



MUNICIPALITY OF ANCHORAGE

Assembly Memorandum

No. AM 508-2020

Meeting Date: September 15, 2020

1 **From: MAYOR**

2
3 **Subject: Executive appointment – confirmation hearing**

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5 Pursuant to the Municipality of Anchorage Charter in sections 5.02, 5.03 through
6 5.05 and the Anchorage Municipal Code sections 2.30.095, 3.20.020 and 3.20.070, I
7 ask the Assembly to confirm the following executive and department head that I
8 have appointed:

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10

<u>Name</u>	<u>Position</u>
Heather Harris	Anchorage Health Department Director

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12
13 A resume submitted in accordance with Anchorage Municipal Code section 3.30.173
14 is attached for your information.

15
16 **THE ADMINISTRATION RECOMMENDS APPROVAL.**

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18 Prepared by: David M. Samsa, Human Resources Executive
19 Assistant

20 Approved by: Cheryl Evans, Human Resources Director

21 Concur: William D. Falsey, Municipal Manager

22 Respectfully submitted: Ethan A. Berkowitz, Mayor



Municipality of Anchorage

Ethan Berkowitz, Mayor

July 22, 2020

Heather C Harris
[REDACTED]
[REDACTED]

Dear Ms. Harris,

I am pleased you have accepted the executive position of Anchorage Health Department Director (position 30001556) with AHD. Your executive appointment begins August 24, 2020.

Your salary will be based on an annual salary of \$130,000.00 (\$62.50 per hour) and is paid on a bi-weekly basis. This is a salaried position and as such is exempt from the minimum wage and overtime provisions of the Federal Fair Labor Standard Act. You will serve in an appointed capacity at the pleasure of the Mayor.

On an annual basis you will receive eighty (80) hours of non-cashable leave in accordance with Anchorage Municipal Code (3.30.174.J).

In accordance with the Anchorage Municipal Code (3.30.173), executive employees shall submit a resume prior to hire or appointment. Under Municipal policy, your resume will become a public record and be included within your personnel file. In addition, your appointment is subject to confirmation by the Municipal Assembly.

The Municipal Executive Team and I look forward to working with you.

Sincerely,

Ethan Berkowitz

Ethan Berkowitz

cc: Personnel File
Central Payroll

Heather Corrine Harris



SUMMARY

Professional committed to providing a meaningful contribution that impacts the health and wellbeing of those most vulnerable in our community. Education and experiences to implement best practices and innovative techniques.

RELEVANT SKILLS

Executive Leadership

Know, support, sustain, and advance organizational values, programs, and objectives to ensure effective implementation of the mission of the organization. Strive to identify and address the most pressing needs, and emerging trends of the organization and their impact. Establish and maintain relationships with all partners, funding organizations, national partners, and key stakeholders.

Operations

Oversee daily operations, finance, budget development, resource development, and human resources. Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal and state funders, foundations, and board of directors. Define, implement, facilitate, and evaluate the success of programs working with multicultural groups.

Board Development

Partner with the board of directors. Engage the board around issues, trends, and changes. Provide board and committees with regular communication and staff support. Support board to advance strategic process and implementation.

Financial Management

Oversee the budgeting process from development to evaluation. Prepare and communicate financial statements. Provide financial analysis and projections, cost identification and allocation, and revenue/expense analysis. Ensure fiscal control and accountability.

Capacity Building and Coaching

Provide training and facilitation for nonprofit organizations, tribes throughout the state of Alaska using best practice models, philosophy, and process. Facilitate strategic planning, mergers and creative collaborations, scenario planning, and overall governance support.

Coaching/Mentoring

Provide direct coaching and an environment of support to nonprofit professionals. Provide a connection to best practices and services. Serve as a connector and catalyst for opportunities for leadership development.

MANAGEMENT EXPERIENCE

Chief Executive Officer, For The Kids Foundation	July 2017- Present
Chief Executive Officer, Big Brothers Big Sisters of Alaska	July 2017- Present
Consultant, The Foraker Group	July 2017- Present
Lead Capacity Builder, The Foraker Group	July 2015- July 2017
Senior Consultant, The Foraker Group	April 2014-July 2015
Family Care Coordinator- On-Call, Providence Alaska CARES	April 2014- July 2017
Executive Director, Alaska Youth Advocates	June 2010-April 2014
Program Manager, Alaska Youth Advocates	June 2008- June 2010

EDUCATION

Executive Masters in Public Administration	2016
<i>University of Washington Evans School of Public Policy and Governance</i>	
Bachelor in Human Services Minor Psychology	2004
<i>University of Alaska Anchorage</i>	
Catalyst for Nonprofit Excellence	2014
<i>The Foraker Group</i>	
Certificate of Nonprofit Management	2010
<i>University of Alaska and The Foraker Group</i>	
Leadership Anchorage (200 hours)	2010
<i>Alaska Humanities Forum</i>	
Hi-Scope Positive Youth Development Academy (36 Hour)	2009
<i>Anchorage Youth Development Coalition</i>	
Interpersonal Violence Training (30 hours)	2008
<i>Department of Public Safety, Division of State Troopers</i>	

COMMUNITY SERVICE

Four A's (Alaskan AIDS Assistance Association)	2007-2014
<i>Board of Directors President (11-present) Vice President (09-11) Treasurer (07-09)</i>	
Alaska Food Coalition	2008-2014
<i>Coalition President (2010-12), annual meeting and advocacy in Juneau (2009-13 & 2020)</i>	
Big Brothers Big Sisters of Alaska	2012-2013
<i>Sync Program- "Big" matched with a youth</i>	
Anchorage Youth Development Coalition	2010-2014
<i>Leadership Team Member</i>	
American Red Cross- Alaska Chapter	2005-2011
<i>Member of Disaster Action Team, HIV/AIDS instructor, 2008 Development Department Award</i>	
STAR (Standing Together Against Rape)	2000-2003 & 2008-2010
<i>Crisis Line Advocate, Volunteer of the Year Award 2000, Development Committee Member- Holiday Tea Auction, Sexual Assault Awareness Month, Annual Spring Auction, AK Visitor Industry Charity Walk</i>	