



March 5, 2025

The Honorable Phil Mendelson
Council of the District of Columbia
1350 Pennsylvania Avenue, N.W.
Suite 504
Washington, DC 20004

Dear Chairman Mendelson:

Please find enclosed a final version of our responses to the preliminary questions contained in your letter requesting information in preparation for the March 6, 2025, Committee of the Whole performance oversight hearing for the Office of the District of Columbia Auditor. Please do not hesitate to contact me should you have any questions or concerns about the material that follows.

Thank you.

Sincerely yours,

A handwritten signature in blue ink that reads "Kathleen Patterson". The signature is written in a cursive, flowing style.

Kathleen Patterson
District of Columbia Auditor

cc: Evan Cash, Committee of the Whole Staff Director

1. Please provide, as an attachment to your answers, a current organizational chart for your agency with the number of vacant and filled FTEs marked in each box. Include the names of all senior personnel. Also include the effective date on the chart.

Response: See ODCA Organizational Chart in Attachment A

2. Please provide, as an attachment, a Schedule A for your agency which identifies all employees by title/position, current salary, fringe benefits, and program office as of January 31, 2025. The Schedule A also should indicate all vacant positions in the agency. Please do not include Social Security numbers.

Response: See ODCA Schedule A in Attachment B

3. Please list as of January 31 all employees detailed to or from your agency, if any, anytime this fiscal year (up to the date of your answer). 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 the detail began, and the employee's actual or projected date of return.

Response: None.

4. (a) For fiscal year 2024, please list in descending order of pay each employee whose annual salary was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay.

Response: Fiscal Year 2024 Employee Salary \$125,000 or More

Last Name	Title	Salary	Bonus	Overtime (N/A)
Patterson, Kathleen	D.C. Auditor	\$240,000.00		
Lebowitz, Julie	Deputy Auditor	\$199,684.00		
Magnus, Christopher	Deputy Auditor for Public Safety	\$190,000.00		
Bellanca, Amy	General Counsel & Chief of Staff	\$190,000.00		
Harris, Toya	Supervisory Auditor	\$170,000.00	\$2,000	
Rogers, Eric	Chief of Staff	\$165,000.00		
Aden, Hussein	Agency Fiscal Officer	\$164,000.00		
Farley, Edward	Supervisory Auditor	\$160,000.00		
Drake, Ingrid	Supervisory Auditor	\$160,000.00	\$2,000	
Juffras, Jason	Senior Auditor	\$155,000.00	\$2,000	

Last Name	Title	Salary	Bonus	Overtime (N/A)
Shinn, Diane	Communications Director	\$150,000.00		
Churney, Michael (Brian)	Supervisory Auditor	\$140,000		
Singer, William	Assistant Deputy Director, Finance	\$140,000.00		
Boston, Imani	Senior Auditor	\$145,000.00	\$2,000	
Werner, Ruth	Senior Auditor	\$145,000.00	\$2,000	
Abel, Nelson	Senior Auditor	\$134,661.00		
Metcalf, Lori	Senior Auditor	\$134,661.00		
Kittab, Waddah	IT Project Lead	\$134,661.00		
Rogers, Lachelle	Lead HR Specialist & Deputy Chief of Staff	\$134,661.00		

(b) For fiscal year 2025, please list in descending order of pay each employee whose annual salary is or was \$125,000 or more. For each employee listed provide the name, position title, salary, and amount of any overtime and any bonus pay as of the date of your response.

Response: Fiscal Year 2025 (as of January 31) Employee Salary \$125,000 or More

Last Name	Title	Salary	Bonus	Overtime (N/A)
Patterson, Kathleen	DC Auditor	\$240,000		
Lebowitz, Julie	Deputy Auditor	\$210,000		
Bellanca, Amy	General Counsel and Chief of Staff	\$205,000	\$2,000	
Harris, Toya	Supervisory Auditor	\$170,000		
Aden, Hussein	Agency Fiscal Officer	\$164,000		
Farley, Edward	Supervisory Auditor	\$160,000		
Drake, Ingrid	Supervisory Auditor	\$160,000		
Juffras, Jason	Senior Auditor	\$155,000		
Shinn, Diane	Communications Director	\$150,000		

Last Name	Title	Salary	Bonus	Overtime (N/A)
Churney, Michael (Brian)	Supervisory Auditor	\$146,000		
Boston, Imani	Senior Auditor	\$145,000		
Werner, Ruth	Senior Auditor	\$145,000		
Kittab, Waddah	IT Project Lead	\$141,700	\$750	
Rogers, Lachelle	Lead HR Specialist & Deputy Chief of Staff	\$141,700	\$750	
Singer, William	Assistant Deputy Director, Finance	\$140,000		
Abel, Nelson	Senior Auditor	\$138,184		
Metcalf, Lori	Senior Auditor	\$134,661		

5. Please list, in descending order, the top 15 overtime earners in your agency for fiscal year 2024. For each, state the employee's name, position or title, salary, and aggregate overtime pay.

Response: None.

6. For fiscal years 2024 and 2025 (as of January 31), please provide a list of employee bonuses or special award pay granted that identifies the employee receiving the bonus or special pay, the amount received, and the reason for the bonus or special pay.

Response: For FY 2024 five employees were rated "role models" and received bonuses based on performance.

Imani Boston (\$2,000)
Toya Harris (\$2,000)
Ingrid Drake (\$2,000)
Ruth Werner (\$2,000)
Jason Juffras (\$2,000)

For FY 2025 four employees were rated “role models” and three members of the administrative team earned *honorabile mention as a team and all three received bonuses based on performance.

David McDaniels (\$2,000)
Lori Metcalf (\$2,000)
Mackenzie Mathews (\$2,000)
Amy Bellanca (\$2,000)
*Waddah Kittab (\$750)
*April Bumbrey (\$750)
*Lachelle Rogers (\$750)

7. For fiscal years 2024 and 2025 (as of January 31), 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.

Response: **Fiscal Year 2024**, Eric Rogers; \$3,173.07 weekly for 8 weeks.
Fiscal Year 2025 (through 1/31), None.

8. For fiscal years 2023, 2024, and 2025 (as of January 31), please state the total number of employees receiving worker’s compensation payments.

Response: **Fiscal Year 2023**, 1 employee (effective 2/16/2023)
Fiscal Year 2024, 1 employee (WC concluded on 12/20/2023)
Fiscal Year 2025 (through 1/31), None.

9. Please provide the name of each employee who was or is on administrative leave in fiscal years 2024 and 2025 (as of January 31). 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 (as of January 31, 2025).

Response: **Fiscal Year 2024** (NOTE: Administrative Leave is mostly used for voting and COVID vaccinations.)

- **Chris Magnus**, Deputy Auditor for Public Safety, Incorrect Code, 11/24, 8 paid hours, Active.
- **Jeanelle Francis**, Investigator, Incorrect Code, 11/24, 8 paid hours, Active.
- **Edward Farley**, Supervisory Auditor, blood donation, 5/6/23, 5/30/23, 6/20/23, 8 paid hours, Active; blood donation, 7/17/23, 8/10/23, 1 paid hour each day listed, Active; Incorrect Code, 11/24/23, 8 paid hours, Active.

Fiscal Year 2025 (NOTE: Use of Administrative Leave is for voting .)

- **Lori Metcalf**, Senior Auditor, Election Day, 11/5/24, 2 paid hours, Active.
- **Christine Hilbert**, Analyst, Election Day, 11/5/24, 2 paid hours, Active.

10. For fiscal years 2024 and 2025 (as of January 31), please list, in chronological order, all intra-District transfers to or from the agency. Give the date, amount, and reason for the transfer.

Response: FY 2024 and FY 2025 Intra-District Transfers

Fiscal Year	Seller	Buyer	Service Description	Amount
FY 2024	OCTO/OFRM	ODCA	Telecommunication	\$21,704.59
	OCTO	ODCA	IT Assessment	\$27,779.96
	DGS	ODCA	Rent – Office	\$752,364.00
	OCP	ODCA	ODCA PCard	\$10,000.00
FY 2024 Total				\$811,848.55
FY 2025	OCTO/OFRM	ODCA	Telecommunication	\$23,166.41
	OCTO	ODCA	IT Assessment	\$37,605.46
	DGS	ODCA	Rent – Office	\$791,855.21
	DGS	ODCA	Small conference modification	\$15,016.26
	OCP	ODCA	ODCA PCard	\$10,000.00
FY 2025 Total				\$877,643.34

11. Please list, in chronological order, every reprogramming of funds into or out of the agency for fiscal years 2024 and 2025 (as of January 31). Include a “bottom line” that explains the revised final budget for your agency. For each reprogramming, list the reprogramming number (if submitted to the Council for approval), the date, the amount, and the rationale.

Response: There was no reprogramming of funds into or out of ODCA during fiscal years 2024 and 2025 (as of January 31, 2025).

12. Please list, in chronological order, every reprogramming within your agency during fiscal year 2025 to date. Also, include both known and anticipated intraagency reprogrammings. For each, give the date, amount, and rationale.

Response: There is no 2025 reprogramming within the agency (as of January 31).

13. For fiscal years 2024 and 2025 (as of January 31), please identify each special purpose revenue fund maintained by, used by, or available for use by your agency. For each fund identified, provide: (1) the revenue source name and code; (2) the source of funding; (3) a description of the programs that generates the funds; (4) the amount of funds generated annually by each source or program; and (5) expenditures of funds, including the purpose of each expenditure. For (4) and (5) give starting and ending balances. You may wish to present this information first as a list (for numbers 1-5) and then as separate tables for numbers 4 and 5.

Response: ODCA had no special revenue fund during FY 2024 and FY 2025.

14. Please provide a table showing your agency's Council-approved original budget, revised budget (after reprogrammings, etc.) for fiscal years 2023, 2024, and the first quarter of 2025. In addition, please explain the variances between fiscal year appropriations and actual expenditures for fiscal years 2023 and 2024.

Response: **Fiscal Year 2023 Budget**

Agency	Original Budget	Revised Budget	Actual Spending	Variances	Variance Description
Office of the DC Auditor (AC0)	\$7,676,064	\$8,498,732	\$5,903,097	\$2,595,635	Mainly due to salary lapse and contractual services

Fiscal Year 2024 Budget

Agency	Original Budget	Revised Budget	Actual Spending	Variances	Variance Description
Office of the DC Auditor (AC0)	\$7,347,706	\$9,943,337	\$6,985,734	\$2,957,599	Mainly due to salary lapses and contractual services

Fiscal Year 2025 Budget

Agency	Original Budget	Revised Budget
Office of the DC Auditor (AC0)	\$7,967,088	\$10,924,971

15. Please list all memoranda of understanding (MOU) either entered into by your agency or in effect during fiscal years 2024 and 2025 (as of January 31). For each, describe its purpose, indicate the date entered, and provide the actual or anticipated termination date.

Response:

MOU with the Department of General Services to modify a small conference room into an office. MOU executed on October 30, 2024, with termination date of September 30, 2025. Subsequent to entering into this MOU, ODCA determined that the conference room modification was unnecessary and no work was performed and no cost incurred.

MOU with WMATA for SmartBenefits Commuter Benefits Program.

- Fiscal Year 2024: Entered into on November 1, 2023, and effective through September 30, 2024, for ODCA employee Metro subsidy.
- Fiscal Year 2025: Entered into on October 29, 2024, and effective through September 30, 2025, for ODCA employee Metro subsidy.

16. D.C. Law requires the Mayor and the Chief Financial Officer to submit to the Council, simultaneously with a proposed budget submission, actual copies of all agency budget enhancements requests, such as the “Form B” for all District agencies (See D.C. Code § 47- 318.05a). In order to help the Committee understand agency needs, and the cost of those needs for your agency, please provide, as an attachment to your answers, all budget enhancement requests submitted by your agency to the Mayor or Chief Financial Officer as part of the budget process for fiscal years 2023, 2024, and 2025.

Response: There were no budget enhancement requests.

17. Please list all currently open capital projects for your agency (as of January 31st) including those projects that are managed or overseen by another agency or entity. Include a brief description of each, the total estimated cost, expenditures to date, the start and completion dates, and the current status of the project. Also, indicate which projects are experiencing delays and which require additional funding.

Response: There are no open capital projects.

18. Please list all pending lawsuits that name your agency (or you, the Auditor, in your official capacity) as a party. Please identify which cases on the list are lawsuits that potentially expose the city to significant liability in terms of money and/or change in practices. The Committee is not asking for your judgment as to the city’s liability; rather, we are asking about the extent of the claim. For those claims identified, please include an explanation about the issues for each case.

Response: In October 2023, ODCA was sued in D.C. Superior Court (Case Number 2023-CAB-006009) by three individuals who have been sworn members of MPD for publishing information on their misconduct that led to formal discipline. The plaintiffs claim that by publishing these details, ODCA violated their privacy, harmed their reputations, and diminished their promotion potential. The plaintiffs sought certification of a class action and not less than \$1 million in compensatory damages and not less than \$2 million in punitive damages. Following ODCA’s Motion to Dismiss, on November 27, 2024, the Court granted dismissal of the complaint. However, the Court has not yet issued a written order, so we are unsure of the basis of the dismissal. Plaintiffs have filed a Notice of Appeal. The defendants include ODCA, the Mayor, the District of Columbia, and the DC Auditor and three members of the ODCA staff each sued in their official and personal capacity.

19. (a) Please list and describe any investigations, studies, audits, or reports on your agency or any employee of your agency that were completed at any time in fiscal years 2024 or 2025 (as of January 31).

Response: There were no investigations or audits pertaining to ODCA or any ODCA employee completed in Fiscal Year 2024 or 2025 (as of January 31, 2025).

(b) Please list and describe any ongoing investigations, audits, or reports of your agency or any employee of your agency.

Response: There are no ongoing investigations or audits pertaining to ODCA or any ODCA employee.

20. How many grievances have been filed by employees or labor unions against agency management? Please list each of them by year for fiscal years 2023, 2024, and 2025 (as of January 31). Give a brief description of each grievance, and the outcome as of January 31, 2025. Include on the chronological list any earlier grievance that is still pending in any judicial forum.

Response: A discrimination complaint was filed by a former employee in December 2019. The adjudication of the complaint took several years with the Office of Human Rights. In an undated Letter of Determination we received on March 28, 2024, OHR determined there was no probable cause to sustain the former employee's complaints. ODCA further received a determination from the U.S. Equal Employment Opportunity Commission that they would not proceed with the case.

21. (a) Please describe the agency's procedures for investigating allegations of sexual harassment committed by or against its employees.

Response: ODCA strongly believes in a workplace free from sexual harassment and other forms of workplace discrimination and treats every complainant with dignity and respect. Depending on the nature of the complaint, we may use various processes to ascertain the relevant facts, including investigatory interviews engagement with the OHR, DCHR, or relevant authorities, to render an appropriate judgment on the complaint or issue, which informs any final decisions. Additionally, all ODCA staff have signed the Mayor's Sexual Harassment Acknowledgment.

(b) If different, please describe the agency's procedures for investigating allegations of misconduct.

(c) List chronologically and describe each allegation of sexual harassment and misconduct received by the agency in FY 2024 and FY 2025 (as of January 31) and the resolution of each as of the date of your answer.

Response: None.

22. In table format, please list the following for fiscal years 2024 and 2025 (as of January 31, 2025) regarding the agency's use of SmartPay (credit) cards for agency purchases: (1) individuals (by name and title/position) authorized to use the cards; (2) purchase limits (per person, per day, etc.); and (3) total spent (by person *and* for the agency).

Response: Fiscal Year 2024 PCard Use

Cardholder/Authorized Name & Title	Single Purchase Limit	Total FY 2023 Spending
Eric Rogers, Chief of Staff	\$5,000	\$140,221
April Bumbrey Program Support Specialist	\$5,000	

Fiscal Year 2025 PCard Use (as of January 31)

Cardholder/Authorized Name & Title	Single Purchase Limit	Total FY 2024 as of 1/31/24 Spending
April Bumbrey Program Support Specialist	\$5,000	\$33,843
Lachelle Rogers	\$5,000	

23. Please provide a list of all procurements for goods or services for use by your agency over \$25,000 for fiscal years 2024 and 2025 (as of January 31). Give a brief explanation of each, including the name of the contractor, purpose of the contract, and the total dollar amount of the contract. Exclude from this answer purchase card (SmartPay) purchases.

Response: Fiscal Year 2024 Procurement Over \$25,000

Contractor/Vendor	Purpose	Contract Amount
Boies, Schiller & Flexner, LLP	Legal services	\$372,884
Jason Cherkis	Assessing suicide prevention in DCPS (continuation)	\$58,050
PFM Group Consulting	MPD Staffing Study (continuation)	\$165,300
Federal Engineering	OUC Recommendation Compliance	\$67,999
Council for Court of Excellence	Recommendation compliance with 2020 SUD audit recommendations	\$27,000
Council for Court of Excellence	Review of Department of Corrections issues	\$48,000
Ernst & Young LLP (EY)	Revenue forecasting and bond certifications	\$87,705
AINS dba Opexus	eCase Audit system	\$32,560
Dell Marketing	Dell IT equipment	\$38,042

Response: Fiscal Year 2025 (as of January 31) Procurement Over \$25,000

Contractor/Vendor	Purpose	Contract Amount
Jensen Hughes Inc.	FY 2025 BPA task order 1: Review of fire and life safety policies, procedures, operations, and equipment within DYRS's two secure facilities	\$30,000
Ains dba Opexus	eCase Audit system	\$32,998
Janet L. Maher	2025 BPA task order: review of medical and mental health records of youth in DYRS custody	\$37,500
The Bromwich Group LLC	Review of MPD officer-involved shootings	\$40,000
Terry Lee	BPA task order: review of medical and mental health records of youth in DYRS custody	\$40,000
Council for Court Excellence	Review of Dep. of Correction issues	\$58,000
Ernst & Young, LLP	Revenue forecasting & bond certification	\$80,000
Agilian LLC	DIFS training	\$190,000
Alvarez and Marsal Holdings	DCPS staffing study	\$290,000

24. (a) Please describe how your agency manages and limits its mobile, voice, and data costs, including cellular phones and mobile devices.

Response: ODCA does not as a rule provide cellular phones or other mobile devices but purchased a phone for the staff member who serves as receptionist to enable transfer of calls when working remotely. This policy continues under review.

(b) In table format (if the answer is more than 20 lines then provide as an attachment) please provide the following information for fiscal years 2024 and 2025 (as of January 31), regarding your agency's use of cellular phones and mobile devices: (1) individuals (by name and title/position) authorized to carry and use such devices; (2) total annual expense (FY) for each individual's use; and (3) justification for such use (per person). If the list is more than 20 individuals, group the answer by program, giving the total number of FTEs for that program as well as the number of cellular phones and mobile devices.

Response:

Name	Total Expenses	Justification
April Bumbrey, Program Support Specialist	FY24 – \$458.09 (service charge) FY25 – \$109.59 (service charges)	To ensure agency phone operations during normal business hours

25. (a) Does your agency have or use one or more government vehicle? If so, for fiscal years 2024 and 2025 (as of January 31), please list any vehicle the agency owns, leases, or has assigned to

it. You may group the vehicles by category (e.g., 15 sedans, 33 pick-up trucks, three transport buses, etc.; and (6) what employee discipline resulted, if any.

Response: None.

(b) Please list all vehicle accidents involving your agency's vehicles for fiscal years 2023, 2024, and 2025 (as of January 31). Provide: (1) a brief description of each accident; (2) the type of vehicle involved; (3) the name and title/position of the driver involved; (4) the justification for using such vehicle; and (5) whether there was a finding of fault and, if so, who was determined to be at fault.

Response: None.

26. Please list every lawsuit against the agency that was settled or decided by a trial court in FY 2024 and FY 2025 to date. Briefly describe each and the sanction, if any.

Response: Please see the response to Question 18.

27. D.C. Law requires the Mayor to pay certain settlements and judgements from agency operating budgets if the settlement is less than \$10,000 or results from an incident within the last two years (see D.C. Code § 2-402(a)(3)). Please itemize each charge-back to your agency in FY 2023, 2024, and 2025 (as of January 31) for a settlement or judgment pursuant to D.C. Code § 2-402.

Response: None.

28. (a) D.C. Law prohibits chauffeurs, take-home vehicles, and the use of SUVs (see D.C. Code §§ 50-203 and 50-204). Is your agency in compliance with this law?

Response: Yes.

(b) Please explain all exceptions, if any, and provide the following: (1) type of vehicle (make, model, year); (2) individuals (name/position) authorized to use the vehicle; (3) jurisdictional residence of the individual (e.g., Bowie, MD); and (4) justification for the chauffer or take- home status.

Response: No exceptions.

29. In table format, please provide the following information for fiscal years 2024 and 2025 (as of January 31) regarding your agency's authorization of employee travel: (1) each trip outside the region on official business or at agency expense; (2) individuals (by name and title/position) who traveled outside the region; (3) total expense for each trip (per person, per trip, etc.); (4) what agency or entity paid for the trips; and (5) justification for the travel (per person and trip).

Response: FY 2024 & 2025 Travel

Name	Total Expenses	Agency Paid for the Trip	Agency Justification
<u>FY 2024 Travel</u>			
Diane Shinn, Director of Communication	\$2,423.46	ODCA	To attend PRSSA Conference
Freddie Shaw, Analyst	\$2,457.33	ODCA	To attend ALGA Conference
Lori Metcalf, Senior Analyst	\$2,403.92	ODCA	To attend ALGA Conference
David McDaniels, Analyst	\$2,015.49	ODCA	To attend ALGA Conference
Jason Juffras, Senior Analyst	\$1,184.05	ODCA	To attend NLPES Conference
Chris Magnus, Deputy Auditor for Public Safety	\$2,298.00	NACOLE/ODCA	To attend NACOLE Conference
Brian Churney, Supervisory Auditor	\$2,174.72	ODCA	To attend NACOLE Conference
Jeanelle Francis, Analyst	\$3,213.58	ODCA	To attend NACOLE Conference
Megan Crowder, Public Safety Auditor	\$3,178.40	ODCA	To attend NACOLE Conference
Ingrid Bucksell	\$3,307.57	ODCA	To attend NACOLE Conference
<u>FY2025 Travel</u>			
Jason Juffras, SR Analyst	\$1,898.13	ODCA	To attend NLPES Conference
Ingrid Bucksell, SR Investigator	\$1,863.65	ODCA	To attend NLPES Conference
Fredericka E. Shaw, Program Analyst	\$1,888.96	ODCA	To attend NLPES Conference
David McDaniels, Analyst	\$1,786.29	ODCA	To attend NLPES Conference
Jeanelle Francis, Investigator	\$2,037.81	ODCA	To attend NLPES Conference

30. Please provide and itemize, as of January 31, 2025, the current number of When Actually Employed (WAE), term, and contract personnel within your agency. If your agency employs WAE or term personnel, please provide, in table format, the name of each employee, position title, the

length of his or her term or contract, the date on which he or she first started with your agency, and the date on which his or her current term expires.

Response: None, N/A

31. What efforts has your agency made in the past year to increase transparency? Explain.

Response: We have continued to increase our outreach to Councilmembers and Council staff including committee staff on projects that are within a Committee's jurisdiction to improve visibility and ensure Councilmembers and staff are aware of our relevant work. We continue to invite community conversations on our reports including ANC and civic and citizen association meetings. We have enhanced our use of social media including a second staff member assisting the Director of Communications in drafting and posting messages on social media. Apart from efforts specific to ODCA, we have continued to seek compliance with earlier audit recommendations pertaining to transparency in after-action reports on Office of Unified Communications 911 system incidents and on use of force reports by the Metropolitan Police Department.

32. What efforts will your agency be making to increase transparency? Explain.

Response: We will continue and enhance our current efforts including providing assistance to Councilmembers and committees on transparency challenges at OUC and other District agencies.

33. Please identify any legislative requirements that your agency lacks sufficient resources to properly implement. Explain.

Response: We are not aware of any legislative requirements that we lack resources to implement apart from funding required for the implementation of B25-826, the Recidivism Reduction at DYRS Amendment Act of 2024.

34. Please identify any statutory or regulatory impediments to your agency's operations.

Response: We would like to see a Council rule that requires that any legislation that adds to ODCA's statutory responsibilities be preceded with written comments from ODCA on the feasibility of the additional responsibilities and consistency with existing professional audit responsibilities.

35. Did your agency receive any FOIA requests in fiscal year 2024? If yes, did the agency file a report of FOIA disclosure activities with the Secretary of the District of Columbia? If available, please provide a copy of that report as an attachment. Also state here the total cost incurred by your agency for each fiscal year 2023, 2024, and 2025 (as of January 31) related to FOIA.

Response: ODCA received no FOIA requests in FY 2023. See **Attachment C** for a copy of the annual FOIA report. The total cost incurred by ODCA for FOIA compliance is:

Fiscal Year 2023:	\$261
Fiscal Year 2024:	\$0
Fiscal Year 2025 (as of January 31, 2025):	\$0

36. For CBE agency compliance purposes, what is your agency's current adjusted expendable budget; how much has been spent with SBEs; and what percent of your agency's expendable budget was spent with SBEs? Further, where SBEs were not available, how much has been spent with CBEs, and what percent of CBE spending, relative to your current expendable budget? How many CBE waivers (including dollar amount) did the agency submit? What efforts has the agency taken to reduce the number of CBE waivers submitted? What is the CBE spending goal for your agency per the DSLBD SBE Opportunities Guide (Green book)? Give this answer for fiscal years 2023, 2024 and 2025 (as of January 31).

Response: Current Adjusted Expendable Budget

Adjusted Expendable Budget	Current SBE Expenditures	SBE % over Expendable	SBE Expenditures as a % of SBE Goal	CBE Expenditures	Waiver Requested	Effort to Reduce Waiver
\$39,261.00	0.00	0%	0%	0%	0.00	

Agency spending goals for FY 2023, FY 2024, & FY 2025 (as of January 31)

Fiscal Year	SBE Spending Goal
2023	\$15,641.86
2024	\$22,755.92
2025	\$39,261.00

37. (a) What are your agency's key performance indicators and what has been your agency's performance (for each of these KPIs) in fiscal year (or calendar year) 2023, 2024, and 2025 (through the first quarter).

Response: As explained in performance responses and testimony, ODCA has been developing new Key Performance Indicators (KPIs) but that internal process was delayed due to personnel changes. We have adopted four KPIs with results for three of the KPIs for FY 2024 and results only for the first quarter of FY25 for the fourth.

ODCA Key Performance Indicator (KPIs)	FY 2024 Actual	FY 2025 Target	FY 2025 Q1
KPI #1 Timeliness of Reports	63%	60%	50%
KPI #2 Percentage of Audit Recommendations Accepted by Auditees	68% Accepted or Accepted in part	75%	100%
KPI #3 Percentage of Audit Recommendations Implemented by Auditees	18% Implemented	60%	N/A
KPI #4 Actions Based on ODCA Work	To begin in FY 2025	20 actions	10 actions

For KPI #4, we are reporting 10 actions taken based on ODCA work in the first quarter of FY 2025.

The first KPI #1 is similar to one we reported previously. KPI #2 is new and reflects ODCA's commitment to work effectively and collaboratively with agencies under audit so that the results of our reviews are likely to be accepted and implemented by the agency. KPI #3 is essentially the same as the one we reported earlier. And KPI #4 is also similar, but we have broadened it to include ODCA outreach efforts as well as impact reflected in such things as legislation enacted, hearings held on ODCA reports, and community meetings focused on ODCA work.

(b) What KPIs have been dropped (or changed) since 2023? List each specifically and explain why it was dropped or changed.

Response: **See above.**

(c) Please provide as an attachment the chart from your 2020 performance report with the last set of performance metrics (this was referred to but omitted from your February 20, 2024, answers).

Response: **See Attachment D.**

38. What are your top five priorities for the agency? Please provide a detailed explanation for how the agency expects to achieve or work toward these priorities.

Response:

Lead and promote the District's accountability sector as a critical feature of District self-government

Given the inherent challenges in the current national political climate and continuing critiques of the District's self-government, ODCA will share the message that the audits we undertake contribute to effective governance and the practice of self-criticism is a sign of a government's overall health. The D.C. Auditor will increase interaction with executive branch leaders to foster collaborative working relationships and seek to ensure that directors are familiar with ODCA and understand work underway as well as its value. To the extent practicable, ODCA will continue building relationships with federal partners with the same message of the value inherent in the practice of program evaluation and continuous cycles of improvement in government operations.

Assist in developing the District's Budget and Financial Plan

ODCA will maintain a focus on budgetary issues through written testimony during performance and budget hearings and will produce special reports on key spending challenges such as the need for a new D.C. jail and persistent issues with police overtime, reflected in our 2024 MPD staffing study. To assist in ODCA's work on District expenditures, we will develop and implement staff training on the District Integrated Financial System (DIFS) to better enable auditors and analysts to extract data from the new enterprise financial system. We recently executed a contract for training on DIFS which includes the ability of auditors and analysts to run reports on agency and program expenditures and produce training materials for continued use by ODCA and possibly by others such as Council and agency staff.

Contribute to stronger, more effective legislative oversight

By continuing our work in partnership with The Levin Center and in developing a closer working relationship with individual Councilmembers and staff members we hope to see the Council press more consistently for effective implementation of laws including the annual budget act. Strategies include briefings at the outset of audit projects for the relevant oversight committee and briefings as projects proceed and conclude. In addition, we will increase the use of written testimony for budget and performance hearings to explain the importance of recommendations included in recent audit reports and provide questions Councilmembers may wish to use in meeting with Executive branch agency leaders.

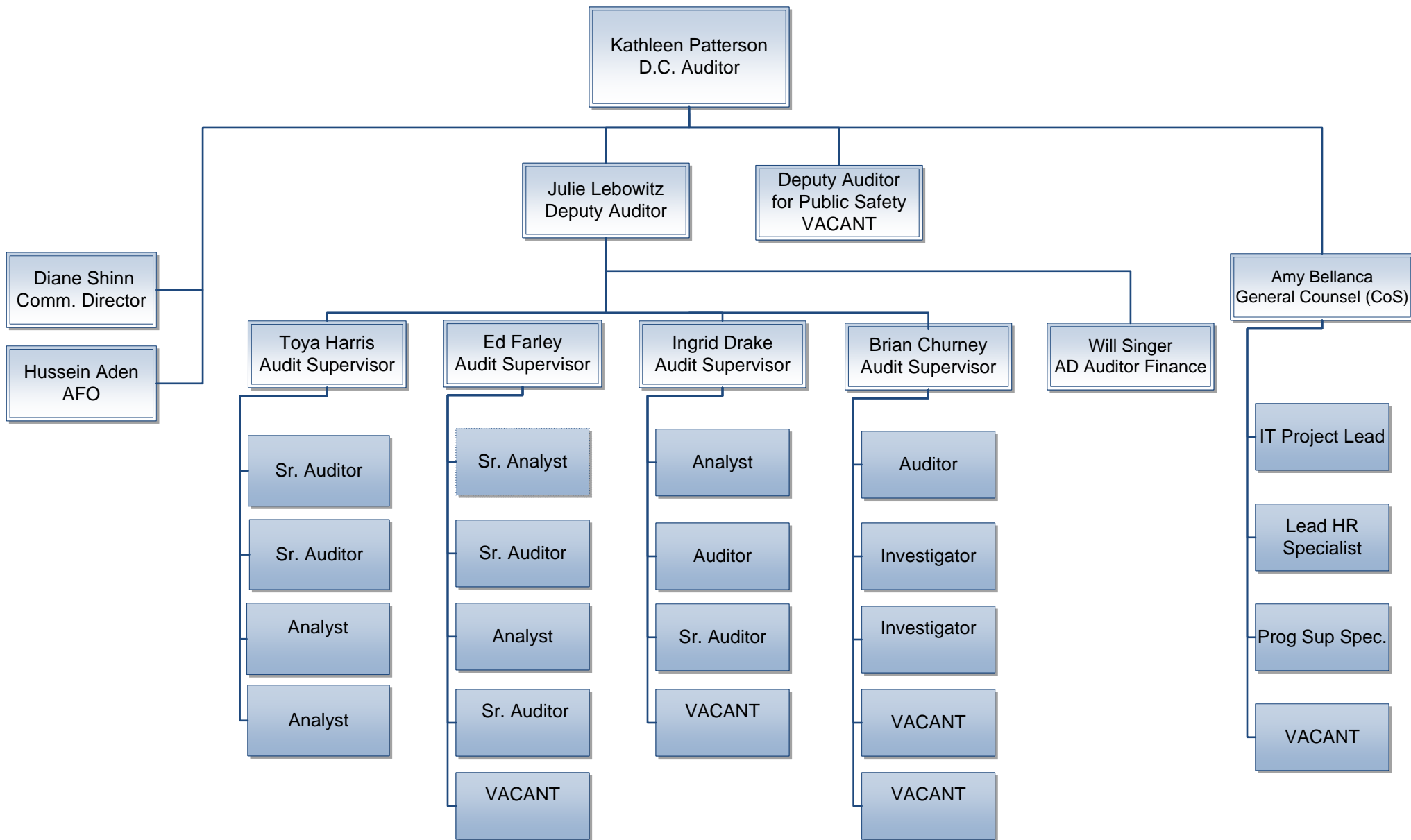
Retain a strong agency workforce including an effective policy on remote work and maintaining a high level of productivity

This repeats a goal we shared last year and will outline further in our performance testimony. ODCA has developed a tour of duty policy that permits most members of the ODCA staff to work remotely a great majority of the time. The policy places a priority on whatever is required by each audit project including field work and time spent at agency locations, as well as at least twice monthly staff meetings. The policy is based on research and evidence on productivity, and we will continue to monitor ongoing productivity and make any change in the policy as experience indicates. This includes considering research and policy development on the use of telework and responsible management of office space that reflects a decreased need for such space now and in the future. The latter includes pursuing alternative use of ODCA's current 7th floor office and allocating 8th floor offices and workstations to maximize use and considering other options such as hoteling for those who work nearly exclusively offsite.

Develop and initiate a new ODCA Compliance Unit

This assumes that Bill 25-826, the Recidivism Reduction at DYRS Amendment Act of 2024, is funded in the FY2025 Supplemental Budget or the FY2026 Budget and Financial Plan including the requirement that ODCA assume responsibility for overseeing the work of the Department of Youth Rehabilitation Services in two areas: conditions of confinement at facilities serving youth and individual rehabilitation plans developed for youth in DYRS custody. This includes developing position descriptions and hiring staff and beginning the work required by the legislation, working closely with the current Independent Office of Juvenile Justice Facilities Oversight, the DYRS leadership, and the Council Committee on Youth Affairs.

Attachment A
ODCA Organizational Chart



ODCA Organizational Chart
January 31, 2025

Attachment B
ODCA Schedule A

Office of the District of Columbia Auditor (AC0)
Agency Position Listing as of January 31, 2025

#	Position Number	Title	Position Status Filled/Vacant	Sum of Salary	Finge Benefits
Program: 500021 Audit, Financial Oversight, and Investigation					
1	00001617	Chief of Staff	V	149,763.00	36,392.41
2	00008961	PGM ANALYST	F	107,984.00	26,240.11
3	00011584	LEGAL ASSISTANT	V	54,183.00	13,166.47
4	00016818	SENIOR AUDITOR	F	155,000.00	37,665.00
5	00019462	SENIOR FINANCIAL AUDITOR	F	164,000.00	39,852.00
6	00023238	Program Analyst	V	80,784.00	19,630.51
7	00042589	PGM ANALYST	F	113,950.00	27,689.85
8	00043177	Program Analyst	F	80,784.00	19,630.51
9	00044192	Auditor	V	80,784.00	19,630.51
10	00046192	Auditor	V	80,784.00	19,630.51
11	00046594	Administrative Assistant	V	65,285.00	15,864.26
12	00046596	Lead Human Resources Specialis	F	141,707.00	34,434.80
13	00046597	Auditor	V	80,784.00	19,630.51
14	00047198	Sr. Communications Manager	F	150,000.00	36,450.00
15	00047272	Deputy Auditor	F	210,000.00	51,030.00
16	00047316	Program Support Specialist	F	84,167.00	20,452.58
17	00048748	DC AUDITOR	F	240,000.00	58,320.00
18	00051197	Program Analyst	V	80,784.00	19,630.51
19	00051198	SUPVY AUDITOR	F	170,000.00	41,310.00
20	00051428	SENIOR AUDITOR	F	145,000.00	35,235.00
21	00051429	SENIOR AUDITOR	F	120,569.00	29,298.27
22	00051430	SENIOR AUDITOR	F	134,661.00	32,722.62
23	00063433	SENIOR AUDITOR	F	145,000.00	35,235.00
24	00063437	ASSISTANT DEPUTY AUDITOR FOR I	F	140,000.00	34,020.00
25	00063438	SUPVY AUDITOR	F	160,000.00	38,880.00
26	00063460	Program Analyst	V	80,784.00	19,630.51
27	00067699	SENIOR AUDITOR	F	138,184.00	33,578.71
28	00067803	Auditor	F	80,784.00	19,630.51
29	00067804	General Counsel	F	205,000.00	49,815.00
30	00070279	SUPVY AUDITOR	F	160,000.00	38,880.00
31	00073346	Program Analyst	F	79,971.00	19,432.95
32	00110157	Deputy Auditor for Public Safe	V	166,403.50	40,436.05

33	00110209	SUPVY AUDITOR	F	146,000.00	35,478.00
34	00110210	Auditor	F	110,967.00	26,964.98
35	00110211	Auditor	V	93,069.00	22,615.77
36	00111613	Investigator	F	96,052.00	23,340.64
37	00111614	Senior Investigator	F	120,569.00	29,298.27
38	00111615	Sr. Data Analyst	V	93,069.00	22,615.77
39	00111616	Auditor	V	80,784.00	19,630.51
40	00111617	Data Analyst	V	80,784.00	19,630.51
Progra: 100071 Information Technology Services					
41	00063451	IT Specialist	F	141,707.00	34,434.80
Progra: 500327 Office of Independent Juvenile Justice Facilities Oversight					
42	00115077	Executive Director	F	187,829.30	45,642.52
43	00115078	Special Assistant	F	137,953.73	33,522.76

Attachment C
2024 FOIA Report Form

Agency Name

Office of the District of Columbia Auditor

Annual Freedom of Information Act Report for Fiscal Year 2024

October 1, 2023 through September 30, 2024

FOIA Officer Reporting Amy Bellanca

PROCESSING OF FOIA REQUESTS

1. Number of FOIA requests received during reporting period0
2. Number of FOIA requests pending on October 1, 2023.....0
3. Number of FOIA requests pending on September 30, 2024.....0
4. The average number of days unfilled requests have been pending before each public body as of September 30, 2024.....0

DISPOSITION OF FOIA REQUESTS

5. Number of requests granted, in whole.....0
6. Number of requests granted, in part, denied, in part.....0
7. Number of requests denied, in whole.....0
8. Number of requests withdrawn.....0
9. Number of requests referred or forwarded to other public bodies.....0
10. Other disposition0

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).....0
13. Exemption 3 - D.C. Official Code § 2-534(a)(3)
 - Subcategory (A).....0
 - 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)0
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).....	0
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.....	0
24. Number of FOIA requests processed between 16 and 25 days.....	0
25. Number of FOIA requests processed in 26 days or more.....	0
26. Median number of days to process FOIA Requests.....	0

RESOURCES ALLOCATED TO PROCESSING FOIA REQUESTS
--

27. Number of staff hours devoted to processing FOIA requests.....	0
28. Total dollar amount expended by public body for processing FOIA requests.....	0

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 Act	0
--	---

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].”

ODCA had no FOIA requests in FY 2024.

Attachment D
ODCA 2020 Performance Report

Office of the District of Columbia Auditor

Fiscal Year (FY) 2019 Performance Report

The Office of the District of Columbia Auditor's (ODCA) mission is to support the Council of the District of Columbia by making sound recommendations to improve the economy, efficiency, and accountability of the District government.

To evaluate how well we are meeting our mission, we use the following Key Performance Indicators (KPIs). These metrics are designed to track our annual progress in meeting our goals to be responsive to the Council, craft implementable recommendations, conduct work that is valuable to our stakeholders, and complete work products in a timely fashion.

ODCA Key Performance Indicators (KPIs)	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Target
KPI #1: Number of times the Council has acted based on ODCA reports or other ODCA information	13	12	13	15
KPI #2: Percentage of recommendations implemented within one year	32%	42%	Not Available*	60%
KPI #3: Percentage of engagements completed within 10 months	53%	54%	59%	65%

* The data for FY 2019 is not available until the close of FY 2020.

KPI #1

We created KPI #1 to measure how effectively our work meets the needs of the D.C. Council and provides a basis for Council actions.

Key Efforts

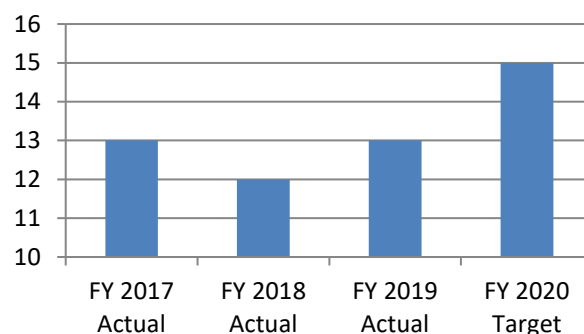
- ◆ Ensure there is a strong and steady flow of communication not just to Councilmembers but also to their staff.
- ◆ Track D.C. Council actions to record the impact and relevance of our work.
- ◆ Track contacts (meetings, phone calls, emails, etc.) with Councilmembers and their staff members on Council audit requests and audits conducted or being conducted by ODCA.

Definitions

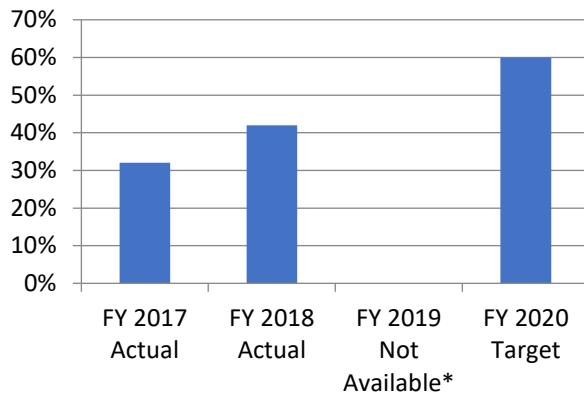
"Acted" may refer to D.C. Councilmembers citing ODCA's work in a hearing, roundtable, briefing, report, or press conference. It also includes issuing a letter, requesting information, or introducing or enacting a law or resolution in response to ODCA's work.

"ODCA information" may include testimony, meetings, briefings, and letters, etc.

KPI #1: Number of Times the D.C. Council Has Acted Based on ODCA Reports or Other ODCA Information



KPI #2: Percentage of Recommendations Implemented Within One Year



*The data for FY 2019 is not available until the close of FY 2020.

KPI #2

We created KPI #2 to quantify the relevance and usefulness of our recommendations to agency management and the overall impact of our proposals.

Key Efforts

- ◆ Improve our ability to write recommendations that are clear, focused, and measurable.
- ◆ Engage more directly with agency management throughout audits and evaluations.
- ◆ Improve our skills at uncovering root causes for findings.
- ◆ Create opportunities for others, including members of the D.C. Council, to advocate in support of our recommendations.

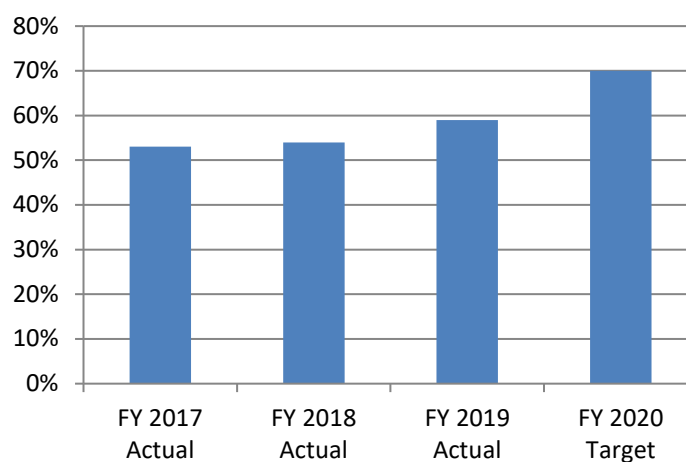
Definitions

Recommendations deemed no longer applicable are not counted.

A recommendation is deemed implemented if the auditee provides proof of implementation within 12 months of report issuance.

Previously, only “Yellow Book” audit recommendations were tracked—those contained in reports meeting requirements of Generally Accepted Government Auditing Standards. Beginning in FY 2016, recommendations made in program evaluation reports and other non-GAGAS audit work products will be tracked in this KPI.

KPI #3: Percentage of Engagements Completed within 10 Months



KPI #3

We created KPI #3 to increase ODCA's productivity by measuring the ability of our office to produce timely work products.

Key Efforts

- ◆ Create appropriate and well-defined scope and objectives.
- ◆ Dedicate sufficient resources (staff members) to the engagement.
- ◆ Where issues of interest arise that are outside the engagement scope during the project, initiate a separate engagement if warranted, but avoid major revisions or expansions in scope.
- ◆ Ensure continued communication and engagement with the auditee throughout the audit so that the auditee is aware of findings and recommendations as issues arise during the audit.
- ◆ Maintain appropriately updated TeamMate file throughout the engagement (for example, records should be uploaded to TeamMate within two business days of receipt and be properly placed in a procedure step and include complete Source, Purpose, Conclusion annotation).
- ◆ Accurately estimate length of time to completion of engagement at initiation, including appropriate time for internal reviews, creating graphs, etc.
- ◆ Enhance individual staff productivity, improve use of time and improve supervision.

Definitions

Start Date refers to the date that appears on the engagement letter to the auditee. In the case that there is no engagement letter, the start date is the date that appears on an internal workpaper completed at the initiation of the project. End Date refers to the date we issue the report.