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**From:** Clarke, Janet  
**Sent:** Tuesday, December 03, 2002  
**Subject:** FW: Clarification of Administrative Orders 201 & 202

The Administrative Services Directors from all departments met this morning with Chief of Staff Jim Clark and received clarification regarding the Administrative Orders signed by Governor Murkowski yesterday dealing with restrictions on exempt/partial exempt personnel, out-of-state travel, and contracts.

Administrative Order 201:

1. Suspends all hiring actions for EXEMPT & PARTIAL EXEMPT positions. This applies to ALL EXEMPT AND PARTIALLY EXEMPT positions in DHSS including those such as: Psychiatrists, Hearing Officers, Directors, Program Coordinators etc.

Exceptions or requests to hire/appoint for this type of employee can be made to the Office of the Governor.

The exception process is as follows: All requests (they can come via email) should come from Division Directors to Acting Commissioner Labbe, with a cc to Nancy Cashen, your respective Deputy Commissioner, Jo Nelson and Janet Clarke. Requests will then be routed to the Office of the Governor for approval. Requests should contain: PCN, position title, Division, Program, applicants name, and short justification for appointment.

2. Suspends all out-of-state travel for state business by department employees. This does NOT APPLY TO CLIENTS WHO ARE TRAVELING. A blanket exemption will be requested today 12/3/02 for ALL escort travel within DHSS (state employees that need to travel with clients).

The restriction on out-of-state travel applies to all employees even those that have already made travel plans or purchased tickets.

Exemptions can be requested for out-of-state travel with the following process: Requests should come via email from Division Directors to Acting Commissioner Labbe with a cc to your respective Deputy Commissioner, Nancy Cashen, and Janet Clarke. The request will then be forwarded to the Office of the Governor for approval. The request should contain: Division, Traveler's Name, position, dates of travel, Location of travel, purpose of travel, and funding source of the travel (i.e. General fund, federal etc.) Please contact Janet Clarke or Nancy Cashen right away if you have immediate travel plans (w/in the next 24 hours) and need approval.

3. Restricts award of all contracts including professional services/construction etc. Division of Administrative Services will provide a list of potential contract awards to the Office of the Governor for review and approval. Divisions do not need to take any action on at this time.

Janet Clarke  
Director of Administrative Services

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**From:** Israelson, Ted  
**Sent:** Wednesday, November 20, 2002 9:16 AM  
**To:** ALL HSS STAFF  
**Subject:** Email Spam

As many of you are aware, there has been an increase in the amount of 'spam' (unsolicited email, generally advertising or pornography) arriving in you email inboxes over the recent weeks. This is becoming a very serious industry wide problem. It is consuming resources of the internet, local networks and most of all your time in dealing with these unwanted mail items. In addition, some of the mail that is appearing is very offensive. Members of the Information Systems Advisory Committee are very much aware of the issue and are looking for solutions to address the problem.

Some steps for you to take in the interim:

- ✓ Before opening an email message, determine if you think it is a legitimate message. If it is from a person or company that you do not know or is something you were not expecting, it should be suspected as spam. You should just drag it to your deleted items folder, or if you would prefer, you can create a quarantine folder to place these mail items and review this folder periodically.
- ✓ Before registering your email address with any web based site, review the sites privacy policy. Even legitimate agencies and other business partners may sell your email address. Determine what you must do to opt out of them selling or providing your information to anyone willing to pay for it.
- ✓ If you are receiving spam that includes a mechanism for unsubscribing **DO NOT** use the feature. By unsubscribing you are sending an email message back to the spammer. All this is doing is validating that your email address is in fact a valid address. They may unsubscribe you from the one service but will sell your known good address to other spammers.
- ✓ If you have a State business related web page on one of the Departments web servers, do not post your email address as a contact address. One mechanism spammers use to gather email addresses is they review web sites looking for pages with email address on them. If there is a requirement for an email contact on a web page, have a new email address created for this purpose. You will then have the extra burden of having to go check this email address, but your inbox may stay a bit cleaner.
- ✓ If you are registering information on a web site that is for personal use. **DO NOT** use your State of Alaska email address for this registration. You must use your own personal email address for this type of registration.
- ✓ Because some of the spam is offensive, it is recommended that you turn off the prevue pane. If you do this you can delete these obvious unwanted items without having to look at them.

The Outlook email program does have a junk mail filtering mechanism. To activate this built in filter go to the Tools menu and select Organize. This opens up a portion of the screen called Ways to Organize Inbox. Click on the Junk E-Mail link to open the options for the filtering function. You will find two message types that you can filter, Junk messages and Adult Content messages. Your choices are to make these messages appear in your inbox in a color you choose, or you may elect to move these messages to another folder.

The one area of concern with using this filter is the possibility of mistakenly identifying a good message as a bad message. This is commonly called a 'false positive'. For this reason, if you are moving suspected spam to another folder (junk folder), you will have to periodically scan through this junk folder to make sure you are not missing legitimate messages.

State of Alaska  
**Department of Health & Social Services**

**Tony Knowles**  
Governor  
P.O. Box 110001  
Juneau, Alaska 99811-0001  
**NEWS RELEASE**



**Karen Perdue**  
Commissioner  
**907-465-3030**  
**FAX: 907-465-3068**  
[www.hss.state.ak.us](http://www.hss.state.ak.us)

FOR IMMEDIATE RELEASE: October 4, 2001

01-225

## **BIOLOGICAL AND CHEMICAL TERRORISM - IS ALASKA PREPARED?**

The terrorist attacks of September 11 have heightened public interest and awareness of the potential for terrorist attacks of all types, prompting some to question whether our nation and our state are prepared for attacks involving chemical and biological substances. The answer is that Alaska and other states have taken many steps in past years to prepare for such an attack, but common sense dictates that these be reevaluated in light of the recent attacks.

"Federal, state, and local governments have been preparing for several years to prevent and respond to potential acts of bio-terrorism and chemical terrorism," said Major General Phil Oates, commissioner of the Department of Military and Veterans Affairs and Alaska National Guard Adjutant General.

"Several years ago, local, state, and federal agencies realized that the United States was vulnerable to chemical and biological terrorist attacks." Oates said. "Experts recognized that chemical and 'germ' warfare research, developed by the U.S., U.S.S.R. and other countries prior to 1973, had become available to terrorist organizations. This concern was heightened after the fall of the Soviet Union, and there was suddenly a stockpile of all types of weapons there for the taking."

Recognizing the need to be prepared at the state and local level, Congress authorized funding in 1998 to allow states and large cities to develop the ability to detect and respond to bio-terrorism and chemical attacks. The State of Alaska and the Municipality of Anchorage have been recipients of these funds.

The State of Alaska currently has several valuable resources to combat terrorism.

- The Municipality of Anchorage is one of 120 large cities to receive federal funds to develop a Metropolitan Medical Response System to combat terrorism. In addition, a new state-of-the-art Emergency Operations Center has just opened.
- The Alaska State Public Health Laboratories, a section of the Department of Health and Social Services, is working with the CDC to develop rapid diagnostic tests for bacteria and viruses most likely to be used for bio-terrorism.
- The Section of Epidemiology, a section of the Department of Health and Social Services, enhanced its statewide surveillance for all infectious diseases of public health concern, including diseases that could be the result of bio-terrorism.

- The Alaska Division of Public Health has provided conferences and published materials, to inform Alaska health care providers and laboratory workers about bio-terrorism.
- The 103<sup>rd</sup> Civil Support Team, an Alaska National Guard unit based in Anchorage, is a highly trained group of professionals that will soon be available to offer consultation and rapid diagnostic technology for detection and response to a chemical, biological, or radiological event anywhere in Alaska. The National Guard has other personnel and resources such as vehicles, water trailers, and tents that could be used in response to a terrorist event.
- The 44-member Alaska 1 Disaster Medical Assistance Team (DMAT) is part of a national network of health care professionals trained to supplement state and local resources during disasters. They have been mobilized to support response efforts at the World Trade Center in New York City.
- The State Emergency Coordination Center (SECC) began 24-hour per day, 7 days a week operations on October 1, 2001. This new asset gives Alaska the ability to coordinate response operations for any disaster much more rapidly than was previously possible.

In addition to state resources, Alaska has federal resources that can quickly be made available to respond to acts of terrorism. The Federal Emergency Management Agency (FEMA) coordinates the federal response to a terrorist incident. Under the Federal Response Plan, the U.S. Department of Health and Human Services (DHSS), the lead federal agency for health and medical services, and FEMA work together to provide health and medical support, including DMAT.

The U.S. Centers for Disease Control (an agency within the DHHS) is responsible for deployment of the Pharmaceutical Stockpile. This stockpile contains critical antibiotics, antidotes and medical supplies for prophylaxis and treatment of biological or chemical agents. The Federal Bureau of Investigations is charged with investigation of terrorist acts, whether suspected or confirmed.

"Communities are becoming more and more prepared every day," Oates said. "Much is being done to protect Alaska and its residents, but we all need to reenergize our efforts, because there is always more that can be done to make us better prepared for an emergency."

Department of Health and Social Services Commissioner Karen Perdue says her agency is working with government and private agencies to develop an efficient public health alert system, allowing rapid dissemination and receipt of urgent health information throughout the state.

"It's very important that health care providers, working with the CDC, can identify any trends rapidly," Perdue said. "This communication would then allow them to react with the proper procedures and treatment. In addition, the Center for Disease Control maintains a medical stockpile of vaccines and supplies that can be airlifted to any part of the country in a short time."

"The events of September 11 are forefront in all our minds," says Oates, "and will continue to serve in hastening our efforts to be better prepared."

Further information is available at the following Internet sites:

The U.S. Centers for Disease Control and Prevention: <http://www.cdc.gov>

Alaska's Public Health Response to Bioterrorism and Health Alert Network:

[http://chems.alaska.gov/bioterrorism\\_home.htm](http://chems.alaska.gov/bioterrorism_home.htm)

[http://chems.alaska.gov/Health\\_Alert.htm](http://chems.alaska.gov/Health_Alert.htm)

Johns Hopkins University Center for Civilian Biodefense Studies:

<http://www.hopkins-biodefense.org>

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**From:** Perdue, Karen  
**Sent:** Thursday, September 27, 2001 10:00 AM  
**To:** ALL HSS STAFF  
**Subject:** Good News!  
**Importance:** High

I have good news to report! Today, Governor Knowles has appointed Jay Livey as Commissioner of the Department of Health and Social Services, effective October 9th. Lt. Governor Ulmer joins Governor Knowles in expressing strong support for Jay.

Many of you have had the privilege of working with Jay during his fourteen year career in the Department -- as Deputy Commissioner, as a Director, and as a special assistant. Having personally worked with Jay for over nine years, I can say without hesitation that I believe Jay will do an excellent job as Commissioner. Jay is smart, thoughtful, knowledgeable, and extremely committed to the mission of this department and to the people we serve. I also know that he supports department staff in getting the resources you need to get the job done.

Between today and my departure on October 8th, Jay and I will be working together to accomplish an orderly and smooth transition. I know you join me in congratulating Jay Livey on his appointment. I want to reiterate what an honor it has been to serve in this role. I leave knowing that the department has excellent leadership.

Karen Perdue

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**From:** Perdue, Karen  
**Sent:** Thursday, August 23, 2001 9:44 AM  
**To:** ALL HSS STAFF  
**Subject:** To everything there is a season  
**Importance:** High

*To everything there is a season, and a reason*

Dear friends and colleagues,

I am writing to you today to tell you of my decision to step down as Commissioner of Health and Social Services. I do this after great thought about the needs of my family. It's time for me to return to my home in Fairbanks.

It has been an honor to work with you and on behalf of the best department in state government. I am so incredibly proud of the work that we do and the professionalism that is displayed every day as we interact with the public and provide truly basic services to Alaskans. While the new initiatives have been important, it's the daily work of making sure people get benefits or services, the bills get paid, birth certificates get issued and deaths get autopsied that is the real accomplishment of this department. Without these things running smoothly, it would not be possible to embark on new avenues of program improvement.

I won't fib to you. Some days have been hard, really hard. I guess we all have them. But on the whole, these seven years have been exciting, challenging and even FUN! I have really enjoyed meeting many of you and visiting communities across the state. I am eternally grateful to Governor Knowles and Lt Governor Ulmer for their unflagging support for what we do and more than that- their desire to lead initiatives to improve the lives of the people we serve. I know both of them will continue this commitment every day they are in office.

It's not easy to leave after 14 years of service to this Department. I have some inkling now of how it feels when I watch people retire or leave the department who have spent most of their professional career here. It's a sense of sadness, but also of new unexplored experiences ahead. I'm moving on to new opportunities at the University of Alaska, where I hope to help the President, the chancellors, and the faculty more fully develop the health and social services mission of the University.

I'll be on the job until October 8<sup>th</sup> and I would love to hear from you if you feel like sending an email, a note or giving a call. God bless.

Karen

DATE: February 23, 2001  
TO: All DHSS Employees  
FROM: Karen Perdue  
Commissioner  
SUBJECT: DH&SS Wellness Program

We need your assistance!! Our department is in the process of exploring the possibility of starting a wellness program for our employees. This would begin as a pilot program for one or two divisions or possibly for all DH&SS staff. The focus of our program will be somewhat dictated by information generated from you as a result of the attached questionnaire.

It is sincerely hoped that by creating a wellness program, our department will gain a number of positive outcomes. These include improved employee health, reduced risks, increased employee retention and most importantly, heightened employee morale.

Please review the attached DH&SS Employee Survey 2001 and respond immediately to the questionnaire. The questionnaire is absolutely confidential – no identification is being requested. Your completed version needs to be electronically e-mailed or sent by hard copy to your representative on the Wellness Advisory Committee by Friday March 9, 2001. A list of those serving on this committee is attached.

Only by receiving your response do we know what components need to be included in our wellness program. Each division will be challenging other divisions to see which one can receive the greatest percentage response to the questionnaire! Help your division reach that 100% rating.

Thank you very much.

cc: Deputy Commissioners  
Division Directors  
Labor Unions  
Sharon Barton, Director  
Division of Personnel/Administration

**DHSS WELLNESS ADVISORY COMMITTEE**

<b>Member</b>	<b>Division</b>	<b>Email Address</b>	<b>Office Address</b>
<b>Patty Owen</b>	<b>Public Health</b>	<a href="mailto:patty_owen@health.state.ak.us">patty_owen@health.state.ak.us</a>	P.O. Box 110616 Juneau AK 99811
<b>Paula MacKinnon</b>	<b>Alcoholism and Drug Abuse</b>	<a href="mailto:paula_mackinnon@health.state.ak.us">paula_mackinnon@health.state.ak.us</a>	P.O. Box 110607 Juneau, AK 99811
<b>Jo Olson</b>	<b>Administrative Services &amp; Comm. Office</b>	<a href="mailto:jo_olson@health.state.ak.us">jo_olson@health.state.ak.us</a>	P.O. Box 110651 Juneau, AK 99811
<b>Brent Allison</b>	<b>Administrative Services &amp; Comm. Office</b>	<a href="mailto:brent_allison@health.state.ak.us">brent_allison@health.state.ak.us</a>	P.O. Box 110651 Juneau, AK 99811
<b>Anne Henry</b>	<b>Mental Health/ Developmental Disabilities</b>	<a href="mailto:anne_henry@health.state.ak.us">anne_henry@health.state.ak.us</a>	P.O. Box 110620 Juneau, AK 99811
<b>Rebecca Eames</b>	<b>Public Assistance</b>	<a href="mailto:rebecca_eames@health.state.ak.us">rebecca_eames@health.state.ak.us</a>	3601 C Street, Suite 460 Anchorage, Alaska 99524-0249
<b>Sylvan Mutschler</b>	<b>Medical Assistance</b>	<a href="mailto:sylvan_mutschler@health.state.ak.us">sylvan_mutschler@health.state.ak.us</a>	4501- Business Park Blvd. , Suite 24 Anchorage, AK 99503
<b>Jeff Burger</b>	<b>Juvenile Justice</b>	<a href="mailto:jeff_burger@health.state.ak.us">jeff_burger@health.state.ak.us</a>	MYC, 2600 Providence Anchorage, AK 99508
<b>??</b>	<b>Family &amp; Youth Services</b>		



**DHSS EMPLOYEE SURVEY 2001**  
**HELP YOUR DIVISION TO OBTAIN A 100% RESPONSE!**

<b>What is your reaction to the prospect of a wellness program being offered to DHSS employees? Circle One:</b>	<b>Excited</b> 5	<b>Very Interested</b> 4	<b>Moderately Interested</b> 3	<b>Slightly Interested</b> 2	<b>Not Interested</b> 1
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**What is your interest level for yourself in the following topics to be included in a wellness program?**

Topic	CHECK ONE for each topic					CHECK ONE for each topic		
	Excited	Very Interested	Moderately Interested	Slightly Interested	Not Interested	Would participate	Might participate	Would not participate
<b>Response Factors</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>			
Fitness								
Nutrition								
Weight Management								
Smoking Cessation								
Stress Management								
Elder Care								
Safety and First Aid								
Healthy Back Care								
Family Issues								
Grief Education								
Cancer Awareness								
Alcohol Awareness								
Drug Awareness								
HIV/STD Information								
Interpersonal Communication								
Inter office Communication								
Other:								

**What is your interest level for yourself in the following components of a wellness program?**

Topic	CHECK ONE for each topic					CHECK ONE for each topic		
	Excited	Very Interested	Moderately Interested	Slightly Interested	Not interested	Would participate	Might participate	Would not participate
<b>Response Factors</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>			
Health Awareness Activities (health fairs, events..)								
Health Screening (blood tests, blood pressures..)								
Health and Fitness Assessments (health risk appraisals)								
Lifestyle Enhancement courses (workshops, presentations)								
Ergonomic Assessments								
Physical Activities (fun runs, walking)								
Department Policy changes (flex time, incentives..)								
Wellness Newsletter								
Wellness Health Tips (flyers)								
Employee Assistance Program (Human Affairs)								
Health Club Discounts								
Other:								

# *DHSS EMPLOYEE SURVEY 2001*

Should the program be offered during work or non-work hours? (circle one)

**Work Hours**           
  **Non-work hours**           
  **Combination of work and non-work hours.**

Would you like the programs available for your family? Circle Y or N If yes, what program(s)

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To what extent is each of the following a concern in your Division? Circle your division: **COMM, DADA, DAS, DFYS, DJJ, DMA, DMHDD, DPA, DPH**

1) Work Environment	Not a Concern	Minor	Moderate	Major
Morale				
Turnover				
Vacancy Recruiting				
Absenteeism				
Employees physically exhausted				
Employees distracted by emotional problems				
Alcohol or drug abuse interfering with work				
Motivation to work				
Health issues				
Work Overload				
2) Image				
Perception in the community as overpaid State Worker				
Perception in the community as an uncaring employer				
Perception among employees as an uncaring employer				
Perception in the community as not promoting healthy lifestyle				
Perception among employees as not promoting healthy lifestyle				

**RETURN COMPLETED FORMS BY March 9th TO YOUR DIVISION'S WELLNESS  
ADVISORY  
COMMITTEE MEMBER!**

**COMMISSIONER'S OFFICE OR ADMIN. SERVICES - BRENT ALLISON OR JO OLSON**  
**ALCOHOLISM & DRUG ABUSE -PAULA MACKINNON**  
**FAMILY & YOUTH SERVICES - \_\_\_\_\_??\_\_\_\_\_**  
**JUVENILE JUSTICE - JEFF BURGER**  
**MEDICAL ASSISTANCE - SYL MUTSCHLER**  
**MENTAL HLTH & DEV. DIS. -ANNE HENRY**  
**PUBLIC ASSISTANCE-REBECCA EAMES**  
**PUBLIC HEALTH-PATTY OWEN**

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**From:** Lindstrom, Elmer A.  
**Sent:** Thursday, January 04, 2001 9:50 AM  
**To:** Anita Everson; Bob Labbe; Denise Kaufman; Donna Jones; Ernest Turner; George Buhite; Janet Clarke; Jim Nordlund; Joanne Gibbens; Karen Pearson; Karl Brimner; Marilee Fletcher; Myrna Gonzales; Pam VanKirk; Peter Nakamura; Robert Buttane; Rosalyn Coleman; Susan Taylor; Tanoury, Theresa M.  
**Cc:** Angela Salerno; Anne Henry; Barbara OBrien; Brad Whistler; Chris Ashenbrenner; Dave Williams; Deborah Smith; Eric Weatherby; Larry Streuber; Laura Baker; Leonard Abel; Linda Cryan; Nancy Weller; Randy Super; Timothy Spengler; Diane Disanto; Gayle Byrne; Jay Livey; Karen Perdue; Nancy Cashen; Russell Webb  
**Subject:** FW: Legislative Contacts  
**Importance:** High

The Legislature will convene on Monday, January 8th and it is time to remind all department staff of the rules of the road regarding legislative contacts. Please impress upon staff that these rules are necessary to make certain that department staff who testify or otherwise interact with the legislature on a regular basis are aware of all pertinent information that has previously been communicated to the legislature. To that end, we will all adhere to the following rules:

- 1) ALL contacts with legislative staff or legislators must be reported to a designated person or persons in each Division Director's Office and to the legislative liaison in the Commissioner's Office. Reports should be made immediately after the contact and should be sent via email. The report must include the following information: A) Who was the contact and from which office? B) What was the question? C) What was the response given by DHSS staff? D) Is any follow-up required?
- 2) All questions relating to proposed legislation and the budget that require a detailed response should be referred to the Directors' Offices for handling. Directors' Offices should consult with the legislative liaison on questions relating to legislation and to the Budget Office on budget related questions. The Budget Office will keep a detailed log of budget inquiries and responses. Each Division's Administrative Officer is familiar with the budget log protocols.
- 3) All correspondence with legislative offices should be routed through Directors' Offices and the Commissioner's Office prior to transmittal.
- 4) Department staff who wish to communicate personal opinions or positions on legislative matters--testifying on bills, corresponding with legislators, and so forth are encouraged to do so; but must request personal leave if these activities occur during business hours.

**The department's goal is to always provide consistent, accurate and timely information to the legislature.**

The cooperation of all department staff will be very much appreciated.

*Elmer A. Lindstrom*

Legislative Liaison  
Department of Health and Social Services

# STATE OF ALASKA

## DEPT. OF HEALTH AND SOCIAL SERVICES

OFFICE OF THE COMMISSIONER

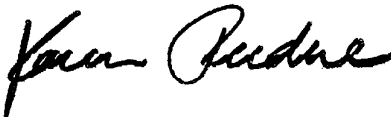
TONY KNOWLES, GOVERNOR

P.O. BOX 110601  
JUNEAU, ALASKA 99811-0601  
PHONE: (907) 465-3030  
FAX: (907) 465 3068

### MEMORANDUM

DATE: December 5, 2000

TO: All DHSS Staff

FROM: Karen Perdue  
Commissioner 

RE: Tribal Recognition Policy

On September 29, 2000, Governor Tony Knowles signed Administrative Order No. 186 formally establishing State recognition of Tribes in Alaska (see copy attached). The purpose of this memorandum is to clarify the effect of the Administrative Order to prevent any confusion about its impact on the role and responsibilities of DHSS employees.

The Administrative Order establishes the policy of the State of Alaska to recognize and respect the governmental status of the federally recognized Tribes within the boundaries of Alaska. It formally recognizes the important contribution Alaska's Tribes make to the citizens of Alaska and notes that it is of paramount importance to all residents of Alaska to foster a constructive and harmonious relationship between Tribal and State governments.

The Administrative Order does not change jurisdiction or legal responsibilities for any party. Formal recognition of the existence and importance of Tribes does not change the state's responsibilities or the Department's legal obligations to serve Alaska's citizens under state or federal law.

Our Department has long recognized and worked with Tribal entities, and will continue to promote these relationships as we have in the past. The Department works successfully with Tribes on a broad range of issues such as the Indian Child Welfare Act and community courts. The Administrative Order signed by Governor Knowles does not change the responsibilities of our Department or Tribes in implementing state or federal law. We will continue to work with Tribes to assist Alaskans within the existing legal framework.

You should continue carrying out your responsibilities as usual, working closely with Tribes in the best interests the children, families, and individual Alaskans we serve. If, during the course of your work in villages and rural areas you encounter resistance to your authority, please be mindful that those you have contacted may not fully understand or may have misunderstood the Administrative Order. As you have done previously, continue to conduct yourself professionally and sensitively to resolve the issue. If you feel unable to resolve the issue or need guidance in this regard, please contact your supervisor or director as soon as practical.

## MEMORANDUM

**DATE:** June 29, 1999

**TO:** Division Directors  
Separate Office Heads

**FROM:** Karen Perdue  
Commissioner

**SUBJECT:** New Procedure: State of Alaska's Online Public Notice

On June 4, 1999, Governor Knowles signed Administrative Order No. 183, requiring that, as of July 1, the executive branch must post all public notices online on the State of Alaska's Online Public Notice web site (see copy of Administrative Order attached). This includes all legal notices, notices of public meetings, proposed actions, and other public matters. I recommend you and your staff view the new web site at <http://notes.state.ak.us/pn/pubnotic.nsf> to review the public notice categories and see how the site looks and works.

Gayle Byrne, secretary to Deputy Commissioner Jay Livey in the Commissioner's Office, is the Department's designated staff responsible for posting our public notices on the web site. Please instruct your staff statewide whose job it is to do ads or publicly notice items such as RFPs, invitations to bid, public meetings, regulations, etc., to send an electronic copy of the ad to Gayle via email at [gayle\\_byrne@health.state.ak.us](mailto:gayle_byrne@health.state.ak.us). The current Wednesday noon deadline for submitting electronic ads is no longer in effect. ***Please instruct staff to transmit the electronic copy of the ad to Gayle immediately upon completion of the ad order, so that she can post ads daily, as necessary.***

Also attached is a copy of the Department's Standard Operating Procedure (SOP) for ad orders. The SOP is very out-dated (i.e., the department logo is no longer required) and we are in the process of updating it. When the new SOP is complete, training will be provided on the new procedures and online posting, hopefully sometime in late July.

Thank you for your assistance in ensuring that this new administrative procedure is followed. If you or your staff have questions with regard to this new on-line requirement, please contact the Commissioner's Office for clarification.

Attachments

cc: Commissioner's Office Staff  
Administrative Managers  
Division/Separate Office Secretaries

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**From:** Van Kirk, Pam  
**Sent:** Thursday, June 10, 1999 9:28 AM  
**To:** Ridgeway, Stan; Ashenbrenner, Chris; Fitzjarrald, Ellie; Dalman, Jim; Nordlund, Jim; Nash, Margo; Rikken-Ver, Mary; Moore, Randy; Rebecca Eames; Kreher, Ron; Horner, Valerie  
**Cc:** Fidler, Heidi; Hotchkiss, Anna; Moles, Lori  
**Subject:** FW: Public Notices/Ad Orders  
  
**Importance:** High

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**From:** Cashen, Nancy G.  
**Sent:** Monday, June 07, 1999 4:19 PM  
**To:** 'Magnusson, Barbara'; Ocskai, Patrice D.; Brakes, Janette C.; Carlock, Lori V.; Bacolas, Tonessa; Byrne, Gayle; Cryan, Linda; Gonzales, Myrna; Kaufman, Denise; LaValley, Deborah; Lewis, Carl; MacKinnon, Paula; Miller, Shane; Shales, Claudette; VanKirk, Pam  
**Cc:** Everson, Anita M.; Byrne, Gayle; Cryan, Linda M.; Simono, Lisa  
**Subject:** Public Notices/Ad Orders  
**Importance:** High

A "nagging" reminder:

All print ads submitted in the newspaper must be sent electronically to the Commissioner's Office at the same time the ads are submitted to the newspaper. (It does us no good for the ad to show up via snail mail in hard copy a week after the fact.) We then compile all the department's ads into a specified form and electronically send them to the Lt. Gov's Office for submission in the Alaska Administrative Journal (AAJ), which is issued every Monday. Our deadline is Wednesday at 4:00 pm, so DHSS staff need to send us the ads no later than noon Wednesday to be in the following Monday's journal. Gayle Byrne, Secretary to Deputy Commissioner Livey, usually takes care of this procedure, but in her absence, I am doing the AAJ. Please email to me any ads that will run next week or any subsequent week, no later than noon Wednesday. If you don't do ads yourself, please make sure your division/separate office staff who do knows and understands this procedure.

We really need to get this process well-instituted because, as of July 1, the Governor's new public notice law goes into effect which requires that all public notices be posted on the Internet (through the AAJ). We must make absolutely sure that every ad gets sent to us electronically for submission in the AAJ in a timely manner. Right now, I would guess that we get maybe 75% of the ads the department prints, and a lot arrive via snail mail, too late for submission in the AAJ.

All ads sent to us electronically must also be in the following format:

- 12 pitch Universe font
- Plain block paragraph format, with no bold, italic, underline, centered, tabs, bullets, etc.
- No boxes, logos, pictures, headers/footers, etc.

All we want is plain text, or, as they say, "just the facts, ma'am." If the ad, as printed in the newspaper, is in small font, inside a box, with bold, centered titles, staff needs to take it out of that format and put it into 12 pitch Universe font, in plain block paragraph format, removing any bold, underline, tabs, centered, etc., before it is emailed to the Commissioner's Office.

Enough nagging. Please forward this message to all staff who do ad orders and ensure that we receive all ads electronically in a timely fashion each week. Thank you for your assistance, and please let me know if you have

any questions with regard to this process. If you feel a refresher training is necessary, we can do that.

N

# STATE OF ALASKA

TONY KNOWLES, GOVERNOR

## **DEPT OF HEALTH & SOCIAL SERVICES**

*DIVISION of ADMINISTRATIVE SERVICES*

*PROCUREMENT SECTION*

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## **MEMORANDUM**

DATE: March 15, 1999

TO: Divisional Procurement Contacts, Specialists and  
Administrative Managers

FROM: Darla Madden, Procurement Chief  
Division of Administrative Services

SUBJECT: Clarification on Training Services

Recently Department of Administration, Division of General Services, made the decision that all training services provided to the State are professional services regardless of the type of training requested. The example given was: if you contract with someone to train your employees on how load a moving van, even though loading a moving van is not a professional service, the training is. The logic behind this is that putting together a training plan and presenting it is an intellectual activity.

DHSS' Policy and Procedures manual states that an Authority to Seek Professional Service (ASPS) is required for any professional service you wish to acquire regardless of the dollar amount. With DOA's ruling that all training is a professional service, an ASPS would be required. However, the exception to this is employee tuition for classes where your employees are enrolling in a specific class that is being offered to the general public. These situations do not require a contract and therefore no ASPS either. An example of this type training is the classes offered by Career Track, Skill Path etc.

The ASPS and subsequent contract for training would be needed in situations where you need to have an individual or firm to provide special training to fill your needs. It may be a training that is offered to the general public but if you are contracting with them to specifically train your employees or clients, you will need to do an ASPS and professional services contract.

I hope this clears up any questions you may have had in the past regarding training and what procurement process to use. If you have any questions or concerns please feel free to give me a call.