



OFFICE OF THE  
SECRETARY

2016 MAY 12 PM 3:42

MURIEL BOWSER  
MAYOR

MAY 12 2016

The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue, N.W., Suite 504  
Washington, D.C. 20004

Dear Chairman Mendelson:

In accordance with section 305 of the Fiscal Year 2002 Budget Support Act of 2001, effective October 3, 2001 (D.C. Law 14-28; D.C. Official Code § 2-1374 (2012 Repl.)) and 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 (2012 Repl. and 2014 Supp.)), I am pleased to nominate the following persons for appointment to the Commission on Asian and Pacific Islander Community Development (hereinafter referred to as "Commission"):

Meina Banh  
1215 Eye Street, S.E.  
Washington, D.C. 20003  
(Ward 6)

as a member of the Commission, replacing Nicholas Lepham, for a term to end April 17, 2019;

Karissa Mariko Barnett  
3300 16<sup>th</sup> Street, N.W.  
Apt. 713  
Washington, D.C. 20010  
(Ward 1)

as a member of the Commission, replacing Thu Nguyen, for a term to end April 17, 2017;

Ronak D. Desai  
1391 Pennsylvania Ave., S.E.  
Unit 514  
Washington, D.C. 20003  
(Ward 6)

as a member of the Commission, replacing Ada Loo, for a term to end April 17, 2019;

Kishan Putta  
1701 16<sup>th</sup> Street, N.W.  
Unit 701  
Washington, D.C. 20009  
(Ward 1)

as a member of the Commission, replacing Ajay Ojha, for a term to end April 17, 2017;

John Tinpe  
777 7<sup>th</sup> Street, N.W.  
Unit 506  
Washington, D.C. 20001  
(Ward 2)

as a member of the Commission, replacing Laura Shin, for a term to end April 17, 2019; and

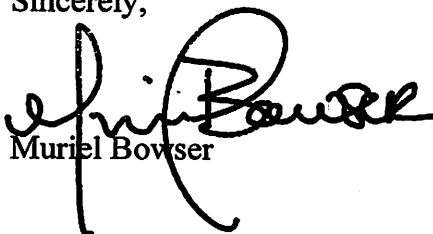
Martha Watanabe  
128 18<sup>th</sup> Street, S.E.  
Apt. #2  
Washington, D.C. 20003  
(Ward 6)

for reappointment as a member of the Commission, for a term to end April 17, 2019.

Enclosed, you will find biographical information detailing the experience of the above-mentioned nominees, together with a proposed resolution 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 Steven Walker, Director, Mayor's Office of Talent and Appointments, should the Council require additional information.

Sincerely,

  
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 reappointment of Martha Watanabe to the Commission on Asian and Pacific  
Islander Community Development.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this  
resolution may be cited as the "Commission on Asian and Pacific Islander Community  
Development Martha Watanabe Confirmation Resolution of 2016".

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

Martha Watanabe  
128 18<sup>th</sup> Street, S.E.  
Apt. #2  
Washington, D.C. 20003  
(Ward 6)

as a member of the Commission on Asian and Pacific Islander Community Development,  
established by section 305 of the Fiscal Year 2002 Budget Support Act of 2001, effective  
October 3, 2001 (D.C. Law 14-28; D.C. Official Code § 2-1374 (2012 Repl.)) and 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 (2012 Repl. and 2014 Supp.)), for a term to end April 17, 2019.

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.

**MARTHA M. WATANABE**  
**128 18th Street, SE, #2**  
**Washington, DC 20003**  
**202-543-5527 (home)**  
**202-514-9686 (work)**

**Department of Justice, Civil Rights Division**  
**Management Analyst**  
**Voting Section**  
**Washington, DC**

September 2000 - Present

Duties include providing oversight of the Section's technology systems and internal DOJ technology systems. Responsible for maintaining the Voting Section's website both for external and internal use. Assist the Section Chief in the development of the Section's budget and other budget requests. Assist the Section Chief and Deputies with management reports, case management and budget reports for the Office of the Assistant Attorney General. Assist the Election Coordinator on election monitoring and federal observer program. Maintenance of case management system and provide the Section Chief and Deputies with reports as requested.

**Department of Labor**  
**Acting Grants Liaison Officer**  
**Office of Intergovernmental Affairs**  
**Washington, DC**

June 2000 - September 2000  
Detail

Duties included oversight of the grant notification process both internal within the Department of Labor and external to Members of Congress, state and local officials. Assisted with the overall coordination and strategy for the announcement of awards.

**Department of Labor**  
**Acting Deputy Scheduler**  
**Office of the Secretary**  
**Washington, DC**

February 2000 – June 2000  
Detail

Duties included screening and initial determination of all scheduling requests for the Secretary, routed requests to appropriate interdepartmental agencies for further consideration and coordinated any further action required for acceptance or regrets. Served as the principal assistant to the Director of Scheduling and Advance for coordination of all proposals for the Secretary's weekly strategic meeting and daily operations.

**Department of Labor**  
**2000**  
**Special Assistant to the Deputy Assistant Secretary**  
**Employment Standards Administration**  
**Office of Federal Contract Compliance Programs (OFCCP)**  
**Washington, DC**

August 1999 - September

Duties included development and dissemination of the OFCCP's public education message and outreach, coordination of special events for the Deputy Assistant Secretary including all advance preparations, towns hall meetings, brown bag forums, workshops and other symposiums

involving the DAS or Assistant Secretary, coordination of outreach to specialty media and constituent groups, coordination of OFCCP press releases and facts sheets, assist in the coordination of the agency's defense of federal affirmative action, assist with all OFCCP major projects and programs, responds to questions both internal and external, develops and drafts the OFCCP annual report, weekly reports, newsletter and other publications,.

**Independent Consultant**

November 1998 – July 1999

National Council of Asian Pacific Americans

Assisted in the planning, structure and set-up of the Council. Provided administrative services for the Council.

Asian Pacific American Institute for Congressional Studies

Coordinated the selection process and placements for the Internship and Fellowship Programs.

Co-coordinated the APAICS Annual Gala Dinner.

**Civil Liberties Public Education Fund**

May 1996 – November 1998

Deputy Executive Director

Washington, DC

Created, established and maintained a \$5 million national federal grant program to promote educational activities and research on the internment of Japanese Americans during World War II. Provided community outreach and technical assistance to grantees; assisted the Board of Directors in the grant decisions; provided oversight of budget; all independent contracts, government relations, and closeout of operations; responsible for negotiating all agreements with grantees and independent contracts; assisted in the CLPEF initiatives including a Curriculum Summit and a National Day of Remembrance ceremony at the Smithsonian Institution and a national conference for all grantees.

**White House**

June 1993 – December 1993

Office of Presidential Personnel

Detail

Assistant to the Associate Director for Cabinet Agencies

Asian Pacific American Outreach Liaison

Assisted the Associate Director on searches pertaining to Presidential appointments to the Cabinet agencies. Also was responsible for searches of Asian Pacific American candidates for Cabinet agencies as well as Presidential Boards and Commissions.

**Department of Justice, Civil Rights Division**

Program Specialist

Information Systems Branch

November 1991 – May 1996

Office of Redress Administration

October 1989 – November 1991

Information Systems Branch – responsible for coordinating activities of the plan preparation unit for the Voting Section of the Civil Rights Division. Duties included supervision of contract personnel; coordinated work flow between Voting Section staff and unit staff; assisted and trained the Voting Section on the GIS (Geographic Information Systems) application; provided system maintenance and user support for attorneys and staff; special projects for the Voting Section, with particular emphasis on the litigated cases.

Office of Redress Administration – responsible for initial payment recommendation for Japanese Americans interned during World War II. Duties included: supervision of contract personnel;

reviewed files to confirm proper identification and compliance with statutory requirements; confirmed or changed eligibility recommendations; trained new personnel, both contractor and federal; responded to questions and provided guidance to others as unusual circumstances arose.

**The League of Women Voters** 1987 – 1989  
Executive Assistant to the President and Executive Director  
Washington, DC

**Interfaith Action for Economic Justice** 1985 – 1987  
Administrative Assistant  
Washington, DC

**Sheridan Center** 1983 – 1985  
Administrative Director  
Chicago, IL

**ASI Personnel Services, Inc.** 1982  
Office Coordinator

**Garrett-Evangelical Theological Seminary**  
Administrative Secretary/Dean of Academic Affairs 1980 – 1981  
Program/Certification Secretary 1979 – 1980

## **EDUCATION**

B.S. in Business Administration, MacMurray College, Jacksonville, IL 1978

## **TRAINING**

Introduction to ArcInfo  
Introduction to Arcview  
Introduction to QuattroPro  
Introduction to HTML  
Webmaster Seminar

## **AWARDS**

Department of Justice, Outstanding Performance Rating 1990-95, 2002-05,  
2007-15  
Certificate of Commendation 2004  
Special Achievement Award 1991, 1993-94, 2003,  
2005, 2007-15  
Meritorious Award 1992  
Department of Labor, Outstanding Performance Rating 2000  
Civil Liberties Public Education Fund, Outstanding Performance Awards 1997, 1998  
Mayor's Community Service Award, District of Columbia 2013

OCA-DC, Community Service Award 2015

National Federation of Asian American United Methodists, 20<sup>th</sup> Anniversary Award

**Current Volunteer Activities**

District of Columbia Commission on Asian and Pacific Islander Affairs 2015-current  
Member of the Commission

Norman Y. Mineta Legacy Project 2015 - Current  
National Advisor

National Japanese American Memorial Foundation 2004-06, 2008  
Coordinated national dinners 2009 (2), 2013  
Freedom Walk Chair 2011 – current

Asian Pacific American Institute for Congressional Studies  
Helped coordinate dinner 2012, 2014, 2016  
(formerly the Congressional Asian Pacific American Caucus Institute) 1995 – 2005  
Dinner Committee  
Intern/Fellowship Selection Committee 1998, 2001

America's Opportunity Fund - National 2007 - current  
Advisor

Asian & Pacific Islander American Scholarship Fund - National 2006 - current  
Reader

Asian Pacific Islander American Vote (APIAVote) - National 2004 - current  
Advisor

Organization of Chinese Americans – National 2015, San Francisco  
Helped coordinate their national convention 2014, Los Angeles  
2013, Washington, DC  
2012, Las Vegas  
2009, San Francisco, CA  
2008, Washington, DC  
2007, Sacramento, CA  
2006, Philadelphia, PA  
2002, Salt Lake City, UT  
2001, Seattle, WA  
2000, Atlanta, GA  
1999, Dallas, TX  
1998, Washington, DC

## **Past Volunteer Experiences**

District of Columbia Commission on Asian and Pacific Islander Affairs

Member of the Commission 1988 – 1994, 2000-2012

Chair, 1990 – 1993

As Chair of the Commission, maintained the office through the transition between Mayors, headed the search committee for staff and served as the liaison between the Mayor and the Asian Pacific Islander community in DC.

Japanese American Citizens League- National

2013, Washington, DC

Helped to coordinate their national convention

OCA - Mentoring Asian American Professionals Program

2009 & 2010

Serving as a mentor

OCA-JACL Leadership Conference

2006 - 2007

Panelist

Asian Pacific American Labor Alliance

1999

Assisted in the dinner coordination at their National Convention

Transition Team for DC Mayor Anthony Williams

1999

National Asian Pacific American Voter Registration and Education Campaign

1995 - 1996

Consultant

Japanese American Citizens League, Washington, DC Chapter

Member 1985 – current

Board of Directors 1989, 1993 (Membership Chair), 1994 (Treasurer)

**REFERENCES AVAILABLE UPON REQUEST**





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

## Martha Watanabe



Martha Watanabe is a Management Analyst in the Civil Rights Division of the United States Department of Justice Duties.

At USDOJ, Ms. Watanabe include oversees the Section's technology systems and internal DOJ technology systems, including maintain the Voting Section's website both for external and internal use. She also assists the Section Chief in the development of the Section's budget. An active leader in the DC AAPI community, Ms. Watanabe is a founding member of the Commission on Asian and Pacific Islander Affairs.

Ms. Watanabe remains committed to helping provide a voice for the growing Asian American and Pacific Islander community and serves in an advisory capacity to several national Asian American and Pacific Islander organizations.

A Ward 6 resident, Ms. Watanabe received a Bachelor's in Business Administration from MacMurray College in Jacksonville, Illinois.



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



Office of the General Counsel to the Mayor

**To:** Lauren C. Vaughan  
**From:** Betsy Cavendish  
**Date:** May 2, 2016  
**Subject:** Legal sufficiency review of legislation nominating members to the Commission on Asian and Pacific Islander Community Development

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**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 black ink that reads "Elizabeth A. Cavendish". The signature is written in a cursive style with a large, looped initial "E".

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Elizabeth Cavendish