

# MEMORANDUM

## State of Alaska

Department of Transportation & Public Facilities  
Office of the Commissioner

**TO:** Alaska DOT&PF Leadership Team

**DATE:** February 16, 2024

**PHONE NO:** 907-465-3900

**FROM:** Ryan Anderson, P.E.  
Commissioner



**SUBJECT:** Commissioner's Office  
Administrative Roles

Effective February 16, 2024, we are implementing the following administrative structure for the Commissioner's Office with the onboarding of Winnie Cichosz as Executive Assistant. Please take note of the adjustments in responsibilities outlined below:

### **Administrative Contacts and Responsibilities:**

1. **Program Management and Administration Admin Staff:**
  - Serve as the primary point of contact for public inquiries directed to the Commissioner's Office at 3132 Channel Drive in Juneau.
2. **Winnie Cichosz:**
  - Monitor [dot.travelrequest.commish@alaska.gov](mailto:dot.travelrequest.commish@alaska.gov).
  - Obtain Commissioner and Deputy Chief of Staff approval if required per the 9.15.23 Travel Memo from the Governor's Office.
  - Compile receipts related to travel and prepare the TA form.
  - Coordinate with Star Barger for reconciliation of Pcard charges and submission in SSoA's portal.
  - Manage the Commissioners' primary phone line and email communications.
  - Manage signature items, correspondence, and documentation.
  - Coordinate booking travel for remaining Commissioner Office staff.
3. **Kim Griffith:**
  - Responsible for the scheduling of Commissioner Anderson and Deputy Commissioner Keith.
  - Point of contact for the Governor's Office regarding the Commissioner's schedule and correspondence.
  - Coordinate Quarterly Ethics Reports.
  - Coordinate and book travel for the Commissioner and Deputy Commissioner.
4. **Danielle Tessen/Winnie Cichosz:**
  - Responsible for tasks related to the Road and Highways Board.
5. **Dylan Blankenship:**
  - Responsible for tasks related to the Aviation Advisory Board.
6. **Shannon McCarthy:**
  - Responsible for Public Records Requests.
  - Responsible for Constituent/Customer Relations Management.

These adjustments 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