

ANITA HALTERMAN

EXPERIENCE

The Alaska Mental Health Trust, Board of Trustees

Appointed Director - 08/19 to current (Part time)

- Preside at all meetings of the Board of Directors: executive committee; finance committee; audit and risk committee; resource management committee; and program and planning committee.
- Appointed Chair – January 2022; reappointed Chair - August 2022
- Appointed Chair of Audit and Risk Committee – November 2020 – January 2022.
- Appointed Vice Chair – May 2020 – January 2022.
- Appointed Chair of Finance Committee – November 2021 – January 2022.

Buzz Rohlifing, LLC

Administrator - 7/20 to current (although not actively working since November 2020).

- Bookkeeping & Administrative duties, setting sales appointments and setting up zoom events.

Self Employed consultant & Independent Insurance Agent

Owner/Agency Development Manager - 12/16 to 1/22

- Position voluntary benefits & provide consulting services.

Deeptree

Senior Sales Associate – 4/19 to 12/19

- Responsible for sales and marketing for information technology business solutions.

State of Alaska Legislature

Legislative Aide & Chief of Staff - 1/15 to 11/16

- Develop and carry legislation, supervise the office and manage legislative issues.

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

- 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.

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

- Represented DHSS in scheduled fair hearings that regard settlement decisions for Medicaid services.
- Coordinated appropriate evidentiary documentation and staff testimony to support the state's decisions.
- Conducted pre-hearing conferences to facilitate alternative dispute resolutions.

Division of Finance & Management Services

Medical Assistance Administrator II, Payment Error Rate Measurement Project - 05/05 to 08/05

- 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.

Division of Health Care Services

Medical Assistance Administrator III - 4/01 to 10/04

- Served as Alaska Medicaid's policy analyst, regulation writer, and HIPAA Privacy and Security Coordinator. I developed Alaska's Medicaid reimbursement regulations for Telehealth in 1999/2001.

Division of Public Assistance - Denali KidCare

Public Assistance Analyst - 10/00 to 4/01

- Developed policies and procedures, coordinated and managed marketing and outreach efforts, hired, trained and supported outreach workers, grantees, fee agents; public health, tribal, and state staff.
- Led Medicaid's workflow analysis project and implemented corrective actions to address quality assurance and process improvement issues.

Eligibility Technician IV, Stand Alone Medicaid - 7/99 to 10/00

- Co-manager and supervisor of Alaska's Medicaid team. This was a team of 11 technicians, professional, and administrative staff.

Eligibility Quality Control Technician - 4/97 to 7/99

- 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.

Eligibility Technician I & II 9/95 to 4/97

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

Administrative Assistant 7/95 9/95

- Performed administrative functioning including setting up hiring for new employees.

State of Alaska, Department of Public Safety

Administrative Clerk, Records and Identification Section - 2/95 to 7/95

- 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.

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

Administrative Assistant II, Grievance Officer/Volunteer Coordinator - 5/93 to 1/95

- Conducted pre-hearing investigations for grievances, responded accordingly and advised the superintendent on any necessary remediation.
- Served as prison system public liaison, gave public speeches and conducted outreach.
- Oversaw volunteer and contract employee activities.

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

Eligibility Technician I & II - 2/91 to 5/93

- 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

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

United States Army Supply Specialist - 1984-1985

- Performed basic accounting activities and supply functions.

EDUCATION

Wayland Baptist University, Anchorage, AK

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

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 (until July 2020).

Alaska Collaborative for Telemedicine & Telehealth

Appointed President – 2017, Past President 2018, Director 2019 & 2020

- Preside at all meetings of the Board of Directors.
- Ex-officio member of all committees.

Municipality of Anchorage, Anchorage Woman's Commission

Appointed Commissioner -08/11 to 07/20

- Collect, coordinate, analyze, 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 and as a leader for the Girl Scouts of Greater Iowa for over 15 years.
- Served as a soccer coach for the Eagle River soccer club and as team parent.
- Served as a volunteer in several capacities in the Parent Teachers Association.
- Served as chair of the newsletter committee for the Directors of Volunteers in Agencies (a United Way Agency in Des Moines, Iowa in 1994.
- Assisted with a highly successful public charity auction for Alaska Healing Hearts in 2012.

- I have worked on a number of political 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 an organization for over a year. I served on several political campaigns and have advised four Governors.