



**Kenai City Council Special Meeting -
City Clerk Interviews**

October 01, 2021 – 4:00 PM

Kenai City Council Chambers

210 Fidalgo Avenue, Kenai, Alaska

****Telephonic/Virtual Information Below****

www.kenai.city

Agenda

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call
3. Agenda Approval

B. INTERVIEWS

1. City Council Interviews of City Clerk Applicant Finalists.

C. PUBLIC COMMENT

*(Public comment limited to three (3) minutes per speaker;
thirty (30) minutes aggregated)*

D. EXECUTIVE SESSION

1. City Council Discussion of Interviews and Qualifications of City Clerk Applicant Finalists. [AS 44.62.310(C)(2)(D)(5) a Subject that Tends to Prejudice the Reputation and Character of an Applicant, and Meetings of the Governmental Body when Holding a Meeting Solely to Act Upon Matters of Professional Qualifications.]
 - a. **Action/Approval** – Council Action Related to City Clerk Recruitment and Hire Process.

F. ADJOURNMENT

The agenda and supporting documents are posted on the City's website at www.kenai.city. Copies of resolutions and ordinances are available at the City Clerk's Office or outside the Council Chamber prior to the meeting. For additional information, please contact the City Clerk's Office at 907-283-8231.

Join Zoom Meeting

<https://us02web.zoom.us/j/81283297244>

Meeting ID: 812 8329 7244 **Passcode:** 684263

OR

Dial In: (253) 215-8782 or (301) 715-8592

Meeting ID: 812 8329 7244 **Passcode:** 684263

[PAGE LEFT BLANK INTENTIONALLY]

00147 - City Clerk - City of Kenai, Alaska

Contact Information -- Person ID: 6324400

Name: Meri Jane Bohn Address: [REDACTED]
 new address: Kenai Alaska
 Odessa, Washington 99159
 US

Home Phone: [REDACTED] Alternate Phone:
 Email: [REDACTED] Notification Email
 Preference:

Former Last
 Name:

Personal Information

Driver's License: Yes, Washington , [REDACTED]
 Can you, after employment, submit proof of
 your legal right to work in the United States? Yes
 What is your highest level of education? Some College

Education

College/University Did you graduate: No
Green River Community College Major/Minor: Human Resources Generalist Certificate
 1/2016 - 3/2016 Degree Received: Other
 Kent, Washington

High School Did you graduate: Yes
Enumclaw High School Degree Received: High School Diploma
 9/1997 - 6/2001
 Enumclaw, Washington

Work Experience

City Clerk-Treasurer Hours worked per week: 40
 8/2020 - 9/2021 Monthly Salary: \$0.00
 # of Employees Supervised: 1
 Town of Odessa Name of Supervisor: Bill Crossley - Mayor
 [REDACTED] May we contact this employer? Yes
 Odessa, Washington 99159
 [REDACTED]

Duties

- Supervise and perform activities related to utility billing, accounts payable and payroll.
- Prepare and/or assure preparation of all required monthly, quarterly and annual reports in accordance with standard Washington State Auditor requirements.
- Prepare and monitor departmental budgets and with preparation and monitoring of the Town's annual budget in conformance with BARS requirements. Project revenues and expenditures in order to anticipate Town's financial needs.
- Monitor and account for all construction projects in the Town, assuring proper reimbursements from projects financed by grants, loans and bond issues.
- Invest Town monies in accordance with established criteria.
- Implement and maintain the accounting system for water/sewer/garbage utilities as prescribed by the Washington State Auditor.
- Coordinate activities with State and other auditors as required.
- Supervise the retention and destruction of all Town records under advice of the State Archivist.
- Provide general support services for the Town Council, Mayor and all Town departments; prepare agendas and other materials; attend council meetings, take, distribute and maintain minutes.
- Maintain and retrieve all Town records in response to need of the Town Council, staff and public.
- Assure and oversee functions related to the publication of legal notices; call for bids, maintenance of inventory records, and the publication and codification of Town ordinances.

- Oversee the functions related to issuing various licenses and permits, and to collecting and accounting for all monies due the Town.
- Oversee the functions related to serving the support needs of various boards and commissions as directed.
- Participate in the interview process of office personnel engaged in a variety of support activities.
- Supervise, train, and direct the work activities and monitor performance of departmental employees.
- Perform any special projects or assignments as directed by the Mayor and Council.
- Act as a custodian of the Town Seal. Attest the signature of Town Officials.

Reason for Leaving

Relocating to Kenai Alaska

Customer Service Rep/Deputy City Clerk

6/2019 - 8/2020

City of Moses Lake

[REDACTED]

Moses Lake, Washington 98837

[REDACTED]

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Jessica Cole - Customer Service Manager

May we contact this employer? Yes

Duties

I worked as a Utility Customer Service Representative. I take in utility payments, process garbage requests, sign new customers into accounts and help with billing backup. I answer a switchboard phone and help receipt in accounts receivables into correct accounts. Moved up to Deputy City Clerk right before I moved and accepted a job with the Town of Odessa.

Reason for Leaving

Was offered a job 2 blocks from my house. This job was an hour each way to work.

Customer Service Technician

5/2016 - 3/2018

Covington Water District

Covington, Washington 98042

[REDACTED]

Hours worked per week: 40

Monthly Salary: [REDACTED]

Name of Supervisor: Michelle Surdez - Customer Service Manager

May we contact this employer? Yes

Duties

Duties include top notch customer service for internal & external customers, cash receipting, running various reports, data entry, processing all mail and incoming/outgoing packages, maintain very confidential/sensitive personal information for different programs with locked up paperwork, records retention/redaction, cash adjustments, leak adjustments, switch board multiple phone operation.

Reason for Leaving

My husband's job relocated to Eastern Washington.

Utility Billing Financial Analyst

8/2007 - 5/2015

City of Kent

[REDACTED]

Kent, Washington 98022

[REDACTED]

Hours worked per week: 40

Monthly Salary: [REDACTED]

of Employees Supervised: 0

Name of Supervisor: Tom Vetsch - Customer Service Manager

May we contact this employer? Yes

Duties

I was employed with the City of Kent. I worked in the Finance Department as the Financial Utility Billing Analyst for the city. I did the entire water billing system for all of Kent (over 120,000 residents), which requires very in depth knowledge of accounting practices, general ledgers, journal entries, data entry & customer service combined. I moved up in this department which I

used to work as a Customer Service Representative taking in Utility payments, multiple phones, paper processing, money processing, business licenses, pet licenses, electronic records, Accounts Receivables, LID payments, daily deposit with very large amounts of money, our department ran the entire mail room for the City, and other such duties. I started with the City working in the City Clerk's Office as an Office Technician. I greeted people/customers, answered phones, did data entry on a daily basis, worked with the filing system on a daily basis, did the mail, worked daily with City Ordinances/Resolutions/other records, helped with agenda, took minutes, covered in different departments when needed, helped out the Deputy City Clerk with her filing/sorting papers, spread sheets and helped the records manager write letters to people for confidential records request (fire, police, permits, engineering, etc.) and records retention scheduling, so I handled tons of personal/confidential information on a daily basis as well. I also completed many special projects for the City Clerk.

Reason for Leaving

Left for maternity leave and to stay home with my daughter.

Claims Service Representative

9/2001 - 5/2007

Mutual of Enumclaw Insurance

[REDACTED]

Enumclaw, Washington 98022

[REDACTED]

Hours worked per week: 40

Monthly Salary: [REDACTED]

Name of Supervisor: Cathy Layton - Field Claims

Supervisor

May we contact this employer? Yes

Duties

I held many positions during the course of employment with this company. I first started with the company as a part time file clerk searching for files. I was hired on full time as a records administrator handling requests for records along with phone calls requesting information. I moved up to the claims department and took new claims from customers over the phone and put them in our system. I transferred out to our Tacoma claims office after accepting a position as Executive Administrative Assistant/Secretary at the front desk of our Tacoma claims branch office. I ordered office supplies & equipment, kept a log book for our "pool" cars, made appointments, typed checks, letters, data entry, supported 16 claims adjusters, answered switch board phones of 25+ incoming lines, 10 key (60+ wpm), typing (60+ wpm), scanning, faxing, processing of all titles for salvaged/totaled vehicles and all types of secretary/clerical type side jobs. I then moved up to handle claims for the company as a Claims Adjuster. I dealt with difficult situations all the time, talked with tons of people on a daily basis, and was very high stress/multi-tasking was a must. I left this job because I started my own business.

Reason for Leaving

Started my own home business.

Certificates and Licenses

Type: Washington State Notary Public

Number:

Issued by:

Date Issued: 9 /2014 Date Expires: 9 /2019

Type: Certified Municipal Clerk (CMC)

Number: Working on getting my CMC - In progress

Issued by: IIMC

Date Issued: 7 /2021 Date Expires: 7 /2021

Skills

Office Skills

Typing: 75

Data Entry: 0

Additional Information

References

Professional
McQueeney, Tammy
 Senior Financial Analyst



Personal
Senecal, Jackie
 Manager and friend



Professional
Mohr, Sally
 Business Analyst



Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Meri Jane Bohn.doc	Meri Jane Bohn.doc	Resume	Job Seeker
PDI Certificates - Meri Jane Bohn.pdf	PDI Certificates - Meri Jane Bohn.pdf	License	Job Seeker
Kenai.docx	Kenai.docx	Cover Letter	Job Seeker

Agency-Wide Questions

1. Q: Are you currently, or have you ever been employed by the City of Kenai?

A: No

2. Q: If yes, please provide Position Title and dates of employment.

A:

3. Q: Are you related to any person currently working for the City of Kenai?

A: No

4. Q: If Yes, please list their names(s), department(s), and your relationship(s):

A:

Supplemental Questions

1. Q: Which of the following do you currently have?

A: Five plus years of high-level administrative experience or management experience in municipal government roles

2. Q: A 'working knowledge' means to possess enough knowledge of a system, subject, language etc. to be able to use it or to do a particular job, such as a City Clerk. Select the items below which you hold a working knowledge of:

A: Parliamentary procedures

3. Q: Select those items which you have a working knowledge of:

A: the Laserfiche document management software, including Laserfiche Forms.

4. Q: Do you currently hold a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)?

A: No

5. Q: Do you currently hold a regular or limited governmental notary commission?

A: No

6. Q: If you are offered and accept this appointment, will you agree to be subject to a pre-employment background investigation, including, but not limited to a criminal background check?

A: Yes

██████████ Odessa, WA 99159
New address: Kenai Alaska
██████████
E-Mail: ██████████

Meri Jane Bohn

September 10, 2021

City of Kenai
210 Fidalgo Ave
Kenai, AK 99611

Re: City Clerk

Enclosed is my application and resume in response to the job opening City Clerk which has opened up within the City of Kenai. I enjoy working as a support person for government and would like to continue in a field which I know and have loved for years.

I feel I can offer what you are looking for and have the experience to back it up; here are some examples:

- City Clerk-Treasurer
- Customer Service/Administrative Specialist experience
- Records Management & Retention schedule
- Utility Billing
- Human Resource Generalist College Certificate
- Deputy City Clerk experience
- 65+ wpm & 10 key
- Payroll and data entry experience
- Detail Oriented
- Fast learner & Team Player
- Friendly, Honest, Hard worker
- Outstanding people & customer service skills
- Filing/sorting/alphabetizing multiple items
- Cashiering with cash drawer-balancing daily
- Flexible with change, very adaptable

I am known as a team player that puts in whatever effort is necessary to accomplish goals. My past experience working in the support sector really has been great. I would love to continue in a job that I enjoy and to help out in whatever way I can.

I look forward to meeting with you to explain further of how I can contribute to this job. Thank you for your consideration.

Sincerely,
Meri Jane Bohn

Meri Jane Bohn
[REDACTED]
[REDACTED], [REDACTED]
New address – Kenai Alaska
[REDACTED]

OBJECTIVE:

City Clerk-Treasurer, Deputy City Clerk, Administrative/Executive Assistant, Secretary, Lead Receptionist, Customer service, Records Technician, Municipal Analyst Accountant, Billing...etc. are just a few examples of jobs I have held over the course of my employment experiences. I am a very hard working, fast learner, leadership oriented, skilled, team player, honest, and friendly individual who leaves a good impression and gives it my all where ever I have been employed and also in my personal life. I want to use and prove my skills true, if you will give me the chance!

EMPLOYMENT HISTORY:

Town of Odessa **8/2020 – Current**
[REDACTED]
Odessa, WA 99159
[REDACTED]

I am currently employed here as the Town Clerk-Treasurer of Odessa WA. I am in charge of the Clerk's Office and wear tons of hats in this job. I run payroll, Human Resources - process all new hires and terminations, quarterly reporting, handle all the grant and loan paperwork for all construction jobs and Capital Improvement projects, handle all tax and benefit items, process accounts receivables, payables, and journal entries, public records request officer, help handle the utility bills and payments, reconcile all town bank accounts, I put together all the Town Council meetings and do the minutes and all the packets/agendas for the meetings, I handle all financial pieces for the town such as BARS items, and auditor requests, I also do the Town's annual budget.

City of Moses Lake **6/2019 – 8/2020**
[REDACTED]
Moses Lake, WA 98837
[REDACTED]

I worked as a Utility Customer Service Representative. I take in utility payments, process garbage requests, sign new customers into accounts and help with billing backup. I answer a switchboard phone and help receipt in accounts receivables into correct accounts. Moved up to Deputy City Clerk right before I moved and accepted a job with the Town of Odessa.

Covington Water District **5/2016 – 3/2018**
[REDACTED]
Covington WA 98042
[REDACTED]

I worked for Covington Water District as a Customer Service Technician. I did all aspects of customer service, phones, mail, compose letters, cash receipting, A/R process invoices, switchboard phone system, records management, data entry, run reports, handle very sensitive information under lock & key for programs, cover for billing when needed.

City of Black Diamond

7/2015 – 5/2016

Black Diamond, WA 98010

I worked for the City of Black Diamond as a Deputy City Clerk. I covered the City Clerk for Council meetings, recording & minute taker at City Council meetings and Planning Commission meetings. I ran the Utility Billing System for the city along with their business licensing program as well. Customer Service along with being a Washington state Passport Agent, answered phones was daily along with daily deposits and bank deposits. I helped with mail, writing letters, and all other office tasks. I also handled all their records Management stuff (Ordinances, Resolutions, Contracts...etc.)

City of Kent

8/2007 – 5/2015

Kent, WA 98032

I was employed with the City of Kent till May 2015. I worked in the Finance Department as the Financial Utility Billing Analyst for the city. I did the entire water billing system for all of Kent (over 120,000 residents), which required very in-depth knowledge of accounting practices, book keeping, data entry, journal entries, general ledger & customer service combined. I moved up in this department which I used to work as a Customer Service Representative taking in Utility payments, multiple phones, paper processing, money processing, business licenses, pet licenses, electronic records, Accounts Receivables, LID payments, daily deposit with very large amounts of money, helped run the mail room and other such duties. I started with the City working in the City Clerk's Office as an Office Technician. I greeted people/customers, answered phones, did data entry on a daily basis, worked with the filing system on a daily basis, did the mail, worked daily with City Ordinances/Resolutions/other records, covered in different departments when needed, helped out the Deputy City Clerk with her filing/sorting papers, spread sheets and helped the records manager write letters to people for confidential records request (fire, police, permits, engineering, etc.) and records retention scheduling, so I handled tons of personal/confidential information on a daily basis as well. I also completed many special projects for the City Clerk.

CLOSING:

I will give it my all! I have a bunch of years of working in Government. I am a very fast learner, hardworking and put in 110% in everything I do. I am a great team player, can get along with every personality, friendly, honest, customer service oriented, and very up-beat and cheery! Give me a chance and I will prove to you I can get the job done.

REFERENCES:

Trina Hays – (personal friend) 30 years
Buckley, WA 98321

Rebecca Furry –(Former Supervisor) 15 years
Kent, WA

Tammy McQueeney – (Former co-worker) 15 years
Kent, WA 98031

Sally Mohr – (Former co-worker) 4 years
Covington, WA

Certificate of Completion

This is to certify that

Meri Jane Bohn

Town of Odessa

Has successfully completed

Northwest Clerks Institute, Professional Development I

Conducted by

Washington State University, June 8 – 17, 2021

(24 CMC Hours)

Joann Tilton

6/17/2021

Joann Tilton, Northwest Clerks Institute Director

Date



[PAGE LEFT BLANK INTENTIONALLY]

00147 - City Clerk - City of Kenai, Alaska

Contact Information -- Person ID: 48032331

Name: Michelle M. Saner Address: [REDACTED]
Kenai, Alaska 99611 US

Home Phone: [REDACTED] Alternate Phone:

Email: [REDACTED] Notification Preference: Email

Former Last Name:

Personal Information

Driver's License: Yes, Alaska, [REDACTED], Class D

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? High School

Education

MMS verified no education history.

Work Experience

City Clerk
7/2013 - Present
City of Soldotna
soldotna.org
[REDACTED]
Soldotna, Alaska 99669
[REDACTED]

Hours worked per week: 40
Monthly Salary: [REDACTED]
of Employees Supervised: 1
Name of Supervisor: Paul Whitney - Mayor
May we contact this employer? Yes

Duties

Please see attached resume.

Reason for Leaving

Have not left the position.

Deputy Borough Clerk
8/2008 - 6/2013
Kenai Peninsula Borough
kpb.us
[REDACTED]
Soldotna, Alaska 99669
[REDACTED]

Hours worked per week: 40
Monthly Salary: [REDACTED]
of Employees Supervised: 2
Name of Supervisor: Johni Blankenship - Borough Clerk
May we contact this employer? Yes

Duties

Please see attached resume.

Reason for Leaving

Accepted the Soldotna City Clerk Position

Administrative Assistant
2/2007 - 8/2008
Kenai Peninsula Borough
kpb.org
[REDACTED]
Soldotna, Alaska 99669
[REDACTED]

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 0
Name of Supervisor: Johni Blankenship - Borough Clerk
May we contact this employer? Yes

Duties

Please see attached resume.

Reason for Leaving

Promoted to Deputy Clerk.

Certificates and Licenses

Type: Certified Master Municipal Clerk

Number:

Issued by: International Institute of Municipal Clerks

Date Issued: 10 /2016 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Additional Information

Professional Associations

- Alaska Association of Municipal Clerks
Membership Committee, Member 2008 - 2012
Membership Committee, Chair 2013 - 2014
Election Committee, Member 2008 - 2013
Election Committee, Chair 2013 - 2017
Scholarship Committee, Member 2015 - 2018
Scholarship Committee, Chair 2019 - Current
Conference Planning Committee, Member 2015 - 2016
Conference Planning Committee, Chair 2016 - 2017
Executive Board, Second Vice President 2015 - 2016
Executive Board, First Vice President 2016 - 2017
Executive Board, President 2017 - 2018
Executive Board, Past President 2018 - 2019

Project Homeless Connect
Coordinator of the Comfort Care Packages 2018 & 2019

References

Professional
Newman, Jamie
Wasilla City Clerk
[Redacted]

Professional
Freas, Carol
[Redacted]
Kenai, Alaska
[Redacted]

Professional
Ahlberg, Brenda
[Redacted]
Soldotna, Alaska
[Redacted]

Professional
Blankenship, Johni
[Redacted]
Soldotna, Alaska
[Redacted]

Resume**Text Resume****Attachments**

Attachment	File Name	File Type	Created By
City Clerk Cover Letter - Saner.docx	City Clerk Cover Letter - Saner.docx	Cover Letter	Job Seeker

Agency-Wide Questions

1. Q: Are you currently, or have you ever been employed by the City of Kenai?

A: No

2. Q: If yes, please provide Position Title and dates of employment.

A:

3. Q: Are you related to any person currently working for the City of Kenai?

A: No

4. Q: If Yes, please list their names(s), department(s), and your relationship(s):

A:

Supplemental Questions

1. Q: Which of the following do you currently have?

A: Five plus years of high-level administrative experience or management experience in municipal government roles

2. Q: A 'working knowledge' means to possess enough knowledge of a system, subject, language etc. to be able to use it or to do a particular job, such as a City Clerk. Select the items below which you hold a working knowledge of:

A: State and local legislative procedures

3. Q: Select those items which you have a working knowledge of:

A: the Laserfiche document management software, including Laserfiche Forms.

4. Q: Do you currently hold a Certified Municipal Clerk (CMC) designation from the International Institute of Municipal Clerks (IIMC)?

A: Yes

5. Q: Do you currently hold a regular or limited governmental notary commission?

A: Yes

6. Q: If you are offered and accept this appointment, will you agree to be subject to a pre-employment background investigation, including, but not limited to a criminal background check?

A: Yes

Michelle M. Saner

[REDACTED], Kenai, AK 99611
[REDACTED]

September 10, 2021

Stormy Brown
Human Resources Director
City of Kenai
210 Fidalgo Ave.
Kenai, AK 99611

Dear Ms. Brown,

I am writing in response to the notice of requirement for City Clerk. I have been working in a Municipal Clerks Office for more than 14-years, the last eight of which serving as the City Clerk for the City of Soldotna. I feel my experience and knowledge in the following would make me a valuable addition to your team:

- Municipal Meeting Management
- Records Management
- Election Administration
- Citizens Appeal Process
- Cemetery Administration

Outside of my work history and commitment to professionalism, I would like you to know that I am a very dedicated and detailed oriented person. I take pride in the fact that I am self-driven and present a professional yet personal nature.

I look forward to meeting with you and further discussing my qualifications for the City Clerk Position. I can be reached at [REDACTED].

Sincerely,

Michelle M. Saner

Michelle (Shellie) M. Saner

Kenai, AK 99611

Home (Message): | Cell:

OBJECTIVE: To obtain the position of Kenai City Clerk

HIGHLIGHTS OF QUALIFICATIONS

- Certified Master Municipal Clerk, MMC
- Records Management
- Laserfiche Document Management Software
- Elections Administration
- Municipal Meeting Management
- Notary Public

WORK HISTORY

City Clerk	Clerk's Office	City of Soldotna	Soldotna, AK	2013 – Current
Deputy Clerk	Clerk's Office	Kenai Peninsula Borough	Soldotna, AK	2008 – 2013
Admin Asst.	Clerk's Office	Kenai Peninsula Borough	Soldotna, AK	2007 – 2008
Coordinator	Sleep Lab	Peninsula Sleep Diagnostics	Soldotna, AK	2005 – 2006
Credit Analyst	Credit Dept.	Medical Specialties	Stoughton, MA	2003 – 2005
Cash Admin.	Credit Dept.	Medical Specialties	Stoughton, MA	2002 – 2003
Collector	Collections	Medicenter	Kenai, AK	2001 – 2002

WORK EXPERIENCE / RESPONSIBILITIES

City Clerk, City of Soldotna, Clerk's Office

- Department Director
 - Direction of department staff, to include hiring, training, discipline and evaluations.
 - Develop and assign work priorities.
 - Develop and implement standard operating procedures to ensure consistent handling of responsibilities of the City Clerk's Office.
- Municipal Meeting Management
 - Compose ordinances, resolutions, action items and proclamations.
 - Oversees the preparation of agendas and packets for Council Meetings.
 - Assures compliance with legal requirements for all public meetings of the Council, Commissions, Boards and Committees.
 - Attends Council Meetings and acts as parliamentary advisor.
 - Trains Council, Commission, and Board members related to meetings, meeting etiquette, parliamentary procedures and actions of the body.
- Records Management
 - Manages and directs the City Records Management Program in accordance with Federal, State and Municipal Law.
 - Develop and maintain the retention schedule.
 - Implements procedures for inventory, storage and destruction of obsolete records.
 - Provides departmental training for proper handling of city records.
 - Administers public records requests in accordance with the Freedom of Information Act.
- Elections
 - Administers all aspects of City Elections, to include initiative, referendum and recall. This includes the administrations employee elections related to policies or representation. Assuring all elections are compliant with all applicable Federal, State and Municipal Law.
 - Coordinate joint governmental election procedures with the Kenai Peninsula Borough and State of Alaska.

- Other
 - Ensures elected and appointed officials remain compliant with the Alaska Public Offices Commissions, financial disclosure requirements.
 - Maintains record of appointments to boards, commissions and committees. Managing resignations, recruitment, term expiring notifications and the historical record of appointees.
 - Administer appeal and arbitration hearing procedures; receives appeals, prepares notices, compiles record and notifies parties. Serves as Clerk during the hearings.
 - Administers the interment and disinterment activities within the memorial park, maintaining all official records and managing the availability and assignment of plots.
 - Administers the procedures for Special Assessment Districts.
 - Develops, administers and maintains the operating budget for Mayor/Council and Clerks Office to include Elections and Records Management.
 - Develops and maintains website content management for City Council, City Elections, Public Records and Clerk's Office. Assists other departments with web content as needed.
- Highlight of Major Accomplishments
 - Complete re-write of the Election Code, and new code provisions regarding Records Management and Public Records Requests.
 - Adoption of a comprehensive records retention schedule specific to the needs of the city.
 - Identified a change in process related to employee representation and developed and implemented an employee election process for electing employee representation to the Employee Relations Board.
 - Developed and implemented training program for boards and commissions.
 - Transitioned Council and Planning Commission to paperless meetings.
 - Active participated in three cemetery expansion projects.
 - Administered a citizen's initiative driven Charter Commission Election.
 - Drafted the base framework of a municipal charter for attorney review, Charter Commission amendments and final approval by the commission for submission to the voters.
 - Served as the Clerk for the Charter Commission ensuring compliance with all legal requirements. Ensured sections of existing code were amended to comply with the new Charter as ratified by the voters.
 - Complete re-write of the Memorial Park Policy to be submitted for review and recommendations to the Parks & Recreation Advisory Board with final approval by the Council.
 - Developed and administered a tracking system for name placement on the memorial wall.
 - At the Direction of Council developed and or assisted in the development of the Student Representative Policy, Mobile Device Policy, Social Media Policy and Mini Grant Policy.
 - Administered four elections in one year, to include campaign reporting with the Alaska Public Office Commission.
 - Attained designation as a Master Municipal Clerk (MMC).

Deputy Borough Clerk, Kenai Peninsula Borough (KPB), Clerk's Office

- Municipal Meeting Management
 - Assist with preparation of agendas, legislation, packets and minutes.
 - Maintaining the record (minutes) during Assembly meetings.
 - Assure all meetings were advertised in accordance with the AS 44.62.310.
- Records Management
 - Supervise two employees.
 - Prepare annual budget and performance measures for the department.
 - Created the user manual for an obsolete software used to manage borough records.
 - Provided individual training for new users of the records management software.
 - Maintain the inventory of borough records and provide for the disposal of obsolete records.
 - Review records and determine the appropriate media in which records should be stored.
 - Report annually to the Assembly the numbers of obsolete records destroyed.

- Election Administration
 - Assisted with all aspects of administering Borough Elections, to include initiative, referendum and recall.
 - Recruitment and training of more than 100 election workers, to include precinct chairs, canvass board and absentee voting officials.
 - Reserve all polling site locations for the election, scheduled delivery and pick up of election equipment to all twenty-two polling locations.
 - Preparation of ballots and memory cards.
- Other
 - Codification. Verified the accuracy of all legislation prior to codification, performing a quarterly audit of code ensuring codification was correct.
 - Community Meetings. Coordinated and conducted thirteen community meetings annually, meeting the scheduling needs of the Mayor, Assembly Representative, Grants Manager and Community. Worked with the community after the meeting to complete the appropriate forms related to the funding priorities of each community.
 - State Funding Priorities. Compiled all State Funding priorities of the KPB into a single book form for final Assembly approval. After Assembly approval, entry of each priority into the State of Alaska Capital Project Submission and information system (CAPSIS).
 - Federal Funding Priorities. Created a single form representing the funding questions asked by the KPB Congressional delegation. Compiled all KPB Federal Funding priorities into a single book form for final Assembly approval. After approval transmit final priorities to each Congressional delegate in the format as required by the delegate.
 - Website. Assure the Assembly Clerk web pages were kept current using Microsoft Office Frontpage and Joomla.
 - Board of Equalization & Board of Adjustment. Assists with the acceptance of appeals, prepare notices, compile record and notifies parties. Serves as the recording clerk during the hearings.
 - Full Notary
- Highlight of Major Accomplishments
 - Developed a comprehensive user manual for an obsolete records management software.
 - Assessed procedures, risk and costs associated with recovery of over 500 frozen diazo film copies. Determined and administered the most cost effective, least risk recovery method. All diazo film copies were recovered with no damage.
 - Transitioned the destruction method for obsolete records from landfill burial to shred/recycle.
 - Attained designation as a Certified Municipal Clerk (CMC).

Administrative Assistant, Kenai Peninsula Borough, Clerk's Office

- Meeting Management
 - After receipt of all legislation reformat and prepare for packet. Compile meeting packet.
 - Prepare agenda and committee schedules as per instructed by Assembly President.
 - Prepare notice of agenda and meeting for publication in newspaper.
 - Assure all legislation, agendas and schedules were posted on the website.
- Records Coordinator
 - Records Coordinator for the Clerk's Office. Prepares records for final archival in accordance with the records retention schedule.
- Election
 - Format and proofing election notices for publication in newspapers.
 - Accepting voter registration and candidate filings.
 - Preparing precinct supply boxes, ensuring each polling location would have the supplies needed to administer the polling location on election day.

- Other
 - Budget. Working within the GEM's financial software, managing budget expenditures and processing payment requests.
 - Public Records Requests. Acceptance and routing of public records requests. Preparing notification to the requestor if additional time is needed to fill the request or if any costs will be incurred.
 - In the absence of the Clerk or Deputy Clerk
 - Verify all enacted legislation is accurate prior to sending to codification vendor.
 - Maintaining the record during Assembly meetings.
 - Assure that all meeting documents of relevance are provided to Assembly Members and Staff.
 - Limited Notary.

Coordinator, Peninsula Sleep Diagnostics

- Process referrals
 - Contacting and scheduling patient.
 - Verifying Insurance.
- Maintain Database
 - Patient and coordination doctor information.
 - Diagnosis and prescriptions.
- Provide Study Details to Billing
 - Medical transcription.
 - Diagnosis code verification.
- Administrative
 - Maintaining the schedules for janitorial, laundry and catering services.
 - Knowledge of insurance laws.
 - Focus and flexibility to maintain a proper flow of events within the sleep laboratory.

Credit, Collections, and Billing Analyst, Medical Specialties Distributors

- Client Account Responsibilities
 - Perform credit check on new customer accounts and annual credit review on existing accounts.
- Customer Account Management
 - Regular review of credit line, collection calls on past due accounts.
 - Managing accounts by placing holds on orders when an account is past due to include research and resolve of past due disputed invoices.
- Maximize Cash Flow
 - Make at least 30 collection calls per day and maintain all accounts within the assigned credit limit.
- Collections
 - Monitoring accounts being administered by collection agencies or attorney to maximize recovery of accounts written off to bad debt.
 - Negotiate settlements with customers within the management approved guidelines.
 - Familiarize with collection laws in multiple states.
- Billing
 - Process special billing projects as they develop.
 - Initiate quality control procedures for billing process.
 - Analyze billing procedures and determine the best possible procedures.

Cash Administrator, Medical Specialties Distributors

- Payment Process
 - Posting payments to the correct accounts and invoice and preparing bank deposits.
- Budget
 - Balance the cash account and general ledger accounts affected by payments.
 - Audit unapplied cash reports.
- Record Archival
 - Filing all payment information in accordance with the applicable records retention schedule.

Collections & Billing Representative, Mediacenter

- Medical Billing/Claims
 - ICD9 and CPT coding, application of modifiers when required.
 - Submit electronic and paper claims.
 - Appeal insurance claim denials.
 - Posting explanation of benefits to patient accounts
- Collections
 - Collection calls to patients.
 - Negotiate payment plans with patients.
 - Hardship cases, submit facts to Manager for possible write off.
 - Uncollectable accounts turned over to collection agency.
 - Collection calls to insurance companies.
- Administrative
 - Answer telephones.
 - Check in patients.
 - Assure the proper flow of events with in the medical office.

ORGANIZATION COMMITMENT

Alaska Association of Municipal Clerks:

Membership Committee, Member 2008 – 2012
Membership Committee, Chair 2013 – 2014
Election Committee, Member 2008 – 2013
Election Committee, Chair 2013 – 2017
Scholarship Committee, Member 2015 – 2018
Scholarship Committee, Chair 2019 – Current
Conference Planning Committee, Member 2015 – 2016
Conference Planning Committee, Chair 2016 - 2017
Executive Board, Second Vice President 2015 - 2016
Executive Board, First Vice President 2016 – 2017
Executive Board, President 2017 – 2018
Executive Board, Past President 2018 – 2019

Project Homeless Connect:

Coordinator of the Comfort Care Packages 2018 & 2019

PERSONAL REFERENCES

Johni Blankenship

[REDACTED]

[REDACTED]

Brenda Ahlberg

[REDACTED]

[REDACTED]

Carol Freas

[REDACTED]

[REDACTED]

Jamie Newman

[REDACTED]

[REDACTED]