

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser
Office of the Senior Advisor



Response to FY2015 Performance Oversight Questions on
Office of the Secretary of the District of Columbia

Lauren C. Vaughan
Secretary of the District of Columbia

Committee of the Whole
Phil Mendelson, Chairman

Council of the District of Columbia

March 12, 2015



Questions for Performance Oversight Hearing on Fiscal Year 2015

- 1 Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.

Response:

See Attachment A

- 2 Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 26, 2015. The Schedule A also should indicate any vacant positions in the agency. Please do not include social security numbers.

Response:

See Attachment B

- 3 Please list all employees detailed to or from your agency, if any. For each employee identified, please provide the name of the agency the employee is detailed to or from, the reason for the detail, the date of the detail, and the employee's projected date of return.

Response:

None

- 4 (a) For fiscal year 2014, please list each employee whose salary was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay

- (b) For fiscal year 2015, please list each employee whose salary was \$110,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

Response:

As of January 29, 2014 (FY 2014)											
Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Benefit	Gross Pay	Dep. Name	F/P Time	Reg/Temp/ Term
Secretary of the District	Brock-Smith, Cynthia A	1/2/2007	F	E3	0	144,200	32,878	177,078	OTS-Sec.'s Office	F	Reg
Support Services Manager	Fitzgerald, Alfonza L	6/22/1978	F	15	0	137,724	31,401	169,125	EOM-Support Svcs	F	Reg
Deputy Director	Ferrell Benavides, Aretha R	1/3/2011	F	9	0	123,497	28,157	151,654	OTS-Sec.'s Office	F	Reg
Administrator Ofc of Document	Reid, Victor L	2/28/2011	F	8	0	114,000	25,992	139,992	Docs & Admin Issuances	F	Reg



As of January 26, 2015 (FY 2015)											
Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Benefit	Gross Pay	Dep. Name	F/P Time	Reg/ Temp/ Term
Support Services Manager	Fitzgerald, Alfonza L	6/22/1978	F	15	0	141,856	32,343	174,199	EOM-Support Svcs	F	Reg
Secretary of the District	Vaughan, Lauren C	1/2/2015	F	E3	0	135,000	30,780	165,780	OTS-Sec.'s Office	F	Reg
Deputy Secretary	Holland, Joy	6/25/2007	F	9	0	128,500	29,298	157,798	OTS-Sec.'s Office	F	Reg
Administrator Ofc of Document	Reid, Victor L	2/28/2011	F	8	0	117,420	26,772	144,192	Docs & Admin Issuances	F	Reg

- 5 Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2014. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

Response:

None

- 6 For fiscal year 2013, 2014, and 2015 (to date), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Response:

None

- 7 For fiscal year 2015 (to date), please list each employee separated from the agency with separation pay. State the amount and number of weeks equivalents. Also, for each, state the reason for the separation.

Response:

Last Name	First Name	App Type	Position	Grade	Comp Rate	Wks of Sep. Due	# of hours	Bi-Weekly Rate Salary/ 26 wks	Hourly Rate 26 wks/ 80 hrs	Projected Gross Amount Sep Pay (hr rate * # of hrs)	Leave Hours Annual	Leave Hours Other (UNLX, RSAL, PTANL)	Total # Leave hours	Projected Gross Amount Leave Pay (hr rate * # of hrs)	Total Gross Sep. & Leave	Reason for Sep.
Anderson	Sharon	ES - Reg Appt	Interim Secretary	7	\$139,050.00	8	320	\$5,348.08	\$ 66.85	\$21,392.31	42	2	44	\$2,941.44	\$24,333.75	Excepted Appt.
Davis	Clarence	ES - Reg Appt	Public Records Admin.	7	\$108,211.80	10	400	\$4,161.99	\$52.02	\$20,809.96	0		0	\$ -	\$23,185.99	Excepted Appt.
Phipps	Richard	ES - Reg Appt	Notary & Authen. Officer	7	\$ 95,481.00	10	400	\$3,672.35	\$ 45.90	\$18,361.73	318		318	\$14,597.58	\$32,959.31	Excepted Appt.



- 8 For fiscal years 2013, 2014, and 2015 (to date), please state the total number of employees receiving worker's compensation payments.

Response:

None

- 9 For fiscal years 2014 and 2015 (to date), please list, in chronological order, all intra-District transfers to or from the agency.

Response:

Intra-District Transfers			
Transferor	Transferee	Amount of MOU	Dates
Fiscal Year 2014			
Office of the Secretary	Office Finance and Treasury	\$5,500	10/1/2013
Fiscal Year 2015			
Office of the Secretary	Office Finance and Treasury	\$7,000	10/1/2014
Office of the City Administrator-OLRCB	Office of the Secretary	\$10,000	10/1/2014
Office on Asian and Pacific Islander Affairs	Office of the Secretary	\$7,000	10/1/2014
Office on Latino Affairs	Office of the Secretary	\$7,000	10/1/2014
Office of the Attorney General	Office of the Secretary	\$5,000	10/1/2014
Office of the Deputy Mayor for Planning and Economic Development	Office of the Secretary	\$6,000	10/1/2014
Deputy Mayor for Education	Office of the Secretary	\$6,000	10/1/2014
Office of Risk Management	Office of the Secretary	\$6,000	10/1/2014
DC Serve	Office of the Secretary	\$7,000	10/1/2014
Office of Veteran Affairs	Office of the Secretary	\$5,000	10/1/2014
Deputy Mayor for Health and Human Services	Office of the Secretary	\$6,000	10/1/2014
Deputy Mayor for Public Safety and Justice-Victim Services	Office of the Secretary	\$8,000	10/1/2014
Office of Criminal Justice and Coordinating Council	Office of the Secretary	\$6,000	10/1/2014
Office of the Secretary	Office of the Technology Officer	\$73,230	11/19/2014

- 10 Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2014 and 2015 (to date). Include a "bottom line" that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number, the date, the amount, and the rationale.



Response:

REPROGRAMMINGS				
Transferor	Transferee	Amount of MOU	Dates	Purpose of Reprogramming
Fiscal Year 2014				
Office of Chief Technology Officer	Office of the Secretary	\$350,000.00	9/9/2014	Special Purpose Revenue Budget Authority
Office of Budget and Planning	Office of the Secretary	\$94,989.00	11/26/2013	FY 2014 COLA (Cost of Living Adjustment) Allocation
Fiscal Year 2015				
NA				

- 11 For fiscal years 2014 and 2015 (to date), please identify any special purpose revenue funds maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the program that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure.

Response:

FY	Approp Fund	Approp Fund Title	Comp Source Group	Agy Obj	Agy Object Title	CASH REVENUE	Grand Total				
2014	0600	SPECIAL PURPOSE REVENUE FUNDS	1138	0611	DCMR TITLE 11 ZONING	105.00	105.00				
				0612	DCMR TITLE 12 CONST CODES SUPPLEMENT	75.00	75.00				
				0616	DCMR TITLE 16 CONSUMERS,COMMERCIAL PRAC	20.00	20.00				
				0625	DCMR TITLE 23 ALCOHOLIC BEVERAGES	10.00	10.00				
				0628	DCMR TITLE 26 INSURANCE	9.00	9.00				
				0630	DCMR TITLE 28 CORRECT,COURTS & CRIMINAL	10.00	10.00				
				0633	DCMR TITLE 31 TAXICABS 7 PUBLIC VEHICLES	16.00	16.00				
				0650	NOTARY COMMISSIONS	140,355.00	140,355.00				
				0651	APOSTILLE	347,790.00	347,790.00				
				0652	FOREIGN CERTIFICATES	774,610.00	774,610.00				
				0653	A CERTIFICATES	1,380.00	1,380.00				
				0654	DEPARTMENT HEAD CERTIFICATE	5,520.00	5,520.00				
				1138 Total						1,269,900.00	1,269,900.00
				0600 Total						1,269,900.00	1,269,900.00
2014 Total						1,269,900.00	1,269,900.00				



2015	0600	SPECIAL PURPOSE REVENUE FUNDS	1138	0628	DCMR TITLE 26 INSURANCE	30.00	30.00
				0650	NOTARY COMMISSIONS	43,740.00	43,740.00
				0651	APOSTILLE	108,742.00	108,742.00
				0652	FOREIGN CERTIFICATES	257,655.00	257,655.00
				0653	A CERTIFICATES	510.00	510.00
				0654	DEPARTMENT HEAD CERTIFICATE	2,175.00	2,175.00
				1138 Total		412,852.00	412,852.00
0600 Total		412,852.00	412,852.00				
2015 Total		412,852.00	412,852.00				
Grand Total		1,682,752.00	1,682,752.00				

- 12 Please list all memoranda of understanding (MOU) either entered into by your agency or operational during fiscal years 2014 and 2015 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

Response:

List of Memoranda				
Transferor	Transferee	Amount of MOU	Dates	Purpose of Reprogramming
Fiscal Year 2014				
Office of the Secretary	Office Finance and Treasury	\$5,500	10/1/2013	Merchant Services – processing revenue collections from the Office of Notary Commissions and Authentications
Fiscal Year 2015				
Office of the Secretary	Office Finance and Treasury	\$7,000	10/1/2014	Merchant Services – processing revenue collections from the Office of Notary Commissions and Authentications
Office of the City Administrator-OLRCB	Office of the Secretary	\$10,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Office on Asian and Pacific Islander Affairs	Office of the Secretary	\$7,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Office on Latino Affairs	Office of the Secretary	\$7,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Office of the Attorney General	Office of the Secretary	\$5,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.



Office of the Deputy Mayor for Planning and Economic Development	Office of the Secretary	\$6,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Deputy Mayor for Education	Office of the Secretary	\$6,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Office of Risk Management	Office of the Secretary	\$6,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
DC Serve	Office of the Secretary	\$7,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Office of Veteran Affairs	Office of the Secretary	\$5,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Deputy Mayor for Health and Human Services	Office of the Secretary	\$6,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Deputy Mayor for Public Safety and Justice-Victim Services	Office of the Secretary	\$8,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Office of Criminal Justice and Coordinating Council	Office of the Secretary	\$6,000	10/1/2014	OS will provide telecom, transportation, courier, procurement, and associated administrative services that shall benefit the District in various facets of operation.
Office of the Secretary	Office of the Technology Officer	\$73,230	11/19/2014	OCTO will fix, enhance and update DCRegs.

- 13 **D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, including the “Form B” for all District agencies (See D.C. Code § 47-318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide as an attachment to your answers all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2014 and 2015.**

Response:

N/A



- 14 Please list each grant or sub-grant received by your agency in fiscal years 2014 and 2015 (to date). List the date, amount, purpose of the grant or sub-grant received, and explain how the grant is allocated if it is a multi-year grant.

Response:

Grant Award			
Transferor	Date	Grant Award Amount	Purpose of the Grant
Fiscal Year 2014			
Office of the Secretary	12/2/2013	\$21,000	50th March on Washington
Fiscal Year 2015			

- 15 Please list all currently open capital projects for your agency as of the date of your response, including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.

Response:

The Office of Secretary (OS) has been granted capital funds for the purpose of planning a new Archives building. The 6-year budget authority for this project is \$38,825,000, with the original appropriation in FY13. Although the funds are in OS budget, Department of General Services (DGS) is the agency that manages the construction portion of this project, while Office of Chief Technology Officer (OCTO) manages the technology aspect of this project. In December 2014, \$600,000 of the capital budget was transferred to OCTO so OCTO can start the technology planning for the new Archives building. With this transfer, DGS oversees the remainder \$38,225,000 of this capital budget. As of FY15, the budget allotment is \$5,825,000, with the details as \$500,000 in FY13; \$4,000,000 in FY14; and \$1,325,000 in FY15.

Expenditures as of February 19, 2015

Purchase Order #	Agency	Vendor Name	PO Amount	Invoice Amount	Date of Completion	Project
PO483205	DGS	Logistic Support, Inc.	\$492,964.60	\$492,964.60	March 2014	Inventory of Archives collections in all depositories
PO494470	DGS	Hunter Information Management	\$ 25,000.00	\$ 18,850.75	August 2014	Program development – vision for the Archives

The current status of this project: On January 15, 2015, Request for Proposal (RFP) to engage a design firm to serve as the architect/engineer for a new DC Archives was issued by DGS. Pre-proposal conference was held on January 23, 2015. The due date for RFP submission is March 13, 2015.

- 16 Please list all pending lawsuits that name your agency as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city's liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.

Response:

None



17 (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time since October 1, 2011.

(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

Response (a):

None

Response (b):

None

18 Please list, in chronological order, all employee grievances filed against your agency in fiscal years 2014 and 2015 (to date). Also, list any earlier grievance that is still pending in any judicial forum. For each, give a brief description of the matter as well as the current status.

Response:

None

19 In table format, please list the following for fiscal years 2013, 2014, and 2015 (to date) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person and for the agency).

Response:

SmartPay (Credit) Cards			
Name	Title	Purchase Limits	Total Spent
Fiscal Year 2013			
Rosa Burch	Support Services Specialist	Single purchase limit = \$5000 for goods, \$2000 for services	\$286,309.73
Alfonza Fitzgerald	Support Services Manager	Single purchase limit = \$5000 for goods, \$2000 for services	\$169,736.48
Aretha Ferrell-Benavides	Deputy Secretary	Single purchase limit = \$5000 for goods, \$2000 for services	\$11,008.83
Fiscal Year 2014			
Rosa Burch	Support Services Specialist	Single purchase limit = \$5000 for goods, \$2000 for services	\$219,058.41
Alfonza Fitzgerald	Support Services Manager	Single purchase limit = \$5000 for goods, \$2000 for services	\$82,345.85
Aretha Ferrell-Benavides	Deputy Secretary	Single purchase limit = \$5000 for goods, \$2000 for services	\$9,745.39



Fiscal Year 2015 (YTD)			
Rosa Burch	Support Services Specialist	Single purchase limit = \$5000 for goods, \$2000 for services	\$23,623.34
Alfonza Fitzgerald	Support Services Manager	Single purchase limit = \$5000 for goods, \$2000 for services	\$23,333.51
Wiwiek Rembrandt	Special Projects Coordinator	Single purchase limit = \$5000 for goods, \$2000 for services	\$4,687.12

20 (a) In table format, please provide the following information for fiscal years 2013, 2014, and 2015 (to date), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than one page in length, you may provide it as an attachment.

(b) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

Response (a):

Name	Position		Total Expenses FY 2013	Total Expenses FY 2014	Total Expenses FY 2015 to date	Justifications for use
Aikens Jr., Mark R.	Staff Assistant	C			\$153.96	Transportation
Akers, Betty J	Special Asst Ceremonial Svc	C	\$1,152.95	\$954.00	\$240.12	Manager
Blake, Paul	Fiscal Officer	I	\$1,144.25	\$416.24	\$99.03	Fiscal Officer
Branch Jr., William E	Archivist	C	\$767.01	\$645.00	\$162.87	Manager
		I		\$484.73	\$99.03	
Burch, Rosa M	Support Services Specialist	C			\$101.06	Procurement
		I	\$419.90	\$389.99	\$99.03	
Elwood, Patricia S	Protocol Officer	C	\$1,179.73	\$830.46	\$807.10	Manager
		I	-	\$457.05	\$99.03	
Etwaroo, Howard H	Support Services Specialist	C			\$162.87	Procurement
Fitzgerald, Alfonza L	Support Services Manager	C	\$383.01	\$592.65	\$101.06	Manager
		I	\$419.90	\$416.24	\$99.03	
Gaston III, James D	Special Assistant	C	\$751.93	\$645.00	\$162.87	Special Assistant
		I	\$1,144.25	\$416.24	\$99.03	
Hodges, Melvin G	Staff Assistant	C			\$172.35	Transportation
Holland, Joy	Deputy Secretary	C				Deputy Secretary
		I				



Johnson, John	Staff Assistant	C		\$431.05	Transportation	
Minor, Keith A	Staff Assistant	C		\$673.36	Transportation	
Parson, Angela	Staff Attorney	I	\$423.06	\$99.03	Manager	
Pless, Brandon C	Staff Assistant	C	\$645.56	\$162.87	International Unit Staff	
Reid, Victor L	Administrator, Ofc of Document	C	\$956.08	\$645.00	Manager	
		I	\$419.90	\$416.50		\$99.03
Rembrandt, Wiwiek	Special Projects Coordinator	C	\$751.93	\$645.00	Manager	
		I	\$419.90	\$457.05		\$99.03
Thompson, Arlethia	Executive Assistant	C	\$766.00	\$645.00	Executive Assistant to the Secretary	
		I	\$1,144.25	\$416.24		\$99.03
Vaughan, Lauren C	Secretary of the District	C			Secretary	
		I				
Walker, William A	Archivist	C	\$843.45	\$645.00	\$162.87	Manager
Washington, Andrew	Notary & Authentication Spec	C	\$843.45	\$645.00	\$162.87	Manager
		I		\$457.05	\$99.03	

Note: C – Cellular
I – IPAD

Response (b):

OCTO is the agency that manages the Office of the Secretary's mobile devices. As of today, the package for OS includes unlimited data and 300-minutes talking time.

21 (a) Does your agency have or use one or more government vehicles? If so, for fiscal years 2013, 2014, and 2015 (to date), please list these vehicles. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.).

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2013, 2014, and 2015 (to date). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the justification for using such vehicle; (4) the name and title/position of the driver involved; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

Response:

Year	Make	Model	Assigned to	Ownership	Incident
2012	Dodge	Caravan	Office of Public Records	DC Owned	None
2012	Dodge	Caravan	Office of Public Records	DC Owned	None
2014	Isuzu	Diesel Truck	Office of Public Records	DC Owned	None
2011	Dodge	Caravan	Support Services	DC Owned	None
2012	Dodge	Caravan	Support Services	DC Owned	Note 1



2012	Dodge	Caravan	Support Services	DC Owned	None
2012	Dodge	Caravan	Support Services	DC Owned	None
2013	Dodge	Caravan	Support Services	DC Owned	None
2013	Toyota	Corolla	Support Services	DC Owned	Note 2
2014	Dodge	Caravan	Support Services	DC Owned	None

Note 1:

Tag: DC8676, white 2012 Dodge Caravan

Date of accident: August 6, 2013

- Support Services driver was facing southbound on 13th St at a light when a non-District Gov't vehicle impacted the rear of the Support Services vehicle.
- The vehicle is used to support daily transportation and delivery service needs of the EOM for official business purposes.
- Melvin Hodges, Staff Assistant for EOM Support Services, was not deemed liable for the collision.

Note 2:

Tag: DC10127, white 2013 Toyota Corolla

Date of accident: December 31, 2014

- Claimant vehicle was traveling east of the 9th street tunnel ramp with the District Government's vehicle following. The EOM employee attempted to stop but impacted the claimant's vehicle due to following too closely. This vehicle was used by the Special Assistant to the previous Mayor for duties delegated and pertaining to Mayoral events.
- Daryl R. Levine, former Special Assistant to the previous Mayor, was presumed at fault as documented in the accident and police reports.

- 22 **D.C. Law requires the Mayor to pay certain settlements from agency operating budgets if the settlement is less than \$10,000 or less than two years old (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency for a settlement or judgment pursuant to D.C. Code § 2-402.**

Response:

None

- 23 (a) **D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law? Please explain any exceptions.**
- (b) **If there are exceptions, please provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to have the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffeur or take-home status.**

Response (a):

Yes

Response (b):

None

- 24 **In table format, please provide the following information for fiscal years 2013, 2014, and 2015 (to date) regarding your agency's authorization of employee travel: (1) individuals (by name and**



title/position) authorized to travel outside the District; (2) total expense for each trip (per person, per trip, etc.); and (3) justification for the travel (per person).

Response:

FY 2013					
Name	Position	Travel Dates	Purpose	Location	Total Expenses
Cynthia Brock-Smith	Secretary of the District	Jul 15-21, 2013	National Association of Secretaries of State Summer Conference (registration, flights and hotel)	Anchorage, AK	\$ 2,865.98
Aretha Ferrell-Benavides	Deputy Secretary	Jul 15-21, 2013	National Association of Secretaries of State Summer Conference (registration, flights and hotel)	Anchorage, AK	\$ 2,583.11
Patricia Elwood	International and Protocol Officer	Jul 29-Aug 1, 2013	12th Annual International Protocol Education Forum (registration, flights and hotel)	Chicago, IL	\$ 1,508.09
Aretha Ferrell-Benavides	Deputy Secretary	Sep 21-25, 2013	International City/County Management Association (ICMA) 99th Annual Conference (registration, flights and hotel)	Boston, MA	\$ 1,794.60
FY 2014					
Name	Position	Travel Dates	Purpose	Location	Total Expenses
Aretha Ferrell-Benavides	Deputy Secretary	Oct 19-26, 2013	2013 Beijing Sister City Youth Camp, Beijing, China (flights)	Beijing, China	\$ 1,293.50
Cynthia Brock-Smith	Secretary of the District	Apr 11-16, 2014	National Forum for Black Public Administrators Conference (flights, hotel)	San Antonio, TX	\$ 1,280.31
Aretha Ferrell-Benavides	Deputy Secretary	Apr 11-16, 2014	National Forum for Black Public Administrators Conference (flights, hotel, parking)	San Antonio, TX	\$ 1,680.95
James Gaston, III	Special Assistant	Apr 11-16, 2014	National Forum for Black Public Administrators Conference (hotel)	San Antonio, TX	\$ 995.00
Cynthia Brock-Smith	Secretary of the District	Jul 13-15, 2014	National Association of Secretaries of State Summer Conference (hotel)	Baltimore, MD	\$ 586.91
Aretha Ferrell-Benavides	Deputy Secretary	Jul 13-15, 2014	National Association of Secretaries of State Summer Conference (hotel)	Baltimore, MD	\$ 617.91
Aretha Ferrell-Benavides	Deputy Secretary	Jul 29-Aug 1, 2014	58th Annual Conference Sister Cities International (registration, flights, hotel, car rental)	San Jose, CA	\$ 1,434.95
Cynthia Brock-Smith	Secretary of the District	Sep 24-28, 2014	99th Annual Association for the Study of African American Life and History (registration, flights, hotel)	Memphis, TN	\$ 1,722.34
William Branch	DC Archivist	Sep 24-28, 2014	99th Annual Association for the Study of African American Life and History (registration, flights, hotel)	Memphis, TN	\$ 1,787.34



FY 2015					
Name	Position	Travel Dates	Purpose	Location	Total Expenses
Wiwiek Chandra Rembrandt	Manager of Special Projects	Oct 19-26, 2014	2014 Beijing Sister City Youth Camp, Beijing, China (flights, Chinese Visa, taxis)	Beijing, China	\$ 1,319.53

- 25 Please provide and itemize, as of January 26, 2015, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the length of his or her term, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Response:

Title	Name	Hire Date	Employee NTE Dt	Length of Term	Grade	Step	Salary	F/P Time	Reg/Temp/Term
Clerk (Typing)	Jaunrubenis, Ivars	10/19/2009	2/15/2016	13 months	4	2	28,670	P	Temp
Special Assistant	Gaston III, James D	10/22/2012	11/14/2015	13 months	12	5	74,538	F	Term
Staff Assistant	Pless, Brandon C	6/2/2014	10/6/2015	13 months	9	1	44,478	P	Term
Staff Assistant	Mitchell, Sherie C	3/31/2014	4/30/2015	13 months	9	10	57,267	F	Term

- 26 Please provide, as an attachment, a copy of your agency's current annual performance plan as submitted to the Office of the City Administrator.

Response:

See Attachment C

- 27 What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities in fiscal years 2015 and 2016.

Response:

The Office of the Secretary (OS) top priorities includes the following initiatives:

- Building of a new archive and records management facility:** An RFP was issued by DGS in January 2015, to engage a design firm to serve as the architect/engineer for a new District of Columbia Archives. The District's current primary archive facility, located at 1300 Naylor Court, is old and in great disrepair and it would cost much more to repair and renovate the existing building than the value of the building. It is our hope that the Council will be able to approve a contract by mid to late May 2015. The Office of Public Records will be part of the final program and design process, which will be completed no later than the end of 2015.
- Installation of an automated Archive and Records Management Software System –APPX:** This system will automate both archival and records management processes, describing records of all types, records creators and other entities, training opportunities available for records officers, patron requests,

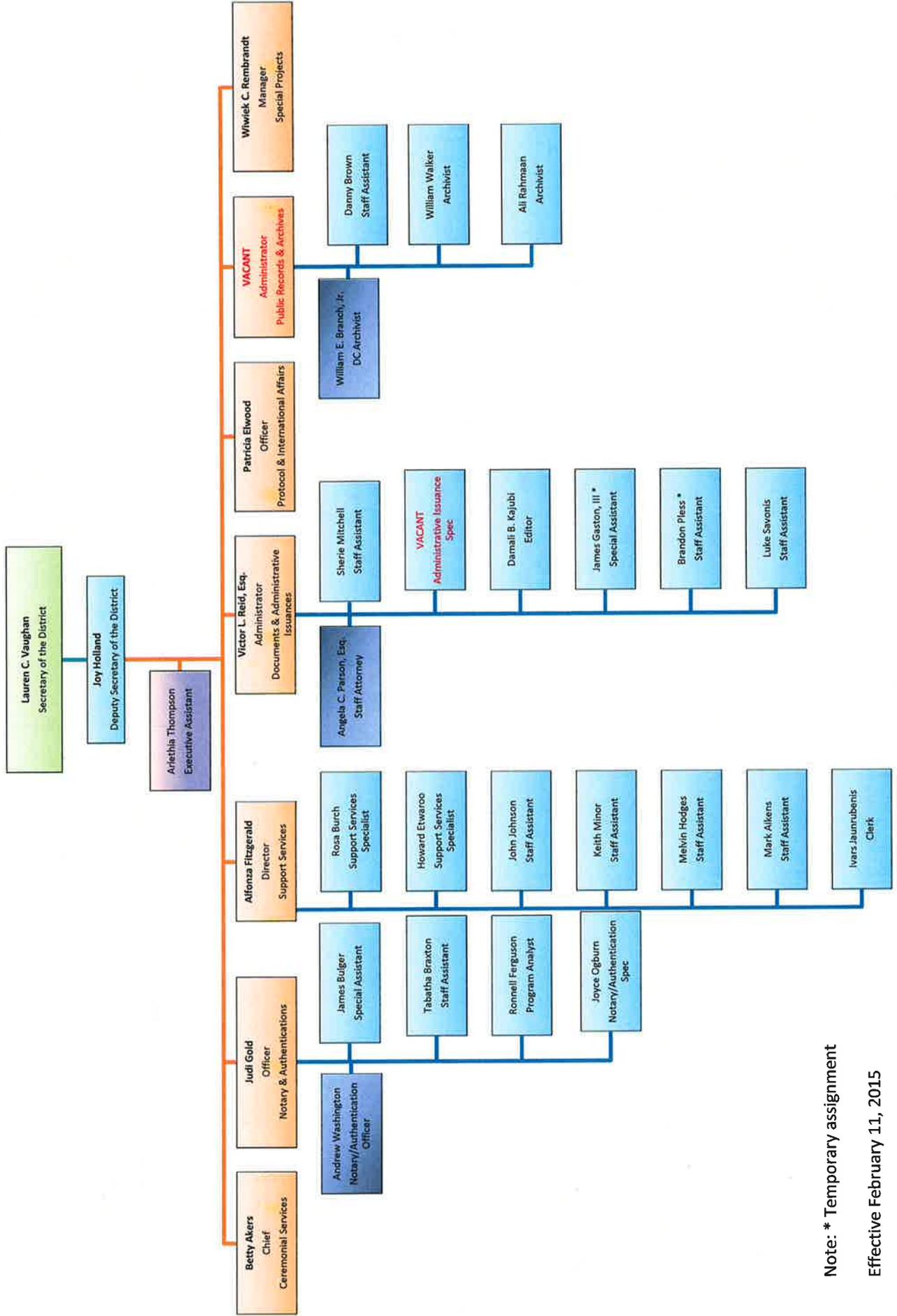


volunteers, projects, and microfilm and digitization work orders. It will also facilitate the accessioning of physical records, and can manage holdings and space allocation, or integrate with third-party software for that purpose.

3. ***Computerization and automation for the District's Notary Commissions and Authentications Office:*** The installation and implementation of a comprehensive database will be a repository for all notary processes including applications, license renewals, tracking, contact information, etc.



Attachment A Office of the Secretary of the District



Note: * Temporary assignment
Effective February 11, 2015

Attachment B

As of January 26, 2015

Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Benefit	Gross Pay	Department Name	F/P Time	Reg/Temp/Term
Administrator, Ofc of Document	Reid, Victor L	2/28/2011	F	8	0	117,420	26,772	144,192	Documents & Admin Issuances	F	Reg
STAFF ASSISTANT	Johnson, John	10/26/1983	F	11	7	63,923	14,574	78,497	EOM-Support Svcs	F	Reg
STAFF ASSISTANT	Braxton, Tabatha R	6/22/1990	F	11	7	63,923	14,574	78,497	Notary Commissions Section	F	Reg
Staff Assistant	Savonis, Luke Kurz	1/2/2015	F	3	0	46,000	10,488	56,488	Office of Public Records	F	Reg
SPECIAL ASST CEREMONIAL SERV	Akers, Betty J	3/7/1982	F	13	6	88,637	20,209	108,846	Ceremonial Services Unit	F	Reg
NOTARY & AUTHENTICATION SPEC	Ogburn, Joyce M	2/3/1983	F	12	6	76,596	17,464	94,060	Notary Commissions Section	F	Reg
Support Services Specialist	Burch, Rosa M	2/13/1987	F	12	8	80,712	18,402	99,114	Executive Office of the Mayor	F	Reg
Archivist	Branch Jr., William E	10/18/2004	F	13	4	83,741	19,093	102,834	Office of Public Records	F	Reg
Support Services Manager	Fitzgerald, Alfonza L	6/22/1978	F	15	0	141,856	32,343	174,199	EOM-Support Svcs	F	Reg
Support Services Specialist	Etaroo, Howard H	7/10/2006	F	12	5	74,538	16,995	91,533	Office of the Chief of Staff	F	Reg
Staff Assistant	Hodges, Melvin Gene	10/27/2008	F	9	5	50,162	11,437	61,599	Executive Office of the Mayor	F	Reg
Executive Assistant	Thompson, Arlethia D	10/21/2002	F	12	3	70,422	16,056	86,478	OTS-Secretary's Office	F	Reg
STAFF ASSISTANT	Minor, Keith Antoni	9/12/2005	F	11	6	62,200	14,182	76,382	Executive Office of the Mayor	F	Reg
ARCHIVIST	Rahmaan, Ali	10/4/2004	F	11	6	62,200	14,182	76,382	Office of Public Records	F	Reg
ARCHIVIST	Walker, William A	10/4/2004	F	12	6	76,596	17,464	94,060	Office of Public Records	F	Reg
Secretary of the District	Vaughan, Lauren C	1/2/2015	F	E3	0	135,000	30,780	165,780	OTS-Secretary's Office	F	Reg
Deputy Secretary	Holland, Joy	6/25/2007	F	9	0	128,500	29,298	157,798	OTS-Secretary's Office	F	Reg
Notary & Authent. Officer	GOLD, JUDI A	3/31/2008	F	7	0	95,500	21,774	117,274	Notary Commissions Section	F	Reg
Protocol Officer	Elwood, Patricia Sue	1/2/2007	F	8	0	107,045	24,406	131,451	International Relations	F	Reg
Program Analyst	Ferguson, Ronnell	11/13/2001	F	12	1	66,306	15,118	81,424	Notary Commissions Section	F	Reg
Special Assistant	Gaston III, James D	10/22/2012	F	12	5	74,538	16,995	91,533	Ceremonial Services Unit	F	Term
Staff Assistant	Bulger, James Freddie	7/28/2014	F	3	0	56,650	12,916	69,566	International Relations	F	Reg
Attorney Advisor	Parsons, Angela C.	12/31/2012	F	13	6	102,489	23,367	125,856	OTS-Secretary's Office	F	Reg
Editor	Kajubi, Damali B	5/30/2006	F	13	5	86,189	19,651	105,840	Documents & Admin Issuances	F	Reg
STAFF ASSISTANT	Brown, Danny O	9/15/2008	F	9	5	50,162	11,437	61,599	Office of Public Records	F	Reg
STAFF ASSISTANT	Aikens Jr., Mark R.	9/4/2007	F	9	5	50,162	11,437	61,599	Documents & Admin Issuances	F	Reg
Clerk (Typing)	Jaunrubenis, Ivarts	10/19/2009	F	4	2	28,670	6,537	35,207	OTS-Secretary's Office	P	Temp
STAFF ASSISTANT	Pless, Brandon C	6/2/2014	F	9	1	44,478	10,141	54,619	OTS-Secretary's Office	P	Temp
NOTARY & AUTHENTICATION SPEC	Washington, Andrew J. C.	1/18/2011	F	12	3	70,422	16,056	86,478	Notary Commissions Section	F	Reg
Special Projects Coordinator	Rembrandt, Wiwiek	10/22/2012	F	13	3	81,293	18,535	99,828	DIR Office of the Secretary	F	Reg
STAFF ASSISTANT	Mitchell, Sherie C	3/31/2014	F	9	10	57,267	13,057	70,324	OTS-Secretary's Office	F	Term



Attachment C

FY 2015 PERFORMANCE PLAN
Office of the Secretary

MISSION

The Office of the Secretary of the District of Columbia is the official resource for protocol, legal records, history, and recognitions for the public, governments, and international community.

SUMMARY OF SERVICES

The Office of the Secretary of the District of Columbia consists of four offices and two units. The Office of Notary Commissions and Authentications (ONCA) commissions District of Columbia notaries and authenticates documents for domestic and foreign use. The Office of Documents and Administrative Issuances (ODAI) publishes the DC Register and the DC Municipal Regulations. The Office of Public Records and Archives manages the District of Columbia Archives, Records Center and the Library of Government Information. The Support Services Office provides operational supports to all offices under the Executive Office of the Mayor. The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents. The Protocol and International Affairs Unit manages the Sister City programs and serves as the primary link between the Executive Office of the Mayor and foreign government representatives.

AGENCY WORKLOAD MEASURES

Table with 4 columns: Measure, FY 2012 Actual, FY 2013 Actual, FY 2014 Actual. Rows include: Number of rulemakings processed, Number of administrative issuances processed, Number of foreign courtesy requests and delegation visits fulfilled, Number of ceremonial documents processed.

OBJECTIVE 1: Promote the District of Columbia and its rich history to local, national and international communities through events and initiatives while supporting the quest for DC democracy

INITIATIVE 1.1: Specify activities to be targeted by the grantees of the DC Democracy Grant

The Office of the Secretary administers the DC Voting Rights Grant which is a competitive grant process to support initiatives regarding self-determination, budget and legislative autonomy, and voting rights. Given the limited amount of grants, we will target the recipients with more specific activities to be performed with the grants awarded. Completion Date: September 30, 2015

INITIATIVE 1.2: Process requests for ceremonial documents

Continue to provide ceremonial documents such as proclamations, birthday letters, welcome/greetings, retirement letters, etc. for constituents in a timely manner. Completion Date: September 30, 2015

INITIATIVE 1.3: Promote increased participation in the DC One Fund among all government agencies through agency fairs, early pledging, and direct correspondence between agency coordinators and agency employees



Attachment C

The Office of the Secretary has been tasked with management of the DC One Fund. The program year generates funds through the United Way. The goal this year is to increase the level of participation by DC employees as well as increase the funds raised to a goal of \$1 million dollars. **Completion Date: September 30, 2015**

INITIATIVE 1.4: Coordinate the activities of Mayor Inauguration, Dr. Martin Luther King Day, Anniversary of Home Rule, DC Compensated Emancipation Act

These activities are excellent vehicles to showcase District government historic resources as well as to promote DC democracy. **Completion Date: September 30, 2015**

OBJECTIVE 2: Provide customer friendly and efficient processing of notary commissions and the authentication of documents signed by District notaries for domestic and foreign use

INITIATIVE 2.1: Automate the commissioning functions of the Office of Notary Commissions and Authentications (ONCA)

This initiative will allow ONCA to automate its workflow process and online applications for commissions. **Completion Date: September 30, 2015**

INITIATIVE 2.2: Automate the authentications functions of the Office of Notary Commissions and Authentications

By automating the authentications functions, ONCA can process all services online, as well as to be in compliance with the Apostille section of the US Department of State. **Completion Date: September 30, 2015**

OBJECTIVE 3: Provide support and outreach services to the diplomatic and international communities

INITIATIVE 3.1: Sending a letter of introduction from the newly elected Mayor to all the Ambassadors in the diplomatic corps

Prepare and mail out the letters from newly elected Mayor to the diplomatic corps in Washington, DC introducing our Mayor to the diplomatic community. **Completion Date: March 31, 2015**

INITIATIVE 3.2: Organize Ethiopian Food Day

Coordinate Ethiopian Food Day under the auspices of the Sister City agreement with Food Services. **Completion Date: September 30, 2015**

INITIATIVE 3.3: Serve as a liaison between the embassies and residences

Continue working on solutions to any problems DC residents have with embassy buildings in their neighborhoods. **Completion Date: September 30, 2015**

OBJECTIVE 4: Provide convenient records management services to the District government agencies, business community, and public in order to provide efficient access to public records stored in the District of Columbia Records Center

INITIATIVE 4.1: Procure equipment and software to automate the functions and services of the Office of Public Records

All of the functions and services of the Office of Public Records are performed manually. To improve the operational efficiency of the Archives and Records Center workflow, the Office of the Secretary will procure equipment and software to automate the functions and services of the Office of Public Records. **Completion Date: September 30, 2015**



Attachment C

INITIATIVE 4.2: Hire a professional archivist and an architect to develop an architectural design for the archives and records center

Funds are appropriated to build an archives and records center and these funds will be used to plan this process which involves drafting an architectural plan for the building. **Completion Date: September 30, 2015**

INITIATIVE 4.3: Coordinate plans, projects, and activities with DGS in preparation for the new Archives and Records Center

The Council has approved funding to build a new state-of-the-art Archives and Records Center building to replace the current deteriorated repository. Since DGS will manage this construction project, the Office of Public Records will work closely with DGS to ensure the new building will accommodate the requirements of the Office of Public Records. **Completion Date: September 30, 2015**

INITIATIVE 4.4: Develop a plan and coordinate activities for the celebration of the 153rd Anniversary of the District of Columbia Emancipation Act and 40th Anniversary of Home Rule

The commemoration of the 40th Anniversary of Home Rule was completed. Plans are underway to organize a lecture series and special events to highlight the historical significance of Emancipation Day. **Completion Date: September 30, 2015**

OBJECTIVE 5: Provide timely technical, professional and other legal services to the Mayor, District of Columbia agencies, and general public in order to give and/or have official notice of all proposed and adopted legal mandates

INITIATIVE 5.1: Research, review and compile District of Columbia government agency documentary histories (e.g., Office of the Secretary, DCHR, DGS, OAG, DCRA, OCP, DPR, DDOT, HSEMA, etc.)

ODAI will continue to compile agency historical documents (i.e., enacting laws, Mayor's Orders and Mayor's Memoranda) into a single reference source. To date, ODAI has completed documentary histories for the Office of the Secretary and DGS. During FY 2015, ODAI expects to complete documentary histories for DCRA, OCP and OAG. **Completion Date: September 30, 2015**

INITIATIVE 5.2: Review ODAI's e-rulemaking website, DCRegs, to determine required fixes, updates and enhancements

ODAI expects to complete the work to fix, update and enhance the e-rulemaking system, DCRegs. **Completion Date: September 30, 2015**

INITIATIVE 5.3: Provide public access to Executive Office of the Mayor's historical administrative issuances

During FY 2015, ODAI will publish on DCRegs digitized historical Mayor's Orders for years 1965 through 1972. **Completion Date: September 30, 2015**



Attachment C

KEY PERFORMANCE INDICATORS - Office of the Secretary

Measure	FY 2013 Actual	FY 2014 Target	FY 2014 Actual	FY2015 Projection	FY 2016 Projection	FY 2017 Projection
Number of notary application processed (excludes government employees)	1,605	1,200	1,785	1,200	1,200	1,200
Number of documents authenticated	53,672	55,000	75,283	55,000	55,000	55,000
Number of customers served	14,395	12,000	12,963	12,000	12,000	12,000
Percentage of Ambassador welcome letters sent within three months of start of new term	100%	100%	100%	100%	100%	100%
Number of record request processed	56,462	55,000	62,824	55,000	55,000	55,000
Percentage of record requests fulfilled digitally	100%	80%	80%	80%	80%	80%
Percentage of agency record retention schedules reviewed and approved	80%	30%	30%	30%	30%	30%