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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, D.C. 20004

Dear Chairman Mendelson:

In accordance with section 4 of the Office on Ex-Offender Affairs and Commission on Re-Entry and Ex-Offender Affairs Establishment Act of 2006, effective March 8, 2007 (D.C. Law 16-243; D.C. Official Code § 24-1303), which established the Commission on Re-Entry and Ex-Offender Affairs, and re-designated by Mayor's Order 2012-31, dated February 28, 2012, as the Commission on Re-Entry and Returning Citizen Affairs ("Commission"), I am pleased to nominate the following individual for appointment:

Trina Robinson  
130 P Street, S.W.  
Washington, DC 20024  
(Ward 6)

as a public voting member of the Commission, replacing Louise Giesey White, for a term to end August 4, 2016.

Additionally, I am pleased to nominate the following individual for re-appointment:

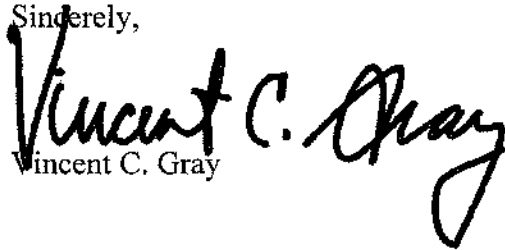
James Berry  
7916 16<sup>th</sup> Street, N.W.  
Washington, DC 20012  
(Ward 4)

as a public voting member of the Commission, for a term to end August 4, 2017.

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

I would appreciate the Council's earliest consideration of these nominations 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". The signature is written in a cursive style with a large, prominent "V" and a long, sweeping tail on the "y".

Vincent C. Gray



Chairman Phil Mendelson  
at the request of the Mayor

A PROPOSED RESOLUTION

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IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

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To confirm the appointment of Ms. Trina Robinson as a member of the Commission on Re-Entry and Returning Citizen Affairs.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this resolution may be cited as the "Commission on Re-Entry and Returning Citizen Affairs Trina Robinson Confirmation Resolution of 2014".

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

Trina Robinson  
130 P Street, S.W.  
Washington, DC 20024  
(Ward 6)

as a public voting member of the Commission, in accordance with section 4 of the Office on Ex-Offender Affairs and Commission on Re-Entry and Ex-Offender Affairs Establishment Act of 2006, effective March 8, 2007 (D.C. Law 16-243; D.C. Official Code § 24-1303), and Mayor's Order 2012-31, dated February 28, 2012, and section 2 of the Confirmation Act of 1993, effective October 15, 1993 (D.C. Law 10-39; D.C. Official Code § 1-523.01), for a term to end August 4, 2016.

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

Sec. 4. This resolution shall take effect immediately.

## *Trina Robinson, Family Development Specialist*

### ***Experiences:***

***Social Services Rep.***

***November 2013-Present***

***Duties Include but not limited to;***

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- Complete eligibility determinations for the child care subsidy program. The primary function of the Eligibility Worker is to determine initial eligibility and to re-determine eligibility of families and children for subsidized child care services, to assist with appropriate placement for eligible children and to determine the appropriate subsidy payment and parent/guardian co-payment.
- The Eligibility Worker shall assess, with the applicant or recipient, the service needs related to child care. The Eligibility Worker must assure parent/guardian choice by explaining the various placement option, which include licensed child care centers, licensed home providers, and relative and in-home care.
- The Eligibility Worker shall review all documents closely to ensure they are authentic and that they match the applicant's verbal statements and application. The Eligibility Worker shall ensure families understand reasons and are properly notified when they do not qualify for the Child Care Subsidy Program or services must be terminated. The Eligibility Worker shall identify and provide a written request for any additional information needed.
- The Eligibility Worker shall establish and maintain a paper case record folder for each applicant receiving subsidized child care. The eligibility record must be properly secured and is subject to review by OSSE Eligibility Monitors and/or outside auditors.
- The Eligibility Worker uses a Management Information System (MIS) to store data for all children in the Child Care Subsidy Program. Eligibility Workers use the MIS to set up a new applicant's case and is expected to maintain and update case information for each family whose eligibility they determine as needed throughout the period of the family is eligible.
- Identification of factors that constitute eligibility for child care under D.C. Laws and the federal Child Care and Development Fund Plan in accordance to the laws of OSSE. Verify information given utilizing ACEDS
- Determine proper subsidized co-payment calculations and placement of children in an appropriate child development facility.
- Understand the nuances of the child care delivery system to ensure appropriate application of the variables in determining eligibility and certifying children for placement in child development facilities.

***Edgewood Brookland Family Support Collaborative  
Family Support Worker***

***April 2012-August 2013***

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- Routinely conduct home visit to observe, assess, and monitor families living conditions, the level of function, and/or to identify any risk of the children and families. In addition to assessing the caregiver and child interactions, disciplinary techniques, communication styles, child development and level of nurturing, etc...
- Managed a caseload of 12-18 different case type by providing families with comprehensive case management ,assisting them with on-going services that are specified in case plan such as Employment/Job Training by doing resume's, cover letters and recommendation letters. Also assist with obtaining Housing, Rental Assistance, Emergency Food Assistance, Clothing and Furniture along with

Crisis Intervention when needed.

- Engaged families and other supports to assess families' needs and implement intervention that are goal oriented along with being achievable. The caseworker builds on the strength of the family to assist them in meeting their needs and respond to crisis and stress appropriately. Coordinates and facilitates the provision of family support services to increase life skills. Report incidents of child abuse and neglect, when needed, and assist the family in modifying behaviors and/or conditions that contribute to abuse and neglect as necessary.
- Established and maintained healthy, professional relationships with clients to better assist families in becoming independent. Developed strategies to build trust and rapport with families and uses it as a basis in creating a plan to achieve goals.
- Completed all necessary assessments and document all required and relevant information into the **Efforts to Outcome (ETO) and HMIS** system/database in a timely manner.
- Regularly maintained relationships with other community agencies, educational institutions, businesses and service providers to advocate for clients. Regularly integrated/links families to informal and formal resources within their community or neighborhood to create natural support systems. Regularly participate in internal and external meetings in spirit of mutual support of families and advocate for needed resources and services to ensure families are provided with all possible resources available.

*East River Family Strengthening Collaborative*  
*Family Support Worker*

*November 2010- November 2012*

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- Routinely conducted home visit to observe, assess, and monitor families the living conditions, the level of function, and/or to identify any risk of the children and families. In addition to assessing the caregiver and child interactions, disciplinary techniques, communication styles, child development and level of nurturing, etc...
  - Managed a caseload of 12-18 different case type by providing families with comprehensive case management ,assisting them with on-going services that are specified in case plan such as Employment/Job Training by doing resume's, cover letters and recommendation Letter. Also assist with obtaining Housing, Rental Assistance, Emergency Food Assistance, and Clothing Furniture along with Crisis Intervention when needed.
  - Engaged families and other supports to assess families' needs and implement intervention that are goal oriented along with being achievable. The caseworkers build on the strength of the family to assist them in meeting their needs and respond to crisis and stress appropriately. Coordinated and facilitates the provision of family support services to increase life skills. Report incidents of child abuse and neglect, and assist the family in modifying behaviors and/or conditions that contribute to abuse and neglect as necessary.
  - Established and maintained healthy, professional relationships to assist families in becoming independent of the child welfare system. Developed strategies to build trust and rapport with families and uses it as a basis in creating a plan to achieve goals.
  - Completed all necessary documentation and enters required and relevant information into the **Efforts to Outcome (ETO)** system/database in a timely manner. Regularly assisted in analyzing the collected information and actively participates in Family Team Meetings that focus on family assessment, family development planning and service agreement development.

***Child and Family Services Agency, (DC Govt. Washington, DC) March 2005 - June 2010***  
***Social Services Asst.***

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- Conducted non-clinical home assessments to determine adequate sleeping arrangements, food supply, working utilities and habitable living quarters.
- Completed application requests for birth and death certificates, school records from state and out-of- state; processed authorizations for the release of information and other documentation as needed.
- Conducted school visits to gather information on children school attendance and enrollment, hygiene, parent participation and academic achievements; and/or to work with attendance officials in coordination truancy reports.
- Supported Social Worker in implementing services plans by making non clinical referrals, such as homemaking skills and services , collaborative referrals, utilities assistance request, domestic violence program referrals, substance abuse program referrals, clothing and furniture request , food voucher request; and scheduling services with providers.
- Provided client advocacy, i.e.: housing needs (repairs/services), educational concerns and linkage to community based resources.
- Provided services related to planned or emergency placement of children in foster homes, group homes, residential facilities, or back to biological homes when appropriate, which included taking children to medical screening / medico legal assessments and assembling of placements packages (passport) with client's vital records and information and also assess placement facility.
- Accompanied children to psychological screenings/assessments, routine medical mental health and dental appointments.
- Monitored and facilitated client visits with family members and/or persons significant to client;
- Provided transportation to and from Placements, CFSA, Court, School or Service Providers
- Provided crisis intervention when needed; Provided assistances in support of the social worker's goal and objectives for the family by coordinating emergency hotel accommodations, shelter registration, replacement of children and demand payment request.
- Participated in Family Team Meetings and educational team meetings; also provided other supportive services to families as needed in accordance's with Social Workers development of case plans and identify resources/placement options.
- Trained all new hired Social Workers on all the daily functions of the agency.
- Maintained and updated client information and distributed monthly reports using the database (FACES)

***Child and Family Services Agency (DC Govt/Washington, DC) December 2004 - March 2005***  
***Secretary (Typing)***

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- Received telephone calls, messages and emails for the Deputy Director for the Office of Clinical Practice
- Facilitated monthly staff assistances and clerical staff meetings.
- Obtained needed background information before referring calls to determine the level of response
- Maintained the appointment schedule for the Deputy Director
- Made final commitments and refer tasks/matters to the appropriate staff member
- Received all incoming mail; established control on certain items.
- Routed mail to Deputy Director, Program Mangers and other staff retain items of special importance for personal attention of the Deputy Director
- Reviewed all corresponded doe the Deputy signature for grammar, constructional format, attachments, continuity of text compliance with the Deputy's viewpoint.
- Attached background information to incoming correspondent
- Typed replies or requested information from staff members
- Composed and typed narratives and tabular documents
- Designed and completed final form special announcements, fliers, bulletins by preparing PowerPoint slide shows in preparation of the Oversight Hearing

- Bi-Monthly order office supplies, equipment and publications; and performed similar office maintenance duties utilizing the PASS/SOAR system.
- Created and maintained data using Access and Excel.
- Computed staffs Time and Attendance utilizing the PeopleSoft System

### ***Education***

Currently attending at UMUC for undergrad in Business Administration

### ***Certifications***

**Certified Family Development Specialist** (Cornell University Summer Session 2009)

**Certified in Microsoft Office:** Tools, Word, Outlook, PowerPoint, Access, Excel

**Certification and Trainings:** Family Team Meeting, Indispensable Assistant, Professional Boundaries when dealing with Children. **FACES**, Soar and Pass (Govt. Databases User), **ETO and HMIS** database User, Ansell Casey Life Skill Assessment Certified. **ACEDS** and **OSSE** database user.

***Qualifications:*** Ten years of professional experience in the administrative and human services field. Proven ability to set priorities and complete multiple tasks. Work well as a team member and also individually. Well organized and fast paced person. Highly adaptable to rapid changes and different situations i.e. work environments, etc...

**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 16, 2014**

**SUBJECT: Legal Sufficiency Review of Resolution, the "Commission on Re-Entry and  
Returning Citizen Affairs Trina Robinson Confirmation Resolution of 2014"  
(AE-11-585 J)**

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**This is to Certify that** this Office has reviewed the above-referenced legislation and has found it to be legally sufficient. If you have any questions regarding this certification, please do not hesitate to contact me at 724-5524.

  
Janet M. Robins

JMR/phg