



MURIEL BOWSER
MAYOR

DEC - 3 2019

2019 DEC - 3 PM 2:15
OFFICE OF THE
SECRETARY

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 214 of the District of Columbia Health Occupations Revision Act of 1985, effective March 14, 1995 (D.C. Law 10-203; D.C. Official Code § 3-1202.14), I am pleased to nominate the following person:

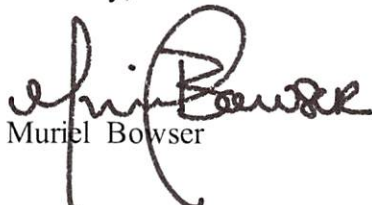
Ms. Donae Magett
3331 Martin Luther King Jr. Ave. SE
Washington, DC 20032
(Ward 8)

for appointment as a consumer member of the Board of Respiratory Care, replacing Andrew Williams, for a term to end July 17, 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 appointment of Ms. Donae Magett to the Board of Respiratory Care.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this
resolution may be cited as the "Board of Respiratory Care Donae Magett Confirmation
Resolution of 2019".

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

Ms. Donae Magett
3331 Martin Luther King Jr. Ave SE
Washington, DC 20032
(Ward 8)

as a consumer member of the Board of Respiratory Care, pursuant to section 214 of the District
of Columbia Health Occupations Revision Act of 1985, effective March 14, 1995 (D.C. Law 10-
203; D.C. Official Code § 3-1202.14), replacing Andrew Williams, for a term to end July 17,
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.

Donae Magett

Experienced Project Supporter & Biology Graduate

Experienced Department of Defense (DOD) Military Health Systems (MHS), Project Controller; with an academic background in Biology. A valued practitioner and advocate of sustainable/ preventative health care management. An individual with an open mindset for continuous improvement and growth. A compassionate individual that possess effective quality management skills with a stellar work ability to fulfill any objective/mission specific task, upon understanding the mechanics of the environment. Possess the ability to illuminate a room with positive energy; intelligent, detailed oriented with skills to construct and create innovative ideas and willing to learn. Excellent communication skills to articulate direct messages, intended to persuade, to inform, or to encourage any intended audience.

Meeting Coordinator/Facilitator
Project Manager Assistant
Global/ National Customer Service
Supporter

Program Initiative Implementation
Experienced Traveler
Portfolio Manager

Individual Thinker/ Team Oriented
Administration Support
Efficient Communicator

EDUCATION

Bachelor of Science in Biology, December 2016 GPA: 3.01 Greensboro, North Carolina Agricultural & Technical State University NC

EMPLOYMENT

Xicon Solutions, LLC – Falls Church VA

Project Control Specialist

June 2017-Current

- Monitor/Coordinate user accessibility accounts to gain access to the Composite Health Care (AHLTA/CHCS) legacy testing system.
- Facilitate the validation of Product team's component capability with the military Electronic Health Record (EHR) without compromise to technical, software, or information assurance components
- Review between 5-10 weekly Deliverables/ Contract Data Requirement List(CDRLS) with recommendation to the Government lead for approval/rejection through Serena business Management Tool to ensure vendors compliance with current contract deliverables
- Coordinate multiple Virtual Private Networks (VPN) connection request to support regional/global customers to retrieve data from military health system
- Created/ Manage a filing system to track daily team updates/ activity
- Authored/ Edited a 17 paged Standard operation of procedure (SOP) manual
- Coordinate, schedule, and facilitate between 4-5 meetings weekly/biweekly for Team's activity with individuals from different time zones to brief updates, issues, risk and or concerns.
- Review, analyze, and brief government support on team's major risks and issues to ensure proper communication/action is delivered to appropriate parties/ Stakeholders

KSJ & Associates, Inc. – Falls Church, VA

Project Control Specialist

February 2017-May 2017

- Acted as Junior Project Manager completing Monthly Progress Reports to inform Corporate and government leadership on various task associated with Garrison Integration Team accomplishments and planned activities.
- Completed weekly Quad Charts that updated Government Program Management Office(PMO) and Solutions Delivery Division (SDD) Leadership
- Coordinated VPN connection to support HAIMS Team
- Constructed Meeting Minutes for Integration led meetings.
- Developed and prepared informational guide/materials for government lead.
- Coordinated meeting/scheduling/facilitation for Garrison Integration Team activity.

EXPIERENCE HIGHLIGHTS

- VIP Greeter at Event Honoring Senator Patrick J. Leahy in Washington, DC (2012),
 - Introduced President Barack Obama during Back to School Speech (2011),
 - Scholarship Recipient International Experiment of Living Scholarship Program (2011)
 - Red Cross Volunteer (August 2015- January 2016)
 - Discussion Panelist for DC-CAP Pre-College Experience (July 2015)
 - Volunteer for Guilford County Emergency Management Ebola Simulation (November 2014)
 - Panelist for the US Department of Education Honoring the Legacy of African American Women Who Advocated for Education (2012)
 - Catholic University: Lab Assistant and Co-Author in Biomedical Research Paper & Mentee in Bone/Crab Lab (July 2009 – May 2010)
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Executive Office of the Mayor - Office of Talent and Appointments
John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

Donae Magett



Donae Magett is a Program Control Specialist at Xicon Solutions.

Ms. Magett is responsible for managing Xicon's filing system and authored the company's standard operation of procedure manual. Over the past two years, Ms. Magett has worked with military health systems and coordinated virtual private networks connections request to support regional and global customers. She has also developed and prepared informational guides and materials. Outside of work, Ms. Magett has also volunteered her time with the Red Cross and has served on the following discussion panels: DC-Cap Pre-College Experience (2015) and the US Department of Education Honoring the Legacy of African American Women Who Advocated for Education (2012).

A Ward 8 resident, Ms. Magett received a Bachelor of Science in Biology from North Carolina Agricultural and Technical State 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: August 10, 2019
Subject: Legal sufficiency review of Resolutions nominating Donae Magett and Carla Seals as members to the Board of Respiratory Care

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.

Elizabeth Cavendish