

MEMORANDUM

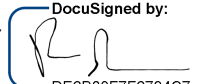
State of Alaska

Department of Transportation & Public Facilities
Office of the Commissioner

TO: Katherine Keith, Deputy Commissioner
Jody Thomas, Special Project Liaison
Winnie Cichosz, Executive Secretary
Kim Griffith, Project Coordinator
Danielle Tessen, Communications Manager
Dylan Blankenship, Development Specialist
Shannon McCarthy, Communications Director
Sunny Haight, Deputy Director, PMA
Jolene Julian, Administrative Officer II

DATE: August 1, 2024

FROM: Ryan Anderson, P.E. Commissioner

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SUBJECT: Commissioner's Office
Administrative Roles

Effective August 1, 2024, we are implementing the following administrative structure for the Commissioner's Office. 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.
 - Quarterly projections for Commissioner's Office – Jolene Julian
2. **Winnie Cichosz:**
 - Responsible for the scheduling Commissioner Ryan Anderson
 - Point of contact for the Governor's Office regarding the Commissioner's schedule and correspondence.
 - Monitor dot.travelrequest.commish@alaska.gov
 - Obtain Commissioner and Deputy Chief of Staff approval if required per the June 14, 2024, Travel Memo from the Governor's Office.
 - Coordinate Quarterly/Annual Ethics Reports for all Designated Ethics Supervisors.
 - Reconcile receipts related to travel and prepare the Travel Authorization (TA) form.
 - Reconcile of credit card charges and submission in SSoA's portal.
 - Manage the Commissioner's primary phone line and email communications: dot.commissioner@alaska.gov
 - Manage the Commissioner's signature items, correspondence, and documentation.
 - Coordinate booking travel for remaining Commissioner Office staff.
3. **Kim Griffith:**
 - Responsible for the scheduling Deputy Commissioner Katherine Keith.
 - Coordinate and book travel for the Deputy Commissioner.
 - Reconcile receipts related to travel and prepare the TA form for Deputy Commissioner.
 - Manage the Deputy Commissioner's signature items, correspondence, and documentation for Deputy Commissioner.
 - Coordinate Quarterly/Annual Ethics Reports for the Deputy Commissioner Ethics Reports.
 - Responsible for tasks related to the Alaska Marine Highways Operations Board.
4. **Danielle Tessen/Winnie Cichosz:**
 - Responsible for tasks related to the Road and Highways Advisory 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 operations of the Commissioner's Office. Thank you for your attention to these changes and for your ongoing commitment to our team's success.

"Keep Alaska Moving!"