



2018 MAR 14 PM 3:56
OFFICE OF THE
SECRETARY

MURIEL BOWSER
MAYOR

MAR 14 2018

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 208 of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.08), which established the Board of Pharmacy ("Board"), I am pleased to nominate the following person:

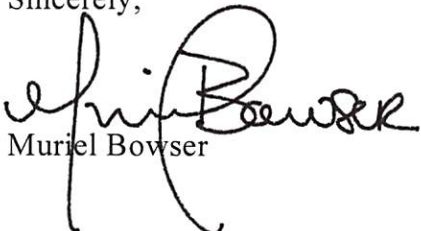
Ms. Chikita Sanders
906 East Capitol Street NE
Washington, DC 20003
(Ward 7)


for appointment as a consumer member of the Board, replacing Eddie Curry, for a term to end March 12, 2021.

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 Chikita Sanders to the Board of Pharmacy.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Board of Pharmacy Chikita Sanders Confirmation Resolution of 2018".

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

Ms. Chikita Sanders
906 East Capitol Street NE
Washington, DC 20003
(Ward 7)

as a consumer member of the Board of Pharmacy, pursuant to section 208 of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.08), replacing Eddie Curry, for a term to end March 12, 2021.

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.

Chikita M. Sanders

PROFESSIONAL PROFILE

Program Manager responsible for concurrently initiating, controlling and executing complex and contentious policy implementation projects. Expertise analyzing objectives and translating them into tactical plans for key internal and external stakeholders. Proven ability to assemble and manage cross-functional multidisciplinary teams that produce deliverables, exceed scheduled goals, maximize organizational resources and increase efficiencies.

EDUCATION

CENTRAL MICHIGAN UNIVERSITY, School of Political Science, Atlanta Metro Campus, Atlanta
Masters of Public Administration in Public Management concentration: Public Management
Concept Paper Title: The Adverse Effects of the Implementation of the 1986 Anti-Drug Abuse Act's Sentencing Disparity
Degree Deferred: August 2015

FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY, College of Arts & Sciences, Tallahassee
Bachelor of Science in Biology / Minor in Chemistry, Degree Deferred: May 2004

PROFESSIONAL EXPERIENCE

UNITED STATES MARSHALS SERVICE, Office of the Director, Office of the Chief of Staff, PSS
PROGRAM MANAGER FOR THE OFFICE OF THE CHIEF OF STAFF and SUPERVISOR OF 6
10/2016 – Present

- Assist the Chief of Staff with the overall execution including the planning, management, coordination and administration of programs for the United States Marshals Service Headquarters.
- Interact with the Assistant Directors and Deputy Assistant Directors with the USMS on behalf of the Office of the Director.
- Compile, triangulate, and present correspondence for Agency wide dissemination originating from the Office of the Director and/or the Office of the Chief of Staff on weekly, biweekly, monthly, bi-annually, semi-annually, or annual basis.
- Analyze current processes and make recommendations to: improve internal processes and increase operational efficiencies.
- Advise on the potential benefits in the use of current automation software to provide improved accountability, business process workflows, in order to provide a consistent method for accurate, succinct, and almost instantaneous reporting to the Department of Justice.
- To research current processes, evaluate those processes, and advise on organizational procedures for providing administrative support processes within the Office of the Director
- To provide quality, professional, and reliable customer service to the client.
- To work with the Information Technology Division (ITD) to design sites to address the needs of the Office of the Director.
- Prepare and present a wide spectrum of products to the Chief of Staff for briefing Senior Leadership, Deputy Director and/or Director.
- Initiate and facilitate meetings with leadership of Divisions and Program Offices' to gather information pertinent to reach a decision.
- Capture and maintain timelines for multi-divisions and program offices for special projects or events as assigned via a SharePoint application. Events to date include: The Department of Justice: 64th Attorney General Awards (USMS tracking only), USMS New Headquarters Conference Rooms Dedication Ceremony, and the live broadcasting of the 2017 National Police Week Wall of Honor Ceremony.

**UNITED STATES ARMY CORPS of ENGINEERS, Operations-Regulatory Division, 07/08 – 10/16
PROJECT MANAGER (ENVIRONMENTAL POLICY ANALYST)**

- Managed the full spectrum of the regulatory program primarily focusing on the recent aquaculture impasse.
- Evaluated, managed, interpreted, and processed high consequence permit applications with respect to environmental, political, financial, and/or policy aspects, as well as review of environmental documents (categorical exclusions, environmental assessments, environmental impact statements, and associated National Environmental Policy Act (NEPA) decisions) for Section 404 of the Clean Water Act of 1972 (CWA) and Section 10 of the Rivers and Harbors Act of 1899.
- Mentored junior level regulators
- Reviewed and analyzed project manager duties to increase efficiencies.
- Performed analysis of program policies and their implementation for State, Local, Federal and Tribal liaisons
- Administered, managed, and oversaw compliance to the Clean Water Act.
- Provided policy guidance and direction to executive leadership on interim implementation of new initiatives.
- Utilized professional knowledge of natural, physical, and social science theories, practices, and methodologies, as they relate to the natural and human environment.
- Prepared jurisdictional determinations, public notices, combined permit decision documents, technical correspondence, reports, and other materials with a high level of accuracy and consistency for complex and controversial general and individual standard permits.
- Identified and assessed all environmental factors, wildlife, waters, historic properties, and all other pertinent impacts, functional assessment methods, applicable CWA case law, project needs and priorities, mitigation requirements, and monitoring efforts for permit compliance.
- Ensured proposed projects were compliant with the Environmental Protection Agency's (EPA) 404(b)(1) guidelines, the National Historic Preservation Act (NHPA), NEPA, the Endangered Species Act (ESA), regulations of the President's Council of Environmental Quality, and all other applicable federal regulations.

**HILB ROGAL HOBBS (HRH) / WILLIS-HRH, Front Desk and Accounting Department, 07/07 – 07/08
ADMINISTRATIVE ASSISTANT AND COMMISSION COMPROLLER ASSISTANT**

- Designed a matrix that monitored and analyzed business and recommended strategic changes in procedures and processes, which resulted in the implementation of the "Going Green Initiative", decreasing operating cost within the branch.
- Allocated monthly commissions for 25 agents.
- Provided administrative duties to include: maintaining filing systems, sorting and distributing mail, ordering office supplies, answering phones, typing letters and ensuring documents remained confidential.
- Executed compliance reviews of accounting and financial related activities to ensure the effectiveness and efficiency of internal controls over accounting data.

**SAVANNAH COLLEGE OF ART and DESIGN (SCAD), Department of Career Services, 06/05 – 07/07
OFFICE MANAGER**

- Exercised full range of management responsibilities, which included planning, assigning and evaluating tasks.
- Planned and executed the largest Career Fair to date, including participant correspondence, company registration, venue layout and set-up, and creation of attendee and presenter credentials for 3,500 students and 130 employers.
- Reviewed and commented on strategic plans, assisted in the identification of resources, developed survey instruments, facilitated discussions around the creation of measurable objectives, and provided technical support.
- Designed and performed measurement criteria to evaluate the effectiveness of funding and goals for career activities overseeing an annual budget of \$850K utilizing Cognos and WebBDS software systems.

PUBLICATIONS IN PROGRESS

- Standard Operating Procedures for the Office of the Chief of Staff
- Honorary Deputation of a Deputy United States Marshal and United States Marshal
- Commemorative Items Approval for Badges, Coins, and Patches
- Standard Operating Procedures for Significant Incidents
- Standard Operating Procedures for Media and Congressional Affairs

INDEPENDENT TRAINING

- Six Sigma and Lean in the Organization, presented by Army Training Requirements Resource Systems –08.13
- Fundamentals of Systems Acquisition Management - Presented by the Defense Acquisition University, 11.11
- Department of the Army Management, Foundation Course, Presented by Civilian Education System, 07.11
- Executive Writing Course, Legal Research and Legal Writing

Task Force and Project Delivery Teams (PDT), my responsibilities and the outcomes.

SPECIAL ASSIGNMENTS	RESPONSIBILITIES
Director's Intranet Update	To learn the SharePoint software platform to update the Director's Intranet site for U.S. Marshals Service.
Conference Room Dedication Ceremony	To coordinate with multiple divisions within the Agency to include IOD, ITD, MSD, OCA, OPA, OPR, TOD, several private vendors, and external guests, to successfully dedicate the 11 designated Conference rooms to honor individuals that significantly impacted the USMS.
SVIP 2017 Intern Selection	Responsible for reviewing applicants credentials and selecting the Summer 2017 Intern for the Office of the Director of the U.S. Marshals Service
Internal Communications	To author and post articles to the Director's Intranet site to showcase the Office of the Directors programs and activities.
External Working Groups SharePoint Site	To coordinate a data call via the Agency's Executive Leadership (Associate Director for Operations, Associate Director for Administration, and the Chief Financial Officer) to capture the participation of the Agency's 13 Divisions and 3 Program Offices in External Working Groups, yielding 132 working groups.. Triangulated data to eliminate duplication and coordinated with ITD to develop a SharePoint site with limited access to Assistant Directors, Deputy Assistant Directors, and the designated point of contact.
Task Force on Crime Reduction and Public Safety	To capture pertinent data within a designated SharePoint site to capture the participation, updates, and progress of 7 working groups within the Agency in response to Presidential Executive Order number 13776.

Professional References:

- Roberto Robinson, United States Marshals Service, Deputy Assistant Director of the Tactical Operations Division, phone 703.740.0127, email: rrobinson2@usms.doj.gov
- Edward B. Johnson, Jr., United States Army Corps of Engineers, Chief of the Piedmont Branch, phone 678.422.2722, email: edward.b.johnson@usace.army.mil
- Janice Solomon, United States Army Corps of Engineers, Office Administrator, Piedmont Branch, phone 678.422.2735, Janice.g.solomon@usace.army.mil



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

Chikita Sanders



Chikita Sanders is a Program Manager with the United States Marshals Service.

Ms. Sanders has worked in the federal government for nearly a decade. As a program manager, she is responsible for initiating and implementing policy projects. She began her career as an environmental policy analyst within the Regulatory Division of the United States Army Corps. After working in Georgia, Ms. Sanders decided to relocate to the District of Columbia to further her career in the government.

A Ward 7 resident, Ms. Sanders received a Bachelor of Science in Biology from Florida Agricultural and Mechanical University and a Master of Public Administration with a concentration in Public Management from Central Michigan University.



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



Office of the General Counsel to the Mayor

To: Alana Intrieri, Steve Walker
From: Betsy Cavendish
Date: March 5, 2018
Subject: Legal sufficiency review of Resolution nominating Chikita Sanders to the Board of Pharmacy

This is to Certify that this office has reviewed the above-referenced Resolution 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