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JUN 24 2021

HAINES BOROUGH  
CLERK'S OFFICE

Annette Kreitzer  
9440 Patricia Pl.  
Juneau, AK  
(907) 790-3136

June 21, 2021

Ms. Alekka Fullerton  
Borough Clerk  
Haines Borough  
PO Box 1209  
Haines, AK 99827

Dear Clerk Fullerton:

Please find enclosed my application for the position of Haines Borough Manager. My husband and I have owned property in the Borough for over 20 years and as taxpayers have tried to stay current on the issues of the Haines Borough.

I have over 20 years of political, administrative, government experience. From constituent work in a legislative office helping Alaskans solve issues with State departments, to steering one of the most complex departments involving labor negotiations, the communications backbone for State government, motor vehicles, personnel issues and various independent boards – I believe my broad government expertise would be helpful to the Borough residents.

What I can promise in terms of performance is openness with the community and Assembly, transparency and hard work. In my government service it has been necessary to build consensus even if all ideas cannot be implemented. Ultimately, it is the elected representatives in Haines, as in State government, who set the priorities for the community.

Should you desire, I can offer more perspective on my time recruiting rural practitioners, my background in State government and references within and outside of Haines.

Best Regards,

*Annette Kreitzer*  
Annette Kreitzer

Enc.: Application  
Resume



# EMPLOYMENT APPLICATION HAINES BOROUGH, ALASKA

P.O. BOX 1209, HAINES, AK 99827

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Please do not send photographs of applicant with application. **Once submitted to the Borough, applications become public record and are subject to public review. Conditions of employment are stated at the end of this application. Please read it carefully before signing.**

(PLEASE PRINT OR TYPE)

IF REQUESTED INFORMATION IS INCLUDED ON AN ATTACHED RESUMÉ, YOU MAY INDICATE "SEE RESUMÉ"

Position Applied For Haines Borough Manager		Date of Application 06-20-2021	
Last Name Kreitzer	First Name Annette	Middle Name	
Mailing Address 9440 Patricia Pl.	City Juneau	State AK	Zip Code 99801
Telephone Number 907-790-3136	Other Telephone 907-321-7654	E-mail akreitzer.ak@gmail.com	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Best time to contact you at home is: 8 : am am/pm

Are you currently employed?  Yes  No

May we contact you at work?  Yes  No If so, Phone # \_\_\_\_\_ Best time: \_\_\_\_\_ : \_\_\_\_\_ am/pm

May we contact your present employer?  Yes  No

Have you ever been employed by the Haines Borough before?  Yes  No  
If yes, give dates \_\_\_\_\_ to \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No  
*Proof of identity and eligibility will be required upon employment*

Can you travel if the job requires it?  Yes  No

Date you can be available to start work 10 / 1 / 21

Check all times you are available to work:

- Full Time     Part Time     Shift Work     Temporary     Flexible Schedule  
 Mornings     Afternoons     Evenings     Weekends

In the last ten years, have you been convicted of a felony or a misdemeanor that resulted in imprisonment?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment. The Borough will consider such factors as the amount of time that has elapsed since the conviction and the seriousness and nature of the crime.*

If yes, explain \_\_\_\_\_

Have you ever been discharged from employment or asked to resign?  Yes  No

If yes, explain: Upon taking office, every Governor has the right to select his or her appointees. I had been appointed Commissioner of Administration by one Governor and the succeeding Governor desired an appointee of his choosing. This is common in State Government as the incoming Governor will ask for resignations from most appointed staff and then decide which ones to accept, allowing for new appointees.

THE HAINES BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER

**EDUCATION**

School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree Received
High School	Vandalia-Butler - Vandalia Ohio	Journalism	4	1975
Undergraduate College	Western Governors University (Online) 4001 South 700 East, Suite 700 Salt Lake City, UT 84107	Business Management	3	BS/Business Mgmt 2019
Graduate/ Professional				
Other (Specify)	Red Cross Instructor-First Aid, CPR, BLS Emergency Medical Technician I, II and Instructor	EMS	7	Certification expired 1992

**WORK EXPERIENCE**

Start with your most recent job, and include any job-related military service assignments and volunteer activities. You may exclude organizations that could indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer <small>Please see resume</small>	Dates Employed		Work Performed  <small>Please see resume</small>
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
May We Contact Supervisor? <input type="radio"/> Yes <input type="radio"/> No		Reason for Leaving	

Employer <small>Please see resume</small>	Dates Employed		Work Performed  <small>Please see resume</small>
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
May We Contact Supervisor? <input type="radio"/> Yes <input type="radio"/> No		Reason for Leaving	

Employer <small>Please see resume</small>	Dates Employed		Work Performed  <small>Please see resume</small>
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
May We Contact Supervisor? <input type="radio"/> Yes <input type="radio"/> No		Reason for Leaving	

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/Salary Starting                      Final		
Supervisor			
May We Contact Supervisor? <input type="radio"/> Yes <input type="radio"/> No		Reason for Leaving	

**Comments: Include explanation of any gaps in employment.**

Most of my career has been in State government. I retired from State service in 2012 and have spent the ensuing years assisting members of my husband's and my large extended families with medical emergencies and practical needs such as moving from one state to another.

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

Please see resume.

**List professional, trade, business or civic activities you consider relevant to your ability to perform the job.**

Please see resume

**Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.**

The ability to evaluate current operations with an eye toward increased efficiency and effectiveness, e.g., determining that State departments had recruitment tools available to managers, but were not using them to recruit or to retain employees. After I personally intervened, one Department increased the number of employees working 4/10 work weeks resulting in every other Friday off. Employees were very happy to be able to attend family events (children's sporting events, etc.) and many still answered their State phones on these days "off".

**Specialized Skills – Circle all that apply to you**

PC <input checked="" type="checkbox"/> MAC <input type="checkbox"/> Databases <input type="checkbox"/> Spreadsheets <input checked="" type="checkbox"/> Word Processing <input checked="" type="checkbox"/> Desktop Publishing <input type="checkbox"/> Website Content Mgmt <input type="checkbox"/> Accounting <input checked="" type="checkbox"/> Other (please specify) _____	<u>SOFTWARE</u> MS Word <input checked="" type="checkbox"/> MS Excel <input checked="" type="checkbox"/> MS Publisher <input type="checkbox"/> MS Access <input type="checkbox"/> Filemaker Pro <input type="checkbox"/> Adobe Acrobat Pro <input type="checkbox"/> ArcGIS <input type="checkbox"/> Other (please specify) _____	<u>MACHINERY/EQUIPMENT</u> (please specify) _____ _____ _____ _____ _____ _____
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**State any additional information you feel may be helpful to us in considering your application, especially determining if you meet the required minimum qualifications. (Attach additional sheet, if necessary.)**

I am a life-long learner who appreciates the opportunity to learn from others, and to lead people to accomplish organizational goals. I believe in asking questions and listening to the responses carefully. Transparency in government is essential. I have had years of experience responding to legislative inquiries of how my department or the Lt. Governor's office activities were conducted. I've also been on the other side asking those questions in legislative finance subcommittees. It's not always a comfortable place to be, but the interaction is crucial to good governance. You will see from my resume examples of increased responsibilities over 20 years, culminating in heading one of the most complex State Departments.

**Note: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS AND ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job for which you have applied? A summary of the essential functions involved in the job or occupation has been given.

YES       NO

Personal/Professional References		Do not include family members or past supervisors listed above	
Name	Phone No.	Address	Occupation
1 . Dale Anderson	907-723-8687	11595 Mendenhall Loop Road, Juneau AK 99801	Financial Advisor, B&B Owner
2 . Lori Laperyi-Smith	256-658-0931	P. O. Box 729 Haines AK 99827	President Chilkoot Lumber Co
3 . Bill Thomas	907-723-2365	PO Box 942 Haines AK 99827	Self-Employed Raven's Walk LLC



**NOTIFICATION AND AGREEMENT**  
Please Read Carefully Before Signing

**I CERTIFY THAT ALL MY RESPONSES ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF ANY FACT ON THIS APPLICATION (OR ANY OTHER STATEMENT OR DOCUMENT) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.**

Questions regarding this statement should be directed to any employment interviewer before signing. Receipt of the application does not imply that the applicant will be employed.

By my signature below, I consent to the Borough's conferring with any and all of my former employers concerning my performance and reviewing publicly available documents and databases relevant to my application. I understand that the Borough will treat all such information as it would any personnel record, and I release the Borough and its management from all liability related to any action to which I have consented herein.

If hired, I agree to abide by all of the Borough's rules and regulations. I understand that the Borough shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits and other terms or conditions of employment.

I hereby affirm that the information given in this Application is true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Borough until after my becoming employed, is grounds for, and may result in, my immediate termination.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information I have supplied on this application.

APPLICANT SIGNATURE  DATE 6-21-21

**OPTIONAL INFORMATION**

age, race, religion, color, sex, sexual orientation, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by federal, state or local law.

The following information is being gathered for compliance with civil rights laws. **You may choose not to complete this section.** If you choose to, your answers will be used *ONLY* for record-keeping and employee data reporting purposes if you are hired. This voluntary information will not be used in the hiring process.

Gender: <input type="radio"/> Male	Race: <input type="radio"/> Alaskan Native or American Indian
<input type="radio"/> Female	<input type="radio"/> Asian
Age: <input type="radio"/> Under 40 years old	<input type="radio"/> Black or African American
<input type="radio"/> Age 40 or older	<input type="radio"/> Hispanic or Latino
	<input type="radio"/> Native Hawaiian or other Pacific Islander
	<input type="radio"/> White, not of Hispanic origin

Annette Kreitzer  
Juneau, Alaska

Contact:  
(907) 790-3136/Home  
(907) 321-7654/Cell  
[akreitzer.ak@gmail.com](mailto:akreitzer.ak@gmail.com)

### **CAPABILITIES:**

- \*Documented strategic decision-making in complex, political environments – maintain focus to accomplish deliverables and objectives.
- \*Develop, defend and implement a prioritized \$250 million budget – finances must be prioritized to ensure that goals can be met.
- \*Ability to bring consensus to contentious issues – listening respectfully to divergent points of view is imperative to constructively move forward.
- \*Strong interpersonal skills – through constituent work, testifying on legislation, addressing groups about the legislative process, mentoring employees to help them achieve personal goals- these experiences have helped hone my skills in this area.

### **QUALIFICATIONS SUMMARY:**

Commissioner, Department of Administration-Alaska  
Chief of Staff, Senator/Lt. Governor Loren Leman  
Senior Staff for natural resource agency-related legislation  
Senate Finance Aide to various subcommittees (during \$1 billion shortfall)  
Alaska Retirement Management Board  
Governor's Appointee to RurAL CAP (2002-2007)

### **ISSUE EXPERIENCE:**

- Collaborate with diverse groups including legislators, union leaders, State employees at all levels, Governor and staff and the public to explain barriers and to implement policy, for example:
  - ✦ Investment Manager's inappropriate leverage of retiree investment accounts. This required communications with affected participants, the public, the legislature and labor unions resulting in all participants being made whole with interest and no individual lawsuits by labor unions.
  - ✦ Mercer Settlement – The Alaska Retirement Management Board sued its actuary (Mercer). The lawsuit was not supported by the Legislature, but proceeded with a NY law firm on contingency basis. Through confidential briefings, I



kept legislators informed of the proceedings even as some of them were not supportive of the case going forward.

- ✦ Coordinated State's response to breach of security involving personal information of 70,000 current/former employees
- ✦ Replaced State's legacy technology with VoIP converged technology.
- ✦ Reduced the cost of health care (\$18.0 million savings) through head-head competition of potential providers.
- ✦ Addressed recruitment and retention issues through task force action on goals, employee contracts and implementation of available (but unused) retention tools.
- ✦ As a RurALCAP board member, addressed difficult programmatic issues resulting in one community's suspension from HeadStart and the dissolving of a longstanding relationship with a sub-agency when RurALCAP's funding was threatened due to the sub-agency's noncompliance with program requirements.

#### **COMMUNITY DEVELOPMENT/SERVICE:**

*RurAL CAP* – Governor's Appointee to Board, Audit Committee, Administration & Finance Committee, Child Development Committee, Executive Committee  
*Bartlett Regional Hospital* – Board Member, various subcommittees  
*Aleutians East Borough* - Health Board Member (now EAT)  
*Anna Livingston Memorial Clinic* – Clinic Director, EMS Squad Leader & EMT Instructor, Red Cross First Aid Instructor *Volunteer*  
*Firearms Safety Instructor*