# THE ADVISOR

High moral and ethical standards are essential to assure the trust, respect, and confidence of the people of Alaska.



**JANUARY 2021** 

## **SELECT COMMITTEE ON LEGISLATIVE ETHICS**

## Ethics training for everyone in 2021!

Ethics training is mandatory for all legislative employees and legislators in 2021. Training sessions focused on new employees and partisan staff are scheduled for this week—on Wednesday, January 13 and Thursday, January 14.

Ethics training consists of three segments. The first two segments will be delivered via Zoom. You can sign into Zoom using a personal device and log in information. The third segment is online at the ethics website. If you do not have a legislative computer login for segment three, contact Media Services via e-mail at <a href="mailto:media.services@akleg.gov">media.services@akleg.gov</a>. Provide your full name and employer or department in the e-mail to media services.

Returning legislator training is currently scheduled for Monday, January 25, at 1:00 p.m. More details to follow.

#### WEEK OF JANUARY 11: NEW EMPLOYEE AND PARTISAN STAFF TRAINING

**STEP 1:** Segments 1 and 2 will be delivered via Zoom conference. You have a choice between the two sessions listed below. Register for only one of the two training sessions and you will receive a link to use to attend the zoom session you chose. The email with the link will be sent to the email address you provide during registration.

Wednesday, January 13th from 1:00 pm to 4:30 pm AST - <a href="https://ncsl.zoom.us/meeting/register/tJErduqtpiguHdFzA2wDxeqohT2Y5p8kuueq">https://ncsl.zoom.us/meeting/register/tJErduqtpiguHdFzA2wDxeqohT2Y5p8kuueq</a>

OR

Thursday, January 14th from 8:30 am Noon AST — <a href="https://ncsl.zoom.us/meeting/register/tJYvcuyhrTwrGNVyKGtEdQliFVLirh34DSv-">https://ncsl.zoom.us/meeting/register/tJYvcuyhrTwrGNVyKGtEdQliFVLirh34DSv-</a>

**STEP 2:** Attend the Zoom session for which you registered using your personal training link received by email.

**STEP 3:** Access segment 3 online at http://ethics.akleg.gov/training.php. Log in with your computer login (not your email address) and password. If you do not have a legislative computer login for segment 3, contact Media Services at <a href="media.services@akleg.gov">media.services@akleg.gov</a>. Provide your full name and employer or department in the email to media services. We advise you print out the Complete Ethics Training Materials prior to viewing segment 3. Other useful handouts are available on the training page as well. Click submit when you finish watching the video and you will receive an email confirming you completed the segment.

Please let the Ethics Office (907-269-0150) know if you encounter problems with any aspect of the training or if you have other training questions.

#### **Committee Members**

Lee Holmes. Chair

H. Conner Thomas

Skip Cook

Deb Fancher

Joyce M. Anderson

Sen TBD

Sen TBD

Rep TBD

Rep TBD

#### Staff

Jerry D. Anderson, Administrator 269-0150

Jacqui Yeagle, Admin Assistant 269-8179

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## Annual ethics disclosures due February 20, 2021

All legislators, legislative employees, and public members of the Ethics Committee are required to file annual disclosures within 30 days after the first day of session (February 20, 2021).

Annual disclosures examples include:

- Close economic associations
- Close economic association with a lobbyist spouse or partner
- Participation in state benefit and loan programs. See Appendix C in the Standards of Conduct Handbook for more information.
- Interest in state contracts and leases of \$5,000 or more
- Board membership with one or more of the following powers: advisory, investigatory, managerial, or supervisory power even if you have no voting power in a:
  - \* Non-profit
  - \* For profit
  - \* Religious
  - \* Educational
  - \* Condo Association
  - \* Native Corporation
  - Governmental or National Board.

## File your disclosure online. It's easy!

- 1. Go to <a href="http://intranet.akleg.gov/">http://intranet.akleg.gov/</a> and scroll down to the "File an Ethics Disclosure" section and click.
- 2. Go to the line that begins with "CLICK HERE."
- 3. Double click on the word "HERE."
- 4. Enter your credentials (your computer log-in, not your email address).
- 5. Click on the type of disclosure you want to file.
- 6. Complete the form using drop down menus when available. (Provide complete information. Gifts of travel are for the purpose of obtaining information about matters of legislative concern. Include one or two sentences about how the information you obtained is a matter of legislative concern.)
- 7. Check your completed disclosure for accuracy, sign, and submit.

For a four-page detailed instruction handout for online filing or for other information, contact the ethics office at 269-0150 or 269-8179 for more information.

## **Campaign Fundraising Prohibition**

Remember that AS 24.60.031(a) and (b) prohibit campaign fundraising

...on a day when either house of the legislature is in regular or special session, solicit or accept a contribution or a promise or pledge to make a contribution...

Check for and remove donation language and payment buttons from your campaign websites during session.

Contact the ethics office for further details at 907-269-0150 or Ethics.Committee@akleg.gov

## Are you terminating your service with the Legislature?

Under AS 24.60.115, legislators, legislative employees, and public members of the Ethics Committee, must file — within 90 days after leaving service — a final disclosure reporting new associations or interests not disclosed prior to leaving office.

Below is a list of disclosures to review in determining the need to file a final disclosure.

- Appointed or reappointed to a board or commission AS 25.60.030(f)
- Obtained a state contract or lease AS 24.60.040
- Began participating in a state benefit program or obtained a state loan AS 24.60.050
- Formed a close economic association (financial relationship) with an individual who must file a Financial Disclosure with the Alaska Public Offices Commission AS 24.60.070 (i.e., legislator, legislative employee, lobbyist, or public official)
- Represented a client for pay before a state agency, board or commission AS 24.60.100
- Received a gift not connected to legislative status that is \$250 or more in value AS 24.60.080(c)(8)
- Received a gift of travel/hospitality for legislative matters that is \$250 or more in value AS 24.60.080(c)(4)
- Family member received a gift because of legislative connection that is \$250 or more in value AS 24.60.080(i)
- Began a new association relating to a transition to post legislative work.

Contact the Ethics Office at 269-0150 or 269-8179 for more information.

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- 2. Go to the line that begins with "CLICK HERE."
- 3. Double click on the word "HERE."
- 4. Enter your credentials (your computer log-in).
- 5. Click on the type of disclosure you want to file.
- 6. Complete the form using drop down menus when available. (Provide complete information. Gifts of travel are for the purpose of obtaining information about matters of legislative concern. Include one or two sentences about how the information you obtained is a matter of legislative concern.)
- 7. Check the final disclosure box and sign the disclosure.
- 8. Check your completed disclosure for accuracy and submit.

For a four-page detailed instruction handout for online filing or for other information, contact the ethics office at 269-0150 or 269-8179 for more information.

#### **Contact the Select Committee on Legislative Ethics**

Mailing Address: PO Box 90251 Anchorage, AK 99509-0251 Physical Location: Anchorage Legislative Office Building 1500 W Benson Blvd Suite 220 Anchorage, AK 99503

FAX: 907-269-0152
Email: Ethics.Committee@akleg.gov
Website: http://ethics.akleg.gov/

Phone: 907-269-0150

## **Legislative Purpose Test**

Before taking action or accepting a gift of travel, ask yourself:

- What is the legislative purpose of my action?
- Is the activity or service necessary to perform my official duties?

If not, do not take action or accept a gift of travel.

#### Remember:

- There is no definition of "legislative purpose" in the Legislative Ethics Act.
- Each situation may need to be determined on a case-by-case basis.
- Several statutes and formal advisory opinions provide guidance.
- Contact the Ethics Office at 907-269-0150 or Ethics.Committee@akleg.gov for more information.



## **File Your Ethics Disclosures Online**

- 1. Go to <a href="http://intranet.akleg.gov/">http://intranet.akleg.gov/</a> and scroll down to the "File an Ethics Disclosure" section and click.
- 2. Go to the line that begins with "CLICK HERE."
- 3. Double click on the word "HERE."
- 4. Enter your credentials (your computer log-in, not your email address).
- 5. Click on the type of disclosure you want to file.
- 6. Complete the form using drop down menus when available. (Provide complete information. Gifts of travel are for the purpose of obtaining information about matters of legislative concern. Include one or two sentences about how the information you obtained is a matter of legislative concern.)
- 7. Check your completed disclosure for accuracy, sign, and submit.

For a four-page detailed instruction handout for online filing or for other information, contact the ethics office at 269-0150 or 269-8179 for more information.

## APOC Legislative Financial Disclosures

Legislators and legislative directors must file an annual report with the Alaska Public Offices Commission by Monday, March 15, 2021. Legislative staff is permitted to help with preparing and filing a legislator's annual financial disclosure on state time using a government computer.

If you have questions, call APOC at 276-4176.

Thank you for filing your disclosures online.

#### **DISCLAIMER**

Information in this newsletter is given as a general overview. Your circumstances may require more specific information and advice. Please contact the ethics office if you have any questions as to whether your intended action is in compliance with the Ethics Act AS 24.60.

