



2019 FEB -6 PM 3:55

OFFICE OF THE
SECRETARY

MURIEL BOWSER
MAYOR

FEB - 6 2019

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 the Maternal Mortality Review Committee Establishment Act of 2018, effective June 5, 2018 (D.C. Law 22-111; D.C. Official Code § 7-671.02), I am pleased to nominate the following person:

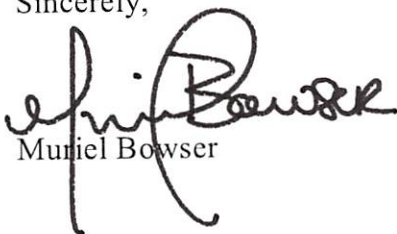
Courtney Edwards
4417 New Hampshire Avenue NW
Washington, DC 20011
(Ward 4)

for appointment as a representative from a community organization specializing in women's health, teen pregnancy or public health member of the Maternal Mortality Review Committee, for a term to end January 10, 2022.

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 appointment of Courtney Edwards to the Maternal Mortality Review Committee.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the “Maternal Mortality Review Committee Courtney Edwards Confirmation Resolution of 2019”.

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

Courtney Edwards
4417 New Hampshire Avenue NW
Washington, DC 20011
(Ward 4)

as a representative from a community organization specializing in women's health, teen pregnancy or public health member to the Maternal Mortality Review Committee, pursuant to section 3 of the Maternal Mortality Review Committee Establishment Act of 2018, effective June 5, 2018 (D.C. Law 22-111; D.C. Official Code § 7-671.02), for a term to end January 10, 2022.

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.

Courtney Edwards

PROGRAM ANALYST - Department of Health and Human Services

[REDACTED]
[REDACTED]
[REDACTED]

To gain experience in clinical psychology by interacting, treating and diagnosing individuals daily with a concentration on children and adolescence under the guidance of a senior psychologist.

Authorized to work in the US for any employer

Work Experience

PROGRAM ANALYST

Department of Health and Human Services

June 2016 to Present

[REDACTED]

I serve as a Program Analyst for the Office of the Secretary of Health and Human Services, Customer Care Division, HR Solutions, Office of Human Resources. In this capacity, I also serve as the Assistant to the Executive Director. I perform administrative and analytical assignments requiring the application of qualitative and quantitative skills. I plan, manage, and execute functions for the division.

I perform analysis and evaluation of assigned functional areas and all policy, systems, evaluations and procedural information from Customer Care Services Divisions personnel, HR Solutions and OHR. I perform studies on operational procedures to determine adequacy and consistency of operations. I develop or reestablish existing procedures to improve conditions and activities.

I research policy issues and perform various duties to support the Executive Director and staff. I assist in completing analysis of proposals, policy issuances, guidelines and budgetary issues. I perform limited studies that analyze and evaluate the management practices and methods and administrative operations of an organizational unit. I identify management issues under the guidance of the senior staff and employee review. Determine the findings resulting from the studies and submit possible course of action for resolution.

Maintain database of "action items" in the Customer Care Services Division. Enter all issuances, on pending and expired cases, taking corrective actions as needed. Create and run ad hoc reports for internal and external stakeholders.

Prepare and review documents/correspondence and provide notification of the status of the organizations personnel actions. Ensuring all responses to the stakeholders, representatives and clients are consistent with the agencies policies, which include difficult or complex matters.

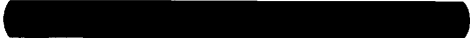
I serve as the primary timekeeper for the division. I organize and prioritize executive meetings and conferences. I update and schedule appointments/meetings and maintain the office calendar including 30-60-90 day tracking requirements for higher-level management. Assist management with conducting

internal placement and recruitment for federal employees and contractors. Schedule interviews for potential employees, coordinate personnel actions and other human resource support services. I contribute to the efficiency and effectiveness of providing assistance to the executive staff and higher-level management. I serve as the primary Purchase Card holder for the division ensuring all invoices are reconciled monthly.

PROGRAM SPECIALIST

Department of Veterans Affairs

September 2015 to June 2016



I provide administrative and clerical support functions for the staff members in the Administrative Support Division, Office of Management, Planning and Analysis, Board of Veterans Appeals. I receive, screen and update Veterans appellate claim files ensuring all files are accurate and complete. I update and retrieve pertinent data from pending evidence and correspondence using various office automation programs and software. I maintain accurate records, suspense files and logs for all cases in the Control Division. I receive, sort and distribute incoming mail and other materials i.e., correspondence/document and files to the appropriate staff member. I perform case activation, and case analysis on various types of veteran's entitlement cases. I prepare cases for translations services, ensuring all the evidence and exhibits are present in the file. I prepare process and edit non-technical correspondence by analyzing the contents, associating case related material with the corresponding file.

I am responsible for identifying administrative and operational issues and initiating corrective actions, which could result in misrouted materials and expose the Board to privacy violations or timeliness issues. I utilize the internal electronic computer system, (C.O.V.E.R.S) and various programs and databases. Skilled in updating and maintaining database management systems. I am responsible for creating spreadsheets via Excel, graphs, and charts entering and updating data on cases and correspondence as needed. I close out cases after the final determinations or dispositions have been issued on appeals and the retention period has expired.

I receive calls and callers to the office, referring both to the appropriate staff member. Answer inquiries and responding to request for information not covered under the privacy act. Assist staff on policies, procedures and administrative guidelines. Handle sensitive and complex issues in accordance with instructions, policy and procedures. I conduct research for omitted, misplaced or unassociated documents/correspondence online and inter-office.

Interact professionally and effectively utilizing verbal and written communication to higher-level management and various levels of the organization on various procedural issues, policies and administrative guideline. Track data for veteran's appeals using the VACOLS electronic computer system to locate claim folders, file movement and routing to the appropriate Chief for further action.

I provide day-to-day communicative and subsequent analysis essential for the efficient operation Of the office. In the analysis of data, I use basic statistical and management research principles and techniques in order to develop recommendations and written reports.

I order supplies by utilizing the organizational procedures and policies. I am responsible for performing scanning/copying/duplications functions for the entire staff.

I work efficiently in handling multiple assignments organizing and prioritized workloads which I meet and exceeded all required deadlines. I conduct research, planning, gathering and organizing information on special assignments/projects assigned by the Branch Chief or Team Lead. I assist staff in completing all aspects of the job in a fast-paced work environment.

I compile statistical reports from management and other staff members and report the findings in a timely manner. I prepare daily production reports and monthly statistical reports.

PROGRAM ANALYST (Student Trainee)

Department of Veterans Affairs

June 2008 to September 2015

I provided administrative and clerical support functions for the staff members in the Administrative Support Division, Office of Management, Planning and Analysis, Board of Veterans Appeals. I received, screened and updated appellate claim files ensuring all files are accurate and complete. I updated and retrieved pertinent data from pending evidence and correspondence using various office automation programs and software. I maintain accurate records, suspense files and logs for all cases in the Control Division. I received, sort and distributed incoming mail and other materials i.e., correspondence/ document and files to the appropriate staff member. I performed case activation, and case analysis on various types of veteran's entitlement cases. I prepared cases for translations services, ensuring all the evidence and exhibits were present in the file. I processed and edit non-technical correspondence by analyzing the contents, associated case related material with the corresponding file.

I was responsible for identifying errors and initiating actions to correct the issues, which could result in misrouted materials and expose the Board to privacy violations or timeliness issues. I utilized the internal electronic computer system, (C.O.V.E.R.S) and various programs and databases. I was responsible for creating spreadsheets via Excel, graphs, and charts entering and updating data on cases and correspondence as needed. Close out cases after the final determinations or dispositions have been issued on appeals and the retention period had expired.

I received calls and callers to the office, referring both to the appropriate staff member. Answered inquiries and responding to request for information not covered under the privacy act. I handled sensitive and complex issues in accordance with instructions, policy and procedures. I conducted research for omitted, misplaced or unassociated documents/correspondence online and inter-office.

I interacted professionally and effectively both verbal and written communication to higher-level management and various levels of the organization on various procedural issues, policies and administrative guideline. I tracked data for veteran's appeals using the VACOLS electronic computer system to locate claim folders, file movement and routing to the appropriate Chief for further action.

I provide day-to-day communicative and subsequent analysis essential for the efficient operation of the office. In the analysis of data, I use basic statistical and management research principles and techniques in order to develop recommendations and written reports.

I ordered supplies by utilizing the organizational procedures and policies. Performed scanning/copying/ duplications functions for the entire staff.

I worked efficiently in handling multiple assignments organizing and prioritized workloads which I met and exceeded all required deadlines. I conducted research, planning, gathering and organizing information on special assignments/projects assigned by the Branch Chief or Team Lead. Assisted staff in completing all aspects of the job in a fast-paced work environment.

I compiled statistical reports from management and other staff members and report the findings in a timely manner. Prepared daily production reports and monthly statistical reports.

ADMINISTRATIVE ASSISTANT

Department of Veterans Affairs

October 2012 to April 2013

[REDACTED]

I served as the Administrative Assistant for the Military Order of the Purple Heart, Department of Veterans Affairs, Board of Veterans Appeals. I was responsible for maintaining computerized appeals inventory control records, alerting the Appeals Manager of appeals requiring expeditious review. I composed and edit non-technical memoranda and reports. I accessed, retrieved and input pertinent data using various electronic programs. I sorted and distributed incoming and outgoing mail ensuring expeditious handling of advance on the docket cases and CAVC remands. I assisted with processing claims and report preparation. I maintained and organized files, preparing new files as needed, reviewing them to identify inactive files for appropriate dispositions. I filed cases by docket, numerically and alphabetically depending upon issues of appeal. I reviewed Board decisions noting Board actions, providing completed decisions to the Appeals Managers. I responded verbally and in writing to inquiries on the status of appeals before the Board and remands at the Appeals Management Center. I complied with all Department of Veteran Affairs, Federal and MOPH regulations, regarding accessibility, confidentiality, privacy and documentation. I assisted management in analyzing all policies and programs ensuring proper procedures are adhered to.

I worked directly with the Veteran Administration personnel to expedite complex and sensitive tasks. I filed claim files and prepared correspondence, gathering, organized and associated pertinent information regarding veterans benefit eligibility. I transmitted information or documents to clients via computer, mail, email, scanner or facsimile. Review completed work ensuring the mission of the program is adhered to. I ordered supplies and equipment as needed by staff. I maintained inventory of MOPH equipment, furniture and office supplies, maintaining the appropriate documents/voucher for each order.

I performed time-keeping duties as requested. I possessed the ability to perform several administrative/clerical functions without direct supervision and without difficulty. I served as the office manager in her absence assisting in the development and implementation of various plans to assist veterans with benefits. I organized and prioritized workload meeting and exceeding all required deadlines. I scheduled appointments/meetings and maintained the office calendar for higher-level management. I contributed to the efficiency and effectiveness of providing assistance to Veterans, family members and representation/advocate. I forwarded information and inquires to the appropriate staff member.

I greeted visitors, screened calls, answered inquiries and complete most business involving established administrative policy and procedures, providing general information and referrals to hospital services and various programs.

Education

Certificate of Attendance

Winona State University - Winona, MN
January 2016

Master of Arts in Clinical Mental Health Counseling

Trinity Washington University - Washington, DC
August 2012 to August 2015

Guatemala Travel Study Program

Winona State University - Winona, MN
January 2014 to May 2014

Bachelor of Science degree in Psychology

Virginia State University - Petersburg, VA
August 2008 to May 2012

Diploma

School Without Walls Senior High School - Washington, DC
August 2004 to June 2008

National Society of High School Honors
2007

Skills

Excel, Microsoft Office, Microsoft Word, MS OFFICE, Outlook

Additional Information

COMPUTER SKILLS:

PC and Macintosh Operating Systems, proficient in Microsoft Office, Outlook, Microsoft Word, Excel, Access, Publisher, PowerPoint, HP Digital Sender 9250C, FECS Scanner, calculator and Internet



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

Courtney Edwards



Courtney Edwards is a 27-year-old mother of one handsome three-year-old little guy. She is a native Washingtonian and Co-founder of Modish Moms, a DC based 501c3 that supports moms. She volunteers with the Playtime Project and Girl Scouts of America at Pilgrim Baptist Church.

Her passion for Modish Moms came from the stigma that moms can only be moms. Ms. Edwards believes that life is just beginning when you become a mom; you can still reach your goals, enjoy life and raise your child to do the same things and motivate them to reach higher heights. She recognized a need in the DC community for support for young mothers, especially at-risk mothers and millennial moms. Modish Moms is building a community of women that is supportive and cohesive and that protects mothers.

A Ward 4 resident, Ms. Edwards received her Bachelor of Science degree in Psychology from Virginia State University and a Master of Arts degree in Clinical Mental Health Counseling from Trinity Washington 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: January 17, 2019
Subject: Legal sufficiency review of Resolutions nominating members to the members to the Maternal Mortality Review Committee

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 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 initial 'E'.

Elizabeth Cavendish