



OFFICE OF THE
SECRETARY

2017 FEB 15 PM 12:38

MURIEL BOWSER
MAYOR

FEB 15 2017

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

Dear Chairman Mendelson:

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), and pursuant to 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), which established the Commission on Asian and Pacific Islander Community Development ("Commission"), I am pleased to nominate the following person:

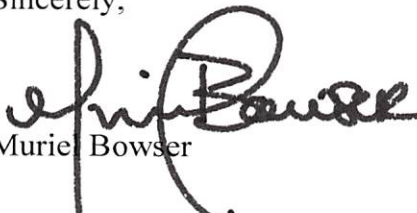
Mr. Benjamin Takai
4012 Kansas Avenue, NW
Washington, DC 20011
(Ward 4)

for reappointment as a public voting member of the Commission, for a term to end April 17, 2020.

Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution 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,


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 Mr. Benjamin Takai 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 Benjamin Takai Confirmation Resolution of 2017".

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

Mr. Benjamin Takai
4012 Kansas Avenue NW #1
Washington, DC 20011
(Ward 4)

as a public voting 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) 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), for a term to end April 17, 2020.

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.

Benjamin H. Takai

Qualifications summary:

- Well-rounded research professional with specialized experience in infectious disease epidemiology
- Experience with planning, implementation, and evaluation of HIV programs on local, state, and national levels
- Excellent interpersonal skills, flexibility and diplomacy in handling challenging collaborative projects

Education

The George Washington University, Washington, DC
Master of Public Health, Epidemiology

May 2009

Bates College, Lewiston, ME
Bachelor of Science, Biology

May 2004

Professional Experience

DC Department of Health, Washington, DC

January 2013- Present

Monitoring and Evaluation Coordinator, HIV Prevention Bureau, HIV/AIDS, STD, and TB Administration

- Leads the implementation for data collection of HIV testing as it relates to HIV prevention in the District of Columbia. Leads the analyses and reporting of prevention data to DC Department of Health (DOH) leadership, DC government leadership, the Centers for Disease Control (CDC) and the US Department of Health and Human Services.
- Designs and implements monitoring and evaluation standards for the HIV Prevention Bureau. Works with internal staff to ensure regular data reporting from HIV service organizations within DC. Leads the quality assurance of data transmitted to the DOH from health providers and community organizations. Designs trainings and technical guides to providers regarding data submission standards. Performs regular technical assistance (TA) as required for accurate data submission.
- Leads the development of monitoring and evaluation plans for funding opportunities through the HIV Prevention Bureau. Designs all data collection instruments and protocols associated with data collection. Identifies key variables and data points to accurately measure the objectives of each funding opportunity. Leads the analysis of all data and reports to DOH leadership on project successes and lessons learned. Serves as the technical expert for DOH project officers and grantees on all subjects relating to data collection and reporting.

Abt Associates, Inc., Bethesda, MD

Research Analyst, United States Health

November 2009 – January 2013

- Acted as project manager providing technical assistance to the HIV/AIDS Bureau of the U.S. Health Resources and Services Administration. Met with project leadership and Abt staff to define goals, training topics, and timelines for successful project implementation. Coordinated with subcontractors to provide learning events to staff at the Health Resources and Services Administration including development of learning event topics and materials, facilitation of events, and evaluation of each event for senior leadership. Executed monthly, quarterly, and annual reports on project implementation and budget oversight. Met with project leadership on a regular basis to review implementation and goal achievement.
- Coordinated and supervised the administration of grants totaling \$350,000.00 from the Office of HIV/AIDS and Infectious Disease Policy to community based HIV organizations nationwide in support of HIV prevention and education events. Negotiated program goals with community groups, monitored their progress through regular contact with each group and reviewed reports detailing the achievement of project goals funded by each grant.
- Acted as project manager for the implementation of HIV prevention programs at Minority Serving Institutions as part of the Office of HIV/AIDS and Infectious Disease Policy initiative to engage minority youth in the field of HIV/AIDS prevention and education. Supervised the implementation of HIV prevention programs at two Minority Serving Institutions. Maintained regular contact with each institution to ensure successful completion of project goals and troubleshoot any gaps in performance. Conducted site visits to assess available resources, recommended program changes, and technical assistance to project staff. Responded to site requests for technical assistance, coordinating with subcontracting organizations and Abt project leadership. Produced annual reports and collaborated with the Abt team to produce a comprehensive project report for senior leadership at the Office of HIV/AIDS and Infectious Disease Policy.
- Composed reports to inform the National HIV/AIDS Strategy based on three town hall meetings attended with the U.S. Department of Health and Human Services Office of HIV/AIDS and Infectious Disease Policy as well as the Assistant Secretary of Health and Human Services.

- Supervised the design and implementation of a data collection system for the National Institute of General Medical Sciences at the National Institutes of Health. Conducted meetings with leadership to determine data collection needs and created a data collection system based on meeting results. Supervised staff to implement data collection. Produced a data collection guide and trained government staff on sustainable implementation.
- Collaborated as part of a team to produce data collection documents for a study researching H1N1 Influenza vaccine efficacy in children. Produced key data collection forms and data dictionaries. Assisted in protocol development.

George Washington University School of Public Health and Health Services, Washington, DC

Epidemiology Research Associate- HPTN 061

June 2009 – October 2009

- Selected and recruited interview subjects for two separate HIV studies aimed at high risk populations in Washington DC (HIV Prevention Trials Network 061, HIV Prevention Trials Network 064). Performed HIV testing and counseling for African American men who have sex with men and women who reside in high risk areas. Performed clinical evaluation and counseling for study participants including screening for select sexually transmitted infections and mental states. Provided referrals for study participants including health, social, mental health, housing, and employment. Cultivated partnerships between community based organizations and the research team to facilitate recruitment and of study participants.

Health Behavior Interviewer

April 2008 – May 2009

- Selected and recruited study sites for the National HIV Behavioral Surveillance System project during the phase focused on men who have sex with men. Created and maintained relationships with testing sites and community based organizations to promote recruitment of subjects. Recruited subjects at test sites to conduct interviews and perform HIV testing and counseling. Performed HIV testing and counseling to study subjects and provided referrals as needed. Collected interview data on behaviors associated with HIV risk factors and relevant demographic characteristics. Assisted in the data analysis and reporting. Data analysis was used in the Washington DC Department of Health behavior study on men who have sex with men in 2010.

Epidemiology Research Assistant

January 2007 – May 2009

- Analyzed historical data on hepatitis cases to identify high-risk behaviors and collaborated to design a data collection system to capture all relevant high-risk behavioral factors for hepatitis infection in Washington DC. Conducted data analyses and assisted in the preparation of a comprehensive report on the state of hepatitis in Washington DC. Provided technical support to the Washington DC Department of Health to streamline the data collection records system on hepatitis testing.

American Institutes for Research, Washington, DC

Epidemiology Research Assistant

July 2006 – Oct 2007

- Conducted statistical analysis and prepared a report based on survey data on pandemic vs. avian influenza.
- Generated status reports on current public preparedness in the face of an influenza pandemic.
- Provided research support and served as an infectious disease specialist on a proposal for an HIV/AIDS prevention and treatment project targeting adolescents in Russia.
- Assisted with interviews to collect qualitative data on health delivery systems in the US.
- Served as a member of a team charged by the state of Maryland to audit and evaluate statewide initiatives on tobacco use prevention funded by the Maryland Cigarette Restitution Fund.

Westat, Rockville, MD

August 2004 – July 2006

Global Health Research Assistant

- Served as support staff for HIV/AIDS Clinical Research Analysts conducting site visits in western and southern Africa and Southeast Asia.
- Provided HIV/AIDS Clinical Research Analysts with current site-specific data and document tracking support.
- Provided translation support for studies taking place in French-speaking countries.
- Assisted in the planning and execution of a network-wide conference of researchers and practitioners.

Professional Affiliations

Washington DC GLBT Mayoral Advisory Committee, Washington DC

Appointed Member (2013-2015), Chair Health Subcommittee

- Served a two year term by direct appointment of the Mayor of Washington DC. The Mayor's GLBT Advisory Committee was established through DC Council legislation to advise the Mayor and the Director of the Office of GLBT Affairs on issues affecting the District's lesbian, gay, bisexual and transgender community. The committee's functions included making recommendations on the direction, focus and mission of the Office of GLBT Affairs.

National HIV Monitoring and Evaluation Workgroup, Atlanta GA

Appointed Member 2013-2015, elected Co-Chair 2013 – 2015

- The National HIV Monitoring and Evaluation (NHME) workgroup was formed to assist the CDC Office of HIV/AIDS Policy with the development and implementation of a standardized monitoring and evaluation data requirements, strategies, and tools for HIV prevention program activities. The Workgroup provided guidance on other evaluation activities as they related to current and/or future DHAP cooperative agreements, White House directives, or other DHAP data requirement, collection, and data-use activities.

Presentations

- **Red Carpet Entry System – Linking HIV Positive Individuals Into Care**, September 25 2013, ECHPP Grantee Meeting 2013, Centers for Disease Control, Atlanta GA
- **Accessing Hard to Reach Populations Using Social Marketing**, September 27 2013, ECHPP Grantee Meeting 2013, Centers for Disease Control, Atlanta GA

Key Skills

Technical: Proficient in all MS Office Suite applications, intermediate knowledge of SAS, GIS, WinPepi. Proficient in French, basic understanding of Japanese

Awards

- Winner, George Washington University School of Public Health and Health Sciences: *Winner of the 2007 Department of Environmental and Occupational Health presentation award for the presentation of his project "Waterborne Diseases Following the Asian Tsunami of 2004."* December 2007
- Winner, *Tauber Scholarship for direct descendants of World War II veterans.* January 2008.



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

Benjamin Takai



Mr. Takai is Monitoring and Evaluation Coordinator in the HIV Prevention Bureau, HIV/AIDS, STD and TB Administration for the District of Columbia Department of Health (DOH).

Mr. Takai is currently an Epidemiologist who monitors and evaluates HIV prevention in Washington, DC. He analyzes report findings and advises senior staff on policy direction at the DOH and other agencies within the DC government, at the Centers for Disease Control (CDC), and at the US Department of Health and Human Services. In addition to his work at the DC Department of Health, Mr. Takai was appointed as co-chair of the National HIV Monitoring and Evaluation Workgroup, which assists the US Centers for Disease Control and Prevention. He also served as a health policy advisor for the Mayor's office of LGBT affairs.

A Ward 4 resident, Mr. Takai received a Bachelor of Science in Biology from Bates College and a Master of Public Health from The George Washington University.



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



Office of the General Counsel to the Mayor

To: Lolita Alston, Steve Walker
From: Betsy Cavendish
Date: February 1, 2017
Subject: Legal sufficiency review of Resolutions appointing Benjamin Takai, Jennifer Hara, Karissa Barnett and Koustubh Bagchi to the Commission on Asian and Pacific Islander Community Development

This is to Certify that this office has reviewed the above-referenced Resolutions and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call me at 202-724-7681.

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

Elizabeth Cavendish