



MUNICIPALITY OF ANCHORAGE

Assembly Memorandum

AM No. 839 - 2024

Meeting Date: October 22, 2024

1 **FROM: MAYOR**

2
3 **SUBJECT: EXECUTIVE APPOINTMENT – CONFIRMATION HEARING.**

4
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,
7 I ask the Assembly to confirm the following executive and department head that I
8 have appointed:

9
10

<u>Name</u>	<u>Position</u>
11 Kimberly Rash	12 Director of Health and Human Services

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.**

17
18 Prepared by: David Samsa, Human Resources Executive Assistant
19 Approved by: Tyler Andrews, Chief Human Resources Officer
20 Concur: William D. Falsey, Acting Chief Administrative Officer
21 Concur: Rebecca A. Windt Pearson, Municipal Manager
22 Respectfully submitted: Suzanne LaFrance, Mayor

KIMBERLY BARBARA RASH

Education

Master of Science in Organizational Leadership with Applied Business Management - Colorado State University, September 2014.

Bachelor of Science in Resource Economics - University of Connecticut, May 2005.

Relevant Experience

Acting Director, Municipality of Anchorage – Anchorage Health Department, Anchorage, Alaska, August 1, 2022 - Present

Manages day-to-day operations and personnel of the Health Department assuring achievement of the department's vision, mission, and program objectives,
Promotes individual and population public health by providing the essential services of public health within a variety of settings, ensuring compliance with a broad range of current local health and environmental codes, regulations and policies,
Organizes, leads, and manages staff and response teams to prevent, minimize, and contain adverse health events resulting from communicable diseases,
Develops collaboration to the community health needs assessment prioritization and action planning processes,
Coordinates review and provides comments for proposed municipal wide policy documents.
Informs and interprets state, regional, and department activities to committee meetings, the Anchorage Assembly, and the public,
Approves the department's planning, training, and exercising activities to prepare for public health emergencies,
Collaborates in the development and implementation of the Municipality of Anchorage Communications, Marketing/Branding plans to promote evidence based public health communication strategies across the department and in the community,
Monitors and approves proposals for funding from external sources,
Plans, implements and maintains public health programs and determines future needs for the department and changing health needs.

Deputy Director, Municipality of Anchorage – Anchorage Health Department, Anchorage, Alaska, January 31, 2022 - Present

Acts as the Anchorage Health Department Director, including oversight of 145 full and part-time employees and provides representation of the department at Assembly led meetings and subcommittees,
Ensures grant program management compliance through timely reporting and accounting of funds to state and federal partners,
Manages staff annual performance standards, goal setting and conducting performance evaluations annually through monthly meetings,
Directs the completion of monthly year to date reports to monitor actual budget and forecasting for both operating and grant expenditures and revenues,
Arranges and collects metrics used by the director to understand outcomes of current business practices

and trainings,
Leads positive department quality improvement initiatives and business process improvements through active employee engagement,
Provides management of all financial, administrative, and emergency preparedness functions for the department,
Creates and evaluates bi-annually departmental policies and procedures,
Serves on inter-jurisdictional and multi-agency committees involved in public health policy development,
Provides coordination of all divisions within the department on operational matters while ensuring efficiency and effectiveness of workflows,
Annually evaluates department objectives through the collaboration and enhancement of the department strategic plan,
Designs and implements short- and long-term departmental goals annually,
Builds collaboration across organizational units and offices at all levels to support department objectives by promoting partnerships to identify and solve health problems,
Facilitates progressive change management within the department by promoting efficiencies and simplification to create and maintain workload optimization,
Develops and maintains control of annual operating budget of \$15 million, grant budget of \$12.88 million from the State of Alaska, \$17.1 million in Alcohol Tax funding, and \$2.9 million from the Department of Housing and Urban Development (HUD) without overage from 2022 through present.

Operations Administrator, Arapahoe County – Department of Human Services, Aurora, Colorado,
April 26, 2014 – January 28, 2022

Leads supervisors and staff of the Quality Assurance, Data and Business Analyst, Program System and Security, Fraud, Clerical, and Records Information Management units totaling 24 employees,
Assists the Project Manager with day-to-day operational functions,
Develops and maintains with staff annual performance standards, goal setting and conducting performance evaluations annually through monthly achievement meetings,
Directs the completion of state audit rebuttals and citations quarterly and annually with the Quality Assurance and System and Security units with 100% compliance,
Develops and implements metrics that utilizes reports used by management to understand outcomes of current business practices and trainings,
Maintains various databases/spreadsheets for Human Services program integrity and security,
Leads positive division quality improvement initiatives and business process improvements through active employee engagement,
Provides business assessments by reviewing employee production and workflow solutions by evaluating the cost benefit analysis,
Creates and evaluates departmental and division policies and procedures,
Performs compliance management including quality control of all public assistance programs by documenting any case findings and areas for training,
Annually evaluates division objectives through the collaboration and enhancement of the department and division roadmap,
Acted as the Local Level Hearing Officer for the Department of Human Services in all Intentional Program Violation conferences,
Prepares comprehensive strategic and subsequent implementation of short and long term divisional goals annually,
Coordinates with department partners in determining best practices and ensuring service delivery through the interpretation and implementation of mapping of workflows and duties,
Facilitates progressive change management within the department and division by promoting

efficiencies and simplification to create and maintain workload optimization,
Maintains and assists with control of annual budget of \$2.1 million without overage from 2014 through present.

Program Specialist Supervisor, Arapahoe County – Department of Human Services, Aurora, Colorado, November 19, 2012 – April 25, 2014

Supervised 25 employees of Program Specialists who determine customer eligibility for public assistance programs, Business Associates who provide clerical support for the unit, and completed performance evaluations annually,
Acted as a secondary supervisor for the Intake unit consisting of an additional 20 employees on a weekly basis,
Mentored and advised assigned employees and Intake Food Assistance/Medicaid team of updates on policy changes,
Effectively interpreted and verbally communicated rules and regulations to employees monthly during unit meetings for consistency of information,
Responsible for resolving clientele and employee complaints and concerns through mediation,
Developed, tracked, and addressed performance issues as they arose, provided disciplinary action when necessary, and made recommendations to the Deputy Director for employee termination,
Analyzed and reported out on weekly caseload reports to the Deputy Director,
Worked with employees to compile exhibits for appeals and prepared written responses for the courts, representing the agency at hearings with Administrative Law Judges,
Completed monthly case file reviews through the Case File Review application to identify training needs and to establish accuracy and/or error rates for annual performance evaluations,
Interviewed clientele and processed files if necessary, to meet daily deadlines,
Tracked and reported to the Deputy Director functionality of the PEAK (Program Eligibility and Application Kit) system and, evaluated and monitored PEAK employee daily for workload optimization,
Met with employees monthly to address error rates, job performance, desk audits and if necessary, changes to work processes and workload.

Housing Choice Voucher Manager, SouthMetro Housing Options, Littleton, Colorado, August 1, 2008 – November 16, 2012

Directed the maintenance of programs in accordance with HUD regulations and implemented changes,
Completed the annual SEMAP (Section Eight Management Assessment Program) with successful submission and received 100% scoring from 2008-2012,
Created annual briefing packet for new participants monthly,
Re-wrote and continually updated the Housing Choice Voucher Administrative Plan with approval from the Board of Commissioners from 2010-2012,
Mediated problems between landlords and participants,
Responsible for decisions regarding participants continuing to receive rental assistance, non-compliance, fraud, and the amount of rental payments,
Functioned as the hearing officer for neighboring housing authorities,
Represented the Housing Choice Voucher program in informal hearings for the housing authority,
Created and maintained the "Landlord Guide" for the Housing Choice Voucher Program,
Conducted bi-monthly briefings for new participants,
Evaluated and submitted monthly and annual statistical reports to the Arapahoe County Director of Community Resources and to the State of Colorado Division of Housing on participant and landlord voucher utilization,
Worked with the Financial Analyst on VMS submissions and monthly HAP checks at month end,

Resolved the EIV's debts owed, and terminations report monthly,
Reconciled and tracked overpayments/underpayments to landlord's and participants,
Created repayment agreements and investigated fraud through computer matching with EIV
discrepancy report monthly,
Coordinated the administration of day-to-day operation of the Housing Choice Voucher program
including three geographically centric locations averaging 400-500 clientele and 100-150
landlords,
Supervised HCV employees to ensure compliancy with program requirements,
Conducted monthly quality control on HQS inspections,
Analyzed utilization of the Housing Choice Voucher budget of \$2.2 million and provided Director with
recommendations,
Completed training of new Housing Choice Voucher employees and prepared annual performance
evaluations,
Created procedures manual and applicable policies for the Housing Choice Voucher department.