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OFFICE OF THE  
SECRETARY

MURIEL BOWSER  
MAYOR

MAR 27 2017  
The Honorable Phil Mendelson  
Chairman  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue, N.W., 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 12a of An Act To provide for voluntary apprenticeship in the District of Columbia, effective May 12, 2016 (D.C. Law 21-109; D.C. Official Code § 32-1412.01), I am pleased to nominate the following person:

Ms. Elizabeth DeBarros  
531 23<sup>rd</sup> Place, NE  
Washington D.C. 20002  
(Ward 7)

for appointment as a representative from a local business trade association member of the Youth Apprenticeship Advisory Committee, for a term to end three years from the date of appointment.

Enclosed, you will find biographical information detailing the experience of Ms. DeBarros, 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 Talents and Appointments, should the Council require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel E. Bowser".  
Muriel E. 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. Elizabeth DeBarros as a member of the Youth  
Apprenticeship Advisory Committee.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this  
resolution may be cited as the "Youth Apprenticeship Advisory Committee Ms. Elizabeth  
DeBarros Confirmation Resolution of 2017".

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

Ms. Elizabeth DeBarros  
531 23<sup>rd</sup> Place, NE  
Washington, DC 20002  
(Ward 7)

as a representative from a local business trade association member of the Youth Apprenticeship  
Advisory Committee, established by section 12a of An Act To provide for voluntary  
apprenticeship in the District of Columbia, effective May 12, 2016 (D.C. Law 21-109; D.C.  
Official Code § 32-1412.01), 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, to the nominee and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

# I.iz DeBarros

## QUALIFICATIONS

Strategic senior executive with extensive legislative/public affairs, communications, marketing, project and performance management experience in government and private sectors. Diplomatic and fun professional ready to roll up sleeves to manage people, budgets, complex projects, and crises to transform, brand, and exceed organizational goals. Excited about and experienced in utilizing information technology solutions and social media to innovate programming.

## PROFESSIONAL EXPERIENCE

### District of Columbia Building Industry Association

Senior Advisor

April 2014-Present

*Advancing the voice of the District of Columbia real estate development industry and DCBIA's dynamic membership of thousands of real estate development professionals through words, images, video, and innovation. Ensure the Association's legislative agenda is met and communicated. Create and execute communications, marketing, and event strategies.*

- Advise Board of Directors, CEO, and President on over 25 pieces of legislation important to DC development; Communicate key messages to thousands of members
- Creator of new, weekly *In the Know* – a brief, timely publication to share information impacting the DC development industry now. Reaches over 450 member companies.
- Editor, *Pipeline*. Published in *Washington Business Journal*, reaching 90,000 readers
- Create and market videos of DCBIA Board of Directors and their development projects to reinforce their association with DCBIA
- Organize, strategize, and market over 40 events and seminars yearly, including Golf Tournament, Annual Achievement Awards dinner, and Community Improvement Day. Staff 10 committees to track and communicate industry issues, and to plan activities and large events up to 900 attendees.

### Government of the District of Columbia

#### Department of Employment Services

Chief of Staff

January 2013 – March 2014

Deputy Chief of Staff/Legislative Affairs Officer

March 2009 - May 2013

Legislative Affairs Specialist

March 2008 - March 2009

*Senior executive manager responsible for setting and implementing agency priorities, formulating and executing the Agency's legislative, inter-agency, budget, and performance strategies to meet the agency's mission of putting people to work. Senior advisor to Director; manage day-to-day activities of the 500-person, \$145 million locally and federally funded public-facing agency that administers workforce investment, transitional employment, unemployment insurance, youth services, labor market information, occupational safety and health, and workers' compensation.*

- Track, introduce, analyze, and/or implement over 70 legislative proposals to advance agency's mission, including proposing grant-making authority and key unemployment insurance provisions, workers' compensation, which are now law; also prepared Director for over 40 performance, budget and other public hearings before the Council of the District of Columbia
- Manage complex projects and oversight of several key initiatives and programs, such as the implementation of agency re-branding and staffing program resulting in 8,300 District residents connecting to work and 1,100 employers joining a major hiring initiative
- Reveal system deficiencies and filter major decisions concerning customer service delivery; submit final recommendations to Director
- Build and maintain strong relationships with local and federal elected officials, business community, workforce training organizations, civic, Advisory Neighborhood Commissions, community organizations, and customers to ensure optimal service delivery to public
- Develop unified and effective messaging, and social media messaging to key executive and elected official stakeholders, press, employees, and public
- Streamline, track and report on key performance management indicators to directly meet transformational goals of Director and Mayor
- Prepare and coordinate over 25 U.S. Department of Labor, District of Columbia Inspector General, DC Auditor, and other fiscal, programmatic and forensic audits
- Administer crisis management, information technology solutions, and transformation strategies for the now-called Mayor Marion S. Barry Summer Youth Employment Program to move it from crisis to a completely on-line flagship program serving nearly 15,000 District youth yearly; create and implement messaging of several

federal unemployment insurance program extensions and 16,000 furloughed federal government workers applying for unemployment benefits

**Hotel Association of Washington, D.C.**  
Vice President

**Washington, DC**  
January 2007- February 2008  
July 2001-December 2006

Director of Public Relations & Government Affairs

*Served as Association's deputy. Developed and executed government affairs, public relations, communications, membership, and technology strategy and programs.*

- Developed legislative and public affairs strategy: tracked over 100 legislative proposals before the Council of the District of Columbia, including hotel tax, taxi industry reform, labor law proposals, smoke-free DC, menu-labeling, sick and safe leave, and other employer-impacted proposals; developed policy papers and other communication to educate elected officials about hotel industry and lobbied where necessary.
- Developed over 60 monthly luncheon themes and created at least 5 annual meeting presentation and materials
- Closed 97% of the member services cases with distinction, served as liaison to all government agencies impacting the hotel industry, and reported on hotel industry statistics and trends for public and stakeholders
- Created dozens of marketing materials and newsletters; designed and maintained Association's website
- Conducted membership surveys, analyzed data, and generated useful reports and data regarding programming to help set Associations' position on proposals or legislation
- Advanced Association's communication program using information technology enhancements resulting in 35% cost savings
- Developed and executed crisis communication plan after tragic events of September 11's impact on DC's hospitality industry, including securing \$75,000 grant from DC Government to hold industry emergency preparedness tabletop exercise
- Built and maintained dozens of close relationships with business organizations, i.e., DC Chamber of Commerce, Events DC, Restaurant Association Metropolitan Washington, Apartment & Office Building Association, etc.
- Developed Hotel Association's college scholarship application, interview and recipient selection process
- Initiated and maintained media/press relationships, including *Washington Business Journal*, *Washington Post*
- Served as committee liaison for three high school hospitality education programs
- Coordinated hotel tours, career experiences, and internship opportunities for high school students
- Developed and maintained Association's database
  - Received DC Chamber of Commerce's Community Service Award (2007)
  - Received International Society of Hotel Association Executives' Best Public Affairs Program Award and Best Membership Services Award (2006)

**Washington, DC Technology Council**

**Washington, DC**

Project Manager/Member Coordinator

March 2000-June 2001

*Served as lead project manager for the Council's initiatives, including building membership to 300 IT businesses, creation of CXO technology forums, and website development and maintenance*

- Served as board liaison and represented President in business meetings resulting in 20% increase in membership. Planned logistics for Council meetings, public relations events, showcases, and conferences for up to 500 guests, including CXO forum for Chief Executives of technology companies
- Created electronic and event invitations, coordinated site, speaker, food and beverage, audiovisual, equipment
- Designed and maintained the Council's brochures, website and created Council's first electronic newsletter

**Community College of Rhode Island**

**Providence, RI**

**Rhode Island College Student Support Services (SSS)**

**Providence, RI**

TRIO Professional Counselor

August 1999-January 2000

TRIO Professional Counselor

August 1996-August 1997

*Professional Counselor supporting over 300 high school and college students to advance their higher education.*

*Efforts to increase the college retention and graduation rates of SSS participants resulted in 65% graduation rate.*

- Maintained caseload of 200 ninth to twelfth grade students and 150 college students provided college preparatory support by conducting one-on-one and group sessions Taught career exploration, college essay writing, time-management, life skills, test-taking skills
- Conferred with instructors to identify weakness and provide necessary support for students
- Participated in Federal TRIO program conferences, including providing oral testimony to Congress

## **EDUCATION**

Master of Arts, African American Studies – Temple University, Philadelphia, PA (1999)

Study Abroad – Cape Verde, West Africa – University of Rhode Island, Summer 1998

Bachelor of Arts, English – Rhode Island College, Providence, RI (1995)

Bachelor of Arts, African American Studies – Rhode Island College, Providence, RI (1995)

Attended – Morgan State University, Baltimore, MD (1993-4)



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

## Elizabeth DeBarros



Elizabeth DeBarros is a Senior Advisor at the District of Columbia Building Industry Association.

In her role as Senior Advisor to the District of Columbia Building Industry Association, Ms. DeBarros works to advance the economic and civic impact of the real estate development industry and its leaders in Washington, DC. She is able to do this through the production of content-rich programming, organizational rebranding, networking, and results-driven advocacy.

Previously, Ms. DeBarros served as Chief of Staff to the Department of Employment Services (DOES). Her efforts with DOES resulted in programming that reduced unemployment through partnerships with multiple organizations, including the U.S. Department of Labor, the District of Columbia Chief Financial Officer, community organizations, the Deputy Mayor for Planning & Economic Development, the Council of the Director of Columbia, and through direct relationships with the Agency's customers – District residents. Ms. DeBarros began her career as a professional counselor increasing college retention and graduation rates of Federal TRIO Program students and served as an AmeriCorps volunteer.

A Ward 7 resident, Ms. DeBarros obtained a Bachelor of Arts in English and African American Studies from Rhode Island College and a Master of Arts in African American Studies from Temple 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:** March 13, 2017  
**Subject:** Legal sufficiency review of Resolutions appointing Members to the Youth Apprenticeship Advisory Committee

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**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 Karuna Seshasai, 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'.

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Elizabeth Cavendish