# GOVERNMENT OF THE DISTRICT OF COLUMBIA <br> Executive Office of Mayor Muriel Bowser <br> Office of the Senior Advisor 



Response to FY2016 Performance Oversight Questions on
Office of the Senior Advisor

Beverly L. Perry<br>Senior Advisor to Mayor Muriel Bowser

Committee of the Whole
Phil Mendelson, Chairman
Council of the District of Columbia

February 10, 2016

## Performance Oversight Hearing Questions for 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.

## Please see attachment 1.

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.

## Please see attachment 2.

3. (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.

N/A
(b) For fiscal year 2016, please list each employee whose salary is or was $\$ 110,000$ or more. For each employee listed provide the name, position title, salary, and amount of any overtime and/or bonus pay as of the date of your response.

| First <br> Name | Last <br> Name | Position Title | Salary | Overtime/Bonus <br> Pay |
| :--- | :--- | :--- | :--- | :--- |
| Beverly | Perry | Senior Advisor | $\$ 204,455.00$ | N/A |
| Maia | Estes | Director, Office of Policy and Legislative <br> Affairs | $\$ 144,200.00$ | N/A |
| Eugene | Kinlow | Director, Office of Federal and Regional <br> Affairs | $\$ 130,000.00$ | N/A |
| John | Coombs | Associate Director, Office of Policy and <br> Legislative Affairs | $\$ 113,300.00$ | N/A |
| Roberta | Downing | Deputy Director, Office of Federal and <br> Regional Affairs | $\$ 113,300.00$ | N/A |

4. 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.

N/A
5. 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.

N/A
6. (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.

Please see attachment 3.
7. 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.

| First <br> Name | Last <br> Name | Position Title | Length of <br> Term | Start Date | End Date |
| :--- | :--- | :--- | :--- | :--- | :--- |
| Erica | Mason | Staff <br> Assistant | 13 Months | $2 / 17 / 2015$ | $3 / 17 / 2016$ |

## Office of the Senior Advisor


FTE COUNT

| Budgeted | Actual | Vacancies | Details |
| :--- | :--- | :--- | :--- |
| 3 | 3 | 0 | N $/ \mathrm{A}$ |

## Office of Federal and Regional Affairs



Attachment 1

## Office of Policy and Legislative Affairs



FTE COUNT

| Budgeted | Actual | Vacancies | Details |
| :--- | :--- | :--- | :--- |
| 8 | 7 | 1 | Deputy Director |

2. Please provide as an attachment, a Schedule A.

| Posn <br> Nbr | Title | Name | Hire Date | Vac Stat | Grade | Step | Salary | Adds to FTE Cnt | Budgeted Position | Appr <br> Year | Department Name | Posn Effdt | F/P <br> Time | Reg/Temp/Term | FTE |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 73366 | Associate Director | Hoffman, Desiree | 11/2/2015 | F | 11 | 0 | \$74,160.00 | N | Y | 16 | Office of Federal and Regional | 10/1/2015 | F | Reg | 1 |
| 73530 | Associate Director | Afoakwah,Kimberly M | 11/2/2015 | F | 5 | 0 | \$74,160.00 | Y | Y | 16 | Office of Federal and Regional | 10/1/2015 | F | Reg | 1 |
| 73530 | Sr. Associate Director | Herrell,Arlen E. | 12/14/2015 | F | 11 | 0 | \$87,000.00 | Y | $Y$ | 16 | Office of Federal and Regional | 10/1/2015 | F | Reg | 1 |
| 73609 | Director, Federal and Regional | Kinlow,Eugene D. | 11/16/2015 | F | 10 | 0 | \$130,000.00 | Y | $Y$ | 16 | Office of the Senior Advisor | 10/1/2015 | F | Reg | 1 |
| 85927 | Associate Director | Powell,Randi K | 2/24/2014 | F | 6 | 0 | \$79,310.00 | Y | Y | 16 | Office of the Senior Advisor | 9/21/2015 | F | Reg | 1 |
| 87624 | Senior Advisor | Perry,Beverly Lee | 1/2/2015 | F | 11 | 0 | \$204,455.00 | Y | Y | 16 | Office of the Senior Advisor | 10/5/2015 | F | Reg | 1 |
| 87625 | Associate Director | DURANT, CHAN TEI C | 12/14/2009 | F |  | 0 | \$87,035.00 | Y | Y | 16 | Office of the Senior Advisor | 10/2/2015 | F | Reg | 1 |
| 88192 | Special Assistant | Floyd,Sean Anthony | 1/2/2015 | F | 5 | 0 | \$83,133.36 | N | Y | 16 | Office of the Senior Advisor | 10/4/2015 | F | Reg | 1 |
| 40041 | DIR OF LEGISLATIVE SUPPORT | Barge,Lolita S | 9/22/1997 | F | 8 | 0 | \$105,029.10 | Y | $Y$ | 16 | Executive Office of the Mayor | 10/1/2015 | F | Reg | 1 |
| 42864 | Associate Director | Talamante,Tomas Arturo | 1/2/2015 | F | 6 | 0 | \$74,160.00 | $Y$ | Y | 16 | Executive Office of the Mayor | 10/1/2015 | F | Reg | 1 |
| 44561 | Policy Analyst | George,Deborah A | 1/24/2011 | F | 6 | 0 | \$75,854.35 | Y | Y | 16 | Executive Office of the Mayor | 10/1/2015 | F | Reg | 1 |
| 46520 | Dir, Pol \& Legislative Affairs | Estes, Maia Hunt | 1/12/2015 | F | 11 | 0 | \$144,200.00 | Y | Y | 16 | Executive Office of the Mayor | 10/1/2015 | F | Reg | 1 |
| 46831 | Policy Analyst | Christian, Hassan C | 1/2/2015 | F | 5 | 0 | \$74,160.00 | Y | Y | 16 | Executive Office of the Mayor | 10/1/2015 | F | Reg | 1 |
| 48620 | Deputy Director | Coombs,John H | 5/11/2010 | F | 8 | 0 | \$113,300.00 | $Y$ | Y | 16 | Executive Office of the Mayor | 10/1/2015 | F | Reg | 1 |
| 71737 | Deputy Director |  |  | V | 8 | 0 | \$112,551.00 | $Y$ | Y | 16 | Executive Office of the Mayor | 10/1/2015 | F | Reg | 1 |
| 23027 | Deputy Director | Downing,Roberta A | 2/23/2015 | F | 8 | 0 | \$113,300.00 | $Y$ | Y | 16 | Office of Federal and Regional | 10/1/2015 | F | Reg | 1 |
| 88335 | STAFF ASSISTANT | Mason,Erika Renee | 2/18/2015 | F |  | 0 | \$50,203.00 | $Y$ | $Y$ | 16 | Office of the Senior Advisor | 10/1/2015 | F | Term | 1 |
|  |  |  |  |  |  |  | \$1,682,010.81 |  |  |  |  |  |  |  |  |

6. Fiscal years 2015 and 2016 agency use of cellular phones and mobile devices

| Offic e | First <br> Name | Last Name | Title | Device | $\begin{aligned} & 2015 \\ & \text { Cost } \end{aligned}$ | 2016 <br> Cost | Annual Cost |  | Justification |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| OSA | Beverly | Perry | Senior Advisor | Phone | N/A | \$ 54.39 | \$ | 652.68 | Senior Advisor to Mayor Bowser |
| OSA | Sean | Floyd | Chief of Staff | Phone | N/A | \$ 54.39 | \$ | 652.68 | Chief of Staff to Senior Advisor |
| OSA | Erika | Mason | Special Assistant | Phone | N/A | \$ 54.39 | \$ | 652.68 | Assists the senior advisor in day to day schedule management |
|  |  |  |  | Total |  | \$ 163.17 | \$ | 1,958.04 |  |


| Offic e | First <br> Name | Last Name | Title | Device | $\begin{aligned} & 2015 \\ & \text { Cost } \end{aligned}$ |  | Cost | Annual Cost |  | Justification |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| OPLA | Maia | Estes | Director | Phone | N/A | \$ | 54.39 | \$ | 652.68 | Office Director |
| OPLA | Vacant |  | Deputy Director | Phone | N/A | \$ | 54.39 | \$ | 652.68 |  |
| OPLA | John | Coombs | Associate Director | Phone | N/A | \$ | 54.39 | \$ | 652.68 | On call for the Executive, Director, and members of the Council |
| OPLA | ChanTei | Durant | Associate Director | Phone | N/A | \$ | 54.39 | \$ | 652.68 | On call for the Executive, Director, and members of the Council |
| OPLA | Randi | Powell | Associate Director | Phone | N/A | \$ | 54.39 | \$ | 652.68 | On call for the Executive, Director, and members of the Council |
| OPLA | Hassan | Christian | Associate Director | Phone | N/A | \$ | 54.39 | \$ | 652.68 | On call for the Executive, Director, and members of the Council |
| OPLA | Deborah | George Johnson | Associate Director | Phone | N/A | \$ | 54.39 | \$ | 652.68 | On call for the Executive, Director, and members of the Council |
| OPLA | Lolita | Barge | Associate Director | Phone | N/A | \$ | 54.39 | \$ | 652.68 | On call for the Executive, Director, and members of the Council |

Total
$\$ 435.12 \quad \$ \quad 5,221.44$

| Offic e | First <br> Name | Last Name | Title | Device | $\begin{aligned} & 2015 \\ & \text { Cost } \end{aligned}$ | Cost | Annual Cost |  | Justification |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| OFRA | Eugene | Kinlow | Director | Phone | N/A | \$ 54.39 | \$ | 652.68 | Office Director |
| OFRA | Roberta | Downing | Deputy Director | Phone | N/A | \$ 54.39 | \$ | 652.68 | Deputy Director - on call for the Executive, Director and members of the Federal Government |
| OFRA | Arlen | Herrell | Sr. Associate Director | Phone | N/A | \$ 54.39 | \$ | 652.68 | On call for the Executive, Director and members of the Federal Government |
| OFRA | Tomas | Talamante | Associate Director | Phone | N/A | \$ 54.39 | \$ | 652.68 | On call for the Executive, Director and members of the Federal Government |
| OFRA | Kimberly | Afoakwah | Associate Director | Phone | N/A | \$ 54.39 | \$ | 652.68 | On call for the Executive, Director and members of the Federal Government |
| OFRA | Desiree | Hoffman | Associate Director | Phone | N/A | \$ 54.39 | \$ | 652.68 | On call for the Executive, Director and members of the Federal Government |
|  |  |  |  | Total |  | \$ 326.34 | \$ | 3,916.08 |  |

