



## ALASKA REDISTRICTING BOARD

### Alaska Redistricting Board Meeting December 19, 2020 | 10:00 a.m.

The Alaska Redistricting Board virtually met on December 19, 2020. Present participants are below:

|                 |                    |
|-----------------|--------------------|
| John Binkley    | Chair of the Board |
| Bethany Marcum  | Board Member       |
| Melanie Bahnke  | Board Member       |
| Budd Simpson    | Board Member       |
| Nicole Borromeo | Board Member       |
| Peter Torkelson | Executive Director |

#### **Agenda**

- Call to Order
- Establish a Quorum
- Adoption of Agenda
- General Discussion with Executive Director
  - Workplace Environment and Ethics Training Options
  - Timeline and Process for Legal Counsel Selection
  - Organizational Chart
  - Developing Budget
  - Establishing Board Policies
- Other Personnel Matters (*possible executive session*)
- Board Member Comments
- Adjournment

#### **Call to Order**

Mr. Binkley called the meeting to order at 10:09 a.m. With all board members present, a quorum was established.

#### **Adoption of Agenda**

Ms. Marcum moved to adopt the agenda as written. Mr. Simpson seconded the motion.

The motion passed unanimously.

#### **General Discussion with Executive Director**

Mr. Torkelson confirmed that the board can attend workplace environment and ethics trainings with other legislative employees in January 2021, and that the board has been offered a dedicated training session for board members and staff. Training also includes components specific to the Alaska legislative ethics law that applies to all legislative employees.



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Board members provided thoughts on the discussion above:

- The board should proceed in participating in workplace environment and ethics training sessions.
- Training sessions should include a component on maintaining confidentiality. Mr. Torkelson will seek training that covers this topic.
- It was requested that Mr. Torkelson provide additional details and information on training topics on legislative staff training.

Mr. Torkelson has been advised by the previous board Chair and Executive Director to retain legal counsel for the board as soon as possible. Mr. Torkelson noted that facilitating this process would likely involve putting out a request for proposal (RFP) and gave an overview of the RFP process.

The board expressed the need for the RFP process to begin soon and for the board to be involved in the hiring process.

Mr. Torkelson reviewed the proposed draft organizational chart and noted that a Deputy Director should be hired quickly. Additionally, Mr. Torkelson recommended that if the board sees the need to hire additional staff outside of the Executive Director and the Deputy Director, this hiring should occur earlier in the process to be prepared.

Ms. Bahnke proposed two additions to the organizational chart: 1) a redistricting consultant and 2) the board's attorney – both positions should report to the board and the public should be aware of their positions in the redistricting process. Ms. Bahnke also noted that the legislature and administration should be aware that additional resources may be needed for board staffing through the redistricting process.

The board discussed the development of the budget. Ms. Marcum noted that some items listed as purchased in the board budget were already paid for in the Redistricting Planning Committee's funds. Mr. Torkelson will provide additional budget details to present to the board for further discussion.

Mr. Torkelson recommended that the board adopt the legislative procurement code now that the board is under the legislative branch. The board requested additional information on both the administrative and legislative procurement codes to understand the key differences and procurement processes.

The board agreed that a procurement code should be adopted soon to expedite the process in seeking legal counsel and agreed to meet again on December 28<sup>th</sup> or 29<sup>th</sup> to review additional details on both codes and decide on which code to adopt.

### **Executive Session: Additional Personnel Matters**

Ms. Bahnke moved to enter executive session for the purpose of discussing personnel matters. Mr. Simpson seconded the motion.

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John Binkley, Chair  
Melanie Bahnke  
Nicole Borromeo  
Bethany Marcum  
Budd Simpson

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The board entered executive session at 11:10 a.m.

The board exited executive session at 1:43 p.m.

### **Board Member Comments**

No board member comments were given.

### **Adjournment**

Mr. Simpson moved to adjourn the meeting. Ms. Bahnke seconded the motion.

The meeting adjourned at 1:45 p.m.