

FGOVERNMENT OF THE DISTRICT OF COLUMBIA

EXECUTIVE OFFICE OF THE MAYOR



Responses to Fiscal Year 2020 Performance Oversight Questions

Jennifer Porter

Director, Mayor's Office on Women's Policy and Initiatives

Submission to

Committee on Government Operations and Facilities

Chairperson Robert White

At-Large Councilmember

February 9, 2021

Committee on Government Operations and Facilities

John A. Wilson Building

1350 Pennsylvania Ave., NW

Washington, DC 20004

GENERAL QUESTIONS

1. Please provide the agency's mission statement.

Answer: MOWPI's mission is to enhance the health and quality of life for all women and their families within the District of Columbia; to foster economic opportunities for women by establishing public and private partnerships that improve key issues women face in the District; to engage women and girls in civic life by sharing service opportunities and resources that help them lead and excel in their communities; and to empower communities and organizations to advocate for policy and systematic change that help women thrive.

2. Please list any statutory mandates that the agency lacks sufficient resources to fully implement.

Answer: There are no statutory mandates that MOWPI is unable to implement with the current resources.

3. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 20 and FY 21, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.

Answer: Annual Report is under MOCA review and will be issued once approved.

4. Please list and describe any regulations promulgated by the agency in FY 20 or FY 21, to date, and the status of each.

Answer: There were no regulations promulgated by the agency in FY20 and FY21 to date.

5. Please explain any significant impacts on your agency, if any, of any legislation passed at the federal or local level during FY 20 and FY 21, to date.

Answer: There were no significant impacts on the agency from legislation passed during FY20 and FY21 to date.

6. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 21.

Answer:

- To enhance the health and quality of life for all women and their families within the District of Columbia.
- To foster economic opportunities for women by establishing public and private partnerships that improve key issues women face in the District.
- To engage women and girls in civic life by sharing service opportunities and resources that help them lead and excel in their communities.

- To empower communities and organizations to advocate for policy and systematic change that help women thrive.
- To connect women and their families to opportunities and resources within the DC government.

7. What are the metrics regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

Answer: MOWPI regularly uses pre- and post- evaluations of our programming for participants to give feedback. We conduct SWOT: (Strengths, Weaknesses, Opportunities, and Threats) analysis for public programs for internal processes and outreach goals.

8. Please provide a copy of the agency's FY 20 performance plan, if one was prepared. Please explain which performance plan objectives were completed in FY 20 and whether they were completed. If they were not completed, please provide an explanation.

Answer: N/A

9. Please provide a copy of your agency's FY 21 performance plan as submitted to the Office of the City Administrator, if one was prepared.

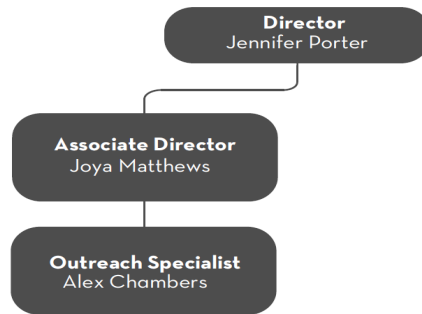
Answer: N/A

10. Please describe any new initiatives or programs that the agency implemented in FY 20 and FY 21, to date, to improve the operations of the agency. Please describe any funding utilized for these initiative or program and the results, or expected results, of each initiative.

Answer:

MOWPI converted all public programming to virtual engagement for safety during FY 20 because of the public health emergency. no funding was utilized to do so. MOWPI hosted a new policy bootcamp, Feed the Movement, as an extension of our annual Women's Conference. Attendees learned about avenues for running for office, advocacy, and civic engagement. Partnering with Ignite and Running Start, we hosted a half-day workshop for DC women. We expect women to be emboldened to make their voices known and be leaders in their communities. All expenses were donated as in-kind contributions and no agency funding was used.

11. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel and note the date that the information was collected on the chart.



a. Please provide an explanation of the roles and responsibilities for each division and subdivision.

Answer:

Executive Director

- Assist the Mayor in the development and function of the Commission on Women to identify challenges and areas of need for services or improvement of services and brings them to the attention of the office of the Mayor and to the Commission on Women with recommendations for meeting these needs, including conducting and implementing programs and demonstration projects to improve the status of women.
- Serve as the District of Columbia's advocate for women and women's issues and is responsible for planning organizing and promoting programs that enhance and expand services to the African-American community
- Responsible for the MOWPI community outreach to inform residents about District Services in the areas of Housing, Health, employment, Economic Development and Education.
- Serve as an advocate for women's communities in the District. Serves as the primary liaison between the MOWPI and community-based organizations, faith based organizations and the private sector.

Associate Director

- Assists the Director in the coordination and function of the Commission on Women to identify challenges and areas of need for services or improvement of services for DC Women.
- Serve as an advocate for women's communities in the District. Facilitates Coordination of programs between MOWPI and community-based organizations, faith based organizations and the private sector.
- Coordinates and maintains community workshops and programs aimed at bridging gaps and linking residents with services and resources.

Outreach Coordinator

- Assists the office in Implementing and maintaining MOWPI community outreach to inform residents about office programming policy initiatives and District Services in the areas of Housing, Health, employment, Economic Development and Education.
- Serve as an advocate for women's communities in the District. Maintains communication between MOWPI and community-based organizations, faith based organizations and the private sector to identify challenges and areas of need for services or policy initiatives for DC Women.
- Supports internal and external communication and social media management and maintains knowledge of District resources and events to assure a timely response to community concerns and inquiries.

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

Answer: There were no organizational changes that occurred during this time period.

12. Please provide a current Schedule A for the agency which identifies each position by program and activity, with the salary, fringe benefits, and length of time with the agency. Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen.

Answer:

Posn Nbr	Title	Name	Emplid	Hire Date	Vac Stat	Grade	Step	Salary	Prgm Code	Activity
00042736	Associate Director	Matthews,Joya	00101009	11/27/2017	F	5	0	\$ 72,447.80	5005	5005
00043278	Outreach & Service Assistant	Chambers,Alex S	00102542	4/2/2018	F	3	0	\$ 62,722.81	5005	5005
00043495	Executive Director	Porter,Jennifer Lori	00035630	2/4/2019	F	7	0	\$ 117,197.71	5005	5005

13. Please list all employees detailed to or from your agency. 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.

Answer: No employees were detailed to or from the agency.

14. Please provide the Committee with:

a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at agency expense in FY 20 and FY 21, to date;

Answer:

Jennifer Porter- Cell phone
 Joya Matthews- Cell phone
 Alex Chambers- Cell phone

b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned as well as a description of all vehicle accidents involving the agency's vehicles in FY 20 and FY 21, to date;

Answer: MOWPI did not own or lease a vehicle in FY20 or FY21.

c. A list of travel expenses, arranged by employee for FY 20 and FY 21, to date, including justification for travel;

Answer: MOWPI did not incur travel expenses in FY20 and FY21 to date.

d. A list of total workers' compensation payments paid in FY 20 and FY 21, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Answer: MOWPI did not have any workers' compensation claims in FY20 or FY21.

15. Please separately list each employee whose salary was \$100,000 or more in FY 20 and FY 21, to date. Provide the name, position number, position title, program, activity, salary, and fringe. In addition, state the amount of any overtime or bonus pay received by each employee on the list.

Answer:

Posn Nbr	Title	Name	Emplid	Hire Date	Vac Stat	Grade	Step	Salary	Prgm Code	Activity
00043495	Executive Director	Porter,Jennifer Lori	00035630	2/4/2019	F	7	0	\$117,197.71	5005	5005

16. Please list in descending order the top 25 overtime earners in your agency in FY 20 and FY 21, to date, if applicable. For each state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned by each.

Answer: In FY20 and FY21 to date MOWPI did not have any overtime earners.

17. For FY 20 and FY 21, to date, please provide a list of employee bonuses, special pay granted, or separation pay issued, that identifies the employee receiving the bonus, special pay, or separation pay, the amount received, and the reason for the bonus, special pay, or separation pay.

Answer: In FY20 and FY21 to date MOWPI employees did not receive bonuses nor special pay.

18. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and the anticipated date of completion of each agreement in bargaining.

Answer: MOWPI does not have a collective bargaining agreement in effect.

19. Please provide a list of any training or continuing education opportunities made available to agency employees. For each training or continuing education program, please

provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

Answer: MOWPI staff attended the following trainings:
Sexual Harassment (3) PeopleSoft; Ethics (3) PeopleSoft; COVID Contact Tracing (3) John Hopkins; IT Security (3) PeopleSoft

20. Does the agency conduct annual performance evaluations of all its employees? If so, who conducts such evaluations? If not, what steps are taken to ensure that all agency employees are meeting individual job requirements?

Answer: Director Porter 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.

21. Please describe what strategies the agency is using to improve employee retention.

Answer: MOWPI works to encourage leadership development through training and strategic engagement. MOWPI aligns staff with projects that foster their strength, development, and personal passion.

22. For FY 20 and FY 21, to date, what was the total agency cost for mobile communications and devices, including equipment and service plans?

Answer: The total is part of The Executive Office of the Mayor's mobile communications and devices for FY20 was \$ 118,151.27 and \$28,019.96 for FY21 to date.

23. For FY 20 and FY 21, to date, please list all intra-District transfers to or from the agency.

Answer: MOWPI did not have any intra-District transfers in FY20 and FY21 to date.

24. For FY 20 and FY 21, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:

- a. The revenue source name and code;*
- b. The source of funding;*
- c. A description of the program that generates the funds;*
- d. The amount of funds generated by each source or program;*
- e. Expenditures of funds, including the purpose of each expenditure; and*
- f. The current fund balance.*

Answer: MOWPI did not have any special purpose revenue funds in FY20 or FY21 to date.

25. For FY 20 and FY 21, to date, please list any purchase card spending by the agency, the employee making each expenditure, and the general purpose for each expenditure.

Answer:

26. Please list and provide a copy of all memoranda of understanding (“MOU”) entered into by your agency during FY 20 and FY 21, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Answer: MOWPI did not have any MOUs for FY 20 or FY21 to date.

27. Please list all open capital projects and capital projects in the financial plan under the agency’s purview, including the amount budgeted, actual dollars spent so far, any remaining balances, and the status of the project. In addition, please provide a description of any projects which are experiencing delays or which require additional funding.

Answer: MOWPI does not have any capital projects.

28. Please provide a table showing your agency’s Council-approved budget, revised budget (after reprogrammings, etc.), and actual spending, by program, activity, and funding source for FY 20 and the first quarter of FY 21. Please detail any over- or under-spending and if the agency had any federal funds that lapsed.

Answer:

Appropriated Fun	Activity Title	Comp Source Group	FY 2020 Approved Budget	FY 2020 Revised Budget	FY 2020 Expenditures	FY 2021 Approved Budget	FY 2021 Revised Budget	FY 2021 Expenditures
	OFFICE OF WOMEN'S POLICY AND INITIATIVES	0011	\$312,149.14	\$312,149.14	\$257,966.62	\$279,118.28	\$279,118.28	\$74,878.68
		0013	\$0.00	\$0.00	\$182.00	\$0.00	\$0.00	\$0.00
		0014	\$65,239.16	\$65,239.16	\$55,306.96	\$54,148.96	\$54,148.96	\$18,550.00
		0020	\$8,000.00	\$8,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00
		0040	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	OFFICE OF WOMEN'S POLICY AND INITIATIVES TOTAL		\$385,388.30	\$385,388.30	\$313,455.58	\$343,267.24	\$343,267.24	\$93,428.68

29. Please provide a list of all budget enhancement requests (including capital improvement needs) made for FY 21 or FY 22. For each, include a description of the need and the amount of funding requested.

Answer: MOWPI did not have budget enhancement requests in FY21 or FY22.

30. Please list, in chronological order, each reprogramming that impacted the agency in FY 20 and FY 21, to date, including those that moved funds into the agency, out of the agency, and within the agency. For each reprogramming, list the date, amount, rationale, and reprogramming number.

Answer: MOWPI did not have any reprogramming in FY20 or FY21.

31. Please list each grant or sub-grant received by your agency in FY 20 and FY 21, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.

Answer: MOWPI did not receive grants in FY20 or FY21 to date.

32. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

Answer: MOWPI does not have FTEs that are dependent on grant funding.

33. Please list each contract, procurement, and lease entered into or extended by your agency during FY 20 and FY 21, to date. For each contract, please provide the following information where applicable:

Answer: MOWPI did not enter into a contract, procure or enter into a lease during FY20 or FY21 to date.

- a. The name of the contracting party;**
- b. The nature of the contract, including the end product or service;**
- c. The dollar amount of the contract, including amount budgeted and amount actually spent;**
- d. The term of the contract;**
- e. Whether the contract was competitively bid;**
- f. The name of the agency's contract monitor and the results of any monitoring activity; and**
- g. The funding source.**

34. What is your agency's current adjusted expendable budget for CBE compliance purposes? How much has been spent with SBEs or CBEs? What percent of the agency's current adjusted expendable budget has been spent with SBEs or CBEs?

Answer: As the Office of MOWPI's is not a stand-alone budget, but rather a line item in the EOM agency budget, it's CBE expenditure threshold, compliance and goals are incorporated across the EOM budget. The CBE spend and compliance are reported in the EOM submission.

35. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in

a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.

Answer: MOWPI does not have any pending lawsuits.

36. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 20 or FY 21, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).

Answer: MOWPI did not enter into any settlement agreements in FY20 or FY21 to date.

37. Please list the administrative complaints or grievances that the agency received in FY 20 and FY 21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to the agency policies or procedures that have resulted from complaints or grievances that were resolved in FY 20 or FY 21, to date.

Answer: MOWPI did not receive any complaints or grievances in FY20 or FY21 to date.

38. Please describe the agency's procedures for investigating allegations of sexual harassment or misconduct committed by or against its employees. List and describe any sexual harassment allegations received by the agency in FY 20 and FY 21, to date, and whether or not those allegations have been resolved.

Answer: All offices follow the procedures specified in Mayor's Order 2017-313. Those procedures vest responsibility for investigating allegations with the Sexual Harassment Officer or SHO, who in turn presents a report to the agency general counsel who recommends any necessary personnel actions. And findings are reported to the Mayor's Office of Legal Counsel. As appropriate, BEGA, MPD, the Office of Human Rights, or DCHR could become involved. Fortunately MOWPI has not had any reports in the reporting period.

39. Please list and describe any spending pressures the agency experienced in FY 20 and any anticipated spending pressures for the remainder of FY 21. Include a description of the pressure and the estimated amount. If the spending pressure was in FY 20, describe how it was resolved, and if the spending pressure is in FY 21, describe any proposed solutions.

Answer: MOWPI has no spending pressures experienced by the agency in FY20 or for the remainder of FY21.

40. Please provide the number of FOIA requests for FY 20, and FY 21, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.

Answer: MOWPI did not have any FOIA requests in FY20 and FY21 to date.

41. Please identify all electronic databases maintained by your agency, including the following:

- a. A detailed description of the information tracked within each system;**
- b. The age of the system and any substantial upgrades that were made in FY 20 or FY 21, to date, or that are planned for the system;**
- c. Whether the public is currently granted access to all or part of each system; and**
- d. Whether the public could be granted access to all or part of each system.**

Answer: MOWPI uses a contact management system to track residents, demographic information, and contact information. Additionally, MOWPI utilizes a marketing platform to provide periodic updates to their mailing list. MOWPI staff has access to this system, the public does not have access to this system.

42. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 20 and FY 21, to date.

Answer: MOWPI did not have any ongoing investigations, audits or reports in FY20 or FY21 to date.

43. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 20 and FY 21, to date. Please submit a hard copy to the Committee of any study, research paper, report, or analysis that is complete.

Answer: MOWPI did not have any studies, research papers, reports or analyses completed in FY20 or FY21 to date.

44. Please list any task forces, committees, advisory boards, or membership organizations in which the agency participates.

Answer:

- The DC Domestic Violence Fatality Review Board
- The Fetal and Infant Mortality Review/ HIV Community Action Team
- Infant and Maternal Health Summit Planning Committee

OFFICE OF WOMEN'S POLICY AND INITIATIVES

45. Please describe how OWPI supported and advocated for women's issues through research or community involvement in FY 20 and FY 21, to date.

Answer: MOWPI's community involvement for advocacy include presentations and workshops to equip women with information on how to access government including our Women's Policy Bootcamp with detailed steps for women to learn how to elevate their own advocacy issues. MOWPI liaises with several women's organizations and has worked to present to organizations on women's policy. MOWPI continues to work with sister agencies to advocate for issues around safety and health including breast cancer awareness and domestic violence.

46. Please list and describe any public and/or private partnerships to address women's issues in the District of Columbia that OWPI established in FY 20 and FY 21, to date.

Answer: MOWPI partners annually with our Office on Victims Services and Justice Grants to bring awareness to the importance of domestic violence awareness and prevention; with Thrive By Five to offer our monthly #MaternalMonday's virtual series to bring awareness to resources and concerns for District Children and their families; with the Office on Talent and Appointments to share opportunities for women to serve on boards and commissions; and with Excel Academy Public School in a unique mentorship program where MOWPI shares workshops for girls to learn about DC government agencies and DC women in leadership.

47. Please list and describe any programs or workshops that OWPI provided for women in the District to advance their health and economic status in FY 20 and FY 21, to date.

Answer: #MaternalMondays is MOWPI's series in partnership with Thrive by Five to connect District families with resources, strategies and best practices and leaders in Maternal Health in our community.

MOWPI partnered with the Department of Parks and Recreation to provide women's fitness and wellness programming for our monthly Well Women Wednesday series. We worked to amplify the great offerings and programming invested in the DPR by hosting these series at our local recreation centers and parks and featuring local women fitness instructors. In FY 2021 we were unable to host these sessions due to the public health emergency but we have relaunched the series as a virtual program focusing on self-care and total wellness.

MOWPI's series "Conversations with Women Who Lead" was unfortunately paused during FY21 but our final session in FY20 included a conversation with Women Who Lead in Finance. the goal of this initiative was two fold; to share critical financial literacy tips from leading women in our city as well as to host the opportunity for those women to share their experiences and careers with younger women.

48. Please describe how OWPI supports the D.C. Commission for Women and how the Office and the Commission work together.

Answer: Commissioners serve as ambassadors for women in our community and MOWPI regularly provides briefings, updates and details for new investments and updates to commissioners to share within their respective communities which extends across all eight Wards as trusted messengers.

The DC Commission works to advise and support MOWPI programs and activities to include, but not limited to: Women’s Equality Day, Women of Excellence Awards, and engagement with Excel Academy Public School’s girls programming;

The DC Commission promotes and advises MOWPI on trends, community concerns and observations the Office can resource and bring awareness and support to including domestic violence concerns, the women business community and women's advocacy concerns.

The Office works to liaise with new organizations, new city initiatives, relationships and organizations the Commission shares the commission highlights women for the

49. Please describe the most common local women’s issues, concerns, and proposals that MOWPI tracked or engaged on during FY 20 and FY 21, to date.

Answer: Major concerns that were elevated by MOWPI during FY20 were making sure that critical concerns that are unique in their impact on women, including safety and domestic violence, breast cancer awareness, and support for girls, were still priorities for the government and that the important prevention efforts were still promoted to the community. The most acute concerns for FY20 were to assure that residents had critical and life saving information about the public health emergency and updates on critical economic recovery resources. MOWPI continues to promote this information and engage the community to share these details.

50. Please describe any special steps that OWPI has taken in FY 20, or FY 21 in response to the COVID-19 public health emergency in order to continue to pursue its statutory goals.

Answer: MOWPIs public training and programs all were paused as MOWPI converted programming to virtual offerings for the safety of participants.

51. Please describe any challenges that OWPI has that is impacting its ability to meet its goals.

Answer: MOWPI has not encountered any challenges that have impacted its ability to meet its goals.

QUESTIONS AT THE REQUEST OF THE COMPREHENSIVE HOMICIDE ELIMINATION STRATEGY TASK FORCE

52. Please describe three initiatives, programs, or projects currently underway within your agency directed at preventing homicide in the District of Columbia. (Note: If you currently do not have any initiatives, programs, or projects currently underway directed at homicide prevention, please describe three ways in which your agency could play a role in reducing homicides in the District of Columbia.)

Answer: Each year MOWPI participates in “Purple Thursday” a citywide effort led by the DC Coalition Against Domestic Violence. We all play a role in prevention education and awareness

and MOWPI's role has been to amplify local victim support resources, supporting education events and supporting local women's organizations that respond to support survivors.

One of MOWPI's annual efforts is a partnership with House of Ruth and Sephora Cosmetics to provide makeovers for survivors who are serviced by them. Last fiscal year because of our pivot due to the public health emergency our commission led a virtual service project providing self care kits to the DC Rape Crisis Center to continue our support for the survivor community.

MOWPI also sits on the DC Domestic Violence Fatality Review Board. In this role we review cases and share Women's resources and initiatives that can advise responding agencies and prevention and intervention organizations. MOWPI can continue to play a role as a clearing house and convener to connect organizations who serve women to promote prevention efforts.

53. Please describe the resources currently allocated to these initiatives, programs, or projects, and describe what additional resources you would need to improve the efficacy or scale of these efforts. (Note: If you currently do not have any initiatives, programs, or projects currently underway directed at homicide prevention, please describe the resources you would need to implement the ideas detailed in response to question 1.)

Answer: MOWPI's partners make in kind donations to these organizations; there is not currently funding set aside for these efforts.

54. Please describe how your agency is working collaboratively with other DC agencies toward the goal of reducing homicides. Please also describe how your agency is engaging non-governmental organizations and the community at large on the issue of homicide prevention. (Note: If you currently do not have any initiatives, programs, or projects currently underway directed at homicide prevention, please describe with whom you would collaborate and how you would engage the community in order to implement the ideas detailed in response to question 1.)

Answer: MOWPI has a statutory seat on the DC Domestic Violence Fatality Review Board. In this role we work with government and non- governmental agencies to review fatalities and to identify prevention resources, community organizations and intervention strategies that can be referred to District agencies and community organizations to work to prevent future fatalities.

55. Please describe how you currently measure (or would measure) the efficacy of the aforementioned initiatives, programs, or projects. Additionally, if three metrics related to homicide prevention were added to your Key Performance Indicators (KPIs), what should those metrics be?

Answer: This is not within the scope of our current projects at this time.