

**GOVERNMENT OF THE
DISTRICT OF COLUMBIA**

Executive Office of the Mayor (EOM)



Fiscal Year 2023
Performance Oversight Responses
Submitted to the Committee on Executive Administration
and Labor

February 8, 2024

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I. Standard Agency Questions

1. Please provide a current organizational chart for the EOM, 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.
 - a. Please provide the number of divisions or bureaus within the EOM, the number of staff in each division, the lead personnel of each division and their contact information, and the lead personnel's tenure in that division.

Response:

The organizational chart for EOM is provided as *Attachment #1*.

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

Response:

The Executive Office of the Mayor (or EOM) plays a critical role in supporting Mayor Bowser's agenda and ensuring that the Bowser Administration's policies and initiatives are effectively communicated, implemented and responsive to community needs, including translating those needs into action across the Administration. The Executive Office of the Mayor consists of the immediate staff to the Mayor, along with entities such as the Office of the Secretary. EOM has a multifaceted role that includes overseeing communications, outreach, appointments, and legislative relations at various levels of government, including with the DC Council, the U.S. Congress, the federal government, regional governments, and international stakeholders. On October 16, 2023, Mayor Bowser announced a reorganization of EOM that created the following divisions reporting to the Chief of Staff.

- i. Office of General Counsel (OGC), led by the General Counsel to the Mayor, OGC advises the Mayor and EOM offices on legal matters.
 - ii. Office of the Secretary (OS), led by the Secretary, manages DC's Archives, commissions all DC notaries public, publishes the District of Columbia Register and the District of Columbia Municipal Regulations, and acts as liaison between the government and the diplomatic community.
 - iii. Office of Intergovernmental Affairs (IGA), led by the Director of Intergovernmental Affairs, serves to engage local, regional, federal, and international governments and elected officials to address the most pressing issues and advance the Mayor's agenda. This new portfolio includes the

Office of Policy & Legislative Affairs (OPLA) and the Office of Federal & Regional Affairs (OFRA).

- iv. Office of Communications (COMMS), led by the Senior Advisor for Strategic Communications and the Communications Director, is responsible for creating and coordinating direct dialogue between the Mayor and the public, by providing strategic communication direction, media relations, public information dissemination, agency communications review and coordination, government-wide communication standards, and guidance to and training opportunities for Bowser Administration public information officers in each agency.
 - v. Operations and Engagement – led by the Deputy Chief of Staff to the Mayor, is responsible for improving public awareness and involvement in the work of the Bowser Administration, including maintaining strong two way communication with our residents and businesses via our outreach and engagement offices and by filling mayoral appointments. This portfolio includes the Mayor’s Office of Community Affairs (MOCA), the Mayor’s Office of Community Relations & Services (MOCRS), and the Mayor’s Office of Talent & Appointments (MOTA).
- c. Please provide a narrative explanation of any changes to the organizational chart made during the previous year.

Response:

On October 16, 2023, Mayor Bowser announced a reorganization of EOM and the divisions reporting to the Chief of Staff. These divisions are explained in question b) above.

2. Please provide a current Schedule A for the EOM which identifies each position by program and activity, with the employee’s title/position, salary, fringe benefits, residency status, and length of time with the EOM. 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

Response:

The EOM Schedule A is submitted as *Attachment #2*

3. Please list all employees detailed to or from the EOM. 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.

Response:

One staff member is currently detailed to the EOM Communications team from HSEMA. The purpose of the detail, which will end in May 2024, is to promote continuous learning and coordination between agencies and EOM communications teams.

4. Please provide the Committee with:
 - a. A list of all employees who received or retained cellphones, personal digital assistants, or similar communications devices at the EOM's expense in FY23 and Q1 of FY24.

Response:

The list of cell phone and technology assigned to staff is submitted as *Attachment #3*

- b. A list of monthly costs for cell phones, tablets, and laptops.

Response:

The list of cell phone and technology assigned to staff is submitted as *Attachment #3*

- c. A list of all vehicles owned, leased, or otherwise used by the EOM and to whom the vehicle is assigned, as well as a description of all vehicle accidents involving the EOM's vehicles in FY23 and Q1 of FY24.

Response:

Please the vehicles owned and operated by EOM, and summary of accidents submitted as *Attachment #4*.

- d. A list of travel expenses, arranged by employee for FY23 and Q1 of FY24, including the justification for travel.

Response:

A travel expense summary is submitted as *Attachment #4*.

- e. A list of the total workers' compensation payments paid in FY23 and Q1 of FY24, including the number of employees who received workers' compensation payments, in what amounts, and for what reasons.

Response:

There were no worker's compensation payments made in FY23 and through Q1 of FY24.

5. For FY23 and Q1 of FY24, please list all intra-District transfers to or from the EOM.

Response:

A list of intra-District transfers is included as *Attachment #5*.

6. For FY23 and Q1 of FY24, please identify any special purpose revenue funds maintained by, used by, or available for use by the EOM. 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; and
 - f. The current fund balance.

Response:

Not applicable.

7. Please list all memoranda of understanding (“MOU”) entered into by the EOM during FY23 and Q1 of FY24, as well as any MOU currently in force. For each, indicate the date on which the MOU was entered and the termination date.

Response:

A list of MOUs is submitted as *Attachment #7*.

8. Please provide a table showing the EOM’s Council-approved original budget, revised budget (after reprogramming, etc.), and actual spending, by program and activity, for FY21, FY22, FY23, and Q1 of FY24.
 - a. For each program and activity, please include total budget and break down the budget by funding source (federal, local, special purpose revenue, or intra-district funds).
 - b. Include any over- or under-spending. Explain any variances between fiscal year appropriations and actual expenditures for FY23 and Q1 of FY24 for each program and activity code.
 - c. Attach the cost allocation plans for FY23 and FY24.
 - d. In FY23 and Q1 of FY24, did the EOM have any federal funds that lapsed? If so, please provide a full accounting, including amounts, fund sources (e.g., grant name), and reason the funds were not fully expended.

Response:

A table of expenses for FY21, 22, 23 and Q1 of FY24 is submitted as *Attachment # 8(a)*, *Attachment # 8(b)*, and *Attachment # 8(c)*.

9. Please provide as an attachment a chart showing the EOM’s overall Grants, Contracts, and Reprogramming received during FY23 and Q1 of FY24. Please breakdown into the following:

- a. Name and amount of federal source of funding agency and program, broken down in percentage (%) and dollar amount (\$);
- b. Name and amount of local source of funding agency and program, broken down in percentage (%) and dollar amount (\$);
- c. Identify whether each funding source is recurring or one-time;
- d. Identify whether the contract was competitively bid or sole-source; and
- e. Indicate the receiving agency and amount of funding for funds moved out of the EOM.

Response:

The EOM SBE report is submitted as *Attachment #9(a) and Attachment #9(b)*.

10. Please provide a copy of the required Small Business Enterprise (SBE) Report for FY23.

Response:

The EOM SBE report is submitted as *Attachment #10(a) and Attachment #10(b)*.

11. Please provide the following information regarding capital projects:
 - a. A list of all capital projects in the financial plan.
 - b. For FY21, FY22, FY23, and Q1 of FY24 an update on all capital projects under the EOM's purview, including a status report on each project, the timeframe for project completion, the amount budgeted, actual dollars spent, and any remaining balances, to date.
 - c. An update on all capital projects planned for FY24, FY25, FY26, FY27, and FY28.
 - d. A description of whether the capital projects begun, in progress, or concluded in FY21, FY22, FY23, or Q1 of FY24, had an impact on the operating budget of the EOM. If so, please provide an accounting of such impact.

Response:

Not applicable.

12. Please list all lawsuits pending and resolved, that name the EOM as a party, during FY23 and Q1 of FY24. Identify the case name and number, claim, and status.

Response:

There were no lawsuits that name EOM as a party nor of any settlements entered during this period.

13. Please describe the EOM's procedure for handling allegations of workplace harassment during FY23 and Q1 of FY24. Indicate the following:
 - a. Date of offense;

- b. Whether the parties report to the same supervisor;
- c. The findings of substantiation or non-substantiation;
- d. What official action was taken;
- e. Identify the deciding official in each case.

Response:

For information regarding EOM's procedures for handling sexual harassment allegations specifically, please refer to the response to question 14.

As for allegations of other misconduct by EOM employees, the process may vary depending on the specific situation. In FY23, EOM made one referral to the Inspector General regarding the unsubstantiated claims in the MOLC's findings of the sexual harassment allegations made against the Mayor's former Chief of Staff. That matter was referred to OIG on June 27, 2023.

For credible violations of the Code of Conduct, the process would be to refer to the matter to the Board of Ethics and Government Accountability. EOM also, on occasion, receives allegations relating to other persons in the government or grantees of the government. EOM has made one such referral to BEGA in FY24, to date. In sum, EOM is in full compliance with Section 1800.3(k) of the DPM, requiring all employees to report credible violations to appropriate authorities.

Minor instances of misconduct, possible misconduct, or an appearance of impropriety are resolved through counseling, training, reprimands, and, where warranted, specific plans for improvement. Those actions can be administered by Directors, the Mayor's Office of Talent and Appointments, or the General Counsel. For more serious cases, following substantiation of allegations through investigations, an employee may be encouraged to resign or be separated. EOM employees, with few exceptions, are Excepted Service employees and serve at the pleasure of the Mayor.

14. Please describe the EOM's handling of sexual harassment claims received during FY23 and Q1 of FY24. Indicate the following:
 - a. Date of offense;
 - b. Whether the parties report to the same supervisor;
 - c. The findings of substantiation or non-substantiation;
 - d. What official action was taken;
 - e. Identify the investigating official or Sexual Harassment Officer (SHO) for each claim; and
 - f. The date the report was forwarded to the Mayor's Office of Legal Counsel.

Response:

The Executive Office of the Mayor follows the policies and procedures set forth in Mayor's Order 2023-131, dated October 31, 2023. Prior to the updated policy, EOM followed the procedures set forth in Mayor's Order 2017-313, dated December 18, 2017.

Persons may report an allegation of sexual harassment – whether from a superior, a colleague, a subordinate, a contractor, a member of the public, or someone in another agency – to any number of people, including: the agency Sexual Harassment Officer (SHO), the SHO at another agency, the Office of the General Counsel, their supervisor, or the supervisor or manager of the employee engaging in inappropriate conduct. Allegations of sexual harassment against the Mayor, City Administrator, Mayor's Chief of Staff, Mayor's Senior Advisor, Director of the Mayor's Office of Legal Counsel, any Deputy Mayor, or any other official who directly reports to the Mayor, shall be referred to the Inspector General.

Mayor's Order 2023-131 outlines detailed procedures for investigating allegations of sexual harassment. All EOM employees have received a copy of the sexual harassment policy and receive annual training.

There were two allegations of sexual harassment made against the former Chief of Staff /Deputy Mayor for Planning and Economic Development in FY23, the findings of which have been made public by the Mayor's Office of Legal Counsel. There have been no allegations of sexual harassment in FY24, to date, through the agency SHO process.

15. Please list and describe all investigations, audits, studies, or reports by other entities regarding the work of the EOM or conduct of EOM employees during FY23 and Q1 of FY24.

Response:

Every year, the EOM participates in the Annual Comprehensive Financial Report (ACFR), the independent audit supervised by the Office of the Inspector General (OIG). No material weaknesses at EOM were found.

Pursuant to the D.C. Council's Sexual Harassment Investigation Review Act, the law firm of Arnold & Porter has been engaged by the OIG to undertake an independent review of last year's investigations conducted by the Mayor's Office of Legal Counsel (MOLC) into allegations of sexual harassment against the former Deputy Mayor for Planning and Economic Development/Chief of Staff, as well as investigating other findings and matters outside the scope of prior MOLC investigations.

Additionally, EOM works with OIG to make sure that any instances of potential fraud are promptly reported and to provide general oversight of agency responses to any OIG inquiries. In FY23, a matter was referred to OIG for investigation and was subsequently referred to BEGA by the OIG.

16. Provide a list of all publications, brochures, and pamphlets prepared by or for the EOM during FY23 and Q1 of FY24.

EOM works to find new and better ways to communicate initiatives and programs. Most of those documents live on mayor.dc.gov, including the Mayor's annual progress report. The latest version of the Mayor's annual progress report, as well as all previous copies, is available at: progressreport.dc.gov.

17. Please provide a list of all studies, research papers, reports, and analyses that the EOM prepared or contracted for during FY23 and Q1 of FY24. 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.

Response:

Not applicable.

18. Please provide a copy of the EOM's FY 23 performance plan. Please explain which performance plan objectives were completed in FY23 and whether they were completed on time and within budget. If they were not, please provide an explanation.

Response:

Not applicable.

19. Please provide a copy of the EOM's approved FY24 performance plan as submitted to the Office of the City Administrator, including approved goals, objectives, timelines, planned program and projects, anticipated FTE allocation and expenditure, and metric outcomes to be analyzed.

Response:

Not applicable.

20. Please provide the number of FOIA requests for FY23 and Q1 of FY24, that were submitted to the EOM. 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.

Response:

Please refer to the attached Fiscal Year 2023 FOIA report for EOM that was submitted to the Office of the Secretary. As of January 12, 2024, EOM has received 36 FOIA requests in Fiscal Year 2024 submit as *Attachment #11*.

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

Response:

Not applicable

22. Please provide information on any boards, committees, or task forces established by the EOM during FY23 and Q1 of FY24 to garner public input or comments or solicit professional expertise on matters related to implementation of budget priorities.

Response:

After being elected to an historic third term, on November 22, 2022, Mayor Muriel Bowser launched the **Together DC Transition Committee** and called on residents to submit their big ideas for the next four years. The transition team was led by Dr. LaQuandra Nesbitt, the former Director of DC Health, and Tommy Wells, former Councilmember and current Director of the Department of Energy and Environment. **For more information on the Transition Committee, go to together.dc.gov.**

On January 8, 2024, Mayor Muriel Bowser launched the new **Gallery Place/Chinatown Task Force** to develop a vision and recommendations for potential future uses of the two-block District parcel encompassing Capital One Arena and Gallery Place. The Task Force, which will be chaired by Jodie McLean and Deborah Ratner Salzberg, is charged with creating an immediate activation plan, long-term vision, and investment plan for the Gallery Place/Chinatown neighborhood. The Task Force will focus on the future uses of the two city blocks between 6th and 7th Streets NW and F and H Streets NW, currently occupied by Gallery Place and the Capital One Arena, and inform the vision and key actions needed to re-envision the area between the Walter E. Washington Convention Center to the north, 10th Street NW to the west, Pennsylvania Avenue NW to the south, and 5th Street NW to the east. **For more information on the Task Force, go to bedowntown.dc.gov.**

- Mayor Muriel Bowser signed a Mayor's Order on February 8, 2024, outlining actions that DC Government is taking to harness the power of artificial intelligence (AI) in government services and how DC Government and the community can benefit from this new technology. The Mayor will convene an **AI Task Force** of government personnel to work with agencies to produce key governance policies, procedures, and documents throughout 2024, and to begin a three-year process of helping every agency develop specific AI strategic plans. The taskforce will be overseen and organized by OCTO. The Mayor also announced DC's Artificial Intelligence Values Statement and Strategic Plan, which will ensure that the District's use of generative AI aligns with DC values. **For more information on the AI Task Force, go to techplan.dc.gov/aivalues.**

23. Please list all reports or reporting currently required of the EOM in the District of Columbia Code or Municipal Regulations. Indicate the following:
- a. Report due date;
 - b. If the EOM complied;
 - c. Date of actual transmittal; and
 - d. To which entity the reports were filed.

Response:

EOM, like all agencies, must comply with annual BEGA, CBE, sexual harassment and FOIA reporting requirements.

24. Please provide a list of any additional training or continuing education opportunities made available to EOM 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 EOM employees that were trained.

Response:

Required training includes the following:

- Cybersecurity training – all staff are required to complete cybersecurity training within 30 days of hire and complete an annual refresher.
- Sexual Harassment training – all staff are required to complete an annual sexual harassment training
- Government Ethics training – all staff are required to complete a comprehensive ethics training on first day of hire and an annual ethics refresher.
- EOM directors training – EOM managers attend an eight-week training series focused on building skills and ability to effectively manage staff.

Optional training includes the following:

- All EOM staff are encouraged to sign up for and attend both virtual and in-person training through HSEMA, DCHR and EOM Communications.

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

Response:

EOM HR works with EOM managers and directors to ensure staff are progressing towards meeting goals. This includes the training listed in question 24 above.

26. Please include a chart of FY23 employee evaluation rating showing the employee's job title, duties/responsibilities, classification grade, salary, date of employment, and FY22 evaluation rating. Also, identify if the employee has been separated from the EOM during FY23 or Q1 of FY24.

Response:

Evaluation ratings are not public information.

27. Please provide a list of programs, initiatives, and activities conducted by the EOM to comply with a Racial Equity Lens objective.

Response:

The Bowser Administration continues to be focused on ensuring all DC residents have a fair shot. Through outreach, communication, public events, and official announcements from the Administration and the various EOM teams, we continue to find ways to remove obstacles and barriers and create opportunities to improve public awareness and involvement in the work of the Bowser Administration, including racial equity objectives.

28. Please provide a chart of EOM programs conducted during FY23. Include the following:
- Initiation date;
 - Number and grade of FTEs assigned;
 - Program manager;
 - Total budget expenditure for the program (e.g. FTE salaries, materials, etc.); and
 - Outcomes from implementation (e.g. policy changes, program continuation, public support comments, etc.)

The Executive Office of the Mayor is not large enough to have program managers, nor separate programs.

29. Please provide a chart showing the EOM's program priorities for FY23 and FY24. Include the following:
- Staffing numbers;
 - Expenditure;
 - Community outreach activities; and
 - Measurable outcomes or metrics associated for each priority.

The Executive Office of the Mayor is not large enough to have program managers, nor separate programs.

30. Please provide a copy of the EOM's FY23 Performance Accountability Report of strategic objectives, indicate if key performance indicators were met, and with which other government agency was the report filed.

Response:

Not applicable.

II. Agency Specific Questions

- a. Executive Office of the Mayor (EOM)

31. Please provide a current organizational chart for the District government.

Response:

The current District organizational chart is *submitted as Attachment # 12*.

32. Please list each initiative of the EOM during FY23 and Q1 of FY24. For each initiative please provide:

- a. A detailed description of the program;
- b. The name of the employee who is responsible for the program;
- c. The total number of FTEs assigned to the program;
- d. Evaluations of program impact based on key performance indicators; and
- e. The amount of funding budgeted to the program.

Response:

The current District organizational chart *is submitted as Attachment # 12*.

33. Please describe any preparations by the EOM in anticipation of policy and priority changes under the current federal administration.

Response:

The Mayor's Office of Intergovernmental Affairs works daily with the federal agencies, the White House, and Congress to advocate for priorities and policies important to Washington, DC.

34. Please explain the impact on the EOM of any legislation passed at the federal level during the last year. Specify the legislation and relevant provisions.

Response:

No impacts to EOM.

35. Please describe how the EOM solicits feedback from the community, stakeholders and subject matter experts, and District Government employees. Please describe:

- a. The different processes used by the EOM to solicit feedback;
- b. Any current issues for which the EOM is actively seeking feedback;
- c. How feedback is documented;
- d. How the EOM uses feedback to evaluate programs;
- e. What policy or programmatic changes have been adopted in FY23 or Q1 in FY24 on the basis of public feedback; and

- f. How feedback is taken into consideration when the EOM is contemplating policy changes.

Through outreach, communication, public events, and official announcements from the Administration and the various EOM teams, we continue to find ways to improve public awareness and involvement in the work of the Bowser Administration. These events and communications can always be found on mayor.dc.gov.

36. Please describe, in detail, the usual indicators that inform the EOM of a specific issue or concern that needs review, input, or engagement by the mayor?

Please indicate the EOM's top program priorities and the accompanying budget plan for the remainder of FY24 and FY25.

Response:

Through outreach, communication, public events, and official announcements from the Administration and the various EOM teams, we continue to find ways to improve public awareness and involvement in the work of the Bowser Administration. These events and communications can always be found on mayor.dc.gov.

37. Please discuss the role and responsibilities of the Office of Policy and Legislative Affairs (OPLA) and its relationship between the DC Council and the Mayor.

Response:

The Office of Policy and Legislative Affairs (OPLA) serves as the Bowser Administration's liaison with the DC Council. OPLA serves to engage members of the Council to address the most pressing issues impacting Washington DC.

38. Please discuss the role and responsibilities of the Office of Federal and Regional Affairs (OFRA) and its relationship with the federal government and with District agencies.

Response:

The Office of Federal and Regional Affairs (OFRA) serves as the Bowser Administration's liaison with federal agencies, the White House, Congress, and national associations like U.S. Conference of Mayors. OFRA serves to engage elected officials and their teams to address the most pressing issues impacting Washington DC.

39. Please discuss how the EOM handles enacted legislation that runs counter to the EOM's existing policy stance or requires significant changes to established procedures.

Response:

The Bowser Administration reviews legislation pertaining to the Executive agencies, and regularly highlights concerns or opportunities with the legislation to address the most pressing issues impacting Washington DC.

40. Please discuss the EOM's role in ensuring that District agencies are implementing enacted legislation in a timely manner. Please include the following:
- How the EOM tracks and communicates with the agencies on newly enacted legislation;
 - EOM's role in overseeing implementation at the agency level;
 - EOM's role in establishing and/or approving any rulemaking; and
 - Timeline from the enactment of new legislation to its implementation by agencies.

Response:

The Bowser Administration implements legislation pertaining to the Executive agencies.

41. Please discuss the role and responsibilities of the Mayor's Special Events Task Force Group.

Response:

The Mayor's Special Events Task Force Group (MSETG) coordinates the city's public safety planning efforts for events requiring interagency coordination. The MSETG meets to review presentations of proposed events the second and fourth Monday of each month, except on government holidays. The organizers of proposed special events are required to present event proposals to the MSETG and receive the concurrence of the group prior to the issuance of permits or licenses by the permit-granting agencies.

42. Please discuss the role and responsibilities of the Mayor's Office of Talent and Appointments (MOTA).

Response:

With the goal of fostering a government that represents and serves all Washingtonians, the Mayor's Office of Talent & Appointments (MOTA) helps Mayor Bowser recruit, vet, and nominate thousands of highly qualified appointees who work to advance the Bowser Administration agenda in agencies, boards and commissions across the DC Government.

- Does the current list of boards and commissions adequately reflect or meet the needs for community engagement of advisory opinions and decision-making on government services?

Response:

As federal funds run out, it will be important going forward to look at all administrative functions to determine if resource efficiencies could achieve the same or better outcomes. Consolidating responsibilities of various board and commissions could be one way to achieve such efficiencies, while still demanding the service and outcomes the public expects.

- b. Have you identified any boards or commissions with antiquated purposes or missions that should be retired?

Response:

As federal funds run out, it will be important going forward to look at all administrative functions to determine if resource efficiencies could achieve the same or better outcomes. Consolidating responsibilities of various boards and commissions could be one way to achieve such efficiencies, while still demanding the service and outcomes the public expects.

- c. Have you identified the need for any new boards or commissions?

Response:

There is no standing need for additional boards and commissions.

Executive Office of the Mayor (EOM)

43. How many boards or commissions are currently receiving stipends or compensation? For each board or commission that currently receives compensation or stipends, please identify the amounts and types of compensation received.

Response:

See table below, which separate independent agency boards of directors from other boards and commissions.

Board or Commission	Type	Compensation/ Stipend Rate	Maximum Compensation
Board of Zoning Adjustment (BZA)	Board / Commission	\$25 per hour	\$12,000
Higher Education Licensure Commission (HELC)	Board / Commission	\$25 per hour	\$8,000
Historic Preservation Review Board (HPRB)	Board / Commission	\$25 per hour	\$3,000
Police and Firefighter's Retirement and Relief Board (PFRRB)	Board / Commission	\$25 per hour	\$8,000
Zoning Commission	Board / Commission	\$25 per hour	\$12,000
Food Policy Council	Board / Commission	\$100 per meeting	\$1,200
Contract Appeals Board (CAB)	Independent Agency	Salary	\$175,000
Public Service Commission (PSC)	Independent Agency	Salary	\$160,000
Real Property Tax Appeals Commission (RPTAC)	Independent Agency	Salary	\$118,000
Rental Housing Commission	Independent Agency	Salary	\$140,000
Alcoholic Beverage and Cannabis Board (ABCA Board)	Independent Agency	\$50 per hour	\$18,000
Board of Elections	Independent Agency	\$40 per hour	\$12,500
Board of Ethics and Government Accountability (BEGA)	Independent Agency	Annual	\$12,000
Office of Employee Appeals (OEA)	Independent Agency	\$25 per hour	\$20,000
Public Employee Relations Board (PERB)	Independent Agency	\$25 per hour	\$8,000
Housing Finance Agency Board of Directors	Independent Agency		\$8,000
District of Columbia Retirement Board (DCRB)	Independent Agency	Annual	\$10,000
Water and Sewer Authority Board of Directors (WASA / DC Water)	Independent Agency	\$50 per meeting	\$4,000
Washington Metrorail Safety Commission	Independent Agency	\$200 per meeting	

44. Please identify the boards and commissions that currently have vacancies. For each vacancy, indicate the following:
- a. The length of time the position has been vacant.
 - b. The length of time the EOM has been recruiting for the vacancy.
 - c. The methods used to recruit candidates, including publications where the position is posted and any other methods used to fill vacancies.

Response:

The District of Columbia has over 180 boards and commissions, the majority of which were created by the Council. In order to fill board vacancies, MOTA staff work with deputy mayors, subject matter experts, board administrators, and agency staffers to recruit new appointees. Recruitment includes outreach to professional affiliate groups (as applicable), posting available vacancies on mota.dc.gov and on social networks (including LinkedIn, Instagram and X) and in some instances, advertising. Below is the current board and commission vacancies, as of February 18, 2024. Please note, recruitment and selection is in progress for many of these vacancies,

Executive Office of the Mayor (EOM)

Board or Commission - Cluster	Vacancies
Deputy Mayor for Education (DME)	54
Adult Career Pathways Task Force	4
Apprenticeship Council	3
Board of Library Trustees	1
Board of Trustees of the University of the District of Columbia (UDC)	3
Commission on Out of School Time Grants and Youth Outcomes	4
Commission on Poverty	6
Community Schools Advisory Committee	2
District of Columbia Educational Opportunity for Military Children State Council	0
District of Columbia State Athletics Commission	1
Higher Education Licensure Commission (HELIC)	1
Interagency Coordinating Council (ICC)	3
Public Charter School Board (PCSB)	1
State Advisory Panel on Special Education (SAPSE)	4
State Early Childhood Development Coordinating Council (SECDC)	2
Students in the Care of DC Coordinating Committee	4
Workforce Investment Council (WIC)	8
Youth Apprenticeship Advisory Committee	7

Executive Office of the Mayor (EOM)

Deputy Mayor for Health and Human Services (DMHHS)	106
Advisory Committee on Clinical Laboratory Practitioners	1
Board of Audiology and Speech-Language Pathology	4
Board of Chiropractic	1
Board of Dentistry	3
Board of Dietetics & Nutrition	1
Board of Long-Term Care Administration	5
Board of Marriage and Family Therapy	2
Board of Medicine	7
Board of Nursing	3
Board of Occupational Therapy	1
Board of Optometry	2
Board of Pharmacy	2
Board of Physical Therapy	2
Board of Podiatry	1
Board of Professional Counseling	2
Board of Psychology	1
Board of Respiratory Care	2
Board of Social Work	1
Board of Veterinary Medicine	1
Citizen Review Panel for Child Abuse and Neglect (CRP)	3
Commission on Aging	7
Commission on Health Equity	5
Health Benefit Exchange Authority Executive Board (HBX)	1
Health Information Exchange Policy Board (HIE)	2
Interagency Council on Homelessness (ICH)	3
Lactation Commission	5
Mayor's Advisory Committee on Child Abuse and Neglect (MACCAN)	6
Perinatal and Infant Health Advisory Committee	8
State Rehabilitation Council (SRC)	5
Statewide Health Coordinating Council (SHCC)	10
Statewide Independent Living Council (SILC)	8
Washington DC Regional Planning Commission on Health and HIV (COHAH)	1

Executive Office of the Mayor (EOM)

Deputy Mayor for Operations and Infrastructure (DMOI)	48
Alcoholic Beverage and Cannabis Board (ABCA Board)	4
Board for the Condemnation of Insanitary Buildings	0
Board of Architecture, Interior Design, and Landscape Architecture	2
Board of Barber and Cosmetology	5
Board of Industrial Trades	1
Board of Professional Engineering	1
Board of Real Estate Appraisers	1
Building Energy Performance Standards Task Force	3
Commission on Climate Change and Resiliency	2
Financial Literacy Council	0
For Hire Vehicle Advisory Council	3
Green Building Advisory Council	0
Green Finance Authority Board of Directors	2
Leadership Council for a Cleaner Anacostia River	1
Multimodal Accessibility Advisory Council	2
Streetlight Advisory Panel	6
Sustainable Energy Utility Advisory Board (SEU Advisory Board)	2
Transit Rider Advisory Council	0
Undergrounding Project Consumer Education Task Force (UPCETF)	4
Urban Forestry Advisory Council	1
Washington Metropolitan Area Transit Authority Board of Directors (WMATA)	0
Washington Metropolitan Area Transit Commission (WMATC)	1
Washington Metrorail Safety Commission	1
Water and Sewer Authority Board of Directors (WASA / DC Water)	6

Executive Office of the Mayor (EOM)

Deputy Mayor for Planning and Economic Development (DMPED)	26
Commission on Fashion Arts and Events (CFAE)	1
Commission on the Arts and Humanities	2
Condominium Association Advisory Council (CAAC)	3
District of Columbia Commemorative Works Committee	0
Food Policy Council	3
Historic Preservation Review Board (HPRB)	4
Housing Production Trust Fund Board (HPTF)	6
Innovation and Technology Inclusion Council	4
Public Restroom Facilities Working Group	1
Real Property Tax Appeals Commission (RPTAC)	1
Walter Reed Army Medical Center Site Reuse Advisory Committee	0
Zoning Commission	1
Deputy Mayor for Public Safety and Justice (DMPSJ)	49
Child Fatality Review Committee (CFRC)	7
Child Support Guideline Commission	3
Comprehensive Homicide Elimination Strategy Task Force	3
Concealed Pistol Licensing Review Board	1
Corrections Information Council (CIC)	1
Developmental Disabilities Fatality Review Committee (DD FRC)	2
Domestic Violence Fatality Review Board	1
Emergency Medical Services Advisory Committee (EMSAC)	3
Homeland Security Commission	4
Maternal Mortality Review Committee (MMRC)	3
Opioid Fatality Review Board	1
Police Complaints Board	4
Police Officers Standards and Training Board (POST)	4
Science Advisory Board	5
Unmanned Aircraft System Working Group	0
Violence Fatality Review Committee	7

Executive Office of the Mayor (EOM)

Executive Office of the Mayor (EOM)	48
Advisory Board on Veterans Affairs for the District of Columbia	1
Advisory Committee to the Office of Administrative Hearings (OAH)	1
Commission for National and Community Service (Serve DC)	6
Commission on African Affairs	2
Commission on African-American Affairs	9
Commission on Asian and Pacific Islander Community Development	4
Commission on Fathers, Men, and Boys	4
Commission on Latino Community Development	7
Commission on Nightlife and Culture	2
Commission on Re-Entry and Returning Citizen Affairs	8
Mayor's Interfaith Council (MIC)	1
Mayor's Thrive By Five Coordinating Council	3
External Affairs and Partnerships	8
Clemency Board	2
Commission on Judicial Disabilities and Tenure	0
Commission on the Martin Luther King, Jr. Holiday	0
District of Columbia Emancipation Day Commission	2
Metropolitan Washington Council of Governments	0
United Planning Organization Board of Directors (UPO)	4
Internal Services Cluster	19
Commission on Persons with Disabilities	4
Developmental Disabilities State Planning Council (DD Council)	4
District of Columbia Retirement Board (DCRB)	1
Office of Employee Appeals (OEA)	4
Open Government Advisory Group (OGAG)	3
Police and Firefighter's Retirement and Relief Board (PFRRB)	1
Public Employee Relations Board (PERB)	1
Racial Equity Advisory Board	1

45. What additional measures has EOM used to attract qualified candidates for the boards and commissions?
- Has the EOM considered offering such incentives as stipends for travel, meals, or continuing education?
 - If not, would such incentives work to help to attract qualified candidates?

Response:

See response to question 44. EOM / MOTA does not manage day to day operations of any board or commissions. Some statutes relating to licensing and professional boards (such as Board of Accountancy) do allow Executive agencies to cover travel cost for conferences. There is no uniform standard, nor would uniformity work for the diversity of board functions and types.

46. Please discuss the process of recruiting and identifying candidates to fill appointed vacancies, and include the following information:
- Process and timeline for advertising and selecting a candidate for nomination;
 - Timeline for interviewing candidates;
 - Whether certain positions are placed in higher priority than others;
 - Average time to fill each vacancy; and
 - Any statutory requirements to fill vacancies.

Response:

The Mayor has the ability to nominate members of her Cabinet. In order to fill appointments, MOTA staff work with deputy mayors and subject matter experts to recruit new appointees. Recruitment includes outreach to professional affiliate groups (as applicable), posting available vacancies on mota.dc.gov and on social networks (including LinkedIn, Instagram and X) and in some instances, advertising.

47. Please discuss the role and responsibilities of the Mayor's Office of General Counsel and distinguish it from the Mayor's Office of Legal Counsel (MOLC).

Response:

The Mayor's Office of General Counsel (OGC) advises at the Mayor and EOM functional units on legal matters. OGC serves as general counsel to EOM.

The Mayor's Office of Legal Counsel (MOLC) consists of a dedicated team of attorneys and support staff. In accordance with D.C. Law 20-60, the Elected Attorney General Implementation and Legal Service Establishment Amendment Act of 2013 the mission of the MOLC is to provide various legal services to the Mayor and District of Columbia agencies that are subordinate to the Mayor, particularly through work in conjunction with

agencies' General Counsel and the supervisory and line attorneys working under them. As such, MOLC oversees the work of general counsel at each of the Executive agencies.