

# ANITA HALTERMAN

## EDUCATION

### Wayland Baptist University, Anchorage, AK

Master's in Business Administration with an emphasis in HealthCare Administration, 10/15

## EXPERIENCE

### Deeptree

Senior Sales Associate – 4/19 to current – 40 plus hrs/wk

- Research and target prospects, sales development and networking.
- Develop and submit weekly to quarterly sales forecasts, updates and reports.
- Conduct business meetings to introduce businesses to Deeptree.

### Self Employed consultant & Independent Insurance Agent

Owner/Agency Development Manager - 12/16 to current – 40 plus hrs/wk

- Researched public policy and budget issues for members of the Alaska Legislature and public officials.
- Consulted employers on health and financial wellness and on voluntary employee benefit options.
- Licensed in accident/health & life.

### State of Alaska Legislature

Legislative Aide & Chief of Staff - 1/15 to 11/16 – 40 plus hrs/wk

- Conferred and researched public policy and budget issues with members of the Alaska Legislature and public offices in an effort to develop legislation. We successfully carried two bills to passage in 2016.
- Prepared the office newsletter and developed constituent and other correspondence.
- Prepared materials and attended community events and meetings as a representative for the legislature.
- Coordinated meetings to discuss legislative issues, concerns and proposals.
- Attended regulatory meetings and prepared testimony for public hearings over statute changes.
- Participated in conferences, in order to monitor national policy trends and to address legislative ideas.
- Communicated with constituents, lobbyists, and the general public.

### State of Alaska, Dept. of Health & Social Services,

#### Division of Senior & Disabilities Services

Health Program Manager I, Personal Care Assistant Services (PCA) - 11/06 to 1/15 – 37.5 hrs/wk

- From March 2012 to June 2012 served as interim manager for the PCA unit.
- Served on the DHSS transition team developing the DHSS transition report for the governors' office.
- Reviewed, coordinated, and authorized service delivery between Alaska waiver and PCA services in accordance with state and federal regulations.
- Promoted personal responsibility, independence, and self-sufficiency for adults, children, and families with individuals experiencing complex medical conditions, physical, or mental disabilities.
- Developed standards, the automated service plan and trained nurses on assessment techniques.
- Represented SDS in fair hearings as a lead reviewer assigned to cover all hearings.

Medical Assistance Administrator III, Fair Hearing Representative - 12/13 to 4/14 (interim) – 37.5 hrs/wk

- Represented DHSS in scheduled fair hearings that regard settlement decisions for Medicaid programs eligibility and/or services.
- Coordinated appropriate evidentiary documentation and staff testimony to support the state's decisions.
- Conducted pre-hearing conferences to facilitate alternative dispute resolutions.
- Consulted with the Attorney General's Office for highly technical cases or when cases were represented by counsel.
- Advised SDS executive staff on trends in hearing that may require regulatory and/or policy edits.

#### Division of Finance & Management Services

Medical Assistance Administrator II, Payment Error Rate Measurement Project - 05/05 to 08/05 – 37.5 hrs/wk

- Conducted reviews and audits of Medicaid claims.

- Collected and evaluated coverage and payment documentation, Alaska Statutes, regulations, billing manuals, and the Medicaid Management Information System to ensure claims were paid in accordance with state and federal regulations.
- Worked with information technology staff on the development of a data collection system for use in tracking data and for analysis.

### **Division of Health Care Services**

Medical Assistance Administrator III - 4/01 to 10/04 – 37.5 hrs/wk

- Served as Alaska Medicaid's health policy analyst, regulation writer, and HIPAA Privacy and Security Coordinator.
- Served as an executive member on teams providing regulatory guidance and technical assistance to other managers and stakeholders.
- Prepared fiscal notes, budget and regulatory documents for the Governors' office, Alaska legislature, Commissioner's office, public employees, agencies, and the public.
- Interviewed and hired new managers, awarded & oversaw state contracts.
- Conducted regulatory public hearings, collected information, and analyzed public comments.
- Co-chaired the national CMS sponsored HIPAA integration and transition sub-workgroup.
- Presented to the Medicaid Rate Advisory Council in Bethel about rate setting and regulatory efforts and Anchorage and as a HIPAA expert at the Oklahoma City, OKCMS sponsored MMIS conference in the fall of 2005.

### **Division of Public Assistance - Denali KidCare**

Public Assistance Analyst - 10/00 to 4/01 – 37.5 hrs/wk

- Developed policies and procedures.
- Coordinated and managed marketing and outreach efforts.
- Hired new staff and trained outreach workers, grantees, fee agents; public health, tribal, and state government agency staff.
- Led Medicaid's workflow analysis project and implemented corrective actions to address quality assurance and process improvement issues.
- Researched and provided information to CMS to meet federal reporting requirements.

Eligibility Technician IV, Stand Alone Medicaid - 7/99 to 10/00 – 37.5 hrs/wk

- Co-manager and supervisor of Alaska's Medicaid team. This was a team of 11 technicians, professional, and administrative staff.
- Oversaw Title IV-E programs at the Division of Family and Youth Services.
- Assigned, monitored, and evaluated employee performance.
- Ensured staff incorporated case-management and welfare reform practices into eligibility processes.
- Assisted staff in identifying barriers to employment such as alcoholism, lack of childcare, domestic violence, disability, poverty, substance abuse, lack of housing, etc.

Eligibility Quality Control Technician - 4/97 to 7/99 – 37.5 hrs/wk

- Conducted quality performance and policy compliance reviews on Food Stamp, Alaska Temporary Assistance Program, and Medicaid program recipient decisions and reported findings to state and federal agencies.
- Established and conducted reviews for Alaska's first corrective action plan for the Food Stamp program
- Traveled and conducted home visits throughout Alaska.

Eligibility Technician I & II 9/95 to 4/97 – 37.5 hrs/wk

- Conducted interviews, determined eligibility, and maintained a caseload of active General Relief Assistance, Food Stamps, cash assistance, and Medicaid cases.

### **State of Alaska, Department of Public Safety**

Administrative Clerk, Records and Identification Section - 2/95 to 7/95 – 37.5 hrs/wk

- Processed fingerprint cards, assigned OCA tracking numbers, and entered them into APSIN.
- Typed, sorted, edited, and mailed documents regarding criminal history to the FBI offices and other agencies.
- Responded to public inquiries about licensing, permits, and applications.
- Logged financial transactions, collected cash, and prepared deposits.

**State of Iowa, Department of Corrections, Iowa Correctional Institute for Women, Mitchellville**

Administrative Assistant II, Grievance Officer/Volunteer Coordinator - 5/93 to 1/95 – 40 hrs/wk

- Conducted pre-hearing investigations for grievances and responded accordingly in writing and advised the superintendent on necessary actions.
- Served as prison system public liaison and conducted public speeches and outreach.
- Oversaw volunteer and contract employee efforts: Screened, placed, trained new volunteers, and monitored the activities of over 350 volunteer and contract staff.
- Developed the Des Moines United Way volunteer newsletter for six months.

**State of Iowa, Department of Health and Human Services, Division of Public Assistance**

Eligibility Technician I & II - 2/91 to 5/93 – 40 hrs/wk

- Conducted interviews, determined eligibility, managed fair hearings and conducted audits.

Child Support Enforcement Division, Collection Services Center, Accounting Clerk II - 1/88 to 2/91 – 40 hrs/wk

- Performed basic accounting activities, testing, data entry, and child support payments functions.

**United States Army Supply Specialist - 1984-1985 – 40 hrs/wk**

- Performed basic accounting activities and supply functions.

**Volunteer Efforts:**

**Alaska Women's Hall of Fame**

Appointed Director - 03/17 to current

- Preside at all meetings of the Board of Directors.
- With Board of Directors approval, have general direction of the business of the organization.
- Serve in the role of liaison with the Anchorage Women's Commission.

**Alaska Collaborative for Telemedicine & Telehealth**

Appointed President – 2017, serving as past President 2018

- Preside at all meetings of the Board of Directors.
- Ex-officio member of all committees.
- With Board of Directors approval, have general direction of the business of the Collaborative including assembling the annual budget and ensuring the 501(c)3 status is maintained.

**Municipality of Anchorage, Anchorage Woman's Commission**

Appointed Commissioner -08/11 to current

- Collect, coordinate, analyze, and recommend local solutions, legislative, and administrative action on issues related to the status of women. Encourage woman to assume leadership roles and act as a liaison between the State Women's Commission and local women.

**Additional volunteer efforts:**

- Assisted in the development of the Workgroup for Data Interchange, Strategic National Implementation Process (WEDI/SNIP) security white paper during the early 2000's.
- Served as a Girl Scout leader, trainer, and cookie coordinator for the Eagle River service unit and the Girl Scouts of Alaska. I also served as a leader for the Girl Scouts of Greater Iowa for over 20 years of combined service.
- Served as a soccer coach for the Eagle River soccer club for one year and as team parent during the 1990's.
- Served as a volunteer in several capacities in the Parent Teachers Association in the mid 1990's for two years in Iowa and for one year in Alaska.
- Assisted with a highly successful public charity auction for Alaska Healing Hearts in 2012.
- I have worked on a number of political campaigns including assembly, legislative, gubernatorial, and presidential campaigns. My first exposure to politics was as a voting member of a model United National session held in Sioux City, Iowa when I was a teenager. I have served as a member of a Board for a local political organization and I developed and distributed a newsletter for them for over a year. I currently advise legislators as needed on a pro-bono basis.