Investment Programs*. Approved the goals of the Governor's Alaska Plan.

### **April 1996**

Approved three Program Year 1997-98 Plans: The Governor's Coordinated Special Services Plan (GCSSP), the Wagner-Peyser (Employment Services) Plan and the JTPA Title III (Dislocated Worker) Plan. Approved the Job Training Partnership Act Alaska Service Delivery Plans for the three Alaska Private Industry Councils. Approved creation of four standing committees to the AHRIC: Policy & Planning, Assessment & Evaluation, Workforce Readiness, and Employment & Placement.

### **January 1996**

First meeting of the Council, January 25-26, Anchorage. Created four temporary committees to begin organizing the work of the AHRIC.

Alaska State Statute 23.15.550-23.15.850

#### Article 04. ALASKA WORKFORCE INVESTMENT BOARD

##### Sec. 23.15.550. Alaska Workforce Investment Board.

(a) The Alaska Workforce Investment Board is established in the department. The board consists of the following voting members, not to exceed 26:

- (1) the lieutenant governor or the lieutenant governor's designee;
  - (2) the commissioners of commerce, community, and economic development, education and early development, health and social services, and labor and workforce development, or each respective commissioner's designee;
  - (3) one representative from the University of Alaska;
  - (4) four additional representatives of education, with one from local public education, one from secondary vocational education, one from a postsecondary vocational education institution, and one from adult basic education;
  - (5) four representatives of business and industry;
  - (6) four representatives of organized labor whom the governor shall appoint from lists of nominees submitted by recognized state labor organizations; the governor may reject a list submitted under this paragraph and request that another list be submitted;
  - (7) at least one representative from an organization representing employment and training needs of Alaska Natives;
  - (8) at least one representative of a community-based service organization;
  - (9) at least one representative who has personal or professional experience with developmental disabilities;
  - (10) at least one veteran; in this paragraph, "veteran" has the meaning given in [AS 43.20.048](#) (f);
  - (11) at least one and up to four additional members of the private sector to ensure a private sector majority and regional and local representation on the board.
- (b) Additional nonvoting members may be appointed to the board from government or nongovernment entities.
- (c) A member of the board under (a) of this section may appoint a designee to serve in place of the member. The member shall appoint the designee in writing.

Sec. 23.15.555. Appointment and term of members.

(a) Members of the Alaska Workforce Investment Board other than those listed in [AS 23.15.550](#) (a)(1) and (2) are appointed by the governor and serve at the pleasure of the governor. The governor may appoint one person to fill two or more of the places listed in AS 23.15.550(a) if the person is qualified in all of the areas the person represents. A member appointed to fill more than one place under this subsection is entitled to only one vote and may appoint only one designee to replace the member in the event the member is unable to attend a meeting.

(b) The voting members of the board other than those listed in [AS 23.15.550](#) (a)(1) and (2) serve for staggered four-year terms and may serve until a successor is appointed. An appointment to fill a vacancy shall be made in the same manner as the original appointment and for the balance of the unexpired term.

(c) The governor shall ensure that individuals appointed to the board have sufficient expertise to effectively carry out the duties of the board. Expertise of the board includes, where appropriate, knowledge of the long-term needs of individuals preparing to enter the work force; the needs of local, state, and regional labor markets; and the methods for evaluating the effectiveness of vocational training programs in serving varying populations.

Sec. 23.15.560. Compensation.

Members of the Alaska Workforce Investment Board listed in or appointed under [AS 23.15.550](#) (a), including a designee of a member attending in place of the member, serve without compensation but are entitled to per diem and travel expenses authorized by law for boards and commissions under [AS 39.20.180](#). Nonvoting members of the board appointed under [AS 23.15.550](#) (b) serve without compensation and are not entitled to per diem and travel expenses. A commissioner appointed under [AS 23.15.550](#) (a)(2) or the commissioner's designee is entitled to per diem and travel expenses as a state employee.

Sec. 23.15.565. Officers.

The Alaska Workforce Investment Board shall elect a chair and a vice-chair from among the members listed in or appointed under AS 23.15.550(a)(5). The chair and vice-chair serve in their positions at the pleasure of the board.

Sec. 23.15.570. Meetings, quorum, and committees.

(a) The Alaska Workforce Investment Board shall meet not more than three times in a calendar year at the call of the chair to conduct its business. A majority of the members listed in or appointed to the board under [AS 23.15.550](#) (a) constitutes a quorum.

(b) The board shall establish an executive committee and four permanent standing committees as described in (c) - (g) of this section. The chair of a permanent standing committee must be from the private sector. The board may establish additional standing committees and

special committees or subcommittees, not necessarily consisting of board members, to advise and assist the board in carrying out its functions assigned by federal or state statute. The permanent standing committees are

- (1) the assessment and evaluation committee;
- (2) the policy and planning committee;
- (3) the employment and placement committee; and
- (4) the workforce readiness committee.

(c) The executive committee consists of the chair and vice-chair of the board, the immediate past chair of the board, and the chairs of the four standing committees described in (d) - (g) of this section. The executive committee has the duties and may exercise the powers of the council between meetings of the board. The executive committee shall

- (1) report to the board in a timely fashion on actions taken on behalf of the board; and
- (2) supervise the affairs of the board between regular meetings of the board.

(d) The assessment and evaluation committee shall

(1) assess and evaluate programs, initiatives, and the delivery of services to help to ensure equitable distribution of quality education, training, and employment services statewide, especially to rural areas and to programs serving economically disadvantaged citizens;

(2) call for and monitor the workforce development system for increased accountability in performance and continuous quality improvement along the goals and strategies of the board's overall statewide strategic plan for workforce development;

(3) use evaluation and performance measures to gauge customer satisfaction within the workforce development system; and

(4) perform other duties assigned by the board.

(e) The policy and planning committee shall

(1) build policies regarding day-to-day operations and long-term responsibilities of the board;

(2) work to increase awareness of the board and its mission throughout the state;

(3) work with all other committees on a statewide strategic plan for workforce development; and

- (4) perform other duties assigned by the board.
- (f) The employment and placement committee shall
  - (1) ensure the statewide strategic plan for workforce development addresses
    - (A) customer needs at the local level;
    - (B) moving welfare recipients into the workforce;
    - (C) promoting the hiring of state residents in jobs that have traditionally been filled by out-of-state workers;
    - (D) tailoring employment and training programs to suit state business, industry, and economic development needs;
  - (2) monitor the coordination of service delivery to promote efficiency and to prevent overlap of services among programs; and
  - (3) perform other duties assigned by the board.
- (g) The workforce readiness committee shall
  - (1) provide oversight for training, education, and employment programs to ensure the programs are delivering education and training that is relevant to local market needs and the career goals of state residents;
  - (2) build partnerships between employers and quality workforce training programs;
  - (3) work to connect the state public and private education systems with business, government, and labor to ensure that state residents are receiving workforce readiness skills throughout the education process; and
  - (4) perform other duties assigned by the board.

Sec. 23.15.575. Board as state planning entity.

The Alaska Workforce Investment Board shall act as the lead state planning and coordinating entity for state human resource programs administered under

- (1) 29 U.S.C. 2801 - 2945 (Workforce Investment Act of 1998);
- (2) 20 U.S.C. 2301 - 2471 (Carl D. Perkins Vocational and Applied Technology Education Act);

- (3) 29 U.S.C. 49 - 49 l -1 (Wagner - Peyser Act);
- (4) federal law for work programs for needy families with children under the Social Security Act;
- (5) the employment program established under 7 U.S.C. 2015(d)(4) (Food Stamp Act of 1977);
- (6) all federal programs designated as successors to the programs listed in (1) - (5) of this section; and
- (7) all state laws involving employment training, vocational education, and workforce development.

Sec. 23.15.580. Functions of the board.

(a) As the lead state planning and coordinating entity, the Alaska Workforce Investment Board has responsibility, to the extent authorized by federal and state law, for planning and coordinating federal, state, and local efforts in human resource programs in this state related to employment training, including the work activities of the Alaska temporary assistance program under AS 47.27.

(b) The board shall

- (1) facilitate the development of statewide policy for a coordinated and effective employment training and education system in this state;
- (2) identify the human resource investment needs in the state and develop a plan to meet those needs;
- (3) review the provision of services and the use of money and resources by the human resource programs listed in [AS 23.15.575](#);
- (4) assume the duties and functions of the state boards described under the laws relating to the federal human resource programs listed in [AS 23.15.575](#);
- (5) advise the governor, state and local agencies, the University of Alaska, and other training entities on the development of state and local standards and measures relating to applicable human resource programs;
- (6) submit, to the governor and the legislature, a biennial strategic plan to accomplish the goals developed to meet human resource investment needs;
- (7) monitor for the implementation and evaluate the effectiveness of the strategic plan developed by the board;

(8) adopt regulations that set standards for the percentage of program expenses that may be used for administrative costs; the regulations must clearly identify and distinguish between program expenses that may be included in administrative costs and those that may not be included in administrative costs; the percentage allowed for administrative costs may not exceed the lesser of 20 percent of program expenses in the prior fiscal year or the amount permitted under the requirements of a federal program, if applicable;

(9) report annually to the legislature, by the 30th day of the regular legislative session, on the performance and evaluation of training programs in the state subject to review under (f) of this section;

(10) identify ways for agencies operating programs subject to oversight by the board to share resources, instructors, and curricula through collaboration with other public and private entities to increase training opportunities and reduce costs;

(11) adopt regulations under AS 44.62 (Administrative Procedure Act) to carry out the purposes of [AS 23.15.550](#) - 23.15.585; and

(12) perform duties assigned in [AS 23.15.620](#) - 23.15.660 for the state training and employment program.

(c) The board may receive money designated for human resource programs and may disburse money, including grants, to human resource projects in accordance with AS 37.07 (Executive Budget Act). The board may enter into partnership agreements through appropriate administrative agencies with private industry training entities within the state in order to facilitate the coordination of training opportunities.

(d) The board shall provide oversight for the planning and coordination of employment-related education training programs operated by the state or operated under contract with the state that are described in (f) of this section. The board shall require a training program listed in (f) of this section to meet the requirements of this subsection. The board shall, by regulation, establish appropriate penalties for programs that fail to meet the requirements of this subsection. The board may recommend to the legislature changes to enhance the effectiveness of the training programs it oversees under this section. A training program described in (f) of this section funded with money appropriated by the legislature must

(1) meet the standards adopted by the board concerning the percentage of a grant that may be spent on administrative costs;

(2) be operated by an institution that holds a valid authorization to operate issued under AS 14.48 by the Alaska Commission on Postsecondary Education if the program is a postsecondary educational program operated by a postsecondary educational institution subject to regulation under AS 14.48;



(3) provide to the Department of Labor and Workforce Development the information required by the department for the preparation of the statistical information necessary for the board to evaluate programs by the standards set out in (e) of this section.

(e) The board shall develop standards that encourage agencies to contract for training programs that meet local demands and maximize the use of resources. The board shall adopt standards for the evaluation of training programs listed in (f) of this section with regard to the following:

(1) the percentage of former participants who have a job one year after leaving the training program;

(2) the median wage of former participants seven to 12 months after leaving the program;

(3) the percentage of former participants who were employed after leaving the training program who received training under the program that was related to their jobs or somewhat related to their jobs seven to 12 months after leaving the training program;

(4) the percentage of former participants of a training program who indicate that they were satisfied with or somewhat satisfied with the overall quality of the training program;

(5) the percentage of employers who indicate that they were satisfied with the services received through the workforce development system.

(f) The following training programs are subject to the provisions of (d) and (e) of this section:

(1) in the Department of Labor and Workforce Development or operated by the department:

(A) programs under 29 U.S.C. 2801 - 2945 (Workforce Investment Act of 1998), assisting communities in moving toward a self-sustainable economy and providing training;

(B) the state training and employment program under [AS 23.15.620](#) - 23.15.660;

(C) employment-related adult basic education;

(D) employment training services operated as part of the Alaska temporary assistance program (ATAP);

(E) unemployment insurance grants provided under the federal training relocation assistance program;

(F) Alaska works programs, assisting with the welfare-to-work program;

(G) Kotzebue Technical Center;

(H) Alaska Vocational Technical Center;

(2) in the Department of Education and Early Development or operated by the department, the non-public-school portions of the

(A) vocational education and technical preparation program; and

(B) Alaska Career Information System.

(g) The board shall assess the programs listed in this subsection and make recommendations to the legislature in its report required under (b)(9) of this section about whether to include one or more of these programs under the requirements of (f) of this section:

(1) in the Department of Commerce, Community, and Economic Development or operated by the department:

(A) local government assistance training and development, including the rural utility business advisory program;

(B) energy operations, providing training in management and administration of electric utilities and bulk fuel storage systems;

(2) in the Department of Corrections:

(A) Correctional Academy, training individuals applying for a correctional officer position;

(B) inmate programs, providing vocational technical training and education courses for inmates preparing to be released from a correctional facility;

(C) employment of prison inmates, providing inmates with jobs while they are incarcerated;

(3) in the Department of Environmental Conservation:

(A) remote maintenance worker program, providing training and technical assistance to communities to keep drinking water and sewage disposal systems running, and providing on-the-job training to local operators;

(B) water and wastewater operator training and assistance;

(C) federal drinking water operator training and certification;

(4) in the Department of Military and Veterans' Affairs: educational benefits for members of the Alaska National Guard and the Alaska Naval Militia;

(5) in the Department of Public Safety:

(A) fire service training to maintain emergency training skills for existing firefighter staff and volunteers and individuals interested in becoming firefighters;

(B) Public Safety Training Academy, training trooper recruits;

(6) in the Department of Transportation and Public Facilities:

(A) engineer-in-training program, providing on-the-job training for apprentice engineers to enable them to gain the experience necessary to be certified;

(B) statewide transportation improvement program, offered by the United States National Highway Institute;

(C) local technical assistance program, transferring technical expertise to local governments;

(D) Native technical assistance program, transferring technical expertise to Native governments;

(E) border technology exchange program, to coordinate highway issues with the Yukon Territory;

(7) in the Department of Labor and Workforce Development: vocational rehabilitation client services and special work projects, employment services, including job development, assisting individuals in finding employment, and assisting employed individuals in finding other employment.

(h) The University of Alaska shall evaluate the performance of its training programs using the standards set out in (e) of this section and shall provide a report on the results to the board for inclusion in the board's annual report to the legislature.

(i) The board shall review each program listed in (f) of this section to determine whether it is in compliance with the standards set out in (d) and (e) of this section. If the board finds that a program has failed to comply with the standards set out in (d) and (e) of this section, it shall notify the program director of the failure. If the program director fails to improve the performance of the program within a reasonable time, the board shall notify the governor and the Legislative Budget and Audit Committee that the program is out of compliance. A contract entered into by a state agency relating to a training program set out in (f) of this section must contain terms consistent with this section.

(j) A department that operates or contracts for a training program listed in (f) of this section shall pay to the board a management assessment fee not to exceed .75 percent of the program's annual operating budget. The total amount received as management assessment fees may not exceed the board's authorized budget for the fiscal year. The board shall, by regulation, establish a method to determine annually the amount of the management assessment fee. If the amount the board expects to collect under this subsection exceeds the authorized budget of the board, the

board shall reduce the percentages set out in this subsection so that the total amount of the fees collected approximately equals the authorized budget of the board for the fiscal year. The board shall adopt regulations under AS 44.62 (Administrative Procedure Act) necessary to administer this subsection.

(k) Upon the enactment of a new federal or state program relating to work force development, the board shall

(1) advise the governor and the legislature on whether the board should provide oversight for the new program under this section; and

(2) make recommendations necessary to streamline and coordinate state efforts to meet the guidelines of the new program.

(l) For purposes of this section, "program"

(1) does not refer to the overall activities of an individual institution or individual fields of study or courses that are not associated with programs for which the board has oversight responsibility;

(2) may include a certificate or associate degree course or a course that is not for credit, whether it is offered by a public or private institute or contracted for by the private sector, so long as it is related to employment.

Sec. 23.15.585. Administration.

(a) The governor shall appoint the executive director for the Alaska Workforce Investment Board. The department shall provide professional, technical, and administrative staff for the Alaska Workforce Investment Board.

(b) Subject to legislative appropriations, and in accordance with AS 37.07 (Executive Budget Act), the board's budget is funded from programs for which the board is the lead state planning and coordinating entity under AS 23.15.575.

*Sec. 23.15.610. Participation in Manpower Development and Training Act. [Repealed, Sec. 1 ch 103 SLA 1968].*

Repealed or Renumbered

*Sec. 23.15.611. Department participation in manpower training programs. [Repealed, Sec. 84 ch 58 SLA 1999].*

Repealed or Renumbered

*Sec. 23.15.614. Manpower training division. [Repealed, Sec. 84 ch 58 SLA 1999].*

Repealed or Renumbered

*Sec. 23.15.617. Manpower Training Advisory Council. [Repealed, Sec. 2 ch 174 SLA 1975].*

Repealed or Renumbered

## Article 05. STATE TRAINING AND EMPLOYMENT PROGRAM

Sec. 23.15.620. State training and employment program.

(a) A program is created in the department to provide grants to eligible persons who provide training and employment assistance services. The purpose of the program is to enhance the quality of in-state job training and employment assistance and to make in-state job training and employment assistance more easily available to employers, employees, and future employees. To foster the success of the program, the department shall, to the greatest extent feasible, combine the resources of the program with resources available outside of the program.

(b) A person who provides training and employment services may apply for a grant from the program and may use the grant to augment or improve public access to the training and employment services provided, including a registered apprenticeship program under 29 U.S.C. 50.

Sec. 23.15.625. Employment assistance and training program account.

The employment assistance and training program account is established in the general fund. The commissioner of administration shall separately account for money collected under [AS 23.15.630](#) that the department deposits in the general fund. The annual estimated balance in the account may be appropriated by the legislature to the department to implement [AS 23.15.620](#) - 23.15.660. The legislature may appropriate the lapsing balance of the account to the unemployment compensation fund established in [AS 23.20.130](#).

Sec. 23.15.830. Alaska technical and vocational education program account.

The Alaska technical and vocational education program account is established in the general fund. The commissioner of administration shall separately account for money collected under [AS 23.15.835](#) that the department deposits in the general fund. The legislature may appropriate the annual estimated balance in the account to the board to implement [AS 23.15.820](#) - 23.15.850. The legislature may appropriate the lapsing balance of the account to the unemployment compensation fund established in [AS 23.20.130](#).

Sec. 23.15.835. Special employee unemployment contributions for program.

(a) In the manner provided in AS 23.20 and for the benefit of the program, the department shall collect from each employee an amount equal to .16 percent of the wages, as set out in [AS 23.20.175](#), on which the employee is required to make contributions under [AS 23.20.290](#) (d).

The department shall remit to the Department of Revenue, in accordance with AS 37.10.050, money collected under this subsection.

(b) Notwithstanding AS 23.20.290 (d), the department shall credit each employee with an amount equal to the amount collected from the employee under (a) of this section against unemployment contributions owed by the employee under AS 23.20.

(c) The Department of Labor and Workforce Development shall assess and collect, under AS 23.20.185 - 23.20.275, interest and penalties for delinquent reports and payments due under this section. Interest and penalties collected shall be handled in accordance with AS 23.20.130(d).

(d) Notwithstanding AS 23.15.840 (a), for the fiscal years ending June 30, 2015, through June 30, 2017, the money collected under this section or otherwise appropriated to the Alaska Workforce Investment Board, formerly known as the Alaska Human Resource Investment Council, shall be allocated directly in the following percentages to the following institutions for programs consistent with AS 23.15.820 - 23.15.850 and capital improvements:

University of Alaska 45 percent

Galena Interior Learning Academy 4 percent

Alaska Technical Center 9 percent

Alaska Vocational Technical Center 17 percent

Northwestern Alaska Career and Technical Center 3 percent

Southwest Alaska Vocational and Education Center 3 percent

Yuut Elitnaurviat, Inc. People's Learning Center 9 percent

Partners for Progress in Delta, Inc. 3 percent

Amundsen Educational Center 2 percent

Ilisagvik College 5 percent.

(e) [See delayed amendment note]. The institutions receiving funding under (d) of this section shall provide an expenditure and performance report to the department by November 1 of each year that includes the

(1) percentage of former participants in the program who have jobs one year after leaving the program;

- (2) median wage of former participants seven to 12 months after leaving the program;
- (3) percentage of former participants who were employed after leaving the program who received training under the program that was related or somewhat related to the former participants' jobs seven to 12 months after leaving the program;
- (4) percentage of former participants who indicate some level of satisfaction with the training received under the program; and
- (5) percentage of employers who indicate satisfaction with the services provided through the program.
- (f) The department shall prepare and present an expenditure and performance report based on the information provided under (e) of this section to the legislature not later than the 15th day of each regular legislative session.
- (g) [Effective July 1, 2015]. The institutions receiving funding under (d) of this section shall establish and maintain at least one articulation agreement under which dual credit may be earned by high school students upon completion of a vocational education course.
- (h) [Effective July 1, 2015]. An institution's failure to comply with (e) or (g) of this section shall result in a withholding penalty of 20 percent of the funding allocated under (d) of this section in the following year.

Sec. 23.15.840. Grants for technical and vocational education.

- (a) The board shall award grants, in accordance with the priority list adopted under (f) of this section, to technical and vocational education entities. A technical and vocational education entity is eligible for a grant under this section if the entity meets program requirements, the grant program is physically located in Alaska, and the entity can demonstrate that
  - (1) the entity's accounting systems include controls adequate to check the accuracy and reliability of accounting data, promote operating efficiency, and assure compliance with program requirements and generally accepted accounting principles;
  - (2) the entity's activities do not replace or compete in any way with a federally approved apprenticeship program or any other existing training programs; and
  - (3) the entity has secured matching funds for the program for which the grant is requested.
- (b) The board may not award a grant if the grant would displace money available through existing public or private technical and vocational education programs.
- (c) Subject to the limits of its grant, an entity receiving a grant under this section shall provide one or more program elements. The program elements include



- (1) industry-specific training;
- (2) on-the-job training; and
- (3) institutional or classroom job-linked training.

(d) A technical or vocational educational institution that receives a grant from the board shall give appropriate state agencies full access to accounting records concerning the grant to assure compliance with program standards.

(e) In making a grant under this section, the board shall require that the qualified entity and grantees of the qualified entity limit the amount of the grant proceeds spent on administration so that the total spent on administration from the proceeds of the technical and vocational education program account, including amounts spent by the board itself, does not exceed five percent. A training program funded by the board must

(1) meet the standards adopted by the board concerning the percentage of a grant that may be spent on administrative costs;

(2) be operated by an institution that holds a valid authorization to operate issued under AS 14.48 if the program is a postsecondary educational program operated by a postsecondary educational institution subject to regulation under AS 14.48.

(f) To the extent that funding is available, grants shall be awarded to entities that apply for funding by the deadline established by the board by regulation. The board shall give priority to grant applications from qualified entities whose purpose is listed first on the list of priorities adopted under this subsection. If money remains after grants for the first priority have been awarded, the board may make grants to entities whose purpose is listed next on the list of priorities. The board shall proceed in this fashion until it has exhausted the money available for granting for the year. The board shall adopt a priority list each year based on economic, employment, and other relevant data in order to maximize employment opportunities for participants.

Sec. 23.15.850. Definitions.

In [AS 23.15.820](#) - 23.15.850,

(1) [Effective July 1, 2015]. "articulation agreement" means a dual-credit partnership between a school district and an institution receiving funding under [AS 23.15.835](#) (d) that describes vocational education courses, student eligibility, course location, academic policies, student support services, credit on a student's transcript, funding, and other items required by the partnering institutions;

(2) "board" means the Alaska Workforce Investment Board;

(3) [Effective July 1, 2015]. "dual credit" means simultaneous high school credit and credit toward a career or vocational certification.

(4) "program" means the Alaska technical and vocational education program established in AS 23.15.820 - 23.15.850.

## State Training and Education Program (STEP)

The State Training and Employment Program (STEP) was established in 1989. It is administered by the Alaska Department of Labor and Workforce Development and funded by a small set-aside of Unemployment Insurance (UI) Trust Fund contributions. The primary purpose of the program is to reduce current and future claims against UI benefits through an investment in job training. STEP funds can only be used to provide services for state residents who intend to stay in Alaska and who are not appropriate for federal programs that provide like services; and, who meet at least one of the following criteria:

- Unemployed and receiving Unemployment Insurance (U. I.) benefits.
- Unemployed not collecting UI, but have worked in a job covered by U. I. benefits within the last 3 years.
- Employed but likely to lose his/her job due to a reduction in the overall number of employees within the business. Employer must provide verification.
- Employed but likely to lose his/her job due to the elimination of the current job. Employer must provide verification.
- Employed but likely to lose his/her job because of a change in current job requirements will require skills substantially different skills to remain employed. Employer must provide verification.
- Underemployed and need job training to gain skills that lead to full-time employment and/or self-sufficiency.

AS.23.15.580 (8) allows only 20% of the allocated STEP funds to be used for costs associated with the administration of the program. Examples of the support activities that may be charged to STEP Grants:

- Staff time to provide skills and aptitude assessment, vocational counseling, and individual case management as needed.
- Payments directly related to training such as tuition, books, fees, materials and supplies.
- Moving the participant to another community for training, living allowances, childcare, and transportation.

### Allowable Services

**Industry specific training:** This is training for jobs in industries with a high demand for workers. Trainees earn industry-recognized skills, competencies and/or certifications upon completion. A firm job commitment is not required prior to this type of training; however, trainees should have a reasonable expectation of employment upon completion.

**On-the-job training (OJT):** OJT is training provided by the employer to a paid employee, at the work-site. The employer's cost is offset with STEP funds. Employees are taught the skills essential to do a specific job. Employers must make a firm job commitment to the trainee in order to qualify for OJT funds. A one-year commitment to employ the trainee is typical and these are usually a one-to-one situation.

**Customized job-linked training:** This is training based on the needs of a specific employer rather than those of an industry as a whole. Training is provided by someone other than the employer and is provided to ensure trainees acquire the skills necessary to keep or improve their employability with that particular employer. The employer must make a firm job commitment to people who successfully complete the training. Primarily manufacturers and public service sectors have used these types of grants.

The STEP program became permanent in 2009.

## **Technical and Vocational Education Program (TVEP)**

The Technical and Vocational Education Program (TVEP) was established in 2000. The purpose of this program is to provide grants to technical and vocational education entities to provide industry specific training, on-the-job training and classroom job linked training. The authority for this program is Alaska Statute 23.15.840, grants for technical and vocational education.

Funds for the program are appropriated from amounts the state collects in unemployment insurance contributions, and are provided to the Alaska Workforce Investment Board. The board establishes a list of priorities for training under this program. To the extent that funding is available, grants are awarded to entities that apply for funding by the deadline established by the board. The board gives priority to applications from qualified entities whose purpose is listed first on the list of priorities. If money remains after grants for the first priority have been awarded, the board may then make grants to those entities whose purpose is listed next on the priority list.

**Note:** In recent years, the Alaska State Legislature has appropriated money from the program for specific grants to designated recipients for capital improvement projects. In appropriating the funds, the Legislature has not specified any additional requirements on the use of those funds.

AS.23.15.835 (a) the department shall collect from each employee an amount equal to one-tenth of one percent of the wages, as set out in AS.23.20.175, on which the employee is required to make contribution under AS.23.20.290 (d). The department shall remit to the Department of Revenue, in accordance with AS.37.10.050, money collected under this subsection.

**Note:** According to House Bill No. 2 (HB 2) the amount to be collected went from one-tenth of one percent to .15 percent effective July 1, 2008.

### **Types of Services Allowed and Un-allowed**

Subject to the limits of its grant, an entity receiving a grant under this program shall provide one or more of the following program elements (AS 23.15.840 (c)):

- industry specific training
- on-the-job training
- Institutional or classroom job-linked training

The entity's activities do not replace or compete in any way with a federally approved apprenticeship program or any other existing training programs (AS 23.15.840 (a)(2)).

Grants may not be awarded if the grant would displace money available through existing private technical and vocational education programs (AS 23.15.840 (b)).

**Alaska Workforce Investment Board  
Commonly Used Acronyms - July 2018**

ACRONYM	DEFINED	ENTITY DESCRIBED
AAC	Alaska Administrative Code	
AAI	Alaska Apprenticeship Initiative	
AATCA	Alaska Apprenticeship and Training Coordinators Association	Industry association
ABE	Adult Basic Education	Federal/state education program in DOLWD
ACPE	Alaska Commission on Post -Secondary Education	State Agency
ADA	American with Disabilities Act	Federal law
ADAA	American with Disabilities Amendment Act of 2008	Federal law amendment
ADEA	Age Discrimination Act of 1967	Federal law
AEFLA	Adult Education and Family Literacy Act	
AFN	Alaska Federation of Natives	Alaska Native organization
AHCA	Alaska Health Care Academy	
AHFC	Alaska Housing Finance Corporation	
AHTBC	Alaska High-Tech Business Council	Industry/education partnership
AHWC	Alaska Health Workforce Coalition	
AJB	America's Job Bank	Online job listings and job seeker services
AJCN	Alaska Job Center Network	State of Alaska employment offices
AKCIS	Alaska Career Information System	Career information service administered via the ACPE
AKDOL	Alaska Department of Labor	Former name of what is now the Alaska Dept. Of Labor and Workforce Development (DOLWD)
ALRA	Alaska Labor Relations Agency	State Agency
ALEXsys	Alaska Labor Exchange System	Online job matching service administered by DETS
AMHTA	Alaska Mental Health Trust Authority	State Agency
ANCET	Alaska Native Coalition on Employment & Training	Alaska Native corporation/education/ industry agency
AO	Administrative Order	Order from the Governor
APICC	Alaska Process Industry Careers Consortium	Industry partnership with education group

## Alaska Workforce Investment Board Commonly Used Acronyms

<b>APOC</b>	Alaska Public Offices Commission	State Agency
<b>APS</b>	Alaska Performance Scholarship	
<b>ARDOR</b>	Alaska Regional Development Organization	
<b>AS</b>	Alaska Statute	
<b>ASD</b>	Anchorage School District	School District
<b>ATAP</b>	Alaska Temporary Assistance Program	Division of Public Assistance program
<b>ATC</b>	Alaska Technical Center	Adult vocational training facility located in Kotzebue
<b>AVTEC</b>	Alaska Vocational Technical Education Center	DLWD educational institute located in Seward
<b>AWIB</b>	Alaska Workforce Investment Board	State and Local Workforce Investment Act Board in Alaska
<b>AWP</b>	Alaska Works Partnership	Industry group specializing in registered apprenticeships for construction trades
<b>BEC</b>	Business Education Compact	Business/non-profit youth group
<b>BEST</b>	Business Employment Services Team	Located within Division of Vocational Rehabilitation
<b>BIA</b>	Bureau of Indian Affairs	Federal agency located in the US Department of the Interior
<b>Carl Perkins</b>	Carl D. Perkins Vocation and Applied Technology Education Act	Federal
<b>CBJ</b>	City & Borough of Juneau	Municipality
<b>CBO</b>	Community Based Organization	Private non-profit organization in workforce development
<b>CDBG</b>	Community Development Block Grants	Training activities funded by the federal Department of Commerce
<b>CDF</b>	Career Development Facilitator	Career counselor
<b>CDS</b>	Community Development Specialist	Job training field staff
<b>CEG</b>	Customized Employment Grant	USDOL/ETA grant for training individuals with disabilities
<b>CRC</b>	Career Readiness Certificate	Alaska Work Ready Certification
<b>CTE</b>	Career and Technical Education	Education
<b>CWRC</b>	Certified Work Ready Community	
<b>DCCED</b>	Alaska Department of Commerce, Community & Economic Development	State of Alaska department
<b>DEED</b>	Department of Education and Early Development	State of Alaska department

## Alaska Workforce Investment Board

### Commonly Used Acronyms

DEI	Disability Employment Initiative	Federal grant
DETS	Division of Employment and Training Services	
DFYS	Division of Family & Youth Services	Located in Alaska Department of Health and Social Services
DMVA	Department of Military and Veterans Affairs	
DOC	Department of Corrections	
DOLWD	Department of Labor and Workforce Development	State of Alaska department
DOLETA	Employment and Training Administration of the U.S. Department of Labor	Federal government department
DPA	Division of Public Assistance	Located in Alaska Department of Health and Social Services
DPN	Disability Program Navigator	Located in One Stop Centers
DVOP	Disabled Veterans' Outreach Program	Fed employment/training for veterans
DVR	Division of Vocational Rehabilitation	Located in Alaska Department of Labor and Workforce Development
DW	Dislocated Worker	
DWU	Dislocated Worker Unit0	DETS staff responsible for administering dislocated workers training grants
EDA	Economic Development Administration	Federal Department of Commerce agency
EEO	Equal Employment Opportunity	Federal law
ESD	Employment Security Division (Combined with DPB 2015, changed to DETS)	Located in Alaska Department of Labor and Workforce Development
ESL	English as a Second Language	English language program for non-native speakers
ESS	Employment Security Specialist	State employment security staff
ETA	Employment and Training Administration	Federal Department of Labor agency
ETP	Eligible Training Provider	An approved training entity on the state WIOA vendor list
FERPA	Federal Education Rights Privacy Act	
FLC	Foreign Labor Certification	Federal program administered by DOLWD
FLSA	Fair Labor Standards Act	Federal
FMLA	Family and Medical Leave Act	Federal



## Alaska Workforce Investment Board

### Commonly Used Acronyms

FNSB	Fairbanks Northstar Borough	State borough
HB	House Bill	
ICM	Individual Case Management	
IDP	Individual Development Plan	Tool used by ESD case workers
IEP	Individual Employment Plan	Tool used by ESD case workers
ITA	Individual Training Account	Employment training grant for individuals
JATC	Joint Apprenticeship Training Center	
KCC	King Career Center	Vocational training institute for high school students in ASD
LMI	Labor Market Information	Labor and workforce statistics
LVER	Local Veteran's Employment Representative	Employment/training vocational counselor for veterans
LWIB	Local Workforce Investment Board	In Alaska, the AWIB carries out the duties of the state and local workforce board
MASST	Mature Alaskans Seeking Skills Training	State-run federal program for mature workers
MOA	Municipality of Anchorage	Municipality
MOA/MOU	Memorandum of Agreement/Understanding	Document between departments, agencies, and/or institutions for services
NAA	National Apprenticeship Act	Federal Registration of Apprenticeship Programs
NAFTA	North American Foreign Trade Agreement	Federal
NAWB	National Association of Workforce Boards	Board Association
NS	Nine Star Education Center	Private education and training entity
NVTI	National Veteran's Training Institute	Federal training institute
OA	Office of Apprenticeship	State Apprenticeship office located in DOLWD/DETS
ODEP	Office of Disability Employment Policy	Federal Department of Labor program
OE	Occupational Endorsement	
OJT	On the Job Training	Type of employment training
PICC	Private Industry Career Consortium	Local consortium

## Alaska Workforce Investment Board

### Commonly Used Acronyms

PLA	Project Labor Agreement	
R&A	Research and Analysis	State of Alaska Department of Labor
RA	Registered Apprentice	Industry Standard for Apprenticeship participant
RFA	Request for Applications	Announcement
RFP	Request for Proposals	Announcement
RTC	Regional Training Center	Training facility in a given region.
SBDC	Small Business Development Center	Federal program to encourage small business success
SCSEP	Senior Community Service Employment Program	Federal employment program now called MASST
SESP	State Energy Sector Partnership	Federal grant (green energy)
SOA	State of Alaska	State government
SP	Sector Partnership	
SRC	State Rehabilitation Council	
STEP	State Employment & Training Program	Employment training program funded from employee UI contributions; administered by DETS
SVRC	State Vocational Rehabilitation Committee	
SWA	State Workforce Agency	
TA	Travel Authorization	Document required for all travel
TAA	Trade Adjustment Act	Federal legislation
TANF	Temporary Assistance for Needy Families	DPA program
TAP	Transition Assistance program	Federal program
TEGL	Training and Employment Guidance Letter	USDOL
TRA	Trade Readjustment Allowances	Federal program
TSM	Transitioning Service Member	
TVEP	Training and Vocational Education Program	Vocational education program funded from employee UI contributions
UA	University of Alaska	University of Alaska Statewide Administration
UAA	University of Alaska Anchorage	University of Alaska campus
UAF	University of Alaska Fairbanks	University of Alaska campus

## Alaska Workforce Investment Board

### Commonly Used Acronyms

UAS	University of Alaska Southeast	University of Alaska campus
UI	Unemployment Insurance	Located in Alaska Department of Labor and Workforce Development
USCRC	United States Civil Rights Center	Federal
USDOL	United States Department of Labor	Federal
VA	Veterans Administration	Federal agency
VARO	Veterans Administration Regional Office	Federal VA office in region
VEOA	Veteran Employment Opportunity Act	Federal legislation
VET	Veteran	Person who served in the US military
WIA	Workforce Investment Act	Federal legislation
WIB	Workforce Investment Board	Workforce Investment Board
WIN	Worldwide Interactive Network	Work Keys
WIOA	Workforce Innovation and Opportunities Act	Federal law passed 2014 (Replaces WIA)
WICHE	Western Interstate Commission for Higher Education	Program to improve access to higher education and ensure student success
WOTC	Work Opportunity Tax Credit	

## **Introduction to Robert's Rules of Order**

### What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion.

### Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.

3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

#### How is a Motion Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

#### Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly. Most importantly, *BE COURTEOUS*.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

**Robert's Rules of Order Motions Chart**  
Based on *Robert's Rules of Order Newly Revised (11th Edition)*

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority



**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

**Part 3, Motions That Bring a Question Again Before the Assembly.**

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

**Administrative Procedures Act, Article 6**  
**Open Meetings of Governmental Bodies**  
**Executive Session Information for Boards and Commissions**

**Sec. 44.62.310. Government meetings public**

A decision by a governing body to conduct any step in the deliberation process outside of the public forum must weigh the public interest in the right to know against any potential harm that could result from open deliberation. The state's Open Meetings Act (AS 44.62.310) and The State's Policy Regarding Meetings (AS 44.62.312) both favor limiting meetings that may be conducted away from public view as well as limiting the subject matter that may be discussed in closed meetings. Executive session is not a secret meeting - it is a part of the public meeting from which the public may be excluded. The governing body may, at its discretion, invite others into the executive session.

The Open Meetings Act lists the subjects that may be discussed in closed-door meetings (executive session) and spells out the process that must be followed to legally hold an executive session. Only certain topics can be considered in executive session and state policy found in AS 44.62.312 backs up the provision that the Open Meetings Act is to be narrowly interpreted to avoid unnecessary executive sessions.

**What is an executive session?**

An executive session is a portion of a public meeting that is conducted in private with only members of the governing body and any person(s) invited in by the governing body present. The Open Meetings Act AS 44.62.310(b) authorizes a public body to meet in executive session to discuss only those items that fall into one of the categories listed in the law. This is not an exception to the Open Meetings Act, but rather an authorization to conduct a step in the decision making process in a certain way.

**What subjects may be addressed in executive session?**

An executive session may only be called if the subject under consideration falls into one of the categories listed in state law, (AS 44.62.310(c)). The allowable subjects are:

- (1) Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity;
- (2) subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion;
- (3) matters which by law, municipal charter, or ordinance are required to be confidential;
- (4) matters involving consideration of government records that by law are not subject to public disclosure.

There must be a real and legitimate need for the executive session and the reason must be spelled out in the motion to go into executive session. The motion must state specifically what will be discussed and must be approved by a majority vote. The motion must contain enough detail that the public (and if necessary a court) will be informed of exactly why the executive session is appropriate,

without defeating the purpose of going into executive session. Only the item(s) identified in the motion may be discussed in the executive session.

Following is a brief list of a few examples of situations that would be appropriate to discuss in executive session:

- Contract negotiations,
- Legal strategy for a pending lawsuit,
- Discussion of a matter that could affect an individual's reputation,
- Matters involving a juvenile,
- Certain crime victim information,
- Issues involving violation of a reasonable expectation of privacy.

### **What is the process for conducting business in executive session?**

All executive sessions must first be convened as a legal public meeting and a motion must pass that clearly describes the subject to be discussed before the governing body may go into executive session. No action may be taken in the meeting, except the action authorized in the Open Meetings Act (give direction to an attorney or labor negotiator). Any member may make a motion to meet in executive session. The motion must be seconded and must pass by a majority vote. Once the motion has passed, the governing body may move the meeting to another location away from the public or may ask members of the public to leave the area until the executive session ends.

If the executive session is being called to discuss a matter that may prejudice the reputation and character of a person, the individual that is the subject of the discussion must be provided notice of the meeting and provided the opportunity to request that the discussion take place during the public meeting, rather than in executive session.

After the executive session ends, the public meeting is reconvened. No action may be taken in executive session, except to give direction to an attorney on a specific legal matter or a labor negotiator on a pending labor negotiation. Action on matters discussed in executive session can be presented and acted on once the public meeting has reconvened.

### **What action may be taken in executive session?**

Only the items identified in the motion calling for the executive session may be discussed. The motion should contain enough detail that any interested party knows the details and justification for the session, without defeating the purpose for going into executive session. The motion and items that are auxiliary to the motion may be discussed. No action may be taken in the meeting, except the actions authorized in the Open Meetings Act. These are to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending litigation or labor negotiation. Any other action by the governing body must be taken after the public meeting is reconvened. (AS 44.62.310(b)).

All of the legal requirements for conducting a public meeting must occur before, during, and after the executive session. There must be proper notice, there must be a public record of that part of the meeting that is open to the public (some organizations create a record of the executive session also), and there must be reasonable opportunity for the public to be heard.

**Who enforces the Open Meetings Act?**

It is the responsibility of the administration and governing body to assure that the provisions of the Open Meetings Act are enforced. Any individual may contest an action that they think was done in violation of the Open Meetings Act administratively through local channels and ultimately may, within 180 days, file a court action if the issue isn't remedied locally AS 44.62.310(f).

There are several court cases that have ruled in favor of the Open Meetings Act. When deciding these cases, the court doesn't just consider whether a violation has occurred, but also considers whether the action has interfered with the public process that the act was intended to protect.

**Can a governing body enter into executive session to discuss potential problem issues or receive general legal advice from their attorney?**

No. Executive session procedures require that the reason for calling the executive session be **clearly stated** - it is not enough to state "personnel issues" or "legal advice" as the reason for going into executive session. The decision to go into executive session must also weigh the potential harm of open discussion against the public interest and benefit of open public discussion and the public's right to know. Decisions based on generalities do not identify the harm that could result.

Attorney-client privilege in general cannot be used as a reason for calling an executive session. Attorney-client privilege is limited to matters where public interest may be injured. This would include how to avoid legal liability, litigation strategies and candid discussion of facts, settlement conference, and a conference on a decision to appeal.

**What is the cure for conducting an executive session that violates the Open Meetings Act?**

The governing body can attempt an informal cure by holding another meeting in compliance with the Open Meetings Act. This meeting must have substantial and public reconsideration of the matter. If a lawsuit is filed, the court may void any action taken by the governing body.

The intent of public meetings is to hear all opinions on all the issues and ensure public control over the government that the public created. Public meetings are the means by which a person or group can be informed, express opinions, exercise choice, and affect outcomes. In order for this to occur, the governing body must provide reasonable notice of its meetings, the governing body must hold the meetings as provided in the notice, and the public must be given an opportunity to provide input.

**Executive Branch Ethics Act  
Resources**

**Workforce Investment Board Ethics Supervisor  
Larry Bell 907-561-1958  
[larry@alaskaneca.org](mailto:larry@alaskaneca.org)**

**State Ethics Attorney – Maria Bahr  
[maria.bahr@alaska.gov](mailto:maria.bahr@alaska.gov)**

**Department of Law Ethics Webpage  
<http://www.law.state.ak.us/doclibrary/ethics.html>  
Links to guidance, statute, regulations and forms.**

**Published Attorney General Opinions  
on Westlaw, the State Public Notice Website,  
and the Attorney General's Website**

## **Ethics Information for Members of Boards & Commissions (AS 39.52)**

### **Introduction**

This is an introduction to AS 39.52, the Alaska Executive Branch Ethics Act. This guide is not a substitute for reading the law and its regulations. State board and commission members who have further questions should contact their board chair or staff.

The Ethics Act applies to all current and former executive branch public employees and members of statutorily created boards and commissions.

### **Scope of Ethics Act (AS 39.52.110)**

Service on a state board or commission is a public trust. The Ethics Act prohibits substantial and material conflicts of interest. Further, board or commission members, and their immediate family, may not improperly benefit, financially or personally, from their actions as board or commission members. The Act does not, however, discourage independent pursuits, and it recognizes that minor and inconsequential conflicts of interest are unavoidable.

### **Misuse of Official Position (AS 39.52.120)**

Members of boards or commissions may not use their positions for personal gain or to give an unwarranted benefit or treatment to any person. For example, board members may not:

- use their official positions to secure employment or contracts;
- accept compensation from anyone other than the State for performing official duties;
- use State time, equipment, property or facilities for their own personal or financial benefit or for partisan political purposes;
- take or withhold official action on a matter in which they have a personal or financial interest; or
- coerce subordinates for their personal or financial benefit.
- attempt to influence outcome of an administrative hearing by privately contacting the hearing officer.



Terry knew that a proposal that was before the board would harm Terry's business competitor. Instead of publicly disclosing the matter and requesting recusal, Terry voted on the proposal.



Board member Mick has board staff employee Bob type an article for him that Mick hopes to sell to an Alaskan magazine. Bob types the article on State time.

### **Improper Gifts (AS 39.52.130)**

A board member may not solicit or accept gifts if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. "Gifts" include money, items of value, services, loans, travel, entertainment, hospitality, and employment. All gifts from registered lobbyists are presumed to be improper, unless the giver is immediate family of the person receiving the gift.

A gift worth more than \$150 to a board member or the board member's immediate family must be reported within 30 days if:

- the board member can take official action that can affect the giver, or
- the gift is given to the board member because he or she is on a state board.

The receipt of a gift worth less than \$150 may be prohibited if a person could reasonably infer from the circumstances that the gift is intended to influence the board member's action or judgment. Receipt of such a gift should be disclosed.

Any gift received from another government, regardless of value, must be reported; the board member will be advised as to the disposition of this gift.

A form for reporting gifts is available at [www.law.alaska.gov/doclibrary/ethics](http://www.law.alaska.gov/doclibrary/ethics) or from the board or commission staff.

This restriction on gifts does not apply to lawful campaign contributions.



The commission is reviewing Roy's proposal for an expansion of his business. Roy invites all the board members out to dinner at an expensive restaurant. He says it will be okay, since he isn't excluding any of the members.



Jody receives a holiday gift every year from Sam. Jody was recently appointed to a state board, but Sam has no business that is before the board. Jody may accept the gift.

### **Improper Use or Disclosure of Information (AS 39.52.140)**

No former or current member of a board may use or disclose any information acquired from participation on the board if that use or disclosure could result in a financial or personal benefit to the board member (or immediate family), unless that information has already been disseminated to the public. Board members are also prohibited from disclosing confidential information, unless authorized to do so.



Sheila has been on the board for several years. She feels she has learned a great deal of general information about how to have a successful business venture. So she sets up her own business and does well.



Delores has always advised and assisted the other doctors in her clinic on their continuing education requirements. After Delores is appointed to the medical board, she discloses this role to the board and continues to advise the doctors in her clinic.



Jim reviews a confidential investigation report in a licensing matter. He discusses the practitioner's violation with a colleague who is not a board member.

### **Improper Influence in State Grants, Contracts, Leases or Loans (AS 39.52.150)**

A board member, or immediate family, may not apply for, or have an interest in a State grant, contract, lease, or loan, if the board awards or takes action to administer the State grant, contract, lease, or loan.

A board member (or immediate family) may apply for or be a party to a competitively solicited State grant, contract or lease, if the board as a body does not award or administer the grant, contract, or lease and so long as the board member does not take official action regarding the grant, contract, or lease.

A board member (or immediate family) may apply for and receive a State loan that is generally available to the public and has fixed eligibility standards, so long as the board member does not take (or withhold) official action affecting the loan's award or administration.

Board members must report to the board chair any personal or financial interest (or that of immediate family) in a State grant, contract, lease or loan that is awarded or administered by the agency the board member serves. A form for this purpose is available at [www.law.alaska.gov/doclibrary/ethics](http://www.law.alaska.gov/doclibrary/ethics) or from the board or commission staff.



John sits on a board that awards state grants. John hasn't seen his daughter for nearly ten years so he figures that it doesn't matter when her grant application comes up before the board.



The board wants to contract out for an analysis of the board's decisions over the last ten years. Board member Kim would like the contract since she has been on the board for ten years and feels she could do a good job.

### **Improper Representation (AS 39.52.160)**

A board or commission member may not represent, advise, or assist a person in matters pending before the board or commission for compensation. A nonsalaried board or commission member may represent, advise, or assist in matters in which the member has an interest that is regulated by the member's own board or commission, if the member acts in accordance with AS 39.52.220 by disclosing the involvement in writing and on the public record, and refraining from all participation



and voting on the matter. This section does not allow a board member to engage in any conduct that would violate a different section of the Ethics Act.



Susan sits on the licensing board for her own profession. She will represent herself and her business partner in a licensing matter. She discloses this situation to the board and refrains from participation in the board's discussions and determinations regarding the matter.

### **Restriction on Employment After Leaving State Service (AS 39.52.180)**

For two years after leaving a board, a former board member may not provide advice or work for compensation on any matter in which the former member personally and substantially participated while serving on the board. This prohibition applies to cases, proceedings, applications, contracts, legislative bills, regulations, and similar matters. This section does not prohibit a State agency from contracting directly with a former board member.

With the approval of the Attorney General, the board chair may waive the above prohibition if a determination is made that the public interest is not jeopardized.

Former members of the governing boards of public corporations and former members of boards and commissions that have regulation-adoption authority, except those covered by the centralized licensing provisions of AS 08.01, may not lobby for pay for one year.



The board has arranged for an extensive study of the effects of the Department's programs. Andy, a board member, did most of the liaison work with the contractor selected by the board, including some negotiations about the scope of the study. Andy quits the board and goes to work for the contractor, working on the study of the effects of the Department's programs.



Andy takes the job, but specifies that he will have to work on another project.

### **Aiding a Violation Prohibited (AS 39.52.190)**

Aiding another public officer to violate the Ethics Act is prohibited.

### **Agency Policies (AS 39.52.920)**

Subject to the Attorney General's review, a board may adopt additional written policies further limiting personal or financial interests of board members.

### **Disclosure Procedures**

### **DECLARATION OF POTENTIAL VIOLATIONS BY MEMBERS OF BOARDS OR COMMISSIONS (AS 39.52.220)**

A board member whose interests or activities could result in a violation of the Ethics Act if the member participates in board action must disclose the matter on the public record and in writing to the board chair who determines whether a violation exists. A form for this purpose is available at [www.law.alaska.gov/doclibrary/ethics](http://www.law.alaska.gov/doclibrary/ethics) or from the board or commission staff. If another board member objects to the chair's ruling or if the chair discloses a potential conflict, the board members at the meeting (excluding the involved member) vote on the matter. If the chair or the board determines a violation will occur, the member must refrain from deliberating, voting, or participating in the matter. For more information, see Ethics Act Procedures for Boards and Commissions available at the above noted web site.

When determining whether a board member's involvement in a matter may violate the Ethics Act, either the chair or the board or commission itself may request guidance from the Attorney General.

### **ATTORNEY GENERAL'S ADVICE (AS 39.52.240-250)**

A board chair or a board itself may request a written advisory opinion from the Attorney General interpreting the Ethics Act. A former board member may also request a written advice from the Attorney General. These opinions are confidential. Versions of opinions without identifying information may be made available to the public.

### **REPORTS BY THIRD PARTIES (AS 39.52.230)**

A third party may report a suspected violation of the Ethics Act by a board member in writing and under oath to the chair of a board or commission. The chair will give a copy to the board member and to the Attorney General and review the report to determine whether a violation may or does exist. If the chair determines a violation exists, the board member will be asked to refrain from deliberating, voting, or participating in the matter.

## **Complaints, Hearings, and Enforcement**

### **COMPLAINTS (AS 39.52.310-330)**

Any person may file a complaint with the Attorney General about the conduct of a current or former board member. Complaints must be written and signed under oath. The Attorney General may also initiate complaints based on information provided by a board. A copy of the complaint will be sent to the board member who is the subject of the complaint and to the Personnel Board.

All complaints are reviewed by the Attorney General. If the Attorney General determines that the complaint does not warrant investigation, the complainant and the board member will be notified of the dismissal. The Attorney General may refer a complaint to the board member's chair for resolution.

After investigation, the Attorney General may dismiss a complaint for lack of probable cause to believe a violation occurred or recommend corrective action. The complainant and board member will be promptly notified of this decision.

Alternatively, if probable cause exists, the Attorney General may initiate a formal proceeding by serving the board or commission member with an accusation alleging a violation of the Ethics Act. Complaints or accusations may also be resolved by settlement with the subject.

### **CONFIDENTIALITY (AS 39.52.340)**

Complaints and investigations prior to formal proceedings are confidential. If the Attorney General finds evidence of probable criminal activity, the appropriate law enforcement agency shall be notified.

### **HEARINGS (AS 39.52.350-360)**

An accusation by the Attorney General of an alleged violation may result in a hearing. An administrative law judge from the state's Office of Administrative Hearings serves as hearing officer and determines the time, place and other matters. The parties to the proceeding are the Attorney General, acting as prosecutor, and the accused public officer, who may be represented by an attorney. Within 30 days after the hearing, the hearing officer files a report with the Personnel Board and provides a copy to the parties.

### **PERSONNEL BOARD ACTION (AS 39.52.370)**

The Personnel Board reviews the hearing officer's report and is responsible for determining whether a violation occurred and for imposing penalties. An appeal may be filed by the board member in the Superior Court.

### **PENALTIES (AS 39.52.410-460)**

When the Personnel Board determines a board member has violated the Ethics Act, it will order the member to refrain from voting, deliberating, or participating in the matter. The Personnel Board may also order restitution and may recommend that the board member be removed from the board or commission. If a recommendation of removal is made, the appointing authority will immediately remove the member.

If the Personnel Board finds that a former board member violated the Ethics Act, it will issue a public statement about the case and will ask the Attorney General to pursue appropriate additional legal remedies.

State grants, contracts, and leases awarded in violation of the Ethics Act are voidable. Loans given in violation of the Ethics Act may be made immediately payable.

Fees, gifts, or compensation received in violation of the Ethics Act may be recovered by the Attorney General.

The Personnel Board may impose a fine of up to \$5,000 for each violation of the Ethics Act. In addition, a board member may be required to pay up to twice the financial benefit received in violation of the Ethics Act.

Criminal penalties are in addition to the civil penalties listed above.

## **DEFINITIONS (AS 39.52.960)**

Please keep the following definitions in mind:

Benefit - anything that is to a person's advantage regardless financial interest or from which a person hopes to gain in any way.

Board or Commission - a board, commission, authority, or board of directors of a public or quasi-public corporation, established by statute in the executive branch, including the Alaska Railroad Corporation.

Designated Ethics Supervisor - the chair or acting chair of the board or commission for all board or commission members and for executive directors; for staff members, the executive director is the designated ethics supervisor.

Financial Interest - any property, ownership, management, professional, or private interest from which a board or commission member or the board or commission member's immediate family receives or expects to receive a financial benefit. Holding a position in a business, such as officer, director, partner, or employee, also creates a financial interest in a business.

Immediate Family - spouse; another person cohabiting with the person in a conjugal relationship that is not a legal marriage; a child, including a stepchild and an adoptive child; a parent, sibling, grandparent, aunt, or uncle of the person; and a parent or sibling of the person's spouse.

Official Action - advice, participation, or assistance, including, for example, a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction, by a public officer.

Personal Interest - the interest or involvement of a board or commission member (or immediate family) in any organization or political party from which a person or organization receives a benefit.

For further information and disclosure forms, visit our [Executive Branch Ethics web site](#) or please contact:

State Ethics Attorney  
Alaska Department of Law  
1031 West 4th Avenue, Suite 200  
Anchorage, Alaska 99501-5903  
(907) 269-5100  
[attorney.general@alaska.gov](mailto:attorney.general@alaska.gov)

Revised 9/2013

## Ethics Disclosure Form

<b>CONFIDENTIAL</b> <b>REQUEST FOR ETHICS DETERMINATION</b>
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TO: Alaska Workforce Investment Board Chair, Designated Ethics Supervisor

\_\_\_\_\_  
(My Department, Agency, Board, Commission)

I request advice regarding the application of the Executive Branch Ethics Act (AS 39.52.010 – .960) to my situation. The situation involves the following:

\_\_\_\_\_

\_\_\_\_\_

I have provided additional information in the attached document(s).

<p>I believe the following provisions of the Ethics Act may apply to my situation:</p> <p>_____ AS 39.52.120, Misuse of Official Position</p> <p>_____ AS 39.52.130, Improper Gifts</p> <p>_____ AS 39.52.140, Improper Use or Disclosure of Information</p> <p>_____ AS 39.52.150, Improper Influence in State Grants, Contracts, Leases or Loans</p> <p>_____ AS 39.52.160, Improper Representation</p> <p>_____ AS 39.52.170, Outside Employment Restricted</p> <p>_____ AS 39.52.180, Restrictions on Employment after Leaving State Service</p> <p>_____ AS 39.52.190, Aiding a Violation Prohibited</p>
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**I understand that I should refrain from taking any official action relating to this matter until I receive your advice.** If the circumstances I described above may result in a violation of AS 39.52.110 - .190, I intend that this request serve as my disclosure of the matter in accordance with AS 39.52.210 or AS 39.52.220.

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(Location)

\_\_\_\_\_  
(Division/Agency/Board/Commission)

# ETHICS DISCLOSURE FORM

## Notification of Receipt of Gift

To: Alaska Workforce Investment Board Chair, Designated Ethics Supervisor

In accordance with AS 39.52.130(b), I am providing notice of my receipt of a gift given to me or a member of my family with a value in excess of \$150.00.

1. Is the gift connected to your position as a state officer, employee or member of a state board or commission?  
Yes \_\_\_\_\_ No \_\_\_\_\_

2. Can you take or withhold official action that may affect the person or entity that gave you the gift?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If you answer "No" to both questions, you do not need to report this gift. If the answer to either question is "Yes," or if you are not sure, you must complete this form and provide it to your designated ethics supervisor.

The gift is \_\_\_\_\_

I received it from \_\_\_\_\_

Describe event, occasion or other circumstance, if any (*attach additional page, if necessary*): \_\_\_\_\_

My estimate of its value is \$ \_\_\_\_\_

The date of receipt was \_\_\_\_\_

The gift was received by a member of my family: Yes \_\_\_\_ No \_\_\_\_ Who? \_\_\_\_\_

If you checked "Yes" to question 2 above, explain the official action you may take that affects the giver (*attach additional page, if necessary*): \_\_\_\_\_

I certify to the best of my knowledge that my statement is true, correct, and complete. In addition to any other penalty or punishment that may apply, the submission of a false statement is punishable under AS 11.56.200 - AS 11.56.240.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Position Title)

\_\_\_\_\_  
(Location)

\_\_\_\_\_  
(Division/Agency/Corporation/Board/Commission)

\_\_\_\_\_  
(Designated Ethics Supervisor)

Approved: \_\_\_\_\_  
(Initials)

\_\_\_\_\_  
(Date)

*Designated Ethics Supervisor: If action is necessary under AS 39.52.210 or AS 39.52.220, please attach explanation.*

revised 12/08