

Citizens' Advisory Commission on Federal Areas in Alaska

November 26, 2025 Meeting (virtual) Minutes

1. **Roll Call:** DNR OPMP, Ashlee Adoko, called the meeting to order at 1:00 PM.
Commissioners Present: David Brown, Senator Cathy Giessel, Teresa Hanson, Elizabeth Jerue, William Koehler, Charlie Lean, Alice Smith (previously Johnson), Susan Smith, Nathan Turner, Frank Woods, Randy Zarnke
Commissioners Absent: Representative Andy Josephson
2. **Others Present:**
DNR: Ashlee Adoko (OPMP Executive Director), Jeff Bruno, John Crowther (Acting Commissioner), Trevor Fulton, Cathe Heroy (Federal-ANILCA Program Coordinator), Kayla Wagenfehr
Department of Law: Benjamin Hofmeister and Ron Opsahl
Department of Fish and Game: Brad Dunker (ANILCA Coordinator)
Others: Sara Taylor (former CACFA Executive Director), David Jiang (Staff for Representative Josephson)
3. **Ashlee requested Commissioners appoint a Temporary Chair and Vice-Chair:**
Motion to appoint Charlie Lean temporary Chair, Ashlee conducted roll call vote: David Brown, yes; Cathy Giessel, yes; Teresa Hanson, yes; Elizabeth Jerue, yes; William Koehler, yes; Charlie Lean, yes; Alice Smith, yes; Susan Smith, yes; Nathan Turner, yes; Randy Zarnke, yes (Frank Woods, Absent for vote) **Passed unanimous**
Motion to appoint Susan Smith temporary Vice Chair, Ashlee conducted roll call vote: David Brown, yes; Cathy Giessel, yes; Teresa Hanson, yes; Elizabeth Jerue, yes; Will Koehler, yes; Charlie Lean, yes; Alice Smith yes; Susan Smith, yes; Nate Turner, yes; Randy Zarnke, yes (Frank Woods Absent for vote) **Passed unanimous**
4. **Agenda: Motion to approve agenda written by DNR Passed with no objections**
5. **Budget Presentation/Discussion:**
Ashlee provided an overview of CACFA's Fiscal Note, prioritizing expenses for the Executive Director position (salary, benefits, office equipment, etc.) and the funds set aside for Department of Law support.
Commissioner discussion: Susan Smith noted the difference between the past budget (\$34K) and current Fiscal Note (\$10K) for travel and meeting costs, noting this will limit the ability to host in-person meetings, especially considering remote travel. Charlie Lean agreed regarding the limitations and advocated for the benefit of in-person meetings. Randy Zarnke noted the possibility of redressing the limiting funding with the Legislature in future sessions.
Chair's Report: Charlie urged utilizing the funds for an in-person meeting, prioritizing trainings (mentioned later in the agenda), need to hire the ED position, and election of officers. Ashlee emphasized the need to have approved travel waivers to hold an in-person meeting.
6. **Initiating recruitment of Commission Executive Director, discussion of process and timeline, job description, salary:**

Ashlee requested the Commissioners approve the ED description in order to post the job listing. Benjamin Hofmeister and Ashlee provided details about the State posting and hiring process to the Commissioners and answered questions.

Will Koehler proposed creating a subcommittee to go through the job posting more thoroughly and provide suggested edits to the group at a special meeting. Charlie accepted volunteers to be on the subcommittee: Teresa Hanson, Charlie Lean, and Susan Smith. Benjamin Hofmeister confirmed the Commissioners can host a special meeting, giving a 10-day public notice.

7. Future Meetings (in-person, virtual and/or hybrid), Dates, Notice Requirements

Charlie Lean confirmed a special meeting will occur mid-December and asked OPMP staff to ascertain Commissioners' availability and specific date. **Motion** to host a special meeting via teleconference the week of December 15th to consider the ED hiring process and posting the listing. **Passed** no objections.

8. Future training on CACFA statutes, Open Meetings Act and applicable federal laws: ANILCA, ANCSA, and Statehood Act

Charlie Lean suggested striving for an in-person, two-day meeting the second week of January. OPMP staff asked to look into meeting venues, costs, and logistics for the Commission to consider during their special meeting in mid-December.

9. Commission organization and items for discussion: officers, committees, bylaws, Roberts Rules of Order, email accounts, ED office location and resources, CACFA website, and miscellaneous items:

CACFA's former ED Sara Taylor noted the most recent bylaws adopted by the Commission were not posted by DNR on the archived website, so not provided to current commissioners, so the Commission needs time to review and discuss prior to voting on changes or adoption. **Motion:** Ask subcommittee previously created to obtain the current bylaws, review them, and present to the Commission during the special session in December. **Motion passed** with no objections.

Benjamin Hofmeister explained importance of Commission using State email addresses. Ashlee already requested email addresses through the Office of Information Technology. (Use of State email addresses is not required.)

Charlie Lean recommended the Commission's ED's future office be Anchorage, Fairbanks, or Juneau. **Motion** to allow flexibility in office location for the ED position in Anchorage, Fairbanks, or Juneau. **Motion passed** with no objections.

General concerns about the website situation: DNR now has two websites for CACFA -- an archived website to house CACFA information prior to 2017 and a simple website created recently to house current CACFA's information.

10. Executive session, if necessary: An Executive Session was not held.

11. New business: None

12. Commission member comments: no comments at this time.

13. Adjournment: **Motion to adjourn passed** with no objections at 3:22 pm