

**COUNCIL OF THE DISTRICT OF COLUMBIA  
COMMITTEE ON HEALTH  
COMMITTEE REPORT**

1350 Pennsylvania Avenue, NW, Washington, D.C. 20004

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**TO:** Members of the Council of the District of Columbia



**FROM:** Christina Henderson, Chairperson  
Committee on Health

**DATE:** January 30, 2023

**SUBJECT:** PR25-0043 - Board of Veterinary Medicine Amy Haywood Confirmation  
Resolution of 20223

The Committee on Health, to which PR25-0043, the “Board of Veterinary Medicine Amy Haywood Confirmation Resolution of 2023” was referred, reports favorably and recommends approval by the Council of the District of Columbia.

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**I. BACKGROUND AND NEED**

On December 7, 2022, Chairman Phil Mendelson, at the request of the Mayor, introduced PR24-1116, the “Board of Veterinary Medicine Amy Haywood Confirmation Resolution of 2022,” which would confirm the appointment of Amy Haywood as a member of the Board of Veterinary Medicine. The Council did not move this resolution in Council Period 24, so it was referred by the Secretary to Council Period 25 as PR25-0043, the “Board of Veterinary Medicine Amy Haywood Confirmation Resolution of 2022,” on January 6, 2023. Without Council action, this resolution would be deemed approved on February 12, 2023.

Pursuant to D.C. Code § 3–1202.21, the Board of Veterinary Medicine regulates the practices of veterinarians, veterinary technicians, and veterinary euthanasia technicians in the

District of Columbia, and advises the Mayor with respect to the regulation of veterinary facilities. The Board is composed by five members appointed by the Mayor with the advice and consent of the Council. Three of the members must be licensed veterinarians, one must be a veterinary technician, and one must be a consumer. Members are appointed for three-year terms, with no term limits.

Amy Haywood is currently the veterinary technician member of the Board of Veterinary Medicine (“Board”). She was originally appointed to the Board in February 2016, reappointed in 2019, and has now been nominated to serve a third three-year term. In previous resolutions, Ms. Haywood is referred to as Amy Dorr or Amy H. Dorr.

Ms. Haywood has the requisite education and experience to serve as the veterinary technician member of the Board. She is currently a Licensed Veterinary Technician and practice consultant at the American Animal Hospital Association (AAHA). Previously, Ms. Haywood worked as a technician and inventory manager at AtlasVet in the District, where she led a team of 26 technicians and managed a six-figure budget, leading the clinic through five annual pharmacy inspections within about infractions. As a member of the Board, Ms. Haywood has chaired the Committee to draft technician licensing regulations, which were subsequently adopted. Ms. Haywood received her Associate in Science degree in veterinary technology from Purdue University, a Master of Arts in Irish Studies from Catholic University, and a Bachelor of Arts in English Literature from McGill University. She is a resident of the District of Columbia, currently living in Ward 6.

#### **COMMITTEE RECOMMENDATION:**

The Committee recommends the confirmation of Amy Haywood as a member of the Board of Veterinary Medicine. Ms. Haywood has served in clinical practice and as a consultant to support veterinary technicians for a decade and has the educational experience, as well as commitment to veterinary medicine, requisite to qualify her for this reappointment.

#### **II. LEGISLATIVE CHRONOLOGY**

- |                   |   |
|-------------------|---|
| December 7, 2022  | PR24-1116, the “Board of Veterinary Medicine Amy Haywood Confirmation Resolution of 2022” was introduced by the Chairman at the request of the Mayor. |
| December 20, 2022 | PR24-1116 was referred to the Committee on Health.  |
| January 6, 2023   | Referred to Council Period 25 by the Secretary of the Council and renumbered PR25-0043, with the same title.  |
| January 13, 2023  | Notice of Intent to Act on PR25-0043 was published in the <i>D.C. Register</i> .  |
| January 30, 2023  | Consideration and vote on PR25-0043 by the Committee on Health.   |

### **III. POSITION OF THE EXECUTIVE**

The Committee did not receive any additional comments from the Executive.

### **IV. ADVISORY NEIGHBORHOOD COMMISSION**

The Committee did not receive comments from any Advisory Neighborhood Commission.

### **V. SUMMARY OF STATEMENT**

The Committee on Health requested responses to a questionnaire, as well as a brief written statement, from Ms. Haywood, which are included in the public record. As well as describing her professional experience, Ms. Haywood noted in her statement that during her tenure on the Board of Veterinary Medicine, they have had several significant accomplishments: regulations for veterinary technicians, revision of the Veterinary Practice Act, and having board members active on the national stage by volunteering for the American Association of Veterinary State Boards. Ms. Haywood stated that the Board's mission is to "ensure safe veterinary care for the citizens and animals of the District." She continued, "As the only veterinary technician on the board, I feel that I offer an alternate view of veterinary medicine—the view of the nurse and caretaker." Ms. Haywood thanked the Committee for the opportunity to serve on the Board and share her experience.

### **VI. IMPACT ON EXISTING LAW**

PR25-0043 does not amend existing law.

### **VII. FISCAL IMPACT STATEMENT**

There are no expenditures in conjunction with this legislation.

### **VIII. SECTION BY SECTION ANALYSIS**

Section 1 contains the long and short titles of the legislation.

Section 2 confirms the appointment of Amy Haywood as a veterinary technician member of the Board of Veterinary Medicine.

Section 3 provides, upon resolution adoption, for transmittal to the nominee and the Office of the Mayor.

Section 4 provides that the resolution shall take effect immediately.

## **IX. COMMITTEE ACTION**

On January 30, 2023, the Committee on Health convened a mark-up at 10:03am on PR25-0043, the “Board of Veterinary Medicine Amy Haywood Confirmation Resolution of 2023.” Present and voting were Chairperson Christina Henderson and Councilmembers Charles Allen, Vincent C. Gray, Brianne K. Nadeau, and Zachary Parker. Chairperson Henderson gave a description of PR25-0043 before opening the floor for comments from the members. Councilmember Allen commented that he was happy to see Ms. Haywood’s reappointment and offered enthusiastic support and appreciation for her service. Chairperson Henderson then moved for block approval of the Committee Print and the Committee Report of PR25-0043. The Committee voted 5-0 to move the Committee Print and the Committee Report with the members voting as follows:

YES: Henderson, Allen, Gray, Nadeau, Parker

NO: 0

The meeting was adjourned.

## **X. ATTACHMENTS**

1. PR25-0043 as introduced, with Mayor’s Transmittal Letter, Nominee’s Resume, and Referral Memo
2. Pre-hearing Written Questionnaire and Written Statement submitted by the nominee
3. Legal sufficiency determination
4. Committee Print of PR25-0043

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**ATTACHMENT**  
**A**

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**MURIEL BOWSER**  
**MAYOR**

December 7, 2022

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue NW, Suite 504  
Washington, DC 20004

Dear Chairman Mendelson:

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), and pursuant to section 221 of the Health Occupations Revision Act of 1985, effective March 26, 2014 (D.C. Law 20-96; D.C. Official Code § 3-1202.21), I am pleased to nominate the following person:

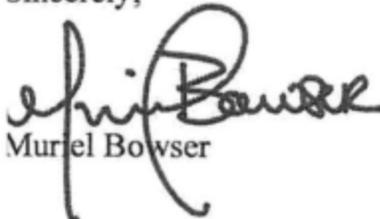
Ms. Amy Haywood  
Tennessee Avenue NE  
Washington, DC 20002  
(Ward 6)

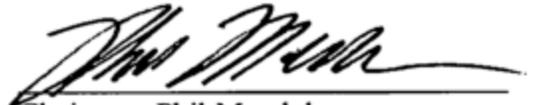
for reappointment as a veterinary technician member of the Board of Veterinary Medicine, for a term to end April 12, 2025.

Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

  
Muriel Bowser



Chairman Phil Mendelson  
at the request of the Mayor

A PROPOSED RESOLUTION

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IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

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To confirm the reappointment of Amy Haywood to the Board of Veterinary Medicine.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Board of Veterinary Medicine Amy Haywood Confirmation Resolution of 2022".

Sec. 2. The Council of the District of Columbia confirms the reappointment of:

Ms. Amy Haywood  
Tennessee Avenue NE  
Washington, DC 20002  
(Ward 6)

as a veterinary technician member of the Board of Veterinary Medicine, pursuant to section 221 of the Health Occupations Revision Act of 1985, effective March 26, 2014 (D.C. Law 20-96; D.C. Official Code § 3-1202.21), for a term to end April 12, 2025.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution, upon its adoption, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

SUMMARY

Consultant for veterinary accreditation and best practices. LVT with 15 years' experience and driving force for national and state-level technician licensure, regulation, and education. Eight years' experience as inventory manager. 17 years as sole proprietor of a small business

WORK HISTORY

May 2021-present

American Animal Hospital Association  
Consultant advising member hospitals to achieve accreditation and to work toward best practices

September 2019-present

**American Association of Veterinary State Boards (AAVSB)**

**Board of Directors**

Liaison to VTNE writing **committee**; **liaison** to **AAVSB** task **force** for regulatory affairs; liaison to **AAVSB** Program for the Assessment of Veterinary Education Equivalence (implementing testing programs for veterinary technicians educated in other countries)

May-October 2019

American Veterinary Medical Association (AVMA)  
Task Force on Veterinary Technician Utilization

One of IO-member AVMA-appointed task force that set targets for utilization of credentialed veterinary technicians; co-authored report presented to AVMA board

June 2015-present

Board of Veterinary Medicine, Washington, DC

First-ever LVT appointed to the board; chair of committee charged with writing regulation to bring technician licensure to Washington, DC; oversee regulatory issues for veterinary license holders in Washington, DC

January 2013-May 2021

AtlasVet, Washington, DC

Nurse manager/Inventory Control Manager

Managed 26 veterinary technicians and assistants; managed \$250,000+ inventory; track record, managed controlled substances and led AtlasVet through 5 DC Pharmacy inspections without infraction; DEA relations

Employment history prior to 2013 available upon request

## EDUCATION

A.S., Veterinary Technology, Purdue University

M.A., Irish Studies, Catholic University of America

B.A., English/Irish Literature, McGill University

Executive Office of the Mayor - Office of Talent and Appointments  
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

### Amy Haywood



Amy Haywood is a Licensed Veterinary Technician and practice consultant at The American Animal Hospital Association (AAHA), and current member of the Board of Veterinary Medicine for the District of Columbia.

Prior to AAHA, Ms. Haywood worked in clinical practice serving as the technician and inventory manager at AtlasVet in the District of Columbia. At AtlasVet, she led a team of 30 technicians and managed a six-figure inventory budget, leading the clinic through five annual pharmacy inspections without any infractions occurring. She also worked with the clinic owners to develop an ever-evolving business model, to plan and execute medical protocol and marketing strategies. Before this, Ms.

Haywood left a career in publishing where she worked as an editor in academics.

Ms. Haywood is the first licensed veterinary technician appointed to the District of Columbia Board of Veterinary Medicine. During her appointment, she has chaired the committee to draft technician licensing regulations, which were subsequently adopted.

A Ward 6 resident, Ms. Haywood received her A.S. in veterinary technology from Purdue University, a master of arts in Irish studies from Catholic University of America, and a Bachelor of Arts in English Literature from McGill University.

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



Office of the General Counsel to the Mayor

**To:** Bryan Hum, Steve Walker  
**From:** Betsy Cavendish  
**Date:** September 28, 2022  
**Subject:** Legal sufficiency review of Resolutions nominating Amy (Dorr) Haywood, Dr. Daniel Teich, and Dr. Sophie Stenner as members of the Board of Veterinary Medicine

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**This is to Certify** that this office has reviewed the above-referenced resolutions and found them to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Vanessa Careiro, Deputy General Counsel, Executive Office of the Mayor, at 202-724-1303, or me at 202-724-7681.

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Elizabeth Cavendish

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**ATTACHMENT  
B**

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**COUNCIL OF THE DISTRICT OF COLUMBIA**  
**THE JOHN A. WILSON BUILDING**  
**1350 PENNSYLVANIA AVENUE, NW**  
**WASHINGTON, D.C. 20004**

**CHRISTINA HENDERSON**

Councilmember, At-Large  
Chairperson, Committee on Health

**Committee Member**

Hospital and Health Equity  
Judiciary and Public Safety  
Transportation and the Environment

**INFORMATION REQUESTED OF NOMINEES**

**PERSONAL INFORMATION**

1. Name: Amy Haywood
2. Position to which nominated: Veterinary Medical Board
3. Date of nomination: 2013
4. Address (list all residences in the last 10 years): 254 8<sup>th</sup> Street, SE, WDC 20003 (9/2012–2/2018); 1209 ½ Wylie Street, NE, WDC 20002 (2/2018–12/2020) 106 Tennessee Ave, NE, #2, WDC 20002 (12/2020–present)
5. Date and place of birth: Berlin, NH, 10/09/1965
6. Marital status: Married
  - a. If applicable, please include full name of spouse or domestic partner: David A. Mekarski
  - b. If your spouse or domestic partner is employed, please list the spouse's or domestic partner's employer, including the address and nature of the business. Town Manager, 221 S. Nursery Avenue, Purcellville, VA 20132

**EXPERIENCE—SEE RESUME ATTACHED**

7. Education: List secondary and higher education institutions, major, dates attended, degree received, and date degree granted. SEE RESUME ATTACHED
8. Employment record: SEE RESUME ATTACHED
  - a. Please list all jobs held since college, including the title or description of job, name of employer, city/state/country of work, and dates of employment. Please account for periods of unemployment. SEE RESUME ATTACHED
  - b. Please list all current sources of non-investment income (including each entities' address and nature of business) for you and your spouse or domestic partner.

9. Government experience: Please list any advisory, consultative, honorary, or other part-time services or positions with federal, state, or local governments, other than those listed above. Please also list military service, if any. SEE RESUME ATTACHED
10. Licenses: Please list any professional or occupational licenses that you hold. SEE RESUME ATTACHED
11. Memberships: Please list all memberships and offices currently or formerly held in professional, business, fraternal, scholarly, civic, public, charitable, and other organizations. Please include any relevant dates in your response. SEE RESUME ATTACHED
12. Published writings: Please list the titles, publishers, and dates of books, articles, reports, or other public materials that you have written. Please provide copies or active hyperlinks to the Committee. SEE RESUME ATTACHED
13. What do you believe in your background or employment experience qualifies you for this particular appointment? Interest in protecting consumers of veterinary services in the District of Columbia; knowledge of veterinary medicine; experience working in private practice.

POLITICAL AFFILIATIONS AND ACTIVITIES: NONE

14. Please list all offices with a political party and positions you have held on any partisan or non-partisan campaign, or any public office for which you have been a candidate.
15. Please list any services rendered to any political parties, political party conventions or election committees (performed either for a fee or as a volunteer) in the past ten years.
16. Please itemize all political contributions to any individual, campaign organization, political party, political action committee, or similar entity of \$50 or more for the past ten years.
17. Please list all political fundraising functions or events you have either hosted or co-hosted in the last ten years, including the name of the candidate, the date of the event, and where the event was held.

CONFLICTS OF INTEREST AND LEGAL MATTERS

18. Business relationships: SEE RESUME ATTACHED
  - a. Please list all positions currently or formerly held as an officer, director, trustee, partner, proprietor, agent, representative, or consultant of any corporation, company, firm, partnership, or other business enterprise, educational, or other institution.

- b. Are you or your immediate family an officer or director of any corporation, partnership, or other organization in the District of Columbia, either for profit or non-profit, that is doing business with the District government? If so, please list the name and address of the entity, your relationship to the organization, and the nature of the business relationship with the District. Please also indicate if the organization is registered with the District and in good standing to do business in the District.  
NO
  - c. Do you or any member of your immediate family hold an ownership interest in any firm that is now or has ever done business with the District of Columbia government? If so, please list the name and address of the entity, your relationship to the organization, and the nature of the business relationship with the District. Please also indicate if the organization is registered with the District and in good standing to do business in the District. NO
  - d. Please provide the Committee the name of each business entity transacting any business with the District Government in which you or your immediate family have a beneficial interest valued in excess of \$1,000, including publicly traded stock.  
NONE
  - e. Please provide the Committee the name of each business entity transacting any business (including consulting) with the District Government from which you or your immediate family have received (or are receiving) income for services rendered in excess of \$1,000 during the past three years. NONE
  - f. Do you or any member of your immediate family have any interest, financial or otherwise, that may directly or indirectly pose a conflict of interest for you in performance of your duties for the position for which you have been nominated?  
NO
19. Liabilities: Please provide the name of any lender and the amount of liability for each outstanding liability held by you or any member of your immediate family in excess of \$2,000, with the exception of school, home, or automobile loans.
20. Property: Please list the address of all real property located in the District of Columbia in which you have an interest with a fair market value in excess of \$5,000. 106 Tennessee Avenue, NE, #2, WDC 20002
21. Other appointments: Are you currently a member of any board or commission connected with the District of Columbia government? Please list all boards and commissions connected with the District Government of which you are or have been a member, including the term of service for each. NO
22. Gifts: Please list all gifts, donations, and meals, by source and amount, received or made to any District employee over the last ten years; and, if employed by the District now or in the past, list all gifts (including meals) received in your official capacity over

the last ten years while employed by the District of Columbia. Please only include gifts, donations, or meals in excess of \$50. NONE

23. Fundraising: If you are, or have been, employed by the District, please list all fundraising activities, including charitable, political, community and work-related, in which you have been engaged while employed by the District. List activity, amount, source, and purpose. NONE
24. Taxes: Do you have any outstanding liability for any taxes, fees, or other payments to the District, federal or other state or local governments, either contested or uncontested? If so, please describe the types and amounts of all taxes or fees in dispute and the dates the taxes or fees were originally due. Please also provide documentation of any attempts to pay the amount owed or to resolve the disputed claim. NONE
25. Legal Matters:
  - a. Have you ever been investigated, disciplined, or cited for a breach of ethics for unprofessional conduct by, or been the subject of a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If so, please explain. NO
  - b. To your knowledge, have you ever been investigated, arrested, charged, or convicted (including pleas of guilty or nolo contendere) by any federal, State, or other law enforcement authority for violation of any federal, State, county, or municipal law other than a minor traffic offense? If so, please explain. NO
  - c. Have you or any business of which you are or were an officer, director, or owner, ever been involved as a party in interest in any administrative agency proceeding or civil litigation? If so, please explain. NO
  - d. Has any employee, subordinate, supervisor, client or other person of interest ever filed a written complaint against you for any reason? If so, please identify the situation, provide relevant facts, and state the disposition of the matter. NO
26. Lobbying: Have you registered in the past three years with any local, state, or federal government to lobby? If so, please list, the jurisdiction(s) in which you were or are registered, the date(s) of your registration, and the clients on whose behalf you have lobbied. NO
27. Please advise the Committee of any additional information, favorable or unfavorable, which you feel should be considered in connection with your nomination. NONE

OATH

Please complete the following affirmation and include it with the answers and documentation you provide to the Committee in response to this questionnaire.

I, Amy Haywood, attest and affirm under penalty of perjury that the answers and materials provided to the Committee in response to this questionnaire are, to the best of my knowledge, true, accurate, and complete. I understand that if I knowingly or willfully make any materially false, fictitious, or fraudulent statement or representation, such statement and/or representation could subject me to civil and/or criminal penalties.

Amy Haywood (e-signed)

1/22/2023

SIGNATURE

DATE

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
BOARD OF VETERINARY MEDICINE**



Public Roundtable on

PR25-0043, the “Board of Veterinary Medicine Amy Haywood Confirmation  
Resolution of 2022”

Testimony of  
Amy Haywood

Before the  
Committee on Health  
Council of the District of Columbia  
The Honorable Christina Henderson, Chairperson

January 27, 2023  
9:30 AM  
Virtual Meeting Platform  
John A. Wilson Building  
1350 Pennsylvania Avenue, NW  
Washington, D.C. 20004

Good Morning, Chairperson Henderson and Councilmembers, thank you for inviting me here today. I feel privileged to have been the first licensed veterinary technician appointed to the Board of Veterinary Medicine in 2015 and I am honored to be nominated to continue to serve.

I hold a degree in veterinary technology from Purdue University; I also hold a BA from McGill University in Montreal and a Master's degree from Catholic University in Washington, DC. I also currently sit on the board of directors of the American Association of Veterinary State Boards.

From 2012–2022, I worked in a private veterinary practice in Washington, DC. In July of 2022, I accepted a position as a practice consultant with the American Animal Hospital Association; In this capacity, I advise veterinary hospitals on best practices, ensuring that patients receive gold-standard care.

Prior to being appointed to the Board of Veterinary Medicine, I served on the committee tasked with drafting veterinary technician licensing regulations. Our committee was dedicated to raising the standard of care for animals in Washington, D.C. I am proud to have played a part in bringing credentialed veterinary technicians to the District.

In my tenure on the Board of Veterinary Medicine, we have accomplished a great deal: regulations for veterinary technicians, revision of the Veterinary Practice Act, and our board members have been active on the national stage by volunteering our time for the American Association of Veterinary State Boards, bringing national attention to the veterinary community in Washington.

It is a privilege to volunteer my time for the Board. It is our mission to ensure safe veterinary care for the citizens and animals of the District and I am proud to be a part of that. As the only veterinary technician on the board, I feel that I offer an alternate view of veterinary medicine—the view of

the nurse and caretaker. In my job as a consultant for the American Animal Hospital Association, I see a wide range of practices and standards of care in the veterinary profession.

When adjudicating a case before the board, my exposure to different practices and standards of care allows me to see cases from multiple vantage points allowing for a more robust recommendation.

I look forward to continued service on the Board of Veterinary Medicine if confirmed.

Thank you for appointing me to the Board of veterinary Medicine and for inviting me here to share my experience with you today.

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**ATTACHMENT  
C**

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**OFFICE OF THE GENERAL COUNSEL**

Council of the District of Columbia  
1350 Pennsylvania Avenue NW, Suite 4  
Washington, DC 20004  
(202) 724-8026

**MEMORANDUM**

**TO: Councilmember Christina Henderson**

**FROM: Nicole L. Streeter, General Counsel *NLS***

**DATE: January 27, 2023**

**RE: Legal Sufficiency Determination for Proposed  
Resolution 25-43, the Board of Veterinary Medicine  
Amy Haywood Confirmation Resolution of 2023**

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The measure is legally and technically sufficient for Council consideration.

This proposed resolution would confirm the reappointment of Ms. Amy Haywood as a veterinary technician member of the Board of Veterinary Medicine pursuant to section 221 of the Health Occupations Revision Act of 1985, effective March 26, 2014 (D.C. Law 20-96; D.C. Official Code § 3-1202.21).

I am available if you have any questions.

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**ATTACHMENT  
D**

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1 **Committee Print**  
2 **Committee on Health**  
3 **PR25-0043**  
4 **January 30, 2023**  
5  
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7

8 **A PROPOSED RESOLUTION**  
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10 \_\_\_\_\_

11 **IN THE COUNCIL OF THE DISTRICT OF COLUMBIA**  
12  
13 \_\_\_\_\_

14  
15 To confirm the reappointment of Amy Haywood to the Board of Veterinary Medicine.

16  
17 **RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this**  
18 **resolution may be cited as the “Board of Veterinary Medicine Amy Haywood Confirmation**  
19 **Resolution of 2023”.**

20 **Sec. 2. The Council of the District of Columbia confirms the reappointment of:**

21  
22 **Ms. Amy Haywood**  
23 **Tennessee Avenue, N.E.**  
24 **Washington, D.C. 20002**  
25 **(Ward 6)**  
26

27 **as a veterinary technician member of the Board of Veterinary Medicine, pursuant to section 221**  
28 **of the Health Occupations Revision Act of 1985, effective March 26, 2014 (D.C. Law 20-96;**  
29 **D.C. Official Code § 3-1202.21), for a term to end April 12, 2025.**

30 **Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution,**  
31 **upon its adoption, to the nominee and to the Office of the Mayor.**

32 **Sec. 4. This resolution shall take effect immediately.**