

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY**



February 19, 2021

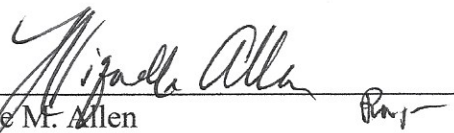
Honorable Brianne Nadeau
Committee on Human Services
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W., Suite 102
Washington, D.C. 20004

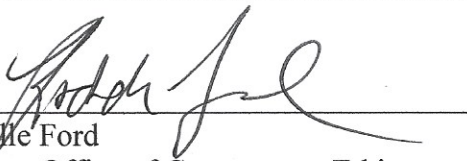
**RE: Board of Ethics and Government Accountability's Responses
to the Performance Oversight Questions on Fiscal Year 2020-2021**

Dear Councilmember Nadeau:

On behalf of the Board of Ethics and Government Accountability, we thank you for this opportunity to provide responses to the Performance Oversight Questions contained in the Committee on the Judiciary's correspondence to BEGA Chairperson, Norma Hutcheson, dated January 25, 2021. The members of the Board and the Directors of Government Ethics and Open Government look forward to providing testimony and answering these and any other questions you might have at the Public Hearing scheduled on February 26, 2021. Please find the answers to the questions posed in the January 25, 2021 correspondence attached to this cover letter. If you have any additional questions or require more information, please let us know.

Sincerely,


Niquelle M. Allen
Director, Office of Open Government
Board of Ethics and Government Accountability


Rochelle Ford
Director, Office of Government Ethics
Board of Ethics and Government Accountability

Enclosures

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BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY**



February 19, 2021

Honorable Brianne Nadeau
Committee on Human Services
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W., Suite 102
Washington, D.C. 20004

**RE: Board of Ethics and Government Accountability's Responses
to the Performance Oversight Questions on Fiscal Year 2020-2021**

Dear Councilmember Nadeau:

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/s/
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Director, Office of Open Government
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**BOARD OF ETHICS AND GOVERNMENT ACCOUNTABILITY
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



**AGENCY PERFORMANCE OVERSIGHT
RESPONSES TO QUESTIONS
FROM THE DISTRICT OF COLUMBIA COUNCIL
COMMITTEE ON HUMAN SERVICES
FISCAL YEAR 2020 - 2021**

General Questions

1. Please provide a current organizational chart for the agency, including the number of vacant, frozen, and filled positions in each division or subdivision. Include the names and titles of all senior personnel, and note the date that the information was collected on the chart.

See EXHIBIT 1 - BEGA Organizational Chart

- a. Please provide an explanation of the roles and responsibilities of each division and subdivision.

The Board of Ethics and Government Accountability (BEGA) is overseen by a five-member Board that is responsible for overseeing the Office of Government Ethics (OGE) and the Office of Open Government (OOG).

OGE: The Office of Government Ethics administers and enforces the District of Columbia Code of Conduct. More specifically, OGE investigates and adjudicates alleged violations of the Code of Conduct; provides ethics advice and guidance to District employees; regularly provides mandatory ethics training; issues rules and regulations governing the ethical conduct of employees and public officials; oversees lobbyist registration and activity reporting; manages and oversees the financial disclosure filing requirements for District employees and officials; drafts an annual ethics Best Practices Report; and provides for the anonymous and confidential receipt of information related to violations of the Code of Conduct or other information with regard to the administration or enforcement of the Code.

There are no subdivisions under OGE.

OOG: The Office of Open Government (OOG) is a separate office under the Board of Ethics and Government Accountability. OOG's role is to advise and educate public bodies and the public regarding the Freedom of Information Act (FOIA) in an effort to ensure compliance with the requirements of FOIA. OOG's role regarding the Open Meetings Act is to enforce the provisions of the OMA and to advise and educate public bodies regarding the OMA to ensure compliance with the OMA. Specifically, OOG provides boards and commissions with formal and informal advice on compliance with the OMA. It investigates OMA complaints, and when necessary, issues binding opinions on compliance to public bodies. OOG may bring civil lawsuits against public bodies for violations of the OMA. It also issues formal and informal advice to agencies on compliance with FOIA.

There are no subdivisions under OOG.

- b. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

OGE: In FY20, OOG filled two position vacancies. The office hired Rashee Raj to serve as the General Counsel. Rochelle Ford was appointed as the Director of Government Ethics. One Attorney-Advisor position was converted to a Supervisory Attorney position (Advice and Education) and Ashley Cooks was promoted to fill that position on August 30, 2020. This position now manages the intake and provision of ethics advice, provides subject matter expertise, oversees the agency's training programs, and serves as a liaison with District agency ethics counselors.

In FY21, OGE added an Attorney Advisor position. OGE is currently working to fill the position.

OOG: In FY20, OOG filled two position vacancies. The office hired Sheree DeBerry, Esq., to serve as the Attorney-Advisor. The office also hired Kevon Bridges to serve as the Information Technology Specialist. In FY21, OOG added two new positions to the office. The office added a Trial Attorney position and an Attorney Advisor position. Both positions are currently vacant.

2. Please provide a current Schedule A for the agency which identifies each **position by program and activity, with the employee's title/position, salary, fringe benefits, and length of time with the agency.** Please note the date that the information was collected. The Schedule A should also indicate if the position is continuing/term/temporary/contract or if it is vacant or frozen. Please separate salary and fringe and indicate whether the position must be filled to comply with federal or local law.

See EXHIBIT 2 - BEGA Schedule A

3. Please list all employees detailed to or from your agency during FY20 and FY21, to date. 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.

There have been no employees detailed to or from the agency during FY20 or in FY21, to date.

4. Please provide the Committee with:
 - a. A list of all vehicles owned, leased, or otherwise used by the agency and to whom the vehicle is assigned, as well as a description of all vehicle collisions involving the agency's vehicles in FY20 and FY21, to date; and

BEGA owns a Toyota Prius Prime Plus. The vehicle allows our staff to fulfill the Agency's mission to travel around the DC Metropolitan area for investigative purposes and ethics trainings. Ronald Cook, Sr., Ileana Corrales,

Ashley Cooks, Asia Stewart-Mitchell, Sonya King and Ralph Bradley are authorized drivers. There have been no vehicular accidents involving BEGA's use of government vehicles.

- b. A list of travel expenses, arranged by employee for FY20 and FY21, to date, including the justification for travel.

See EXHIBIT 3 - BEGA FY20 Travel Report.

There are no travel expenses for FY21, to date.

5. Please list all memoranda of understanding ("MOU") entered into by the agency during FY20 and FY21, to date, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

See EXHIBIT 4 - BEGA FY20 and FY21 MOUs

6. Please list the ways, other than MOU, in which the agency collaborated with analogous agencies in other jurisdictions, with federal agencies, or with non-governmental organizations in FY20 and FY21, to date.

OGE: OGE has not collaborated with analogous agencies.

OOG: OOG has collaborated with the D.C. Open Government Coalition, a non-governmental organization, to provide training and symposia on open government issues in FY 20 and FY21, to date. OOG also collaborated with education focused non-governmental organizations, D.C. Charter School Alliance and Education Board Partners, on providing training seminars for D.C. Public Charter Schools Boards of Trustees and their staff in FY20.

7. For FY20 and FY21, to date, please list all intra-District transfers to or from the agency, and include a narrative description of the purpose of each transfer.

See EXHIBIT 5 - BEGA FY20 Intra-District Transfers

There are no Intra-District Transfers in FY 2021, to date.

8. For FY20 and FY21, to date, please identify any special purpose revenue funds maintained by, used by, or available for use by the agency. For each fund identified, provide:
 - 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;
 - e. Expenditures of funds, including the purpose of each expenditure;
 - f. Whether expenditures from the fund are regulated by statute or policy; and
 - g. The current fund balance.

See EXHIBIT 6 - BEGA FY20 and FY21 Special Purpose Revenue

9. For FY20 and FY21, to date, please list all purchase card spending by the agency, the employee making each expenditure, and the general purpose of each expenditure.

See EXHIBIT 7 - BEGA FY20 and FY21 Purchase Card Reports

10. Please list all capital projects in the financial plan for the agency or under the agency's purview in FY20 and FY21, to date, and provide an update on each project, including the amount budgeted, actual dollars spent, and any remaining balances. In addition, please provide:
 - a. An update on all capital projects begun, in progress, or concluded in FY19, FY20, and FY21, to date, including the amount budgeted, actual dollars spent, and any remaining balances;
 - b. An update on all capital projects planned for the four-year financial plan;
 - c. A description of whether the capital projects begun, in progress, or concluded in FY19, FY20, and FY21, to date, had an impact on the operating budget of the agency. If so, please provide an accounting of such impact; and
 - d. A description and the fund balance for each existing allotment in each capital project under the agency's purview.

There are no existing capital projects and no capital projects in the financial plan.

11. Please provide a list of all budget enhancement requests (including capital improvement needs) for FY20 and FY21, to date. For each, include a description of the need and the amount of funding requested.

BEGA: The agency submitted a budget enhancement request in FY20 and FY21 for funds to relocate the agency to a facility with 10,000 sq. ft. of office space. The Department of General Services (DGS) recommended that BEGA move its office to a leased facility to meet its space requirements. BEGA's office currently includes space on the 5th and 8th Floors of the Barry Building, 441 4th Street, NW, Washington, DC. This space includes, individual offices, storage, cubicles, and a hearing room, which is approximately 3,100 sq. ft. The current space of 3,100 sq. ft. was provided without charge in FY13 when BEGA was initially created. BEGA has increased its staff and has never been allotted sufficient space for its operations. DGS evaluated the space in FY18 and recommended that BEGA relocate to a 7,800 sq. ft. leased facility in the District of Columbia. DGS evaluated the space again in FY20 and recommended that BEGA relocate to a 10,000 sq. ft. leased facility in the District of Columbia. BEGA staff has increased, so DGS recommended a larger facility to accommodate current and future staff increases. BEGA does not currently have a budget line-item for its facilities, so it requested an enhancement of \$400,000 to the FY21 budget to lease 7,000-8,000 sq. ft., which was the estimated space allotment recommended by DGS in

FY18. The agency submitted an enhancement to the FY22 budget of \$450,000 to lease 10,000 sq. ft., which is the current estimated space allotment recommended by DGS.

OGE: OGE did not submit any budget enhancement requests for FY22

OOG:

FY20: BEGA submitted a FY21 budget enhancement request for a Trial Attorney position within the Office of Open Government and a Paralegal Specialist position within the same office to facilitate Open Meetings Act enforcement. The Office lacks sufficient resources to fulfil its statutory mission of initiating enforcement actions in Superior Court. The Office currently does not have staff that could bring an enforcement action, as the statute requires, for violation of the Open Meetings Act. The Trial Attorney enhancement request was for \$108,612 to support the position and the Paralegal enhancement request was for \$90,325 to support the position.

FY21: BEGA submitted a FY22 budget enhancement request for a Paralegal Specialist position to facilitate Open Meetings Act enforcement. The position is required to investigate OMA cases and serve as a fact witness if an OMA case is filed in Superior Court. The legal staff may have conflicts of interest that would prevent them from serving as a fact witness. Having a paralegal available to provide this testimony would solve that problem. A paralegal would also increase the speed at which OOG's attorneys are able to respond to requests for advice by providing research and analysis for agency attorneys. This staff member would also facilitate trainings and attend public body meetings, thus enhancing the effectiveness of OOG. The Paralegal enhancement request is for \$90,325 to support the position.

12. Please list, in chronological order, each reprogramming in FY20 and FY21, to date, that impacted the agency, including those that moved funds into the agency, out of the agency, or within the agency. Include known, anticipated reprogrammings, as well as the revised, final budget for your agency after the reprogrammings. For each reprogramming, list the date, amount, rationale, and reprogramming number.

See EXHIBIT 8 - BEGA FY20 Reprograming. There is no Reprogramming in FY21, to date.

13. Please list each grant or sub-grant **received by** your agency in FY20 and FY21, to date. List the date, amount, source, purpose of the grant or sub-grant received, and amount expended.
 - a. How many FTEs are dependent on grant funding? What are the terms of this funding? If it is set to expire, what plans, if any, are in place to continue funding the FTEs?

There has been no grant or sub-grant.

14. Please list each grant or sub-grant **granted by** your agency in FY20 and FY21, to date. List the date, amount, source, and purpose of the grant or sub-grant granted.

There has been no grant or sub-grant.

15. Please list each contract, procurement, and lease, entered into or extended and option years exercised by your agency during FY20 and FY21, to date. For each contract, procurement, or lease, please provide the following information, where applicable:
- The name of the party;
 - The nature of the contract, procurement, or lease, including the end product or service;
 - The dollar amount of the contract, procurement, or lease, including amount budgeted and amount actually spent;
 - The term of the contract, procurement, or lease;
 - Whether it was competitively bid;
 - The name of the agency's contract monitor(s) and the results of any monitoring activity; and
 - The funding source.

See EXHIBIT 9 - BEGA FY20 and FY21 Purchase Orders Report

16. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to significant financial liability or will result in a change in agency practices, and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success. For those identified, please include an explanation about the issues involved in each case.

OGE: Gerren Price v. D.C. BEGA, D.C. Superior Court -- 2019 CA 005346. The Petitioner appealed BEGA's finding that the Petitioner violated the nepotism provisions of the Code of Conduct. On Thursday, July 30, 2020, Judge Shana Frost Matini affirmed BEGA's decision and found that BEGA properly applied the ordinary and plain meaning of the terms "hiring decision" and "advance." This matter is now closed.

OOG: None.

17. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY20 or FY21, to date, and provide the parties' names, the date the settlement was entered into, the amount of the settlement, and if related to litigation, the case name, docket number, and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, excessive use of force, etc.).

OGE: None (excluding published, negotiated dispositions resulting from OGE investigations).

OOG: None.

18. Did the agency use outside counsel in FY20 and FY21, to date? If so, for what matter(s) and in what amount(s)?

OGE: OGE did not use outside counsel in FY20 and FY21, to date.

OOG: OOG did not use outside counsel in FY20 and FY21, to date.

19. Please list the administrative complaints or grievances that the agency received in FY20 and FY21, to date, broken down by source. Please describe the process utilized to respond to any complaints and grievances received and any changes to agency policies or procedures that have resulted from complaints or grievances received. For any complaints or grievances that were resolved in FY20 or FY21, to date, describe the resolution.

OGE: In FY20, a former agency employee filed an administrative complaint against BEGA. Because this relates to a confidential personnel matter, the agency is unable to provide further detail. This information can be made available for a Committee review.

OOG: In FY20, a former agency employee filed an administrative complaint against BEGA. Because this relates to a confidential personnel matter, the agency is unable to provide further detail. This information can be made available for a Committee review.

20. Please describe the agency's procedures for investigating allegations of sexual harassment, sexual misconduct, or discrimination committed by or against agency employees. List and describe any allegations relating to the agency or its employees in FY20 and FY21, to date, and whether and how those allegations were resolved (e.g. a specific disciplinary action, such as re-training, employee transfer, suspension, or termination).

BEGA follows the procedures set forth in Mayor's Order 2017-313, "Sexual Harassment Policy, Guidance, and Procedures." Consistent with the Order, BEGA has a Sexual Harassment Officer (S.H.O.) who is charged with receiving and investigating allegations of sexual harassment.

BEGA utilizes the processes and procedures set forth in the District of Columbia Personnel Manual when investigating allegations of sexual harassment, sexual misconduct, or discrimination committed by or against agency employees. See <https://edpm.dc.gov/issuances/sexual-harassment-reports-and-investigations/>

The agency did not receive any allegations of sexual harassment, sexual misconduct, or discrimination committed by or against agency employees during FY20 or FY21, to date.

- a. Please also identify whether the agency became aware of any similar matters in FY20 or FY21, to date, through means other than an allegation, and if so, how the matter was resolved (e.g. sexual harassment was reported to the agency, but not by the victim).

BEGA: None.

21. Please provide the Committee with a list of the total workers' compensation payments paid by the agency or on the agency's behalf in FY20 and FY21, to date, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

The agency did not pay any workers' compensation payments in FY20 or FY21, to date.

22. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency, or any investigations, studies, audits, or reports on the agency or any employee of the agency that were completed during FY20 and FY21, to date.

OGE: None.

OOG: From FY20 and FY21, to date, the Office of Open Government monitored agency compliance with the Open Meetings Act as public bodies operated fully remote during the coronavirus pandemic. OOG provided comprehensive instruction of remote meetings and best practices to public bodies. The Office continues to monitor remote meetings during the pandemic. The advice may be accessed here:

Open Meetings Act COVID-19 Guidance: <https://www.open-dc.gov/news/office-open-government-covid-19-updates>

Freedom of Information Act COVID-19 Guidance: https://www.open-dc.gov/FOIA_COVID19_2021LAW

23. Please describe any spending pressures the agency experienced in FY20 and any anticipated spending pressures for the remainder of FY21. Include a description of the pressure and the estimated amount. If the spending pressure was in FY20, describe how it was resolved, and if the spending pressure is in FY21, describe any proposed solutions.

In FY20, BEGA identified ways to reduce expenses and provided the executive branch with funds that were allotted to the agency to upgrade its hearing room. Those funds were provided voluntarily to assist the Mayor of the District of Columbia with the

budget shortfall and the implementation of the District’s plan to address the coronavirus pandemic. The hearing room and office space are currently inadequate to meet BEGA’s current needs. The modernization project for the BEGA hearing was budgeted in the amount of \$50,000.

Another significant spending pressure for the BEGA is the need to secure adequate space. BEGA has, over several fiscal years, enlisted the assistance of the Department of General Services (DGS) to address its office space needs. In FY20 and FY21, DGS assisted BEGA with making its office space comply with District of Columbia safety standards, which resulted in unexpected expenditures. In FY20, DGS assessed the current office space needs for both OGE and OOG to operate safely. Per DGS records, BEGA's two offices currently occupy a total of approximately 3,100 square feet. DGS advised in FY20 that given the number of BEGA employees and the Board, the BEGA should occupy a space that is approximately 10,000 square feet. DGS previously informed us and verified in FY21 that BEGA’s current location at the Barry Building lacks excess space to accommodate BEGA's needs.

While the location at the Barry Building is optimal, the agency has outgrown its original space. Even before the pandemic, the agency had to creatively find ways to effectively function with such limited space. Given the pandemic, the agency can no longer safely return to the space and be fully operational. DGS recommended that BEGA relocate to leased property in the District of Columbia, at an estimated cost of \$450,000 in FY22. BEGA is seeking a budget enhancement request to facilitate this necessary relocation.

24. Please provide a copy of the agency’s FY20 performance plan. Please explain which performance plan objectives were completed in FY21, and whether they were completed on time and within budget. If they were not, please provide an explanation.

See EXHIBIT 10 – BEGA – OGE FY20 Performance Plan

25. Please provide a copy of your agency’s FY21 performance plan as submitted to the Office of the City Administrator.

See EXHIBIT 11 – BEGA – OGE FY21 Performance Plan

26. Please describe any regulations promulgated by the agency in FY20 or FY21, to date, and the status of each.

OGE: OGE did not promulgate any regulations in FY20 or FY21.

OOG: OOG did not promulgate any regulations in FY20 or FY21.

27. Please provide the number of FOIA requests for FY20 and FY21, to date, that were submitted to your agency. Include the number granted, partially granted, denied, and pending. In addition, please provide the average response time, the estimated number of

FTEs required to process requests, the estimated number of hours spent responding to these requests, and the cost of compliance.

In FY20, 28 requests were submitted to BEGA. 3 requests were granted, in whole; 2 requests were partially granted; 10 requests were denied, in whole; 6 requests were pending.

Average response time was 20.5 days; estimated number of FTEs required to process requests were 3; estimated number of hours spent responding to requests were 126; total cost of compliance was \$8,873.65.

In FY21, 14 requests have been submitted to date. 0 requests were granted, in whole; 0 requests were partially granted; 8 requests were constructively denied – BEGA did not possess the records requested; 3 requests were denied in full; 3 requests are pending.

Average response time was 4 days; estimated number of FTEs required to process were 3; estimated number of hours spent responding to requests were 2; total cost of compliance was \$1,467.44.

See EXHIBIT 12 – BEGA FY20 and FY21 FOIA Report

28. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or contracted for during FY20 and FY21, to date. Please state the status and purpose of each. Please submit a hard copy to the Committee if the study, research paper, report, or analysis is complete.

OGE: None.

OOG: The Mayor's Office of Legal Counsel requested that the Office of Open Government create a FOIA Manual that includes sample FOIA procedures, best practices, legal analysis, and response templates for D.C. agency FOIA Officers. OOG is currently preparing this manual in FY21.

OOG suspended its plan to release a report on FOIA website compliance in FY20. The office was overwhelmed with requests for advice and assistance with open government matters related to the coronavirus pandemic and policing and utilized all of its resources to address those issues. OOG will revisit the review and report regarding agency websites in the future.

29. Please list in descending order the top 25 overtime earners in your agency in FY20 and FY21, to date, if applicable. For each, state the employee's name, position number, position title, program, activity, salary, fringe, and the aggregate amount of overtime pay earned. Please describe the process the agency uses to determine which employees are granted overtime.

Name	Position No.	Title	Program	Activity	Salary	Fringe	Aggregate Overtime Amount
Tiffany Montgomery	00083174	IT Specialist	1100	1100	\$ 89,957.00	\$ 18,531.14	\$ 640.73
Asia Stewart-Mitchell	00087514	Attorney Advisor	2010	2010	\$ 97,886.00	\$ 20,164.52	\$ 365.52

30. For FY20 and FY21, to date, please provide a list of employee bonuses or special pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

In FY20, OGE provided exemplary performance awards to eligible employees for the first time in agency history. Throughout FY19-20, OGE's employees worked diligently and remained committed to pursuing the agency's mission despite increased workloads caused by staff shortages, transitions in leadership, and malfunctioning electronic reporting systems.

Bradley, Ralph	\$ 3,000.00	8/25/2020	Ralph Bradley scored a "Role Model" rating on his FY19 Performance Evaluation. Mr. Bradley was reviewed and selected by the Committee to receive an Exemplary Performance Award in the amount of \$3,000.
Cook, Ronald, Sr.	\$ 3,000.00	8/25/2020	Ron Cook scored a "Role Model" rating on his FY19 Performance Evaluation. Mr. Cook was reviewed and selected by the Committee to receive an Exemplary Performance Award in the amount of \$3,000.
Cooks, Ashley	\$ 4,500.00	8/25/2020	Ashley Cooks scored an "Outstanding" on her FY19 Performance Evaluation. Ms. Cooks was reviewed and selected by the Committee to receive an Exemplary Performance Award in the amount of \$4,500.
Dow, Tyrell	\$ 3,000.00	8/25/2020	Tyrell Dow scored a "Role Model" rating on his FY19 Performance Evaluation. Mr. Dow was reviewed and selected by the Committee to receive an Exemplary Performance Award in the amount of \$3,000.
James, Ileana	\$ 3,000.00	8/25/2020	Ileana James scored a "Role Model" rating on her FY19 Performance Evaluation. Ms. James was reviewed and selected by the Committee to receive an Exemplary Performance Award in the amount of \$3,000.
King, Sonya	\$ 4,500.00	8/25/2020	Sonya King scored an "Outstanding" on her FY19 Performance Evaluation. Ms. King was reviewed and selected by the Committee to receive an Exemplary Performance Award in the amount of \$4,500.
Peterson, Sandra	\$ 3,000.00	8/25/2020	Sandra Peterson scored a "Role Model" rating on her FY19 Performance Evaluation. Ms. Peterson was reviewed and selected by the Committee to receive an Exemplary Performance Award in the amount of \$3,000.
Stewart-Mitchell, Asia	\$ 4,500.00	8/25/2020	Asia Stewart-Mitchell scored an "Outstanding" on her FY19 PE. Ms. Stewart-Mitchell was reviewed and selected by the Committee to receive an Exemplary Performance Award in the amount of \$4,500.
Tujuba, Amanueil	\$ 3,000.00	8/25/2020	Amanueil Tujuba scored a "Role Model" rating on his FY19 Performance Evaluation. Mr. Tujuba was reviewed and selected by the Committee to receive an Exemplary Performance Award in the amount of \$3,000.
TOTAL	\$ 31,500.00		

There are no FY21 bonuses, to date.

31. For FY20 and FY21, 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.

For FY20 and FY21, to date, one agency employee separated from the agency with separation pay. Because this relates to a confidential personnel matter, the agency is

unable to provide further detail. This information can be made available for Committee review.

32. Please provide the name of each employee who was or is on administrative leave in FY20 and FY21, 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/are on administrative leave; (4) whether the leave was/is paid or unpaid; and (5) their current status.

For FY20 and FY21, to date, one agency employee was placed on administrative leave. Because this relates to a confidential personnel matter, the agency is unable to provide further detail. This information can be made available for Committee review.

33. Please provide each collective bargaining agreement that is currently in effect for agency employees. Please include the bargaining unit and the duration of each agreement. Please note if the agency is currently in bargaining and its anticipated completion.

There are no collective bargaining agreements that are currently in effect for any agency employees.

34. If there are any boards, commissions, or task forces associated with your agency, please provide a chart listing the names, number of years served, agency affiliation, and attendance of each member. Include any vacancies. Please also attach agendas and minutes of each board, commission, or task force meeting in FY20 or FY21, to date, if minutes were prepared. Please inform the Committee if the board, commission, or task force did not convene during any month.

<i>Board Member</i>	<i>Confirmation Date</i>	<i>Term</i>	<i>Ward</i>	<i>Member Attendance</i>
Norma Hutcheson, Chair	28-June-16	6 years	4	Attended all meetings
Darrin P. Sobin, Member	13-Nov-18	6 years	2	Attended all meetings except for July 2, 2020
Melissa Tucker	9-May-19	6 years	3	Attended all meetings
Charles Nottingham	9-May-19	6 years	3	Attended all meetings
Felice Smith	24-Jul-19	6 years	5	Attended all meetings except for September 21, 2020

The Board did not meet in April 2020 due to the public health crisis.

BEGA's Board Meeting Agendas, Minutes, and Meeting Recordings from FY20 and FY21 may be accessed here: <https://bega.dc.gov/publications?type=241>

There are no vacancies on BEGA's Board. Information regarding BEGA's Board members may be accessed here: <https://bega.dc.gov/board-members>

35. Please list all reports or reporting currently required of the agency in the District of Columbia Code or Municipal Regulations. Provide a description of whether the agency is in compliance with these requirements, and if not, why not (e.g. the purpose behind the requirement is moot, etc.).

OGE:

- **D.C. Official Code § 1-1162.19 – Advisory Opinions**
- **D.C. Official Code § 1-1162.20 – Quarterly Complaint Report**
- **D.C. Official Code § 1-1162.02(b) – Best Practices Report**
- **D.C. Official Code § 2-576 (3) – Notice of meetings, including agenda**
- **D.C. Official Code § 2-578(b)(1) – Copies of minutes**
- **D.C. Official Code § 1-1162.24 (c) – List of public officials who have filed a public financial disclosure statement, received an extension of the deadline for filing, or not filed**
- **D.C. Official Code § 1-1162.29(b)(2) – summary of registered lobbyist information by August 15th or within 10 days after registering**

BEGA has not issued a Best Practices Report since December 2018 due to staff vacancies and transitions in leadership. BEGA intends to issue a mid-year report in 2021 after the Board's Senior Attorney Advisor joins the agency.

OGE has also been delayed in publishing Quarterly Complaint Reports due to the demands of maintaining remote agency operations during the public health crises, staff vacancies and transitions, and revised case docketing and intake. OGE intends to publish all FY20 and 21 Quarterly Complaint Reports in a revised format including more data regarding the number of investigations initiated from complaints received.

OOG: None.

36. Please provide a list of any additional training or continuing education opportunities made available to agency employees. For each additional training or continuing education program, please provide the subject of the training, the names of the trainers, and the number of agency employees that were trained.

See EXHIBIT 13 – BEGA FY20 and FY21 Staff Training-Education

37. Please describe any initiatives that the agency implemented in FY20 or FY21, to date, to improve the internal operations of the agency or the interaction of the agency with outside parties. Please describe the results, or expected results, of each initiative.

OGE: With respect to internal operations, OGE prioritized resolving the financial disclosure e-filing system issues. Ensuring that the public has access to current financial disclosure statements is an important component of the agency's mission. OGE retained a contractor and worked with OCTO to determine how to best resolve log-in issues and other issues related to the system's functionality. As a result of these efforts, the log-in issues have been resolved, the system now allows Council Members

to file their financial disclosure statements electronically twice a year, and OGE has been able to resume financial disclosure enforcement. Given the failures that plagued the e-filing system since it was launched in 2018, OGE was unable to impose penalties on late or non-filers. In FY21, OGE resumed imposing penalties on late or non-filers, which will result in significant revenue for the agency.

OGE also developed a more effective revenue collection program. OGE is working with the OCFO Central Collection Unit (CCU) to pursue outstanding fines that are owed to agency. OGE also worked with the DC Office of Pay & Retirement Services (OPRS) to streamline employee related collection efforts.

OGE also augmented its Advice and Education programs to better engage with District agencies, under the direction of a new Supervisory Attorney for Advice and Education. OGE engaged in an outreach campaign to District agencies to offer specialized trainings, worked with the Office of the Advisory Neighborhood Commissioners to provide new commissioner trainings, and launched an Ethics Brown Bag virtual meeting educational series for Ethics Counselors. The goal of these regular, virtual meetings is to provide ethics counselors with an opportunity to ask questions and discuss common issues and to receive training and guidance from OGE on how to handle relevant topics. Discussions have featured remote work-related ethics issues, best practices, and investigations. The next meeting will feature a speaker on ethical culture.

OOG: In FY20, the OOG launched an initiative, as a result of the coronavirus pandemic, to train public body members on hosting remote meetings in compliance with the OMA. OOG trained approximately 500 members of Boards and Commissions on remote meetings and best practices. OOG conducted these training sessions in March and April, 2020. These training sessions were hosted in conjunction with the Mayor's Office of Talent and Appointments and Mayor's Office of Legal Counsel. To assist and monitor OMA compliance with remote meetings, OOG staff regularly attends public body meetings to ensure meetings are being conducted in compliance with the OMA. Hosting these trainings and attending meetings have had the result of making DC public bodies aware of the resources provided by OOG and the availability of staff to assist with resolving OMA issues.

38. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY21. How did the agency address its top priorities listed for this question last year?

OGE: FY21 Priorities

1. **Secure new office space that is safe and meets the agency's needs.** This issue is even more critical in light of the public health crisis. OGE employees cannot safely work in our current space. We are still working with the Department of Government Services to explore options for new office space.

2. **Pursue ethics reform more broadly.** The agency's top legislative priority remains encouraging passage of a Comprehensive Code of Conduct. However, OGE has also begun meeting with stakeholders and prioritizing other short-term ethics reforms that can be pursued independently. OGE has also begun to meet with stakeholders to begin the process of lobbying reform in the District. Lastly, OGE will seek to strengthen ethics compliance regulations across the District by defining the role of ethics counselors more clearly and performing program reviews.
3. **Standardize and strengthen ethics programs across District agencies.** OGE intends to standardize the agency ethics counselor function across agencies, better track mandatory training, develop an agency liaison program, conduct program reviews to better understand agency ethics programming, and track and maintain agency supplemental regulations.
4. **Improve the financial disclosure process.** In response to feedback, OGE will be revising the financial disclosure form for the upcoming filing season. OGE is also initiating an electronic confidential financial disclosure statement pilot program this filing season. The goal is to have all filers, both confidential and public, use an e-filing system, which is essential now that so many employees are working remotely.
5. **Expand Educational Offerings to District employees.** Our main priority is ensuring that employees know when to call should an ethics issues arise. OGE intends to build on its ethics counselor education program by providing support and job aids to ethics counselors and supervisors such as templates, quick reference guides, and procuring a training a platform and developing a mobile application for District employees.
6. **Continue to enhance the agency's revenue generating efforts.** OGE has reached out to OCTO develop an online fine payment option. This would make it more convenient to pay debts to BEGA and reduce any inefficiency associated with check receipt and processing.

OGE: FY20 Priorities Status:

- **Secure new office space that is adequate for the agency's needs.** *Still pending. This was not a priority as the office went to remote status on March 16, 2020.*
- **Increase outreach to the community and to District employees.** *We launched an educational series for agency ethics counselors. In October 2020, we expanded Ethics Day to a week of programming featuring introductory remarks by CM Charles Allen and presentations by OGE and OOG.*

- **Implement the Comprehensive Code of Conduct (CCC) legislation.** *No change given the public health crisis.*
- **Use technology to better educate and advise employees.** *OGE sought demonstrations and researched training platforms in Q2-Q3 of FY20 and is now planning to put out an RFP to procure an electronic training platform for the District's 34,000 plus employees. This will not only provide District employees with flexibility and more opportunities for training, it will allow also OGE to better track employees' compliance with ethics training requirements. OGE has contacted OCTO about developing an application as it appears to be more cost-effective to work with the District than a contractor.*
- **Improve OGE operations** *OGE's Supervisory Attorney for Advice and Education has improved OGE's efficiency in responding to requests for guidance. OGE has also revised investigative policies and procedures given the constraints of working remotely and we continue to work on updating and standardizing office procedures. The office has implemented a regular schedule of staff and team meetings.*

OOG:

FY21:

7. **Recruit and Hire an Attorney Advisor and Trial Attorney.** OOG was granted funding for two new attorneys. It is a priority that the agency become fully staffed. Both positions are in the interview and hiring process with the D.C. Department of Human Resources.
8. **Establish an Education Cluster in OOG.** The legislation that reformed to the OMA to add public charter schools boards of trustees as public bodies subject to the OMA created an Attorney Advisor position to serve that group. Internally that position will carry the title "Education Counsel" and that staff member will be the primary point of contact for public charter school and local school advisory team issues. OOG's Attorney-Advisor, Sheree DeBerry, is currently serving as "Education Counsel" and is providing OMA training and counsel to these public bodies.
9. **Monitor and Participate Police Reform related to Body Worn Camera footage.** In FY20, due to First Amendment protests in the District of Columbia this summer regarding law enforcement's use of excessive force, OOG became involved in discussions regarding police reform. The context for OOG's participation was access to Body Worn Camera footage via the FOIA process and affirmative release. OOG will continue to monitor the execution of police reform in the context of increased access to public records.

10. Create a FOIA Training Manual for DC FOIA Officers. There is currently no comprehensive FOIA Training Manual for DC FOIA Officers. OOG plans to draft such a document in FY21.

11. Produce a training video regarding the Open Meetings Act. BEGA will begin filming its training video and complete the project in FY21 (see description below).

FY20:

1. Produce a training video regarding the Open Meetings Act. BEGA received funds to produce an online training video for OOG on the OMA or FOIA. OOG is working with producers at the Office of Cable Television, Film, Music, & Entertainment to produce this video in FY20. *Note: Due to the coronavirus pandemic, this project was put on hold. The background, format, and script were created, but we were unable to film the video due to coronavirus restrictions.*

2. Work with analogous government and private entities on transparency issues. OOG is seeking to partner with other state and local governments, community-based organizations and open government advocates to sponsor public forums and/or hold training sessions in FY20. *Note: Due to the coronavirus pandemic, this project was put on hold.*

3. Release a report with recommendations concerning the FY19 audit results. OOG will release recommendations and analysis based on its comprehensive audit of the District's websites for compliance with the OMA and FOIA. *Note: Due to the coronavirus pandemic, this project was put on hold because the office was required to undertake massive training efforts related to the coronavirus pandemic and the addition of public charter schools board of trustees to the rank of public bodies subject to the OMA.*

4. Continued public outreach. The OOG has partnered with the Office of Advisory Neighborhood Commissioners to create a training program to provide Advisory Neighborhood Commissioners with training on FOIA. OOG also intends to attend more public meetings in FY20.

5. Update open-dc.gov and use bega.dc.gov. OOG is evaluating the security of its website and working to upgrade it to ensure that it is not subject to cyber-attacks and the information it receives in the form of complaints and uploads is secure.

39. Please list each new program implemented by the agency during FY20 and FY21, to date. For each initiative, please provide:

- a. A description of the initiative;
- b. The funding required to implement the initiative; and
- c. Any documented results of the initiative.

OGE: OGE launched an Ethics Counselor Educational Series. There is no additional funding required to implement the program. The program is new, so we are unable to assess its effectiveness fully, but we have received positive feedback from ethics counselors.

OOG: OOG has not implemented new programs, during FY20 and FY21, to date. OOG's current programs include training, providing advice, and enforcement. OOG has continued to fulfill its mission using its limited resources to the best of its ability.

40. How does the agency measure programmatic success? Please discuss any changes to outcomes measurement in FY20 and FY21, to date.

OGE: Consistent with our performance measures, OGE measures programmatic success by assessing how expeditiously and consistently we provide ethics advice, by measuring how long it takes us to resolve investigations, by assessing our training evaluations and feedback, and by tracking how we handle support requests that we receive in connection with our e-filing systems.

OOG: OOG measures our programmatic success by (1) the ability to conduct trainings and training evaluations; (2) completion of advisory opinions; and (3) informal and formal advice rendered. We report on these aspects monthly to the BEGA Board.

41. What are the top metrics and Key Performance Indicators regularly used by the agency to evaluate its operations? Please be specific about which data points are monitored by the agency.

OGE: We measure the number of complaints we receive; the number of investigations we initiate; the length of time it takes to resolve our investigations after initiation, the number of trainings we conduct; the number of both formal and informal requests for ethics advice we receive; and the number of required Financial Disclosure Statement filers – both Public and Confidential – who submit their FDS statements before the established deadlines.

OOG: The Executive's Performance Measurement Program is not a good fit for OOG, so it does not use KPIs to evaluate its operations. OOG must rely on outside entities to schedule trainings and conduct evaluations for its statutorily mandated trainings. Further, although public body member OMA training is mandatory, OOG cannot compel attendance. Non-mandatory trainings are provided upon request, so it is difficult to create attainable metrics respecting training. OOG reports on its performance monthly to the BEGA Board.

42. Please identify whether, and if so, in what way, the agency engaged The Lab @ DC in FY20 or FY21, to date.

The agency did not engage with The Lab@DC in FY20 or FY21, to date.

43. Please list the task forces and organizations of which the agency is a member.

OGE: BEGA is a member of the Council on Government Ethics Laws (COGEL), which is a private organization the membership of which is comprised of government entities similar to BEGA from all 50 States and the District of Columbia.

OOG: The Mayor's Open Government Advisory Group; the American Society of Access Professionals; the Council on Government Ethics; the OCTO Chief Information Officer Council; and the Council on Government Ethics Laws.

44. Please explain the impact on your agency of any legislation passed at the federal level during FY20 and FY21, to date, which significantly affected agency operations.

OGE: None.

OOG: None.

45. Please describe any steps the agency took in FY20 and FY21, to date, to improve the transparency of agency operations, including any website upgrades or major revisions.

OGE: OGE's agency outreach program seeks to provide agencies with a better understanding of OGE's operations. Although we all serve the public, OGE's mission is to ensure that District employees understand and uphold the Code of Conduct. OGE has only existed for nine years and many District employees have never received a full ethics training. To that end, OGE has begun partnering with agencies to better understand the ethics issues the agency's employees face and provide specialized trainings. OGE plans to assign a liaison to each agency. In addition, OGE continues to work to improve its website and has formed a working group to better provide operational transparency on our website. For example, OGE plans to index its published advisory opinions and negotiated dispositions so that employees and the public can better learn about the ethical rules. OGE also plans to add an "Ask the Director" link to District residents to easily raise concerns with OGE's Director.

OOG: In FY20 and FY21, to date, to streamline internal operations, OOG regularly initiates updates to its website, open-dc.gov. OOG simplified its process for Administrative Points of Contact for Boards and Commissions to post content on the website. The office also updated outdated content on the website and corrected technical and stylistic errors. OOG also simplified its online forms for seeking OMA and FOIA advice and for reporting violations of the OMA and hosts those forms on bega.dc.gov, for enhanced security.

46. Please identify all electronic databases maintained by your agency, including the following:

OGE oversees four electronic databases – the BEGA website, the Lobbyist Registration and Activity Report filing system, the Public Official Financial Disclosure Statement filing system, and the CMTS case management system.

- **The BEGA website is the central location for public information concerning BEGA/OGE. It contains all Formal Advisory Opinions issued by the Office of Government Ethics, Board decisions with respect to enforcement actions, the quarterly complaint report, and announcements such as news, trainings, and other events. The BEGA website also provides instructions and forms for filing ethics complaints, and, importantly, links to the Lobbyist and FDS databases. The website is also where the Ethics Manual, the Code of Conduct and the several Best Practices Reports reside. The public has access to the BEGA website.**
- **OGE manages the Lobbyist Registration and Reporting Filing system, which allows Lobbyists to electronically register, pay their fees, and file their activity reports four times per year as required. The activity reports contain information concerning all contacts lobbyists have had with government officials and the nature of those communications. The activity reports also contain information concerning funds expended for lobbying activities and client information. BEGA launched a new LRR E-Filing system in January 2019. The public can search for Lobbying Registration Reports and Lobbyist Activity Reports through this system.**
- **The Financial Disclosure Statement (FDS) E-Filing system is the repository for all Public Financial Disclosure filings by public officials (certain high-level employees as well as elected officials). The public can access this system to search for employees' public financial disclosures. OGE launched a new FDS E-Filing system for the May 2018 filing season.**
- **Finally, BEGA also uses its web-based CMTS electronic case management system to manage and track complaints, investigations, regulatory matters, and audits. The system provides file storage and sharing, configurable alerts and reminders, financial action tracking, robust reporting capabilities and an advanced audit trail of record changes. BEGA upgraded to this system in FY18. CMTS is not accessible to the public given that the database contains sensitive, confidential, and privileged content related to OGE's investigations.**

OOG: OOG maintains a central meeting calendar for all District government boards and commissions on the OOG website at www.open-dc.gov. The calendar may be utilized by public body points of contact with administrative rights to upload meeting-related information and records, such as meeting dates, agendas, audio recordings, video links, slide decks, meeting minutes, etc. The system has been

maintained internally by the OOG since FY14, and all administrative profiles are managed by the OOG. The content of the calendar is accessible by any member of the public with internet access.

OOG also maintains an internal advice management database which contains FOIA, OMA and all technical advice (pertaining to access to the central calendar and assistance with tracking requests through FOIAXpress) provided to agencies and the public. OOG maintains an internal case management system to track all OMA complaints and OMA complaint transactions. The database, for internal access only, is designed to manage all cases processed by OOG as part of a comprehensive management system.

- a. A detailed description of the information tracked within each system;

The databases on BEGA's websites, open-dc.gov and bega.dc.gov, track all documents and posts/meetings that public bodies enter within the website for viewing. Database is comprised of all information and coding necessary to give the webpages their structure.

- b. The age of the system and any discussion of substantial upgrades that have been made or are planned to the system;

BEGA's websites are run through Drupal, which is an Open Source Content Management System. There are version upgrades to the Drupal system, but this does not affect the physical layout of the websites. BEGA will follow OCTO's recommendations concerning Drupal system updates. The websites have been operational since BEGA's creation in FY13.

- c. Whether the public can be granted access to all or part of each system.

The public has access to the entirety of both sites. Content management credentials on the websites are only granted to D.C. government employees and public bodies' administrators that must post on the websites to keep the public updated on meetings and content from their organizations.

Agency Operations

- 47. Please provide the Committee with a brief summary of advisory opinions issued during FY20 and FY21, to date, along with a notation as to whether the opinion was requested or issued *sua sponte*.

OGE: In FY20 OGE responded to 468 informal advice requests and one formal advisory opinion request.

1. **Lobbying requirements for a Non-profit Organization and its Executive Director** - This opinion answers whether a particular 501(c)(3) qualifies for the District's lobbying exemption. November 8, 2019

In FY21, OGE has responded to 188 informal advice requests and no formal advisory opinion requests to date

OOG: The Office of Open Government issued six advisory opinions in FY20 and FY21, to date. OOG did not provide any *sua sponte* advisory opinions. All of the opinions listed below were requested:

#OOG-2020-0001-M. The OOG found that that the Committee on the Selection of Administrative Law Judges did not violate the OMA as alleged.

[https://www.open-dc.gov/sites/default/files/Barbour 2020-0001M%5B21442%5D_feb 2 2021_open-dc.pdf](https://www.open-dc.gov/sites/default/files/Barbour%2020-0001M%5B21442%5D_feb%2021_open-dc.pdf) (open-dc.gov)

#OOG-002_2.26.20_AO. Regarding the D.C. Office of the State Superintendent of Education's ("OSSE") compliance with the D.C. FOIA requirement that certain information be made available to the public on the internet. The advisory opinion also found that OSSE's Letters of Decisions ("LODs" are Final Opinions under D.C. FOIA. Therefore, LODs must be made publicly available without a D.C. FOIA request.

https://www.open-dc.gov/sites/default/files/OSSE%20FOIA%20AO_8%2028%202020.V.2.pdf

#OOG-002-10.1.19-AO. Addressed the Metropolitan Police Department's compliance with the D.C. Freedom of Information Act ("FOIA") when it releases redacted body worn camera footage to FOIA requesters.

https://www.open-dc.gov/BWC_FOIA_AdvisoryOpinion_2020

#OOG-003_9.12.19_AO. Regarding Office of Administrative Hearings' partial compliance with D.C. FOIA's requirement to make Final Orders publicly available on the internet.

<https://www.open-dc.gov/sites/default/files/FOIA%20Advisory%20Opinion%20OAH%20Final.pdf>

#OOG-2019-0008-M. The OOG found that that the Committee on the Selection of Administrative Law Judges did not violate the OMA as alleged.

<https://www.open-dc.gov/sites/default/files/Complaint%2023OOG-2019-0008-M%2011%2014%2019.pdf>

#OOG-2019-0007-M. Found that the LSAT violated the OMA's notice, recording and publication requirements. The LSAT admitted to the violations.

https://www.open-dc.gov/sites/default/files/OOG%20-2019-0007-M%20Maury%20LSAT%20Advisory%20Opinion_v2.pdf

48. Please detail BEGA's intake process and tracking system for complaints.

Complaints can be submitted online through the agency's website, via telephone, via email, or through mail. Once a complaint is received, it is entered into OGE's case management system. The complaint is then assessed to determine if the matters alleged fall within OGE's jurisdiction. This assessment is usually done when a complaint is initially reviewed, but research may be required in order to make a determination. OGE's policy is to dismiss non-ethics related complaints as soon as possible, and ideally, no later than within 30 days of receipt.

If a complaint does not allege ethics violations, then the complaint will be dismissed. OGE will notify the complainant that the matter has been dismissed. If there are allegations in a complaint that would be better addressed by a different agency, OGE will refer the complaint to the appropriate agency(ies). If the complaint does allege ethics violations, then a preliminary investigation is opened.

- a. How many ethics complaints did the agency receive in FY20 and FY21, to date?

In FY20: OGE received 143 complaints and opened 71 Preliminary Investigations and 3 Formal Investigations. The other 69 complaints were dismissed because they did not allege code of conduct violations.

In FY21: OGE received 21 complaints and opened 13 Preliminary Investigations and no Formal Investigations. The 8 other complaints were dismissed because they did not allege code of conduct violations.

- b. Please break down the complaints by subject matter, if possible, as well as by length to reach and outcome of any resolution.

Please see BEGA's Quarterly Complaint Reports.

<https://bega.dc.gov/publications?type=1416>

- c. Generally, how long does it take BEGA to resolve a complaint?

In accordance with OGE's key performance measures, OGE seeks to investigate and resolve investigations within 120 days. Cases may take longer depending on a number of factors especially during the public health crisis.

- d. How does BEGA communicate to the filer the status of their complaint?

Upon submission of a complaint, OGE provides complainants with acknowledgement of receipt of their complaint and a tracking number associated with their complaint. If a complaint is submitted online, a tracking

number is automatically generated upon submission. If a complaint is submitted through other means, a complainant will receive a letter acknowledging receipt of the complaint and providing a tracking number associated with the complaint. Consistent with OGE's obligation to protect the rights and reputations of public employees and officials, OGE generally does not provide status updates on investigations to complainants other than to confirm if a matter is still pending.

- e. How many complaints are currently pending?

FY20: 35 of the 71 Preliminary Investigations initiated in FY20 are still pending and have been open for an average of 85 days from the date the investigation was initiated. One Preliminary Investigation initiated in FY20 has been stayed. 2 of the 2 Formal Investigations initiated in FY20 remains stayed.

No FY20 complaints are pending.

FY21: 13 of the 13 Preliminary Investigations initiated in FY21 are still pending and have been open for an average of 28 days from the date the investigation was initiated. There are no Preliminary Investigations initiated in FY21 that are currently stayed.

3 of the 3 Formal Investigations initiated in FY20 are currently pending and have been open for an average of 113 days since the date the investigation was initiated.

No FY21 complaint are pending.

- f. How many complaints did OGE close out in FY20 and FY21, to date?

FY20: OGE closed out 62 Preliminary Investigations. OGE closed out 6 Formal Investigations.

FY21: OGE closed out 23 Preliminary Investigations.

- g. How does BEGA close out a complaint? How is notice sent to the complainant that the matter has been closed?

Once a preliminary investigation is conducted and no ethics allegations are found, a matter will be recommended for dismissal. A closing memorandum summarizing investigative activity is completed and reviewed by the Director. OGE will notify the complainant of a dismissal via letter if the outcome of the investigation is non-public.

If OGE's staff identifies allegations that relate to conduct outside of OGE's jurisdiction during the course of an investigation, the matter will be referred to the appropriate agency before closure. OGE will notify the complainant if it refers a matter to another District agency.

- h. How many staff are responsible for investigating complaints?

OGE's investigative team consists of three attorneys and three investigators.

49. Did BEGA receive any complaints from the public alleging Open Meetings Act ("OMA") violations in FY20 and FY21, to date?

OOG received six (6) complaints from the public alleging Open Meetings Act violations in FY20 and FY21, to date.

50. Did BEGA initiate any suits in Superior Court regarding the Open Meetings Act?

OOG did not initiate any suits in Superior Court regarding the OMA during FY20 and FY21, to date.

51. Did BEGA issue any advisory opinions on the Open Meetings Act?

Yes. The Office of Open Government issued three Advisory Opinions regarding the Open Meetings Act.

52. What is BEGA's protocol for referring complaints to other District agencies, such as the Office of Human Rights?

OGE: If OGE identifies an issue that may be better addressed by another District agency, such as the Office of Human Rights, during complaint assessment or investigation, OGE will refer the matter to other District agency(ies) as needed.

The Director of Open Government or Director of Government Ethics will contact the Director of the agency BEGA seeks to refer the matter to, with a copy to the agency's general counsel. The referral is on agency letterhead and will detail the nature of the request along with the reason for the referral. If the agency's Director or legal counsel accepts the referral, BEGA will then transfer the complaint and all relevant records in BEGA's possession to the agency.

53. Please detail the intake process and tracking system for requests for advice.

- a. How long does it generally take BEGA to respond to such requests?

OGE receives ethics advice inquiries in three ways – (1) in-person, (2) by telephone, (3) and by email. On average, BEGA acknowledges receipt of informal advice requests within 24 hours, which includes immediate responses to telephonic and in-person advice request. OGE now has a Supervisory Attorney for Advice and Education and as a result, ethics intake flows more efficiently.

Most informal advice requests are resolved immediate to 48 hours from the time of the initial request. More complex advice requests that require extensive research or involve complicated factors may take longer to resolve.

As an OGE protocol, requests for Formal Advisory Opinions are responded to within 48 hours and the opinion is issued within 30 days of the request.

- b. How does BEGA communicate to the requester the status of their request?

Advice requests that are submitted to OGE via the BEGA general mailbox are immediately assigned and the requester is notified that a BEGA Attorney Advisor will respond to their inquiry.

- c. How many staff are responsible for drafting these opinions?

OGE has three Attorney Advisors who respond to informal and formal ethics advice requests.

- d. How many requests are currently pending?

OGE has no pending formal advice requests and no pending informal advice requests.

- e. How many requests did BEGA respond to in FY20 and FY21, to date?

In FY20 OGE responded to 468 informal advice requests and one formal advisory opinion request. In FY21, OGE has responded to 188 informal advice requests and there have been no formal advisory opinion requests to date.

OOG: The Office of Open Government receives requests for advice via the BEGA websites, through email, or via telephone. If the request does not require an advisory opinion, it is logged in our internal tracking system by topic (OMA or FOIA). Those matters are closed once the advice is rendered and placed in OOG's advice log. If the

request requires an advisory opinion, the request is assigned a tracking number. Once OOG issues an advisory opinion, the matter is closed.

- f. How long does it generally take BEGA to respond to such requests?

The Office of Open Government acknowledges all requests for advice upon receipt. The time it takes to respond substantively varies depending upon the nature of the question. For example, requests for FOIA advice on responding to a FOIA request is generally provided the same day. Requests for written FOIA or OMA advice may take over 30 days to process if there is substantial research involved.

- g. How does BEGA communicate to the requester the status of their request?

OOG communicates the status of their request via e-mail or telephone.

- h. How many staff are responsible for drafting these opinions?

OOG's legal staff is responsible for drafting these opinions. There are currently two legal staff members preparing advisory opinions for the Director of Open Government to review and finalize.

- i. How many requests are currently pending?

OOG currently has three advisory opinion requests pending.

- j. How many requests did BEGA respond to in FY20 and FY21, to date?

The Office of Open Government issued six advisory opinions in FY20 and FY21, to date. Of those advisory opinions, OOG provided advice on three FOIA questions and the remaining were responses to OMA complaints. In FY20 and FY21, to date, the OOG has provided responses to two-hundred fourteen (214) formal and informal requests for advice for compliance with FOIA.

54. How many requests for formal and informal advice regarding compliance with the OMA did BEGA receive in FY20 and FY21, to date?

In FY20 and FY21, to date, OOG has provided responses to two-hundred twenty-seven (227) formal and informal requests for advice for compliance with the OMA. OOG has also responded to three-hundred fifty-two (352) technical requests for advice for public body access to the Central Meeting Calendar.

55. How many requests for formal and informal advice regarding compliance with FOIA did BEGA receive in FY20 and FY21, to date?

In FY20 and FY21, to date, the OOG has provided responses to two-hundred fourteen (214) formal and informal requests for advice for compliance with FOIA.

56. How many requests for formal and informal advice regarding compliance with the Local Hatch Act did BEGA receive in FY20 and FY21, to date?

OGE responded to 48 informal Local Hatch Act advice requests in FY20 and four informal Local Hatch Act advice requests in FY21, to date.

57. How many ethics trainings did BEGA conduct in FY20 and FY21, to date? How many FOIA and OMA trainings?

Ethics: OGE conducted 88 trainings in FY20 and 1174 employees completed the online training through PeopleSoft. In FY21, OGE has conducted 9 trainings and 76 employees have completed our online training.

In FY20 and FY21, to date, OOG has conducted 41 trainings. OOG has conducted 13 FOIA trainings and 28 OMA trainings.

58. Please describe any upgrades to the e-filing system that have occurred in FY20 and FY21, to date. What, if any, upgrades are outstanding?

OGE recently upgraded to a new e-filing system developed by OCTO to replace our old system. Unfortunately, compared to the LRR system, the FDS e-filing system has had technical issues that prevented filers from accessing the system. Since adopting the new FDS system, we have worked with OCTO to continue to improve functionality and entered into an agreement with Abstract Evolutions to resolve issues that we have identified. We were successfully address the log-in problems that we reported on last year and worked with OCTO to enhance the system to allow the Council Members to file twice per year. We are now working with OCTO on a pilot program to offer e-filing to confidential financial disclosure statements as well.

- a. How can BEGA better communicate with filers about upcoming deadlines, requirements, and processes for filing in advance of deadlines?

BEGA's FDS team has streamlined its correspondence in response to feedback, providing more training opportunities, and developed additional support materials for filers.

- b. What improvements can BEGA make to smooth the financial disclosure process for filers?

BEGA intends to continue to provide more trainings, create support materials, and work to improve the e-filing systems efficiency.

- c. How can BEGA better communicate with filers about upcoming deadlines, requirements, and processes for filing in advance of deadlines?
- d. What improvements can BEGA make to smooth the financial disclosure process for filers?

59. How many lobbyists are currently registered with BEGA?

	April 2020 ²	July 2020	October 2020	January 2021
Registration reports (new/renew)	351	230	231	223
Activity Reports	275	444	440	446
Total Reports Received	626	674	671	669

- a. Out of those who did not file or filed untimely, what penalties did BEGA assess?

The current LRR system assesses a late fee automatically. BEGA has the authority to waive the late fee and uses it judiciously.

- b. Of the total amount of penalties assessed, how much has been recovered? How does nonpayment affect a lobbyist's ability to lobby?

Under current law, nonpayment of the registration fee does not affect a lobbyist's ability to perform lobbying services.

The statistics maintained by the Office of Finance and Resource Management (OFRM) does not differentiate between payments collected for FDS-related fines and payments collected for Lobbyist-related fines.

- c. How much did BEGA receive in lobbyist registration fees in FY20 and FY21, to date?

FY20: \$127,230.00 . FY21: \$81,700.00 to date.

60. Please describe any upgrades to the lobbyist filing system that have occurred in FY20 and FY21, to date. What, if any, upgrades are outstanding?

The LRR system is substantially more functional than the FDS system, although there are still technical issues to address. We plan to work with OCTO and our new vendor to streamline the filing process, thus making it easier for Lobbyists to

complete the mandatory reporting on time. Additionally, to fulfill its mission, BEGA needs the ability to access the data and extract the information that is relevant to its charter. Since this is a priority, staff is working with OCTO to correct the imperfections and to improve the overall experience for OCTO, OGE, and the end users.

- a. How can BEGA better communicate with filers about new requirements, processes, and deadlines?

In FY21, OGE staff met with lobbyist stakeholders to get feedback on the LRR system. Based upon that feedback and the previous years' experience, we are updated and revising our support materials.

- b. What improvements can BEGA make to smooth the lobbyist filing process?

Now that the LRR system is functional, BEGA can continue to develop enhancements to the system, provide customer service, and engage in outreach and education with lobbyist stakeholders.

- c. How can BEGA better communicate with filers about new requirements, processes, and deadlines?
- d. What improvements can BEGA make to the lobbyist filing process?

- 61. How does BEGA intend to make the content of lobbyist activity reports more publicly accessible, particularly for lobbyists' communications with public officials and their staff on contracts, procurements, grants, and legislation?

The search functionality available on the new LRR E-Filing system is significantly better than the previous system. For instance, the new option to search by "communication" did not exist in the old system. Additionally, members of the public can export their search results to a .CSV file that is compatible with Excel for more in-depth data analysis. Future system enhancements under consideration in this regard include expanding the fields which are searchable by the public (e.g. the particular subject matter on which different Lobbyists performed services) and perhaps adding the ability to tailor searches more narrowly from the public-facing portal (e.g. limiting search results to only Lobbyists who received compensation in excess of a particular amount) rather than having to wait to do so when working with the exported spreadsheet.

- 62. Please provide an update on BEGA's upgrade to its case management system. Has this project been completed?

OGE upgraded to CMTS in FY18 and completed migrating data from the legacy case management system, ProLaw. CMTS has proven to be effective, especially because

it provides better reporting capability than the previous system. One benefit of CMTS is that it allows OGE to provide more detailed information about our investigative activity than we have been able to provide in previous years. Given our mission, CMTS's value is that it allows us to be more transparent about agency operations. Some limitations associated with CMTS are that it does not appear to be able to store very large files (such as witness interviews, which we of course, conduct) and the costs associated with maintaining the database is more expensive than our previous system's costs. OGE has resolved the storage solution problem by purchasing additional storage for a relatively small fee. In addition, OGE received an additional staff wide training on CMTS in FY20 and is working to streamline the system for efficiency.

63. Please describe any symposia held by the agency in FY20 and FY21, to date. What symposia, if any, does the agency plan to hold in the remainder of FY21 and in FY22?

BEGA plans to host another expanded Ethics Week Event in October 2021

OOG:

FY20 and FY21: “Ethics Day” and “Ethics Week”: Along with the Office of Government Ethics, the Office of Open Government provided training sessions on FOIA, OMA, and Parliamentary Procedure during FY20 Ethics Day. The Office of Open Government provided training on FOIA and OMA during BEGA’s “Ethics Week” virtual training program in FY21. The Office intends to host a webinar to provide instruction of Parliamentary Procedure in FY21. The Office will also participate in BEGA’s “Ethics Week” in FY22 and intends to provide training sessions on FOIA, OMA, and Parliamentary Procedure.

FY20: OOG collaborated with the Office of Advisory Neighborhood Commissioners (OANC)) to provide FOIA training to Advisory Neighborhood Commissioners. OOG presented training sessions on “Commissioner’s Obligations Under FOIA” on January 11, 2020, January 14, 2020, and January 16, 2020. OOG and OANC will provide similar training sessions in the summer of 2020; and, going forward, will provide these FOIA training opportunities bi-annually.

OOG partnered with the D.C. Open Government Coalition in FY20 to reach the public concerning open government issues. The Director of Open Government participated in a “brown bag” lunch session hosted by the D.C. Open Government Coalition to discuss the state of District of Columbia transparency on December 20, 2019. The Director of Open Government participated in a virtual panel hosted by the D.C. Open Government Coalition to discuss Body Worn Cameras and FOIA. The program was held on September 29, 2020, and may be viewed here: <https://vimeo.com/464587376>

FY21: OOG collaborated with the Office of Advisory Neighborhood Commissioners (OANC)) to provide a FOIA training webinar to Advisory Neighborhood Commissioners. OOG presented training sessions on “Commissioner’s Obligations Under FOIA” on January 13, 2021 and January 26, 2021.

OOG is partnering with the D.C. Open Government Coalition in FY21 to reach the public concerning open government issues. The Director of Open Government is participating as a panelist during the D.C. Open Government Coalition Sunshine Week Summit on Thursday, March 18, 2021, at 1:00pm.

OOG partnered with the Mayor’s Office of Legal Counsel to provide a FOIA webinar for D.C. FOIA Officers on November 17, 2020. The Director of Open Government provided comprehensive instruction on how to respond to a FOIA request. Information on that program is here: https://www.open-dc.gov/MOLC_FOIAProcess_11172020

64. How has BEGA enhanced its public outreach efforts?

BEGA Board: The Board has met remotely during the public health emergency (March 11, 2020 to present) via WebEx. The public is able to provide written comments to the Board, which the Board reviews and incorporates into its monthly meeting. Board members have also made themselves available, via e-mail and telephone, to address the public’s concerns. When appropriate, the Board relays these concerns to the Director of Open Government and Director of Government Ethics for resolution.

OGE: In FY20 and FY21, OGE has provided trainings at ANC meetings and at meetings of Boards and Commissions. BEGA also continues to update its website in an effort to make the site more user-friendly. In addition, OGE expanded Ethics Day to last a week and held sessions specifically for members of the public.

OOG: The Office continued its efforts to collaborate with and receive feedback from non-governmental organizations with expertise in open government matters, such as the District of Columbia Open Government Coalition, to remain current on the issues that are of interest and concern to the public. OOG is working with D.C. Public Schools to provide training to Local School Advisory Teams (LSAT) concerning their OMA requirements and to ensure the public is aware of the LSAT meetings. OOG is also working with the D.C. Public Charter School Board, D.C. Charter School Alliance, and Education Board Partners to provide training to public charter school boards of trustees and their staff on the Open Meetings Act.

OOG revised its public-facing webpage on open-dc.gov to reflect information related to COVID-19. There is a prominent notation of OOG’s operating status (currently remote) and links to information OOG has complied concerning legal changes to the OMA and FOIA as a result of the COVID-19 pandemic.

65. Does BEGA have a specific staff member assigned to issues relating to the Council? When was the last time OGE trained Council staff or Councilmembers?

The Director of Government Ethics and the General Counsel serve as points of contact and oversee issues related to the Council. OGE's primary point of contact on ethics related issues is the Council's Office of General Counsel ("OGC"), more specifically the Council's Ethics Counselor. In addition, OGE staff attorneys routinely directly respond to ethics inquiries from Council Members and staff. Although some Councilmember's offices contact BEGA regularly, it appears that most offices handle their ethics matters in-house or with Council's OGC. In addition, the Attorney Advisor who administers the Financial Disclosure program is also responsible for maintaining a relationship with the Council's Ethics Counselor in order to administer the financial disclosure program.

In FY20, OGE has begun offering specific trainings to Council Members and staff in connection with the 2020 elections. The last time OGE trained a Councilmember or Council staff was February 1, 2021.

OOG: Director Allen and Chief Counsel Barton handle issues relating to the Council.

66. Please provide an update on BEGA's search for a new General Counsel and a new Director of the Office of Government Ethics.

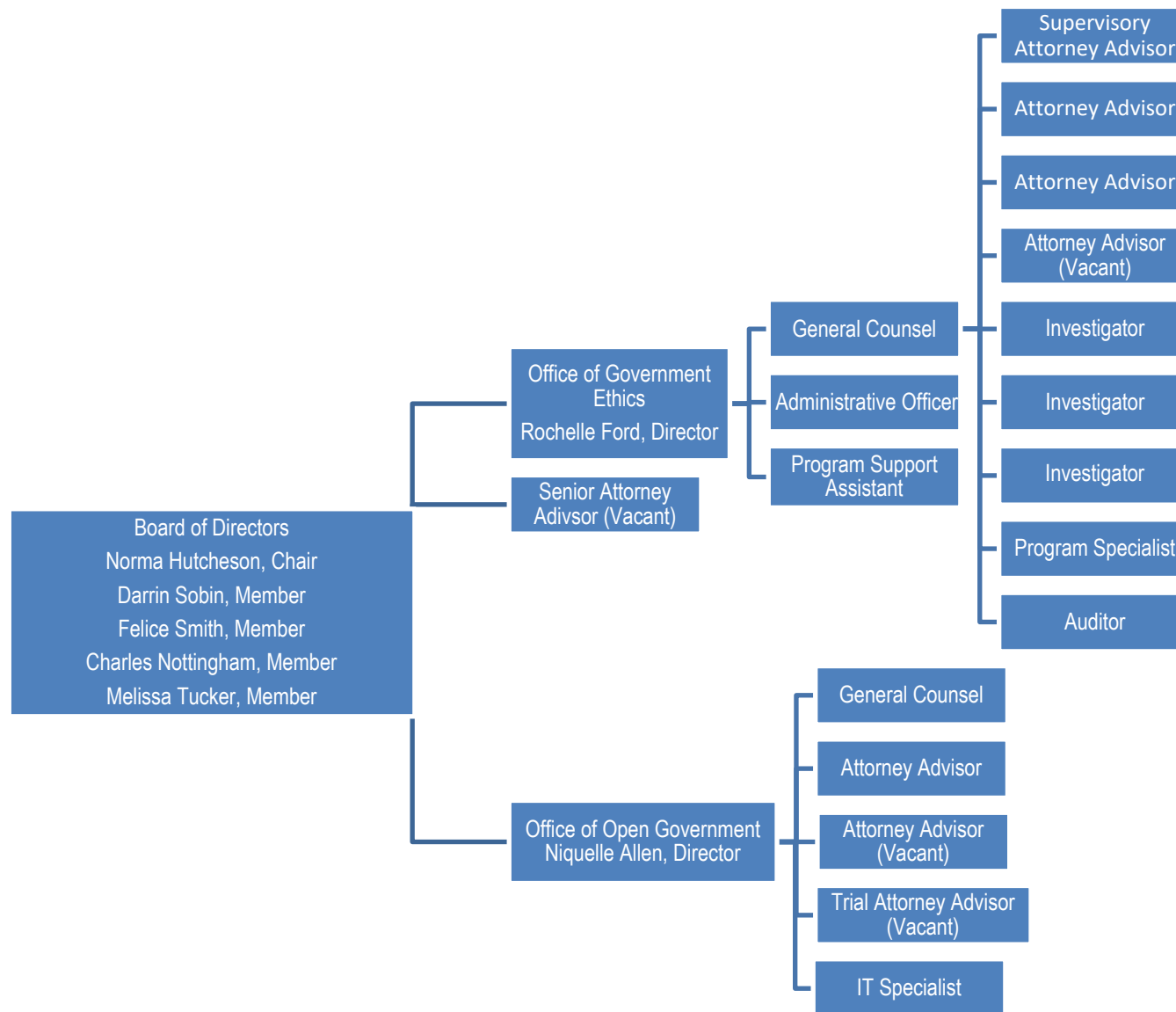
BEGA's General Counsel Rashee Raj, joined on March 2, 2020. Rochelle Ford became Director of the Office of Government Ethics in October 2020. The Board expects a new Senior Attorney Advisor to join within the next couple 2-3 months.

67. Please provide the Committee with an update on BEGA's plans, if any, for a new office space.

BEGA has submitted a budget enhancement request in FY21 for new office space and moving expenses. The Department of General Services (DGS) will not secure a new location for BEGA until we are funded for the new space.

BEGA requested a budget enhancement request of \$450,000 in FY22 to relocate to a 10,000 sq. ft. leased facility. The new facility will include BEGA's hearing room, conference rooms, and offices. DGS will move forward with the lease on behalf of BEGA once funds are secured in the FY22 budget.

Exhibit 1



Board of Ethics and Government Accountability Organizational Chart (2-15-2021)

EXHIBIT 1

Exhibit 2

AG0 - Board of Ethics and Government Accountability											
Performance Oversight Hearing for FY 2020											
Question# 2: Schedule A										EXHIBIT 2	
Fund Code	Program	Activity	Title	Posn Number	Hire Date	Reg/Temp/T Vac Stat			FTE	Salary	Fringe 21.7%
0100 Local	1000 OFFICE OF OPEN GOVERNMENT	1100 OFFICE OF OPEN GOVERNMENT	Attorney Advisor	00086144	3/4/2019	Reg	F		1	106,526.00	23,116.14
			Attorney Advisor	VACANT	(blank)	Reg	V		1	86,366.00	18,741.42
			Director of Open Government	00077797	9/9/2002	Term	F		1	176,500.80	38,300.67
			General Counsel	00099875	2/8/2016	Reg	F		1	117,386.00	25,472.76
			IT Specialist (Data Mgmt)	00083174	7/20/2020	Reg	F		1	76,126.00	16,519.34
			Trial Attorney	VACANT	(blank)	Reg	V		1	86,366.00	18,741.42
	1100 Total								6	649,270.80	140,891.76
	2000 BOARD OF ETHICS	2010 BOARD OF ETHICS	Administrative Officer	00087567	11/26/2007	Reg	F		1	101,758.00	22,081.49
			Attorney Advisor	00077645	9/19/2016	Reg	F		1	112,286.00	24,366.06
			Attorney Advisor	00091999	12/27/2016	Reg	F		1	97,886.00	21,241.26
			Attorney Advisor	VACANT	(blank)	Reg	V		1	86,366.00	18,741.42
			Director of Government Ethics	00077471	10/29/2018	Reg	F		1	198,171.00	43,003.11
			General Counsel	00077482	3/2/2020	Reg	F		1	156,808.00	34,027.34
			INVESTIGATOR	00085319	2/4/2008	Reg	F		1	104,569.00	22,691.47
			INVESTIGATOR	00093338	2/11/2013	Reg	F		1	93,325.00	20,251.53
			INVESTIGATOR	00094184	1/7/2019	Reg	F		1	90,514.00	19,641.54
			Program Specialist (Lobbyist/F	00085318	9/30/2019	Reg	F		1	78,487.00	17,031.68
			Program Support Assistant	00077729	10/20/2015	Reg	F		1	55,485.00	12,040.25
			Senior Attorney Advisor	VACANT	(blank)	Reg	V		1	142,769.00	30,980.87
			Supervisory Attorney Advisor	00078130	10/5/2015	Reg	F		1	125,488.00	27,230.90
	2010 Total								13	1,443,912.00	313,328.90
0100 Local Total									19	2,093,182.80	454,220.67
0602 SPR	2000 BOARD OF ETHICS	2010 BOARD OF ETHICS	AUDITOR	00077612	6/10/2019	Reg	F		1	98,947.00	21,471.50
	2010 Total								1	98,947.00	21,471.50
0602 Total									1	98,947.00	21,471.50
Grand Total									20	2,192,129.80	475,692.17

Exhibit 3

BEGA - Travel Expenses for FY 2020

Travel Expenses FY 2020

Employee	Justification for Travel
Niquelle Allen	Conference on Governmental Ethics Laws - Breakout Session in the fields of government ethics, FOIA, elections, lobbying, and campaign finance
Melissa Tucker	Conference on Governmental Ethics Laws - Breakout Session in the fields of government ethics, FOIA, elections, lobbying, and campaign finance
Sonya King	Conference on Governmental Ethics Laws - Breakout Session in the fields of government ethics, FOIA, elections, lobbying, and campaign finance

EXHIBIT 3

Travel Expenses
\$1,447.02
\$906.60
\$1,488.97

\$3,842.59

Exhibit 4

AG0 - Board of Ethics and Government Accountability					
Performance Oversight Hearing for FY 2020 and FY2021					
Question #5: Memoranda of Understanding (MOU)					EXHIBIT 4
Buyer Agency	Seller Agency	Service Description	Service Period	FY 2020	FY 2021
BEGA/AG0	OCTO/TO0	Telecom RTS	10/01/2019-09/30/2020	3,507.02	
BEGA/AG0	DPW/KT0	Fleet	10/01/2019-09/30/2020	1,894.34	3,175.80
BEGA/AG0	OCFO/AT0	Merchant fee with OCFO	10/01/2019-09/30/2020	2,705.42	1,799.52
BEGA/AG0	OCP/PO0	PCard	10/01/2019-09/30/2020	91,662.14	10,000.00
BEGA/AG0	OCTO/TO0	OCTO IT Assessment	10/01/2019-09/30/2020	49,391.73	57,823.00
BEGA/AG0	OCT/CI0	Video production	08/7/2020-09/30/2020	30,000.00	
TOTAL				179,160.65	72,798.32

Exhibit 5

AG0 - Board of Ethics and Government Accountability					
Performance Oversight Hearing for FY 2020 and FY 2021					
Question #7: Intra-District Transfers for FY 2020					EXHIBIT 5
Buyer Agency	Seller Agency	Service Description	Service Period	FY 2020	FY 2021
BEGA/AG0	OCTO/TO0	Telecom RTS	10/01/2019-09/30/2020	3,507.02	
BEGA/AG0	DPW/KT0	Fleet	10/01/2019-09/30/2020	1,894.34	3,175.80
BEGA/AG0	OCFO/AT0	Merchant fee with OCFO	10/01/2019-09/30/2020	2,705.42	1,799.52
BEGA/AG0	OCP/PO0	PCard	10/01/2019-09/30/2020	91,662.14	10,000.00
BEGA/AG0	OCTO/TO0	OCTO IT Assessment	10/01/2019-09/30/2020	49,391.73	57,823.00
BEGA/AG0	OCT/CI0	Video production	08/7/2020-09/30/2020	30,000.00	
TOTAL				179,160.65	72,798.32

Exhibit 6

AG0 - Board of Ethics and Government Accountability				
Performance Oversight Hearing for FY 2020 and FY 2021				
Question# 8: Special Purpose Revenue				
Revenue Source Code Name	Source of Funding/Dscription of Program	Regulated by statute or policy?	Current Fund Balance	FY 2020 Revenue
0601 ACCOUNTABILITY FUND	Fines	Statute: D.C. Official Code § 1-1162.21	-	19,640.09
0602 LOBBYSIT FUND	Lobbying registration fees	Statute: D.C. Official Code § 1-1162.27	294,334.92	78,535.27
TOTAL			294,334.92	98,175.36
Revenue Source Code Name	Source of Funding/Dscription of Program	Regulated by statute or policy?	Current Fund Balance	FY 2020 Expenditures
0601 ACCOUNTABILITY FUND		Statute: D.C. Official Code § 1-1162.21	-	-
0602 LOBBYSIT FUND	PS expenditures for 1 FTE	Statute: D.C. Official Code § 1-1162.27	294,334.92	-
TOTAL			294,334.92	-

EXHIBIT 6
FY 2021 Revenue
6,500.00
3,922.13
10,422.13
FY 2021 Expenditures
40,118.20
40,118.20

Exhibit 7

BEGA Purchase Card Reports for FY20 and FY21

EXHIBIT 7

Transaction Date	Transaction Amount	Cardholder Last Name	Original Merchant Name	MCC Description	Transaction Approval	Transaction Approver	Custom Field Value	Transaction Notes
09/30/2019	252.89	DOW	MARRIOTT WARDMAN	MARRIOTT	Approved	WOLFINGBARGER,Brent	No-No Available	Hotel payment for guest speaker for Ethics
09/30/2019	220.13	DOW	AMZN MKTP	BOOK STORES	Approved	WOLFINGBARGER,Brent	No-No Available	Purchase of a projector screen. Per Tyrell,
10/02/2019	627.98	DOW	AMZN MKTP US*5S5M147Y3	BOOK STORES	Approved	WOLFINGBARGER,Brent	No-Explain in Notes	Purchase of projector and keyboard/mouse combo. BWW note: Niquelle is out of the
10/02/2019	309.97	DOW	BESTBUYCOM8056467997 74	ELECTRONIC SALES	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Purchase of external hard drive and related items for OOG. BWW Note: Tyrell will
10/02/2019	2,388.00	DOW	INT*IN *ARCHIVESOCIAL	COMPUTERS COMPUTER	Approved	WOLFINGBARGER,Brent	No-No Available	Payment to have documents electronically
10/02/2019	36.00	DOW	SAFEGWAY #2737	GROCERY STORES SUPERMARKETS	Approved	WOLFINGBARGER,Brent	No-No Available	Purchase of drinks for Ethics Day.
10/03/2019	596.75	DOW	POTBELLY #111	EATING PLACES RESTAURANTS	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Purchase of food for BEGA's Ethics Day. OCP granted BEGA a waiver to use the
10/02/2019	163.74	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	WOLFINGBARGER,Brent	Yes	Purchase of paper for printer.
10/04/2019	92.13	DOW	ONESOURCEPROCESS	COMP PROGRAMING DATA PRCSNG INTGRD SYS DSGN SRVS	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Payment to have subpoena served. BWW Note: The amount on receipt (\$180.00) does
10/04/2019	92.13	DOW	ONESOURCEPROCESS	COMP PROGRAMING DATA PRCSNG INTGRD SYS DSGN SRVS	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Payment to have subpoena served. BWW note: Amount on receipt (\$180.00) does not
10/04/2019	52.20	DOW	MARRIOTT WARDMAN PARK	MARRIOTT	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Mr. Bauer charged room service to the p-card, per our agency's agreement to
10/09/2019	(1,835.00)	DOW	MARVEENA DESIGN	MISCELLANEOUS PUBLISHING AND PRINTING	Approved	WOLFINGBARGER,Brent	Yes	Vendor was used to pick up, dismantle, and remove old receptionist desk. Vendor was
10/17/2019	(32.89)	DOW	MARRIOTT WARDMAN	MARRIOTT	Approved	WOLFINGBARGER,Brent	No-No Available	Refund of taxes charged for our guest
10/18/2019	1,666.44	DOW	PAYPAL *CHRIS	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Payment for guest speaker, Chris Bauer, to present at ethics day. A \$47.26 service fee
10/18/2019	253.94	DOW	SKILLPATH / NATIONAL	SCHOOLS + EDUCATIONAL SVC- NOT ELSEWHERE CLASSIFIED	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Payment for Director Wolfingbarger to take Managing Millennials webinar. BWW note: Per follow-up with Tvrell, he submitted the
10/18/2019	253.94	DOW	SKILLPATH / NATIONAL	SCHOOLS + EDUCATIONAL SVC- NOT ELSEWHERE CLASSIFIED	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Payment for Tyrell Dow to take Telephone skills for training webinar. BWW note: Per follow-up with Tvrell, he submitted the
10/22/2019	18.10	DOW	PACER800-676-6856IR	GOVERNMENT SERVICES-NOT	Approved	WOLFINGBARGER,Brent	No-No Available	Provides search of court records.
10/25/2019	157.93	DOW	EBI*EBAGS.COM	DIRECT MARKETING-OTHER DIRECT MARKETERS-NOT ELSEW.	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Purchase of laptop bags for employees. Previous ones were stolen. Ebags does not honor out DC tax exemption
10/24/2019	215.36	DOW	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Approved	WOLFINGBARGER,Brent	Yes	Purchase of voice recorders for investigators and a safe for sensitive items. BWW note:
11/08/2019	80.15	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	WOLFINGBARGER,Brent	No-No Available	Provides cable television services.
11/08/2019	80.15	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	WOLFINGBARGER,Brent	No-No Available	Provides cable television services.
11/08/2019	390.60	DOW	UNITED 01624812402286	UNITED AIRLINES	Approved	WOLFINGBARGER,Brent	No-No Available	Flight reservation for Melissa Tucker to

11/08/2019	321.96	DOW	SOUTHWES	SOUTHWEST AIRLINES	Approved	WOLFINGBARGER,Brent	No-No Available	Flight reservations for Niquelle Allen to
11/13/2019	419.99	DOW	AMZN MKTP	BOOK STORES	Approved	WOLFINGBARGER,Brent	No-No Available	Purchase of a scansnap scanner.
11/13/2019	564.00	DOW	AMZN MKTP	BOOK STORES	Approved	WOLFINGBARGER,Brent	No-No Available	Purchase of thunderbolt dock adapters for
11/13/2019	99.00	DOW	DC BAR	ORGANIZATIONS MEMBERSHIP-	Approved	WOLFINGBARGER,Brent	No-No Available	Purchase of DC Bar webinar for Director
11/14/2019	167.88	DOW	EBI*EBAGS.COM	DIRECT MARKETING-OTHER	Approved	WOLFINGBARGER,Brent	No-No Available	Purchase of laptop bags for Ralph Bradley
11/14/2019	445.00	DOW	COUNCIL ON GOVT	ORGANIZATIONS MEMBERSHIP-	Approved	WOLFINGBARGER,Brent	No-No Available	Membership renewal for COGEL.
11/15/2019	92.13	DOW	PAYSTAND.C* ONESOURCEP	COMP PROGRAMING DATA PRCSNG INTGRD SYS DSGN SRVS	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Service used to serve subpoenas. Credit cards payments incur a 1.99% + \$.30 cent processing fee which equals \$2.13. BWW note: There are two different transactions and invoices from One Source Process: Invoice # 3987195 relates to the company's attempts to serve Guandique at her residence in Oxon Hill, MD, while Invoice #3997742 relates to the company's eventually successful attempts to serve her at her job in Alexandria,
11/13/2019	85.66	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	WOLFINGBARGER,Brent	Yes	Purchase of two mouse/keyboard sets.
11/15/2019	253.94	DOW	SKILLPATH / NATIONAL	SCHOOLS + EDUCATIONAL SVC- NOT ELSEWHERE CLASSIFIED	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Payment for Amanueil Tujuba to attend "How to collect more money" webinar. Tax
11/15/2019	636.00	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY- SUBSCRIPTION MERCHANTS	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Media Temple provides domain name bega-dc.gov. Media Temple does not honor our
11/14/2019	301.29	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	WOLFINGBARGER,Brent	Yes	Purchase of external hard drives for
11/18/2019	27.78	DOW	AMZN MKTP	BOOK STORES	Approved	WOLFINGBARGER,Brent	No-No Available	Purchase of iphone screen protectors and
11/19/2019	92.13	DOW	PAYSTAND.C*	COMP PROGRAMING DATA PRCSNG	Approved	WOLFINGBARGER,Brent	No-No Available	Service used to serve subpoenas. Credit cards
11/20/2019	627.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	WOLFINGBARGER,Brent	No-No Available	Provides legal search services.
11/20/2019	451.94	DOW	CAPITOL DOCUMENT	COMMERCIAL EQUIPMENT NOT	Approved	WOLFINGBARGER,Brent	No-No Available	Provides maintenance to copy/printer
11/20/2019	200.00	DOW	WINGSWEPT LLC	COMP PROGRAMING DATA PRCSNG	Approved	WOLFINGBARGER,Brent	No-No Available	Provides CMTS case management to
11/20/2019	705.83	DOW	WINGSWEPT LLC	COMP PROGRAMING DATA PRCSNG	Approved	WOLFINGBARGER,Brent	No-No Available	Provides CMTS case management to
11/21/2019	676.20	DOW	THOMSON WEST*TC	PROFESSIONAL SERVICES-NOT	Approved	WOLFINGBARGER,Brent	No-No Available	Provides legal search services.
11/25/2019	451.98	DOW	TRAVELOCITY*749723733	TRAVEL AGENCIES AND TOUR	Approved	WOLFINGBARGER,Brent	No-No Available	Travel reservations for Director
11/25/2019	50.00	DOW	METRO FARE AUTOLOAD	TRANSPRTN-SUBRBN + LOCAL	Approved	WOLFINGBARGER,Brent	No-No Available	Loaded \$50 to metro card ending in 1921.
11/25/2019	50.00	DOW	METRO FARE AUTOLOAD	TRANSPRTN-SUBRBN + LOCAL	Approved	WOLFINGBARGER,Brent	No-No Available	Loaded \$50 to metro card ending in 1446.
11/25/2019	50.00	DOW	METRO FARE AUTOLOAD	TRANSPRTN-SUBRBN + LOCAL	Approved	WOLFINGBARGER,Brent	No-No Available	Loaded \$50 to metro card ending in 9617.
11/25/2019	50.00	DOW	METRO FARE AUTOLOAD	TRANSPRTN-SUBRBN + LOCAL	Approved	WOLFINGBARGER,Brent	No-No Available	Loaded \$50 to metro card ending in 5202.
11/25/2019	130.51	DOW	AMERICAN 00174785880393	AMERICAN AIRLINES	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Travel reservations for Director Wolfingbarger to attend 2019 COGEL Conference in Chicago. payment can be found on Travelocity invoice.
11/25/2019	255.30	DOW	UNITED 01674785519875	UNITED AIRLINES	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Travel reservations for Director Wolfingbarger to attend 2019 COGEL
11/25/2019	700.00	DOW	COUNCIL ON GOVT	ORGANIZATIONS MEMBERSHIP-	Approved	WOLFINGBARGER,Brent	No-No Available	Conference fee for Director Wolfingbarger to
11/25/2019	2,100.00	DOW	COUNCIL ON GOVT	ORGANIZATIONS MEMBERSHIP-	Approved	WOLFINGBARGER,Brent	No-No Available	Conference fees for Sonya King, Melissa
11/25/2019	384.61	DOW	AMERICAN	AMERICAN AIRLINES	Approved	WOLFINGBARGER,Brent	No-No Available	Flight Reservation for Sonya King to attend
11/25/2019	42.91	DOW	AMERICAN 00106107911898	AMERICAN AIRLINES	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Travel reservation for Sonya King to attend COGEL Conference in Chicago.

11/27/2019	704.20	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Approved	WOLFINGBARGER,Brent	No-No Available CBE	Media Temple provides domain name. BWB note: The vendor refused to accept the
12/03/2019	1,581.92	DOW	STANDARD OFFICE SUPPLY	COMMERCIAL EQUIPMENT NOT ELSEWHERE CLASSIFIED	Approved	PETERSON,SANDRA	Yes	Purchase of toner for BEGA's printers.
12/04/2019	24.99	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	Yes	Purchase of desk mouse for Tiffany
12/13/2019	400.00	DOW	VRSN	COMPUTER NETWORK-	Approved	PETERSON,SANDRA	No-No Available	Purchase of domain name and support. open-
12/16/2019	570.58	DOW	MARRIOTT CHICAGO M	MARRIOTT	Approved	PETERSON,SANDRA	No-No Available	Hotel reservation for Sonya King to attend
12/17/2019	31.98	DOW	AMAZON.COM*BJ8AD9Q2	BOOK STORES	Approved	PETERSON,SANDRA	No-Explain in Notes	Purchase of 128gb flash drive. A SBE could
12/17/2019	92.13	DOW	PAYSTAND.C*	COMP PROGRAMING DATA PRCSNG	Approved	PETERSON,SANDRA	No-No Available	Provides subpoena serving services.
12/17/2019	92.13	DOW	PAYSTAND.C*	COMP PROGRAMING DATA PRCSNG	Approved	PETERSON,SANDRA	No-No Available	Provides subpoena serving services.
12/18/2019	80.22	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	PETERSON,SANDRA	No-No Available	Provides cable television services.
12/18/2019	80.22	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	PETERSON,SANDRA	No-No Available	Provides cable television services.
12/18/2019	293.52	DOW	MARRIOTT CHICAGO M	MARRIOTT	Approved	PETERSON,SANDRA	No-No Available	Hotel reservation for Melissa Tucker to
12/18/2019	(21.20)	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY-	Approved	PETERSON,SANDRA	No-No Available	Media Temple provides domain name
12/18/2019	(511.22)	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY-	Approved	PETERSON,SANDRA	No-No Available	Media Temple provides domain name
12/19/2019	783.08	DOW	MARRIOTT CHICAGO M MIL	MARRIOTT	Approved	PETERSON,SANDRA	No-No Available CBE	Hotel reservation for Niquelle Allen to attend conference in Chicago. \$31.85 was charged
12/27/2019	183.96	DOW	PAYSTAND.C*	COMP PROGRAMING DATA PRCSNG	Approved	PETERSON,SANDRA	No-No Available	Provides subpoena serving services.
12/27/2019	627.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	PETERSON,SANDRA	No-No Available	Provides legal search services.
12/27/2019	382.54	DOW	CAPITOL DOCUMENT	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	No-No Available	Provides copy machine maintenance.
12/30/2019	676.20	DOW	THOMSON WEST*TC	PROFESSIONAL SERVICES-NOT	Approved	PETERSON,SANDRA	No-No Available	Provides legal search services.
01/08/2020	271.90	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	Yes	Purchase of office supplies for BEGA.
01/11/2020	89.04	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	PETERSON,SANDRA	No-No Available	Provides cable television services.
01/11/2020	89.04	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	PETERSON,SANDRA	No-No Available	Provides cable television services.
01/28/2020	1,419.62	MONTGO	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY-	Approved	ALLEN,NIQUELLE	No-No Available	This purchase was to Media Temple for
01/29/2020	83.84	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	Yes	Purchase of supplies for Oversight hearing.
01/29/2020	217.00	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	Yes	Purchase of utility cart and wireless mouse.
01/31/2020	33.94	DOW	EASYKEYSCOM INC	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Approved	PETERSON,SANDRA	No-No Available CBE	Purchase of keys for two file cabinets. Keys that were made did not fit the file cabinets
01/31/2020	342.00	DOW	JB* LOCKSMITH SQUAD	CONTRACTORS SPECIAL TRADE-	Approved	PETERSON,SANDRA	No-Explain in Notes	JB lock opened two file cabinets that were
01/31/2020	153.35	DOW	PAYSTAND.C*	COMP PROGRAMING DATA PRCSNG	Approved	PETERSON,SANDRA	No-No Available	One Source Process serves subpoena's on
01/31/2020	627.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	PETERSON,SANDRA	No-No Available	Provides legal search services.
02/07/2020	24.45	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	Yes	Purchase of office supplies.
02/13/2020	31.00	DOW	SUPERIOR COURIERS LLC	COURIER SVC-AIR + GROUND FREIGHT FORWARDERS	Approved	PETERSON,SANDRA	Yes	This purchase was for the use of a courier service to hand-deliver a separated
02/14/2020	89.04	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	PETERSON,SANDRA	No-No Available	Provides cable television services to OGE.
02/14/2020	122.48	DOW	EASYKEYSCOM INC	BUSINESS SERVICES-NOT	Approved	PETERSON,SANDRA	No-No Available	Provided keys to surplus office furniture that
02/21/2020	350.00	DOW	WPC*ONLINEJOBSADS	ADVERTISING SERVICES	Approved	PETERSON,SANDRA	No-No Available	This purchase was to post job announcement
02/21/2020	262.50	DOW	OGE-ADMINISTRATION	GOVERNMENT SERVICES-NOT	Approved	PETERSON,SANDRA	No-No Available	Payment for Rochelle Ford, Ashley Cooks,
02/21/2020	175.00	DOW	OGE-ADMINISTRATION	GOVERNMENT SERVICES-NOT	Approved	PETERSON,SANDRA	No-No Available	Payment for Rashee Raj and Asia Stewart-

02/24/2020	2,499.60	DOW	SQ *NORTH CAPITOL PART	GENERAL CONTRACTORS-RESIDENTIAL BUILDINGS	Approved	PETERSON,SANDRA	Yes	Payment for the pick-up and delivery of surplus office furniture in Virginia, and
02/25/2020	463.14	DOW	AMAZON.COM*CD8SH89P	BOOK STORES	Approved	PETERSON,SANDRA	No-No Available	Payment for Adobe Acrobat for employees.
02/26/2020	2,250.00	DOW	HBS ONLINE	COLLEGES UNIV PRO SCHOOLS	Approved	PETERSON,SANDRA	No-No Available	Payment for Niquelle Allen to attend Harvard
02/27/2020	17.77	DOW	EASYKEYSCOM INC	BUSINESS SERVICES-NOT	Approved	PETERSON,SANDRA	No-No Available	Provided a key for a surplus file cabinet that
02/28/2020	1,352.40	DOW	THOMSON WEST*TCD	PROFESSIONAL SERVICES-NOT	Approved	PETERSON,SANDRA	No-No Available	Provides legal search services.
02/28/2020	627.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	PETERSON,SANDRA	No-No Available	Provides legal search services.
02/28/2020	42.25	DOW	CAPITOL DOCUMENT	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	No-No Available	Provides printer machine maintenance for the
02/28/2020	82.51	DOW	CAPITOL DOCUMENT	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	No-No Available	Provides copier machine maintenance. OOG
03/02/2020	416.80	DOW	UNITED 01624979984611	UNITED AIRLINES	Approved	PETERSON,SANDRA	No-No Available	Flight reservation for Asia Stewart-Mitchell
03/02/2020	416.80	DOW	UNITED 01624979984622	UNITED AIRLINES	Approved	PETERSON,SANDRA	No-No Available	Flight reservation for Asia Stewart-Mitchell
03/02/2020	55.00	DOW	UNITED 01615703847450	UNITED AIRLINES	Approved	PETERSON,SANDRA	No-No Available CBE	This purchase is for preferred seating regarding flight reservation for Asia Stewart-
03/02/2020	55.00	DOW	UNITED 01615703847461	UNITED AIRLINES	Approved	PETERSON,SANDRA	No-No Available CBE	This purchase is for preferred seating regarding flight reservation for Asia Stewart-Mitchell and Sonya King to attend interview techniques training
03/02/2020	55.00	DOW	UNITED 01615703847472	UNITED AIRLINES	Approved	PETERSON,SANDRA	No-No Available CBE	This purchase is for preferred seating regarding flight reservation for Asia Stewart-Mitchell and Sonya King to attend interview techniques training in San Francisco.
03/02/2020	55.00	DOW	UNITED 01615703847483	UNITED AIRLINES	Approved	PETERSON,SANDRA	No-No Available CBE	This purchase is for preferred seating regarding flight reservation for Asia Stewart-
02/28/2020	631.52	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	Yes	Purchase of general office supplies for OGE
03/07/2020	499.00	DOW	LINKEDIN 5381593424 LN	DIRECT MARKETING-CONTINUITY-	Approved	PETERSON,SANDRA	No-No Available	This purchase was to post job announcement
03/09/2020	53.00	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY-	Approved	PETERSON,SANDRA	No-No Available	Provides domain hosting.
03/11/2020	89.84	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	PETERSON,SANDRA	Yes	Purchase of office supplies for new
03/18/2020	22.44	DOW	AMZN MKTP	BOOK STORES	Approved	PETERSON,SANDRA	No-No Available	Purchase of charger for laptop. Charger was
03/18/2020	23.79	DOW	AMZN MKTP	BOOK STORES	Approved	PETERSON,SANDRA	No-Explain in Notes	Purchase of laptop charger. Charger was not
04/01/2020	117.00	DOW	SENODA INC	MISCELLANEOUS PUBLISHING AND	Approved	PETERSON,SANDRA	Yes	Purchase of business cards for new
04/04/2020	95.39	DOW	DMI* DELL BUS ONLINE	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT SOFTWARE	Approved	PETERSON,SANDRA	No-No Available CBE	Purchase of laptop charger for employee. I will inquire about about the tax that was
04/04/2020	95.39	DOW	DMI* DELL BUS ONLINE	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT SOFTWARE	Approved	PETERSON,SANDRA	No-No Available CBE	Purchase of laptop charger for employee. I will inquire about about the tax that was
04/09/2020	627.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search services. Invoices
04/09/2020	627.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search services. Invoices
04/09/2020	53.00	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY-	Approved	ALLEN,NIQUELLE	No-No Available	Provides domain name for Open
04/10/2020	15.89	DOW	AMAZON.COM*8A6177A93	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No timely	Purchase of headset for employee. Headset
04/10/2020	1,352.40	DOW	THOMSON WEST*TCD	PROFESSIONAL SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search services. (Feb and Mar
04/09/2020	226.00	DOW	SENODA INC	MISCELLANEOUS PUBLISHING AND	Approved	ALLEN,NIQUELLE	Yes	Purchase of business cards for two
04/14/2020	160.53	DOW	CAPITOL DOCUMENT	COMMERCIAL EQUIPMENT NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides copy machine maintenance.

04/14/2020	84.50	DOW	CAPITOL DOCUMENT	COMMERCIAL EQUIPMENT NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides copy machine maintenance.
04/28/2020	184.03	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	ALLEN,NIQUELLE	No-No Available	Provides cable television services. (Apr and
05/01/2020	119.88	DOW	DROPBOX*5GSG5KPZVFX	COMPUTER NETWORK-	Approved	ALLEN,NIQUELLE	No-No Available	Addition storage on dropbox for board
05/11/2020	4,388.69	DOW	TOTAL OFFICE	OFFICE SCHOOL SUPPLY AND	Approved	ALLEN,NIQUELLE	Yes	Total Office Products assisted BEGA with
05/12/2020	89.04	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	ALLEN,NIQUELLE	No-No Available	Provides cable television services.
05/15/2020	220.48	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY-	Approved	ALLEN,NIQUELLE	No-No Available	Payment for Media temple to host open gov
05/22/2020	127.07	DOW	ADOBE PDF PACK SUBS	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Purchase of Adobe Pack subscription for
05/31/2020	15.89	DOW	ADOBE ACROPRO TRIAL	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Upgrade for Director Ford Adobe Acrobat.
06/10/2020	1,130.69	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Approved	ALLEN,NIQUELLE	No-No Available	Provide domain name for office of open government. payment for extra space. tax
06/11/2020	449.00	DOW	AMZN	Large Digital Goods Merchant	Approved	ALLEN,NIQUELLE	No-No Available	Adobe Acrobat for staff.
06/11/2020	92.98	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Supplies for Attorney Sonya King to work
06/11/2020	630.27	DOW	AMERICAN BUSINESS	OFFICE PHOTOGRAPHIC	Approved	ALLEN,NIQUELLE	Yes	Purchase of PPE supplies for BEGA.
06/12/2020	88.74	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	ALLEN,NIQUELLE	No-No Available	Provides cable television services.
06/12/2020	148.84	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Purchase of printer for Attorney Sonya King.
06/13/2020	1,123.20	DOW	BIRCH GROVE SOFTWARE	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Birch Grove Software was purchased by former Director Brentton Wolfingbarger. Mr.
06/16/2020	1,352.40	DOW	THOMSON WEST*TC	PROFESSIONAL SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search services. (april/may
06/16/2020	627.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search services. April invoice.
06/16/2020	627.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search service. May invoice.
06/16/2020	1,800.00	DOW	FIOD-D EXT CLIENTS	GOVERNMENT SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Payment for staff to attend Inspector General
06/25/2020	445.00	DOW	COUNCIL ON GOVT	ORGANIZATIONS MEMBERSHIP-	Approved	ALLEN,NIQUELLE	No-No Available	Membership renewal with The Council on
06/30/2020	15.89	DOW	ADOBE ACROPRO SUBS	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Upgrade to the latest version of Adobe for Director Ford. tax exempt for was submitted
07/02/2020	358.16	DOW	AMAZON.COM*MJ2J11OO	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Printer for Attorney Sonya King to work
07/02/2020	(148.84)	DOW	AMZN MKTP US	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Refund for printer that was lost in transition.
07/13/2020	189.74	DOW	B2B PRIME*MV5ST1FX1	DIRECT MARKETING-CONTINUITY-	Approved	ALLEN,NIQUELLE	No-No Available	Purchase of Amazon Business Prime to assist
07/13/2020	21.19	DOW	AMAZON.COM*MJ2RX2U	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No timely	Purchase of mouse for Stanley Kosick to
07/13/2020	(1,123.20)	DOW	BIRCH GROVE	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Refund for software that is not used by
07/14/2020	1,800.00	DOW	AMERICAN SOCIETY OF	ORGANIZATIONS MEMBERSHIP-	Approved	ALLEN,NIQUELLE	No-No Available	Payment for the Office of Open Government
07/14/2020	19.99	DOW	AMAZON.COM*MJ9PJ8SM	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No timely	Purchase of keyboard and mouse for Rashee
07/23/2020	25.98	DOW	AMAZON.COM*MV4IG67T	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No timely	Purchase of mouse for Ashley Cooks to work
07/24/2020	22.59	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No timely	Purchase of Toner for Sheree Deberry.
07/31/2020	15.89	DOW	ADOBE ACROPRO SUBS	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Purchase of adobe acrobat DC for Director
08/06/2020	676.20	DOW	THOMSON WEST*TC	PROFESSIONAL SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search services. July invoice.
08/06/2020	676.20	DOW	THOMSON WEST*TC	PROFESSIONAL SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search service. June invoice.
08/06/2020	627.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search services. June invoice
08/06/2020	629.55	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Provides legal search services. June invoice.
08/07/2020	183.44	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	ALLEN,NIQUELLE	No-No Available	Provides cable television. June/July
08/06/2020	387.00	DOW	WICKLANDER ZULAWSKI	CONSULTING MANAGEMENT AND	Approved	ALLEN,NIQUELLE	No-No Available	Cognitive training for Attorneys and

08/11/2020	269.00	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No timely	Purchase of webcam for Director Ford.
08/11/2020	269.00	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No timely	Purchase of webcam for Ashley Cooks.
08/12/2020	150.00	DOW	LEGAL WRITING PRO	CONSULTING MANAGEMENT AND	Approved	ALLEN,NIQUELLE	No-No Available	Writing class for employee, Sheree Deberry.
08/18/2020	(228.06)	DOW	OGE-ADMINISTRATION	GOVERNMENT SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Refund for cancelled class.
08/18/2020	(152.04)	DOW	OGE-ADMINISTRATION	GOVERNMENT SERVICES-NOT	Approved	ALLEN,NIQUELLE	No-No Available	Refund for cancelled class.
08/28/2020	275.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	Membership dues for Sonya King for Society
08/28/2020	275.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN,NIQUELLE	No-No Available CBE	Membership dues for Ronald Cook for Society of corporate ethics and compliance.
08/28/2020	275.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	Membership dues for Society of corporate
08/28/2020	275.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN,NIQUELLE	No-No Available CBE	Membership dues for Rashee Raj for Society of corporate compliance and ethics.
08/28/2020	275.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	Membership dues for Ralph Bradley for
08/31/2020	15.89	DOW	ADOBE ACROPRO SUBS	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Adobe Add on for Rochelle Ford.
08/31/2020	795.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	19th Annual Compliance & Ethics Institute
08/31/2020	795.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	19th Annual Compliance & Ethics Institute
08/31/2020	795.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	19th Annual Compliance & Ethics Institute
08/31/2020	275.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	Ileana Corrales membership dues for Society
08/31/2020	795.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	19th Annual Compliance & Ethics Institute
08/31/2020	795.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	19th Annual Compliance & Ethics Institute
08/31/2020	795.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	19th Annual Compliance & Ethics Institute
08/31/2020	59.00	DOW	THE VIRGINIA SOCIETY O	ORGANIZATIONS CHARITABLE	Approved	ALLEN,NIQUELLE	No-No Available	Ethics training for employee, Amanueil
08/31/2020	275.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	Asia Stewart-Mitchell membership dues for
08/31/2020	795.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	payment for 19th Annual Compliance &
08/31/2020	275.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	Ashley Cooks membership dues Society of
08/31/2020	795.00	DOW	SCCE/HCCA	SCHOOLS + EDUCATIONAL SVC-	Approved	ALLEN,NIQUELLE	No-No Available	Conference fee for 19th Annual Compliance
09/09/2020	13.99	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Purchase of mouse so Ileana Corrales can
09/09/2020	27.69	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Floor mat for Ileana Corrales to work from
09/09/2020	109.98	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Computer desk so that Ileana Corrales can
09/09/2020	349.00	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Kneeling chair for Director Allen to work
09/09/2020	32.76	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Floor Mat for Sonya King to work from
09/15/2020	189.50	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Office chair purchase for employee to work
09/15/2020	189.50	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Office chair for employee to work from
09/21/2020	99.00	DOW	DC BAR	ORGANIZATIONS MEMBERSHIP-	Approved	ALLEN,NIQUELLE	No-No Available	Registration fee for Johnnie Barton to attend
09/21/2020	109.00	DOW	DC BAR	ORGANIZATIONS MEMBERSHIP-	Approved	ALLEN,NIQUELLE	No-No Available	Conference fees for Sheree Deberry to attend
09/22/2020	445.00	DOW	COUNCIL ON GOVT	ORGANIZATIONS MEMBERSHIP-	Approved	ALLEN,NIQUELLE	No-No Available	Membership dues to COGEL for Director
09/22/2020	445.00	DOW	COUNCIL ON GOVT	ORGANIZATIONS MEMBERSHIP-	Approved	ALLEN,NIQUELLE	No-No Available	Membership dues to COGEL for Johnnie
09/22/2020	445.00	DOW	COUNCIL ON GOVT	ORGANIZATIONS MEMBERSHIP-	Approved	ALLEN,NIQUELLE	No-No Available	Membership dues to COGEL for Sheree
09/23/2020	44.24	DOW	AMAZON.COM*M41ON414 0 A	BOOK STORES	Approved	ALLEN,NIQUELLE	No-Explain in Notes	Work supplies so that Sheree Deberry can work from home. Supplies were ordered from

09/24/2020	299.98	DOW	AMZN MKTP US*M46D13KR1	BOOK STORES	Approved	ALLEN,NIQUELLE	No-Explain in Notes	Work chair so that Director Allen can work from home. Supplies were ordered from
09/23/2020	11.99	DOW	AMZN MKTP US*M439I8K41	BOOK STORES	Approved	ALLEN,NIQUELLE	No-Explain in Notes	Work supplies so that Sheree Deberry can work from home. Supplies were ordered from
09/23/2020	62.75	DOW	AMZN MKTP US*M44PS4PA0	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available CBE	Work supplies so that Sheree Deberry can work from home. Supplies were ordered from
09/24/2020	68.89	DOW	AMAZON.COM*M42EE7P9	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Purchase of hard drive for our IT specialist.
09/25/2020	381.91	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Warranty for Dell laptop that was purchased.
09/25/2020	599.97	DOW	AMZN MKTP	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Warranty that was purchased for laptops.
09/25/2020	(599.97)	DOW	AMZN MKTP US	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Refund for warranty that was not needed.
09/22/2020	2,714.20	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	ALLEN,NIQUELLE	Yes	Office supplies for return to office.
09/25/2020	1,944.89	DOW	ACROBAT PRO SUBS	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Adobe pro licenses for the staff.
09/25/2020	31.78	DOW	ADOBE ACROPRO SUBS	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Charged for early termination of services no
09/25/2020	123.39	DOW	AMZN MKTP US*M49VS0SQ2	BOOK STORES	Approved	ALLEN,NIQUELLE	No-Explain in Notes	Work desk so that Tyrell Dow can work from home. Supplies were ordered from Amazon
09/25/2020	99.89	DOW	AMAZON.COM*M41AI4M5 0 A	BOOK STORES	Approved	ALLEN,NIQUELLE	No-Explain in Notes	Work printer so that Tyrell Dow can work from home. Supplies were ordered from
09/25/2020	(445.00)	DOW	COUNCIL ON GOVT	ORGANIZATIONS MEMBERSHIP-	Approved	ALLEN,NIQUELLE	No-No Available	Refund for membership dues.
09/25/2020	(445.00)	DOW	COUNCIL ON GOVT	ORGANIZATIONS MEMBERSHIP-	Approved	ALLEN,NIQUELLE	No-No Available	Refunded membership dues for over
09/25/2020	3,391.98	DOW	BESTBUYCOM8063262697	ELECTRONIC SALES	Approved	ALLEN,NIQUELLE	No-No Available	Purchase of laptop computers for staff. Could
09/26/2020	2,098.99	DOW	AMZN MKTP US*M493292T2	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available CBE	Purchase of laptop for staff member. Laptops could not be all purchased from one vendor
09/27/2020	379.89	DOW	AMAZON.COM*M40S72BK	BOOK STORES	Approved	ALLEN,NIQUELLE	No-No Available	Purchase of printer for Director.
09/29/2020	177.50	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	ALLEN,NIQUELLE	No-No Available	Provides cable television services.
09/29/2020	(79.25)	DOW	ADOBE PDF PACK SUBS	COMPUTER SOFTWARE STORES	Approved	ALLEN,NIQUELLE	No-No Available	Refund for Adobe services that was not

BEGA Purchase Card Report for FY 2021

Transaction Date	Transaction Amount	Cardholder Last Name	Original Merchant Name	MCC Description	Transaction Approval Status	Transaction Approver	Custom Field Value	Transaction Notes
09/30/2020	676.20	DOW	THOMSON WEST*TCD	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Provides legal search services. September invoice paid in advance for fiscal year end
09/30/2020	1,599.99	DOW	BESTBUYCOM806331434662	ELECTRONIC SALES	Approved	ALLEN, N.	No-No Available CBE	Purchase of laptop for staff member. Laptops were not ordered together due to a problem with our p-card. No taxes were charged.
09/30/2020	85.00	DOW	IN *LYNNDOUGLASLLC	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	Approved	ALLEN, N.	No-No Available CBE	Shipping payment for CaseCracker hardware. 2 day shipping to comply with fiscal year end closing.
09/30/2020	1,254.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Provides legal search services. Aug and Sept invoices for fiscal year end closing.
09/30/2020	676.20	DOW	THOMSON WEST*TCD	PROFESSIONAL SERVICES-NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available	Provides legal search services. Aug invoice.
09/30/2020	253.50	DOW	CAPITOL DOCUMENT	COMMERCIAL EQUIPMENT NOT	Approved	ALLEN, N.	No-No Available	Copy machine maintenance. OOG invoice.
09/30/2020	253.50	DOW	CAPITOL DOCUMENT	COMMERCIAL EQUIPMENT NOT	Approved	ALLEN, N.	No-No Available	Copier maintenance. OGE receipt.
09/30/2020	2,482.76	DOW	DATANET SYSTEMS CORP	COMPUTERS COMPUTER PERIPHERAL EQUIPMENT	Approved	ALLEN, N.	No-No Available CBE	Payment for support of e-filing system. Only vendor that can support system.
09/30/2020	4,999.75	DOW	HI TECH SOLUTION INC	COMPUTER MAIN.-REPAIR-SERVICES NOT ELSEWHERE CLASS	Approved	ALLEN, N.	Yes	Purchase of Monitors, scanners and adapters for office.
09/30/2020	725.00	DOW	STANDARD OFFICE	COMMERCIAL EQUIPMENT NOT	Approved	ALLEN, N.	Yes	Payment for removal of furniture.
10/01/2020	(110.09)	DOW	ADOBE PRODUCTS	COMPUTER SOFTWARE STORES	Approved	ALLEN, N.	No-No Available	Refund for taxes paid.
10/01/2020	(68.89)	DOW	BESTBUYCOM80631597	ELECTRONIC SALES	Approved	ALLEN, N.	No-No Available	Purchase of external hard drive but it got lost
10/01/2020	68.89	DOW	BESTBUYCOM80631597	ELECTRONIC SALES	Approved	ALLEN, N.	No-No Available	Refund for hard drive that never arrived.
10/19/2020	149.00	DOW	STARTINFINITY.COM	COMPUTER SOFTWARE STORES	Approved	ALLEN, N.	No-No Available	Purchased to assist with project
10/21/2020	10.99	DOW	AMAZON.COM*2T5PO6	BOOK STORES	Approved	ALLEN, N.	No-No timely deliver	Printing paper for Sheree Deberry to work
10/24/2020	(96.00)	DOW	BESTBUYCOM80632626	ELECTRONIC SALES	Approved	ALLEN, N.	No-No Available	Refund of taxes paid.
10/24/2020	(96.00)	DOW	BESTBUYCOM80632626	ELECTRONIC SALES	Approved	ALLEN, N.	No-No Available	Refund of taxes paid.
10/28/2020	2,388.00	DOW	IN *ARCHIVESOCIAL	COMPUTERS COMPUTER	Approved	ALLEN, N.	No-No Available	Payment for Archiving of records.
10/28/2020	649.08	DOW	WINGSWEPT LLC	COMP PROGRAMING DATA	Approved	ALLEN, N.	No-No Available	Payment for record storage.
11/01/2020	369.83	DOW	AMAZON.COM*280CD7N82	BOOK STORES	Approved	ALLEN, N.	No-No timely deliver	Purchase of print for BEGA employee to work from home. Taxes were charged. I am
11/24/2020	88.73	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	ALLEN, N.	No-No Available	Provides cable television services. 830s.
11/25/2020	79.78	DOW	AMAZON.COM*WV1M63M93	BOOK STORES	Approved	ALLEN, N.	No-Explain in Notes	Printer ink for Director Ford to work from home. SBE not used for sufficient delivery
11/25/2020	87.78	DOW	AMAZON.COM*OJ3N19I93	BOOK STORES	Approved	ALLEN, N.	No-Explain in Notes	Printer ink for Director Ford to work from home. SBE not used for sufficient delivery
11/27/2020	400.00	DOW	VRSN DOTGOVREGISTRATIO	COMPUTER NETWORK-INFORMATION SERVICES	Approved	ALLEN, N.	No-No Available CBE	Renewal of domain name. open-dc.gov
11/27/2020	637.39	DOW	REI*PAYMENT	BUSINESS SERVICES-NOT	Approved	ALLEN, N.	No-No Available	Provides legal search services.

11/30/2020	710.00	DOW	THOMSON WEST*TC	PROFESSIONAL SERVICES-NOT	Approved	ALLEN, N.	No-No Available	Provides legal search services.
12/03/2020	229.89	DOW	AMZN MKTP US*T80WT3OK3	BOOK STORES	Approved	ALLEN, N.	No-Explain in Notes	Printer for employee, Sandra Peterson to work from home. SBE not used for sufficient
12/03/2020	81.38	DOW	AMAZON.COM*228JM1 DZ0 A	BOOK STORES	Approved	ALLEN, N.	No-Explain in Notes	Printer ink for Ralph Bradley to work from home. SBE not used for sufficient delivery due to covid-19.
12/03/2020	638.04	DOW	REI*PAYMENT	BUSINESS SERVICES-NOT	Approved	ALLEN, N.	No-No Available	Provides legal search services.
12/03/2020	699.60	DOW	DNH*MEDIA TEMPLE	DIRECT MARKETING-CONTINUITY-	Approved	ALLEN, N.	No-No Available	Domain name support. open-dc.gov
12/03/2020	89.00	DOW	DC BAR	ORGANIZATIONS MEMBERSHIP- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Payment for Johnnie Barton to attend training at DC Bar.
12/03/2020	89.00	DOW	DC BAR	ORGANIZATIONS MEMBERSHIP- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Payment for Niquelle Allen training at DC Bar.
12/03/2020	89.00	DOW	DC BAR	ORGANIZATIONS MEMBERSHIP- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Payment for Sheree Deberry to attend training at DC Bar.
12/04/2020	74.19	DOW	AMZN MKTP US*VI6S96083	BOOK STORES	Approved	ALLEN, N.	No-Explain in Notes	Furniture for Asia Stewart-Mitchell to work from home. SBE not used for sufficient
12/05/2020	101.75	DOW	AMZN MKTP US*YN9FS5EI3	BOOK STORES	Approved	ALLEN, N.	No-Explain in Notes	Furniture for Asia Stewart-Mitchell to work from home. SBE not used for sufficient delivery due to covid-19.
12/23/2020	88.74	DOW	COMCAST	CABLE SATELLITE OTHER PAY	Approved	ALLEN, N.	No-No Available	Provides cable television services.
12/23/2020	710.00	DOW	THOMSON WEST*TC	PROFESSIONAL SERVICES-NOT	Approved	ALLEN, N.	No-No Available	Provides legal search services.
01/04/2021	445.00	DOW	COUNCIL ON GOVT ETHICS	ORGANIZATIONS MEMBERSHIP- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Membership renewal for Director Allen for Council on Government Ethics.
01/14/2021	50.00	DOW	AMERICAN SOCIETY OF AC	ORGANIZATIONS MEMBERSHIP- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Membership payment for Niquelle Allen membership at American Society of Access
01/14/2021	25.00	DOW	AMERICAN SOCIETY OF AC	ORGANIZATIONS MEMBERSHIP- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Payment for Niquelle Allen to attend American Society of Access Professionals
01/14/2021	50.00	DOW	AMERICAN SOCIETY OF AC	ORGANIZATIONS MEMBERSHIP- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Membership payment for Sheree Deberry membership at American Society of Access
01/14/2021	25.00	DOW	AMERICAN SOCIETY OF AC	ORGANIZATIONS MEMBERSHIP- NOT ELSEWHERE CLASSIFIED	Approved	ALLEN, N.	No-No Available CBE	Payment for Sheree Deberry to attend American Society of Access Professionals
01/14/2021	399.00	DOW	NW3C INC NATIONAL	CONSULTING MANAGEMENT AND PUBLIC RELATIONS SVCS	Approved	ALLEN, N.	No-No Available CBE	Payment for Asia Stewart-Mitchell to attend Cognitive interview training.
01/28/2021	1,272.00	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY- SUBSCRIPTION MERCHANTS	Approved	ALLEN, N.	No-No Available CBE	domain maintenance for open-dc.gov. Tax exempt has been submitted. Will update
02/01/2021	9.22	DOW	AMAZON.COM*JG8JR0 WC3	BOOK STORES	Approved	ALLEN, N.	No-No timely deliver	Batteries for Asia Stewart-Mitchell battery and mouse.
01/29/2021	2,400.00	DOW	WINGSWEPT LLC	COMP PROGRAMING DATA PRCSNG INTGRD SYS DSGN SRVS	Approved	ALLEN, N.	No-No Available CBE	Payment for extra storage in the wingswept database that manages case loads.
02/02/2021	990.00	DOW	PAYPAL *LAWPROSE	SCHOOLS BUSINESS AND SECRETARIAL	Approved	ALLEN, N.	No-No Available CBE	Training for Sheree Deberry to attend : Citations: How to use them Authoritatively at Lawprose.
02/02/2021	9.98	DOW	AMZN MKTP US*QI9UP93N3	BOOK STORES	Approved	ALLEN, N.	No-No timely deliver	Notebook for Sonya King to work from home.

02/03/2021	45.83	DOW	UPS*1ZT1J99C3532211033	COURIER SVC-AIR + GROUND FREIGHT FORWARDERS	Approved	ALLEN, N.	No-No Available CBE	Payment for ups to deliver repaired ipad to boardmember.
02/03/2021	11.35	DOW	UPS*29J1346MDK9	COURIER SVC-AIR + GROUND FREIGHT FORWARDERS	Approved	ALLEN, N.	No-No Available CBE	Payment for ups to deliver repaired ipad to boardmember.
02/03/2021	5.99	DOW	AMAZON.COM*7R3CZ21J3 A	BOOK STORES	Approved	ALLEN, N.	No-No timely deliver	Notebook for Sonya King to work from home.
02/07/2021	240.00	DOW	DNH*MEDIA TEMPLE INC	DIRECT MARKETING-CONTINUITY-SUBSCRIPTION MERCHANTS	Approved	ALLEN, N.	No-No Available CBE	domain maintenance for open-dc.gov. Tax exempt has been submitted. Will update notes when refunded.
02/09/2021	170.15	DOW	COMCAST	CABLE SATELLITE OTHER PAY TELEVISION RADIO SVCS	New			
02/08/2021	637.00	DOW	REI*PAYMENT CENTER	BUSINESS SERVICES-NOT ELSEWHERE CLASSIFIED	New			
02/08/2021	637.00	DOW	REI*PAYMENT	BUSINESS SERVICES-NOT	New			
Total	\$28,587.50							

Exhibit 8

AGO - Board of Ethics and Government Accountability								
Performance Oversight Hearing for FY 2020 and FY 2021								
Question #12: Reprogrammings for FY 2020								
				FY 2020				
Approp Fund	Program	Agy Fund	Comp Source Group	Approved Budget	Increase	Decrease	Revised Budget	Date
0100	1000 OFFICE OF OPEN GOVERNMENT	0100 LOCAL FUNDS	0011 REGULAR PAY - CONT FULL TIME	272,269.54		(2,483.20)	269,786.34	9/22/2020
			0012 REGULAR PAY - OTHER	171,360.00		(84,431.97)	86,928.03	9/22/2020
			0014 FRINGE BENEFITS	99,424.73		(14,918.13)	84,506.60	9/22/2020
		0755 LOCAL FUNDING - COVID-19	0011 REGULAR PAY - CONT FULL TIME	-	2,483.20		2,483.20	9/22/2020
			0012 REGULAR PAY - OTHER	-	84,431.97		84,431.97	9/22/2020
			0014 FRINGE BENEFITS	-	14,918.13		14,918.13	9/22/2020
	2000 BOARD OF ETHICS	0100 LOCAL FUNDS	0020 SUPPLIES AND MATERIALS	50,000.00		(21,000.00)	29,000.00	8/5/2020
			0070 EQUIPMENT & EQUIPMENT RENTAL	50,000.00		(50,000.00)	-	8/5/2020
0600	2000 BOARD OF ETHICS	0601	0040 OTHER SERVICES AND CHARGES	60,000.00		(40,359.91)	19,640.09	9/30/2020
		0602	0011 REGULAR PAY	77,007.00		(14,951.23)	62,055.77	9/30/2020
Grand Total				780,061.27	101,833.30	(228,144.44)	653,750.13	

EXHIBIT 8
Rationale
Moved budget authority from local to COVID fund to keep track of COVID expenditures separately
Budget cut
Reduced unused budget authority at year end to match with revenue

Exhibit 9

BEGA Purchase Order Payments and Balance Report

PURCHASE ORDER REPORT for FY 2020

EXHIBIT 9

Approp Fund	Purchase Order No.	Vendor Name	Encumbered	Eff Date	Payments	Invoice No	Check No	Payment Date	Remaining Balance
0100	PO613428	WINGSWEPT LLC	-705.83	9/30/20					
			29,173.86	10/10/19					
				1/17/20	-28,468.03	WCI21018A	006319191	Jan 22, 2020	
	PO613428		28,468.03		-28,468.03				0.00
	PO613925	COMPUTER AID, INC	-26,258.4	6/19/20					
			27,613	10/17/19					
				12/4/19	-1,354.6	2019-10-26-613	001316529	Dec 12, 2019	
	PO613925		1,354.6		-1,354.6				0.00
	PO617153	WINGSWEPT LLC	2,000	11/26/19					
				1/9/20	-200	WCI21466	006317154	Jan 14, 2020	
				2/26/20	-200	WCI21812	006327720	Mar 2, 2020	
				2/26/20	-200	WCI22048	006327720	Mar 2, 2020	
				3/26/20	-200	WCI22260A	006334780	Mar 31, 2020	
				4/30/20	-200	WCI22531	006341435	May 5, 2020	
				6/11/20	-200	WCI22790	006347107	Jun 12, 2020	
				6/22/20	-200	WCI23070	006350236	Jun 29, 2020	
				9/3/20	-200	WCI23324	006362651	Sep 9, 2020	
				9/8/20	-200	WCI23578	006363174	Sep 14, 2020	
				9/22/20	-200	WCI23865	006367530	Oct 6, 2020	
	PO617153		2,000		-2,000				0.00

PO620648	ABSTRACT EVOLUTIONS LLC		3/30/20	-10,512	001	001328844	Apr 3, 2020	
			4/30/20	-23,776	003	001332123	May 4, 2020	
			6/22/20	-15,840	005	001337245	Jun 26, 2020	
			6/30/20	-22,832	004-V2	001337838	Jul 2, 2020	
	ABSTRACT EVOLUTIONS, LLC	-40	9/30/20					
		73,000	1/30/20					
PO620648		72,960		-72,960				0.00
PO629987	LYNNDUGLAS LLC	9,963.55	9/22/20					
			9/30/20	-9,963.55	01989-18	006369513	Oct 13, 2020	
PO629987		9,963.55		-9,963.55				0.00
0100		114,746.18		-114,746.18				0.00
Summary								0

PURCHASE ORDER REPORT for FY 2021

Approp Fund	Purchase Order No.	Vendor Name	Encumbered	Eff Date	Payments	Invoice No	Check No	Payment Date	Remaining Balance
0100	PO632429	WINGSWEPT LLC	-649.08	11/2/20					
			30,182.55	10/9/20					
				11/17/20	-29,533.47	WCI24148A	006376510	Nov 23, 2020	
	PO632429		29,533.47	-29,533.47					0.00
	0100		29,533.47	-29,533.47					0.00
Summary									0

Exhibit 10

D.C. Board of Ethics and Government Accountability FY2020

Agency D.C. Board of Ethics and Government Accountability

Agency Code AGO

Fiscal Year 2020

Mission The Board of Ethics and Government Accountability (BEGA) is responsible to administer and enforce the District of Columbia Code of Conduct and enforce government-wide compliance with the D.C. Freedom of Information Act and the Open Meetings Act.

Summary of Services Specifically, BEGA is responsible for seven main areas. Investigating alleged violations of the Code of Conduct, holding adversarial hearings and, where appropriate, levying sanctions; Issuing Advisory Opinions, providing safe-harbor for good-faith reliance on these opinions; Issuing Advisory Opinions on its own initiative; Conducting mandatory ethics training for District government employees; Updating and maintaining the District Ethics Manual; Receiving and reviewing public financial disclosure statements from public officials, except Advisory Neighborhood Commissioners, and, as of January 1, 2015, candidates for nomination for election, or election, to public office; Receiving and reviewing public financial disclosure certifications from Advisory Neighborhood Commissioners, and as of January 1, 2015, from candidates for nomination for election, or election, to public office; Receiving and auditing lobbyist registration forms, termination forms, and lobbyist activity reports; Enforcing the Open Meetings Act; Monitoring the District's compliance with the Freedom of Information Act; and Assisting government agencies in the implementation of open government practices.

2020 Accomplishments

Accomplishment	Impact on Agency	Impact on Residents
No accomplishments found		

2020 Key Performance Indicators

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Actual	KPI Status	Explanation for Unmet FY 2020 Target
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1 - Issue ethics advice in an expeditious and consistent fashion. (3 Measures)

Percent of formal written Advisory Opinions issued within 30 days of receipt of complete information from requester	Quarterly	100%	100%	75%	85%	100%	0%	0%	0%	25%	Unmet	
Percent of advice queries received that were handled as informal rather than formal advice	Quarterly	97.8%	99.9%	99.4%	10%	99%	100%	100%	100%	99.8%	Met	
Percent of formal written Advisory Opinions appealed to the Ethics Board	Quarterly	0%	No Applicable Incidents	0%	85%	0%	0%	0%	0%	0%	Unmet	

2 - Conduct timely and appropriate investigations and enforcement actions. (3 Measures)

Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120 days of initiation	Quarterly	84.1%	80.8%	56.2%	80%	76.9%	86.7%	100%	100%	90.9%	Met	
Percent of enforcement actions that result in a sanction	Quarterly	100%	100%	100%	85%	No applicable incidents	Needs Data Update	Needs Data Update	100%	100%	Met	
Percent of final Ethics Board Orders issued within 45 days of close of hearing record	Quarterly	100%	100%	No Applicable Incidents	85%	No applicable incidents	No applicable incidents	No applicable incidents	No applicable incidents	No applicable incidents		

3 - Conduct mandatory training on the Code of Conduct and produce ethics training materials. (3 Measures)

Measure	Frequency	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 Actual	KPI Status	Explanation for Unmet FY 2020 Target
Percent of evaluations completed by attendees with an overall positive rating of "3" or higher on the BEGA training evaluation form	Quarterly	97.5%	97.6%	97.9%	80%	100%	100%	100%	100%	100%	Met	
Percent of agency trainings held within 90 days of agency making the request	Quarterly	100%	100%	100%	90%	100%	100%	100%	100%	100%	Met	
Percent of off site agency training requests granted	Quarterly	100%	100%	100%	90%	100%	100%	No applicable incidents	Needs Data Update	Waiting on Data		

2020 Workload Measures

Measure	FY 2018 Actual	FY 2019 Actual	FY 2020 Quarter 1	FY 2020 Quarter 2	FY 2020 Quarter 3	FY 2020 Quarter 4	FY 2020 PAR
1 - Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner. (3 Measures)							
Number of requests for informal ethics advice	805	761	155	127	97	131	510
Number of formal written advisory opinions issued pursuant to a request	1	4	1	0	0	0	1
Number of formal written advisory opinions issued on the agency's own initiative	0	0	0	0	0	0	0
2 - Monitor and support ongoing investigations to ensure timely completion. (11 Measures)							
Number of complaints received	123	144	46	27	43	33	149
Number of preliminary investigations opened based on tips to the hotline	0	1	0	0	0	0	0
Number of preliminary investigations dismissed	12	31	18	12	17	20	67
Number of preliminary investigations opened based on information provided by means other than the hotline	37	56	0	0	0	0	0
Number of preliminary investigations converted to formal investigations	5	3	0	0	0	0	0
Number of preliminary investigations resolved with a negotiated disposition	4	14	5	0	1	1	7
Number of preliminary investigations resolved after an evidentiary hearing	1	0	0	0	0	0	0
Number of formal investigations initiated on intake	9	8	4	0	0	2	6
Number of formal investigations dismissed	11	4	0	0	0	0	0
Number of formal investigations resolved with a negotiated disposition	1	2	1	0	1	0	2
Number of formal investigations resolved after an evidentiary hearing	0	0	0	0	0	0	0
3 - Increase Training Sessions. Increase number of trainings available to District government employees. (1 Measure)							
Number of trainings conducted	101	80	13	26	7	6	52
4 - Ensure that every request for advice or information is acknowledged within 24 hours of receipt. (1 Measure)							
Number of formal advisory opinions issued	1	3	1	0	0	0	1

2020 Operations

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Issue ethics advice in an expeditious and consistent fashion. (1 Activity)			

Operations Header	Operations Title	Operations Description	Type of Operations
BOARD OF ETHICS	Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner.	Work with staff to ensure that ethics guidance is provided to government employees who seek ethics guidance.	Daily Service
2 - Conduct timely and appropriate investigations and enforcement actions. (1 Activity)			
BOARD OF ETHICS	Monitor and support ongoing investigations to ensure timely completion.	Track progress throughout the year and work with staff to ensure movement.	Daily Service
3 - Conduct mandatory training on the Code of Conduct and produce ethics training materials. (1 Activity)			
BOARD OF ETHICS	Increase Training Sessions. Increase number of trainings available to District government employees.	Allocate staff time to ensure availability when requests are made from client agencies.	Daily Service
4 - Create and maintain a highly efficient, transparent, and responsive District government. (1 Activity)			
BOARD OF ETHICS	Ensure that every request for advice or information is acknowledged within 24 hours of receipt.	Work with staff to ensure that either a substantive response is provided or, where that is not possible, an acknowledgment that the request is under review.	Daily Service

2020 Strategic Initiatives

Strategic Initiative Title	Strategic Initiative Description	Completion to Date	Status Update	Explanation for Incomplete Initiative
No strategic initiatives found				

Exhibit 11

District of Columbia Planning Documents

[M...](#)
[PI](#)
[CO...](#)
[Co...](#)
[FY1...](#)
[FY1...](#)
[OCA: ...](#)
[FY1...](#)
[*N...](#)
[FY1...](#)
[DS...](#)

[Home](#)
[Agencies](#)
[Performance Plans](#)
[Objectives](#)
[Operations List](#)
[Operations-Strategic ...](#)
[STRATEGIC INITIATIVES](#)
[Initiatives](#)
[Met...](#)

Performance ... Ed...

Reports & Charts

Save & close

Cancel

Agency D.C. Board of Ethics and Government Accountability

Agency Acronym BEGA

Return
Agency AGO
Code

To edit agency and POC information press your agency name (underlined and in blue above).

Agency Performance
POCsAshley (BEGA) Cooks
Sandra PetersonAgency Budget
POCsMohammad Awan
Sandra PetersonFiscal 2021
Year

Agency's Operating Budget

[Lookup Your Agency's Operating Budget](#)

2021 Objectives

Strategic Objectives **Full Report** | **Grid Edit** | **Email** | **More** 4 Objectives

Objective Number	Strategic Objective	# of Measures	# of Operations
1	Issue ethics advice in an expeditious and consistent fashion.	3	1
2	Conduct timely and appropriate investigations and enforcement actions.	3	1
3	Conduct mandatory training on the Code of Conduct and produce ethics training materials.	3	1
4	Create and maintain a highly efficient, transparent, and responsive District government.	0	1
TOT		9	4

2021 Key Performance Indicators

Full Report | **Grid Edit** | **Email** | **More** 9 Measures

Measure	New Measure Benchmark Year	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY2019 Actual	FY 2020 Target	FY2020 Actual	FY2021 Target	FY 2021 Quarter 1
1 - Issue ethics advice in an expeditious and consistent fashion. (3 Measures)										
Percent of formal written Advisory Opinions issued within 30 days of receipt of complete information from requester		Up is Better	100%	100%	85%	75%	85%	25%	85%	Needs Update
Percent of advice queries received that were handled as informal rather than formal advice		Up is Better	97.8%	99.9%	10%	99.4%	10%	99.8%	10%	Needs Update
Percent of formal written Advisory Opinions appealed to the Ethics Board		Up is Better	0%	No Applicable Incidents	85%	0%	85%	0%	85%	Needs Update
2 - Conduct timely and appropriate investigations and enforcement actions. (3 Measures)										
Percent of investigations resolved by dismissal, negotiated disposition, or issuance of Notice of Violation within 120 days of initiation		Up is Better	84.1%	80.8%	80%	56.2%	80%	90.9%	80%	Needs Update
Percent of		Up is Better	100%	100%	85%	100%	85%	100%	85%	Needs

Measure	New Measure/ Benchmark Year	Directionality	FY 2017 Actual	FY 2018 Actual	FY 2019 Target	FY2019 Actual	FY 2020 Target	FY2020 Actual	FY2021 Target	FY 2021 Quarter 1
Percent of final Ethics Board Orders issued within 45 days of close of hearing record		Up is Better	100%	100%	85%	No Applicable Incidents	85%	No Applicable Incidents	85%	Needs Update
3 - Conduct mandatory training on the Code of Conduct and produce ethics training materials. (3 Measures)										
Percent of evaluations completed by attendees with an overall positive rating of "3" or higher on the BEGA training evaluation form		Up is Better	97.5%	97.6%	80%	97.9%	80%	100%	80%	Needs Update
Percent of agency trainings held within 90 days of agency making the request		Up is Better	100%	100%	90%	100%	90%	100%	90%	Needs Update
Percent of off site agency training requests granted		Up is Better	100%	100%	90%	100%	90%	Needs Update	90%	Needs Update

2021 Operations

Operations **Full Report** | **Grid Edit** | **Email** | **More** **4 Activities**

Operations Header	Operations Title	Operations Description	Type of Operations
1 - Issue ethics advice in an expeditious and consistent fashion. (1 Activity)			
BOARD OF ETHICS	Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner.	Work with staff to ensure that ethics guidance is provided to government employees who seek ethics guidance.	Daily Service
2 - Conduct timely and appropriate investigations and enforcement actions. (1 Activity)			
BOARD OF ETHICS	Monitor and support ongoing investigations to ensure timely completion.	Track progress throughout the year and work with staff to ensure movement.	Daily Service
3 - Conduct mandatory training on the Code of Conduct and produce ethics training materials. (1 Activity)			
BOARD OF ETHICS	Increase Training Sessions. Increase number of trainings available to District government employees.	Allocate staff time to ensure availability when requests are made from client agencies.	Daily Service
4 - Create and maintain a highly efficient, transparent, and responsive District government. (1 Activity)			
BOARD OF ETHICS	Ensure that every request for advice or information is acknowledged within 24 hours of receipt.	Work with staff to ensure that either a substantive response is provided or, where that is not possible, an acknowledgment that the request is under review.	Daily Service

2021 Workload Measures

Workload Measures - Operations **Full Report** | **Grid Edit** | **Email** | **More** **16 Measures**

Measure	New Measure/ Benchmark Year	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY 2021 Quarter 1
1 - Render Timely Advice. Respond to requests for informal ethics advice in a substantive and useful manner. (3 Measures)							
Number of requests for informal ethics advice		690	700	805	761	510	Needs Update
Number of formal written advisory opinions issued pursuant to a request		4	12	1	4	1	Needs Update
Number of formal written advisory opinions issued on the agency's own initiative		2	2	0	0	0	Needs Update
2 - Monitor and support ongoing investigations to ensure timely completion. (11 Measures)							
Number of complaints received		138	183	123	144	149	Needs Update
Number of preliminary investigations opened based on tips to the hotline		2	0	0	1	0	Needs Update
Number of preliminary investigations dismissed		34	24	12	31	67	Needs Update
Number of preliminary investigations opened based on information provided by means other than the hotline		85	33	37	56	0	Needs Update
Number of preliminary investigations converted to formal investigations		3	1	5	3	0	Needs Update

Measure	New Measure/ Benchmark Year	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Actual	FY2020 Actual	FY 2021 Quarter 1
Number of preliminary investigations resolved after an evidentiary hearing		0	0	1	0	0	Needs Update
Number of formal investigations initiated on intake		24	14	9	8	6	Needs Update
Number of formal investigations dismissed		17	12	11	4	0	Needs Update
Number of formal investigations resolved with a negotiated disposition		1	3	1	2	2	Needs Update
Number of formal investigations resolved after an evidentiary hearing		0	1	0	0	0	Needs Update
3 - Increase Training Sessions. Increase number of trainings available to District government employees. (1 Measure)							
Number of trainings conducted		121	129	101	80	52	Needs Update
4 - Ensure that every request for advice or information is acknowledged within 24 hours of receipt. (1 Measure)							
Number of formal advisory opinions issued		8	9	1	3	1	Needs Update

2021 Initiatives

Strategic Initiatives	Strategic Initiative Title	Strategic Initiative Description	Proposed Completion Date	Is this initiative focused on Wards 7 and/or 8?	Does this initiative support the Resilient DC Strategy?	Cluster	Add Initiative Update
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No strategic initiatives found

2021 Initiative Updates

Strategic Initiative Title	Initiative Status Update	% Complete to date	Confidence in completion by end of fiscal year (9/30)?	Status of Impact	Supporting Data	Reporting Quarter
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No initiative updates found

Internal: Unfinished 2020 Initiatives

Title	Description	Complete to Date	Status Update	Explanation	Anticipated Completion Date	Add Initiative Update
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No strategic initiatives found

Updates for Unfinished 2020 Initiatives

Strategic Initiative Title	Anticipated completion date	New Initiative Created for FY20	No Longer an Initiative	Initiative Status Update	% Complete to date	Confidence in completion by anticipated completion date?	Status of Impact	Explanation of Impact	Supporting Data	Reporting Quarter
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No initiative updates found

Administrative Information

Record ID# 759

Performance Plan ID 759 [Blank Initiative Updates](#) [Blank Initiative Updates](#)

Save & close

Cancel

Created on Nov. 6, 2019 at 11:49 AM (EST). Last updated by [Stock, Arie](#) on July 21, 2020 at 8:40 PM (EDT). Owned by [Stock, Arie](#).

Exhibit 12

BEGA

**Annual Freedom of Information Act Report for Fiscal Year 2020
October 1, 2019 through September 30, 2020**

FOIA Officer Reporting Johnnie Barton

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period.....28.....
2. Number of FOIA requests pending on October 1, 2019.....0.....
3. Number of FOIA requests pending on September 30, 2020.....6.....
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2020124.....

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....3.....
6. Number of requests granted, in part, denied, in part.....2.....
7. Number of requests denied, in whole.....10.....
8. Number of requests withdrawn.....1.....
9. Number of requests referred or forwarded to other public bodies.....0.....
10. Other disposition6.....

NUMBER OF REQUESTS THAT RELIED UPON EACH FOIA EXEMPTION
--

11. Exemption 1 - D.C. Official Code § 2-534(a)(1).....0.....
12. Exemption 2 - D.C. Official Code § 2-534(a)(2).....1.....
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
 - Subcategory (A).....5.....
 - Subcategory (B).....0.....
 - Subcategory (C)0.....
 - Subcategory (D)0.....
 - Subcategory (E)0.....
 - Subcategory (F)0.....
14. Exemption 4 - D.C. Official Code § 2-534(a)(4)1.....
15. Exemption 5 - D.C. Official Code § 2-534(a)(5).....0.....

16. Exemption 6 - D.C. Official Code § 2-534(a)(6)
 Subcategory (A).....0.....
 Subcategory (B).....0.....
17. Exemption 7 - D.C. Official Code § 2-534(a)(7).....0.....
18. Exemption 8 - D.C. Official Code § 2-534(a)(8).....0.....
19. Exemption 9 - D.C. Official Code § 2-534(a)(9).....0.....
20. Exemption 10 - D.C. Official Code § 2-534(a)(10).....1.....
21. Exemption 11 - D.C. Official Code § 2-534(a)(11).....0.....
22. Exemption 12 - D.C. Official Code § 2-534(a)(12).....0.....

TIME-FRAMES FOR PROCESSING FOIA REQUESTS

23. Number of FOIA requests processed within 15 days.....18.....
24. Number of FOIA requests processed between 16 and 25 days.....3.....
25. Number of FOIA requests processed in 26 days or more.....1.....
26. Median number of days to process FOIA Requests.....20.5.....

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS
--

27. Number of staff hours devoted to processing FOIA requests..... 126.....
28. Total dollar amount expended by public body for processing FOIA requests.....8873.65.....

FEES FOR PROCESSING FOIA REQUESTS
--

29. Total amount of fees collected by public body.....0.....

PROSECUTIONS PURSUANT TO SECTION 207(d) OF THE D.C. FOIA

30. Number of employees found guilty of a misdemeanor for arbitrarily or capriciously violating any provision of the District of Columbia Freedom of Information Act0.....

QUALITATIVE DESCRIPTION OR SUMMARY STATEMENT

Pursuant to section 208(a)(9) of the D.C. FOIA, provide in the space below or as an attachment, “[a] qualitative description or summary statement, and conclusions drawn from the data regarding compliance [with the provisions of the Act].”

BEGA processed twenty-eight (28) FOIA requests during FY2019 in a manner consistent with FOIA’s statutory requirements as amended by emergency and temporary legislation enacted due to the public health emergency..

Exhibit 13

BEGA FY20 and FY21 Staff Training/Education Opportunities

EXHIBIT 13

Employee Trained	Subject of Training	Date
Rochelle Ford, OGE Director	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Rochelle Ford, OGE Director	Council of Government Ethics Lawyers (COGEL)	Dec-20
Rochelle Ford, OGE Director	Conducting Remote Investigations: Practical Guidance and Best Practices	Apr-20
Rochelle Ford, OGE Director	Cybersecurity and Working Remotely	Nov-20
Rochelle Ford, OGE Director	2020 Virtual Compliance and Ethics Institute	Sep-20
Rochelle Ford, OGE Director	COVID-19 Oversight and Investigations	May-20
Rochelle Ford, OGE Director	OCTO IT Security Awareness Fundamentals	Dec-19
Niquelle Allen, OOG Director	Executive Education Seminar	Nov-19
Niquelle Allen, OOG Director	Financial Accounting, Economics for Managers, and Business Analytics	Mar-20
Niquelle Allen, OOG Director	What to do once you receive a FOIA request: basics, tracking and compliance	Apr-20
Niquelle Allen, OOG Director	National Association of Attorney General Webinar Wellness Series Part 5: Am I Good Enough? Working With the Imposter Confirmation	May-20
Niquelle Allen, OOG Director	Executive Education Seminar conducted by the US Department of Homeland Security	Nov-19

Niquelle Allen, OOG Director	41st Annual Council on Government Ethics Laws (COGEL)	Dec-19
Niquelle Allen, OOG Director	OCTO IT Security Awareness Fundamentals	Dec-19
Niquelle Allen, OOG Director	Contact Tracing American Society of Access Professionals (“ASAP”) National Virtual Training Conference	Jun-20
Niquelle Allen, OOG Director		Jul-20
Niquelle Allen, OOG Director		Oct-20
Niquelle Allen, OOG Director		Nov-20
Niquelle Allen, OOG Director	15th annual AINS (FOIAXpress) User Conference	Oct-20
Niquelle Allen, OOG Director	Cybersecurity and Working Remotely	Nov-20
Niquelle Allen, OOG Director	Council of Government Ethics Lawyers (COGEL) Training Basics of Filing and Litigating Freedom of Information Act Requests 2020	Dec-20
Niquelle Allen, OOG Director		Dec-20
Rashee Raj, General Counsel	Conducting Remote Investigations: Practical Guidance and Best Practices COVID-19 Oversight and Investigations: Navigating Legal and Communications Challenges	Apr-20
Rashee Raj, General Counsel		May-20
Rashee Raj, General Counsel	Basic Negotiation Skills	May-20
Rashee Raj, General Counsel	Ethics in Social Media 2020	May-20
Rashee Raj, General Counsel	The Basics of Coronavirus, The Basics of Contact Tracing Forging Ahead with Perseverance and Resilience, Intersecting Perspectives: Post-Employment Counseling and Beyond	Jun-20
Rashee Raj, General Counsel		Jul-20
Rashee Raj, General Counsel	30th anniversary of the ADA: Improving the Working Lives of People with Substance Use and Mental Health Disorders	Jul-20
Rashee Raj, General Counsel	LexisNexis Advance Refresher Course	Jul-20
Rashee Raj, General Counsel	2020 Virtual Compliance and Ethics Institute	Sep-20

Rashee Raj, General Counsel	Women Lawyers in Leadership	Oct-20
Rashee Raj, General Counsel	Cybersecurity and Working Remotely	Nov-20
Johnnie Barton, OOG Chief Counsel	Introduction to the District of Columbia Rule Act	Oct-20
Johnnie Barton, OOG Chief Counsel	Training Basics of Filing and Litigating Freedom of Information Act Requests 2020	Dec-20
Johnnie Barton, OOG Chief Counsel	Council of Government Ethics Lawyers (COGEL)	Dec-20
Johnnie Barton, OOG Chief Counsel	Investigations and Interview Techniques	Nov-19
Johnnie Barton, OOG Chief Counsel	Fundamentals of Logic Reason, and Critical Thinking in Legal Analysis	Apr-20
Johnnie Barton, OOG Chief Counsel	What to do once you receive a FOIA request: basics, tracking and compliance	Apr-20
Johnnie Barton, OOG Chief Counsel	Office of Attorney General's training on "Investigations and Interview Techniques."	Nov-19
Johnnie Barton, OOG Chief Counsel	WebEx Meetings 101	May-20
Johnnie Barton, OOG Chief Counsel	WebEx Events Training	May-20
Johnnie Barton, OOG Chief Counsel	National Association of Attorney General Webinar Wellness Series Part 5: Am I Good Enough? Working With the Imposter Confirmation	May-20
Johnnie Barton, OOG Chief Counsel	OCTO IT Security Awareness Fundamentals	Dec-19
Johnnie Barton, OOG Chief Counsel	Introduction to Section 1983: Defending the Government and its Officers	Jun-20
Johnnie Barton, OOG Chief Counsel	Contact Tracing	Jun-20
Johnnie Barton, OOG Chief Counsel	Increase Agency Productivity in the Remote Work Environment Webinar	Jun-20

Johnnie Barton, OOG Chief Counsel	Roadmap to Resiliency	Jul-20
Johnnie Barton, OOG Chief Counsel	American Society of Access Professionals (“ASAP”) National Virtual Training Conference	Jul-20
Johnnie Barton, OOG Chief Counsel	Future- Ready Lawyer	Aug-20
Johnnie Barton, OOG Chief Counsel	Transforming the Government Amidst COVID-19 Webinar	Sep-20
Johnnie Barton, OOG Chief Counsel	Ethics and the Government Attorney	Sep-20
Johnnie Barton, OOG Chief Counsel	15th annual AINS (FOIAXpress) User Conference	Oct-20
Johnnie Barton, OOG Chief Counsel	Cybersecurity and Working Remotely	Nov-20
Johnnie Barton, OOG Chief Counsel	Slay the Public Records Request Dragon: Real Stories of Conquest	Dec-20
Sheree Deberry, Attorney Advisor	Council of Government Ethics Lawyers (COGEL)	Dec-20
Sheree Deberry, Attorney Advisor	Cybersecurity training	Nov-20
Sheree Deberry, Attorney Advisor	15th annual AINS (FOIAXpress) User Conference	Oct-20
Sheree Deberry, Attorney Advisor	NAAG Consumer Protection Virtual Fall Conference	Oct-20
Sheree Deberry, Attorney Advisor	Ethics and the Government Attorney	Sep-20
Sheree Deberry, Attorney Advisor	“Lessons from a Zoom Jury Trial Webinar	Sep-20
Sheree Deberry, Attorney Advisor	Transforming the Government Amidst COVID-19 Webinar	Sep-20
Sheree Deberry, Attorney Advisor	American Society of Access Professionals (“ASAP”) National Virtual Training Conference	Jul-20
Sheree Deberry, Attorney Advisor	Roadmap to Resiliency	Jul-20
Sheree Deberry, Attorney Advisor	Introduction to Section 1983: Defending the Government and its Officers	Jun-20

Sheree Deberry, Attorney Advisor	Contact Tracing	Jun-20
Sheree Deberry, Attorney Advisor	Increase Agency Productivity in the Remote Work Environment Webinar	Jun-20
Sheree Deberry, Attorney Advisor	Legal research training	Jul-20
Sheree Deberry, Attorney Advisor	The Evolving Cybersecurity Needs of Teleworkers During COVID-19 Webinar.	Aug-20
Sheree Deberry, Attorney Advisor	Training Basics of Filing and Litigating Freedom of Information Act Requests 2020	Dec-20
Sonya King, OGE Attorney Advisor	Conducting Remote Investigations: Practical Guidance and Best Practices	Apr-20
Sonya King, OGE Attorney Advisor	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Sonya King, OGE Attorney Advisor	Ethically Speaking: Meeting the Challenges of Professionalism in Remote Pr	Jun-20
Sonya King, OGE Attorney Advisor	2020 Virtual Compliance and Ethics Institute	Sep-20
Sonya King, OGE Attorney Advisor	41st Annual Council on Government Ethics Laws (COGEL)	Dec-19
Sonya King, OGE Attorney Advisor	OCTO IT Security Awareness Fundamentals	Dec-19
Sonya King, OGE Attorney Advisor	Black Lawyers in America: A National Town Hall Series. Black Leaders in Government – Challenges, Opportunities and Solutions	Jul-20
Sonya King, OGE Attorney Advisor		Nov-20
Sonya King, OGE Attorney Advisor		Dec-20
Asia Stewart-Mitchell, OGE Attorney Advisor		Nov-20
Asia Stewart-Mitchell, OGE Attorney Advisor		Jul-20
Asia Stewart-Mitchell, OGE Attorney Advisor		Jul-20
Asia Stewart-Mitchell, OGE Attorney Advisor	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Asia Stewart-Mitchell, OGE Attorney Advisor	Conducting Remote Investigations: Practical Guidance and Best Practices	Apr-20

Asia Stewart-Mitchell, OGE Attorney Advisor	Ethically Speaking: Meeting the Challenges of Professionalism in Remote Pr	Jun-20
Asia Stewart-Mitchell, OGE Attorney Advisor	Follow the Money: Financial Crime Investigation Case Studies	Apr-20
Asia Stewart-Mitchell, OGE Attorney Advisor	OCTO IT Security Awareness Fundamentals	Dec-19
Asia Stewart-Mitchell, OGE Attorney Advisor	2020 Virtual Compliance and Ethics Institute	Sep-20
Asia Stewart-Mitchell, OGE Attorney Advisor	Financial Investigations Triage	Sep-20
Asia Stewart-Mitchell, OGE Attorney Advisor	Council of Government Ethics Lawyers (COGEL)	Dec-20
Asia Stewart-Mitchell, OGE Attorney Advisor	Cognitive Interviewing, Communication, & Influence given by the National White Collar Crime Center (NW3C)	Jan-21
Ashley Cooks, OGE Supervisory Attorney Advisor	Conducting Remote Investigations: Practical Guidance and Best Practices	Apr-20
Ashley Cooks, OGE Supervisory Attorney Advisor	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Ashley Cooks, OGE Supervisory Attorney Advisor	Cognitive Interview: Getting the Real Story	Jun-20
Ashley Cooks, OGE Supervisory Attorney Advisor	2020 Virtual Compliance and Ethics Institute	Sep-20
Ashley Cooks, OGE Supervisory Attorney Advisor	Cybersecurity and Working Remotely	Nov-20
Ashley Cooks, OGE Supervisory Attorney Advisor	OCTO's WebEx Events Training	Sep-20
Ashley Cooks, OGE Supervisory Attorney Advisor	OCTO IT Security Awareness Fundamentals	Dec-19
Ashley Cooks, OGE Supervisory Attorney Advisor	Council of Government Ethics Lawyers (COGEL)	Dec-20

Sandra Peterson, Admin. Officer	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Sandra Peterson, Admin. Officer	OCTO IT Security Awareness Fundamentals	Dec-19
Sandra Peterson, Admin. Officer	Cybersecurity and Working Remotely	Nov-20
Sandra Peterson, Admin. Officer	Project Fundamentals (PMBOK)	Oct-20
Sandra Peterson, Admin. Officer	FMLA Coordinator Training	Jul-21
Sandra Peterson, Admin. Officer	Paid Family Leave (Brown Bag)	Feb-21
Sandra Peterson, Admin. Officer	2nd Annual PeopleSoft Summit "The Virtual Experience"	Feb-21
Ronald Cook, Investigator	Cybersecurity and Working Remotely	Nov-20
Ronald Cook, Investigator	Conducting Remote Investigations: Practical Guidance and Best Practices	Apr-20
Ronal Cook, Investigator	OCTO IT Security Awareness Fundamentals	Dec-19
Ronald Cook, Investigator	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Ronald Cook, Investigator	2020 Virtual Compliance and Ethics Institute	Sep-20
Ileana Corrales, Investigator	Dark Web and Open Source Information	Nov-19
Ileana Corrales, Investigator	Conducting Remote Investigations: Practical Guidance and Best Practices	Apr-20
Ileana Corrales, Investigator	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Ileana Corrales, Investigator	2020 Virtual Compliance and Ethics Institute	Sep-20
Ileana Corrales, Investigator	Cybersecurity and Working Remotely	Nov-20
Ileana Corrales, Investigator	Dark web and Open Source information offered by the National White Collar Crime Center (NW3C)	Nov-19
Ileana Corrales, Investigator	OCTO IT Security Awareness Fundamentals	Dec-19
Ralph Bradley, Investigator	Collecting Evidence from Online Social Media	Feb-20

Ralph Bradley, Investigator	Building a Cyber-OSINT Toolbox and Through the Looking Glass	Feb-20
Ralph Bradley, Investigator	Protecting Yourself While Conducting Internet-Based Investigation	Feb-20
Ralph Bradley, Investigator	Investigators, Examiners, and Analysts Working Remotely	Apr-20
Ralph Bradley, Investigator	OCTO IT Security Awareness Fundamentals	Dec-19
Ralph Bradley, Investigator	Police and Prosecutor COVID-19 Challenges and Opportunities	Apr-20
Ralph Bradley, Investigator	Cyber Threat Intelligence for Investigators	Apr-20
Ralph Bradley, Investigator	Ethical Investigation Interviews	Apr-20
Ralph Bradley, Investigator	Through the Lens – Tips for Conducting an Effective Video Interview	May-20
Ralph Bradley, Investigator	Conducting Remote Investigations: Practical Guidance and Best Practices	Apr-20
Ralph Bradley, Investigator	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Ralph Bradley, Investigator	Cognitive Interview: Getting the Real Story	Jun-20
Ralph Bradley, Investigator	2020 Virtual Compliance and Ethics Institute	Sep-20
Ralph Bradley, Investigator	Cybersecurity and Working Remotely	Nov-20
Amanueil Tujuba, Auditor	Cybersecurity and Working Remotely	Nov-20
Amanueil Tujuba, Auditor	Redefining Yourself after Organizational Change	Jul-20
Amanueil Tujuba, Auditor	Aligning Goals and Priorities to Manage Time	Jul-20
Amanueil Tujuba, Auditor	Business Strategy for the Post-pandemic Economy	Jul-20
Amanueil Tujuba, Auditor	Identifying Risks in Your Organization	Jul-20
Amanueil Tujuba, Auditor	Leading in the Postpandemic Workplace	Jul-20
Amanueil Tujuba, Auditor	Using Active Listening in Workplace Situations	Jun-20

Amanueil Tujuba, Auditor	Polishing Your Feedback Skills	Jun-20
Amanueil Tujuba, Auditor	Taking Effective and Professional Notes	Jun-20
Amanueil Tujuba, Auditor	Creating a Project Schedule and Budget	Jun-20
Amanueil Tujuba, Auditor	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Amanueil Tujuba, Auditor	Communicating with Confidence	Dec-19
Amanueil Tujuba, Auditor	Uncovering and Utilizing your Talent and Skills	Feb-20
Amanueil Tujuba, Auditor	Understanding Unconscious Bias offered through DCHR	Nov-19
Amanueil Tujuba, Auditor	OCTO IT Security Awareness Fundamentals	Dec-19
Amanueil Tujuba, Auditor	Polishing Your Skills for Excellent Customer Service	Jan-20
Amanueil Tujuba, Auditor	Taking the Lead with Workplace Motivation and Engagement	May-20
Amanueil Tujuba, Auditor	Exploring Virtual Collaboration	May-20
Amanueil Tujuba, Auditor	Managing Your Corporate Reputation	May-20
Amanueil Tujuba, Auditor	Developing an Effective Business Case	May-20
Amanueil Tujuba, Auditor	Feedback (And Other Dirty Words): Why we Fear it, How to Fix it	Apr-20
Amanueil Tujuba, Auditor	Knowing When to Take Strategic Risks	Aug-20
Amanueil Tujuba, Auditor	Getting to the Root of a Problem	Aug-20
Amanueil Tujuba, Auditor	Managing a Project to Minimize Risk and Maximize Quality	Aug-20
Amanueil Tujuba, Auditor	Operations Management Functions and Strategies	Aug-20
Amanueil Tujuba, Auditor	Managing Pressure and Stress to Optimize Your Performance.	Aug-20
Amanueil Tujuba, Auditor	Establishing Team Goals and Responsibilities	Dec-20

Amanueil Tujuba, Auditor	Gaining a Positive Perspective on Feedback	Dec-20
Amanueil Tujuba, Auditor	Strategies for Building a Cohesive Team	Dec-20
Amanueil Tujuba, Auditor	Clarity and Conciseness in Business Writing	Dec-20
Amanueil Tujuba, Auditor	Business Analysis Analytical Techniques	Dec-20
Amanueil Tujuba, Auditor	Keeping Business Calls Professional	Dec-20
Amanueil Tujuba, Auditor	Personal Skills for Effective Business Analysis	Dec-20
Amanueil Tujuba, Auditor	Business Analysis Documentation and Criteria	Dec-20
Amanueil Tujuba, Auditor	The Business Analysis (BA) Planning and Monitoring Knowledge Area	Jan-21
Amanueil Tujuba, Auditor	Leading a Cross-functional Team	Jan-21
Amanueil Tujuba, Auditor	Building a Leadership Development Plan	Jan-21
Amanueil Tujuba, Auditor	Taking Final Steps to Bring a Project to its Close	Jan-21
Tyrell Dow, Program Support Assistant	Cybersecurity and Working Remotely	Nov-20
Tyrell Dow, Program Support Assistant	Telephone Skills for Administrative and Front Desk Professionals	Oct-20
Tyrell Dow, Program Support Assistant	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Tyrell Dow, Program Support Assistant	OCTO IT Security Awareness Fundamentals	Jan-20
Stanley Kosick, Program Specialist	The Basics of Coronavirus, The Basics of Contact Tracing	Jun-20
Stanley Kosick, Program Specialist	Unpacking Bias	Sep-20
Stanley Kosick, Program Specialist	Excel 2019: Creating Macros	Sep-20

Stanley Kosick, Program Specialist	Creating and Populating a Database in Access	Sep-20
Stanley Kosick, Program Specialist	Make the time you Need: Getting Organized	Sep-20
Stanley Kosick, Program Specialist	Cybersecurity and Working Remotely	Nov-20
Kevon Bridges, IT Specialist	Cybersecurity and Working Remotely	Nov-20
Kevon Bridges, IT Specialist	Sexual Harassment	Jul-20
Kevon Bridges, IT Specialist	Basics of Coronavirus and Basics of Contact Tracing	Jul-20
Kevon Bridges, IT Specialist	LGBT Cultural Competency	Jul-20
Kevon Bridges, IT Specialist	Ethics for DC Government Employees	Jul-20
Kevon Bridges, IT Specialist	Drupal Training	Jul-20
Kevon Bridges, IT Specialist	Drupal Tutorial: Beginner to Advanced in 8 Projects.	Aug-20
Tiffany Montgomery, OOG Computer Systems Analyst	A State of Cyber training, Georgetown University	Nov-19
Tiffany Montgomery, Former OOG Computer Systems Analyst	A State of Cyber	Nov-19
Tiffany Montgomery, Former OOG Computer Systems Analyst	Artificial Intelligence	Nov-19
Tiffany Montgomery, Former OOG Computer Systems Analyst	Modernization of IT Infrastructure in the Government Cloud	Nov-19
Tiffany Montgomery, Former OOG Computer Systems Analyst	Cybersecurity, Fed Scoop	Dec-19

Tiffany Montgomery, Former OOG Computer Systems Analyst	Project Management Essentials	Nov-19
Tiffany Montgomery, Former OOG Computer Systems Analyst	State of the Net Conference	Jan-20
Tiffany Montgomery, Former OOG Computer Systems Analyst	Mass & Fake Comments in Rulemaking	Jan-20
Bretton Wolfingbarger, Former OGE Director	Security Awareness Fundamentals	Nov-19
Melissa Tucker, Board Member	41st Annual Council on Government Ethics Laws (COGEL)	Dec-19