



OFFICE OF THE
SECRETARY

2019 MAR 25 PM 2:58

MURIEL BOWSER
MAYOR

MAR 25 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 D.C. Official Code § 47-2853.06(b), I am pleased to nominate the following individual:

Ms. Bridgett Gagné
2135 Suitland Terrace SE #102
Washington, DC 20020
(Ward 7)

for appointment as a licensed certified public accountant who, at the time of her appointments, has been engaged in the practice of public accountancy as a certified public accountant in the District for a period of not less than 5 years member of the Board of Accountancy, replacing Kayla Futch, for a term to end January 14, 2022.

Enclosed, you will find biographical information detailing Ms. Gagné's experiences, 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 E. Bowser
Mayor



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. Bridgett Gagné to the Board of Accountancy.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the “Board of Accountancy Bridgett Gagné Confirmation Resolution of 2019”.

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

Mr. Bridgett Gagné
2135 Suitland Terrace SE #102
Washington, DC 20020
(Ward 7)

as a licensed certified public accountant who, at the time of her appointments, has been engaged in the practice of public accountancy as a certified public accountant in the District for a period of not less than 5 years member of the Board of Accountancy, in accordance with D.C. Official Code § 47-2853.06(b), and pursuant to section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), replacing Kayla Futch, for a term to end January 14, 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.

BRIDGETT GAGNÉ, CPA, MBA

SUMMARY

Finance/Accounting professional with over 20 years of progressive experience. Areas of expertise include:

- Business Development
- Financial & Operational Compliance Reviews
- CFO Level Accounting Support
- Accounting System Implementation
- Business Process Improvement
- Financial Management Governance

SIGNIFICANT ACHIEVEMENTS

Business Consulting/ Strategic Planning

- Perform roles of Chief Financial Officer for small and medium size businesses on an interim and outsourced basis. Assist businesses in securing debt financing for either start-up or expansion. Prepare business plans with a focus on developing comprehensive set of projected financial statements with corresponding detailed written assumptions. Manage client relationships with financial institutions.
- Perform roles of Controller for small and medium size businesses on an interim and outsourced basis. Set up, implement, and manage accounting systems. Develop and implement monthly closing procedures as well prepare periodic financial statements for third parties as well as for review by CPA firm. Manage and train teams of associates and accountants. Prepare detailed financial and industry analysis for clients seeking long-term growth financing. Prepare detailed analysis of companies' historic cash flow, liquidity, and capitalization. Create custom projection models using multiple software packages. Generate financing proposals for publicly traded as well as privately held middle market companies.
- As CPA for 20+ years, have intimate familiarity with needs of clients and political acumen to help businesses develop programs to achieve financial objectives. Serve on business teams that structure development deals for the city of Atlanta's Empowerment Zone Corporation. Facilitated building relationships among the general public, financial institutions, and government entities for various business development projects.

Accounting

- Controller for small to medium size businesses. Facilitated the full range of accounting functions for all modules of accounting system, posting monthly entries, including cash receipts and disbursements as well as maintenance of fixed asset depreciation schedules. Close accounting system monthly, including preparation and variance analysis of monthly financial statements in accordance with owner specifications. Reconstruct multiple years of financial records from receipt and bank records for compliance with regulatory agencies. Prepared monthly, quarterly, and annual account reconciliations as well as budgets and forecasts. Manage human resource function for full-time employees, 1099 contractors, and seasonal staff; ensuring company in compliance with governing agencies. Tracked and monitored client billings as well as vendor payments.
- Analyze inter-company accounts with balances in excess of \$3 million. Systematically review monthly activity to ensure proper classification of activity between companies. Record journal entries to correct or reverse entries.
- Analyze budget versus actual variances for over 20 cost centers. Systematically review monthly activity to assess unusual or incorrectly recorded entries for actual activity. Research actual activity to determine any known discrepancies to budget. Prepare detail written analysis for significant overall variances for each cost center.
- Plan and analyze accounting strategies for existing businesses. Review current accounting system and perform analysis of financial statements. Discuss management financial reporting needs to tailor system for that entity.

Management

- Ensure superiors and clients informed of relevant financial activities of the business. Prepare and present periodic financial information to owners, executives, and decision makers.
- Review and analyze operations procedures and develop strategies for improvements. Organize accounting department and establish office procedures. Develop and write policies and procedure manuals based on staff input and business needs for internal use. Establish and implement internal controls.
- Manage and train team of associates, accountants, and administrative staff. Oversee staff activities to ensure proper recording and classification of accounting entries. Hands-off / open door policy management style.

- Build and manage relationships. Host and attend various professional (seminars/training) and social (golf tournaments/happy hours) events as venues for relationship building. Hold periodic staff meetings to ensure dissemination of relevant current business events.

EMPLOYMENT HISTORY

Managing Partner – Gagné Parker CPAs PLLC, Washington, DC (2009-present)

Responsible for managing the strategic plan and governance of the firm; ensuring regulatory compliance of the firm, members, and staff. Provide business strategy guidance and implementation.

Selected Accomplishments

- Serve as lead partner for various engagements including: DC Volunteer Lawyers Project; US Black Chambers, Inc. City First Enterprises, Inc.; Paul Laurence Dunbar Residence Association; Solutions Marketing Group, Inc.; DOT Communications, Inc.; Scope of service includes temporary controllership, business advisory, accounting and bookkeeping, and external audit coordination.
- Conduct financial compliance reviews for grant awardees of the United States Agency for International Development (USAID). Provide financial technical assistance on issues and concerns surrounding compliance and implementation of government regulations and on federal grant compliance subject matter. Extensive experience with the following OMB Circulars:
 - A-110 – “Uniform Administrative Requirements for Grants and Agreements with Institutions Of Higher Education, Hospitals, and Other Nonprofit Organizations”, and
 - A-122 – “Cost Principles for Nonprofit Organizations”.
- Conduct triennial reviews and Title VI compliance reviews for grant awardees of the Federal Transit Administration (FTA). Provide technical assistance on issues and concerns surrounding compliance and implementation of government regulations and on federal grant compliance subject matter.

Professor (Full-Time and Adjunct) Howard University – School of Business, Washington, DC (2006-2007)

Instructed three Principles of Accounting I and three Principles of Accounting II courses, consisting of over 250 students combined during the Fall, Spring, and Summer Semesters. Also, instructed Hospitality Managerial Accounting course with 9 students.

Sr. Manager, The DMP Group, LLC, Washington, DC

9/2003-9/2009

Certified public accounting and consulting firm. Responsible for managing various accounting activities. Served as lead on the following client projects:

- USAID – Cuba Program
- Federal Transit Agency – various compliance reviews
- Jair Lynch Companies
- Premium Title
- St. Mary’s Episcopal Church
- Various high profile tax clients

Controller & Accounting Manager – Cosmetic Physicians, PLLC, Washington, DC (2002-2006)

Responsible for the development of accounting department. Focused on setting up basic accounting functions including proper classification of sales activity, accounts payable, and manage human resource matters as well as prepared financial reports.

Controller (Interim) - R Flowers Associates, LLC, Houston, TX (2001 - 2002)

Revamped accounting function of this ten-year old event management company. Established new accounting system and controls to ensure efficient operations. Managed and trained team of accountants to handle daily accounting activity. Administered production control, purchasing and personnel. Resigned after one year to bring in full time Controller.

Self-Employed - The Gagné Group, Atlanta, GA (1995 - 2001)

Specialized in helping business owners achieve their objectives and goals through business planning and development. Re-engineered many clients accounting departments. Provided pro-active advisory services for businesses with revenues ranging from \$1 million to \$10 million annually. Dissolved The Gagne Group in the first quarter of 2001 to move to Houston to take care of ailing parent.

Management Associate – Bank of America (formerly NationsBank), Charlotte, NC (1993-1995)

Analyzed creditworthiness of large multi-national publicly traded corporations. Interacted with executive management to discuss various aspects of clients' business and industry. Developed and presented proposals with strategies for restructuring capitalization.

Jr. Accountant - Panhandle Eastern Pipe Line, Houston, TX (1988 - 1991)

Ensured proper classification and recording of general accounting activities of this publicly traded natural gas pipeline. Performed inter-company account analysis as well as budget to variance analysis of multi-million dollar accounts.

PUBLIC AND COMMUNITY SERVICE

American Institute of CPAs – Professional Liability Insurance Program Committee

Committee Member

Greater Washington Society of CPAs - Women to Watch 2013

Nominee

Hannah House, Inc.

Past Chair of Board, Board Member

Progressive Consultation, Inc.

Past Chairman of Board

Civic Endeavors:

The Exchange – Organizer (Business Support Group)

Grace Covenant Church (Instructor and Finance Committee Member)

Julia C. Hester House, a United Way Agency (Volunteer – Audit Work)

Women's Economic Development Agency – Instructor (How to Finance Your Business)

My Father's Business Ministry (New Birth Missionary Baptist Church) – Instructor/Organizer/Volunteer

Economic Development Corporation of Fulton County (Loan Review Committee Member)

EDUCATION

Babson College School of Business Administration (Boston, MA)

Goldman Sachs 10,000 Small Business Program Scholar

Certificate, Sept – Nov 2014

Tuck Executive Education at Dartmouth (Palisades, NY)

Tuck -WBENC Executive Program Dorothy B. Brothers Scholar

Certificate, October 2013

University of Texas School of Business Administration (Austin, TX)

Consortium for Graduate Study in Management Fellow

M.B.A. Finance, 1991 – 1993

University of Texas College of Business Administration (Austin, TX)

George M. Kozmetsky Endowed Presidential Scholarship

B.B.A. Accounting, 1984 – 1988

PROFESSIONAL DEVELOPMENT

Certified Public Accountant (CPA)

Licensed in the District of Columbia and Texas

Professional Memberships & Affiliations

American Institute of Certified Public Accountants

Greater Washington Society of CPAs

National Association of Black Accountants, Inc.

US Black Chambers, Inc.

Computer Skills

Proficient in PC based software including Microsoft Excel, Word, & PowerPoint

Proficient in efficiency software including QuickBooks Pro, Business Plan Pro, ProSeries, Timberline & Turbo Tax

Continuing Professional Education

Annual FASB Updates

Annual Tax Updates

Audit

Compilations & Reviews: Issues & Practical Solutions

Cash Flow and Financial Analysis

SEC Reporting Update



Executive Office of the Mayor - Office of Talent and Appointments
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 211 | Washington, DC 20004

Bridgett Gagné



Bridgett Gagné works as Managing Partner at Gagné Parker CPAs PLLC.

Ms. Gagné is responsible for developing and implementing the Gagné Parker CPAs PLLC firm's strategic plan, overall management and governance of the firm. Prior to co-founding Gagné Parker, Ms. Gagné served for years as a Senior Manager with a Washington DC based certified public accounting firm, and was responsible for managing various accounting and business consulting engagements. She provided leadership and technical assistance on financial reviews for international award recipients of United States Agency for International Development (USAID) program funds; and Financial Management Oversight, EEO, Title VI, and State Management Compliance Reviews for the Federal Transit Administration (FTA). She was instrumental in the design and implementation of the accounting firm's audit approach, and conducted a training workshop on federal procurement regulations.

A Ward 7 resident, Ms. Gagné graduated with a Bachelor of Business Administration in Accounting and a Master in Business Administration from the University of Texas at Austin.



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 1, 2019
Subject: Legal sufficiency review of Resolution nominating Bridgett Gagné to the Board of Accountancy

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