

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



Response to FY2016 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 7, 2016

Questions for Performance Oversight Hearing on Fiscal Year 2016

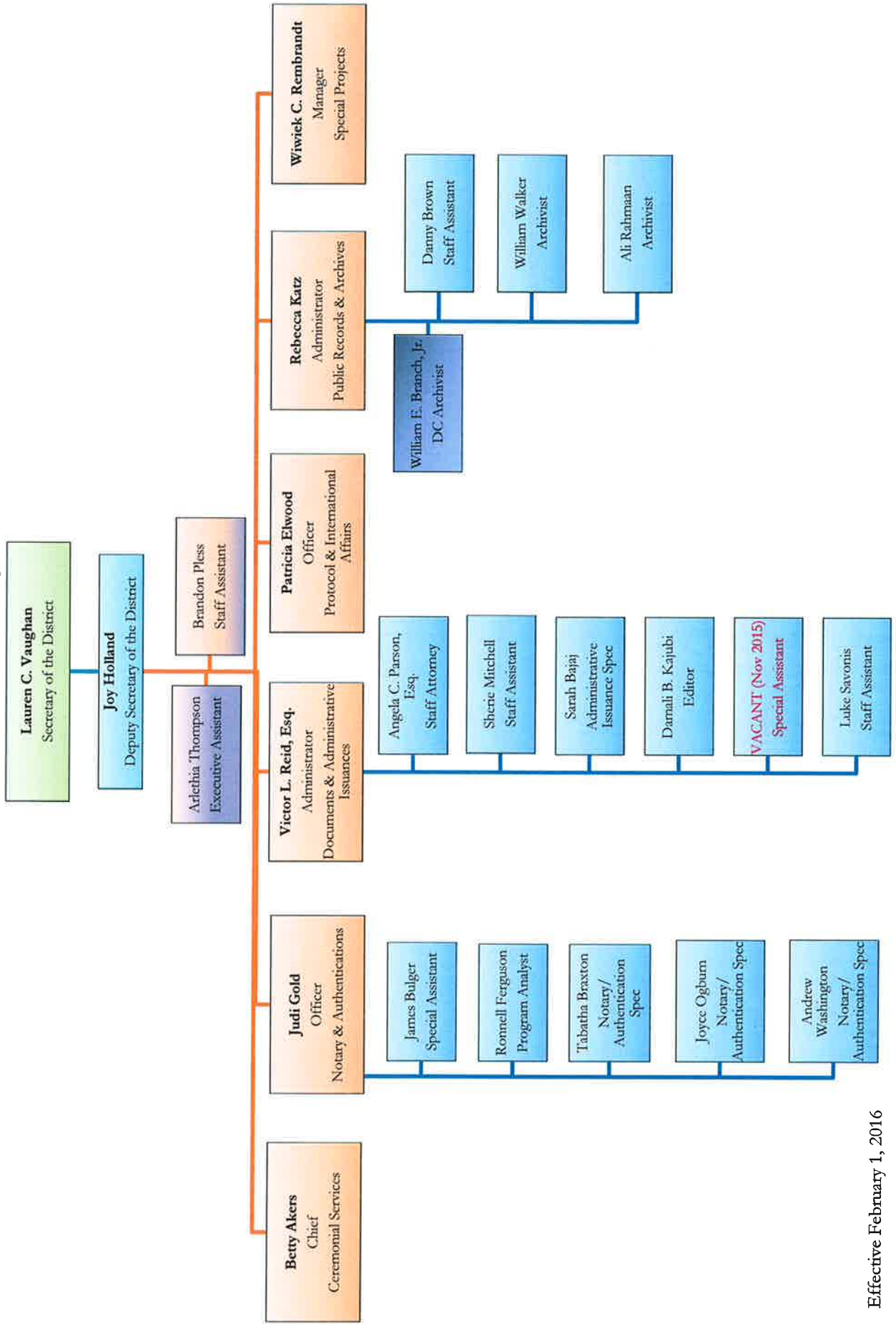
- 1 Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel, if applicable. Also include the effective date on the chart.

Response:

See Attachment A



Office of the Secretary of the District



- 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 10, 2016. The Schedule A also should indicate any vacant positions in the agency. Please do not include social security numbers.

Response:

See Attachment B



Attachment B

As of January 10, 2016

Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Benefit (17.9%)	Gross Pay	Department Name	F/P Time	Reg/Temp/ Term
Special Asst Ceremonial Serv	Akers,Betty J	3/7/1982	F	13	7	93,819	16,794	110,613	Ceremonial Services Unit	F	Reg
Special Assistant	VACANT		F	12	5	74,538	13,342	87,880	Ceremonial Services Unit	F	Term
Administrative Issuance Spec.	Bajaj,Sarah	9/21/2015	F	12	4	74,654	13,363	88,017	Documents & Admin Issuances	F	Reg
Editor	Kajubi,Darnali B	5/30/2006	F	13	5	88,775	15,891	104,666	Documents & Admin Issuances	F	Reg
Administrator, Ofc of Document	Reid,Victor L	2/28/2011	F	8	0	120,943	21,649	142,591	Documents & Admin Issuances	F	Reg
Staff Assistant	Mitchell,Sherie C	3/31/2014	F	9	10	58,987	10,559	69,546	Documents & Admin Issuances	F	Term
Attorney Advisor	Parsons,Angela C.	12/31/2012	F	13	7	108,580	19,436	128,016	Documents & Admin Issuances	F	Reg
Staff Assistant	Savonis,Luke Kurz	1/2/2015	F	3	0	47,380	8,481	55,861	Documents & Admin Issuances	F	Reg
Protocol Officer	Elwood,Patricia Sue	1/2/2007	F	8	0	110,256	19,736	129,992	International Relations	F	Reg
Staff Assistant	Bulger,James Freddie	7/28/2014	F	3	0	58,350	10,445	68,794	Notary Commissions Section	F	Reg
Notary & Authentication Spec	Braxton,Tabatha R	6/22/1990	F	12	2	70,414	12,604	83,018	Notary Commissions Section	F	Reg
Program Analyst	Ferguson,Ronnell	11/13/2001	F	12	1	68,294	12,225	80,519	Notary Commissions Section	F	Reg
Notary & Authentication Officer	Gold,Judi A	3/31/2008	F	7	0	98,365	17,607	115,972	Notary Commissions Section	F	Reg
Notary & Authentication Spec	Ogburn,Joyce M	2/3/1983	F	12	7	81,014	14,502	95,516	Notary Commissions Section	F	Reg
Notary & Authentication Spec	Washington,Andrew J. C.	1/18/2011	F	12	4	74,654	13,363	88,017	Notary Commissions Section	F	Reg
Archivist	Branch Jr.,William E	10/18/2004	F	13	5	88,775	15,891	104,666	Office of Public Records	F	Reg
Staff Assistant	Brown,Danny O	9/15/2008	F	9	5	51,667	9,248	60,915	Office of Public Records	F	Reg
Archivist	Rahmaan,Ali	10/4/2004	F	11	7	65,839	11,785	77,624	Office of Public Records	F	Reg
Archivist	Walker,William A	10/4/2004	F	12	7	81,014	14,502	95,516	Office of Public Records	F	Reg
Public Records Administrator	Katz,Rebecca A	3/29/2010	F	7	0	97,850	17,515	115,365.15	Office of Public Records	F	Reg
Special Projects Coordinator	Rembrandt,Wiwiek	10/22/2012	F	13	4	86,253	15,439	101,692	OTS-Secretary's Office	F	Reg
Deputy Secretary	Holland,Joy	6/25/2007	F	9	0	132,355	23,692	156,047	OTS-Secretary's Office	F	Reg
Staff Assistant	Pless,Brandon C	6/2/2014	F	9	2	47,275	8,462	55,737	OTS-Secretary's Office	F	Term
Executive Assistant	Thompson,Alethia D	10/21/2002	F	12	4	74,654	13,363	88,017	OTS-Secretary's Office	F	Reg
Secretary of the District	Vaughan,Lauren C	1/2/2015	F	E3	0	139,050	24,890	163,940	OTS-Secretary's Office	F	Reg

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 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

(b) For fiscal year 2016, 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:

FY 2015											
Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Benefit (22.8%)	Gross Pay	Dep. Name	F/P Time	Reg/Temp/Term
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 Office of Document	Reid, Victor L	2/28/2011	F	8	0	117,420	26,772	144,192	Docs & Admin Issuances	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
Interim Secretary	Anderson, Sharon*	3/5/2012	F	10	0	139,050	31,703	170,753	OTS-Sec.'s Office	F	Reg

Note:

* Sharon Anderson served as the Interim Secretary from November 1, 2014 to January 2, 2015. Prior to her appointment as the Interim Secretary, Ms. Anderson was a Special Assistant from May 2014 to October 2014 (Full time, Grade E7, Salary \$90,000) and a Special Projects Coordinator from March 2012 to May 2014 (Part time, Grade 12 Step 4, Hourly Rate \$33.84).

FY 2016											
Title	Name	Hire Date	Vac Stat	Grade	Step	Salary	Fringe Benefit (17.9%)	Gross Pay	Dep. Name	F/P Time	Reg/Temp/Term
Secretary of the District	Vaughan, Lauren C	1/2/2015	F	E3	0	139,050	24,890	163,940	OTS-Sec.'s Office	F	Reg
Deputy Secretary	Holland, Joy	6/25/2007	F	9	0	132,355	23,692	156,047	OTS-Sec.'s Office	F	Reg
Administrator Office of Documents	Reid, Victor L	2/28/2011	F	8	0	120,943	21,649	142,592	Docs & Admin Issuances	F	Reg
Protocol Officer	Elwood, Patricia Sue	1/2/2007	F	8	0	110,256	19,736	129,992	International Relations	F	Reg



5 Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2015.
For each, state the employee's name, position or title, salary, and aggregate overtime pay.

Response:

None



- 6 For fiscal years 2015 and 2016 (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:

Title	Name	Date Awarded	Amount	Reason
Attorney Advisor	Parson, Angela	June 18, 2015	\$1,990.08	Performance Allowance for Specified Collective Bargaining Unit Attorneys



7 For fiscal year 2016 (to date), please list each employee separated from the agency with separation pay. State the amount and number of weeks of pay. Also, for each, state the reason for the separation.

Response:

None



8 For fiscal years 2015 and 2016 (to date), please state the total number of employees receiving worker's compensation payments.

Response:

None



- 9 For fiscal years 2015 and 2016 (to date), please list, in chronological order, all intra-District transfers to or from the agency.

Response:

List of Memoranda				
Transferor	Transferee	Amount of MOU	Duration	Purpose of MOU
Fiscal Year 2015				
Office of the Secretary	Office Finance and Treasury	\$7,000	10/1/2014 thru 9/30/2015	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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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	10/1/2014 thru 9/30/2015	OCTO fixed and updated DC Register.
Transferor	Transferee	Amount of MOU	Duration	Purpose of MOU
Fiscal Year 2016				
Office of the Secretary	Executive Office of the Mayor	\$4,500	10/1/2015 thru 9/30/2016	EOM 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 Finance and Treasury	\$7,000	10/1/2015 thru 9/30/2016	Merchant Services – processing revenue collections from the Office of Notary Commissions and Authentications



10 Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2015 and 2016 (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 Reprogramming	Date	Purpose of Reprogramming
Fiscal Year 2015				
Office of the Attorney General	Office of the Secretary	\$31,523.03	10/1/2014	To cover the salary of an employee who was transferred to OS as part of OAG’s restructuring
Non-Departmental Account	Office of the Secretary	\$123,062.70	3/3/2015	Separation Payouts
Office of Finance and Resource Management	Office of the Secretary	\$100,000.00	7/1/2015	Reprogrammed Special Purpose Revenue Authority to cover fees generated by OS
Department of Employment Services	Office of the Secretary	\$150,000.00	7/24/2015	Reprogrammed Special Purpose Revenue Authority to cover fees generated by OS
Office of the City Administrator	Office of the Secretary	\$100,000.00	9/30/2015	To cover record storage service fees incurred through its District-wide agreement with NARA
DC Public Library	Office of the Secretary	\$100,000.00	9/30/2015	To cover record storage service fees incurred through its District-wide agreement with NARA
Transferor	Transferee	Amount of Reprogramming	Dates	Purpose of Reprogramming
Fiscal Year 2016				
NA				



11 For fiscal years 2015 and 2016 (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:

The Office of Secretary collects revenue from the sales at the Office of Documents and Administrative Issuances (ODAI) and the Office of Notary Commissions and Authentications (ONCA). The majority of the special purpose revenue is generated through the Office of Notary Commissions and Authentications.

The primary mission of the Office of Documents and Administrative Issuances is to provide prompt preparation, editing, printing and publication of the District of Columbia Register (DC Register) and the District of Columbia Municipal Regulations (DCMR) in accordance with the District of Columbia Documents Act of 1978. The office also has a primary responsibility for preparing or reviewing, editing and assisting in the drafting of Mayor's Orders, Mayor's Memoranda and policies and procedures, appointments to cabinet and senior-level positions in subordinate agencies to the Mayor, and board and commissions, delegations of authority to exercise authority to act on behalf of the Mayor, establishment of agencies, departments, and boards and commissions, and any other duties conferred to the Mayor by the District of Columbia Home Rule Act of 1973.

The Office of Notary Commissions and Authentications commissions District of Columbia notaries and authenticates documents for domestic and foreign use. Authentication requires a signature from a DC department head or notarization by a District of Columbia commissioned notary public. The documents processed by ONCA are

- “A” Certificate: for documents that will be used within the United States, generally for interstate commerce.
- Department Head Certificate: for documents that require the signature of an agency head (or his or her designee) and the official seal of the agency.
- Apostille: a form of authentication issued to documents for use in countries that participate in the Hague Convention of 1961.
- Foreign Certificate: for documents destined for countries that are not parties to the Hague Convention.

Source of Revenues

Revenue Source Name	Object Title	Code	FY 15 Revenue	FY 16 (1/31/2016)
Special Purpose Revenue Funds	DCMR TITLE 12 CONST CODES SUPPLEMENT	612	575	
Special Purpose Revenue Funds	DCMR TITLE 26 INSURANCE	628	30	
Special Purpose Revenue Funds	NOTARY COMMISSIONS	650	145,140.00	42,615.00
Special Purpose Revenue Funds	APOSTILLE	651	297,787.00	77,085.00
Special Purpose Revenue Funds	FOREIGN CERTIFICATES	652	653,595.00	142,500.00
Special Purpose Revenue Funds	A CERTIFICATES	653	1,140.00	480



Special Purpose Revenue Funds	DEPARTMENT HEAD CERTIFICATE	654	7,860.00	1,935.00
Special Purpose Revenue Funds	OTHER REVENUES	6106	-60	
TOTAL			1,106,067.00	264,615.00

The Office of the Secretary Expenditures - Special Purpose Revenue Fund (O-type Revenue Fund)

	FY 15 Expenditures	FY 16 Expenditures
Salaries	392,094.88	158,330.66
NARA	695,437.14	105,366.90
Total	1,087,532.02	263,697.56



- 12 Please list all memoranda of understanding (MOU) either entered into by your agency or operational during fiscal years 2015 and 2016 (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	Duration	Purpose of MOU
Fiscal Year 2015				
Office of the Secretary	Office Finance and Treasury	\$7,000	10/1/2014 thru 9/30/2015	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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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 thru 9/30/2015	OS provided 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	10/1/2014 thru 9/30/2015	OCTO provided technology services for the online web application, DCRegs.gov.
Office of the Secretary	National Archives and Records Administration	\$625,842	10/1/2014 thru 9/30/2015	Records Storage and Services
Fiscal Year 2016				
Transferor	Transferee	Amount of MOU	Duration	Purpose of MOU
Office of the Secretary	National Archives and Records Administration	\$625,842	10/1/2015 thru 9/30/2016	Records Storage and Services
Office of the Secretary	Executive Office of the Mayor	\$4,500	10/1/2015 thru 9/30/2016	EOM 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 Finance and Treasury	\$7,000	10/1/2015 thru 9/30/2016	Merchant Services – processing revenue collections from the Office of Notary Commissions and Authentications



- 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 2015 and 2016.**

Response:

Pursuant to the Executive Communication Privilege, the Office of the Secretary is not authorized to transmit this information.



14 Please list each grant or sub-grant received by your agency in fiscal years 2015 and 2016 (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:

None



- 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 budget authority request for FY16 is \$55,216,000, with the original appropriation in FY13. Although the funds are for OS's project, the Department of General Services (DGS) is the agency that manages the construction portion of this project, while the 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 could start the technology planning for the new Archives building. OCTO will use the funds to bring on board a program manager and two business analysts to work with the Administrator of the Office of Public Records to develop an IT system for the Archives. As of FY15, the budget allotment is \$6,425,000, with the details as \$500,000 in FY13; \$4,000,000 in FY14; and \$1,925,000 in FY15.

Expenditures as of February 1, 2016

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.
PO522881	DGS	Hartman-Cox Architects LLP	\$187,400.00	\$140,045.18	Original: Nov 30, 2015 Modify to: April 30, 2016	Programming phase for the Archives that includes, but not limited to, the development of reliable and accurate records data, operational plans, and staffing plans.

Project background:

On January 15, 2015, a 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 was March 31, 2015. Hartman-Cox Architects LLP was the firm that was selected from that process.



- 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 in fiscal year 2015 or 2016 (to date).

(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 2015 and 2016 (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 2015 and 2016 (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 2015			
Rosa Burch	Support Services Specialist	Single purchase limit = \$5000 for goods, \$2000 for services	\$66,030.07
Alfonza Fitzgerald	Support Services Manager	Single purchase limit = \$5000 for goods, \$2000 for services	\$41,819.29
Wiwiek Rembrandt	Special Projects Coordinator	Single purchase limit = \$5000 for goods, \$2000 for services	\$4,687.12
Fiscal Year 2016 (YTD)			
Rosa Burch*	Support Services Specialist	Single purchase limit = \$5000 for goods, \$2000 for services	\$9,975.26
Alfonza Fitzgerald*	Support Services Manager	Single purchase limit = \$5000 for goods, \$2000 for services	\$6,147.46
Wiwiek Rembrandt	Special Projects Coordinator	Single purchase limit = \$5000 for goods, \$2000 for services	\$0.00

Note:

* As of FY 2016, Rosa Burch and Alfonza Fitzgerald are no longer part of the Office of the Secretary (OS). They are staff under the Executive Office of the Mayor (EOM). They continue to provide procurement services to the Office of the Secretary based on the MOU signed by OS and EOM for FY 2016.



20 (a) In table format, please provide the following information for fiscal years 2015 and 2016 (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):

Executive Office of the Secretary

Name	Position		Total Expenses FY 2015	Total Expenses FY 2016 to date	Justifications for use
Vaughan, Lauren C	Secretary of the District	C	\$694.68	\$173.67	Secretary of the District
		I	N/A	N/A	
Holland, Joy	Deputy Secretary	C	\$694.68	\$173.67	Deputy Secretary
		I	N/A	N/A	
Pless, Brandon C	Staff Assistant	C	\$652.68	\$163.17	International Unit -- This person is out of the office when handling delegation visits and needs to still be in contact with the office to perform job requirements.
Thompson, Arlethia	Executive Assistant	C	\$652.68	\$163.17	Executive Assistant to the Secretary is on call to assist Secretary with various OS needs 7 days per week.
		I	\$396.12	\$99.03	
Rembrandt, Wiwiek	Special Projects Coordinator	C	\$652.68	\$163.17	Manager -- Needs mobile capability to perform job duties that may arise 7 days per week.
		I	\$198.06	N/A	
Akers, Betty J	Special Assistant Ceremonial Services	C	\$890.64	\$222.66	Manager - Needs mobile capability for ceremonial duties that occur 7 days per week.
Elwood, Patricia S	Protocol Officer	C	\$652.68	\$163.17	Manager -- Needs mobile capability for protocol duties that occur 7 days per week.
		I	\$396.12	\$99.03	



Support Services

Name	Position		Total Expenses FY 2015	Total Expenses FY 2016 to date	Justifications for use
Aikens Jr., Mark R.	Staff Assistant	C	\$617.04	Paid under AA0	Support Services provides telecom, transportation, courier, procurement, and associated administrative services across 13 agencies at all times, including the Attorney General.
Burch, Rosa M	Support Services Specialist	C	\$652.68	Paid under AA0	Support Services provides telecom, transportation, courier, procurement, and associated administrative services across 13 agencies at all times, including the Attorney General.
		I	\$396.12		
Etwaroo, Howard H	Support Services Specialist	C	\$652.68	Paid under AA0	Support Services staff provides telecom, transportation, courier, procurement, and associated administrative services across 13 agencies at all times, including the Attorney General.
Fitzgerald, Alfonza L	Support Services Manager	C	\$617.04	Paid under AA0	Manager of Support Services provides telecom, transportation, courier, procurement, and associated administrative services across 13 agencies at all times, including the Attorney General.
		I	\$396.12		
Hodges, Melvin G	Staff Assistant	C	\$663.6	Paid under AA0	Support Services staff provides telecom, transportation, courier, procurement, and associated administrative services across 13 agencies at all times, including the Attorney General.
Johnson, John	Staff Assistant	C	\$703.08	Paid under AA0	Support Services staff provides telecom, transportation, courier, procurement, and associated administrative services across 13 agencies at all times, including the Attorney General.
Minor, Keith A	Staff Assistant	C	\$694.68	Paid under AA0	Support Services staff provides telecom, transportation, courier, procurement, and associated administrative services across 13 agencies at all times, including the Attorney General.

Finance

Name	Position		Total Expenses FY 2015	Total Expenses FY 2016 to date	Justifications for use
Blake, Paul	Fiscal Officer	I	\$396.12	\$99.03	Fiscal Officer



Office of Public Records and Archives

Name	Position		Total Expenses FY 2015	Total Expenses FY 2016 to date	Justifications for use
Katz, Rebecca	Administrator	C	N/A	\$163.17	Manager – Needs mobile capability to perform job duties that may arise 7 days per week.
		I	N/A	\$99.03	
Branch Jr., William E	Archivist	C	\$652.68	\$163.17	Manager – Needs mobile capability when out of the office for the purpose of transporting records to OPR.
		I	264.08	N/A	
Walker, William A	Archivist	C	\$652.68	\$163.17	Manager – Needs mobile capability when out of the office for the purpose of transporting records to OPR.

Office of Notary Commissions and Authentications

Name	Position		Total Expenses FY 2015	Total Expenses FY 2016 to date	Justifications for use
Washington, Andrew	Notary & Authentication Spec	C	\$271.95	N/A	Manager – to have mobile capability to be on call for any inquiries from the Office.
		I	\$165.05	N/A	

Office of Documents and Administrative Issuances

Name	Position		Total Expenses FY 2015	Total Expenses FY 2016 to date	Justifications for use
Gaston III, James D	Special Assistant	C	\$652.68	\$108.78	Special Assistant - to have mobile capability to be on call for any inquiries from the Office.
		I	\$396.12	\$66.02	
Parson, Angela	Staff Attorney	I	\$396.12	\$99.03	Attorney – to have mobile capability to be on call for any inquiries from the Office.
Reid, Victor L	Administrator, Ofc of Document	C	\$652.68	\$163.17	Manager – to have mobile capability to be on call for any inquiries from the Office.
		I	\$396.12	\$99.03	

Note: C – Cellular
I – IPAD



Response (b):

All devices are set to a fixed monthly plan that includes a share-plan and unlimited data.



- 21 (a) Does your agency have or use one or more government vehicles? If so, for fiscal years 2015 and 2016 (to date), please list any vehicle the agency owns. 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 2014, 2015 and 2016 (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:

FY 2015:

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: DC8699, white 2012 Dodge Caravan

Date of accident: July 20, 2015

- The van was parked on 4th Street, NW, when the other car that was travelling southbound in the 400 Blk of 4th Street, NW, struck the van while attempted to a doubled park.
- Keith Minor, Staff Assistant, was not deemed liable for the incident.

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.

FY 2016:

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



- 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 chauffer or take-home status.

Response (a):

Yes

Response (b):

None



- 24 In table format, please provide the following information for fiscal years 2015 and 2016 (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 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 10, 2016, 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
Staff Assistant	Pless, Brandon C*	6/2/2014	11/6/2016	13 months	9	1	44,478	P	Term
Staff Assistant	Mitchell, Sherie C **	3/31/2014	5/28/2016	13 months	9	10	57,267	F	Term

Note:

* This staff member was hired in June 2014 and is currently in the second term.

** This staff member was hired in March 2014 and is currently in the second 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





Attachment C

FY 2016 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 one unit. 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 Office of Protocol and International Affairs manages the Sister City programs and serves as the primary link between the Executive Office of the Mayor and foreign government representatives. The Ceremonial Services Unit is responsible for processing all requests for ceremonial documents.



Attachment C

OBJECTIVE 1: Promotes 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: 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, 2016

INITIATIVE 1.2: 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

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: December 31, 2015

INITIATIVE 1.3: Specify activities to be targeted by the grantees of the DC Democracy Grant and monitor success

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. Given the limited amount of grants, we will target the recipients with more specific activities to be performed with the grants received.

Completion Date: September 30, 2016

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

These activities are excellent vehicles to showcase District government history and promote DC democracy. The Office of the Secretary leads the effort to plan and promote Emancipation Day's activities.

Completion Date: September 30, 2016

OBJECTIVE 2: Provides 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 for both notary commissions and authentications, and allow for the possibility of providing online notary applications and payment with credit cards. The notary services currently are performed manually. The authentications division would be enhanced by allowing a rapid validation of the notary and more efficient process for the authentication certificates.

Completion Date: September 30, 2016

INITIATIVE 2.2: Complete amendments and updates to the DC Code (Chapter 12) and DCMR (17-2400)

This initiative would allow a comprehensive update of necessary changes to the code and DCMR for ONCA. Much of the current language is outdated and we also are out of compliance with some language that in practice. This initiative will require consideration by the Council as they will be changes in the code.

Completion Date: September 30, 2016



Attachment C

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

INITIATIVE 3.1: 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, 2016

INITIATIVE 3.2: Work with Sister Cities International to help assure a successful 60th Anniversary celebration in DC in 2015

In partnership with Sister Cities International, organize the 60th Anniversary conference that will be held in Washington, DC in the summer of 2016.

Completion Date: September 30, 2016

INITIATIVE 3.3: Work with the DC Commission on Arts and Humanities to choose new recipients of Sister City Art grants

Promote the program to both DC participants and Sister Cities partners to increase participations.

Completion Date: September 30, 2016

OBJECTIVE 4: Provides 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: Update and/or develop record retention schedules for all District government agencies

The current published retention schedules for the District have not been updated for more than 30 years. The District needs to have current retention schedules for efficient records management and open government. The Office of Public Records will develop and implement a plan for each agency to reach compliance.

Completion Date: September 30, 2016

INITIATIVE 4.2: Develop and implement Records Management Officer training and certification program for all District government agencies

Every District government is required by law to have a Records Management Officer (RMO) to manage the records of their agency. Most agencies either don't have an RMO or have assigned an untrained and unskilled individual for this task, as an additional job responsibility. The result is inefficient management of the agency's records, expensive legal actions, non-disclosure and loss of public trust. The Office of Public Records (OPR) is working with agencies to ensure compliance. OPR will train and certify Records Management Officers for each agency.

Completion Date: September 30, 2016

INITIATIVE 4.3: Develop and implement a plan for the management and preservation of electronic records

Most, if not all, District government agencies that are creating digitally born records, scanning paper records and converting them to digital images, have amassed a collection of digital photographs and videos, maintain websites, and use other social media in the course of fulfilling their goals and missions when conducting the business of the government. Those government records are created a media that must be assessed, valued, monitored and controlled with unified standards to ensure that they are preserved, and can be accessed as needed.

Completion Date: September 30, 2016



Attachment C

INITIATIVE 4.4: Develop plan and coordinate activities for the celebration of the 154th Anniversary of the District of Columbia Emancipation Act

The commemoration of the 154th anniversary will continue to look at the history of the District and provide programs and venues throughout the city to educate the citizenry on the struggle to abolish slavery, and seek justice and equality for all during the post-Civil War Era.

Completion Date: April 30, 2016

INITIATIVE 4.5: Coordinate plans, projects, and activities with the Architectural and Engineering team of Hartman - Cox for the building of a new, state-of-the art Office of Public Records and DC Archives

Members of the architectural & engineering team are heavily engaged in gathering information regarding the quantity, type, condition, and retention periods of records in both Archive and Record Center holdings, work flows, building condition and requirements, and more, as part of the effort to build a new facility. All of this requires massive input and cooperation on multiple levels from the Office of Public Records.

Completion Date: September 30, 2016

OBJECTIVE 5: Provides 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: 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, 2016

INITIATIVE 5.2: Provide public access to Executive Office of the Mayor's historical administrative issuances

During FY 2016, ODAI will publish DCRegs digitized historical Mayor's Orders for years 1965 through 1972. **Completion Date: September 30, 2016**



Attachment C

KEY PERFORMANCE INDICATORS - Office of the Secretary

Measure	FY 2014 Actual	FY 2015 Actual	FY 2016 Projection	FY 2017 Projection	FY 2018 Projection
Number of notary application processed (excludes government employees)	1,785	1,935	1,800	1,900	1,900
Number of documents authenticated	75,283	63,789	60,000	60,000	60,000
Number of customers served	12,963	30,000	30,000	30,000	30,000
Percentage of Ambassador welcome letters sent within three months of start of new term	100%	100%	100%	100%	100%
Number of record request processed	62,824	9,115	12,000	12,000	12,000
Percentage of record requests fulfilled digitally	80%	69.9%	80%	80%	80%
Percentage of agency record retention schedules reviewed and approved	30%	34.4%	30%	30%	30%



Attachment C

WORKLOAD MEASURES

Measure Name	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual
Number of rulemakings processed	433	436	398
Number of administrative issuances processed	254	296	349
Number of foreign courtesy requests and delegation visits fulfilled	305	301	305
Number of ceremonial documents processed	1,510	1,382	1,260

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 2016 and 2017.**

Response:

1. ***Building of a new archive and records management facility:*** An RFP was issued by DGS in January of 2015, and closed in March 2015, to engage a design firm to serve as the architect/engineer for a new District of Columbia Archives. Hartman-Cox Architects (HC) with EYP was selected by DGS through this process. HC worked together with DGS, the Office of the Secretary and other stakeholders to amass the information necessary to produce a preliminary report detailing recommendations for a state-of-the-art facility that has adequate storage capacity for long-term preservation of the city's archival records. OS will continue to work with DGS and various stakeholders on this effort.
2. ***Update and /or develop record retention schedules for all District government agencies:*** The current published record retention schedules for District government agencies have not been updated for more than 30 years. The District government needs to have current record retention schedules that include provisions for digitally born records. OPR will develop and implement a Records Management Officer training and certification program for all District government agencies.
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.
4. ***Planning and execution of the District's 154th Emancipation Day Celebration:*** In the past, the Council has taken the lead for planning Emancipation Day activities, which included a breakfast and luncheon, parade, concert on Freedom Plaza and fireworks. This year the full planning responsibilities reside within the Executive Office of the Mayor and the Office of the Secretary. The theme for this year will focus on voting rights and civil rights for the District of Columbia and will underscore the lack of civil rights for DC residents. OS will also engage other parts of the community, to ensure the celebration and commemoration is more inclusive of DC residents around the city.
5. ***Strengthen relations with the international community:*** Increase economic partnerships and investment opportunities for the District of Columbia through the establishment of two new Sister City agreements with key international partners.

