



# THE ADVISOR

Select Committee on Legislative Ethics

December 2015

## UPCOMING 2016 ETHICS TRAINING FOR NEW EMPLOYEES

If you are a new employee of the Legislature, you are required to attend ethics training within the first 10 days of the Legislative Session. Legislative Ethics Training in a classroom setting will be available in Juneau on

**Friday, January 15, 2016**

**8:30 am – 12:00 noon**

**Butrovitch-Fahrenkamp Conference Room**

**State Capitol Building, Second Floor**

*Training will also be offered on*

**Tuesday, January 26, 2016**

***1:30 pm—5:00 pm, Beltz Room, Thomas Stewart Building***

If you are unable to make either of these training dates, please contact *Janice Stewart* at 269-8179 or [janice.stewart@akleg.gov](mailto:janice.stewart@akleg.gov) to make alternate arrangements.

***RETURNING LEGISLATIVE EMPLOYEES WHO WISH TO REFRESH  
THEIR KNOWLEDGE OF LEGISLATIVE ETHICS DO'S AND DON'TS  
ARE WELCOME TO ATTEND!***



Happy Holidays!

### Committee Members

*Skip Cook, Chair*

*H Connor Thomas*

*Gary J Turner*

*Sen Gary Stevens*

*Sen Dennis Egan*

*Rep Chris Tuck*

*Rep Charisse Millett*

*Staff:*

*Jerry Anderson,*

*Administrator*

*269-0150*

*Janice Stewart*

*Administrative Assistant*

*269-8179*

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## *Ethics Committee Meeting*

Monday, January 25, 2016, 8:30 a.m.

State Capitol, Room 106

Tuesday, January 26, 2016, 8:30 a.m.

Beltz Room, Thomas Stewart Building

Meeting information will be posted on BASIS at a later date.

### **When Filing Disclosures, We Offer the Following Suggestions:**

- ◇ **No Acronyms Please!** The public may not be familiar with the organizations to which you are referring.
- ◇ **File electronically if possible.** It saves time and lessens the opportunity for errors, If you need corrections we can access the database and make any necessary adjustments.
- ◇ **Remember:** the 30- or 60-day filing deadline begins on the FIRST day of the association or hospitality/travel. If you still haven't received all the information you need within that time frame, file an estimated disclosure, then call us to amend the disclosure when you receive the information.
- ◇ **Give a full description of the meeting or conference you attended.** What were the specific topics addressed?
- ◇ **When attending more than one conference in a single trip, make sure to disclose each one separately, with beginning and ending dates of each individual conference.**



# **ANNUAL DISCLOSURES**

***Deadline to file annual disclosures***

***Thursday, February 18, 2016***

***If any association begins after February 18, a disclosure is due within 30 days of the association.***

## **Disclosures Q & A**

**Question: Are you an elected or appointed officer or board member of an organization?**

**Answer: If yes, you must file a disclosure in 2016, even if you filed a disclosure in 2015. Refer to AO 13-02 for more information. You can find AO 13-02 at <http://www.legis.state.ak.us/search/ethics/>. Type AO 13-02 in the "Search for" box and click "Search."**

**Question: Have you recently participated in a benefit or loan program administered through the State?**

**Answer: If yes, call the Ethics Office to determine if you need to disclose. A list of programs which require disclosure can be found in the Standards of Conduct Handbook, Appendix C, at**

**<http://ethics.akleg.gov/documents/HANDBOOK.pdf>.**

**Question: Did you file a disclosure in 2015 for participating in a benefit or loan program?**

**Answer: If yes, and you are still a participant in the program, you must file a disclosure in 2016.**

**Question: Are you on contract/agreement to represent a client before a state agency, board or commission?**

**Answer: If yes, you must file a disclosure in 2016, even if you filed a disclosure in 2015.**

**Question: Do you have any financial relationships with a person covered by the Legislative Ethics Act? i.e. legislators, legislative employees (if one supervises the other), public officials who must file a Financial Disclosure with APOC, and registered lobbyists. Refer to AO 09-05 for additional information. Go to**

**<http://www.legis.state.ak.us/search/ethics/>. Type AO 09-05 in the "Search for" box and click "Search.")**

**Answer: If yes, you must file a disclosure in 2016 if the relationship totals \$250.00 or more. Ongoing financial relationships must be filed yearly even if you filed a disclosure in 2015. Examples: Shared housing in Juneau, a business partnership, or a paid consultant on a legislator's campaign. The dollar amount of the financial relationship does NOT need to be disclosed; only the fact that a close economic association exists.**

**We are here to assist you! Please call our office if you have any questions, or need help filing disclosures.**

**907-269-0150, or 907-269-8179**