

Charter 738 News*

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

Newsletter of the Office of ANCs



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Introducing Executive Director, Kent Boese

Kent Boese was appointed as the new permanent Executive Director of the Office of Advisory Neighborhood Commissions on November 1 and took office on November 7, 2022. In addition to his 12 years' experience as an ANC Commissioner serving on ANC1A where he served for 2 ½ years as secretary and 8 ½ years its chair, he also brings 15 years of professional management experience within the legal community and 27 years of library experience. This experience makes him well suited to addressing the challenges and changing needs of ANCs as they seek support and guidance from the OANC in issues of policy, technology, and logistics.

Kent has lived in Ward 1 for over 15 years. A native of Illinois, he attended the University of Illinois as an undergraduate, earning a degree in Interior Design. Subsequently, he also earned two Master's Degree's – one from Arizona State University in Design History and one from The Catholic University of America in Library and Information Sciences. He has demonstrated a proficiency in zoning issues – and has been accepted as an expert in historic architecture by the BZA – and planning issues as demonstrated by leading ANC1A to submit 117 recommendations to the Office of Planning's Comprehensive Place amendment process in 2021.

When not working to improve ANC operations, Kent enjoys reading, photography, walking, and researching the rich history of the people and places that make the District of Columbia special.



Photo ID Badges

Once the election has been certified, each newly elected Commissioner should send a request to the OANC for a Photo ID Badge. Include your SMD designation with your request.

1. If you are a returning Commissioner with the same SMD designation, it will not be necessary for you to submit a new headshot unless you want your existing photo updated.
2. If you are an existing Commissioner, but your SMD has changed, please state so in your request.
3. If you have never been issued a badge, please include a headshot with your request.

The badges will be issued to you after you are sworn in on January 2, 2023. Send your requests to lynard.barnum@dc.gov



Outgoing Commissioners!

Thank you for your service to the residents of the District of Columbia. We know that working as a Commissioner can be a rewarding and sometimes thankless experience.

The OANC wants to learn from your highs and lows. If you decided not to run for another term, we'd like to know why? If you are a returning Commissioner, we'd like to know what you need from the OANC to have a successful term.

We will use this information to make improvements for future Commission operations. Please give us five more minutes of your time by completing this [brief survey](#).



Kathy's Korner

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

Great News!

As we wind down another ANC term, many of you have conscientiously queried as to how to store your records.

The OANC reached out to the DC Archivist to determine whether the District of Columbia Government may wish to review and keep these valuable documents.

The answer was a resounding “YES!” DC Archivist William Branch stated that he and his Staff are interested in ALL ANC records and documents. **BUT BEFORE YOU START PACKING THOSE BOXES**, the Office of the DC Archivist issued “Guidelines,” forms and regulations for your review. ANCs must comply with the agency’s procedures before placing these valuable documents and records within the care of the DC Archivist. ANC chairpersons are requested to e-mail Kathy at kathy.williams@dc.gov for additional information.

Clarification on Transcription of all Public Meetings

Each ANC is responsible for providing transcriptions of all public meetings and making them available to the community. More importantly, an ANC may achieve this task by use of audio recording.

This well-known rule was the subject of an August 10, 2015, Opinion of the Attorney General (OAG Opinion). The OAG was questioned as to whether ANCs had “to keep transcripts or transcriptions of meetings involving official business [and if so,] whether an ANC could satisfy that provision via audio recordings of its meetings.”

The OAG replied in the affirmative and opined that “[a]lthough the ANC Act does not explicitly incorporate the requirement that meetings be transcribed,” among other things, the “Home Rule Act’s...manifest purpose was to bring significant government proceedings into the public eye [and because] the Home Rule Act empowered ANCs to conduct programs in the neighborhood area using public funds...ANCs are commissions [which serve] Congress’ purposes by ensuring that ANC operations face public scrutiny.” The OAG finally opined that the “audio recordings of each of [the] meetings” are in order because “an audio recording is a ‘transcription’.” Newly appointed Executive Director Kent Boese instructs: “Record it, turn on closed caption, and save it!”

Read the entire opinion at: <https://oag.dc.gov/sites/default/files/2021-04/ANC-%20Applicability%20of%20Home%20Rule%20Open%20Meetings%20Provision%20to%20ANCs.pdf>

Use of Debit Cards

Beginning January 2023, ANC's have the option to obtain debit cards¹ for the purpose of conducting business on behalf of the ANC.

ANCs that wish to obtain a debit card must approve this method of payment at a public meeting. The record must also reflect that the ANC agrees to adhere to the guidelines as listed below:

- Debit cards must be issued in the name of the Advisory Neighborhood Commission. If the banking institution is unable to issue a debit card in the name of the ANC, then the ANC is not eligible to receive a debit card.
- The transactions that will be paid by debit card must be approved in a public meeting.
- The public record must reflect the name of the vendor, the amount of the transaction and the purpose of the transaction that will be paid via debit card.
- All debit card transactions must be maintained in the Commission's check register and reported in the monthly treasurer's report and in the Quarterly Financial Report (QFR).
- Receipts must be maintained for all purchases made by debit card and submitted with the Quarterly Financial Report.
- The debit card remains in the possession of the treasurer consistent with the ANC checkbook. The treasurer is responsible for securing the debit card in the same manner as the ANC checkbook.
- ANCs are prohibited from making any cash withdrawals by debit card for any purpose.
- ANCs are prohibited from using a debit card to conduct transactions via CashApp, Zelle, Venmo, Google pay, Apple Pay or any third-party payment platform. **PayPal is an acceptable format provided that a vendor submits an invoice through the platform.**
- ANCs are prohibited from making any purchases with the ANCs debit card for personal purposes or for other Commissioners personal use.
- The ANC may use a debit card for these purposes:
 - Web-based businesses (i.e. domain registrars, email marketing & newsletters, Zoom accounts)
 - State and federal payroll tax authorities (i.e., Internal Revenue Service, DC Office of Tax and Revenue)
 - Purchase of WMATA SmartTrip cards to be used for ANC related business
 - Web-based business that will not accept a check or cash for payment
 - United State post office boxes or services
 - Office supplies and equipment
 - Cellular phone or business telecommunication services (i.e., Verizon, ATT, T-Mobile)
 - Payroll management services (i.e., PayChex, ADP, etc.)
- Debit cards shall not be used to pay independent contractors or individuals.
- Lost or stolen debit cards must be reported to the OANC and canceled according to bank policy within 48 hours of loss or theft.
- The OANC will withhold an allotment when these guidelines are not followed².

¹ DC Code § 1-309.13 (b-1)(1) (2) Advisory Neighborhood Commissions — Funds; audit of accounts; employees; financial reports; publications

² § 1-309.15. Office of Advisory Neighborhood Commissions; appointment of Executive Director. (e) The OANC may issue rules to implement the provisions of this section.