

MUNICIPALITY OF ANCHORAGE

Municipal Clerk's Office

ASSEMBLY MEMORANDUM

Approved

Date: July 9, 2019

No. AM 481-2019

Meeting Date: July 9, 2019

From: Mayor

**Subject: BUDGET ADVISORY COMMISSION APPOINTMENTS
(Tasha Hotch, Carla McConnell, and Alyssa S. Rodrigues)**

I have appointed the following individuals to the Budget Advisory Commission:

Tasha Hotch
6/30/2019

Term Expired:

(Reappointment)
New Term Expires: 6/30/2022

Carla McConnell
6/30/2019

Term Expired:

(Reappointment)
New Term Expires: 6/30/2022

Alyssa S. Rodrigues
6/30/2019

Term Expired:

(Reappointment)
New Term Expires: 6/30/2022

Attendance records and resumes are attached for your information. Confirmation is requested at the regularly scheduled meeting on July 9, 2019.

Respectfully submitted,

Ethan A. Berkowitz
Mayor

Attachments

ALYSSA SHANKS RODRIGUES

ESTABLISHED ECONOMIST WELL VERSED IN ALASKA'S ECONOMY **Versatile Professional with Experience in Economic Development**

Embolden and empower stakeholders through effective leadership. Possesses confidence applying in-depth knowledge of Alaska's economy and strong interpersonal skills to the budget advisory committee.

Effective | Knowledgeable | Experienced | Innovative

CAREER HISTORY

Alaska Department of Commerce, Community and Economic Development, Division of Economic Development, Anchorage, AK **20017 – Present**

Economic Development Manager

- Directing statewide economic development across under the State's first Comprehensive Economic Development Strategy.
- Manage the ARDOR program that coordinates economic development across the State.
- Manage the Made in Alaska program which focuses on import substitution and assisting Alaskan manufacturers.
- Support and encourage entrepreneurship in urban and rural communities.
- Manage \$3.2 million budget.

Alaska Department of Labor and Workforce Development, Anchorage, AK

2007 – 2017

Economist

- Development partner in creation of Ocean Economy economic development project.
- Collaborated with several ARDOR organizations on data and presentation requests.
- Present publically on Alaska's economy to various audiences from university students to business leaders.
- Work cooperatively across departments to create evaluation methods for the first decennial review of the Community Development Quota Program for the State of Alaska.
- Manage budgeting, administration, and reporting for \$5 million in grants.
- Write economic analysis reports on Alaska's economic regions and industries for *Alaska Economic Trends*.

University of Alaska Fairbanks, Anchorage, AK

2015-2017

Research Fellow

- Researched the determinants of economic success and community wellbeing including number of private sector businesses, income, subsistence, road access, employment, and demographics.
- Created new methodologies for modeling Alaska's subsistence based economies.
- Researched Traditional Ecological Knowledge of tundra fires through literature review, personal interviews, surveys, and public forums.

- Produced written report for the International Arctic Research Policy Council on Traditional Ecological Knowledge of tundra fires.
- Presented at the National Petroleum Reserve Alaska (NPRA)- Subsistence Advisory Panel in Anaktuvuk Pass, Alaska Village Initiatives annual board meeting, and the Alaska Forum on the Environment.

EDUCATION

Doctor of Philosophy (PhD), Natural Resources and Sustainability
University of Fairbanks, Anchorage, AK, 2018

Master of Science (MS), Forest Economics
Oregon State University, Corvallis, OR, 2008

Bachelor of Science (BS), Forest Management
Oregon State University, Corvallis, OR, 2005

2017 BAC Attendance Report

Name	Term Ends	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Lois Epstein	6/30/2017	-	-	p	p	p	p	No Meeting	p	e	p	e		Appt 2/14/17
Bob Griffin	6/30/2017	p	p	p	p	p	p		a	p	a	a		
Tasha Hotch	6/30/2019	p	p	p	p	p	p		p	p	p	e		reappt 2/14/17
Carla McConnell	6/30/2019	p	p	e	p	p	p		p	p	p	p		reappt 2/14/17; ap
Shirley Nelson	6/30/2018	p	p	p	p	p	p		p	p	p	p		reappt 5/8/15
Austin Quinn-Dav	6/30/2019	-	-	p	e	p	p		p	p	p	p		appt 2/14/17
Joe Riggs	6/30/2018	e	p	e	p	p	p		p	e	p	e		appt 5/26/15
Alfred Tamagni	6/30/2018	p	p	p	p	p	p		p	p	p	p		reappt 5/26/15
Karl Von Lührte	6/30/2018	a	p	p	p	p	p		a	p	p	p		reappt 5/26/15
Jon Watkins	6/30/2019	p	p	p	p	p	p		p	p	p	p		reappt 2/14/17 appt 5/26/15

a-absent
e-excused
p-present

Fa'aana Tosi	6/30/2017	a	a	resign				resign
David Wolfe	6/30/2017	p	p	p	a	resigned 5/10/17		

2018 BAC Attendance Report

[illegible]

a-absent
e-excused
p-present
nq-no quorum

Bob Griffin	6/30/2017	a	resigned				
Jon Watkins	6/30/2019	a	p	p	p	p	resigned eff 5/2/18

2019 BAC Attendance Report

Name	Term Ends	Jan	Spc Mtg 1/25	Feb	Mar	Spc Mtg 3/7	Apr	Spc Mtg 11	May	Jun	Jul	Aug	Sep	Oct	Nov	Spc Mtg 11/8	Dec
Lois Epstein	6/30/2020	e	p	p	e	p	p	p	e								
Tasha Hotch	6/30/2019	p	p	e	p	p	p	e	p								
Lyndea Kelleher	6/30/2021	p	p	p	a	e	e	p	p								
Jonathan King	6/30/2019	p	p	e	p	p	p	e	p								
Nolan Klouda	6/30/2020	p	p	e	p	p	p	p	p								
Carla McConnell	6/30/2019	p	p	e	p	p	p	p	p								
Alyssa Rodrigues	6/30/2021	p	p	p	e	p	p	p	p								
Jedediah Smith	6/30/2020	p	p	e	p	p	p	p	p								
James Miner	6/30/2021	-	-	p	p	a	p	p	p								
Lindsay Hobson	6/30/2021	-	p	e	p	e	p	p	p								
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <p>TBD</p> <p>No Meeting</p> </div> </div>																	
Michael Catsi	6/30/2021	p	e	p	p	p	e	p								Resigned	

a-absent
e-excused
p-present
nq-no quorum

CARLA HADLEY MCCONNELL

EXPERIENCE: Senior Level Management
Program Management
Budget Development & Execution
Contracting
Business Development
Non-Profit Development

EDUCATION: M.B.A., Webster University, 2001
B.B.A. Economics, University of Alaska, Anchorage 1991
Minor in Accounting

MOST RECENT WORK HISTORY:

St. Mary's Native Corporation (10/2016 – Present)
203 W. 15th Ave, Ste. 207
Anchorage, AK 99501

Chief Operating Officer

Oversight of the day to day operations of the Corporation. Responsible for the development of financial management strategy and contributes to the development of the organization's strategic goals. Developing and implementing policies and procedures both in the finance and general operational realms. Oversight of two subsidiaries, to include business development and financial well-being.

SMNC Properties, LLC (04/2015 – Present)
203 W. 15th Ave, Ste. 207
Anchorage, AK 99501

General Manager

Direct and coordinate activities for the property rentals and development. Manage staff, prepare work schedules and assign specific duties. Review financial statements, activity reports, and other performance data to measure program real estate investment performance. Establish and implement policies, goals, objectives, and procedures. Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes. Ensure that the company efficiently and effectively provides needed services while staying within budgetary limits.

CHM Consulting Professionals (07/2014 – 4/2015)
7243 Old Harbor Avenue
Anchorage, AK 99504

Consultant

Consulting Services providing business development, proposal management, estimating strategy, pricing analysis, proposal writing, and color team reviews for Department of Defense solicitations. Expert services for Program and Project Management for local, state, and federal contracts.

Chiulista Services, Inc. (09/2012 – 06/2014)
6613 Brayton Drive, Ste. C
Anchorage, AK 99507

Senior Vice President

Responsible for all management, business development, and financial aspects of the subsidiary company and creating, communicating, and implementing the organization's vision, mission, and overall direction. Formulating and implementing the strategic plan that guides the direction of the business or their area of responsibility. Achieving the organization's overall strategic goals and profitability requirements as determined by the strategic plans. Managed 5 separate contracts with an approximate value of \$77 million dollars specializing in Base Operating Services (BOS) to include Facility Maintenance, Operating Services, Security, Emergency Services, Airfield Management and Transient Alert Services. Supervised the program managers in charge of the contracts and the supporting office staff. Develop G&A, Overhead, and direct budgets. Prepare statements to analyze actual to budget financial trends. Perform business development activities to include finding future work, developing proposals and pricing, and executing the contract. Oversee all administrative work, HR, hiring and retention, and paperwork for the Small Business Administration and other agencies. Prepare reports and update the President of the holding company monthly and the Calista Board quarterly on company activities.

Yulista Holding LLC (05/2011 – 09/2012)
6613 Brayton Drive, Ste. C
Anchorage, AK 99507

Director of Proposal Operations

Responsible for the development and implementation of revenue growth for Yulista Holding, specializing in BOS, and Fuel, Security, and Emergency Services proposal development. Manage proposal personnel. Partner with Capture Managers to develop key messages, finalize solutions, and analyze the competition. Lead the development of compliant and compelling proposals that clearly describe value proposition. Align responses with evaluation criteria to ensure high scores. Leverage high quality past performance and proven capabilities. Work collaboratively with business development, capture, and proposal teams, business partners, and operational organizations. Help maintain proposal tools and processes. Provide pricing and pricing analysis for proposals. Participate in color team and compliance reviews. Perform all other position related duties as assigned or requested.

Alaska Aerospace Development Corporation (02/2007 – 05/2011)
4300 B Street Ste 101
Anchorage, AK 99503

Program Manager

Perform a variety of business management functions related to customer support including coordination, preparation and submission of funds, status, technical, and deliverable reports for task orders as required. Responsible for managing launch services contracts beginning with proposal preparation through customer negotiations, establishing corporate and subcontract budgets, monitoring budgets and contract closeout. Responsible for identifying administrative contract requirements and designing and implementing systems to ensure corporate compliance. Prepare regular budget reports, provides budget guidance to staff and maintain program records. Develop proposals for new and existing business to include proposal team coordination, technical response, cost volume development, and basis of estimate. Assist in the preparation of Human Resource documentation and company policies and procedures.

Alaska Housing Finance Corporation (07/2006 – 02/2007))
4300 Boniface Parkway
Anchorage, AK 99508

Audit/Compliance Specialist

Assist in obtaining, analyzing and appraising evidentiary data as a basis for an informed, objective opinion on the adequacy and effectiveness of the system and the efficiency of performance of the activities being reviewed. Assist in surveying function and activities in assigned areas to determine the nature of operations and the adequacy of the system of internal control. Assist in the planning and development of the internal audit scope for individual audits. Assist in making oral and written presentations to Management regarding results of the completed audits. Monitor compliance for HUD programs.

Spiral Technology Inc. (9/1996 – 12/1999) (10/2000-07/2006)
4 Draco Drive, Bldg. 8351
Edwards AFB, CA 93524

Program Manager (10/04 to 07/06)

Managed the DoD ARES (Advanced Research and Engineering Support) Contract for United States Air Force, to include all contract aspects such as funding, budgeting, expenditure rates, contract and program plan, personnel and Air Force CDRL policy and deliverables. Worked with the Air Force Program Managers to provide engineering, financial and research support. Reviewed, tracked and provided recommendations to the AF Program Management on cost, schedule and technical aspects of its activities. This required accurate and timely documentation and analysis of reported AFRL (Air Force Research Laboratory) expenditures, as well as a working knowledge of FAR regulations. Assembled subcontract information to set up new subcontracts and renew existing subcontracts. Reconciled monthly voucher against work orders to check for accuracy when billing the government. Compiled information for monthly reports submitted to Air Force, to include a Financial Management Expenditure Report, and a monthly status report of activities on the contract.

Assistant Program Manager (04/2002 – 10/2004)

Coordinated and oversaw the everyday facets of the Air Force Research Laboratory's Advanced Research and Engineering Support contract. Compiled information and composed monthly status report and financial report submitted to the Air Force. Assessed program issues and assisted Air Force Task Managers in developing solutions to meet goals and objectives. Performed program management duties for all contract issues, including funding, expenditure rates, contract plan, and Air Force CDRL policy and deliverables. Provided assistance to Air Force Task Managers in the areas of budgeting and planning. Assembled subcontractor information to set up new subcontracts and renew existing subcontracts. Tracked subcontractor's expenses and payments. Provided local liaison services for Air Force Research Laboratory/Spiral Technology consultants. Oversaw purchases for items and services needed for contract. This included material, services, and other direct expenditures. Oversaw current property status for all Spiral employees at the AFRL. Reconciled monthly voucher against the Spiral work order system to check for accuracy when billing the government. Also, was responsible for checking reimbursement expense reports for accuracy.

Subcontract Administrator (01/1999 – 12/1999) (10/2000 - 04/2002)

Identified subcontract needs. Assembled subcontract information to set up new subcontracts and renew existing subcontracts. Tracked subcontractor's expenses and payments. Provided local liaison services for AFRL/Spiral Technology consultants. Purchased all other items and services needed for contract. This included tagged material, untagged material, services, and other direct expenditures. Maintained property status for all SPARTA employees at the AFRL. Responsible for accounts payable, matching invoices to purchase orders and processing them for payment. Accurately maintained procurement files for payment and closure. Reconciled monthly voucher against work orders to check for accuracy when billing the government. Compiled information for monthly reports submitted to Air Force. Also

responsible for checking reimbursement expense reports for accuracy. Provided full support for the Program Manager.

Volunteer Activities

Mayor's Budget Advisory Commission – Commissioner (2015 - 2016)

Muldoon Farmers Market – Organizer/Volunteer (2015 – Present)

Northeast Community Council – Board Member since (2007 – Present)

Anchorage Sports Association – Softball Council President, Executive Board President (2014 – Present)

Alaska Dodgeball League – President (2008 – Present)

Tasha Hotch

EDUCATION

DeVry University

Bachelor of Science, Technical Management

Magna cum laude

Wayland Baptist University

Master Business Administration, Project Management

18 credits completed

PROFESSIONAL EXPERIENCE

ALASKA NATIVE TRIBAL HEALTH CONSORTIUM, ANCHORAGE, AK

02/2014-PRESENT ECHAM PROGRAM ADMINISTRATOR

Develop, create and modify XML based content for eCHAM or CHAP related documents. Systems Administrator for eCHAM document management system (DMS) and eCHAM web services. Provide training to more than 900 eCHAM users, and CHAP training staff. Manage eCHAM user database, track utilization and manage licensing. Evaluate process related to revision and information flow, and serve as a liaison between eCHAM stakeholders and program office. Manage and coordinate vendor support and development on the eCHAM product line. Install, configure and maintain website, and content management system. Provide revision, process, and evaluation updates to CHAP Directors.

ALASKA NATIVE TRIBAL HEALTH CONSORTIUM, ANCHORAGE, AK

3/2012-02/2014 ASSOCIATE TRAINER

Proven conflict Management Skills, Design and deliver an instructor led customer service class as well as design and publish an online version of the class built using Articulate Storyline, facilitate and lead a team building class, Area Coordinator for Indian Health Services Scholarship/Externship Program, HealthStream Learning Center Administrator, Cultural Presenter every two weeks for a Cultural Course that is backed with CEUs, Provide back up to Hospital Education Center Trainers. Provide a monthly Administrative Professionals training for new staff to build skills in email etiquette, purchasing systems, Microsoft office products, timekeeping systems and engage them in our educational assistance programs. Provide a monthly lunch and learn program for Administrative professionals to expand on skills in office products and networking, providing a space to grow and share ideas. Facilitate a rotating schedule of 12 instructor led classes that are offered once a quarter; including: room reservations, invitations, PowerPoint set up, class announcements and advertising, evaluation collection and follow-up. Employee point of contact for loan repayment programs with Indian Health Service and State of Alaska. Provide assistance to those employees who are applying for programs and clarify the process. Facilitate the HR Tribal Health Summit and looking to move this group of about 40 participants to an online platform for meeting as we tackle the unique challenges of healthcare in Alaska. Provide assistance to leadership development programs

ALASKA NATIVE TRIBAL HEALTH CONSORTIUM, ANCHORAGE, AK

12/2009-3/2012 MANAGEMENT INFORMATION SPECIALIST

Process purchasing and reimbursement requests, Timekeeper for 98 Employees (using multiple time keeping systems), Design workflow maps to document processes in preparation for an Electronic Health Record Conversion, Trainer for single documents scanning, Create job aids for the new electronic health record processes and provide department specific training for ANTHC and SCF employees. Managed Health Records Committee, Maintained Document Library that housed all forms used in medical record and maintained archived copies of all versions of forms which were over 2,000 documents. Conduct department orientation for new staff, and provide administrative assistance to seven supervisors. Provide a weekly employee newsletter for department staff to share updates and milestones. Schedule and Document section meetings, Track employee Corrective Actions, and Conduct Interview Trainings, Notary Public

STATE OF ALASKA, REGULATORY COMMISSION, ANCHORAGE AK

09/2008-12/2009 LAW OFFICE ASSISTANT I

Process Public Notices, Use Case Management System Star, Proof read orders before signed and released by an Administrative Law Judge or State Commissioner, Organize and distribute sensitive and confidential material, Schedule and prepare budget for staff travel, Set Up hearing room for Public meetings and Hearings

PROVIDENCE ALASKA MEDICAL CENTER, CANCER CENTER, ANCHORAGE, AK

07/2007-09/2008 ADMINISTRATIVE ASSISTANT II

Create Patient Charts for services received in Cancer Center, Schedule appointments with clients and staff, create reports using Microsoft Excel and Access Programs, Process reimbursement, and check requests, Maintain patient resources, Create PowerPoint presentations for staff to educate about our programs, Kronos editor and timekeeper for 30 staff

ALASKA NATIVE TRIBAL HEALTH CONSORTIUM, ANCHORAGE, AK

11/2005-06/2007 QUYANA HOSPITALITY SPECIALIST

Assist patients with their travel, housing, and Medicaid needs, coordinated with hospital departments, house supervisor, contract health services and state of Alaska when appropriate, mentored and coached Hospitality Assistants with Customer service expectations, and processes. On occasion have a request for an urgent travel or medevac and would coordinate with airlines and village clinics to set travel in motion for patient and escort when appropriate. Verify that patients knew where appointments were to provide a better flow for their care

ALASKA NATIVE TRIBAL HEALTH CONSORTIUM, ANCHORAGE, AK

10/2004-11/2005 CUSTOMER SERVICE REPRESENTATIVE

Assist all campus customers with appointments, dispute resolution, performed rounding with patients and staff, and worked as part of a team to update policies to ensure patient safety and comfort, Perform the CARE standards introduction at New Employee Orientation

ALASKA NATIVE TRIBAL HEALTH CONSORTIUM, ANCHORAGE, AK

04/2003-10/2004 FILE CLERK

Assist and Mentor staff in performance of file room duties, knowledge of medical terminology, understanding of HIPAA and Privacy Act, Provide customer service to patients and clinical staff

ALASKA SIGHTSEEING, CRUISE WEST, ANCHORAGE, AK

04/2002-10/2002 WASH CREW SUPERVISOR

Supervise 5 employees, maintain vehicle service records, perform light vehicle maintenance, conduct daily inventory of supplies, collect payments for services, and process requests for billing

GENUINE PARTS COMPANY, ANCHORAGE, AK

10/1999-03/2002 DRIVER COORDINATOR

Manage a crew of seven delivery drivers to provide delivery service seven days per week. Managing schedules and providing a succession plan for delivery drivers. Insure proper invoicing occurred and any returns were properly documented. Responsible for making sure accounts were paid at the end of the month Monitored delivery times and collections-the delivery program was responsible for 80% of store sales. The volume of sales made my store the top performing location in Anchorage

WEST COAST STEVEDORING, JUNEAU, AK

07/1996-07/1999 STEVEDORE

Secure logs to cargo ships in a remote location working as part of a team, knowledgeable of safety regulations and equipment

KLUKWAN INCORPORATED, JUNEAU, AK

05/1995-05/1999 ON-CALL RECEPTIONIST

Trained other on-call receptionist, knowledge of office equipment, and mail out process, operate a multi-line phone system, provide customer service and be main point of contact, handle money and distribute corporation checks to shareholders

VOLUNTEER

William Tyson PTA, Mt. View Boys and Girls Club, Special Olympics of Alaska, Department of Public Advocacy, Anchorage Tlingit and Haida Indian Tribes of Alaska, Johnson O'Malley Program, ASD-MECAC, Mt. View Community Council, Neighborworks Alaska, Voter Registrar, ANTHC Culture Committee

PROFESSIONAL AFFILIATIONS

American Society for Training and Development: Alaska Chapter-Member
Alaska Native Professionals Association- Member
Association for Health Care Administrative Professionals-Member

LEADERSHIP ROLES

Anchorage Tribes Tlingit and Haida Indians of Alaska-President
Central Council Tlingit and Haida Indians of Alaska-Delegate
Alaska Native Professional Association-Treasurer
Neighborworks Alaska-Board Member

REFERENCES

Laura Revels
Beth Fleischer
Geran Tarr