



Municipality of Anchorage

Assembly Information Memorandum

No. AIM XX- 2023

Meeting Date: February 7, 2023

1 **From: ASSEMBLY CHAIR LAFRANCE**

2
3 **Subject: EFFORTS OF TAKEN BY THE ASSEMBLY TO ACQUIRE**
4 **INFORMATION RELEVANT TO THE VETTING OF PUBLIC**
5 **OFFICIALS APPOINTED TO EXECUTIVE LEVEL POSITIONS.**
6

7 This information memorandum provides a record of the Assembly’s efforts to
8 determine how Joe Gerace came to be appointed to the position of Director of the
9 Anchorage Health Department, the extent to which his employment detrimentally
10 affected the Municipality, and what measures the Administration has taken to
11 address this potential harm.
12

13 On August 6, 2021, Mayor Dave Bronson’s nominee for and acting Health
14 Department director, Mr. David Morgan, resigned a week prior to his confirmation
15 hearing before the Assembly.
16

17 On September 17, 2021, Mayor Bronson nominated Mr. Joe Gerace to be next
18 Health Department director. Mr. Gerace began work as the acting Health Director
19 that day.
20

21 Following Mayor Bronson’s announcement of Mr. Gerace’s nomination, the
22 Assembly began receiving emails calling into question Mr. Gerace’s competence
23 and credentials.
24

25 On November 9, 2021, during the regular Assembly meeting, HR Director Niki
26 Tshibaka, forcefully represented the allegations calling into question Mr. Gerace’s
27 competence and credentials as “false,” “inaccurate” and “pure character
28 assassination.”
29

30 On November 12, 2021, at a special meeting including an executive session, the
31 Assembly voted 7-3 to confirm Mr. Gerace.
32

33 On August 8, 2022, Alaska Public Media confronted Mr. Gerace with evidence that
34 he had largely fabricated his resume. Mr. Gerace resigned that day.¹
35

36 On August 9, 2022, Mayor Bronson announced that he had ordered “an in-depth

1 [Anchorage Health Department director resigns amid investigation into fabricated resume - Alaska Public Media](#)

1 and thorough investigation” into Mr. Gerace’s hiring.
2

3 On September 8, 2022, Chair LaFrance and Vice Chair Constant sent a letter to
4 the Municipal Manager, Ms. Amy Demboski, requesting the administration
5 address numerous specific concerns raised by Mr. Gerace’s hiring and
6 subsequent resignation. Given the vocal defense of Mr. Gerace’s qualifications
7 and competence from the HR Director during the confirmation process, the
8 Assembly leadership presented very specific questions regarding the efforts
9 taken by the Administration to verify the Mr. Gerace’s references and
10 credentials.²

11
12 On September 13, 2022, Ms. Demboski replied by e-mail to Chair LaFrance stating
13 that she was “conferring with H[uman] R[esources] and Law, and anticipate[d]
14 having a response to you in the very near future.”

15
16 On November 16, 2022, Chair LaFrance emailed Ms. Demboski inquiring as to
17 when they could expect a response to the Assembly’s letter.

18
19 On December 14, 2022, at the request of the Audit Committee of the Assembly,
20 The Director, Internal Audit presented the Committee Chair with memorandum
21 titled “Joe Gerace – Audit Scoping,” which presented a cursory review of Mr.
22 Gerace’s activities to determine if any audit should be considered.

23
24 On December 17, 2022, Ms. Demboski replied to Chair LaFrance’s email providing
25 her a memorandum from the Deputy HR Director, Mr. Jared Goecker, dated
26 November 30, 2022, outlining the HR department’s future hiring practices. This
27 memorandum did not discuss Mr. Gerace’s employment as Health Department
28 director. The text of Ms. Demboski’s email referred the Assembly to the Municipal
29 Attorney to address specific questions relating to Mr. Gerace. On December 20,
30 2022, Mayor Bronson terminated Ms. Demboski’s employment with the
31 Municipality of Anchorage.

32
33 On December 20, 2022, Mr. Kohlhase, the new acting Municipal Manager, sent
34 Chair LaFrance another memorandum, also dated November 30, 2022, from the
35 Mr. Goecker outlining the HR department’s historical hiring practices. This
36 memorandum also did not discuss Mr. Gerace’s employment as Health
37 Department director.

38
39 On December 23, 2022, Chair LaFrance emailed Mr. Kohlhase and Mayor
40 Bronson, stating that the two memoranda provided did not address their request
41 for the investigation into Mr. Gerace’s hiring. She again requested a response.
42 That same day the acting Municipal Attorney, Ms. Blair Christensen, responded
43 asserting Mr. Gerace’s constitutional right to privacy. She stated that the
44 Municipality could not waive that right and, therefore, could not produce the report
45 without a court order. Chair LaFrance responded agreeing to call an executive
46 session to preserve Mr. Gerace’s privacy rights, and to provide the Municipal
47 Attorney’s Office adequate legal authority to produce the investigation.
48

2 See Letter from Chair Suzanne LaFrance to Amy Demboski (September 8, 2022).

1 On January 24, 2023, Chair LaFrance issued a subpoena to the HR Director, Mr.
2 Niki Tshibaka, compelling him to attend an executive session of the Assembly that
3 evening and produce for examination any investigation conducted by the HR
4 department into Mr. Gerace's tenure. Mr. Tshibaka appeared at that night's
5 Assembly meeting and produced during executive session a memorandum. The
6 memorandum, dated January 13, 2023, was labeled "Confidential" and
7 "Deliberative Process Privilege." The Municipal Attorney collected back every copy
8 of the memorandum upon adjournment of the executive session.

9
10 Attached to this memorandum are several documents referenced in the timeline
11 above.

12
13
14 Prepared by: Assembly Counsel's Office

15
16 Respectfully submitted: Suzanne LaFrance, Assembly Chair
17 District 6, South Anchorage, Girdwood and
18 Turnagain Arm
19
20

Mayor Bronson Launches Investigation into Hiring of Former Health Director

Examination of Municipal Hiring Practices to Take Place

Mayor's Office

8/9/2022

Anchorage, AK – Today, Anchorage Mayor Dave Bronson released the following statement concerning former Anchorage Health Department Director Joe Gerace:

"Upon hearing the shocking news yesterday about Joe Gerace, I immediately tasked the Municipal Manager's Office and Human Resources Department to investigate the hiring of former Anchorage Health Director Joe Gerace. I expect an in-depth and thorough investigation into this matter, and HR hiring practices moving forward," **said Mayor Dave Bronson.**

Media Contact: Corey Allen Young, Communications Director, Mayor's Office,
corey.young@anchorageak.gov, 907-229-4150

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Municipality of Anchorage Official Web Site

City Hall is located at:
632 West 6th Avenue
Anchorage, Alaska 99501

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Municipality of Anchorage

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Anchorage Assembly Leadership

September 8, 2022

Municipal Manager Amy Demboski
632 W. 6th Ave., Suite 850
Anchorage, AK 99501
amy.demboski@anchorageak.gov

Via email only

Re: Questions following the appointment, service, and resignation of former Anchorage Health Department Director Joe Gerace

Dear Ms. Demboski:

The recent appointment, service, and resignation of former Anchorage Health Director Joe Gerace has raised significant questions about the hiring processes of the Municipality of Anchorage. Public reporting indicates that Mr. Gerace misrepresented his credentials, background and military experience.¹ The deception was not detected by the administration, and led to Mr. Gerace serving as Health Department director for approximately 11 months.

The matter has become one of significant public interest. In particular, members of the Assembly have heard concerns from the public that generally fall into one of three categories:

- How did this happen?
- Did any inappropriate conduct occur during Mr. Gerace's tenure as director?

and

- How can this be prevented from happening again?

During the Assembly Rules Committee meeting held on August 11, 2022 members discussed these topics, and raised a numbers of questions. I have included those questions, below, and request responses from the Administration.

How Did This Happen?

At a minimum, the public deserves a through after-action review of Mr. Gerace's appointment.

¹ See, e.g., Curtis Gilbert & Lex Treinen, *Anchorage Health Department Director Resigns Amid Investigation Into Fabricated Resume*, ALASKA PUBLIC MEDIA (August 8, 2022), available at: <https://alaskapublic.org/2022/08/08/anchorage-health-department-director-resigns-amid-investigation-into-fabricated-resume/>

1. Application Materials. Mr. Gerace ultimately submitted a resume to the Municipality. What else did he provide to the Municipality?
 - a. *Cover letter*. Did Mr. Gerace ever submit a cover letter? If yes, we request that copy be provided to the Assembly.
 - b. *DD Form 214*. Mr. Gerace represented that he had served in the military. Did provide, or was he asked to provide, DD Form 214 or any other materials to verify his claims? If so, we request that a copy of an such materials provided by Mr. Gerace be provided to the Assembly.
 - c. *References*. Did Mr. Gerace ever submit, or was he ever asked to submit, a list of references?
2. Application/Initial Interest. How did Mr. Gerace's interest in the Health Director position come to the attention of the Administration? Did he apply for the position, or was he first contacted by the Administration?
3. Interview. Mr. Gerace was presumably interviewed prior to his appointment. Who was involved in the interview process?
4. Vetting. Please describe the process the Administration used to vet Mr. Gerace.
 - a. *References*. Did the administration contact references for Mr. Gerace?
 - b. *Former employers*. Did the administration contact any of Mr. Gerace's former employers?
 - c. *Criminal background check*. Did the administration conduct a criminal-background check on Mr. Gerace?
 - d. *Financial / credit check*. Did the administration conduct a credit or financial check on Mr. Gerace?
5. Misconduct allegations. After Mr. Gerace's nomination, members of the public raised significant concerns about Mr. Gerace's service in prior employment. They included concerns about his background and management style, and issues addressed in executive session. The Administration, through HR Director Niki Tshibaka, forcefully represented the allegations as "false," "inaccurate" and "pure character assassination."²

² Regular Meeting of the Anchorage Municipal Assembly at 4:07:55 (Nov. 9, 2021), available at: <https://youtu.be/zyE6Kd2vaxE?t=14877>

- a. Investigation. What steps did the administration use to investigate the allegations against Mr. Gerace that were raised prior to his confirmation?
 - b. Factual basis. Please disclose the factual basis for the Administration's conclusion that the allegations were "false," "inaccurate," and "pure character assassination."
6. Employment documents. What employment forms were placed in Mr. Gerace's file, and can those documents be reviewed by the Assembly in executive session?

What Occurred During Mr. Gerace's Tenure?

Mr. Gerace served as Director of the Anchorage Health Department from August 2021 to September 2022. Municipal directors hold positions of significant authority, and are involved in hiring, firing, employee review and discipline, approving purchases and financial transactions, reviewing municipal contracts, and policy decisions.

Assembly leadership believes the public is entitled to a thorough review of the actions Mr. Gerace took while he served as Director.

1. HR Decisions. Please describe whether, and to what extent, the Administration has undertaken, or intends to undertake, a review of Mr. Gerace's involvement in the hiring, firing, disciplining or reviewing of any municipal employees.
 - a. Unilateral decisions, or those made over objections. Has the administration determined whether Mr. Gerace ever made any hiring or firing decision, or imposed any employee discipline or evaluation, unilaterally, or over the objection of other municipal employees?
 - b. Employee review of their files. How can former or present employees access their employee files?
 - c. HR review of files. Has the administration reviewed, or will it review, employee files that could contain material influenced by Mr. Gerace? If so, what is the process for that review?
2. Financial / legal decisions. Assembly leadership intends to discuss with the Municipality's Internal Auditor the possibility of conducting a review of the documents, activities and programs that Mr. Gerace exerted control or influence over, to ensure that adequate controls were exercised, and no fraud, abuse, conflict of interest, or other illegal acts occurred.³ Please describe whether, and

³ Cf. 3.20.110 Responsibilities of the director of internal audit:

D. The director of internal audit shall have responsibility to conduct expanded scope audits of all municipal departments, agencies, authorities and activities to independently determine whether:

to what extent, the Administration has undertaken, or intends to undertake, a similar review.

3. Policies. What policies or procedures changed at Mr. Gerace's direction?
4. Interviews with Peers and Subordinates. Please describe whether, and to what extent, the Administration has engaged, or intends to engage, in interviews with Mr. Gerace's former municipal peers and subordinates, to determine whether municipal employees have as-yet-not-publicly-known concerns about actions Mr. Gerace took during his tenure as Director.

How Can This Be Prevented From Happening Again?

The public and Assembly leadership are also keen to ensure that processes have been, or will be, put in place to detect whether a candidate for municipal employment has submitted false credentials.

1. Verification of credentials: executives. Please describe the process that the Municipality has in place today to verify the credentials of candidates for an executive appointment.
2. Verification of credentials: other employees. Please describe the process that the Municipality has in place today to verify the credentials of candidates for other municipal jobs.

-
1. There are adequate internal administrative and accounting control systems in place and that they are functioning as intended;
 2. Activities and programs being implemented have been authorized by the Assembly, the mayor or this Code;
 3. Activities and programs are being conducted in a manner contemplated to accomplish the objectives intended by the Assembly, the mayor or this Code;
 4. Activities or programs efficiently and effectively serve the purpose intended by the Assembly, the mayor or this Code;
 5. Activities and programs are being conducted and funds expended in compliance with applicable laws;
 6. Revenues are being properly collected, deposited and accounted for;
 7. Resources, including funds, property and personnel, are adequately safeguarded, controlled and used in a lawful, effective and efficient manner;
 8. Financial and other reports are being provided that disclose fairly and fully all information that is required by law, that is necessary to ascertain the nature and scope of programs and activities, and that is necessary to establish a proper basis for evaluating the programs and activities; and
 9. During the course of audit work, there are any indications of fraud, abuse, conflict of interest or illegal acts.

3. Education. To what extent, and how, is the Municipality now verifying the educational credentials claimed by candidates for municipal employment?
4. References. To what degree are candidate references being checked by the Municipality?
5. Prior employers; additional references. To what degree is the Municipality contacting the former of employers of candidates for municipal jobs? Are reference-checks limited to those disclosed by a candidate?

Nature of After-Action Investigation

After public reporting about Mr. Gerace's background, the administration announced that the Mayor had "tasked the Municipal Manager's Office and Human Resources Department to investigate the hiring of former Anchorage Health Director Joe Gerace," to include "an in-depth and thorough investigation into this matter, and HR hiring practices moving forward."⁴

1. HR. What will the Administration's investigation of the Chief Human Resources Officer's failure to detect Mr. Gerace's misrepresented credentials entail?
2. Third-party investigation. Is the Administration opposed to a third-party investigation of the processes surrounding the appointment of Mr. Gerace? If so, why?

* * * * *

If you have any questions related to this request, we would be happy to discuss. Given the critical nature of this investigation, we request responses to these questions by September 21, 2022.

Sincerely,



Suzanne LaFrance, Assembly Chair



Christopher Constant, Assembly Vice Chair

Cc: Mayor Dave Bronson
Niki Tshibaka - Chief Human Resources Officer
Mario Bird - Acting Municipal Attorney
Alexis Johnson - Chief of Staff
Dean Gates - Assembly Counsel

⁴ See PRESS RELEASE *Mayor Bronson Launches Investigation into Hiring of Former Health Director: Examination of Municipal Hiring Practices to Take Place* (August 9, 2022), available at: <https://www.muni.org/departments/mayor/pressreleases/Pages/Mayor-Bronson-Launches-Investigation-into-Hiring-of-Former-Health-Director--Examination-of-Municipal-Hiring-Practices-to-Ta.aspx>

From: [LaFrance, Suzanne](#)
To: [Demboski, Amy](#)
Cc: [Constant, Christopher](#); [Gates, Dean T.](#); [Bronson, Dave W.](#); [Tshibaka, Niki](#); [Trombley, Adam R.](#); [Christensen, Blair M.](#)
Subject: Re: Assembly Leadership Letter to Administration on AHD Director Questions
Attachments: [2022-0908 Assembly Letter to Administration on AHD Director Questions.pdf](#)
[image001.png](#)
Importance: High

Hi, Amy,

To follow up on an open item - would you advise as to when Assembly Leadership can expect to receive a response to our letter of September 8 concerning Mr. Gerace, the former AHD Director?

Also, do you have a report from the investigation the Administration conducted concerning Mr. Gerace's hiring and tenure that can be shared with the Assembly?

Thanks,
Suzanne

--

Suzanne LaFrance
Chair, Anchorage Assembly
District 6 - South Anchorage, Girdwood & Turnagain Arm
907-351-7199 mobile/text

From: "LaFrance, Suzanne" <suzanne.lafrance@anchorageak.gov>
Date: Tuesday, September 13, 2022 at 8:57 AM
To: "Demboski, Amy" <Amy.Demboski@anchorageak.gov>
Cc: Christopher Constant <christopher.constant@anchorageak.gov>, "Bronson, Dave W." <Dave.Bronson@anchorageak.gov>, "Tshibaka, Niki" <Niki.Tshibaka@anchorageak.gov>, "Bird, Mario L." <Mario.Bird@anchorageak.gov>, "Alexis.Johnson@anchorageak.gov" <Alexis.Johnson@anchorageak.gov>, "Gates, Dean T." <dean.gates@anchorageak.gov>
Subject: Re: Assembly Leadership Letter to Administration on AHD Director Questions

Thank you, Amy.

Regards,
Suzanne

--

Suzanne LaFrance
Chair, Anchorage Assembly
District 6 - South Anchorage, Girdwood & Turnagain Arm
907-351-7199 mobile/text

From: "Demboski, Amy" <Amy.Demboski@anchorageak.gov>
Date: Tuesday, September 13, 2022 at 8:20 AM
To: "LaFrance, Suzanne" <suzanne.lafrance@anchorageak.gov>
Cc: Christopher Constant <christopher.constant@anchorageak.gov>, "Bronson, Dave W." <Dave.Bronson@anchorageak.gov>, "Tshibaka, Niki" <Niki.Tshibaka@anchorageak.gov>, "Bird, Mario L." <Mario.Bird@anchorageak.gov>, "Johnson, Alexis D." <Alexis.Johnson@anchorageak.gov>, "Gates, Dean T." <dean.gates@anchorageak.gov>
Subject: RE: Assembly Leadership Letter to Administration on AHD Director Questions

Suzanne,

Thank you for your communication. I am in receipt of your letter and am conferring with HR and Law, and anticipate having a response to you in the very near future.

Respectfully,



Amy Demboski

Municipal Manager

Municipality of Anchorage

632 W.6th Avenue, Suite 850 Anchorage, Alaska 99501

(907) 343-7110

amy.demboski@anchorageak.gov

www.muni.org/Manager/

From: LaFrance, Suzanne <suzanne.lafrance@anchorageak.gov>
Sent: Thursday, September 8, 2022 11:01 AM
To: Demboski, Amy <Amy.Demboski@anchorageak.gov>
Cc: Constant, Christopher <christopher.constant@anchorageak.gov>; Bronson, Dave W. <Dave.Bronson@anchorageak.gov>; Tshibaka, Niki <Niki.Tshibaka@anchorageak.gov>; Bird, Mario L. <Mario.Bird@anchorageak.gov>; Johnson, Alexis D. <Alexis.Johnson@anchorageak.gov>; Gates, Dean T. <dean.gates@anchorageak.gov>
Subject: Assembly Leadership Letter to Administration on AHD Director Questions
Importance: High

Dear Municipal Manager Demboski:

Please find attached a letter from Assembly leadership requesting responses to questions concerning the appointment, service, and resignation of former Anchorage Health Department Director Joe Gerace. Given the critical nature of this issue, we request responses to these questions by September 21, 2022.

We are available to discuss any questions related to this request.

Sincerely,
Suzanne LaFrance
Chair, Anchorage Assembly
District 6 - South Anchorage, Girdwood & Turnagain Arm
907-351-7199 mobile/text

Christopher Constant
Vice Chair, Anchorage Assembly
District 1
907-947-9438

CC: Mayor Dave Bronson
Niki Tshibaka – Chief Human Resources Officer
Mario Bird – Acting Municipal Attorney
Alexis Johnson – Chief of Staff
Dean Gates – Assembly Counsel

From: [Camacho, Desirea C.](#)
To: [!MAS Assembly Members](#)
Subject: Joe Gerace - Audit Scoping Memo
Date: Thursday, December 15, 2022 1:55:35 PM
Attachments: [Joe Gerace - Audit Scoping Memo.pdf](#)

All,

On behalf of Member Rivera, please be advised that the Municipal Audit Committee will keep tabs on this memo provided by Internal Audit and actions taken by the Administration.

Sincerely,
Desirea

MUNICIPALITY OF ANCHORAGE

MEMORANDUM

DATE: December 14, 2022

TO: Municipal Audit Committee

FROM: Director, Internal Audit 

SUBJECT: Joe Gerace – Audit Scoping

At your request, we have performed a cursory review of some of Mr. Gerace's activities to help determine if an audit of any of these activities should be considered. This review did not include activities related to Municipal personnel matters. The review's scope covered the period from September 17, 2021, to August 9, 2022, the period of Mr. Gerace's Municipal employment. However, depending on the documents being reviewed, we did look at some activities beyond his termination date. For example, activities occurring prior to his termination, but invoiced after his departure. To perform this review, we conducted interviews and reviewed relevant documents such as SAP records. Below is a summary of our results that can be used when considering if additional audit work is necessary.

Invoices

Anchorage Health Department (AHD) staff expressed frustration when invoices were received but the purchase orders (POs) had expired or had insufficient funds to pay the vendors. For example, according to AHD staff some vendors demanded to be paid but staff were unsure what to do since the services had not been authorized with approved POs. In addition, there was no assurance that AHD staff had verified that the services were properly provided since they did not know that some of these vendors were providing services. For example:

- *Invoiced Transactions Without Proper POs* – Anchorage Health Department staff received invoices totaling \$1,380,375 from seven different vendors where POs for these vendors had either expired or had insufficient funds to pay the vendors. For example, AHD received from the Aviator Hotel an invoice totaling \$613,049 for the period covering July 1, 2022, to July 31, 2022. The invoice was received in August 2022. The PO had remaining funds of \$99,898 but had expired on June 30, 2022. In this case, the contract was amended and a new line item was added to the PO using funds approved by the Assembly in July 2022 “. . . for ongoing

COVID-19 emergency shelter services including labor, supplies, professional services, mass care and other expenses required to preserve and protect the public safety, health and welfare from COVID-19 for an estimated period of performance of July 1, 2022, through September 30, 2022.”¹

- *Invoice Transactions Approved by Mr. Gerace* - During Mr. Gerace’s tenure at AHD he approved 614 transactions totaling \$12,496,550. Of these transactions, 289, totaling \$170,420, were made without an existing or current PO. However, not all transactions required a PO. Specifically, we found the following:
 - Thirty-nine (39) transactions, totaling \$40,982, consisted primarily of medical/lab supplies, temporary employment services, and a few other miscellaneous transactions. It appeared that some of these transactions should have been applied against a PO.
 - Two hundred thirty-five (235) transactions, totaling \$87,256, were for utility payments that did not require a PO.
 - Fourteen (14) transactions totaling \$42,179 for rent, housing or shelter assistance provided under emergency shelter grants. These transactions did not require a PO.
 - One (1) transaction was a reimbursement that did not require a PO.

One of the limitations of internal controls is management’s ability to override or circumvent established policies and procedures. If not corrected or used appropriately, management override can limit the effectiveness of internal controls. Specifically, our review of invoices and interviews with AHD staff suggested that Mr. Gerace obligated the Municipality prior to having the vendors’ work authorized through proper contracting processes. However, according to AHD staff that we talked to, they had not identified fraud, but expressed a general sentiment of poor management and a lack of adequate communication.

Procurement Card

Mr. Gerace’s procurement card (P-Card) activity showed 28 transactions totaling \$10,627. These P-Card transactions were approved by one of three separate individuals at AHD. In other words,

¹See Assembly Resolution 2022-208(S-1), As Amended.

Mr. Gerace did not approve his own transactions. The transactions appeared to be for legitimate business purposes, except for one transaction. Specifically, when reconciling some of Mr. Gerace’s P-Card transactions after his departure AHD staff identified a \$106 transaction for “3 uniform shirts for response team.” Policy and Procedure 24-23, *Disallowed Purchases*, prohibits the purchase of personal clothing unless permitted by a labor agreement. Finally, Mr. Gerace did not attend P-Card training. Below is a listing of all of Mr. Gerace’s P-Card transactions.

<u>Merchant Name</u>	<u>Transaction Amount</u>	<u>Transaction Notes</u>
RTT LOGISTICS	\$1835.00	RTT LOGISTICS LLC 3469952856001 Storage and transportation of 28,000 At Home Covid-19 Antigen test kits. Further delivery to multiple locations. Had 19 plus pallets of test kits and unable to safely store them at AHD
WWW.GVMLED.COM	\$475.00	GVM - 3561427253001 - 31324 - AV Equipment for PIO - 04/07/2022
B&H PHOTO 800-606-6969	\$1732.22	B&H Photo Video 3563000174001 - 1081873871 - AV Supplies for PIO - 04/07/2022
AMZN MKTP US*1A3FN0GQ1	\$43.79	AMAZON.COM - 3563000175001 - 112-6246494-2921803 - Tripod Carrying Case for PIO - 04/07/2022
CANON DIRECT	\$715.97	CANON - 3565943379001 - 151184053 - Camera and Lens for PIO - 04/07/2022
OFFICEMAX/DEPOT 6159	\$43.78	OFFICE DEPOT - 3606320778001 -Specialized flash drive to get pics and info off iphone for a FOIA problem
THE HOME DEPOT #8940	\$314.10	HOME DEPOT 3659683658001 Lock was procured to secure a supply room, lock was not needed and was returned. Room was being entered by unauthorized 99Plus1 workers.
REI.COM 800-426-4840	\$999.80	REI 3662714786001 additional tents to meet demand at campground
BIG RAY'S SEWARD HWY	\$108.87	BIG RAYS 3664089438001 Safety Vest for Campground OPS and set of coveralls for decon of contaminated clothing and client
THE HOME DEPOT #8940	-\$314.10	HOME DEPOT 3665568498001 Return of electronic door lock for supply room door, to prevent theft of client personal items
REI #16 ANCHORAGE	\$399.92	REI 3665568499001- Tent purchase after donated tents supply exhausted because demand by clients at the campground exceeded on hand quantities.
WAL-MART #4359	\$166.70	WALMART6 3668561222001 Tent purchase, after demand for tents exceeded demand by clients at the campground.
WM SUPERCENTER #2070	\$840.00	WALMART 3668561223001 Tent purchase after donated tents exceeded demand by clients at the campground
REI.COM 800-426-4840	\$49.99	REI 3667026658001- Tent purchase after donated tents supply exhausted because demand by clients at the campground exceeded on hand quantities
REI.COM 800-426-4840	\$449.91	REI 3667026659001- Tent purchase after donated tents supply exhausted because demand by clients at the campground exceeded on hand quantities
NORTHERN SECURITY SUPP	\$125.95	NORTHERN SECURITY 3668561224001 Rechargeable Lantern/Flashlight for Night OPS in Campground
FASTENERS AND FIRE EQU	\$245.27	FASTNERS & FIRE EQUIPMENT 3672121761001 1 of 2 Water Fire Extinguishers for the Cent Campground Operations. Mounted in ATV in campground
GRAINGER	\$179.24	GRAINGER 3672121766001 2 of 2 Water Fire Extinguishers for the Cent Campground Operations. Mounted in Campground Office

<u>Merchant Name</u>	<u>Transaction Amount</u>	<u>Transaction Notes</u>
WM SUPERCENTER #4359	\$215.64	WALMART - 3676250382001 - Rope, tarps and supplies for rain and weather. Items requested by community partners
THE HOME DEPOT #8940	\$20.10	THE HOME DEPOT - 3676250383001 - Parts to repair cots/tents
ALASKA SERIGRAPHICS	\$106.00	SERIGRAPHICS 3691343800001 3 uniform shirts for response team
AMERICAN SAFETY AND HE	\$50.00	American Safety & Health aka HSI - Training Instructor Confirmation 2020 - INV 1631553
AMERICAN SAFETY AND HE	\$100.00	AMERICAN SAFETY & HEALTH aka HSI - Training material ACLS Digital Resources Kit, INV 4964897
AMERICAN SAFETY AND HE	\$302.17	AMERICAN SAFETY & HEALTH aka HSI - 3711602386001 - BLS Program pkg, INV 1631576
WAL-MART #2071	\$224.20	WALMART - 3713293330001 - CENTENNIAL CAMPGROUND - Tents - Ref# 221700673134
SQ *ELITE TOWING AND R	\$811.20	ELITE TOWING 3713293331001 Transporting of Willscot Mobile Office 20' Conex INV 22-14344
WM SUPERCENTER #4359	\$368.04	WALMART - 3713293332001 - CENTENNIAL CAMPGROUND - Tents, Ref # 1042000314
ALASKA INDUSTRIAL HARD	\$28.49	ALASKA INDUSTRIAL HARDWARE - 3713293333001 - RESPONSE - Centennial Campground - Calipers Tool - INV 13608094-00

Mass Care Site Supervisor (Contracted Staff Person)

On October 24, 2021, a resource request was submitted for a “Mass Care Site Supervisor.” The resource request asked for a specific individual, by name, from LeMay Engineering & Consulting, Inc. It is our understanding that asking for a specific individual, by name, was typical for these types of requests. According to the resource request, position responsibilities included:

- “• Oversees all COVID-19 congregate shelter sites;
 - The Sullivan Arena (capacity up to 400 persons) . . .
- Coordinates and communicates with contracted on-site managers and vendors at designated congregate shelter sites . . .
- Other duties include, but not limited to:
 - Serves as Contractor/Vendor oversight to ensure vendors are abiding by terms set forth in each support contract . . .
 - Verify shelters are in safe, working order
 - Request and validate maintenance in the buildings are [sic] complete . . .
 - Approve invoices for payment and keep track of invoices
 - Attend meeting as required”

The requested individual provided a resume with few details. For example, in the resume’s experience section two previous jobs were listed. The first job listed was a store manager

position with “J S Marketing Inc.”² from September 2015-2020, with a few listed details. The second job listed was “Visit Healthcare March 2021 to present.” Under this job the resume included “Scheduled 300+ employees and managers over 5 sites”, “Data entry, set up sites, schedule sites” and “Mobile teams coordinator 80,000.” In the education section a high school and a vocational school were listed, with no attendance dates.

We reviewed a haphazard sample of the Mass Care Site Supervisor’s time cards from November 2021 through February 2022. These time cards showed 512 hours charged at an hourly rate of \$41.13 paid to LeMay Engineering & Consulting Inc. Of these hours, 439 were charged to “Staff Meeting” and 64 were not charged to anything, i.e. unknown.³ The individual was “demobilized” on August 15, 2022.

Other Comments

During our review we were made aware of other matters regarding Mr. Gerace such as:

- Creation of a hostile and unstable work environment (staff being fired/leaving),
- A general demeanor of unprofessionalism,
- Allegedly administering vaccines without proper qualifications, and
- Appeared to lack an understanding/adherence to proper contract/grant processes and administration.

²According to information from the Alaska Department of Commerce, Community, and Economic Development, Mr. Gerace was the “Director, President, Secretary, Shareholder, Treasurer” of J&S Marketing, Inc.

³The few time cards/invoices we looked at had some errors that we did not research due to the limit scope of this review.

From: [Demboski, Amy](#)
To: [LaFrance, Suzanne](#)
Cc: [Constant, Christopher](#); [Gates, Dean T.](#); [Bronson, Dave W.](#); [Tshibaka, Niki](#); [Trombley, Adam R.](#); [Christensen, Blair M.](#)
Subject: RE: Assembly Leadership Letter to Administration on AHD Director Questions
Date: Saturday, December 17, 2022 5:06:45 AM
Attachments: [image002.png](#)
[image003.png](#)
[Future HR Hiring Practices---11.30.22.pdf](#)

Suzanne,

Thank you for your letter and giving us time to review the historical HR hiring process at the MOA to discern potential gaps in the process and where we can make improvements. I am unable to comment on specific questions about Mr. Gerace, or potential investigations relating to Mr. Gerace, but instead refer you to Acting Municipal Attorney Blair Christensen for specific questions or concerns relating to Mr. Gerace.

With respect to the process improvements that have been identified and implemented, please see the attached memo from HR outlining the process we have implemented.

Thank you again for your questions and patience as we reviewed the MOA's past practices and outline the improved process that has been implemented.

Respectfully,



Amy Demboski

Municipal Manager

Municipality of Anchorage

632 W.6th Avenue, Suite 850 Anchorage, Alaska 99501

(907) 343-7110

amy.demboski@anchorageak.gov

www.muni.org/Manager/

From: LaFrance, Suzanne <suzanne.lafrance@anchorageak.gov>

Sent: Wednesday, November 16, 2022 10:29 AM

To: Demboski, Amy <Amy.Demboski@anchorageak.gov>

Cc: Constant, Christopher <christopher.constant@anchorageak.gov>; Gates, Dean T. <dean.gates@anchorageak.gov>; Bronson, Dave W. <Dave.Bronson@anchorageak.gov>; Tshibaka, Niki <Niki.Tshibaka@anchorageak.gov>; Trombley, Adam R. <Adam.Trombley@anchorageak.gov>; Christensen, Blair M. <blair.christensen@anchorageak.gov>

Subject: Re: Assembly Leadership Letter to Administration on AHD Director Questions

Importance: High

Hi, Amy,

To follow up on an open item - would you advise as to when Assembly Leadership can expect to receive

a response to our letter of September 8 concerning Mr. Gerace, the former AHD Director?

Also, do you have a report from the investigation the Administration conducted concerning Mr. Gerace's hiring and tenure that can be shared with the Assembly?

Thanks,
Suzanne

--

Suzanne LaFrance
Chair, Anchorage Assembly
District 6 - South Anchorage, Girdwood & Turnagain Arm
907-351-7199 mobile/text

From: "LaFrance, Suzanne" <suzanne.lafrance@anchorageak.gov>
Date: Tuesday, September 13, 2022 at 8:57 AM
To: "Demboski, Amy" <Amy.Demboski@anchorageak.gov>
Cc: Christopher Constant <christopher.constant@anchorageak.gov>, "Bronson, Dave W." <Dave.Bronson@anchorageak.gov>, "Tshibaka, Niki" <Niki.Tshibaka@anchorageak.gov>, "Bird, Mario L." <Mario.Bird@anchorageak.gov>, "Alexis.Johnson@anchorageak.gov" <Alexis.Johnson@anchorageak.gov>, "Gates, Dean T." <dean.gates@anchorageak.gov>
Subject: Re: Assembly Leadership Letter to Administration on AHD Director Questions

Thank you, Amy.

Regards,
Suzanne

--

Suzanne LaFrance
Chair, Anchorage Assembly
District 6 - South Anchorage, Girdwood & Turnagain Arm
907-351-7199 mobile/text

From: "Demboski, Amy" <Amy.Demboski@anchorageak.gov>
Date: Tuesday, September 13, 2022 at 8:20 AM
To: "LaFrance, Suzanne" <suzanne.lafrance@anchorageak.gov>
Cc: Christopher Constant <christopher.constant@anchorageak.gov>, "Bronson, Dave W." <Dave.Bronson@anchorageak.gov>, "Tshibaka, Niki" <Niki.Tshibaka@anchorageak.gov>, "Bird, Mario L." <Mario.Bird@anchorageak.gov>, "Johnson, Alexis D."

<Alexis.Johnson@anchorageak.gov>, "Gates, Dean T." <dean.gates@anchorageak.gov>

Subject: RE: Assembly Leadership Letter to Administration on AHD Director Questions

Suzanne,

Thank you for your communication. I am in receipt of your letter and am conferring with HR and Law, and anticipate having a response to you in the very near future.

Respectfully,



Amy Demboski

Municipal Manager

Municipality of Anchorage

632 W.6th Avenue, Suite 850 Anchorage, Alaska 99501

(907) 343-7110

amy.demboski@anchorageak.gov

www.muni.org/Manager/

From: LaFrance, Suzanne <suzanne.lafrance@anchorageak.gov>

Sent: Thursday, September 8, 2022 11:01 AM

To: Demboski, Amy <Amy.Demboski@anchorageak.gov>

Cc: Constant, Christopher <christopher.constant@anchorageak.gov>; Bronson, Dave W. <Dave.Bronson@anchorageak.gov>; Tshibaka, Niki <Niki.Tshibaka@anchorageak.gov>; Bird, Mario L. <Mario.Bird@anchorageak.gov>; Johnson, Alexis D. <Alexis.Johnson@anchorageak.gov>; Gates, Dean T. <dean.gates@anchorageak.gov>

Subject: Assembly Leadership Letter to Administration on AHD Director Questions

Importance: High

Dear Municipal Manager Demboski:

Please find attached a letter from Assembly leadership requesting responses to questions concerning the appointment, service, and resignation of former Anchorage Health Department Director Joe Gerace. Given the critical nature of this issue, we request responses to these questions by September 21, 2022.

We are available to discuss any questions related to this request.

Sincerely,

Suzanne LaFrance

Chair, Anchorage Assembly

District 6 - South Anchorage, Girdwood & Turnagain Arm

907-351-7199 mobile/text

Christopher Constant

Vice Chair, Anchorage Assembly

District 1
907-947-9438

CC: Mayor Dave Bronson
Niki Tshibaka – Chief Human Resources Officer
Mario Bird – Acting Municipal Attorney
Alexis Johnson – Chief of Staff
Dean Gates – Assembly Counsel

Municipality of Anchorage

Mayor Dave Bronson

Date: November 30, 2022

To: Amy Demboski, Municipal Manager

Through: Blair Christensen, Acting Municipal Attorney

From: Jared Goecker, HR Deputy Director

Subject: Future HR Hiring Practices

The Human Resource Department (HR), in collaboration with the Municipal Manager's Office, and the Municipal Attorney's Office, was tasked with completing an internal review of HR's historical hiring process for executive appointments. Our review has identified weaknesses and flaws in that process, which has been in place for multiple Mayoral Administrations.¹ This memorandum outlines the changes HR and the Municipal Attorney's Office believe will correct any deficiencies going forward. Some of these changes have already been implemented in HR's reexamination of all executive appointments back to July 1, 2021 to verify the information provided by successful applicants, including the Mayor's three most recent nominees for confirmation by the Assembly: Mario Bird, Mike Braniff, and Courtney Petersen.

Going forward, HR recommends the following actions for executive appointments (excepting the Mayor's and Municipal Manager's Offices):

1. Generally, all recruitments for executive positions, with the exceptions of the Mayor's Office and the Municipal Manager's Office, should be done through Neogov.² Hiring managers should anticipate that positions will be posted as open until filled and allow for a week (5 business days) for vetting of the candidate selected for hire. The benefit of this approach is that it establishes a clean and consistent process for nearly all executive appointments. Every applicant will be required to provide 3 references; academic transcripts for all degrees earned or other formal/official supporting documentation from the relevant academic institution(s); copies of relevant certifications/licenses; and proof of military service (if applicable).

Routing most applicants for executive appointments through Neogov would also render the current executive application form³ obsolete by replacing a paper application with an automated one. The Administration's authority to make executive appointments of

¹ See HR Hiring Practices Memo, dated November 30, 2022

² HR will refer all applicants to the hiring manager, unless specifically requested to check the MQs internally through HR.

³ See Appendix A: Executive Application Form

candidates it deems most qualified would not be diminished or impeded by routing most of them through Neogov.

2. Prior to a hiring manager requesting the Mayor's authorization to make an executive appointment, HR will vet the selected candidate's information, including validation of educational degrees, certifications, licenses, military service, and 3 previous employers (or 10 years of employment, whichever is longer). HR also will run a criminal background check, perform a credit check (if applicable), check Courtview, and contact 3 references.

Currently, with the exception of criminal and credit background checks, HR intends to perform these checks internally. Some of these validations can be automated using a third-party provider, if that is needed or preferred in the future (however, this would be at an increased cost).

Through NeoGov, the 3 references candidates provide will automatically receive a prompt to submit a written response to several standard questions (at no additional cost). In addition, HR will call those references to validate and confirm the identity of the person and ask any follow-up questions needed.

3. If any concerns or problematic findings arise⁴ while validating an applicant's information, HR (through the Deputy Director over the Employment Division) will notify the hiring manager. If the hiring manager would like to continue with the process, then the HR Director, subject to approval from the Municipal Manager, in consultation with the Municipal Attorney's Office, may authorize HR to continue the vetting process.
4. Employment will concurrently submit to the HR Director and the Municipal Manager, for review and approval, the following: (i) the hiring manager's memorandum requesting the Mayor's authorization to hire; and (ii) the Executive Hire Checklist⁵ certifying the candidate has passed the vetting process.⁶ After the HR Director and the Municipal Manager have reviewed and approved the hiring manager's memorandum and the Executive Hire Checklist, and after the Mayor has signed off on the requested hire, HR will process the offer letter and begin the standard onboarding process. The application, all supporting documentation, and the Executive Hire Checklist will be placed in the new hire's personnel file.
5. Any executive appointments that do not follow the aforementioned procedure and are not processed through NeoGov (e.g., executive hires in the Mayor's Office or the Municipal Manager's Office) will still undergo the vetting process set forth in Steps 2 and 3 above.

When the new process is finalized by the Municipal Manager, the 1992 Policy and Procedure

4 If an application requires a credit check and it reports late payments or accounts in collections, then this will trigger additional review

5 See Appendix B: Executive Hire Checklist

6 See Appendix C: Draft Executive Hire Procedure 3.30.2021. The current process is for the hiring manager to request authorization from the Mayor to hire, via a memorandum that goes through the HR Director and the Municipal Manager. The proposed change to this process is that after the hiring manager sends the memorandum to Employment, Employment will submit both the memorandum and the Executive Hire Checklist to the HR Director and Municipal Manager for review and approval.

40-11⁷ will need to be revised accordingly. These changes to HR's executive appointment process will result in a comprehensive and robust vetting of candidates that is in the best interest of the Municipality.

⁷ See Appendix D: P&P 40-11



Municipality of Anchorage

Executive Application Form

Please complete the entire form and submit to MOA Human Resources
 632 W. 6th Avenue, Suite 605
 Anchorage, AK 99501

Phone: 907-343-4425

Fax: 907-343-4450

Position Title:			Gender. Please select one below:					
First Name: _____ Last Name: _____ Middle Initial: _____			Female					
			Male					
			I do not wish to disclose					
Address: _____		Phone Number: _____						
Are you a current or previous employee of the MOA? If "Yes", please indicate the department here: <table style="width:100%; border: none;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> </tr> </table>				Yes	No	Race. Please select one below:		
				Yes	No			
			American Indian or Native Alaskan					
			Asian					
			Black or African American					
			Hispanic or Latino					
Native Hawaiian or Other Pacific Islander								
White or Caucasian								
Two or More Races								
I do not wish to disclose.								
Please list any relatives who are currently employed by the MOA.			Do you experience a disability? Please select one below:					
			No, I do not experience a disability.					
			Yes, I experience a disability.					
Criminal Background Disclosure Please list all local, state and/or federal misdemeanor and felony convictions. If none, write "None."			I do not wish to disclose.					
			Veteran Status:					
			Did you serve on active duty in the US Military? If yes, respond to the next item.					
Work Experience and Education: Please attach to this form a comprehensive resume detailing your work experience and education. Because your resume will become a public record, please do not include personal identifying information on it. Please acknowledge below that a resume is attached: <input type="checkbox"/> Resume is attached.			<table style="width:100%; border: none;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> </tr> </table>				Yes	No
				Yes	No			
Are you a protected veteran under the Vietnam Era Veterans's Readjustment Act of 1974 as amended? (If you are not certain, see attached "Am I a Protected Veteran?")								
<table style="width:100%; border: none;"> <tr> <td style="width: 40%;"></td> <td style="width: 20%; text-align: center;">Yes</td> <td style="width: 20%; text-align: center;">No</td> </tr> </table>				Yes	No			
	Yes	No						
Employment Eligibility Notification The Municipality of Anchorage (MOA) participates in the U.S. Department of Homeland Security E-Verify Program. By signing below, you agree to participate in this program and acknowledge you will be required to provide your Social Security Number and other identification documents in order for the MOA to verify your employment eligibility.								
Background Check Notification Appointment in this position will be conditional based upon a satisfactory background check. A background check may encompass criminal history, verifying education, and verifying dates of employment. By signing below, you acknowledge that you may be required to provide additional information so that a national criminal background check can be conducted.								
By my signature below, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that failure to answer all questions fully and truthfully may result in my disqualification for the position or termination of employment upon discovery. I understand the Municipality of Anchorage may contact prior employers, references, and/or other agencies to validate my application. And further, I expressly request former employers, references, and/or other agencies that may have pertinent information concerning me to furnish such information to Municipality of Anchorage officials. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage, of any nature whatsoever, for furnishing such information. This application is the property of the Municipality of Anchorage and will not be returned.								
Signature _____			Date _____					

Municipality of Anchorage

Mayor Dave Bronson

Date: XX, XXXX
To: Amy Demboski, Municipal Manager
Through: Niki Tshibaka, Chief HR Officer
Through: Jared Goecker, HR Deputy Director
From: Kristine Cabudol, Employment Supervisor
Subject: Executive Hire Checklist

_____Criminal Background Check

_____Credit Background Check (if applicable)

_____Education

_____Certifications/Licenses

_____Military Service

_____Employment Verification(s)

_____Courtview Check

_____Reference Check(s)



Municipality of Anchorage Human Resources - Employment

Phone: (907) 343-4447

EXECUTIVE HIRE PROCEDURE

As per Municipal Code 3.30.173, Executive positions by their nature and complexity are not subject to the normal procedures of recruitment and selection applicable to other classified positions. The mayor or responsible official of the appointing authority may utilize any recruitment and referral sources and techniques that is deemed appropriate to obtain the highest caliber employees for these positions and may appoint whomever is determined to best discharge the duties of an executive position at the discretion of the mayor or responsible official of the appointing authority subject to the merit provisions of the Charter and this Code. Prior to an executive employee being hired, the individual shall have submitted a municipal employment application form including a resume describing relevant education, training and experience. Upon hiring, the resume shall become a public record and be included within the employee's personnel file.

This important section of Muni Code allows the Mayor to utilize any recruiting method he or she chooses to fill executive positions. This is significant to the Employment Office in that if a NeoGov recruitment is used, it doesn't necessarily follow the same rules as other recruitments that we are used to.

There are two types of recruitments that an Employment Specialist will encounter with regard to executive employees, a NeoGov recruitment and an executive hire from the Employment Director (not using NeoGov).

I. A NeoGov Recruitment

- Executive recruitments follow the same process as a normal recruitment (other than the length of posting) up until the time comes to refer applicants. Determine if the hiring manager would like all applicants regardless of qualification, keeping in mind that those who are not eligible to work in the United States cannot be forwarded. Some hiring managers may only want those that meet the minimum qualifications. For continuous postings, prearrange a day during each week when you will forward applications submitted from the week. Some hiring managers for these executive positions may or may not have access to NeoGov. Determine if they would like applicants forwarded through NeoGov or if they would like copies of the applications. The applications must include attachments that do not contain PII data. If copies of the applications are desired we may sort the applications into three categories (unless a. is only wanted):
 - a. Applicants who meet the minimum qualifications.
 - b. Applicants who did not meet the minimum qualifications, but have relevant experience.
 - c. Applicants who did not meet the minimum qualifications and have little or no relevant experience.
- The Employment Specialist must give the following direction to the hiring manager.

- If you are not interested in interviewing any of these applicants, please provide the names of those applicants and Employment will follow up with them thanking them for applying through NeoGov. In addition, if you could provide names of the applicants who were interviewed but were not selected, Employment will follow up with the applicants as well. All interview materials such as applications, scoring sheets and interview questions must be maintained at the Department for a minimum of 2 years.
- Once the hire is selected, the Employment Specialist will forward those applicants that received an interview and the hire will be selected in NeoGov OHC and go through the normal hiring process in the NeoGov system with for the hire information.

II. Executive Hire Notification from the HR Director

- When the department chooses to not use NeoGov and hire from a different source, the department will notify the HR Director of the intention to hire. If the department has not already they will communicate with the Mayor on their selection usually through a memo.
 - The department director will create a memo through the necessary route (see example below) to provide recommendation for approval. First through the HR Director, then may need to be through the Municipal Manager or OECD director, then lastly the Mayor.

To: Acting Mayor Austin Quinn-Davidson

Through: Anna Henderson, Municipal Manager (for positions under MMO) or Christopher Schutte, Office of ECD Director (for positions under OECD)

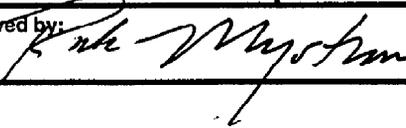
Through: Cheryl Evans, HR Director

From: Name, Director

Subject: Request to Hire

Once approved by all the HR Director or department will notify the Employment Supervisor that a hire action is necessary and an Executive Appointment Letter is needed.

- The HR Director or department will provide the new executives name, the position number, working title, the effective date, the annual salary, and if they will be receiving any Non Cashable Leave (NCL). A copy of the new hire's resume should also be provided.

 MUNICIPALITY OF ANCHORAGE OPERATING POLICY/PROCEDURE	P&P No. 40-11	Page 1 of 2
	Effective Date January 6, 1997	
Subject: Executive Appointments	Supercedes No. 40-11	Dated October 19, 1992
	Approved by: 	

1. PURPOSE

To establish the policy and procedures for hiring, transferring or promoting employees to executive positions.
2. POLICY

It is the policy of the Municipality to hire, transfer or promote employees to positions in the Executive Classification and Pay Plan only with the advance written approval of the Mayor.
3. ORGANIZATIONS AFFECTED

All Municipal agencies except the Assembly, Municipal Clerk, Ombudsman, and the Equal Rights Commission (for appointment of the Director).
4. REFERENCES

Anchorage Municipal Code 3.30.17 (Personnel Rule 17)
5. DEFINITIONS
 - a. Executive Position: A position within the Executive Classification Pay Plan which involves principal responsibility for carrying out policies and programs.
 - b. Executive Recommending Authority: The appropriate executive manager or agency head (for those agencies reporting directly to the Mayor) who has been delegated recommending authority.
6. RESPONSIBILITIES
 - a. The Mayor shall:
 - (1) Appoint all executive employees.
 - (2) Approve executive appointments by recommending authorities before any offer of employment is made to the individual recommended.
 - (3) Obtain Assembly confirmation on appointments to positions where such confirmation is required by ordinance or Charter.
 - b. The appropriate executive recommending authority shall:
 - (1) Submit to the Mayor the name of the applicant recommended to fill a vacant executive position, the individual's Municipal employment application form, and resume describing relevant education, training, and experience.

Subject:

Executive Appointments

No.

40-11**Page 2 of 2**

(2) Obtain the written approval of the Mayor and provide a copy of the approval to the Classification and Employee Services Division prior to extending an offer of appointment to an executive position.

c. The Classification and Employee Services Division: shall process the necessary paperwork to complete the appointment upon receipt of a written letter of acceptance.

7. PROCEDURE

a. When an executive position vacancy is to be filled, the Mayor or executive recommending authority may use any selection procedures deemed appropriate to solicit applicants. The services of the Municipal Employment Office may be used to solicit applicants, develop a short list of candidates, and perform a background investigation.

b. The appropriate executive recommending authority will submit to the Mayor the name of the individual recommended to fill the executive vacancy, including:

- (1) the rationale for the recommendation
- (2) the applicant's Municipal employment application form
- (3) a resume describing relevant education, training and experience
- (4) the results of the background investigation, if needed
- (5) recommended pay rate
- (6) recommended moving expenses, if appropriate
- (7) effective date of appointment

c. Before extending an offer of appointment, the Employee Records Section will prepare a memorandum for the Mayor's signature outlining the approved terms and conditions of employment.

d. Following the Mayor's approval, and Assembly confirmation, if required, the executive recommending authority will provide the Classification and Employee Services Division with a copy of the approval documents, together with the Municipal employment application form and resume and will offer the position to the selected individual.

e. The Classification and Employee Services Division will process the necessary paperwork to complete the appointment.

f. Quarterly, the Classification and Employee Services Division will prepare an Assembly Information Memorandum (AIM) which provides the Assembly the names, salaries, and resumes of all executive employment actions taken by the Mayor during the previous quarter.

8. ANNUAL REVIEW DATE/LEAD REVIEW AGENCY

The Employee Relations Department will review this document annually in September for any needed revision.

From: [LaFrance, Suzanne](#)
To: [Ross, Clare E.](#)
Cc: [Constant, Christopher](#)
Subject: FW: Historical HR Hiring Practices
Date: Friday, December 23, 2022 10:31:29 AM
Attachments: [Historical HR Hiring Practices---11.30.22.pdf](#)

Hi, Clare,

Would you share this document with the members? (I didn't realize until now that they weren't copied.)

Thanks,
Suzanne

--

Suzanne LaFrance
Chair, Anchorage Assembly
District 6 - South Anchorage, Girdwood & Turnagain Arm
907-351-7199 mobile/text

From: "Kohlhase, Kent E." <kent.kohlhase@anchorageak.gov>
Date: Tuesday, December 20, 2022 at 3:14 PM
To: "LaFrance, Suzanne" <suzanne.lafrance@anchorageak.gov>, Christopher Constant <christopher.constant@anchorageak.gov>
Cc: "Gates, Dean T." <dean.gates@anchorageak.gov>, "Tshibaka, Niki" <Niki.Tshibaka@anchorageak.gov>, "Trombley, Adam R." <Adam.Trombley@anchorageak.gov>, "Christensen, Blair M." <blair.christensen@anchorageak.gov>, "Bronson, Dave W." <Dave.Bronson@anchorageak.gov>
Subject: Historical HR Hiring Practices

Good afternoon, Suzanne and Chris,

Please find attached a summary of historical hiring practices for executive positions. I believe you previously received the new practices.

Best regards,

Kent

Kent Kohlhase, P.E.
Acting Municipal Manager
Municipality of Anchorage

632 W. 6th Avenue, Suite 850 Anchorage, Alaska 99501
(907) 343-7120
kent.kohlhase@anchorageak.gov

Municipality of Anchorage

Mayor Dave Bronson

Date: November 30, 2022
To: Blair Christensen, Acting Municipal Attorney
From: Jared Goecker, HR Deputy Director
Subject: Human Resource Department's Historical Hiring Practices

The Human Resource Department (HR), in collaboration with the Municipal Manager's Office, and the Municipal Attorney's Office, has been tasked with completing an internal review of its historical hiring practices of executive employees.

Hiring Practices:

HR's process for handling executive appointments predated this administration and has been loosely defined for years.¹ A 1992 Policy and Procedure² established a process that appears to be about the same as it is today. Additionally, internal 2018 and March 2021 HR draft documents attempted to memorialize the executive appointment process for HR.³ The 2021 draft document, which was more detailed, differentiated between two kinds of hiring:

1. A hire through Neogov (competitive recruitment)

If the position was competed via NeoGov, an executive recruitment followed the same process as normal recruitments (e.g., requisition workflows and Neogov application form) until candidates were ready for referral to the hiring manager. At that point, HR verified eligibility to work in the U.S and then contacted the hiring manager. The hiring manager could decide if s/he wanted to review all the applicants (regardless of minimum qualifications) or just the ones HR had identified as meeting minimum qualifications. In evaluating whether an applicant met the position's minimum qualifications, HR would examine the application at face value. Neither of the draft documents included contacting references, verifying employment, and confirming educational degrees as part of the process. HR staff members also have confirmed that these additional verifications were not part of the process for as long as they remember.

After HR referred candidates to the hiring manager for review and selection, the hiring manager would request approval from the Mayor's office to hire an executive. Upon notification from the hiring manager that a candidate had been selected and approved by the Mayor, HR would issue an executive appointment letter, input information into SAP, and begin the onboarding process.

¹ Information for this memo was gathered through interviews with HR staff and reviewing available written documentation.

² P&P 40-11

³ See Appendix A and B

2. A hire notification from the HR Director (direct appointment)

A direct appointment could either come at the direction of the Mayor through the HR Director or by a request for appointment from the Mayor through a department head. This process was different from the competed process via NeoGov. Under a direct appointment, the candidate would be required to submit a one-page application⁴ and a resume.

The HR director (or designee) would then notify HR's Employment section to process the paperwork. Many times, the Employment section has been given very little advance notice and has had to move quickly to process the hire. Staff in the Employment Division also have mentioned that, prior to this administration, there were even a few instances in which HR was notified of an executive appointment *after* the appointee had begun working for the Municipality.

3. Comparison of hiring processes: competitive recruitment vs. direct appointment

It has not been a practice under either of the two executive hiring processes for HR to perform reference checks, to call previous employers, or to verify educational degrees for executives. It also has not been HR's practice to check executive applicants' minimum qualifications, *unless* the appointment was competed via NeoGov *and* the hiring manager deferred to HR to determine applicants' minimum qualifications (rather than having HR forward all the applicants to the hiring manager for review).

Instead, HR's executive hiring process has been to perform the requisite background check (a criminal record check for every executive appointment and a credit check *if* the position is finance-related, such as one involving a department head or the Chief Fiscal Officer); to verify the applicant can legally work in the U.S.; to confirm any relevant certification or license, if the appointment involves a regulated profession; to issue the appointment letter at the direction of the Mayor's Office; and to effectuate the onboarding process.

The hiring process for non-represented positions is like the current executive hiring process in that it lacks a uniform verification of applicant information. A key difference is that all non-represented employees already are recruited through Neogov, which has enabled us to easily implement automatic reference checks, require proof of education, and proof of military service as part of the Neogov application. HR is formalizing a vetting process for non-represented positions that mirrors the process for executive positions going forward.

Finally, recruitment for represented positions are governed by their respective collective bargaining agreements.

4. Conclusion

HR's existing executive hiring processes have been in place for at least the three previous administrations, and for as long as current HR staff with knowledge of those processes can remember. The P&P 40-11 indicates this exact same process may have been in place since

⁴ See Appendix C

1992. Although efforts to memorialize those processes in writing were initiated in 2018 and 2021, they were never finalized.

In sum, the process for hiring executives has lacked a rigorous, documented approach for many administrations, including this one, but we have the unique opportunity to improve it. Accordingly, HR is developing a comprehensive and robust executive hiring process that will effectively vet applicants for executive positions.

Executives

Offer Letters:

Drafting the Executive offer letter is number one priority.

Get the letter drafted, reviewed Employment, Classification & Records Director, printed on letterhead and up to the Mayor's office for signature ASAP.

Requests to create an Executive Offer Letter can come from several positions. The Municipal Manager, Chief of Staff, Municipal Manager's Assistant, Mayor's Office etc.

Important questions to ask:

What is the Salary Rate? (Reminder: Complete the salary calculation of the requested annual salary to ensure no rounding issues.)

Include Non-Cashable Leave (NCL)? If so, how many hours? When is the NCL given?

NCL is tracked on a separate spreadsheet.

Name of Spreadsheet: Master Listing of NCL.xls

File location: G:\Employee Relations\Employment\Forms\Forms & Procedures for Executives\Executive Appointments

Reminders for recruitment:

Review application for previous PERS elsewhere.

Use the correct template.

Exempt vs. Non Exempt

Full time vs. Part Time

Backgrounds – Financial checks

Complete for all positions located in Finance or Finance positions in other departments.

Police Chief Position if filled by an external recruitment

Reminder: Complete the salary calculation to ensure no rounding issues.

Moving Expenses? Non-Reps and Executives only.

The Employment, Classification and Records Director must review the letter BEFORE letter goes for signature.

Save offer letter in the G drive.

Location:

G:\Employee Relations\Employment\Forms\Forms & Procedures for Executives\Executive Appointments\BERKOWITZ

File Name rules: Last Name First Name Position (no commas in the title)

A copy of all signed Executive offer letters goes to the Employee Relations Director's Assistant.

If NCL is included, a copy also goes to Time/Payroll.

If Moving Expenses are included, a copy goes to Payroll.

A copy of the letter and any attachments are given to Records for filing into the Executive's Personnel File.

Executive Salary Changes:

Drafting the Executive salary change memo is number one priority.

Get the memo drafted, reviewed by the Employment, Classification & Records Director, printed and up to the Mayor's office for signature ASAP.

Important questions to ask:

What is the Salary Rate? (Reminder: Complete the salary calculation of the requested annual salary to ensure no rounding issues.)

Include Non-Cashable Leave (NCL)? If so, how many hours? When is the NCL given?

NCL is tracked on a separate spreadsheet.

Name of Spreadsheet: Master Listing of NCL.xls

File location: G:\Employee Relations\Employment\Forms\Forms & Procedures for Executives\Executive Appointments

Important Notice: Salary Increases must start at the beginning of a week.

A copy of the memo is sent to Payroll

A copy of the memo and any attachments are given to Records for filing into the Executive's Personnel File.

Executive Not Retained:

Drafting the Executive not retained memo is number one priority.

Get the memo drafted, reviewed by the Employment, Classification & Records Director, printed and up to the Mayor's office for signature ASAP.

Important questions to ask:

Read Severance P&P 40-31

Is Severance Pay to be included?

Is management going to allow the Executive to resign?

If management allows the Executive to resign, draft 2 memos.

1. Not retained – Include Termination Check list as involuntary separation.
2. Resignation – Include Termination Check list as voluntary separation.

Include Benefits packet for both options. Location of Packet: Muniverse > Benefits

Executive not being retained will select either the Not Retained or Resignation option.

If management is not going to allow the Executive to resign, draft 1 memo.

1. Not retained – Include Termination Check list as involuntary separation.
Include Benefits packet. Location of Packet: Muniverse > Benefits

File Path:

G:\Employee Relations\Employment\Forms\Forms & Procedures for Executives\Executive Appointments\00 Appointment Letter Templates\Not Retained

Notes for future: When PERNR 22771 resigns/retires, classification code 20000199 Construction Engineer is delimited. Position 30006374 is reclassified to a different classification code.



Municipality of Anchorage Human Resources - Employment

Phone: (907) 343-4447

EXECUTIVE HIRE PROCEDURE

As per Municipal Code 3.30.173, Executive positions by their nature and complexity are not subject to the normal procedures of recruitment and selection applicable to other classified positions. The mayor or responsible official of the appointing authority may utilize any recruitment and referral sources and techniques that is deemed appropriate to obtain the highest caliber employees for these positions and may appoint whomever is determined to best discharge the duties of an executive position at the discretion of the mayor or responsible official of the appointing authority subject to the merit provisions of the Charter and this Code. Prior to an executive employee being hired, the individual shall have submitted a municipal employment application form including a resume describing relevant education, training and experience. Upon hiring, the resume shall become a public record and be included within the employee's personnel file.

This important section of Muni Code allows the Mayor to utilize any recruiting method he or she chooses to fill executive positions. This is significant to the Employment Office in that if a NeoGov recruitment is used, it doesn't necessarily follow the same rules as other recruitments that we are used to.

There are two types of recruitments that an Employment Specialist will encounter with regard to executive employees, a NeoGov recruitment and an executive hire from the Employment Director (not using NeoGov).

I. A NeoGov Recruitment

- Executive recruitments follow the same process as a normal recruitment (other than the length of posting) up until the time comes to refer applicants. Determine if the hiring manager would like all applicants regardless of qualification, keeping in mind that those who are not eligible to work in the United States cannot be forwarded. Some hiring managers may only want those that meet the minimum qualifications. For continuous postings, prearrange a day during each week when you will forward applications submitted from the week. Some hiring managers for these executive positions may or may not have access to NeoGov. Determine if they would like applicants forwarded through NeoGov or if they would like copies of the applications. The applications must include attachments that do not contain PII data. If copies of the applications are desired we may sort the applications into three categories (unless a. is only wanted):
 - a. Applicants who meet the minimum qualifications.
 - b. Applicants who did not meet the minimum qualifications, but have relevant experience.
 - c. Applicants who did not meet the minimum qualifications and have little or no relevant experience.
- The Employment Specialist must give the following direction to the hiring manager.

- If you are not interested in interviewing any of these applicants, please provide the names of those applicants and Employment will follow up with them thanking them for applying through NeoGov. In addition, if you could provide names of the applicants who were interviewed but were not selected, Employment will follow up with the applicants as well. All interview materials such as applications, scoring sheets and interview questions must be maintained at the Department for a minimum of 2 years.
- Once the hire is selected, the Employment Specialist will forward those applicants that received an interview and the hire will be selected in NeoGov OHC and go through the normal hiring process in the NeoGov system with for the hire information.

II. Executive Hire Notification from the HR Director

- When the department chooses to not use NeoGov and hire from a different source, the department will notify the HR Director of the intention to hire. If the department has not already they will communicate with the Mayor on their selection usually through a memo.
 - The department director will create a memo through the necessary route (see example below) to provide recommendation for approval. First through the HR Director, then may need to be through the Municipal Manager or OECD director, then lastly the Mayor.

To: Acting Mayor Austin Quinn-Davidson

Through: Anna Henderson, Municipal Manager (for positions under MMO) or Christopher Schutte, Office of ECD Director (for positions under OECD)

Through: Cheryl Evans, HR Director

From: Name, Director

Subject: Request to Hire

Once approved by all the HR Director or department will notify the Employment Supervisor that a hire action is necessary and an Executive Appointment Letter is needed.

- The HR Director or department will provide the new executives name, the position number, working title, the effective date, the annual salary, and if they will be receiving any Non Cashable Leave (NCL). A copy of the new hire's resume should also be provided.



Municipality of Anchorage

Executive Application Form

Please complete the entire form and submit to MOA Human Resources
 632 W. 6th Avenue, Suite 605
 Anchorage, AK 99501

Phone: 907-343-4425

Fax: 907-343-4450

Position Title:			Gender. Please select one below:		
First Name: _____ Last Name: _____ Middle Initial: _____			<input type="checkbox"/> Female		
			<input type="checkbox"/> Male		
			<input type="checkbox"/> I do not wish to disclose		
Address:		Phone Number:	Race. Please select one below:		
Are you a current or previous employee of the MOA? If "Yes", please indicate the department here: _____ Yes _____ No			<input type="checkbox"/> American Indian or Native Alaskan		
			<input type="checkbox"/> Asian		
			<input type="checkbox"/> Black or African American		
			<input type="checkbox"/> Hispanic or Latino		
			<input type="checkbox"/> Native Hawaiian or Other Pacific Islander		
			<input type="checkbox"/> White or Caucasian		
Please list any relatives who are currently employed by the MOA.			<input type="checkbox"/> Two or More Races		
			<input type="checkbox"/> I do not wish to disclose.		
			Do you experience a disability? Please select one below:		
Criminal Background Disclosure Please list all local, state and/or federal misdemeanor and felony convictions. If none, write "None."			<input type="checkbox"/> No, I do not experience a disability.		
			<input type="checkbox"/> Yes, I experience a disability.		
			<input type="checkbox"/> I do not wish to disclose.		
Work Experience and Education: Please attach to this form a comprehensive resume detailing your work experience and education. Because your resume will become a public record, please do not include personal identifying information on it. Please acknowledge below that a resume is attached: _____ Resume is attached.			Veteran Status:		
			Did you serve on active duty in the US Military? If yes, respond to the next item.		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employment Eligibility Notification The Municipality of Anchorage (MOA) participates in the U.S. Department of Homeland Security E-Verify Program. By signing below, you agree to participate in this program and acknowledge you will be required to provide your Social Security Number and other identification documents in order for the MOA to verify your employment eligibility.			Are you a protected veteran under the Vietnam Era Veterans's Readjustment Act of 1974 as amended? (If you are not certain, see attached "Am I a Protected Veteran?")		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Background Check Notification Appointment in this position will be conditional based upon a satisfactory background check. A background check may encompass criminal history, verifying education, and verifying dates of employment. By signing below, you acknowledge that you may be required to provide additional information so that a national criminal background check can be conducted.					
By my signature below, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that failure to answer all questions fully and truthfully may result in my disqualification for the position or termination of employment upon discovery. I understand the Municipality of Anchorage may contact prior employers, references, and/or other agencies to validate my application. And further, I expressly request former employers, references, and/or other agencies that may have pertinent information concerning me to furnish such information to Municipality of Anchorage officials. I agree to hold such persons harmless, and I do hereby release them from any and all liability for damage, of any nature whatsoever, for furnishing such information. This application is the property of the Municipality of Anchorage and will not be returned.					
Signature _____			Date _____		

From: [LaFrance, Suzanne](#)
To: [Christensen, Blair M.](#); [Kohlhase, Kent E.](#); [Bronson, Dave W.](#)
Cc: [Gates, Dean T.](#); [Tshibaka, Niki](#); [Trombley, Adam R.](#); [Constant, Christopher](#); [Wilber, Lance R.](#)
Subject: Re: Historical HR Hiring Practices -- Request for Response to Questions about Former AHD Director

Hi, Blair,

Thanks for your email. Given that there may be pertinent confidential information in the report, Assembly leadership will call an Executive Session so that this redacted information remains confidential and may be shared with the Assembly. We will invite members of the Administration to participate, including the Chief Human Resources Officer.

Could we meet at your earliest availability to discuss setting up and compelling attendance if needed?

Thanks,
Suzanne

--

Suzanne LaFrance
Chair, Anchorage Assembly
District 6 - South Anchorage, Girdwood & Turnagain Arm
907-351-7199 mobile/text

From: "Christensen, Blair M." <blair.christensen@anchorageak.gov>
Date: Friday, December 23, 2022 at 10:44 AM
To: "LaFrance, Suzanne" <suzanne.lafrance@anchorageak.gov>, "Kohlhase, Kent E." <kent.kohlhase@anchorageak.gov>, "Bronson, Dave W." <Dave.Bronson@anchorageak.gov>
Cc: "Gates, Dean T." <dean.gates@anchorageak.gov>, "Tshibaka, Niki" <Niki.Tshibaka@anchorageak.gov>, "Trombley, Adam R." <Adam.Trombley@anchorageak.gov>, Christopher Constant <christopher.constant@anchorageak.gov>, "Wilber, Lance R." <lance.wilber@anchorageak.gov>
Subject: Re: Historical HR Hiring Practices -- Request for Response to Questions about Former AHD Director

Hi Suzanne,

I am sorry for the delayed answer. Legal's concern is that any investigation into Mr. Gerace's individual situation is confidential personnel information to which Mr. Gerace may have a constitutional right to privacy under the Alaska Constitution. We cannot waive that right on Mr. Gerace's behalf. The Legal Department has advised the HR Department that, absent a

court order, that report cannot be turned over. I know this is a frustrating answer, so please let us know if you would like to meet and discuss this further.

Thanks,
Blair



Blair M. Christensen
Deputy Municipal Attorney

Municipality of Anchorage

632 W.6th Avenue, Suite 730 Anchorage, Alaska 99501
(907) 343-4529

Blair.christensen@anchorageak.gov

www.muni.org/Departments/Legal/

This e-mail transmission and any documents accompanying it may contain confidential information that is protected by attorney-client privilege or other grounds for confidentiality or nondisclosure. If you are not the intended recipient of the transmitted information, you are hereby notified that disclosing, copying, distributing, or taking action in reliance on the contents of the information is prohibited. If you have received this transmission in error, please notify our office by calling (907) 343-4545 or by responding to this email, and then promptly delete the information.

From: LaFrance, Suzanne <suzanne.lafrance@anchorageak.gov>

Sent: Friday, December 23, 2022 10:30 AM

To: Kohlhase, Kent E. <kent.kohlhase@anchorageak.gov>; Bronson, Dave W.
<Dave.Bronson@anchorageak.gov>

Cc: Gates, Dean T. <dean.gates@anchorageak.gov>; Tshibaka, Niki
<Niki.Tshibaka@anchorageak.gov>; Trombley, Adam R. <Adam.Trombley@anchorageak.gov>;
Christensen, Blair M. <blair.christensen@anchorageak.gov>; Constant, Christopher
<christopher.constant@anchorageak.gov>; Wilber, Lance R. <lance.wilber@anchorageak.gov>

Subject: Re: Historical HR Hiring Practices -- Request for Response to Questions about Former AHD Director

Thanks, Kent. For reference I've attached the email we received from Amy regarding future hiring practices.

The response we have not received is the one pertaining to the investigation conducted by the Administration concerning Mr. Gerace's false credentials. Would you advise as to when we might receive a response to that request from September 8 (attached)?

I am including the Mayor as he has said to contact him directly when Assembly leadership hasn't

received information in a timely manner.

Regards,
Suzanne

--

Suzanne LaFrance
Chair, Anchorage Assembly
District 6 - South Anchorage, Girdwood & Turnagain Arm
907-351-7199 mobile/text

From: "Kohlhase, Kent E." <kent.kohlhase@anchorageak.gov>
Date: Tuesday, December 20, 2022 at 3:14 PM
To: "LaFrance, Suzanne" <suzanne.lafrance@anchorageak.gov>, Christopher Constant <christopher.constant@anchorageak.gov>
Cc: "Gates, Dean T." <dean.gates@anchorageak.gov>, "Tshibaka, Niki" <Niki.Tshibaka@anchorageak.gov>, "Trombley, Adam R." <Adam.Trombley@anchorageak.gov>, "Christensen, Blair M." <blair.christensen@anchorageak.gov>, "Bronson, Dave W." <Dave.Bronson@anchorageak.gov>
Subject: Historical HR Hiring Practices

Good afternoon, Suzanne and Chris,

Please find attached a summary of historical hiring practices for executive positions. I believe you previously received the new practices.

Best regards,

Kent

Kent Kohlhase, P.E.
Acting Municipal Manager
Municipality of Anchorage
632 W. 6th Avenue, Suite 850 Anchorage, Alaska 99501
(907) 343-7120
kent.kohlhase@anchorageak.gov

From: [Heasley, Brandi M.](#)
To: [Tshibaka, Niki](#)
Cc: [Gates, Dean T.](#); [Christensen, Blair M.](#); [Jones, Barbara A.](#)
Subject: Assembly Subpoena for Appearance and Production Tonight
Date: Tuesday, January 24, 2023 2:08:00 PM
Attachments: [Subpoena-Appear and Produce-Tshibaka \(ref AR 2023-31\).pdf](#)
Importance: High

Sir,

On behalf of the Office of Assembly Counsel, please find Chair LaFrance's subpoena compelling your appearance at tonight's Assembly Meeting attached. The Assembly plans to move into executive session this evening to consider your testimony and the subpoenaed documents.

In the interest of efficiency please bring 15 numbered copies the subpoenaed investigation as well as any other supporting documents requested, so that each Assembly Member as well as counsel may review the relevant material.

Please do not hesitate to direct any questions or concerns to this office.



Brandi M Heasley
Legal Assistant

Municipality of Anchorage
Assembly Counsel
907-343-4572

Municipality of Anchorage

Suzanne LaFrance

Chair

Kevin Cross
Robin Dern
Kameron Perez-Verdia
Pete Petersen
Austin Quinn-Davidson



Dave Bronson

Mayor

Christopher Constant

Vice-Chair

Felix Rivera
Randy Sulte
Joey Sweet
Daniel Volland
Meg Zaletel

Barabar A. Jones, Municipal Clerk

Jennifer Veneklasen, Deputy Municipal Clerk

SUBPOENA TO APPEAR & PRODUCE DOCUMENTS IN THE NAME OF THE ANCHORAGE ASSEMBLY

Pursuant to the authority provided under Article IV of the Anchorage Municipal Charter, Section 2.30.085 of the Anchorage Municipal Code, and Assembly Resolution 2023-31:

To:
Niki Tshibaka
Chief Human Resources Officer
632 West 6th Avenue, Ste. 610
Anchorage, AK 99501

YOU ARE HEREBY ORDERED TO APPEAR before the Anchorage Assembly at **8 p.m. on Tuesday, January 24, 2023** in Assembly Chambers, Room 108 of the Loussac Library, 3600 Denali, Anchorage, Alaska to testify on matters before the Assembly concerning the hiring, vetting, investigation into, and eventual termination of Joe Gerace as Director of the Anchorage Health Department.

YOU ARE HEREBY ORDERED TO BRING WITH YOU for the Assembly's examination in Executive Session, any investigations into, as well as documents, and communications relating to the hiring, vetting, and eventual termination of Joe Gerace as Director of the Anchorage Health Department.

Failure to obey the commands of this subpoena may be punished by contempt proceedings, in addition to any other remedy available by law.

This subpoena is issued this day, January 24, 2023, upon authorization of:


Suzanne LaFrance
Chair of the Assembly

ATTEST:


Municipal Clerk

From: [Tshibaka, Niki](#)
To: [Heasley, Brandi M.](#)
Subject: Read: Assembly Subpoena for Appearance and Production Tonight
Date: Tuesday, January 24, 2023 3:11:28 PM
Importance: High

Your message

To: Tshibaka, Niki
Subject: Assembly Subpoena for Appearance and Production Tonight
Sent: Tuesday, January 24, 2023 2:08:22 PM (UTC-09:00) Alaska
was read on Tuesday, January 24, 2023 3:10:38 PM (UTC-09:00) Alaska.