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OFFICE OF THE
SECRETARY

VINCENT C. GRAY
MAYOR

July 11, 2014

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

Dear Chairman Mendelson:

In accordance with the Child Fatality Review Committee Establishment Act of 2001, effective October 3, 2001 (D.C. Law 14-28; D.C. Official Code § 4-1371.01 *et seq.* (2012 Repl.)), which established the Child Fatality Review Committee (hereinafter referred to as "Committee"), I am pleased to nominate the following individual for appointment:

Sandra Williams
847 Barnaby St., S.E.
Washington, D.C. 20032
(Ward 8)

as a community representative member of the Committee, for a term to end three years from the date of appointment.

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

I would appreciate the Council's earliest consideration of the nomination for confirmation. Please do not hesitate to contact me, or Darryl Gorman, Director, Office of Boards and Commissions, should the Council require additional information.

Sincerely,

A handwritten signature in black ink that reads "Vincent C. Gray".
Vincent C. Gray



Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the appointment of Ms. Sandra Williams to the Child Fatality Review Committee.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the “Child Fatality Review Committee Sandra Williams Confirmation Resolution of 2014”.

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

Sandra Williams
847 Barnaby St., S.E.
Washington, D.C. 20032
(Ward 8)

as a community representative member of the Child Fatality Review Committee, in accordance with the Child Fatality Review Committee Establishment Act of 2001, effective October 3, 2001 (D.C. Law 14-28; D.C. Official Code § 4-1371.01 *et seq.*), for a term to end three years from the date of appointment.

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

Sec. 4. This resolution shall take effect immediately.

SANDRA VONCIEL WILLIAMS

MISSION STATEMENT

To utilize my skills and knowledge that is commendable based on my educational background, experience, and community involvement.

PROFESSIONAL SUMMARY

- ❖ Provided 24 years of counseling experience.
- ❖ Demonstrated excellent organizational skills and utilized time management skills to meet deadline dates.
- ❖ Supervised and trained new counseling staff members on school's procedures and policies; presented PowerPoint workshops/presentations to students and for staff development.
- ❖ Conducted meetings as chairperson for department meetings, testing committee and Teacher Assistant Team (TAT Committee).
- ❖ Completed an additional twenty-one (21) credit hours of Special Education Courses.

PROFESSIONAL EXPERIENCES

District of Columbia Public Schools
1200 First Street, N.E.

November, 1991 – October, 2009
Washington, D.C. 20002

Professional School Counselor

- Provided counseling services on the secondary level by collaborating with Parents, Teachers and Administrators in regards to students' academic progress.
- Presented power point presentations on new promotional and graduation requirements; the purpose of the "Letter of Understanding" and how to read your transcript.
- Collaborated with Special Education Department for the master schedule, in determining the proper curriculum for Special Ed. Students.
- Conducted conferences with parents/guardians, teachers, other counselors, and administrators to resolve students' behavioral and/or other problems.

University of the District of Columbia
4200 Connecticut Avenue, N.W.

October, 1985 – September, 1991
Washington, D.C. 20008

ALLIED HEALTH CAREERS OPPORTUNITY PROGRAM (AHCOP)

Educational Specialist

- Provided instructional guidance that assisted students in completing an allied health field.
- Coordinated AHCOP Summer Enrichment Program
- Developed and implemented a Study Skills Program (CRISS)
- Liaison between high schools, university administration
- Interacted with all department allied health chairpersons

SANDRA VONCIEL WILLIAMS

EDUCATIONAL BACKGROUND

University of the District of Columbia, Washington, DC 20002; Masters of Arts Degree, Major: in Counseling, June, 1989

University of the District of Columbia, Washington, DC 20002; Associates Degree, Major: Mortuary Science, August, 1980

Tennessee State University, Nashville, Tennessee 37203; Bachelor of Science Degree, Major: in Medical Technology, August, 1971

Veterans Hospital and Vanderbilt School of Medical Technology, Nashville, TN 37240; Certification in Medical Technology, July, 1971

William Woodward High School, Cincinnati, Ohio 45229, Graduated in 1966

PROFESSIONAL AFFILIATIONS

- American School Counseling Association (ASCA) 2005-2009
- DC School Counselor Association (DCSCA) 2005-2010; Historian 2006-2007;
 - Recording Secretary 2008-2009
- American Counseling Association (ACA) 2005- Present
- Chi Sigma Iota (Counseling Academic and Professional Honor Society International) 2000-Present
- Kappa Delta Pi (International Honor Society in Education) 1990

CERTIFICATIONS/LICENSURES

- Professional School Counselor, K-12 Grade Levels, State Education Agency, Office of Academic Credentials and Standards for DCPS 2008-2013
- Government of the District of Columbia Department of Health, Health Professional Licensing Administration, Board of Professional Counseling 2011-2012
- Department of Consumer and Regulatory Affairs, Occupational and Professional Licensing Administration, Board of Funeral Directors 2010-2011
- Certified by Notary Commissions and Authentications Section for the District of Columbia 2007-2012

COMMUNITY/CIVIC DUTY

- Co-Founder/Board Member of Ward Eight Council Against Domestic Violence (WECADV)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE ATTORNEY GENERAL



Legal Counsel Division

MEMORANDUM

TO: Lolita S. Alston
Director
Office of Legislative Support

FROM: Janet M. Robins
Deputy Attorney General
Legal Counsel Division

DATE: June 25, 2014

SUBJECT: Legal Sufficiency Review of Proposed Resolutions, the “Child Fatality Review Committee Claudia Booker Confirmation Resolution of 2014” and the “Child Fatality Review Committee Sandra Williams Confirmation Resolution of 2014”
(AE-14-395)

This is to Certify that this Office has reviewed the proposed resolutions entitled the “Child Fatality Review Committee Claudia Booker Confirmation Resolution of 2014” and the “Child Fatality Review Committee Sandra Williams Confirmation Resolution of 2014”, and found them to be legally unobjectionable. If you have any questions, please do not hesitate to call me at 724-5524.


Janet M. Robins
Janet M. Robins