

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
MAYOR'S OFFICE ON WOMEN'S POLICY AND INITIATIVES**



**Responses to Fiscal Year 2018-2019  
Performance Oversight Questions**

**Jennifer L. Porter  
Director**

**Submission to**

**Committee on Government Operations  
Council of the District of Columbia  
The Honorable Brandon T. Todd, Chairperson**

**February 8, 2019**

John A. Wilson Building  
1350 Pennsylvania Avenue, NW  
Washington, DC 20004

**Mayor's Office on Women's Policy and Initiatives  
FY18-19 Performance Oversight Questions  
Committee on Government Operations  
Councilmember Brandon T. Todd (Ward 4), Chair**

1. Please provide the legislative history for the creation of the Office, which includes the following information:

- a. The legislative vehicle by which the Office was created (Mayor's Order, Resolution, or Statute).

**In 1967, an Executive Order created the office on a temporary basis, but DC Law 2-109 authorized the Mayor's Office of Women's Policy Initiatives (MOWPI) as a permanent office of within the Executive Office of the Mayor on September 22, 1978.**

- b. What powers the Office has been delegated through Mayor's Order.

**The purpose and mission of the Commission is stated in the Executive Order in 1967 and authorized as a permanent unit of government within the Executive Office of the Mayor by DC Law 2-109 on September 22, 1978.**

- c. The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, Statute).

**The Director was appointed directly by the Mayor via Mayor's Order.**

2. Please explain the mission of your Office.

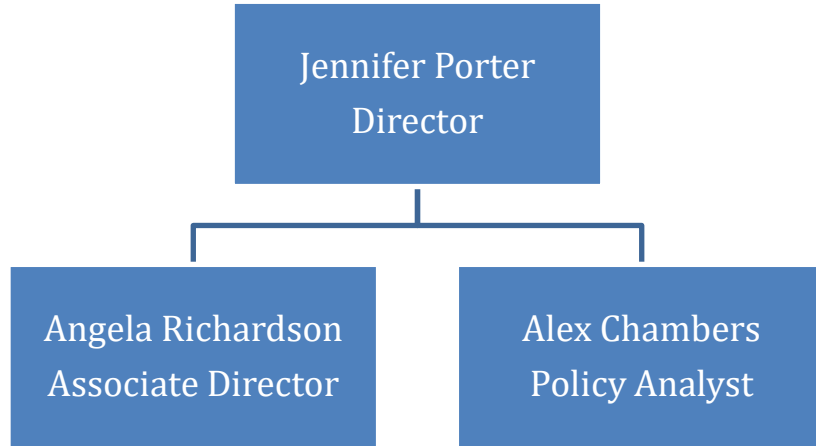
**The mission of the Mayor's Office on Women's Policy and Initiatives (MOWPI) is to enhance the quality of life for all women and their families within the District of Columbia. .**

**Goals and Objectives:**

- **To support and advocate women's issues through research and community involvement;**
- **To establish public and private partnerships to address women's issues in Washington, DC;**
- **To promote, encourage, and provide advisory assistance to women's organizations and institutions focused on empowering women in Washington, DC;**
- **To conduct studies and hold public hearings on issues affecting women in conjunction with the DC Commission for Women;**
- **To promote access and bring awareness to issues facing women in Washington, DC; and**

- **To provide leadership and take action to advocate for legislation that will protect and support women.**

3. Please provide a complete, up-to-date organizational chart for each division within the office, including an explanation of the roles and responsibilities for each division and subdivision.
  - a. Please provide a list of all employees (name and title) for each subdivision and the number of vacant positions.



- b. Please provide a narrative explanation of any organizational changes made during the previous year.

**MOWPI did not have any organizational changes.**

4. Please provide a complete position listing for your office for fiscal year 2018 to date, including the following information.
  - a. Name of employee.
  - b. Title of position.
  - c. Grade, series, and step of position.
  - d. Date employee began.
  - e. Salary and fringe benefits.
  - f. Job status (continuing, term, temporary or contract).

Title	Name	Hire Date	Salary	F/P Time	Reg/Temp /Term
Director	Jennifer Porter	2/4/2019	\$113,748	F	Reg
Policy Analyst	Alex Chambers	4/2/2018	\$ 60,895.93	F	Reg
Associate Director	Angela Richardson	10/18/2017	\$ 94,270.44	F	Reg

5. Does the office conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? What steps are taken to ensure that all office employees are meeting individual job requirements?

**Yes. The MOWPI Director conducts performance evaluations for MOWPI employees. MOWPI's Director meets with all MOWPI employees regularly to discuss performance goals, an annual work plan, and work progress.**

6. Please provide a list of employees detailed to, or from your office. Provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.

**No employees were detailed to MOWPI.**

7. Please provide the Committee with:

- a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at the Office's expense.

**Jennifer Porter – cellphone  
Angela Richardson – cellphone  
Alex Chambers – cellphone**

- b. A list of all vehicles owned, leased, or otherwise used by the Office and to whom the vehicle is assigned.

**MOWPI does not own or lease a vehicle.**

- c. A list of employee bonuses or special award pay granted in FY18 and FY19, to date.

**MOWPI did not receive any bonuses or special award pay.**

- d. A list of travel expenses, itemized by employee.

**MOWPI did not have travel expenses.**

- e. A list of the total overtime and workman's compensation payments paid in FY18 and FY19 to date.

**MOWPI staff did not receive overtime or workman's compensation.**

8. Please provide a chart showing your office's approved budget and actual spending, by division, for FY18 and FY19 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

COMMISSION ON WOMEN								
GAAP Category Title	Comp Source Group	Comp Object	FY 2018 Approved Budget	FY 2018 Revised Budget	FY 2018 Expenditures	FY 2019 Approved Budget	FY 2019 Revised Budget	FY 2019 Expenditures
NON-PERSONNEL SERVICES	0020 0 SUPPLIES AND MATERIALS	0201	2,000	2,000	0	2,000	2,000	0
	0040 0 OTHER SERVICES AND CHARGES	0408	52,000	52,000	40,158	51,000	51,000	0
		0411	0	0	8,490	0	0	0
PERSONNEL SERVICES	0011 0 REGULAR PAY - CONT FULL TIME	0111	240,980	240,980	284,201	298,896	298,896	58,989
	0012 0 REGULAR PAY - OTHER	0125	57,741	57,741	0	0	0	0
	0013 0 ADDITIONAL GROSS PAY	0134	0	0	617	0	0	0
	0014 0 FRINGE BENEFITS - CURR PERSONNEL	0141	0	0	124	0	0	26
		0142	0	0	19,550	0	0	2,796
		0147	61,238	61,238	0	64,865	64,865	0
		0148	0	0	17,395	0	0	3,611
		0154	0	0	185	0	0	35
		0155	0	0	597	0	0	109
		0158	0	0	4,110	0	0	845
		0159	0	0	11,130	0	0	1,899
		0161	0	0	981	0	0	114
<b>Total Local</b>			<b>413,958</b>	<b>413,958</b>	<b>387,538</b>	<b>416,761</b>	<b>416,761</b>	<b>68,424</b>

9. Please list any reprogramming, in or out, which occurred in FY18 or FY19 to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds.

**MOWPI did not receive or send an any reprogramming's.**

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY18 or FY19 to date.

**MOWPI did not receive or transfer out any intra-District transfers.**

11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY18 or FY19 to date. For each account, please list the following:

- The revenue source name and code.
- The source of funding.
- A description of the program that generates the funds.
- The amount of funds generated by each source or program in FY18 and FY19 to date.
- Expenditures of funds, including the purpose of each expenditure, for FY18 and FY19 to date.

**MOWPI does not have or use any special purpose revenue accounts.**

12. Did the Office participate in any ethics trainings in FY 2018 and FY 2019 to date?

**MOWPI participated in the following trainings: sexual harassment, ethics, the Hatch Act, and cyber security training.**

13. Please provide a list of types and dates of training/information sessions the Office has planned for FY19.

**MOWPI has the following trainings and information sessions planned for 2019:**

- **WorkSmart Salary Negotiation Program:** This initiative is in partnership with the American Association of University Women (AAUW) to combat the gender pay gap in the District. Together, MOWPI and AAUW offer free salary negotiation classes for DC women. In 2018, we trained over 1,000 women from across the city and are continuing our efforts in 2019.
- **Conversations with Women who Lead:** Conversations with Women who Lead is an initiative by MOWPI that began in September 2015. Each session focuses on a different industry and gathers women experts from the industry to engage in a panel discussion for young professional women to share valuable career advice. In January 2018, we hosted Women in Food with celebrity chef Carla Hall as the keynote. This event had record turnout with over 350 attendees. In 2019, we will host four Conversations with Women who Lead sessions, kicking off the series during Women's History Month.

14. What are the top challenges the Office is presently facing?

**The Office will continue its effort to find new and even more effective ways to engage women in the District and beyond.**

15. What areas (e.g., financial training, procedural training, etc.) do you think the Office needs assistance with?

**MOWPI is always looking for new opportunities to partner with outside organizations to continue to engage women and families across the District.**

16. Please provide a complete list of the Office's current programs, community events, and initiatives. Include a brief description and general time frame for each item.

**Mayor Bowser's Maternal and Infant Health Summit:** In September 2019, Mayor Bowser will host the 2nd Annual Maternal and Infant Health Summit. The summit will build on the growing public awareness and interest on the important issue of maternal and infant health and the District and the District's continued approach to ensure the health of women, babies and families.

**#MaternalMondays:** Leading up to Mayor Bowser's inaugural Maternal and Infant Health Summit, the Mayor's communications team hosted #MaternalMondays, a Facebook Live series that featured the Mayor's cabinet members, local experts, and DC moms to highlight best maternal and infant health practices. To continue the great success of this series, MOWPI has taken on the coordination and production efforts of #MaternalMondays, which is live every first Monday of the month at 4PM on the Mom Health DC Facebook page.

**#PinkTax Tour:** In January 2019, MOWPI partnered with the Department of Small and Local Business Development to conduct a #PinkTax Tour in Wards 7 and 8. We visited

small businesses, local pharmacies, and community clinics to promote the #PinkTax and to share information regarding the tax exemption on menstrual hygiene products. To ensure all residents and businesses are aware of this important tax change, MOWPI will continue to the #PinkTax Tour across all eight wards of the District.

**Washington Women of Excellence Awards:** During Women's History Month, Mayor Bowser will host the Annual Washington Women of Excellence Awards on March 6, 2019. This program highlights the successes, achievements, and accomplishments of women in the District of Columbia.

**WorkSmart Salary Negotiation Program:** This initiative is in partnership with AAUW to combat the gender pay gap in the District. Together, MOWPI and AAUW offer free salary negotiation classes for DC women. In 2018, we trained over 1,000 women from across the city and are continuing our efforts in 2019.

**Women's Equality Day:** In August 2018, MOWPI hosted its fourth annual Women's Equality Day Mixer, which was an opportunity to engage hundreds of new women with District government and Mayor Bowser. In collaboration with over a dozen well-known partners, MOWPI attracted over 600 attendees to the event. MOWPI plans to host its fifth annual mixer in August 2019.

**Conversations with Women who Lead:** Conversations with Women who Lead is an initiative by MOWPI that began in September 2015. Each session focuses on a different industry and gathers women experts from the industry to engage in a panel discussion for young professional women to share valuable career advice. In January 2018, we hosted Women in Food with celebrity chef Carla Hall as the keynote. This event had record turnout with over 350 attendees. In 2019, we will host four Conversations with Women who Lead sessions, kicking off the series during Women's History Month. The next session is scheduled to take place on March 12, 2019.

**Breast Cancer Awareness:** Every year, MOWPI participates in Breast Cancer Awareness Month, either by directly hosting a program or partnering with one of our community-based organizational partners. In 2018, MOWPI posted a series of social media messages encouraging women to schedule annual mammogram screening to ensure early detection. For 2019, we plan to host a more extensive social campaign in October, Mammogram Mondays, where we partner with several key community organizations to encourage women across the District to schedule their annual mammogram screening.

**Domestic Violence Awareness Month:** Domestic Violence Awareness Month also takes place in October. MOWPI participates annually in Purple Thursday, along with encouraging DC Government officials and employees to participate, as well.

**Fresh Start Wednesdays:** This initiative was conceived in 2015 after hearing numerous reports from the Mayor's Office of Community Relations (MOCR) regarding underserved women in the most economically depressed parts of the city. Often, they are

the sole providers for their families, and they struggle to find sustainable employment. Fresh Start Wednesdays is a weekly class at the RISE Demonstration Center that encourages growth and development by focusing on key topics, such as job readiness, parenting, and healthy relationships. After holding three rounds of sessions at the RISE Demonstration in Ward 8 in 2015 and 2016, MOWPI moved the program to the Barry Farm Recreation Center in Ward 8 in 2017. In 2018, MOWPI held the program in Ward 5 at the UDC Backus Campus.

In 2019, MOWPI plans to continue this series under new initiative, Empowered Women Series, where we will work with our DC Government agency partners to bring relevant information and training to women in the District. Topics will include career mobility, financial freedom, and homeownership.

17. What has the Office done in the past year to make the activities of the Office more transparent to the public? In addition, please identify ways in which the activities of the Office and information retained by the Office could be made more transparent.

**All DC Commission for Women meetings and events are open to the public. MOWPI shares information with the public through the District's register and the agency's website.**

**Our website provides the agency's history, includes links to commissions managed by agencies, provides staff information, information on government and community resources, and includes postings on community engagement.**

**The website also provide links to Open Government and FOIA information, including newsletters, how to request FOIA materials, open government reports, organizational charts, and more.**

**Our staff ensures that the DC Commission for Women's meeting agendas and minutes are posted on our website.**

**MOWPI has three social media accounts, Facebook, Instagram, and Twitter, where we repost information regarding affairs of government and ways for citizens to be engaged. This in turn provides more residents with access to information about their government and ways to get involved.**

18. What collaborations, initiatives, or programs have been successful in FY18 and FY19 to date? Why were they successful?

**MOWPI has had a number of collaborations with both DC Government agencies and community-based organizations. Some of MOWPI's key partnerships include:**



- American Association of University Women – WorkSmart Salary Negotiation Program;
- Bank on DC, DCHR, DHCD – Fresh Start Wednesdays;
- DSLBD - #PinkTax Tour;
- LGBTQ Affairs, Office on Religious Affairs – The Long March to Equality, LGBTQ Faith Service; and
- Community of Hope, District Motherhood, Mamatoto Village, Black Mamas Matter Alliance, Consumer Health Foundation - #MaternalMondays.

**MOWPI partnerships are successful because we make a concerted effort to build and maintain relationships with community and DC Government partners who have resources that are specifically for women and girls in the District.**

19. How does the Office solicit feedback from customers? Please describe.

**MOWPI conducts surveys after events in order to solicit feedback. We also engage customers via email updates and personal phone calls. We ask for direct feedback at meetings and events and include our Office’s direct contact information on all of our promotional materials and at all of our events so that residents may easily access us.**

a. What has the Office learned from this feedback?

**The feedback we have received is that our events are timely and relevant to issues related to women and girls in the District. We have also learned that we have an opportunity to conduct further outreach to women who are often overlooked and disengaged. These women include low-income women, working mothers, and immigrants.**

b. How has the Office changed its practices as a result of such feedback?

**MOWPI meets regularly post-events to discuss feedback and where we can improve the experience for guests of future events and programs.**

20. Please provide a list of all studies, research papers, and analyses (“studies”) the Office requested, prepared, or contracted for FY18 and FY19 to date. Please state the status and purpose of each study.

**MOWPI did not conduct or participate in any studies, research papers, or analyses.**

21. How many community based grants were awarded in FY 2018?

**MOWPI does not award grants.**

22. How many community based grants have been or will be awarded in FY 2019?

**MOWPI does not award grants.**

23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY 2018 – FY 2019 to date. For each contract, please provide the following information where applicable.

**MOWPI does not have any contracts/procurements/leases/grants.**

- a. The nature of the contracting party.
- b. The nature of the contract, including the end product or service.
- c. The dollar amount of the contract, including the budgeted amount and the amount actually spent.
- d. The term of the contract.
- e. Whether the contract was competitively bid or not.
- f. Funding source.

24. Did the Office conduct oversight of the organization to which it awards grants to ensure funds are used as intended? If so, how many oversights?

**MOWPI does not award grants.**

25. Of the organizations that received a community-based grant in FY 2018, how many also received community based grants in FY 2017?

**MOWPI does not award grants.**

26. Please describe how an organization is selected to receive a community based grant.

**MOWPI does not award grants.**

27. Did the Office receive any grants in FY 2018? If so, what was the source and duration of the grant(s), and what was it used to accomplish?

**MOWPI does not award grants.**

28. Has the Office sought any grant opportunities in FY 2019?

**While MOWPI is always looking for opportunities to expand its reach to District residents, it has not sought any grant opportunities in FY 2019 to date.**

29. Does the Office ever request internal or external audits to be conducted on the operation of your office as a precautionary tool?

**MOWPI does not request any internal or external audits. MOWPI adheres to all recordkeeping standards set forth and will participate in any audits that may be required.**

30. What are the Office's goals going forward in FY2019?

**Our goal is to reach even more women in the District, specifically disadvantaged and disengaged women. We will achieve this goal through relevant initiatives, programs, and events that are all centered on health and wellness, civic engagement, and education and economic empowerment. We are committed to supporting Mayor Bowser's vision of ensuring every resident, no matter their ward, has a fair shot and pathways to the middle class.**

### **Commission for Women**

31. Has the Commission for Women (CFW) been active? If so, when was the last meeting?

**Yes. The Commission holds six meetings annually. The last meeting occurred on January 8, 2019.**

32. In what capacity has the Commission worked with MOWPI?

**The Commission works closely with MOWPI. The Commission for Women lends diverse perspectives and expertise to inform the agency on current community concerns. In turn, MOWPI serves as the administrative and operational arm of the Commission for Women. It staffs Commission meetings, establishes an overall agenda, and serves as a direct liaison to the Executive Office of the Mayor and other District agencies.**

33. How has the Commission helped enhance the capacity of government agencies and other organizations to secure resources?

**MOWPI and the Commission continue to promote and educate the public about issues facing women and girls and about resources provided by District government agencies. We have supported bills and initiatives regarding pay equity, paid leave, and homelessness.**

34. What are your top five priorities for the Commission? Please provide a detailed explanation for how the Commission expects to achieve or work toward these priorities in FY19.

- 1. Support MOWPI programs and activities to include, but not limited to: Fresh Start Wednesdays, Women's Equality Day Mixer, Women of Excellence Awards, and Maternal and Infant Health Summit;**
- 2. Promote and encourage advocacy on women-centered policy and legislation;**
- 3. Support "Work Smart" salary negotiation workshops in collaboration with AAUW;**
- 4. Establish relationships with key community organizations and stakeholders; and**

**5. Support MOWPI in producing an annual report on the state of women in the District.**

35. Please provide a list of all current CFW vacancies and an estimated timeline to fill those vacancies.

**We currently have one vacancy and we are working with the Mayor's Office on Talent and Appointments to fulfill this vacancy by March 2019.**

36. Please describe the training and informational sessions you provide and/or coordinate for CFW?

**MOWPI occasionally invites the heads of agencies to educate Commissioners regarding the inner-workings of city government.**

37. What is the frequency of these sessions?

**Approximately every other meeting.**

38. Please provide a list of the types and dates of training/information sessions for CFW you have planned for FY19.

**MOWPI will continue hold special information sessions and guest speakers at monthly board meetings based on current priorities, the Mayor's agenda, and issues of interest to the board.**

39. What areas (e.g., financial training, procedural training) do you think the Commission needs the most assistance with?

**MOWPI is always looking for new opportunities to partner with outside organizations to continue to engage women and families across the District.**