

OANC – 2015 Performance Oversight Questions and Answers

1. Please provide a complete, up-to-date organizational chart for each division within the agency including and, either attached or separately, an explanation of the roles and responsibilities for each division and subdivision.
 - a. Please include a list of the 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.

Ans. Please see #2. (There have been no organizational changes.)

2. Please provide a complete, up-to-date position listing for your agency, which includes the following information:
 - a. Title of position
 - b. Name of employee or statement that the position is vacant, unfunded, or proposed.
 - c. Date employee began in position
 - d. Salary and fringe benefits, including the specific grade, series, and step of position
 - e. Job status (continuing/term/temporary/contract)

Title	Name	Began	Salary	Fringe	Grade	Step	Status
STAFF ASSISTANT	Barnum, Lynard J	2012	\$28,516	\$6,995	11	3	Term
EXECUTIVE DIR	Simon, Gottlieb C	2001	\$91,085	\$21,769	13	7	Reg
SPECIAL ASST	Williams, Kathy Suejette	2010	\$72,480	\$17,338	12	4	Reg

3. Please provide a list of all current Advisory Neighborhood Commission vacancies.

Ans. 1C01 3C04 4B08 5A04 7E01 7F07 8B06 8D06

4. Does the agency conduct annual performance evaluations of all its employees? Who conducts such evaluations? What steps are taken to ensure that all agency employees are meeting individual job requirements?

Ans. There are only 2.5 FTEs employed in the agency, including the Executive Director, and we all work in the same room. Accordingly, performance feedback is immediate and on-going.

5. Please list all employees detailed to or from your agency, if any. Please provide the reason for the detail, the detailed employee's date of detail, and the detailed employee's projected date of return.

Ans. None.

6. Please provide the Committee with:
 - a. A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense

- b. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned
- c. A list of employee bonuses or special award pay granted in FY14 and FY15, to date
- d. A list of travel expenses, arranged by employee
- e. A list of the total overtime and workman’s compensation payments paid in FY14 and FY15, to date.

Ans. None.

7. Please provide a chart showing your agency’s approved budget and actual spending, by division, for FY14 and FY15, to date. In addition, please describe any variance between fiscal year appropriations and actual expenditures.

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Program	FY2014			FY2015			Change in Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
OANC	\$224,690	\$214,757	\$9,933	\$246,324	\$66,909	\$179,415	\$21,634
ANCS	\$677,688	\$645,984	\$31,704	\$677,688	\$88,129	\$589,559	\$0
Total	\$902,378	\$860,741	\$41,637	\$924,012	\$155,038	\$768,974	\$21,634

Variance Explanation

FY14 savings of \$41K due to \$32K in disallowed allotments, \$8K in fringe rate savings and lower spending in NPS.

Change in Budget Explanation

Increase of \$22K in FY15 due to \$20K in PS as a result of COLA adjustments and step increases and increase in NPS for supplies

8. Please list any reprogramming, in or out, which occurred in FY14 or FY15, 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.

For questions #8 thru #22 the answer is “none” or the question does not apply.

9. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY14 or FY15, to date.

10. Please identify any special purpose revenue accounts maintained by, used by, or available for use by your agency during FY14 or FY15, 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 FY14 and FY15, to date
 - e. Expenditures of funds, including the purpose of each expenditure, for FY14 and FY15, to date
11. Please provide a list of all projects for which your agency currently has capital funds available. Please include the following:
 - a. A description of each project
 - b. The amount of capital funds available for each project
 - c. A status report on each project, including a timeframe for completion
 - d. Planned remaining spending on the project
12. Please provide a complete accounting of all federal grants received for FY14 and FY15, to date.
13. What steps were been taken during FY14 to reduce agency energy use?
14. Please identify any legislative requirements that the agency lacks sufficient resources to properly implement.
15. Please list all regulations for which the agency is responsible for oversight or implementation. Please list by chapter and subject heading, including the date of the most recent revision.
16. Please list each new program implemented by the agency during. For each initiative please provide:
 - a. A description of the initiative
 - b. The funding required to implement to the initiative
 - c. Any documented results of the initiative
17. Please provide a list of all studies, research papers, and analyses (“studies”) the agency requested, prepared, or contracted for during FY14 and FY15. Please state the status and purpose of each study.
18. Please explain the impact on your agency of any legislation passed at the federal level during FY14, to date that significantly affect agency operations. If regulations the shared responsibility of multiple agencies, please note.
19. Please provide a list of all MOUs in place during FY15.

20. Please list each contract, procurement, lease, and grant (“contract”) awarded, entered into, extended and option years exercised, by your agency during FY14 and FY15, to date. For each contract, please provide the following information, where applicable:
 - a. The name of the contracting party
 - b. The nature of the contract, including the end product or service
 - c. The dollar amount of the contract, including budgeted amount and actually spent
 - d. The term of the contract
 - e. Whether the contract was competitively bid or not
 - f. The name of the agency’s contract monitor and the results of any monitoring activity
 - g. Funding source

21. Please list and describe any ongoing investigations, audits, or reports on your agency or any employee of your agency, or any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed during FY14 or FY15, to date.

22. Please identify all recommendations identified by the Office of the Inspector General, D.C. Auditor, or other federal or local oversight entities during the previous 3 years. Please provide an update on what actions have been taken to address these recommendations.

23. Please identify all electronic databases maintained by your agency, including the following:
 - a. A detailed description of the information tracked within each system
 - b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system.
 - c. Whether the public can be granted access to all or part of each system.

Ans. The OANC updates the contact information for ANC Commissioners and ANCs, and calendar information for ANCs, that is presented on anc.dc.gov, which is publicly available.. This includes their name, mailing address, phone number, and email address, as well as the date, time, and location of Commission monthly meetings. The presentation system, i.e. Drupal, for this data is designed and engineered by OCTO.

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

Ans. The OANC exists primarily to provide assistance to the 40 Advisory Neighborhood Commissions and the nearly 300 SMD Commissioners who comprise them. The Executive Director visits ANC meetings throughout the year and often comments on the OANC’s activities during these visits for the benefit of the general public.

25. Please identify any statutory or regulatory impediments to your agency’s operations.

Ans. Members of the public and sometimes Commissioners, themselves, wish that the OANC would intervene in Commissioner or Commission affairs more directly. They may experience

the statutory mandate that the OANC “is not empowered to direct or supervise the actions of Commissions,” therefore, as an impediment to how they believe the OANC should operate.

26. How does the agency solicit feedback from customers? Please describe.
- What has the agency learned from this feedback?
 - How has the agency changed its practices as a result of such feedback?

Ans. From time to time we have emailed Commissioners asking for such feedback. The agency web page also has a form for asking questions or making suggestions.

27. Please describe the training and informational sessions you provide and/or coordinate for the ANC's? What is the frequency of these sessions?
28. Please provide a list of types and dates of training/information sessions for the ANCs you have planned for FY 2015.

Ans. Following the General Election every other year, we hold an all-day orientation session for first-time Commissioners. During the following year and half we hold half-day sessions as needed for Commissioners elected to fill vacancies. We also coordinate with ABRA to provide training regarding ABC regulation, and with the Office of Zoning with regard to applications for special exceptions, variances, and Planned Unit Developments; the one ABC session is being provided three times in the month of February, and the three zoning sessions are presented twice during February. The OANC plans to provide a practical workshop on parliamentary procedure at least twice a year. During 2015 I plan convene the ANC Chairpersons at least three times to consider issues relating to convening meetings and general ANC operations; the first session will be March 24.

29. Did the agency staff participate in any ethics training in FY 2014 and FY 2015 to date?

Ans. We sat in on training sessions provided by the new Office of Government Accountability for ANC Commissioners.

30. Please provide, as an attachment, a copy of the ANC's FY 2014 performance plan and indicate whether you are on track to meet those measures.

31. What are your top five priorities for the agency? Include a detailed explanation for how the agency expects to achieve or work toward these priorities in FY2015 and FY2016.

Ans. Preparing first-time Commissioners who were elected in November 2014 with the information and tools they needed to assume their official duties in January 2015. This includes updating the ANC Handbook as necessary and providing a general orientation: setting up their government email accounts for new Commissioners; providing new and continuing Commissioners with new 2015-2016 ID cards, in partnership with DHS; and arranging distribution of parking passes for the new Commissioners. These steps also apply to those elected during the course of the year to fill mid-year vacancies.

Providing on-going assistance to Commissions and individual Commissioners regarding ANC administrative processes, financial reporting, and internal ANC operations.

Offering guidance on ANC participation in ABC, Zoning, and other administrative bodies.

Providing technical assistance with ANC email and websites, including creation of websites and assistance in site maintenance.

32. In what areas (e.g. financial training, procedural training, etc.) do you think the ANC's need the most assistance with?

Ans. As with most everything involving ANCs, needs vary greatly from one ANC and one Commissioner to another. In general, assistance is needed in knowing how to meet financial reporting requirements, practice in using basic parliamentary procedures, and understanding the coming changes in ABC and Zoning rules and regulations.