

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Mayor's Office on Women's Policy and Initiatives



Responses to Fiscal Year 2016 Performance Oversight Questions

Kimberly Bassett

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

Submission to

Committee on Government Operations
Chairman Brandon Todd
Councilmember, Ward 4

Committee on Government Operations
John A. Wilson Building
1350 Pennsylvania Ave., NW
Washington, DC 20004

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

a. **The legislative vehicle by which the Office was created (Mayor's Order, Resolution, or Statute). Executive Order in 1967 and authorized as a permanent unit of government within the Executive Office of the Mayor by DC Law 2-109 on September 22, 1978.**

b. **What powers the Office has been delegated through Mayor's Order. The purpose and mission of the Commission remains the same as stated in the Executive Order in 1967 and authorized as a permanent unit of government within the Executive Office of the Mayor by DC Law 2-109 on September 22, 1978.**

c. **The legislative vehicle by which the Director was appointed (Mayor's Order, Resolution, or Statute). Executive Office of the Mayor by DC Law 2-109 on September 22, 1978.**

2. Please explain the mission of your Office.
 - a. **The mission of the Mayor's Office on Women's Policy and Initiatives (MOWPI) is to provide a pathway to the middle class for all women and their families within the District of Columbia.**

Goals and Objectives:

To support and advocate women's issues through research and community involvement;

To establish public and private partnerships to address women's issues in Washington, DC;

To promote, encourage, and provide advisory assistance to women's organizations and institutions focused on empowering women in the Washington, DC;

To conduct studies and hold public hearings on issues affecting women in conjunction with the DC Commission for Women;

To promote access and bring awareness to issues facing women in Washington, DC;

To provide leadership by taking action to impact legislation that will protect and support women.

3. Please provide a complete, up-to-date organizational chart for each division within the office, including an explanation of the roles and responsibilities for each division and subdivision.

See Attached.

- a. Please provide a list of all employees (name and title) for each subdivision and the number of vacant positions.
 - b. Please provide a narrative explanation of any organizational changes made during the previous year. **Not applicable.**
4. Please provide a complete position listing for your office for fiscal year 2016 to date, including the following information:

Director

Kimberly Bassett

Starting Date: January 2, 2015

Excepted Service

Associate Director

Shana Armstrong

Starting date: April 6, 2015

Excepted Service

Associate Director

Krishna Ghodiwala

Starting Date: March 30, 2015

Excepted Service

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

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

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

No employees were detailed to our agency.

7. Please provide the Committee with:

- a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense:

Kimberly Bassett

Shana Armstrong

Krishna Ghodiwala

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned: **None. MOWPI uses Fleet Share Vehicles.**

- c. A list of employee bonuses or special award pay granted in FY15 and FY16, to date: **No bonuses or special award pay was granted to MOWPI employees in 2016.**
 - d. A list of travel expenses, arranged by employee: **No travel expenses provided for agency employees.**
 - e. A list of the total overtime and workman's compensation payments paid in FY15 and FY16, to date: **No overtime or workman's compensation was granted to MOWPI employees.**
8. Please provide a chart showing your office's approved budget and actual spending, by division, for FY16 and FY17 to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures. **See attached.**
9. Please list any reprogramming, in or out, which occurred in FY16 or FY17 to date. For each reprogramming, please list the total amount of the reprogramming, the original purposes for which the funds were dedicated, and the reprogrammed use of funds. **Not applicable.**
10. Please provide a complete accounting for all intra-District transfers received by or transferred from the office during FY16 or FY17 to date. **Not applicable.**
11. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your office during FY16 or FY17 to date. For each account, please list the following:
- 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 in FY16 and FY17 to date.
 - e. Expenditures of funds, including the purpose of each expenditure, for FY16 and FY17 to date.
- Not applicable.**
12. Did the Office participate in any ethics trainings in FY16 and FY17 to date? **Yes.**
13. Please provide a list of types and dates of training/information sessions the Office has planned for FY17. **None planned.**
14. What are the top challenges the Office is presently facing? **None.**
15. What areas (e.g., financial training, procedural training) do you think the Office needs assistance with? **Not applicable.**
16. Please provide a complete list of the Office's current programs, community events, and initiatives. Include a brief description and general time frame for each item?

The DC Commission on Women: The DC Commission on Women is comprised of 21 women from all eight wards of the District, who have been selected based on their skills, experience, and networks. Along with supporting the MOWPI staff on various initiatives, the commissioners are also members of various subcommittees that focus on specific policy initiatives; through their subcommittees, they will design and execute projects that fall in line with the Mayor's priorities for women. The commissioners meet officially on a monthly basis to stay updated on MOWPI's activities and to share their own progress with various events.

For more information, please go to <https://owpi.dc.gov/page/dc-commission-women>

Washington Women of Excellence Awards: The DC Commission for Women and MOWPI will host the Fourth Annual Washington Women of Excellence Awards in March 2017, this time with a corresponding reception for the awardees and community women who want to meet them. This program strives to highlight the successes, achievements, and accomplishments of women in the District of Columbia. The Awards will be renamed in 2016 but will continue with the same format.

MARCH 2017- To find out more about the Women of Excellence Awards, please visit: <https://owpi.dc.gov/page/washington-women-excellence-awards-2016>

Equal Pay Day: In 2016, MOWPI partnered with the American Association of University Women to launch the WorkSmart Salary Negotiation Program on Equal Pay Day. This year, MOWPI intends to host an equal pay workshop on Equal Pay Day and invite Mayor Bowser to attend and share experiences with the participants.

APRIL 2017

To get more information about Women's Equality Day, visit: <https://owpi.dc.gov/page/women's-equality-day-2016>

SHE DC: SHE DC is MOWPI's group of "super volunteers," consisting of women across all eight wards. They are our "trigger group" when we need assistance for both our events, as well as events and activities with the Mayor. We currently have a list of 300 women with ongoing efforts to recruit more.

ONGOING

Women's Equality Day: In August 2016, MOWPI hosted its second annual Women's Equality Day Mixer, which was an opportunity to engage hundreds of new women with District government and Mayor Bowser. In collaboration with over a dozen well-known partners, MOWPI attracted over 600 attendees to the event.

AUGUST 2017

Conversations with Women who Lead: Conversations with Women who Lead is An initiative by MOWPI that began in September 2015. Each session focuses on a different industry and gathers women experts from said industry to engage in a panel discussion in front of young professional women to share valuable career advice. The first series focused on women in technology and was a large success—filling up in less than 24 hours and having over 200 women in attendance to see U.S. CTO Megan Smith and Mayor Bowser give the keynote speeches. The second series was about women leaders in nonprofits, at which Rosie Allen-Herring of the United Way gave the keynote, followed by a panel discussion. It was also sold out with over 200 attendees.

NEXT SESSION TBD

Breast Cancer Awareness: Every year, MOWPI participates in Breast Cancer Awareness Month, either by directly hosting a program or partnering with one of our community-based organizational partners. MOWPI's 2017 activities are still to be determined, but we intend to continue working predominantly with our partner Breast Care for Washington.

ACTIVITIES TBD

Domestic Violence Awareness Month: Domestic Violence Awareness Month also takes place in October, and MOWPI participates annually in Purple Thursday, along with encouraging DC Government officials and employees to participate, as well. In 2016, MOWPI partnered with the DC Coalition Against Domestic Violence to host a Domestic Violence 101 workshop in Ward 5. MOWPI's 2017 activities are still to be determined.

ACTIVITIES TBD

Fresh Start Wednesdays: This initiative was conceived in 2015 after hearing numerous reports from the MOCRs regarding underserved women in the most economically depressed parts of the city. Often, they are the sole providers for their families, and they struggle to find sustainable employment. Fresh Start Wednesdays is a weekly class at the RISE Demonstration Center that encourages growth and development by focusing on key topics, such as job readiness, parenting, and healthy relationships. After holding 3 rounds of sessions at the RISE Demonstration in Ward 8 in 2015 and 2016, MOWPI is moving the program to the Barry Farm Recreation Center in Ward 8.

March 2017

WorkSmart Salary Negotiation Program: This initiative is in partnership with the American Association of University Women to combat the gender pay gap in the District. Together, MOWPI and AAUW offer free salary negotiation classes for DC women. In 2016, we held 5, and we plan to hold 15 in 2017.

ONGOING

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

- **All DC Commission for Women meetings and events are open to the public. MOWPI shares information with the public through the District's register and the agency's website.**
- **Websites give agency history, have links to commissions managed by agencies, contain information on internships and volunteering, provide staff information, information on government and community resources, and include postings on community engagement.**
- **The websites provide handy links to Open Government and FOIA information, including annual reports, newsletters, how to request FOIA materials, open government reports, organizational charts and more.**
- **The number of subscribers to the Mayor's newsletter continues to grow, through the efforts of MOWPI. It provides information about the Mayor's activities, events in the community, and ways for the public to engage with their government.**
- **Our staff ensures that the DC Commission for Women's meeting agenda and minutes are posted on our website.**
- **MOWPI has a Facebook and twitter account where we repost information regarding affairs of government and ways for citizens to get engaged. This in turn provides more residents with access to information about their government and ways to get involved.**
- **To MOWPI open government and transparency mean more than simply open meetings and having access to information. It means genuine opportunities for citizen engagement and for citizens to call upon their government to respond to their needs and concerns.**

18. What collaborations, initiatives, or programs have been successful in FY16 and FY17 to date? Why were they successful?

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

American Association of University Women – WorkSmart Salary Negotiation Program

Bank On DC, DCHR – Fresh Start Wednesdays

Breast Care for Washington – All breast health-related programming

MOWPI partnerships are successful because we make a concerted effort to meticulously research our partners and approach them with a clear vision and specific action items.

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

MOWPI conducts surveys after events. We engage customers via email updates and personal phone calls. We ask for direct feedback at meetings and events. We include our office's direct contact information on all of our promotional materials and at all of our events so that residents may easily access us.

- a. What has the agency learned from this feedback? **We have received tremendous feedback regarding the relevancy of our programs and how well organized our programs are executed.**
 - b. How has the agency changed its practices as a result of such feedback? **MOWPI meets regularly post-events to discuss feedback and where we can improve the experience for guests of future events and programs.**
20. Please provide a list of all studies, research papers, and analyses (“studies”) the Office requested, prepared, or contracted for FY16 and FY17 to date. Please state the status and purpose of each study. **Not applicable.**
21. How many community based grants were awarded in FY16? **Not applicable.**
22. How many community based grants have been or will be awarded in FY17? **Not applicable.**
23. Please list each contract, procurement, lease, and grant (contract) awarded or entered into by your office during FY16 and FY17 to date. For each contract, please provide the following information where applicable.
 - a. The nature of the contracting party.
 - b. The nature of the contract, including the end product or service.
 - c. The dollar amount of the contract, including the budgeted amount and the amount actually spent.
 - d. The term of the contract.
 - e. Whether the contract was competitively bid or not.
 - f. Funding source.**Not applicable.**
24. Did the Office conduct oversight of the organization to which it awards grants to ensure funds are used as intended? If so, how many oversights?
Not applicable.
25. Of the organizations that received a community based grant in FY16, how many also received community based grants in FY15?
Not applicable.
26. Please describe how an organization is selected to receive a community based grant.
Not applicable.
27. Did the Office receive any grants in FY16? If so, what was the source and duration of the grant(s), and what was it used to accomplish?
Not applicable.

28. Has the Office sought any grant opportunities in FY17?

Not applicable.

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

Not applicable.

30. What are the Office's goals going forward in FY17?

MOWPI has worked meticulously through 2015 and 2016 to engage women and families in Washington, DC, and to uphold our DC values. In 2017, we would like to continue using our momentum to host larger, more ambitious programs and events that touch more women and girls across all 8 wards.

Commission for Women

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

Yes. The Commission holds 6 meetings annually, and the last meeting occurred on January 24th, 2017.

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

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

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

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

34. What are your top five priorities for the Commission? Please provide a detailed explanation for how the Commission expects to achieve or work toward these priorities in FY17.

- Support MOWPI programs and activities to include, but not limited to: Fresh Start Wednesdays; Women's Equality Day Celebration; and Women of Excellence Awards
- Provide critique/comments on legislation issues as deemed necessary
- Conduct an Annual performance review of the Commission for 2017-2018
- Complete fifteen "Work Smart" salary negotiation workshops in collaboration with the American Association of University Women

- Plan a Women's Leadership Conference

34. Please provide a list of all current CFW vacancies and an estimated timeline to fill those vacancies. **2, as soon as possible.**

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

MOWPI occasionally invites the heads of agencies to educate Commissioners regarding the inner-workings of city government. The members participated in a board retreat in 2016. MOWPI provides board development and training at the retreat, which is overseen by a moderator.

36. What is the frequency of these sessions?
Approximately every other meeting.

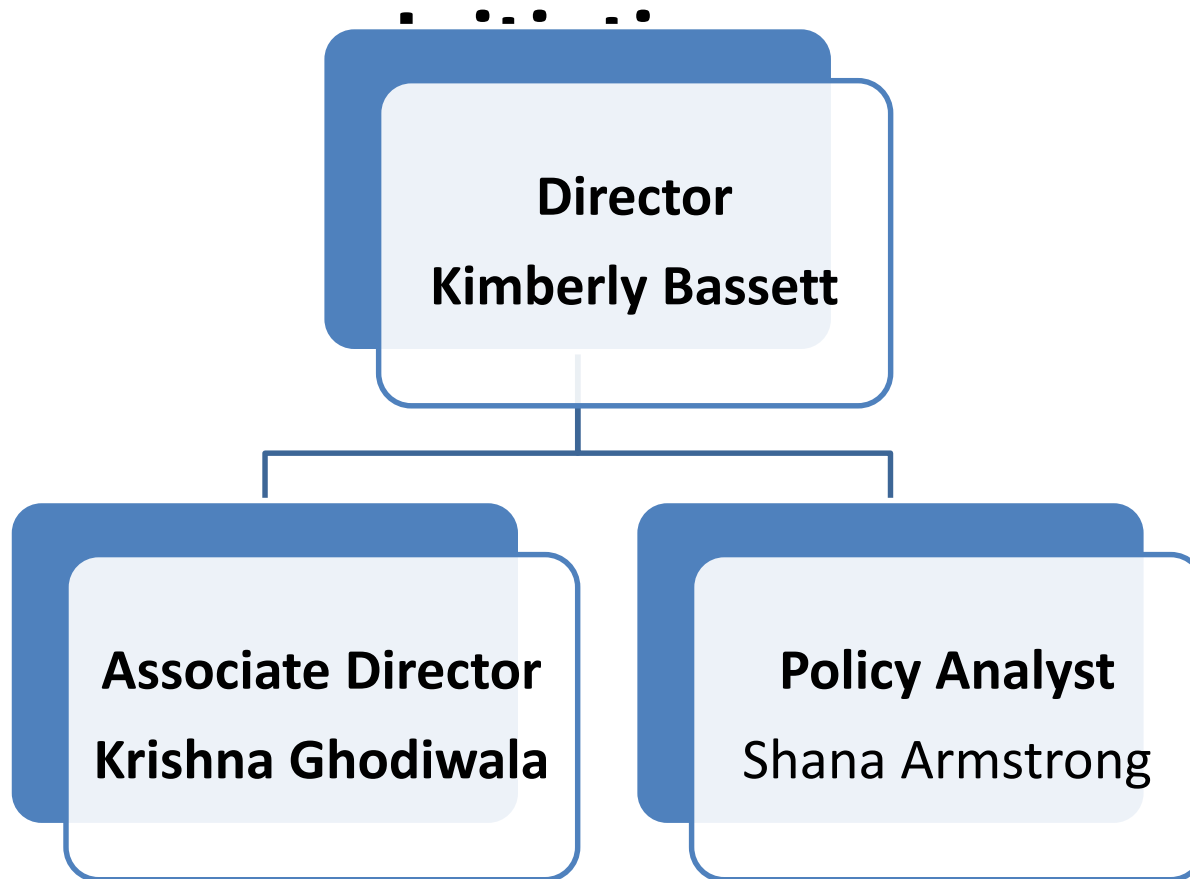
37. Please provide a list of the types and dates of training/information sessions for CFW you have planned for FY17.

MOWPI will hold another board retreat in 2017 and will continue to hold special information sessions and guest speakers at monthly board meetings based on current priorities, the Mayor's agenda, and issues of interest to the board.

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

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

Mayor's Office of Women's Policy and



OFFICE OF THE MAYOR/ OFFICE o
OFFICE OF WOMEN'S POLICY AND
FY 16 PERFORMANCE HEARING

LOCAL

Comp Object	FY 2016 Budget	FY 206 Actual Expenditures	Variance Budget VS. Actual Expenditures
0011-REGULAR PAY - CONT FULL TIME	283,466.00	144,050.00	139,416.00
0012-REGULAR PAY - OTHER	-	75,459.00	(75,459.00)
0013-ADDITIONAL GROSS PAY	-	-	-
0014-FRinge BENEFITS - CURR PERSONNEL	54,992.00	40,705.00	14,287.00
0015-OVERTIME	-	-	-
Personal Services	338,458.00	260,214.00	78,244.00
0020-SUPPLIES AND MATERIALS	2,000.00	2,000.00	-
0030 -ENERGY	-	-	-
0031-TELEPHONE, TELEGRAPH, TELEGRAM, ETC	-	-	-
0040-OTHER SERVICES AND CHARGES	52,000.00	29,703.00	22,297.00
0041-CONTRACTUAL SERVICES - OTHER	-	-	-
0050-SUBSIDIES AND TRANSFERS	-	-	-
0070-EQUIPMENT & EQUIPMENT RENTAL	-	-	-
Non-Personal Services	54,000.00	31,703.00	22,297.00
Gross	392,458.00	291,917.00	100,541.00

Office of COMMUNITY AFFAIRS
Community Initiatives
Office of Women's Policy

FY 2017 Budget	FY 2017 YTD Expenditures	Comments
225,015.00	62,349.00	
73,583.45		
61,213.00	12,890.00	
359,811.45	75,239.00	FY 16 Actual expenditures for personal services were less than anticipated due to salary lapse
2,000.00	-	
-	-	
52,000.00	15,000.00	
-	-	
-	-	
-	-	
54,000.00	15,000.00	
413,811.45	90,239.00	Office of WOMEN'S POLICY

**OFFICE OF THE MAYOR/ OFFICE of COMMUNITY AFFAIRS
OFFICE OF WOMEN'S POLICY AND INITIATIVES
POSITION LISTING
FY 16 PERFORMANCE HEARING**

Name	Title	Grade	Step
Armstrong,Shana G	Policy Analyst	5	0
Ghodiwala,Krishna V.	Associate Director	11	0
Bassett,Kimberly Ann	Exec Dir for Comm on Women	7	0

RS

Sal Plan	Hire Date	Salary	Fringe Benefits @19.4%	Job Status
XS0001	4/6/2015	70,342.82	13,646.51	Reg
DS0087	3/30/2015	62,332.51	12,092.51	Reg
XS0001	1/2/2015	108,304.00	21,010.98	Reg