

Who's Who in DJJ State Office

Name	Title	Phone	Responsibilities
Shari Paul	Program Coordinator	465-3572	Program development, implementation, monitoring, technical assistance, and quality assurance of the statewide Youth Court program, the Enforcing Underage Drinking Program (EUDL), the Juvenile Accountability Block Grant program (JABG), Electronic Monitoring and assisting with the Interstate Compact for Juveniles (ICJ).
Candace Brower	Program Coordinator	465-8463	Responsible for the programs and activities that ensure compliance with core mandates of the Juvenile Justice Delinquency Prevention (JJDP) Act. Staff liaison to the Alaska Juvenile Justice Advisory Committee (AJJAC) Compliance Monitoring subcommittee. Assists with Interstate Compact on Juveniles (ICJ).
Kristi Helgen	Social Services Program Coordinator	261-4573	Special projects, complaints and suspense items, Medicaid related issues, Behavioral Health issues, the Annual Report, review of draft regulation for DJJ input, ART statewide coordinator, victims service issues, rural Juvenile Justice System development.
Karen Forrest	Deputy Director of Statewide Programs & Administration	465-2339	Oversight for DJJ's Program Unit, including all federal grants and statewide programs; Supervise legislative processes, probation policy development, JOMIS, statewide data gathering processes, research and data analysis. DJJ liaison to the Division of Behavioral Health and Office of Children's Services and other State entities, related to shared service areas (mental health, residential care, Medicaid). Respond to complaints, media and legislative inquiries. Review DHSS draft regulations and provide DJJ input.
Jana Heard	Administrative Manager IV	465-1385	Provide oversight for DJJ administrative functions including division-wide budget preparation (both capital and operating), monthly projections, personnel items, procurement, etc. Responds to legislative inquiries regarding fiscal impact and pulls information together for supplemental requests. Ensures proper reporting of federal grant expenditures on a quarterly basis. Perform special projects as requested. Although this position officially belongs to FMS, the incumbent is located with DJJ and works primarily for DJJ.
Courtney King	Social Services Program Coordinator	261-4539	Makes decisions in the Out-of-State Resource Committee, evaluates juvenile justice, behavioral health and other social services referral information and approves as appropriate, placement/treatment of non-custody Severely Emotionally Disturbed (SED) youth in out-of-state Residential Psychiatric Treatment Centers (RPTC's) funded by Alaska Medicaid. Responsible for overall DJJ implementation of this Bring The Kids Home (BTKH) project.
Barbara Learmonth	Program Coordinator	465-8466	Responsible for the programs and activities that ensure the reduction of overrepresentation of minority youth at all contact points in the Division of Juvenile Justice. Staff liaison to the Alaska Juvenile Justice Advisory Council's (AJJAC) Disproportionate Minority Contact (DMC) subcommittee.
Pat Leeman	Deputy Director of Operations	543-4701 261-4335	Deputy Director for Operations. This position is responsible for the oversight of the facilities and for the probation offices statewide.
Steve McComb	Division Director	261-4335	Director of the Division. This position is ultimately responsible for all operations and management of the Division.
Susan McDonough	Research Analyst IV	465-3863	Gathers, rolls-up, and analyzes all data out of JOMIS on a monthly and annual basis; responds to legislative inquiries; develops and provides data reports to field staff and the Program Unit; provides input for data-driven decisions and changes to policy & procedure; assist in special projects as directed.
Firooz Mehrabad	Accounting Clerk II	465-5309	Process and reconcile invoices for collection and payment for services and purchases. Maintains, audits, corrects and reconciles State Equipment Fleet records, data and invoices for payment. Reconciles, codes and submits backup for individual corporate card expenses and purchase card expenses. Provides administrative back-up support to Director's Office as needed. Keeps track of overtime and non-perm hours for DJJ employees. Assists with payroll processing.

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Ray Michaelson	Social Services Program Coordinator	261-4571	This position serves as the statewide Performance-Based Standards (PbS) coordinator for participation in the national PbS quality assurance process for juvenile facilities. Develops and maintains quality assurance strategies to evaluate the Division's performance and processes related to statewide research-based initiatives. Perform quality control and audit functions in support of the agency's mission and to ensure agency services (both facilities and juvenile probation) meet applicable performance standards.
Barbara Murray	Social Services Program Coordinator	465-2116	Responsible for supervision and coordination of the Program Unit, which includes oversight of the four core mandates of the Juvenile Justice Delinquency Prevention (JJDP) Act. Serves as the liaison to the Office of Juvenile Justice and Delinquency Prevention (OJJDP) as the Juvenile Justice Specialist. Coordinates communication with the Grants and Contract Unit (GACT), State Troopers, and other agencies. Serves as the Interstate Compact Deputy Administrator for the Interstate Compact on Juveniles (ICJ).
Tony Newman	Social Services Program Officer	465-1382	Monitors and prepares analyses of legislation and responds to inquiries from Legislature and Governor's Office. Liaison between field services and Director's Office on legislation and policy issues. Supervises Division Training Specialist and participates in development and management of training initiatives. Oversees implementation of the Youth Level of Service/Case Management Inventory (YLS/CMI). Division Privacy Official, assisting staff in maintaining confidentiality and in making appropriate disclosures.
Tera Ollila	Administrative Clerk III	465-2212	Main receptionist to the Director's Office. Duties include mail distribution, travel contact for the Director's Office, compilation and distribution of the weekly report. This position also gathers/inputs facility tracking data, gathers APSIN data for DJJ re-offense performance measure, assists with payroll processing, office supply orders and special projects, including the design and printing of various certificates.
David Salmon	Social Services Program Officer	261-4301	Systems analysis, maintenance and trouble shooting of the Juvenile Offender Management Information System (JOMIS) software and database. JOMIS report creation and maintenance. Data analysis and review. Training and oversight of JOMIS data entry policies and procedures. liaison with SoftTec and the departmental IT unit. Provide analysis and recommendations on IT issues, data integrity, and quality assurance interface with JOMIS.
Angelina Ahrens	Program Coordinator	465-3855	Program development, implementation, monitoring, technical assistance, and quality assurance of the Non-Secure Shelter program, Native Pass-Through grants, and Title V grants. Staff liaison to DJJs statewide advisory group, the Alaska Juvenile Justice Advisory Committee (AJJAC). Assists DJJ with compliance of the OJJDP core mandates.
Michelle Rogers	Training Specialist	465-1389	Coordinates statewide training. Chair of the statewide training committee. Assesses staff training needs, coordinates training functions, and oversees training budget. Develops and delivers, or contracts for delivery, DJJ training curricula. Provides training in Restorative Justice, Counseling Skills, Fetal Alcohol Spectrum Disorders, Drug and Alcohol information, and other topics. Manages the Substance Abuse Counselor Certification Program (SACCP).
Marylene Wales	Administrative Assistant	465-2239	RSA's, Contracts, Major Purchases, Evaluation, Position Descriptions, Proshare, State Travel Office, cost estimates for training, One Card management, Safety Officer, ADA compliance, in-processing of new personnel, provides billing and coding, training of admin. staff and assists Division Admin Manager with State and Federal Grant, EEO, WPA, special projects and budget preparation, including organization charts.