



OFFICE OF THE
SECRETARY

2016 MAY 12 PM 3:43

MURIEL BOWSER
MAYOR

MAY 12 2016

The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

In accordance with section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01 (2014 suppl.)), and pursuant to section 202 of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.02 (2012 Repl.)), which established the Board of Dietetics and Nutrition ("Board"), I am pleased to nominate the following persons:

Ms. Annina Burns
2013 New Hampshire Avenue NW Apt. #101
Washington, DC 20009
(Ward 1)

for appointment as a licensed dietician member of the Board, replacing Melissa Emily Musiker, for a term to end March 12, 2019; and,

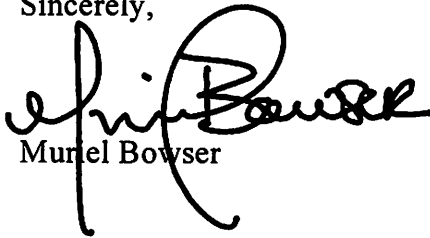
Ms. Jennifer McCrindle
1100 8th St. NE
Washington, DC 20002
(Ward 6)

for appointment as a consumer member of the Board, replacing Edward Johnson, for a term to end March 12, 2017;

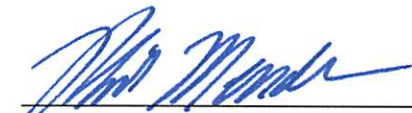
Enclosed, you will find biographical information detailing the experience of the above-mentioned nominees, together with proposed resolutions to assist the Council during the confirmation process.

I would appreciate the Council's earliest consideration of this nomination for confirmation. Please do not hesitate to contact me, or Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser". The signature is fluid and cursive, with a large, stylized initial "M" and "B".

Muriel Bowser



Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,
which was referred to the Committee on _____

To confirm the appointment of Ms. Jennifer McCrindle to the Board of Dietetics and Nutrition

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this
resolution may be cited as the "Board of Dietetics and Nutrition Jennifer McCrindle
Confirmation Resolution of 2016".

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

Ms. Jennifer McCrindle
1100 8th St. NE
Washington, DC 20002
(Ward 6)

as a consumer member of the Board of Dietetics and Nutrition, pursuant to section 202 of the
District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C.
Law 6-99; D.C. Official Code § 3-1202.02), replacing Edward Johnson, for a term to end March
12, 2017.

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.

Jennifer Eileen McCrindle, MPA

1100 8th ST NE • Washington, DC 20002 • 610-608-1845 • jen.mccrindle@gmail.com

EDUCATION

Villanova University

Master of Public Administration

Honors: Phi Alpha Alpha

Villanova Graduate Student Council Treasurer (2010-2011)

Villanova, PA

May 2011

GPA: 3.81

Northeastern University

Bachelor of Arts Degree in Sociology

Honors: Summa Cum Laude

Boston, MA

January 2006

GPA: 3.76

Institute of Public Administration (IPA)

Internship at the Irish Parliament (the Daíl)

Courses on Irish history, literature, and social structure

Dublin, Ireland

Fall 2004

EMPLOYMENT EXPERIENCE

American Psychological Association (APA)

Assistant Director, Policy Analysis and Communications, Accreditation

Skills: Accreditation, Policy Analysis, Employee Management, Program Evaluation, Training Development

- Supervise Manager of Training to create accreditation training modules for accreditation stakeholders using knowledge of educational theories
- Use knowledge of educational principles and practices to create and implement new accreditation policy and practices for psychology
- Create a clear and concise written quarterly update on the role of federal, state, and local governments in education to allow the Commission on Accreditation to sufficiently plan, evaluate, and advise on educational programs, their requirements and problems
- Provide consultation to colleagues, the Commission, and other stakeholders regarding higher education policy and its impact on accreditation
- Completed a change of scope petition for the Secretary of Education consistent with the Criteria for Recognition of Accrediting Agencies, resulting in no additional requests for information from Department of Education staff in the staff report and recommendation
- Liaise with Department of Education, the Council on Higher Education Accreditation, the Association of Specialized Accreditors, the Association of State and Provisional Psychology Boards, and other members of the public to ensure accreditation policies are consistent with the needs of the profession
- Work with 32 person Commission to conduct in-depth analysis of the current state of psychology training to develop and implement new Standards of Accreditation, Accreditation Operating Procedures, and other supplemental policy documents
- Create new accreditation policies for the Commission to review and approve
- Disseminate Commission's decisions to the Federal Register and other accrediting stakeholders

Washington, DC

(08/14 – present)

American Psychological Association (APA)

Senior Governance Advisor

Skills: Association Governance, Policy Analysis, Budget Analysis, Program Management, Conference Management

- Work with task force to implement changes necessary to create an open, nimble, and effective governance structure
- Develop educational, training, and orientation materials for members regarding governance best practices
- Translate educational and agenda materials into “virtual town hall” meetings for individuals at various levels and from different types of organizations and cultures

Washington, DC

(12/13 – 08/14)

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- Develop, administer and analyze on-going evaluations of governance elements
- Serve as budget manager for Directorate
- Compose white papers on effective governance best practices for use by the APA Council of Representatives
- Plan and execute presidential programming for 2014 Annual Convention including coordinating an Opening Session for 1,500 attendees and a Presidential Party for 300 attendees

American Psychological Association (APA)

Washington, DC

Preliminary Review Manager

(08/11 – 12/13)

Skills: Board Communication, Accreditation, Employee Management, Program Management

- Provide oral and written consultation on the details of the accreditation process
- Complete in-depth analysis and review of accreditation self-studies assessing each program's innovative approach to long standing problems, analyzing the degree to which the approach is educationally sound and identifying the likelihood of success, feasibility and consistency with program objectives
- Review and edit program correspondence for adherence to APA format and *Guidelines and Principles for Accreditation (G&P)* created by a team of seven
- Track and review the initial application and re-accreditation of psychology doctoral, internship, and postdoctoral programs seeking accreditation
- Write clear and concise decision letters on behalf of the Commission of Accreditation to programs, identifying programmatic strengths and weaknesses in relation to compliance with the G&P
- Assist with the postdoctoral residency work group with meetings to rewrite the guidelines for postdoctoral residency training

Villanova University, Online Master of Public Administration Program

Villanova, PA

Adjunct Faculty, Public Personnel Management

(01/13 – 08/14)

Skills: Course Instruction, Evaluation, Assessment, E-Learning Platforms, Program Management

- Taught a weekly two hour live e-learning course
- Sourced and presented additional source material to further student learning
- Communicated course material both orally and in writing to individuals at various levels and from different types of organizations and cultures
- Responded to student questions
- Evaluated student progress and attainment of knowledge

National Association of Schools of Public Affairs and Administration (NASPAA)

Washington, DC

Project Assistant (Intern)

(06/11- 08/11)

Skills: Accreditation, E-Learning Platforms, Research, Program Management

- Created an online training course for site visitors: sourced software and worked with current members to create video, text, and assessment materials for online course
- Developed travel policy for members to increase transparency within the organization
- Identified 10 European public administration/public policy programs as candidates for accreditation by engaged in in-depth analysis of the European market place
- Developed white paper comparing the U.S. quality assurance methods to Chinese methods for master of public administration programs

Villanova University

Villanova, PA

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Service Learning Graduate Assistant

(08/09- 05/11)

Skills: Leadership Development, Course Instruction, Curriculum Development, Volunteer Management, Program Evaluation

- Taught a one-hour weekly reflection course (SLC 1000) on the systemic issues behind social issues that students saw while volunteering
- Trained 70-80 students annually to be community leaders
- Planned bi-annual dinner for community of 200 students
- Organized day for community partners to come to campus and experience college life through educational programs run by student members of the learning community
- Recruited potential community members, working with current members to create a marketing plan, develop an application and interview process, and training students to be effective interviewers

Ken's Krew, Inc.

New York, NY

Intern, Vocational Trainer

(05/10 – 12/10)

Skills: Leadership Development, Conflict Resolution, On-site Monitoring, Regulatory Compliance

- Trained young adults with cognitive disabilities to follow Home Depot employment procedures, focusing on keeping time, greeting customers, and how to interact with coworkers
- Instilled confidence in the young adults through one-on-one meetings
- Mediated between the young adult and Home Depot store manager when a young adult did not follow proper Home Depot procedures
- Completed state paperwork associated with the vocational training process

Attalus Capital, L.P.

Philadelphia, PA

Associate, Investor Relations

(09/07-08/09)

Skills: Report Writing, Marketing, Customer Service, Database Management, Program Management

- Maintained and upgraded the contact management database
- Completed RFP, RFI's, and quarterly updates for consultants, clients, and prospective investors
- Created marketing and client service reports bi-monthly for the external investor relations team
- Tracked the firm's charitable donations: coordinating camera ready artwork and payment
 - Supported the external investor relations team, creating presentation materials and scheduling travel arrangements

ARBOR Associates, Inc.

Boston, MA

Accounting/Office Manager

(05/06-08/07)

Skills: Leadership Training, Accounting, Administrative

- Trained and managed Administrative Assistant
- Lowered average invoice payment period to under 45 days
 - Prepared President & CEO for board meetings by organizing files and liaising with other board members to obtain all necessary information
- Oversaw reorder of supplies and collateral

Ekit, Inc.

Boston, MA

Account Manager/Marketing Intern

(5/05-5/06)

Skills: Customer Service, Accounting, Marketing, Project Management

- Maintained the accounts payables for the Boston office, relaying information to our headquarters in Australia
- Nurtured relationships with twelve partners, ensuring that they met their sales goals
- Created a process to provide a complete web-based alternative to our printed phone cards
- Helped facilitate partner relations by providing support for conferences in New York City

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- Organized and improved the fulfillment process for new mobile sales effort, which eventually became a third of the company's overall revenue

COMPUTER SKILLS

- Microsoft Office 360: Word, Excel, PowerPoint, Outlook, OneNote
- Publishing Software: Microsoft Publisher, Adobe Illustrator, Adobe Photoshop
- Virtual Meeting Software: Skype, Go-To-Meeting, Webex, Adobe Connect (E-learning)

RECOMMENDATION

Available upon request and for additional references, please refer to my LinkedIn profile at <http://www.linkedin.com/pub/jennifer-mccrindle/14/619/358>



Executive Office of the Mayor - Office of Talent and Appointments
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

Jennifer McCrindle



Ms. Jennifer McCrindle, MPA, is the Associate Director of Policy Analysis and Communication for the American Psychological Association's Office of Program Consultation and Accreditation (OPCA).

As a function of her role, she writes accreditation policy and regulations, and works to ensure that the Commission retains its U.S. Department of Education and Council for Higher Education Accreditation's recognitions as a specialized professional accreditor. Her passion for public service was cultivated while completing these degrees and she developed a passion for professional quality assurance which began with her work at the Network of Schools of Public Policy, Affairs, and Administration (NASPAA) and is evident through her speaking engagements at the Association of Specialized and Professional Accreditors.

A Ward 6 resident, Ms. McCrindle received a Bachelor's of Arts in Sociology from Northeastern University and a Master's of Public Administration from Villanova University.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

To: Lolita S. Alston
From: Betsy Cavendish
Date: April 26, 2016
Subject: Legal sufficiency review of resolution nominating Jennifer McCrindle to the Board of Dietetics and Nutrition

This is to Certify that this office has reviewed the above-referenced legislation and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Rob Hawkins, Deputy General Counsel, Executive Office of the Mayor, at 202-724-1303, or me at 202-724-7681.

A handwritten signature in cursive script that reads 'Elizabeth A. Cavendish'.

Elizabeth Cavendish