

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Executive Office of Mayor Muriel Bowser**



Response to FY2015 Performance Oversight Questions on  
Office of Lesbian, Gay, Bisexual and Transgender Affairs

**Sheila Alexander-Reid**  
Director, Office of Lesbian, Gay, Bisexual and Transgender Affairs

Committee on Housing & Community Development  
Anita Bonds, Chairperson

Council of the District of Columbia

February 18, 2015



## Questions for Performance Oversight Hearing on Fiscal Year 2015

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.

**The Office of Lesbian, Gay, Bisexual and Transgender Affairs is a small agency and does not have divisions.**

- a. Please include a list of the employees (name and title) for each subdivision and the number of vacant positions.

**Position 1.  
Director of LGBT Affairs,  
Sheila Alexander-Reid**

**Position 2.  
Deputy Director of LGBT Affairs,  
Terrance Laney**

- b. Please provide a narrative explanation of any organizational changes made during the previous year.  
**NONE**

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.

3.
  - a. Date employee began in position
  - b. Salary and fringe benefits, including the specific grade, series, and step of position
  - c. Job status (continuing/term/temporary/contract)



**Position 1.**  
**Director of LGBT Affairs**  
**Sheila Alexander-Reid**  
**Jan. 26, 2015**  
**\$98,000**  
**Excepted Service**

**Position 2.**  
**Deputy Director of LGBT Affairs**  
**Terrance Laney**  
**Jan. 28, 2015**  
**\$64,000**  
**Excepted Service**

4. Does the agency conduct annual performance evaluations of all its employees? Yes
- Who conducts such evaluations?
  - What period within the calendar year are the evaluations conducted?

**We will conduct annual performance evaluations. As Director of LGBT Affairs, I will be responsible for completing the evaluations for each staff member by the end of FY15.**

5. What steps are taken to ensure that all agency employees are meeting individual job requirements?

**In addition to Weekly Meetings, Status Reports, and Monthly Meetings, I will ensure that each one of my employees receives adequate training, access to mentoring and other tools to ensure that they are meeting the expectations of their job requirements.**

6. 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.

**None**

7. Please provide the Committee with:

- A list of all employees who receive cellphones, personal digital assistants, or similar communications devices at agency expense  
**Director of LGBT Affairs, Sheila Alexander-Reid,**  
**Samsung Galaxy s4 cellphone**



**Deputy Director of LGBT Affairs, Terrance Laney,  
Samsung Galaxy s4 cellphone**

A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned – **No Vehicles Assigned**

- b. A list of employee bonuses or special award pay granted in FY14 and FY15, to date
- c. A list of travel expenses, arranged by employee – **NONE**
- d. A list of the total overtime and workman's compensation payments paid in FY14 and FY15, to date.

**Sterling Washington, former Dir of OGLBTA – Severance Pay \$16,000**

**Amy Loudermilk, former Deputy Dir of OGLBTA – Severance Pay \$13,000**

8. 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.

**SEE LGBT BUDGET ATTACHED**

9. 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. **NONE**

10. Please provide a complete accounting for all intra-District transfers received by or transferred from the agency during FY14 or FY15, to date. **NONE**

11. 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: **NONE**

- 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

12. 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

**NONE**



13. Please provide a complete accounting of all federal grants received for FY14 and FY15, to date. **NONE**

14. What steps have been taken during FY15 to reduce agency energy use?

**Our agency is energy efficient and very eco-conscious. We meet often and use a singular computer when multiple computers are not necessary. We turn off our lights when leaving the office and carpool when possible to come into the office.**

15. Please identify any legislative requirements that the agency lacks sufficient resources to properly implement.

**NONE**

16. 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.

**NONE**

17. Please list each new program implemented by the agency during FY14 and FY15 to date. For each initiative please provide:

- a. A description of the initiative
- b. The funding required to implement to the initiative – **NO FUNDING REQUIRED**
- c. Any documented results of the initiative

**The previous Administration provided the following descriptions in their transition report. We will continue to review programs to evaluate effectiveness and impact, and will make necessary changes where appropriate.**

- The Mayor's Office of GLBT Affairs collaborated with the Department of Employment Services (DOES) to jointly launch the District government's first-ever transgender employment initiative under DOES' Project Empowerment Program. The transgender-specific cohorts of Project Empowerment were designed to increase training and employment opportunities for transgender residents. This has resulted in more hires within the District government as well as with private employers. At the urging of leaders in the transgender community, the transgender-specific cohorts were eventually stopped and members of the transgender community enroll in and complete Project Empowerment alongside non-transgender residents.
- The Mayor's Office of GLBT Affairs provided cultural competency training for all District government agencies under the Mayor's authority. As a result, almost 99% of Management Supervisory Service (MSS) employees were trained in FY12 and 49% of non-MSS employees in agencies under the Mayor's authority were trained in FY13 and FY14. Moreover, GLBT Affairs updated the online version of the training



in November 2014 and it should be launched in December 2014. In addition to the District government employees who were trained, GLBT Affairs conducted the in-person “Understanding LGBT Diversity” training to federal government agencies, homeless shelters, and senior living facilities in the city, including: the Court Services and Offender Supervision Agency (CSOSA); the John L. Young Women’s Shelter; and the Stoddard Baptist Nursing Home.

- The Mayor’s Office of GLBT Affairs and the MPD’s Gay and Lesbian Liaison Unit (GLLU) coordinate and facilitate the Violence Prevention and Response Team (VPART) Meetings on a monthly basis. Formerly known as the Critical Incident Team (CIT), the VPART convenes to listen and review all crimes involving GLBT residents. The Office passes along recommendations on how to improve public safety from the VPART to the GLBT community and MPD. The VPART membership is comprised of GLBT Affairs, MPD’s GLLU, and the following community groups: DC Trans Coalition; Rainbow Response; Helping Individual People Survive (HIPS); and Gays and Lesbians Opposing Violence (GLOV).
- Following passage of the Youth Bullying Prevention Act of 2012, the Mayor organized a Bullying Prevention Task Force, which created a Model Bullying Prevention Policy for the entire city. The Mayor’s Office of GLBT Affairs sits on the Bullying Prevention Task Force, which helped create the model policy and reviewed bullying prevention policies submitted by youth-serving organizations in the District, including the DC Public Schools policy.
- In December 2013, the Mayor’s Office of GLBT Affairs partnered with DOH, the Mayor’s Office on Latino Affairs (OLA), and the Latino LGBT Task Force (organized by OLA) to host Amu tu Salud – Viva LGBT, a Latino LGBT Health Fair.
- The Mayor’s Office of GLBT Affairs sits on the Department of Corrections’ Transgender Advisory Committee. This committee meets on a quarterly basis to ensure that transgender inmates are treated with dignity and respect. This committee updated the “Gender Classification and Housing Policy” and issued “Procedures for Transgender Shaving Services.”
- The Mayor’s Office of GLBT Affairs collaborated with the Office of the State Superintendent for Education on its Gay, Lesbian, and Straight Education Network (GLSEN) Safe Schools Initiative, which instructs charter and public school employees on best practices to address incidents of bullying in their schools. Moreover, it teaches school employees how to develop and implement an LGBT-inclusive curriculum. Both staff members in GLBT Affairs are certified GLSEN Safe Space trainers and have taught numerous classes.
- In conjunction with the chair of the Mayor’s GLBT Advisory Committee’s Aging subcommittee, the Mayor’s Office of GLBT Affairs held three consultations with older LGBT adults on how to make the District a more age-friendly city. These



recommendations from these consultations were summarized in a report and the various elements will be integrated into DC's Age-Friendly City Report.

- The District joined amicus briefs in two cases – *Hollingsworth v. Perry* and *Windsor v. United States* – urging the Supreme Court to strike down laws that banned same-sex marriages and that barred same-sex couples that were legally married from receiving federal benefits. The Office of the Attorney General authored the amicus briefs and Mayor's Office of GLBT Affairs reviewed them before submission to the Supreme Court.
- On February 27, 2014, the Department of Insurance, Securities, and Banking (DISB) was issuing clarifying instructions to health insurance companies, which: 1) recognizes gender dysphoria as a medical condition; and 2) requires all individual and group health insurance policies (including Medicaid) to cover any medically necessary treatment (including gender reassignment surgeries) for some individuals diagnosed with gender dysphoria in accordance with the World Professional Association for Transgender Health (WPATH) Standards of Care. This was a monumental step forward in protecting the health of the District's transgender residents and put DC on the cutting edge when it comes to transgender equality. Following the decision in June 2014 by the US Dept. of Health and Human Services, Medicare must also cover any medically necessary treatment for individuals diagnosed with gender dysphoria.
- On February 28, 2014, "The LGBTQ Homeless Youth Reform Act" was signed into law, as introduced by then-Councilmember Bowser, which requires a minimum of 10 beds dedicated for the LGBTQ youth population in homeless shelters and cultural competency training on serving LGBTQ youth for city shelters. The bill also gave the Mayor's Office of GLBT Affairs a seat on the Interagency Council on Homelessness and funds a Housing Specialist position within GLBT Affairs.
- The Mayor's Office of GLBT Affairs and the DC Department of Health are working with the American Institute for Research (AIR) to launch the District's first ever LGBTQ health survey. The survey tool has been completed and initial emails have been sent to the partner organizations.
- On December 22, 2014, "The Conversion Therapy for Minors Prohibition Amendment Act" was signed into law, a bill originally co-sponsored by then-Councilmember Bowser.

18. 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.

**FY14 - LGBT Health Survey has been contracted, but not yet distributed**



**Purpose:**

- **To Identify needs analysis for the LGBT community**
- **To Develop specific initiatives that address those needs**
- **To Reach underserved segments of LGBT community**
- **To Provide accurate data to other agencies in order to increase their services to meet the needs of the LGBT**

**OGLBTA recruited 40 different organizations to participate. The survey is being conducted by the American Institute for Research (AIR). It is slated to be completed, with data compiled and summarized in a report to OGGLBTA by the end of Summer 2015**

19. Please explain the impact on your agency of any legislation passed at the federal level during FY14 and FY15, to date that significantly affect agency operations. If regulations the shared responsibility of multiple agencies, please note.

**NONE**

20. Please provide a list of all MOUs in place during FY15.

**NONE**

21. 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: **NONE**

- 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 – **STERLING WASHINGTON, former Director of OGLBTA, was the contract monitor of the LGBTQ Health Survey, but it has not been conducted yet. So, no monitoring has occurred.**
- g. Funding source - **NONE**

22. 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. **NONE**

23. 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.

**NONE**

24. 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.  
**NONE**

25. 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.

**We are in the process of updating our website to reflect our activities and services.**

26. Please identify any statutory or regulatory impediments to your agency's operations.  
**NONE**

27. How does the agency solicit feedback from customers? Please describe.

**Social Media (Constituents often post comments on our Facebook page)**

**Event Follow-up (We email contacts on event sign in sheets to thank them & get feedback). OGLBTA sends out a bi-weekly newsletter to over 3500 opted-in subscribers via Government Delivery. In addition, we meet with constituent groups on average 2-3 times per week to get community feedback and input.**

- a. What has the agency learned from this feedback?

**We have learned that Transgender Safety, Homeless LGBTQ youth and Economic Development issues need to be addressed more fully**

- b. How has the agency changed its practices as a result of such feedback?

**We are increasing MPD training regarding Transgender Safety, assisting Casa Ruby in the opening of a new Homeless Shelter for LGBTQ Youth, and partnering with the DC Center to host a LGBTQ Job Fair**

28. Did the agency staff participate in any ethics training in FY14 and FY15 to date? **FY14 Training did occur.**

29. Please provide, as an attachment, a copy of the Office's FY15 performance plan as submitted to the Office of the City Administrator and indicate whether you are on track to meet those measures. **No Performance Plan was submitted to the City Administrator by the previous administration's OGLBTA**

30. 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 FY15 and FY16.

**Homeless Youth – opening a new shelter specifically for homeless LGBTQ youth**

**Transgender men and women – Working with MPD on cultural competency**

**HIV/AIDS – Working with Dept of Health on survey re: risk behaviors**

**Senior Services – Working with Dept of Housing re: funding new housing projects**

**Hate Crimes/Public Safety – Working with Nat'l LGBTQ Task Force on their Stop Transgender Murders campaign**



31. Please provide an update on the each of the issue areas where an OGLBTA staff member acts as a liaison

EDUCATION – **Working with Carlos Rosario Public Charter School to help non-English speaking LGBTQ community learn English**

HEALTH AND HUMAN SERVICES –working w/ Dept of Health re: HIV/AIDS

SMALL BUSINESS ASSISTANCE – **working w/ Washington Blade on “LGBT WELCOMING BUSINESS” campaign**

ENVIRONMENT – N/A

MENTAL HEALTH – Distributing LGBT Health Survey to determine mental health needs  
Working with Behavioral staff at Whitman Walker/  
Metro Teen AIDS, Women’s Collective, Casa Ruby,  
and Us Helping Us

EMPLOYMENT – Working with DC Center to present LGBT job fair  
& Entrepreneurial workshop

SAFETY – **Facilitated Transgender Safety Town Hall w/ Chief Cathy Lanier**

HOUSING – **Working with DHS to open LGBTQ youth housing, with Wanda Alston House and with Mary’s House for LGBT Seniors**

32. Please provide a list of all current OGLBTA vacancies.

**NONE**

33. Please describe the training and informational sessions you provide and/or coordinate for the OGLBTA? What is the frequency of these sessions?

**OGLBTA conducts cultural competency trainings for DC Government agencies approx. 2x per month**

34. Please provide a list of types and dates of training/information sessions for the OGLBTA you have planned for FY15.

**Schedule for 2015 is still being prepared**

35. The Office currently runs a Cultural Competency Training program, a city-wide campaign to educate District Government employees and ensure a safe and affirming work environment.

a. Please provide an update on the program and what performance indicators are used to determine whether the program is successful.

**Over 10,000 government employees have received the training either in person or online. This is approx. one-third of the government workforce**

b. Which type of training has been determined to be more effective: instructor-led and webinar trainings? **Instructor-led is more effective because participants can ask questions.**

c. Are Cultural Competency Trainings required of all District of Columbia employees on an annual basis? **Yes, but only for agencies under the Mayor’s**



**authority.**

**36.** In what areas (e.g. financial training, procedural training, etc.) do you think the OGLBTA needs the most assistance with? **Since we are new, our OGLBTA needs Workforce development training**



**Advisory Committee to the Office of Gay, Lesbian, Bisexual, and Transgender Affairs**

37. Has the Advisory Committee to the OGLBTA been active? If so, when was the last meeting?  
**Yes. It meets every other month on the 3<sup>rd</sup> Wednesday.  
The last meeting was on Nov. 19.**
38. In what capacity has the Committee worked with the OGLBTA?  
**The Advisory Committee advises the OGLBTA on critical issues and populations of the community that are underserved**
39. How has the Committee helped enhance the capacity of government agencies and other organizations to secure resources?  
**The Advisory Committee has worked with the OGLBTA to create an LGBTQ Health Survey. The results of this survey will inform government agencies on what needs should be addressed and in what priority.**
40. What are your top five priorities for the Committee? Please provide a detailed explanation for how the Committee expects to achieve or work toward these priorities in FY15 and FY16.  
**Homeless Youth – opening a new shelter specifically for homeless LGBTQ youth  
Transgender men and women – Working with MPD on cultural competency  
HIV/AIDS – Working with Dept of Health on survey re: risk behaviors  
Senior Services – Working with Dept of Housing re: funding new housing projects  
Hate Crimes/Public Safety – Working with Nat'l LGBTQ Task Force on their Stop Transgender Murders campaign**
41. Please provide a list of all current Advisory Committee to OGLBTA vacancies and what is the anticipated timeline to fill them.  
**There are currently three vacancies on the Advisory Committee. We plan to have them filled in the coming weeks.**
42. Please describe the training and informational sessions you provide and/or coordinate for the Advisory Committee to OGLBTA? What is the frequency of these sessions?  
**OGLBTA meets with the Advisory Committee to provide information and training every other month and works with subcommittees (Health/Public Safety/Youth and Families/Aging) on the off months.**
43. Please provide a list of types and dates of training/information sessions for the Advisory Committee to OGLBTA you have planned for FY15.  
**We are still preparing our 2015 schedule**
44. In what areas (e.g. financial training, procedural training, etc.) do you think the Advisory Committee to OGLBTA needs the most assistance with?  
**The new members of the Advisory Committee will need assistance on Boards and Commissions operations**



45. Over the years, the public use of “GLBT” as a reference to the gay, lesbian, bisexual, transgender community has waned and the use of LGBTQ is more prevalent. What are your thoughts on the name of your commission/office?

**The name of the OGLBTA has been recently to Office of Lesbian, Gay, Bisexual and Transgender Affairs (OLGBTQA) by the Mayor. This new office title is in more in step with today’s LGBTQ movement.**

