

Charter 738 News*

**Did you know ANCs were created in Section 738 of the DC Charter?*

Newsletter of the Office of ANCs



Volume 2 / Issue 2 (2023)

Welcome New Commissioners! (since January 2023)

MARK JOHNSON – 1B06
BRADLEY GALLAGHER- 1E01
KIMBERLY COURTNEY- 2A05
ZACK BOLTON – 4A07
CYRIL CROCKER – 5B03
BRIANNE EBY – 7D10
THOMAS VON WILLIAMS JR- 8B03

JOHN JONES – 1C09
PHILIP NEWLAND – 1E05
CANDACE TIANA NELSON – 4A06
KEITH HARDY – 5A07
ANDREA PAWLEY – 6D04
FRIEDA EDWARDS – 7F06
TARA BROWN – 8D04



Introducing Program Manager, Dawn Dickerson

Dawn Dickerson began her career in the OANC as a staff assistant, 2009 - 2012, and re-joined the staff as a program analyst in October 2017. Recently she was promoted to Program Manager.

Dawn is responsible for training the ANCs to prepare Quarterly Financial Reports (QFRs). Dawn works closely with the Office of the District Auditor (ODCA) to ensure that ANCs comply with the legal requirements of QFRs. She also works with the Office of the Chief Financial Officer (OCFO) to release allotments to the ANCs.

Currently, Dawn is leading the redesign of the QFR software. This project involves moving the software to a web-based platform as well as automating the process so that notices are automatically generated. These notices will inform ANCs of the report status, missing documents, and deadlines, as well as when funds are released. This project will be completed in 2023.

Dawn has a master's in public administration from the University of the District of Columbia and a bachelor's degree in finance and management information systems from LaSalle University in Philadelphia, PA. Dawn has over 25 years of experience working in non-profit and government organizations, some of which include the Department of Public and Assisted Housing (currently known as the DC Housing Authority), East of the River Community Development Corporation (ERCDC), and the American Speech Language Hearing Association (ASHA).

Dawn is a third-generation Washingtonian and a resident of Ward 5. Some of her favorite things to do in DC are walking around Haines Point, eating crabs, and enjoying the local theater scene.



Kathy's Korner

*Brought to you by Kathy S. Williams, Esq.
Special Assistant to the Executive Director of the
Office of Advisory Neighborhood Commissions*

Commissioners and Emails

There has been much conversation about the use or non-use of government emails provided to Commissioners. Certainly, the pros outweigh the cons!

The government email system guarantees an automatic firewall between Commissioner tasks and personal events. Specifically, it provides a visual and transparent means by which a Commissioner may seek and discuss documents and records necessary to perform the duty to “advise the Council of the District of Columbia, the Mayor and each executive agency, and all independent agencies, boards and commissions of the government of the District of Columbia with respect to all proposed matters of District government policy[.]” DC Official Code, section 1-309.10(a) (as amended).

By performing these duties in the eyes of constituents, a Commissioner shows answerability for the execution of any action taken on their behalf and for kindling their hard sought trust. The Office of the Chief Technology Officer (OCTO), responsible for establishing the DC Government email system states that “[a]ppropriate use of the DC Government email system can enhance productivity and intra-governmental communication[.]” [OCTO Email User Policy](http://app.octo.dc.gov/information/policies/using_it/email_use.shtm#5) at http://app.octo.dc.gov/information/policies/using_it/email_use.shtm#5.

Most importantly, when called upon to search for papers sought pursuant to a DC Freedom of Information Act (FOIA) request, documents, reports, analyses and other records may be quickly retrieved and submitted to a Requestor.

Yet, some Commissioners have found the government email system lacking and given up using it. The OANC has heard the complaints: “it is too cumbersome,” “the system is always down,” or “my password does not work.” Nevertheless, the OANC remedied a vast number of these situations and made believers out of the protesting Commissioners.

It must be said that operating an Advisory Neighborhood Commission (ANC) Single Member District (SMD) outside of the government email system can prove disastrous, especially with regard to FOIA. “When a Commissioner uses a private email account to communicate as a representative of his or her ANC, that communication amounts to a communication from the ANC itself. And when a Commissioner receives a private email message in the Commissioner’s capacity as a representative of the ANC, that message amounts to a communication to the ANC.” OAG Opinion, “Re: Access to Private Commissioner Emails Concerning Commission Business,” dated July 1, 2020.

Significantly, the now “communication to the ANC” above is one that is subject to FOIA. Please use the government email system. Always call the OANC for assistance.

Upcoming Trainings

How to Review a Permit Application in TOPS



Cheryl Ball, Program Analyst with DDOT will provide monthly training on DDOT's online permit system (TOPS) where Advisory Neighborhood Commissioners can access, review, and respond to Public Space, Construction, Excavation or Annual Rental permit applications. All ANC Commissioners should have received their login credentials and links to TOPS already*. **To register for any session below, participate in a refresher, or if you have any questions, contact Cheryl Ball at Cheryl.Ball@dc.gov.**

Trainings are from 5:30 pm -6:30 pm on Teams.

| | | | |
|---|---|---|---|
| Tuesday, May 16 Thursday, May 18 | Monday, June 12 Wednesday, June 14 | Tuesday, July 25 Thursday, July 27 | Monday, August 21 Wednesday, August 23 |
| Tuesday, September 12 Thursday, September 14 | Monday, October 2 Wednesday, October 4 | Tuesday, November 7 Thursday, November 9 | Monday, December 4 Wednesday, December 6 |

*didn't receive login and TOPS links, contact Cheryl for assistance.



Zoning Basics and Advanced Zoning Training

DC Office of Zoning will present two trainings, Zoning Basics and Advanced Zoning.

Training #1, Zoning Basics will be held on Tuesday, April 18, 2023, at either 10 am or 7 pm.

Zoning Basics will cover:

- Overview of the zoning process
- Structure and categories in the Zoning Regulations
- Types of Zoning Commission and Board of Zoning Adjustment Cases
- ANCs' Role in Zoning

ANC Commissioners should register for either Basic Zoning session at:

<https://dcnet.webex.com/webappng/sites/dcnet/webinar/webinarSeries/register/6f01f723132749f4845644de3feaba4c>

Training #2, Advanced Zoning will be held on Monday, April 24, 2023, at either 10 am or 7 pm.

Advanced Zoning will cover:

- Greater detail on ANC participation in the zoning process for ZC and BZA applications.
- Reviewing Applications
- ANC reports – drafting conditions, submitting to the record
- Filing Appeals, Motions to the record
- Responding to Modifications and Time Extensions

ANC Commissioners should register for either Advanced Zoning session at:

<https://dcnet.webex.com/webappng/sites/dcnet/webinar/webinarSeries/register/fba1d3312e934338aca951185cffb161>

*An updated Liaison List is attached.
Please advise the OANC of any corrections or
changes.*

2023 ANC Liaison List

| Agency | Director | Liaison | eMail | Phone |
|---|-----------------------|-----------------------|--|----------|
| ABRA (Alcoholic Beverage Reg.) | Fred Moosally | Sarah Fashbaugh | sarah.fashbaugh@dc.gov | 397-3971 |
| Aging/Community Living, Dept of | Jessica Smith | Garret King | garret.king@dc.gov | 727-0467 |
| Arts and Humanities, Commission | David Marley | Ashley Lynch | ashley.lynch@dc.gov | 724-5613 |
| Attorney General, Office of | Brian Schwalb | Joshua Turner | joshua.turner3@dc.gov | 442-9834 |
| Behavioral Health, Department of | Barbara J. Bazron | Anthony Hall | anthony.hall@dc.gov | 503-1598 |
| Cable Television | LaToya Foster | Marcella Hicks | marcella.hicks@dc.gov | 671-0065 |
| Chief Financial Officer, Office of | Glen Lee | David Umansky | david.umansky@dc.gov | 727-0058 |
| Child and Family Services Agency | Robert L. Matthews | Yolanda McKinley | yolanda.mckinley@dc.gov | 442-6003 |
| Contracting and Procurement, Off. | George Schutter | Rachel Williams | rachel.williams1@dc.gov | 805-1484 |
| Corrections, Department of | Thomas N. Faust | Sallie Thomas | sallie.thomas@dc.gov | 671-2134 |
| Department of Buildings | Ernest Chrappah | Jason Phillips | jason.phillips@dc.gov | 481-3396 |
| Department of Licensing and Consumer Protection | Shirley Kwan-Hui | Isaac Boateng | isaac.boateng | 904-5560 |
| Disability Rights, Office of | Mathew McCullough | Susie McFadden-Resper | susie.mcfadden-resper@dc.gov | 481-3878 |
| Disability Services, Dept on | Andrew Reese | Elizabeth Seaton | liz.seaton@dc.gov | 257-7901 |
| DCPS (Public Schools) | Lewis D. Ferebee | Sarah Parker | sarah.parker@k12.dc.gov | 442-5308 |
| DDOT (Transportation) | Everett Lott | Kelly Jeong-Olson | kelly.jeong-olson1@dc.gov | 345-7105 |
| DGS (General Services) | Keith Anderson | Wayne Gore | wayne.gore@dc.gov | 576-6192 |
| DHCD (Housing & Community | (A) Colleen Green | Richard Livingstone | richard.livingstone@dc.gov | 442-6991 |
| DHS (Human Services) | Laura Zeilinger | David Ross | david.ross@dc.gov | 299-5549 |
| DMV (Motor Vehicles) | Gabriel Robinson | Emeka Chinagorom | emeka.chinagorom@dc.gov | 729-7100 |
| DOES (Employment Services) | Unique N. Morris- | Jason Washington | jason.washington@dc.gov | 671-3102 |
| DPW (Public Works) | Michael A. Carter | Celeste Duffie | celeste.duffie@dc.gov | 671-2531 |
| Education, State Super't of | Christina Grant | Andrew Gall | andrew.gall@dc.gov | 802-5827 |
| Homeland Security & EMA | Chris Rodriguez | Kim McCall | kim.mccall@dc.gov | 481-3015 |
| Energy & Environment, | Tommy Wells | Christopher Brown | christopher.brown3@dc.gov | 507-0813 |
| Fire & EMS Department | John A. Donnelly, Sr. | Calvin Butler | calvin.butler2@dc.gov | 673-3331 |
| Health, Department of | Sharon Lewis | Ronald King | ronald.king@dc.gov | 535-1980 |
| Housing Authority, DC | Brenda Donald | Alethea McNair | amcnair@dchousing.org | 435-3274 |
| Housing Finance Agency | Christopher E. Donald | Yolanda McCutcheon | ymccutcheon@dchfa.org | 777-1650 |
| Human Resources, Department of | E. Lindsey Maxwell II | Pamela Dunbar | pamela.dunbar@dc.gov | 442-9610 |
| Human Rights, Office of | Hnin Khaing | Stephanie Franklin | stephanie.franklin@dc.gov | 727-1145 |
| Insurance, Sec. & Banking, Dept | Karima M. Woods | Tanya Bryant | tanya.bryant@dc.gov | 442-7761 |
| Labor Relations, Office of | E. Lindsey Maxwell II | Kathryn Naylor | kathryn.naylor@dc.gov | 724-8614 |
| Latino Affairs, Office on | Jackie Reyes | Jackie Reyes | jackie.reyes@dc.gov | 671-2825 |
| Metropolitan Police Department | Robert J. Contee III | Wanda Gattison | wanda.gattison@dc.gov | 727-9318 |
| OCTO (Chief Technology Officer) | Lindsey Parker | Mike Rupert | michael.rupert@dc.gov | 724-5178 |
| Parks and Recreation, Dept of | Delano Hunter | Tommie Jones | tommie.jones@dc.gov | 431-8676 |
| Planning, Office of | Anita Cozart | Melissa Bird | melissa.bird@dc.gov | 230-0489 |
| Public Charter School Board | Scott Pearson | John Carlos-Green | jgreen@dcpsb.org | 321-7303 |
| Public Library | Richard Reyes- | Martha Saccocio | martha.saccocio@dc.gov | 604-8241 |
| Public Service Commission | Quincy Booth | Aminta Daves | adaves@psc.dc.gov | 626-5136 |
| Secretary of DC | Kimberly A. Bassett | Wiwiek Rembrandt | wiwiek.rembrandt@dc.gov | 727-6402 |
| Small & Local Business | Kristi Whitfield | Charlene Louis | charlene.louis@dc.gov | 727-7413 |
| Tenant Advocate, Office of | Johanna Shreve | Jocelyn Reyes | jocelyn.reyes@dc.gov | 719-6574 |
| Unified Communications, Office | (A) Heather McGaffin | Kelly Brown | kelly.brown@dc.gov | 664-7180 |
| Water and Sewer Authority | David Gadis | Emanuel Briggs | emanuel.briggs@dcwater.com | 787-2003 |
| Youth Rehabilitative Svcs, Dept of | Trey Stanback | Breanna Lewis | breanna.lewis@dc.gov | 299-3704 |
| Zoning, Office of | Sara Bardin | Zelalem Hill | zelalem.hill@dc.gov | 727-0312 |