

GOVERNMENT OF THE DISTRICT OF COLUMBIA



OFFICE OF EMPLOYEE APPEALS

REPLY TO:
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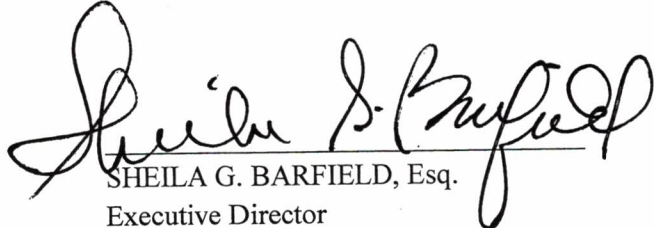
February 1, 2017

The Honorable Elissa Silverman
Council of the District of Columbia
Chairperson, Committee on
Labor and Workforce Development
John A. Wilson Building
1350 Pennsylvania Avenue, NW
Suite 115
Washington, DC 20004

Dear Councilmember Silverman:

Enclosed are the Office of Employee Appeals' answers to the Performance Oversight Hearing for Fiscal Years 2016 and 2017-to-date. Please feel free to contact me directly if you have additional questions before our scheduled hearing on February 15, 2017.

Sincerely,



SHEILA G. BARFIELD, Esq.
Executive Director

February 1, 2017

The Honorable Elissa Silverman
Council of the District of Columbia
Chairperson, Committee on
Labor and Workforce Development
John A. Wilson Building
1350 Pennsylvania Avenue, NW
Suite 115
Washington, DC 20004

Dear Councilmember Silverman:

In response to your correspondence dated January 18, 2017, regarding questions applicable to the Performance Oversight Hearing for Fiscal Years 2016 and 2017-to-date, I herewith submit the following answers:

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.

ANSWER: 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.

ANSWER: Please see Attachment #2.

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.

ANSWER: There were no employees detailed to or from the Office of Employee Appeals.

4. (a) 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.

ANSWER:

NAME	POSITION TITLE	SALARY	OVERTIME/ BONUS PAY
Sheila Barfield	Executive Director	\$ 161,405	N/A
Lasheka B. Bassey	General Counsel	\$142,948	N/A
Joseph Lim	Hearing Examiner	\$114,120	N/A

(b) For fiscal year 2017, 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.

ANSWER:

NAME	POSITION TITLE	SALARY	OVERTIME/ BONUS PAY
Sheila Barfield	Executive Director	\$ 166,247	N/A
Lasheka B. Bassey	General Counsel	\$158,311	N/A
Joseph Lim	Hearing Examiner	\$117,543	N/A
Sommer Murphy	Deputy General Counsel	\$115,895	N/A
Gabrielle Smith-Barrow	Operations Manager	\$114,199	N/A

5. Please list, in descending order, the top 25 overtime earners in your agency for fiscal year 2016. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

ANSWER: No employees at the Office of Employee Appeals earned overtime during fiscal year 2016.

6. For fiscal years 2016 and 2017 (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.

ANSWER: No employees at the Office of Employee Appeals received bonuses or special award pay for fiscal years 2016 and 2017 (to date).

7. For fiscal year 2017 (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.

ANSWER: There have been no employees separated from the Office of Employee Appeals for fiscal year 2017 (to date).

8. For fiscal years 2016 and 2017 (to date), please state the total number of employees receiving workers' compensation payments.

ANSWER: There are no employees at the Office of Employee Appeals who received worker's compensation payments for fiscal years 2016 and 2017 (to date).

9. For fiscal years 2016 and 2017 (to date), please list, in chronological order, all intra-District transfers to or from the agency.

ANSWER:

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Service Period	Fund	Total Amount
FY 2016						
	OCP	OEA	Purchase Card	10/01/15 - 09/30/16	0100	\$ 75,256.37
	OCTO	OEA	Website Enhancement	10/01/15 - 09/30/16	0100	\$ 19,895.00
	Total					\$ 95,151.37
FY 2017						
	OCP	OEA	Purchase Card	10/01/16 - 09/30/17	0100	\$ 18,400.00
	Total					\$ 18,400.00

10. Please list, in chronological order, every reprogramming of funds into and out of the agency for fiscal years 2016 and 2017 (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.

ANSWER: There were no reprogramming of funds into or out of the agency for fiscal years 2016 and 2017 (to date).

11. For fiscal years 2016 and 2017 (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.

ANSWER: There have been no special purpose revenue funds maintained by, used by, or available for use by the Office of Employee Appeals for fiscal years 2016 and 2017 (to date).

12. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2016 and 2017 (to date). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

ANSWER:

Fiscal Year	Seller Agency	Buyer Agency	Service Description	Service Period	Fund	Total Amount
FY 2016	OCP	OEA	Purchase Card	10/01/15 - 09/30/16	0100	\$ 75,256.37
	OCTO	OEA	Website Enhancement	10/01/15 - 09/30/16	0100	\$ 19,895.00
	OCTO	OEA	Case Mg't System maintenance	10/01/15 - 09/30/16	0100	\$ 16,848.00
	Total					\$ 111,999.37
FY 2017	OCP	OEA	Purchase Card	10/01/16 - 09/30/17	0100	\$ 18,400.00
	Total					\$ 18,400.00

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 2016 and 2017.

ANSWER: Please see Attachment #3.

14. Please list each grant or sub-grant received by your agency in fiscal years 2016 and 2017 (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.

ANSWER: There have been no grants or sub-grants received by the Office of Employee Appeals in fiscal years 2016 and 2017 (to date).

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.

ANSWER: There are no open capital projects for the Office of Employee Appeals.

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.

ANSWER: The following matters are pending lawsuits where the Office of Employee of Appeals is named as a party. The Office of Employee Appeals is named in these law suits for the limited purpose of filing the complete record for each matter in Superior Court for the District of Columbia and the D.C. Court of Appeals. All of the lawsuits listed below potentially expose the city to significant liability in terms of money. However, none of the liability can be attributed to the Office of Employee Appeals. Any judgments imposed as a result of these law suits are the sole responsibility of the agency that initiated the employment action against each employee. Those agencies that are liable are listed below.

No.	Case Name	Case Number	Matter Pending Before	Agency Liable
1.	Mary Oates Walker v. District of Columbia Office of Employee Appeals	2015 CA 001893 P(MPA)	Superior Court for the District of Columbia	Office of Administrative Hearings
2.	Kimberly McCain v. District of Columbia Office of Employee Appeals	2015 CA 004589 P(MPA)	Superior Court for the District of Columbia	D.C. Fire and Emergency Medical Services Department
3.	Cheryl Wilkins v. District of Columbia Office of Employee Appeals, et al.	2015 CA 007678 P(MPA)	Superior Court for the District of Columbia	Department of Public Works
4.	Belynda Roebuck v. District of Columbia Office on Aging	2015 CA 006472 P(MPA)	Superior Court for the District of Columbia	D.C. Office on Aging
5.	Harold Dargan v. District of Columbia Office of Employee Appeals	2015 CA 008873 P(MPA)	Superior Court for the District of Columbia	D.C. Fire and Emergency Medical Services
6.	Andrew Johnson v. D.C. Public Schools	2016 CA 001551 P(MPA)	Superior Court for the District of Columbia	D.C. Public Schools
7.	Ella Cuff v. District of Columbia Office of Employee Appeals, et al.	2016 CA 003043 P(MPA)	Superior Court for the District of Columbia	Department of General Services
8.	Harold Dargan v. D.C. Fire and Emergency Services	2015 CA 008873 P(MPA)	Superior Court for the District of Columbia	D.C. Fire and Emergency Services
9.	Michael Lane v. District of Columbia Office of Employee Appeals, et al.	2016 CA 003559 P(MPA)	Superior Court for the District of Columbia	Department of General Services
10.	Yordanos Sium v. Office of State Superintendent of Education	2016 CA 004119 P(MPA)	Superior Court for the District of Columbia	Office of State Superintendent of Education

No.	Case Name	Case Number	Matter Pending Before	Agency Liable
11.	Christopher Whitehouse v. District of Columbia Office of Employee Appeals, et al.	2016 CA 004306 P(MPA)	Superior Court for the District of Columbia	Metropolitan Police Department
12.	Dwayne Redmond v. District of Columbia Office of Employee Appeals	2016 CA 004809 P(MPA)	Superior Court for the District of Columbia	Department of General Services
13.	Donald Frazier v. D.C. Public Schools, et al.	2016 CA 000874 P(MPA)	Superior Court for the District of Columbia	D.C. Public Schools
14.	Anitha Davis v. District of Columbia Office of Employee Appeals, et al.	2016 CA 004867 P(MPA)	Superior Court for the District of Columbia	D.C. Public Schools
15.	Metropolitan Police Department v. District of Columbia Office of Employee Appeals	2016 CA 005655 P(MPA)	Superior Court for the District of Columbia	Metropolitan Police Department
16.	D.C. Public Schools. V. District of Columbia Office of Employee Appeals	2016 CA 005324 P(MPA)	Superior Court for the District of Columbia	D.C. Public Schools
17.	John Muller v. District of Columbia Office of Employee Appeals, et al.	2016 CA 006817 P(MPA)	Superior Court for the District of Columbia	D.C. Public Library
18.	D.C. Fire and Emergency Medical Services v. District of Columbia Office of Employee Appeals	2016 CA 007541 P(MPA)	Superior Court for the District of Columbia	D.C. Fire and Emergency Medical Services
19.	Judy Cofield, et al. v. District of Columbia Office of Employee Appeals, et al.	2016 CA 006119 P(MPA)	Superior Court for the District of Columbia	Office of Contracting and Procurement
20.	Scott Sefton v. District of Columbia Office of Employee Appeals	2016 CA 008232 P(MPA)	Superior Court for the District of Columbia	D.C. Fire and Emergency Medical Services
21.	D.C. Public Schools v. District of Columbia Office of Employee Appeals	2016 CA 007543 P(MPA)	Superior Court for the District of Columbia	D.C. Public Schools
22.	William Barnette v. District of Columbia Office of Employee Appeals	2015 CA 005216 P(MPA)	Superior Court for the District of Columbia	D.C Department Of General Services
23.	Lawrence Nwankwo v. District of Columbia Department of Transportation	2015 CA 006847 P(MPA)	Superior Court for the District of Columbia	District of Columbia Department of Transportation

No.	Case Name	Case Number	Matter Pending Before	Agency Liable
24.	Rebecca Barnes v. D.C. Public Schools	12-CV-892	District of Columbia Court of Appeals	D.C. Public Schools
25.	Florentino Rodriguez, v. District of Columbia Office of Employee Appeals, and District of Columbia Department of Human Resources	15-CV-997	District of Columbia Court of Appeals	Department of Parks and Recreation
26.	Barbara Brewer v. District of Columbia Office of Employee Appeals, et al.	15-CV-0299 & 15-CV-0813	District of Columbia Court of Appeals	D.C. Public Schools
27.	Karleane Johnson v. District of Columbia Office of Employee Appeals, et al	13-CV-790	District of Columbia Court of Appeals	Department of Health

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 years 2016 or 2017 (to date).

ANSWER: There have been no investigations, studies, audits, or reports on OEA or any employee of OEA during fiscal years 2016 or 2017 (to date).

(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

ANSWER: There are no ongoing investigations, audits, or reports concerning OEA or any employee of OEA.

18. Please list, in chronological order, all employee grievances filed against your agency in fiscal years 2016 and 2017 (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.

ANSWER: No employee grievances were filed against OEA in fiscal years 2016 or 2017 (to date). Moreover, there are no previously filed grievances that are pending in any judicial forum.

19. In table format, please list the following for fiscal years 2016 and 2017 (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.); (3) total spent (by person and for the agency); and (4) a note briefly summarizing the largest expenditures.

ANSWER:

Fiscal Year	Card Holder		Purchase Limit	Total Spent	Remarks
	Name	Title			
FY 2016	Smith Barrow, Gabrielle	Operations Manager	\$5,000 Single & \$20,000 Cycle Limits	\$ 75,256.37	Major agency PCARD expenses include employee training; Court Reporting & related services (>85%)
	Agency Total			\$ 75,256.37	
FY 2017					
(YTD)	Smith Barrow, Gabrielle	Operations Manager	\$5,000 Single & \$20,000 Cycle Limits	\$ 18,400.00	
	Agency Total			\$ 18,400.00	

20. (a) In table format, please provide the following information for fiscal years 2016 and 2017 (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.

ANSWER: In fiscal year 2016 and 2017 (to date), cellular phones and mobile devices were not used by OEA staff.

(b) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

ANSWER: Because no employees utilize cellular phones or mobile devices, OEA does not have any mobile, voice, or data costs to manage or limit.

21. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2016 and 2017 (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.).

ANSWER: OEA does not have or use any government vehicles.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2015, 2016, and 2017 (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.

ANSWER: OEA did not have any agency vehicles in fiscal years 2015, 2016, or 2017 (to date). Hence, OEA has not had any vehicle accidents.

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.

ANSWER: There were no charge-backs to OEA for a settlement or judgment pursuant to D.C. Official Code § 2-402.

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.

ANSWER: Because OEA does not utilize chauffeurs, take-home vehicles, or SUVs, it is in compliance with the above-referenced law.

(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.

ANSWER: Because OEA does not utilize chauffeurs, take-home vehicles, or SUVs, it is in compliance with the above-referenced law.

24. In table format, please provide the following information for fiscal years 2016 and 2017 (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 and trip)

	NAME	POSITION	TRAVEL EXPENSES	JUSTIFICATION
Fiscal Year 2016	Arien Cannon	Administrative Judge	\$2,273.48	Four-day training at National Judicial College
	Arien Cannon	Administrative Judge	\$2,361.86	One-week training at the National Association of Administrative Law Judiciary
	Michelle Harris	Administrative Judge	\$4,821.69	Two-week training at the National Judicial College
	Eric Robinson	Administrative Judge	\$2,329.40	One-week training at the National Association of Administrative Law Judiciary
	Eric Robinson	Administrative Judge	\$2,553.66	Four-day training at National Judicial College

	NAME	POSITION	TRAVEL EXPENSES	JUSTIFICATION
	Monica Dohnji	Administrative Judge	\$2,461.90	One-week training at the National Association of Administrative Law Judiciary
	Monica Dohnji	Administrative Judge	\$3,216.95	One-week training at the Institute for Applied Management & Law, Inc.
	Joseph Lim	Administrative Judge	\$2,302.23	Four-day training at the National Judicial College
	Sommer Murphy	Deputy General Counsel	\$3,216.95	One-week training at the Institute for Applied Management & Law, Inc.
	Lasheka B. Bassey	General Counsel	\$2,206.11	Four-day training at the One-week training at the Institute for Applied Management & Law, Inc.
	Sheila Barfield	Executive Director	3,037.96	One-week training at the Institute for Applied Management & Law, Inc.
	Wynter Clarke	Paralegal	\$1,000	One-week training at the Center for Alternative Dispute Resolution
Fiscal Year 2017 (to date)	N/A	N/A	N/A	N/A

25. Please provide and itemize, as of January 18, 2017, 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.

ANSWER:

	NAME	POSITION	TERM	PERIOD	START DATE
WAE	Lois Hochhauser	Hearing Examiner	1 Year	October 1-September 30 each year	April 3, 1985
WAE	Wanda Jackson	Attorney Advisor	1 Year	October 1-September 30 each year	December 6, 2004 (Full Time from November 18, 1978-September 20, 2002)

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.

ANSWER: Please see Attachment #4.

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.

ANSWER: The agency's priorities for fiscal year 2017 are to issue Initial Decisions within the statutory timeframe; develop a system whereby decisions which have been remanded to the Office can be prioritized and processed within 120 business days; mediate all attorney fees and compliance matters; continue the process of upgrading the agency's website as funding is available; and upgrade the agency's database as funding is available. To issue more Initial Decisions within the statutory timeframe, the Administrative Judges will need to continue to closely monitor their dockets to ensure that the proceedings are progressing as efficiently as possible while at the same time ensuring that the due process rights of the parties are being maintained. To update the agency's website and database, the agency will need adequate funding. Once funding is available, the agency will work with OCTO for these services. Administrative Judges are tracking the timeframe for issuing remanded decisions within 120 business days and are working with the Intake Coordinator/Administrative Judge to mediate attorney fees and compliance matters.

28. Please describe every grant the agency is applying for, or is considering applying for, this fiscal year.

ANSWER: OEA is not applying for, nor is it considering applying for any grants this fiscal year.

29. Please provide the name of each employee who was/is on administrative leave in fiscal years 2016 and 2017 (to date). In addition, for each employee identified, please provide: (1) their position; (2) a brief description of the reason they were placed on leave; (3) the dates they were on administrative leave; (4) whether the leave is paid or unpaid; and (5) their current status.

ANSWER:

	NAME	POSITION	REASON FOR LEAVE	DATES	PAID/ UNPAID	CURRENT STATUS
Fiscal Year 2016	Arien Cannon	Administrative Judge	Training	June 13 th -16 th September 18 th -22 nd	Paid	Regular, Full-Time
	Michelle Harris	Administrative Judge	Training	Aug 14 th -26 th September 18 th -22 nd	Paid	Regular, Full-Time
	Eric Robinson	Administrative Judge	Training	June 13 th -16 th September 18 th -22 nd	Paid	Regular, Full-Time
	Monica Dohnji	Administrative Judge	Training	July 17 th -22 nd September 18 th -22 nd	Paid	Regular, Full-Time
	Joseph Lim	Administrative Judge	Training	June 13 th -16 th September 18 th -22 nd	Paid	Regular, Full-Time
	Sommer Murphy	Deputy General Counsel	Training	July 17 th - 22 nd	Paid	Regular, Full-Time
	Lasheka B. Bassey	General Counsel	Training	July 19 th - 22 nd		Regular,

					Paid	Full-Time
	Sheila Barfield	Executive Director	Training	July 17 th - 22 nd	Paid	Regular, Full-Time
	Wynter Clarke	Paralegal	Training	July 11 th - 15 th	Paid	Regular, Full-Time
Fiscal Year 2017 (to date)	N/A	N/A	N/A	N/A		

30. How many grievances have been filed by labor unions against the agency management? Please list each of them by year for fiscal years 2015, 2016, and 2017 to date, and by union, if the agency has more than one union. Give a brief description of each grievance, and the current status or outcome.

ANSWER: There have been no grievances filed by labor unions against the agency management for fiscal years 2015, 2016, and 2017 (to date).

31. Please provide a list of all procurements for goods and services for fiscal years 2016 and 2017 (to date). Give a brief explanation of each, including the name of the vendor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer credit card purchases.

ANSWER: There have been no procurement of goods and services for fiscal years 2016 and 2017 (to date).

32. Please provide in table format a list (in descending order by value of contract) of all agency contracts in effect at any time during FY 2016. Include the name of the contractor, purpose of the contract, and the total dollar amount of the contract.

ANSWER:

Contractor	Purpose of Contract	Total Amount of Contract
Capital Reporting Company	To provide stenography and transcription services for evidentiary hearings and board meetings.	\$5,000.00
Pitney Bowes	To provide postage machine	\$432.00
West Publishing Company	To provide legal research	\$4,661.00

33. Please provide a table showing the agency's approved (original) budget, revised budget (after reprogrammings, etc.), and actual spending, by activity code, for fiscal years 2016 and FY

2017 (to date). In addition, please explain any variance between fiscal year appropriations and actual expenditures for fiscal years 2016 and 2017 (to date).

ANSWER:

Program/Activity	FY 2016			FY 2017		
	Approved Budget	Revised Budget	Actual Expenditure	Approved Budget	Revised Budget	Actual YTD Expenditure
1000 AGENCY MANAGEMENT PROGRAM						
1040 INFORMATION TECHNOLOGY	65,240	65,240	70,247	68,822	68,822	20,945
1085 CUSTOMER SERVICE	49,553	49,553	57,136	52,935	52,935	16,966
1090 PERFORMANCE MANAGEMENT	192,879	192,879	198,923	200,661	200,661	61,636
1100 OFFICE OF EMPLOYEE APPEALS	665,273	645,273	544,562	704,766	704,766	160,256
1000 AGENCY MANAGEMENT PROGRAM	972,945	952,945	870,868	1,027,184	1,027,184	259,803
2000 ADJUDICATION						
2001 ADJUDICATION PROCESS	621,931	568,715	613,882	600,266	600,266	179,214
2002 APPEALS	87,090	160,306	126,882	122,627	122,627	4,901
2003 MEDIATION	62,687	62,687	72,401	65,216	65,216	18,941
2000 ADJUDICATION	771,708	791,708	813,165	788,109	788,109	203,056
Total Proposed Operating Budget	1,744,654	1,744,654	1,684,033	1,815,293	1,815,293	462,859

34. Please provide a list of each of the agency's collective bargaining agreements (CBA), including the name of the union, the total number of employs covered by each CBA, a description of the employees' duties covered by each CBA (e.g. "executive assistant" or "attorney"), the length of the CBA, and a timeline for renewing any CBA that has expired or will expire in FY 2017 or FY 2018.

ANSWER: OEA does not have any collective bargaining agreements.

35. Please describe any initiatives the agency implemented within fiscal years 2016 and 2017 (to date) to improve the internal operation of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

ANSWER: During fiscal year 2016, the agency hired a Deputy General Counsel and implemented a two-tiered proof-reading process. The Deputy General Counsel assisted the General Counsel in processing Petitions for Review and issuing Opinions and Orders. The two-tiered proof-reading process resulted in Initial Decisions being issued in a timelier manner.

The agency's initiatives for fiscal year 2017 are reflected in its performance plan.

STRATEGIC OBJECTIVE 1: Timely Decisions

Render impartial, legally sound decisions in a timely manner.

Strategic Initiative 1.1: Develop a system whereby decisions which have been remanded to the Office can be prioritized and processed in a timely manner.

STRATEGIC OBJECTIVE 2: Adjudication Process

Streamline the adjudication process.

Strategic Initiative 2.1: Mediate all attorney fees and compliance matters.

Strategic Initiative 2.2: Create uniform orders for pre-hearing conferences, evidentiary hearings, good cause matters, jurisdiction matters and brief submissions.

STRATEGIC OBJECTIVE 3: Accessibility of Decisions

Maintain a system to allow the public to have access to all decisions rendered by the Office.

Strategic Initiative 3.1: Upgrade website to create a subject matter search feature.

36. What efforts has the agency made in the past year to increase transparency? Explain.

ANSWER: Due to the sensitive nature of the appeals filed with the agency, D.C. Official Code § 1-606.01(g)(2)(C) requires the agency's Executive Director to "[m]aintain the security of documents and claims[.]" However, all decisions issued by the agency are promptly uploaded to the agency's website. Moreover, the agency responds to all FOIA requests and timely provides those documents which are subject to public disclosure. Additionally, the agency continues to input certain information pertaining to its operations into the District's tracking system on a quarterly basis.

37. Please identify any legislative requirements (federal or local) that the agency lacks sufficient resources to fully implement.

ANSWER: According to D.C. Official Code §§ 1-606.01(g)(3)(B) and (H), the agency must "[m]aintain a data base system to record and provide information on the status and disposition of cases" and "provide research assistance to the Office and the public." The agency lacks sufficient resources to fully comply with these statutory mandates.

38. If applicable, please explain the impact on the agency of any legislation passed at the federal level during fiscal years 2016 and 2017 (to date).

ANSWER: There was no legislation passed at the federal level during fiscal years 2016 and 2017 (to date) that impact the Office of Employee Appeals.

39. Please identify any statutory or regulatory impediments to the agency's operations.