

General Information

Board/Commission and seat you are seeking:
Mental Health Trust Authority, member

Additional Boards/Commissions of interest:

Preference Order Board

- 2) Mental Health Trust Authority
- 3) Workforce Investment Board
- 4) Vocational Rehabilitation Committee

State Boards/Commissions on which you have served:
none

First Name	Middle Name	Last Name
Anita	Marie	Halterman
[REDACTED]	[REDACTED]	[REDACTED]

Conflict of Interest

Full disclosure of personal financial data under AS 39.50.010 is required for certain boards and commissions. Are you willing to provide this information if required for the board or commission which you are applying?
Yes

Service in a public office is a public trust. The Ethics Act (AS 39.52.110) prohibits substantial and material conflicts of interest. Is it possible that you or any member of your family will benefit financially by decisions to be made by the board or commission for which you are applying? If you answer 'yes' to this question you MUST explain the potential financial benefit.
No

Please explain the potential financial benefit

Employment History

Employment work history including paid, unpaid, or voluntary.

Deeptree

Senior Sales Associate – 4/19 to current

- 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

- 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

- 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

- 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
- Represented DHSS in scheduled fair hearings that regard settlement decisions for programs.
 - Coordinated appropriate evidentiary documentation and staff testimony to support the state's decisions.
 - Dispute resolutions.
 - Consulted with the AG's Office for highly technical cases or when cases were represented by counsel.

- Advised SDS executive staff on trends in hearing that required regulatory and/or policy edits.

Finance & Management Services

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

- 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.

Health Care Services

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

- 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 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 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.

Denali KidCare

Public Assistance Analyst - 10/00 to 4/01

- Developed policies and procedures.
- Coordinated and managed marketing and outreach efforts.
- Hired new staff and trained outreach workers, grantees, and stakeholders.
- Led Medicaid's workflow analysis project, implemented corrective actions to address quality assurance and process improvement.
- Researched and provided information to CMS.

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

- Co-manager and supervisor of Alaska's Medicaid team.
- 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, substance abuse, etc.

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.
- Established and conducted reviews for Alaska's first corrective action plan for Food Stamps.
- Traveled and conducted home visits throughout Alaska.

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.

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 other agencies.
- Responded to public inquiries.
- Logged financial transactions and prepared deposits.

Iowa Correctional Institute for Women, Mitchellville

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

- Conducted pre-hearing investigations for grievances.
- Served public liaison, conducted public speeches and outreach.
- Oversaw volunteer and contract employee efforts: Monitored the activities of over 350 volunteers and contract staff.
- Developed the Des Moines United Way volunteer newsletter for six months.

State of Iowa, DHSS, 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 and data entry.

United States Army Supply Specialist - 1984-1985

- Performed basic accounting and supply functions.

Education, Training, Experience & Qualifications

List both formal and informal education and training experiences:

Wayland Baptist University, Anchorage, AK

MBA with an emphasis in Healthcare Administration, 10/15

- 2016 State of Reform Alaska Health Policy Conference. Oct 2016.
- Division of Agriculture, Mat-Su – Alaska Legislative Farm Tour. Aug2016.
- The Growth Company. The Alaska State Stress Management/Burnout & Renewal. Aug2016.
- State of Alaska, State Legislature, Creating a Culture of Excellence and Civility. July 2016.
- Legislative Staff Professional Development Training. Franklin Covey, The 7 Habits of Highly Effective People. June 2016.
- AK Health Reform, Healthcare Policy Summit. Dec 2015.
- Division of Agriculture, Mat-Su – Alaska Legislative Farm Tour. Aug2015.
- National Association for Medicaid Program Integrity, Jazzing up Program Integrity in the Big Easy. New Orleans, LA. Aug 2015.
- State Legislature, Lexis Nexis training. Jan 2015.
- State Legislature, Staff Orientation. Jan 2015.
- Rocky Mountain Mineral Law Foundation, 61st Annual Institute, Anchorage, Alaska July 2015.
- Alaska Center for Resource Families, Introduction to Trauma Informed Caregiving for Resource Parents. Nov 2013.
- Arrow Child & Family Foundation Fostering Hope Forum. Anchorage, AK. November 1, 2013.
- Cultural Communications Training, January 28, 2013.
- Community First Choice webinars examining the possibility of a new personal care system for AK Medicaid program – 2012.
- Workplace Alaska for Hiring Managers – April 2012.
- The Anchorage Senior Activity Center, VA Clinic on associated Veterans Benefits for Long-Term Care and Care Giver Support. Feb 2012.
- PCA Assessor Training – Aug 2011.
- Division of Personnel & Labor Relations; Team-Working. June 2011.
- STARS Training. Oct 2010.
- The Department of Veterans Affairs, Health Care Benefits Overview. Sept 2010.
- Division of Personnel & Labor Relations; Change and Team-Working, A Team-Building Session. Sept 2010.
- Division of Personnel & Labor Relations; Interpersonal Skills Fundamentals. Fall, 2010.
- Alaska Mental Health Authority and the Western Interstate Commission of Higher Education, Complex Behavior Management, A Panel Discussion. June 2009.
- ChangePoint Foster Care Legislative Summit. Nov 2008.
- Alaska State Legislature Bi-Partisan Legislative Foster Care Summit: Today's Problems & Successes, Tomorrow's Solutions. Nov 2008.
- Alaska Children's Trust, Alaska Statewide Prevention Summit. Nov 2008.
- Alaska Office of Faith-Based & Community Initiatives report to policy makers. Oct 2008.
- Office of Public Advocacy training program on conservatorships and guardianships. June 2008.
- Flame: faith-led alliance to maintain & empower team updates. 1. The Need. 2. The FLAME Work

Group Efforts. 3. FLAME findings. 4. Recommendations for the State. 5. Recommendations for the Pastoral Team. April & May 2008.

- Eligibility Information System (EIS) training, spring 2007.
- DS3 (database) training, fall 2006.
- First Health Services Corporations, Alaska MMIS Training Program, Aug 2005.
- Medicaid Management Information Systems Planning for Technology Conference. Sept 2004.
- DHSS HIPAA Basics, Privacy Training Course, concentrating on the Health Insurance Portability and Accountability Act; Public Law 104-191 (1996) and its implementing regulations published at 45 CFR, 160.101-164.53.
- HIPAA provider training in the spring 2003.
- HIPAA Administrative Simplification Federal Preemption & State Law & Regulation Practical Guidance & Compliance Strategies.
- Department of Law: Regulations Training Class for Beginners, Feb 2003.
- The HIPAA Summit Audioconference, HIPAA Administrative Simplification, Federal Preemption and State Law and Regulation. July 2002.
- Alaska Statewide HIPAA Summit in Anchorage, Alaska. Feb 2002.
- Department of Law: Regulations Training Class, spring 2002.
- The National Medicaid HPAA and MMIS Conference in Dallas Texas, April 2002.
- Telehealth Reimbursement Under Alaska Medicaid, Alaska Federal Health Care Access Network (AFHCAN) Meeting with the Alaska Telehealth Advisory Council (ATAC), Feb 2002.
- Alaska Indian Health Services (IHS) HIPAA Summit, Anchorage, Alaska: Feb 2002.
- HIPAA Dental Provider training, Anchorage, Alaska: spring 2002 \State of Alaska, Department of Law, Regulations Training, Sept 2001.
- Medicaid Management Information Systems (MMIS) Conference in Baltimore, Maryland: spring 2001.
- Results of Process Design Conference. Dec 2000.
- Fundamentals of Case Management, Sept 2000.
- Division of Personnel Training session: Workplace Alaska Update, July 2000.
- Supervisory Case Review, July 2000.
- Leadership Conference, 2000, May 2000.
- Supervisory Training, Labor Relations Series. April 2000.
- Coaching and the Role of the Supervisor, March 2000.
- Discipline Progressive & Constructive, Feb 2000.
- Fred Pryor Seminar, How to Supervise People, Feb 2000.
- Management Survival Skills, spring 2000.
- Family Medical Leave (FMLA) & Alaska Family Leave Act (AFLA), spring 2000.
- Performance Appraisal, Dec 1999.
- Key Issues In Employee Relations Law, Dec 1999 (This training session covered: Equal Employment Opportunity, Sexual Harassment, Family Medical Leave Act & the Americans with Disabilities Act).
- Supervisory Training provided by Labor Relations & The Growth Company Inc.: Dealing with Difficult People, Nov 1999.
- Child Care Assistance, Nov 1999.
- Supervisory Training provided by Labor Relations & The Growth Company Inc.: Supervisory & Managerial effectiveness, Sept 1999.
- Division of Personnel Training session: Workplace Alaska for Hiring Managers, Sept 1999.
- Family Medicaid Training. September 1999.
- Supervisory Training provided by Labor Relations & The Growth Company Inc.: Influencing, Convincing, Persuading, Sept 99.
- Family Medicaid, Aug 1999.
- State Children's Health Insurance Program conference (SCHIP) in Dallas, Texas: spring 1999.
- Network Services PC Orientation Training, June 1999.
- Temporary Assistance & JASP Training for Quality Assurance, May 1999.
- Quality Assurance, Temporary Assistance & JASP Refresher, March 1999.
- Eligibility Information System (EIS) Changes – Medicaid, Feb 1999.
- Domestic Violence Training. Jan 1999.
- Performance Team, Performance Summaries, Working by design, not by luck. Jan 1999.
- Domestic Violence Training, Nov 1998.
- Objective Measurements and New Directions. A Collaborative Effort by QA Staff to Identify Performance Standards. Jan 1998.
- Welfare Reform, May 1997.
- Medicaid Policy & Eligibility Information Systems (EIS): Feb 1996.
- Developing Ourselves to Develop Others, July 29 - Aug 1996.
- Aid to Families with Dependent Children Policy & EIS, Dec 1995.
- General Relief Assistance and General Relief Medical Policy & EIS Training Session: Oct 1995.
- Food Stamp Policy & Eligibility Information Systems, Oct 1995.
- Iowa Corrections Training Center. Non-security Pre-service training. June 1993.

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

Certifications, licenses and date obtained:

- Licensed Insurance Producer with Lines of Authority in WA for Life & Disability. Feb2019.
- Licensed Insurance Producer with lines of Authority in AK in Accident/ Health & Life. Sept. 2018.
- Certified experienced trainer for the Girl Scouts Susitna Council in 2001, 2002, 2003 & 2004.
- Certified apprentice trainer for the Girl Scouts Susitna Council in 2000
- Non-Security Pre-service Certified for the Iowa Dept. of Corrections. Certification was received on June 25, 1993.
- I received an honorable discharge from the Armed Forces of the United States of America on March 19, 1990. I served from March 20, 1984 to June 20, 1985. During my service, I was awarded a certificate of achievement for my exceptional performance of duty in support of Octofoil Focus Field Training Exercises from October 20 to November 11, 1984. During this period I was assigned to Headquarters & Alpha Company, 1st Forward Support Battalion to provide rations supply during field exercises.

List any community service, municipal government, and state positions held, and any awards received.

- Serve as Director for the Alaska Collaborative for Telemedicine & Telehealth 2018 to current.
- Served as President of the Alaska Collaborative for Telemedicine & Telehealth for 2017.
- Serve as a Director to the Alaska Women's Hall of Fame from March 2017 to current.
- Serve as a commissioner for the Anchorage Women's Commission from August 1, 2011 to current.
- Served on the Joint Alaska State Legislative Veterans' Caucus. 2015 & 2016.
- Actively participate on a team addressing legislative recommendations at the National Conference of State Legislators Innovations in Health Care Payment and Delivery conference held in Denver, CO from August 17-19-2015.
- Attended every Alaska State Legislature House Health & Social Services meeting during 2015 & 2016 Legislative Session. I also attended every Health Care Reform meeting possible during this two year time period. This includes policy meetings, workgroup sessions, technical advisory sessions, and other group efforts to address healthcare issues in Alaska.
- Conducted a workflow analysis and developed policy and procedure around an automated service plan for Senior and Disability Services in 2013 and 2014.
- Developed systems and policy related to an administrative appeals process for DHSS, Senior and Disability Services from 2007 to 2014. This was an ongoing process of workflow design and process development.
- Presented as one of the Anchorage Women's Commission, Foster Care 101. November 12, 2013.
- Presented information on Nursing Facility Level of Care as a member on a panel at a Muldoon Clinic in Anchorage on April 26, 2012.
- Developed training material for the all staff Department of Health and Social Services, Division of Senior and Disability Services training in the spring of 2012.
- Analyzed and developed Medicaid Management Information Systems cost avoidance updates for Veterans Administration coverage rules in the spring of 2012.
- Participated on a team reviewing Home and Community Based Service, Community First Choice (CFC) Options for Alaska Medicaid. I attended a number of council meetings, workgroup meetings and planning sessions aimed at reviewing the feasibility of the CFC options for Alaska Medicaid.
- Developed provider training material outlining the differences between SDS agency-based and consumer directed PCA programs and presented information regarding PCA services locally at a Senior and Disability Services waiver provider workgroup during the spring of 2008.
- I was involved in a number of foster care volunteer efforts in 2008. I helped find donors for the Alaska Center for Resource Families (an Office of Children's Services contractor). I arranged for donations of food for foster care events, gifts for holiday events and gift baskets for OCS related training session for independent living for foster youth or adoption and foster care clinics.
- Recognized for my outstanding academic achievement of maintaining a grade point average of at least a 3.5 for the Spring Semester 2006, I made the Deans list (at least once, a feat for a typically part time student).
- For over two years, I served as the HIPAA NMEH co-chair of the National HIPAA Integration and transition (HIT) Sub-workgroup. 2004/2005
- Presented nationally on the Health Insurance Portability and Accountability Act (HIPAA) Integration and Transition (HIT, HIPAA Transactions and Code Sets Compliance Panel at the Centers for Medicaid and Medicare Services and the State of Maryland's, National Medicaid HIPAA and Medicaid Management Information (MMIS) Systems Conference in Oklahoma City, Oklahoma during the September 15, 2004. The MMIS Conference and Exhibition was held from 9/12/04 to 9/16/04. It was titled Planning for Technology. HIPAA and Technology. Tracks were provided on HIPAA addressed the National Provider Identifier, Security, code sets, and other issues.
- Published in 2004, for HIPAA guidance. HIPAA Gives published 26 HIPAA Tidbits, which were HIPAA compliance related short training documents on a variety of compliance topics from security, privacy, national provider identifiers, to electronic data interchange.
- During the spring of 2003, I prepared and presented HIPAA privacy related information to providers for the Division of Health Care Services during a HIPAA provider training session held with First Health Services Corporation (FHSC).
- From 1990 to 2003, I was a Girl Scout leader. During that period, I spent two years as the Eagle River Service Unit cookie coordinator and for five years, I was a trainer for the Susitna Girl Scout Council.
- In July 2002, I began work on a HIPAA Steering Committee assignment conducting a HIPAA Preemption analysis for the State of Alaska.
- Developed and implemented the first food stamp reinvestment statewide training program for the State of Alaska, DHSS, Division of Public Assistance programs. I traveled statewide doing audits and providing training in local welfare offices throughout Alaska.
- I served as the computer and telephone systems administrator for the State of Alaska, DHSS Public Assistance Quality Assurance unit from 1997 to 1999.

Conviction Record

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

No

Conviction Circumstances

Certification of Accuracy & Completeness

By submitting this online application, I swear 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.

Type "I certify"
"I certify"

Resume Addendum:

Thank you for your consideration of my application.

[Redacted]

[Redacted]

[Redacted]

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.