

February 4, 2014

Phil Mendelson, Chairman
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W.
Washington, D.C. 20004

Re: Response to preliminary questions

Dear Mr. Mendelson:

The following are responses to the questions you posed by letter dated January 15, 2014.

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.

Ans: The Organizational Chart is 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 13, 2014. The Schedule A should also indicate any vacant positions in the agency. Please do not include social security numbers.

Ans: The Schedule A is 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.

Ans: There are no employees detailed to or from OLRCB.

4. (a) For fiscal year 2013, 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.

Ans: No employee in OLRCB received overtime or bonus pay. Natasha Campbell, Director, \$ 154, 500, Dean Aqui, Supervisory Attorney Advisor, \$120,712, Michael Levy, James Langford, Attorney Advisor, 120,918, Supervisory Attorney Advisor, #124,099, Repunzelle Bullock, \$111, 368.

(b) For fiscal year 2014, please list each employee whose salary is or 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.

Ans: No employee in OLRCB received overtime or bonus pay. Natasha Campbell, Director, \$ 154, 500, Dean Aqui, Supervisory Attorney Advisor, \$120,712, James Langford, Attorney Advisor, 120,918, (separated January 2014), Michael Levy, Supervisory Attorney Advisor, #124,099, Repunzelle Bullock, 114, 552.

5. Please list, in descending, order, the top 25 overtime earners in your agency for fiscal year 2013. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

Ans: OLRCB employees were not paid overtime in FY 2013.

6. For fiscal years 2012, 2013, and 2014 (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.

Ans: OLRCB employees were not paid bonuses or special awards in FY 2012, 2013 and 2014, to date.

7. For fiscal years 2012, 2013, and 2014 (to date), please state the total number of employees receiving worker's compensation payments.

Ans: No OLRCB employees received worker's compensation in fiscal years 2012, 2013 and 2014, to date.

8. For fiscal years 2013 and 2014 (to date), please list, in chronological order, all intra-District transfers to or from the agency.

Ans: Please see answer to question # 11.

9. Please list, in chronological order, every reprogramming of funds into and

out of the agency for fiscal years 2013 and 2014 (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.

Ans: There were no reprogrammings apart from MOUs listed in the response to Question #11.

10. For fiscal years 2013 and 2014 (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.

Ans: OLRCB does not maintain, use, or have available for its use, any special purpose revenue funds.

11. Please list all memoranda of understanding (MOU) entered into by your agency during fiscal years 2012, 2013, and 2014 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

List of Memoranda				
Transferor/Buyer	Transferee/Seller	Amount of MOU	Dates	Purpose of Reprogramming
Fiscal Year 2012				
GDO	AE0-OSSE	\$275,000.00	10/1/2011	Intra-District for collective bargaining negotiations
Fiscal Year 2013				
OSSE	AE0-OLRCB	\$200,000	10/1/2012	Intra-District for collective bargaining negotiations
FBO	AE0-FEMS	\$10,000	10/1/2012	Intra-District for collective bargaining negotiations
UDC	AE0-UDC	\$30,000	10/1/2012	Intra-District for collective bargaining negotiations
OSSE	AE0-DCPL	\$70,000	10/1/2012	Intra-District for collective bargaining negotiations
FA0	AE0-MPD	\$10,000	10/1/2012	Intra-District for collective bargaining negotiations
Fiscal Year 2014				
GDO	AE0-OLRCB	\$225,000	10/1/2013	Intra-District for collective bargaining negotiations
FBO	AE0-OLRCB	\$10,000	10/1/2013	Intra-District for collective

				bargaining negotiations
UDC	AEO-UDC	\$30,000	10/1/2013	Intra-District for collective bargaining negotiations
OSSE	AEO-DCPL	\$70,000	10/1/2013	Intra-District for collective bargaining negotiations

12. 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 2012, 2013, and 2014.

Ans: OLRCB received no enhancements in FY 2012, 2013 or 2014.

12. Please list each grant or sub-grant received by your agency in fiscal years 2013 and 2014 (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.

Ans: OLRCB received no grants or sub-grants during 2013 and 2014, to date.

13. Please list all currently open capital projects for your agency as of January 13, 2014, 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.

Ans: OLRCB has no open capital projects.

14. 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.

Ans: OLRCB is not named as a party in any pending lawsuits.

15. (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.

Ans: The Office of the Inspector General investigated the OLRCB and Director Campbell's alleged abuse of authority by failing to recognize Takisha Brown as the Chairman of the Fraternal Order of Police Labor Committee when relying on precedent of the Public Employee Relations Board and information provided to OLRCB by other members of the FOP Executive Board. The Inspector General conducted an investigation and found no wrong doing on the part of Director Campbell or the OLRCB.

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

Ans: OLRCB is not aware of any ongoing studies, investigations, audits or reports concerning OLRCB.

16. Please list, in chronological order, all employee grievances filed against your agency in fiscal years 2013 and 2014 (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.

Ans: No employee grievances were filed against OLRCB in fiscal years 2013 and 2014, to date.

17. In table format, please list the following for fiscal years 2012, 2013, and 2014 (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).

Ans: OLRCB Authorized P-Card Transactions

FY	Employee	Title/Position	Total Expenses	Monthly Purchase Lim
2012	Denise Richardson	Executive Assistant	23,666.19	10,000
2013	Denise Richardson Mary Redfearn	Executive Assistant	23,650.55	10,000
2014	Mary Redfearn	Executive Assistant	7,517.81	10,000

18. (a) In table format, please provide the following information for fiscal years 2012, 2013, and 2014 (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.

Ans: Cellular phones have been issued to the following employees to conduct official business:

Fiscal Year 2012

Name	Position Title	Cellular Phone	I-Pad	Total Spent
Natasha Campbell	Director	\$780 (\$65 per month)		\$780.00
Dean Aqui	Supervisory Attorney Advisor	\$780 (\$65 per month)		\$780.00
Michael Levy	Supervisory Attorney Advisor	\$780 (\$65 per month)		\$780.00
Jonathan O'Neil	Supervisory Attorney Advisor	\$780 (\$65 per month)		\$780.00
				\$780.00

Fiscal Year 2013

Name	Position Title	Cellular Phone	I-Pad	Total Spent
Natasha Campbell	Director	\$780 (\$65 per month)	\$420	\$1200
Dean Aqui	Supervisory Attorney Advisor	\$780 (\$65 per month)		\$780
Michael Levy	Supervisory Attorney Advisor	\$780 (\$65 per month)		\$780
Jonathan O'Neill	Attorney Advisor	\$195 (\$65 per month) Oct. 1, 2012-Jan. 31, 2013		

Fiscal Year 2014

Name	Position Title	Cellular Phone	I-Pad	Total Spent
Natasha Campbell	Director	\$220 (\$55 per month) Oct. 1, 2013-Jan 31, 2014	\$140 (34.99 per month) Oct. 1, 2013-Jan 31, 2014	\$360
Dean Aqui	Supervisory Attorney Advisor	\$220 (\$55 per month) Oct 1, 2013-Jan 31, 2014		\$220
Michael Levy	Supervisory Attorney Advisor	\$220 (\$55 per month) Oct 1, 2013-Jan 31, 2014		\$220
Katherine Naylor	Attorney Advisor	\$55 Jan. 1, 2014-Jan. 31, 2014		\$55

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

Ans: Employees issued cellular phones are informed to limit their use to official business of the DC Government. In addition, regular monitoring of

the bills is conducted to detect improper use of cell phones.

19. (a) Does your agency have or use a government vehicle? If so, for fiscal years 2012, 2013, and 2014 (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.).

Ans: OLRCB does not have or use a government vehicle.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2012, 2013, and 2014 (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.

Ans: Not applicable.

20. (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.

Ans: OLRCB is in compliance with this law.

- (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.

Ans: Not applicable.

21. In table format, please provide the following information for fiscal years 2012, 2013, and 2014 (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).

FY	Employee	Description of Travel	Travel Date	Destination
2012	Natasha Campbell	Ilera 2012 16 th World Congress Conference	7/2-5/12	Phil, PA
2013	Michael Levy	NAEN Conference	3/9-13/13	San Antonio, TX
2014	N/A			

23. Please provide and itemize, as of January 18, 2014, 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.

Title	Name	Hire Date	Vac Stat	Expiration	Reg/Temp/Term
EXECUTIVE ASST	Redfearn, Mary E.	7/15/2013	F	F	Temp
Clerk	Mclaughlin, Issac	1/13/2014	F	F	Temp
ATTORNEY ADVISOR	Gerst, Andrew	5/6/2013	F	F	Temp

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

Ans: The performance plan is Attachment C.

25. 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 2014 and 2015.

1. Ans: (1) Conclusion of and implementation of the Decision in the ongoing negotiations with the Fraternal Order of Police which represents police officers, the International Association of Firefighters Union which represents firefighters and with the various unions at the District of Columbia Public Schools, (2) Completion of the Classification and Compensation Reform Project, (3) Consolidation of bargaining units at the Department of General Services (DGS), (4) Negotiation of collective bargaining agreements at the Not-for-Profit Hospital Corporation, (5) Increase the speed at which arbitration hearings are scheduled and conducted by focusing on keeping cases moving or encouraging withdrawal, where appropriate.

- (1) Completing negotiations with the FOP, IAFF and the various unions at DCPS is a major priority for the office. On February 3, 2014, Arbitrator Vaughn issued an award granting MPD its compensation package and the Union its proposed Grievance Procedure. The compensation package will now be processed for forwarding for Council action. Arbitrator Jaffe is expected to issue an award covering our fire fighters in early March.
- (2) Completion of the Classification and Compensation project – Labor and Management representatives continue to meet several times a week to move the process along.
- (3) Consolidation of bargaining units at the Department of General Services (DGS) - OLRCB is preparing a unit modification petition to be filed with the Public Employee Relations Board (PERB) to reduce the current eleven representatives at DGS to two or three. This is because several unions represent the same classifications, e.g. , plumbers and carpenters. Employees will be required to vote for a new representative of a consolidated group or groups.

- (4) Negotiation of collective bargaining agreements at the Not-for-Profit Hospital Corporation – Simultaneous negotiations of the four collective bargaining agreements at NFPHC.
- (5) Increase the speed at which arbitration hearings are scheduled and conducted by focusing on keeping cases moving or encouraging withdrawal, where appropriate – demand that unions move to schedule arbitrations timely and threaten them with asserting the matter is closed for want of prosecution where they fail to move appropriately

Sincerely,

/S/

Dean S. Aqi



Labor Relations and Collective Bargaining (OLRCB)

SUMMARY OF SERVICES

The Office of Labor Relations and Collective Bargaining is the Mayor's principal representative in labor relations and collective bargaining matters. Its core mission is to administer a comprehensive and centralized labor relations program for all agencies under the Mayor's personnel authority. In administering the labor relations program, OLRCB staff negotiate collective bargaining agreements, represent management in related labor litigation, including arbitrations and unfair labor practice allegations, provides training necessary to minimize litigation and associated costs and ensures the effective administration of labor relations contractual and legal obligations. They continuously interact with senior leadership, directors, managers and supervisors, management labor liaisons and union leaders. The ultimate goal of the OLRCB is to administer the labor relations and collective bargaining program within the statutory framework and allocated budget while enhancing efficiency of government operations and without infringing on employee rights

OBJECTIVE 2: Effectively administer the labor relations program by engaging in good faith with duly elected and authorized employee labor representatives.

INITIATIVE 2:1: -Monitor DC Court of Appeals litigation addressing attempt to reconcile the split in the Superior Court's decisions regarding the application of the Revised Uniform Arbitration Act and its supposed displacement by the CMPA.

The litigation related to this initiative has been completed, pending a decision of the court. Once a decision is issued the OLRCB will review and work with the Office of the Attorney General to ensure the District's position is reconciled, including the filing of any required appeal. **Completion Date: September 2014.**

INITIATIVE 2:2: Reduce litigation costs.

Labor litigation costs negatively impact the District's budget and in some cases these costs can often be avoided if (1) agencies review and comply with the collective bargaining agreements and (2) seek OLRCB advice and counsel before making decisions that impact union employees. In an effort to reduce litigation costs OLRCB will enhance its case assessment procedures by notifying the City Administrator monthly of cases that OLRCB believes should be settled, should an agency disagrees with OLRCB's recommendation to settle. In such cases, the City Administrator will direct OLRCB to proceed with the hearing or settle the case. Current data indicates that formalizing and compliance with this process should result in a reduction in litigation costs. **Completion Date: September 2014.**

INITIATIVE 2:3: Increase the speed at which arbitration hearings are scheduled and conducted by focusing on keeping cases moving or encouraging withdrawal, where appropriate. The OCA is committed to timely resolving labor disputes. To that end, the OLRCB will be proactive in its approach and management of cases and ensure that arbitration and unfair labor practice hearings are completed as expeditiously as



possible, by proactively demanding withdrawal of arbitration demands if the requisite arbitration panel has not been requested from the Federal Mediation and Conciliation Services or the American Arbitration Association and confirming management witnesses availability to avoid extension of hearings. **Completion Date: September 30, 2104.**

INITIATIVE 2:4: Work closely with the unions to assess settlement opportunities as early as possible so that District resources are not expended needlessly.

The OLRCB will implement a Voluntary Resolution Conference. These procedures for the Voluntary Resolution Conference have been developed and are intended to resolve labor disputes in an informal way, to be non-precedential and to more efficiently utilize District resources, including personnel time and arbitration cancellation fees. For arbitrations, review by the OLRCB Director will only be considered after the head of the employing agency has considered the issues presented in the grievance through the Grievance and Arbitration Procedure of the collective bargaining agreement. Cases to be submitted to the Voluntary Resolution Conference must be submitted, at the request of the Union President to the Director of the Office of Labor Relations and Collective Bargaining. If a resolution is not reached during the Voluntary Resolution Conference the hearing will continue as scheduled. **Completion Date: December 2013.**



KEY PERFORMANCE INDICATORS – Labor Relations and Collective Bargaining

Measure	FY 2012 Actual	FY 2013 Target	FY 2013 YTD	FY 2014 Projection	FY 2015 Projection	FY 2016 Projection
Percent of Collective Bargaining Agreements in impasse	8%	4%	20%	16%	20%	5%
Percent of compensation collective bargaining agreements currently under negotiation-	100%	57%	57%	30%	All compensation agreements should have been completed.	50%
Percent of non-compensation collective bargaining agreements currently under negotiation	19%	44%	44%	44%	30%	30%
Percent of cases successfully mediated before third party neutrals	29	40%	45%	45%	50%	50%
Percent of cases successfully litigated before the Public Employee Relations Board	37	40%	45%	45%	50%	50%
Total number of training sessions provided to labor liaisons, managers, supervisors and management officials ¹	30	40	50	55	120	120

¹ Training is better reflected in the actual number of employees trained.

As of January 29, 2014

Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Rate	Gross pay	Department Name	F/P Time	Reg/Temp/Term
1 ATTORNEY ADVISOR			V	14	1	95,454.00	23,290.78	118,744.78	Office of Labor Relation	F	Reg
2 ADMIN OFFICER	Kaiser Dark,Phyllis	4/9/2001	F	12	9	80,359.00	19,607.60	99,966.60	Office of Labor Relation	F	Reg
3 ATTORNEY ADVISOR	Oneill,Jonathan	7/6/2004	F	13	0	105,017.77	25,624.34	130,642.11	Office of Labor Relation	F	Reg
4 ATTORNEY ADVISOR	Stokes,Kevin Maurice	3/26/2012	F	13	4	88,857.00	21,681.11	110,538.11	Office of Labor Relation	F	Reg
5 ATTORNEY ADVISOR	Bullock,Repunzelle R.	8/6/2007	F	14	7	114,552.00	27,950.69	142,502.69	Office of Labor Relation	F	Reg
6 SUPERVISORY ATTORNEY ADVISOR	Aqui,Dean S	9/26/1986	F	1	0	120,711.88	29,453.70	150,165.58	Office of Labor Relation	F	Reg
7 ATTORNEY ADVISOR	Harris,Vincent D	12/16/2013	F	12	1	67,923.00	16,573.21	84,496.21	Office of Labor Relation	F	Reg
8 Director, LRCB	Campbell,Natasha	11/18/2002	F	10	0	154,500.00	37,698.00	192,198.00	Office of Labor Relation	F	Reg
9 ATTORNEY ADVISOR	NAYLOR,KATHRYN A.	11/13/2012	F	13	10	105,021.00	25,625.12	130,646.12	Office of Labor Relation	F	Reg
10 SUPERVISORY ATTORNEY ADVISOR	Levy,Michael D	10/14/2007	F	1	0	124,099.55	30,280.29	154,379.84	Office of Labor Relation	F	Reg
11 EXECUTIVE ASST	Redfeam,Mary E.	7/15/2013	F	12	4	70,369.00	17,170.04	87,539.04	Office of Labor Relation	F	Temp
12 ATTORNEY ADVISOR	Girard,Kaitlyn A	7/1/2013	F	12	1	67,923.00	16,573.21	84,496.21	Office of Labor Relation	F	Reg
13 Special Assistant	Simmons,Kyle E	6/9/2008	F	12	3	68,371.00	16,682.52	85,053.52	Office of Labor Relation	F	Reg
14 Clerk	Mclaughlin,Issac	1/13/2014	F	4	3	28,750.00	7,015.00	35,765.00	Office of City Administrator	F	Temp
15 ATTORNEY ADVISOR	Gerst,Andrew	5/6/2013	F	12	4	74,721.00	18,231.92	92,952.92	Office of Labor Relation	F	Temp
16 Labor Relations Advisor	Black,Dion E	7/11/2004	F	14	5	98,893.00	24,129.89	123,022.89	Office of Labor Relation	F	Reg

Office of Labor Relations & Collective Bargaining Organization Chart

2/4/14

