

MEMORANDUM

State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: Alaska DOT&PF Leadership Team;
Kim Griffith; Danielle Tessen; Dylan
Blankenship; Shannon McCarthy

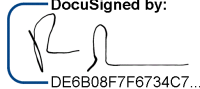
DATE: January 2, 2024

PHONE NO: 907-465-3900

FROM: Ryan Anderson, P.E.

Commissioner

DocuSigned by:



DE6B08F7F6734C7...

SUBJECT: Commissioner's Office
Administrative Roles during
Transition

Effective January 2, 2024, we will be implementing a temporary administrative structure due to the replacement process for our Commissioner Office Executive Secretary and Administrative Assistant 2. Please take note of the following adjustments in responsibilities:

Administrative Contacts and Responsibilities:

- Program Management and Administration Admin Staff will serve as the primary point of contact for public inquiries directed to the Commissioner's Office via phone number 465-3900 and in person at 3132 Channel Drive in Juneau.
- Michelle Vuille will monitor dot.travelrequest.commish@alaska.gov and obtain Commissioner and Deputy Chief of Staff approval if required per the 9.15.23 Travel Memo from Governor's Office. Michelle will compile receipts related to travel and prepare the TA form before sending to Brittany Yukich who will reconcile the pcard charges and submit in SSoA's portal. Michelle will apply coding to non-travel pcard charges and invoices and submit to Brittany for submitting in SSoA's portal.
- Jody Thomas will manage the Commissioners' email communications, manage signature items, correspondence, and documentation as well as coordinate booking travel for remaining Commissioner Office staff.
- Kim Griffith will be responsible for the scheduling of Commissioner Anderson and Deputy Commissioner Keith and be the point of contact for the Governor's Office regarding the Commissioner's schedule and correspondence as well as Quarterly Ethics Reports. Kim will also coordinate and book travel for the Commissioner and Deputy Commissioner.
- Danielle Tessen will be responsible for tasks related to Road and Highways Board.
- Kim Griffith will be responsible for tasks related to the Alaska Marine Highway Operations Board.
- Dylan Blankenship will be responsible for tasks related to the Aviation Advisory Board.
- Shannon McCarthy will be responsible for Public Records Requests and Constituent/Customer Relations Management.

These interim arrangements have been made to maintain efficiency and continuity within our office's operations. Thank you for your attention to these changes and for your ongoing commitment to our team's success.

Cc: Michelle Vuille, Administrative Operations Manager, Budget

"Keeping Alaska Moving Through Service and Infrastructure."