

*General Information  
for*

*State Commission for Human Rights Appointee*

**Grace Merkes**



STATE OF ALASKA  
OFFICE OF THE GOVERNOR  
P.O. Box 110001, Juneau, AK 99811-0001  
Phone: (907) 465-3500 Fax: (907) 465-3532

OFFICE OF THE GOVERNOR  
JAN 16 2013  
MAIL ROOM

**BOARDS AND COMMISSIONS APPLICATION FORM**

**INSTRUCTIONS**

A separate application is required for each position for which you apply. Complete and specific answers will aid in rapid and accurate processing of your resume. Please type or print legibly in ink. Forward to the above address. Be sure your answers are true. A willfully false answer may result in your disqualification or removal from office if you are appointed.

Board or Commission and seat for which I am applying: Human Rights Commission  
(For example, Board of Agriculture, public seat)

Please list any other State Boards or Commissions on which you currently or previously have served:

Human Rights Commission (present)

Name: Grace Merkes

Mailing Address: [REDACTED]

Residence Address: [REDACTED]

City, State and Zip Code: Sterling, AK. 99672

Home or Message Telephone: [REDACTED] Business Telephone: [REDACTED]

Fax Number: [REDACTED] Cell Phone: [REDACTED]

Email address: [REDACTED]

AS 39-05-100 requires that a person appointed to a state board or commission be a registered voter prior to the last general election:

Are you a registered voter: YES X NO        Voter Registration Number (Optional):       

Social Security Number (Optional, required if appointed for travel, reimbursement etc.) [REDACTED]

Have you ever been convicted of a misdemeanor within the past five years or a felony within the past ten years?

YES        NO X if "YES", explain the circumstances on a separate sheet of paper and attach it to this application. A conviction is not necessarily grounds for disqualification. The number of convictions, nature, recentness, and relationship to the board position applied for, will be evaluated and a determination will be made after a review of all relevant facts.

CONFLICTS OF INTEREST: Certain boards and commissions require full disclosure of personal financial data under AS 39.50.010. If required for the board or commission for which you are applying, are you willing to do so?

YES X NO       

Could you or any member of your family be affected financially by decisions to be made by the board or commission for which you have applied? YES        NO X

If "YES", explain:



STATE OF ALASKA  
OFFICE OF THE GOVERNOR

BOARDS AND COMMISSIONS

Name: Grace Merkes

Date: 1/14/13

(Indicate top three boards/commissions of interest by number with #1 as your preference)

	Accountancy Board
	Aerospace Corporation
2	Aging Commission
	Agriculture & Conservation
	Alaska Retirement Management Board
	Alcoholic Beverage Control
3	Alcoholism and Drug Abuse
	Architects/Engineers/ Land Surveyors
	Arts Council
	Assessment Review Board
	Aviation Advisory Board
	Bald Eagle Preserve
	Bar Association, Board of Governors
	Barbers & Hairdressers
	Bering Sea Fishery Advisory Board
	Big Game Commercial Services
	Boating Safety Council
	Broadcasting Commission
4	Children's Trust Board
	Chiropractic Examiners
	Clemency Advisory Committee
	Commercial Fisheries Entry
	Commercial Fishing/ Agriculture Bank
	Denali Access System Advisory Committee
	Dental Examiners
	Disabilities/Special Education
	Domestic Violence/Sexual Assault
	Education & Early Development
	Education Commission/States
	Education for Military Children
	Emergency Medical Services
	Emergency Response Commission
	Emerging Energy Technology Fund
	Energy Authority
	Evidence Technicians
	Exxon Valdez Oil Spill Trustee
	Federal Areas in Alaska
	Fire Standards Council
	Fisheries
	Fisherman's Fund Advisory & Appeals
	Forestry
	Game
	Health Care Commission
	Historical Commission
	Historical Records Advisory

	Homeless Council
	Housing Finance Corporation
1	Human Rights
	Humanities Forum
	Independent Living Council
	Industrial Development/Export Authority
	Interstate Adult and Juvenile Supervision Council
	Interstate Oil and Gas Compact
	Judicial Conduct
	Judicial Council
	Juvenile Justice Advisory Committee
	Knik Arm Bridge
	Labor Relations Agency
	Languages, Alaska Native
	Libraries Advisory
	Local Boundary Commission
	Marine Pilots
	Marine Transportation Advisory Board
	Marital & Family Therapy
	Medical Board
	Mental Health Board
	Mental Health Trust Authority
	Midwives
	Military Force Advocacy & Structure Team
	Minerals Commission
	Municipal Bond Bank
	Natural Resources Conservation Devel
	North Pacific Anadromous Fish
	North Pacific Fisheries Management Council
	North Pacific Research Board
	Nursing
	Occupational Safety
	Oil & Gas Conservation Commission
	Optometry
	Pacific Salmon
	Commission-Commissioners
	Pacific Salmon Commission- Northern Panel
	Pacific Salmon Commission- Transboundary Panel
	Pacific States Marine Fisheries Commission

	Parole Board
	Permanent Fund
	Personnel Board
	Pharmacy Board
	Physical/Occupational Therapy
	Pioneer's Home Advisory
	Police Standards Council
	Postsecondary Education
	Professional Counselors
	Professional Teaching Practices
	Psychologist/ Psychological assoc.
	Public Offices Commission
	PWS Oil Spill Recovery Institute
	Railroad Corporation
	Real Estate Appraisers
	Real Estate Commission
	Redistricting Board
	Regents, University of Alaska Board of
	Regulatory Commission (RCA)
	Renewable Energy Fund
	Royalty Oil & Gas Development
	Safety Advisory Council
	Seafood Marketing Institute
	Seismic Hazards Safety Commission
	Serve Alaska
	Social Work Examiners
	State Officers Compensation
	Student Loan Corporation
	Subsistence Resource Commissions
	Suicide Prevention Council
	Trafficking and Prostitution Task Force
	Transportation Advisory Board
	Uniform State Laws
	Veterans Advisory Council
	Veterinary Examiners
	Violent Crimes Compensation
	Vocational Rehabilitation
	Water and Wastewater Works
	Western Interstate Comm/Higher Educ
	Wood-Tikchik State Park
	Workers' Compensation Appeals Commission
	Workers' Compensation Board
	Workforce Investment Board
	Yukon River Panel

**TRAINING AND EXPERIENCE:** (If resume attached, it is not necessary to complete items A-D)

- A. List any professional licenses, certifications, or registrations and dates obtained that may be used as qualifying criteria:

See resume'

- B. List both formal and informal education and training experiences: (Use additional paper if necessary).

See resume'

- C. List any community service, municipal government, and state positions held, and any awards received. Include both compensated and uncompensated positions (such as president of a service organization or a mayor). Include length of time serviced.

see resume'

- D. Employment work history – paid, unpaid or voluntary: (Use additional paper of necessary).

see resume'

The Office of the Governor and the State of Alaska have an Affirmative Action Equal Employment Opportunity Program. To assist in the program, you are asked to voluntarily answer the following questions to provide the information necessary for reporting purposes. Under State and Federal law, the information you provide will not be used to illegally discriminate against you.

**CERTIFICATION:** I certify the information I have entered on this form is true to the best of my knowledge. I understand that if I deliberately conceal or enter false information on the form my application may be rejected, I may be removed from the list of eligible candidates, or I may be removed from the position. I agree that the Office of the Governor may contact present or former employees or other persons who know me to obtain an additional information about my skills and abilities. I understand that the information on this application is public information and may be released through a legal request for such information.

Signature (in ink): Grace M. Merkes Date: 1/14/13

Please attach a current resume with your application.

(Name): Grace Merkes, (Age):      of (Hometown): Sterling AK  
is (Job title/Place of employment):       
(Name) holds (Listing of earned degrees like bachelor's, master's, etc.):       
      
(Or list relevant experience to the position you are being appointed to)

**John A. Doe, 38 of Soldotna, is Director of T-Shirts & Co. Doe holds a bachelor's degree in business administration from X University and a master's degree in communications from X University.**

Page 4 of 4

**GRACE MERKES**

**STERLING, AK. 99672**

**OBJECTIVE**

*To be reappointed as a Commissioner to the Human Rights Commission or to another State Board. My personal strengths are leadership, ability to make decisions, dependability, established in the business, local and state government communities, have grass roots support, familiar with non-profit agencies and I have experience working with volunteer and state agencies. Because of my personal strengths and experience I feel qualified for a reappointment to the ASHRC or being appointed to another Board or commission.*

**WORK HISTORY**

**ST. OF AK., DEPT. OF FAMILY & YOUTH SERVICES**

**10/15/90 RESIGNED 06/01/95**

*Administrative Clerk II; Duties included support of a staff of seven social workers with computer work including letters, court documents, reports, case plans, licensing work, and input in State PROBER system. Front office receptionist included; monthly statistical reports, screened community representative to participate in 4-E Reviews, process Permanent Fund and Medicaid applications, interview and assign Job Service volunteers to work in the office, oversee family visits and working with Foster Parents. While working for the Division, I had the opportunity to observe all functions of the Social Service system without having to make the decisions in the case.*

**VECO**

**05/01/90 RESIGNED 10/14/90**

*Payroll and Accounts Payable Clerk; this job included inputting data from time sheets for payroll. Solved problems, if there was a mistake on the employee's payroll check. Inputting receipts from purchases of materials and assigning them to the appropriate job site.*

**IRV CARLISLIE, ACCOUNTING****01/01/90 RESIGNED 04/15/90**

*Tax Preparer; Interviewed clients for information needed to prepare and complete their Income Tax Return. Did individual, partnerships and corporation returns. Worked on Financial Statements.*

**MOOSE RIVER REALTY AND TAX SERVICE****1981 SOLD BUSINESS 1986**

*Broker/Owner of Moose River Realty & Tax Service; Interviewed clients to establish their eligibility for financing and requirements for purchasing land, homes or business. Completed Income Tax Returns. During this time, I also had a Securities License to sell interests in LLC.*

**PENINSULA REALTY, INC.****1974 THROUGH 1981**

*Salesperson for Peninsula Realty & in two years became an Associate Broker; Interviewed and sold homes, land and businesses to clients. Listed and established prices on inventory.*

**EDUCATION*****Frontier Vocational Training Center, 1989***

*Certificates for Clerical, Accounting, Computers, and Business English*

***Kenai Peninsula Community College, 1960 through 1970***

*Various Business credits in Clerical, Income Tax Preparation, Accounting, Real Estate, Computers etc.*

***Graduate of Edgar High School, 1952-1956*****COMMUNITY SERVICE**

*I am a previous elected member of the Kenai Peninsula Borough assembly serving for 17 years. On occasion I held the position of Vice President & President. Received the First Lady's Volunteer of the Year award in late '90's. Am a board member of the Sterling Community Club, member of the Soldotna Chamber of Commerce, Kenai Peninsula & National Republican Party. I am a life-long member of Sterling Seniors. I was a member of the " Bid Committee " for the Arctic Winter Games and a volunteer for VISTA in the AmeriCorps program in a leadership position. I am a committee member of the Cook Inlet Regional Citizens Advisory Committee and also a board member of the Central Peninsula Hospital "Behavioral, Drugs & Alcohol Advisory Board". I am an appointed commissioner of the Alaska Human Right Commission for the past 10 years.*