



MURIEL BOWSER
MAYOR
The Honorable Phil Mendelson
Chairman
Council of the District of Columbia
John A. Wilson Building
1350 Pennsylvania Avenue, NW, Suite 504
Washington, DC 20004

2019 DEC -6 PM 2:03
OFFICE OF THE
SECRETARY

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 203 of the Clemency Board Establishment Act of 2018, effective December 13, 2019 (D.C. Law 22-197; D.C. Official Code § 24-481.03), I am pleased to nominate the following individual to the Clemency Board:


Ms. Phylisa Carter
3719 Oakview Terrace, NE
Washington, DC 20017
(Ward 5)

for appointment as a member with a background in returning citizen issues member of the Clemency Board, for a term to end April 9, 2023.

Enclosed you will find biographical information detailing the above nominee's experience, 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



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. Phylisa Carter to the Clemency Board.

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

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

Ms. Phylisa Carter
3719 Oakview Terrace, NE
Washington, DC 20017
(Ward 5)

as a member with a background in returning citizen issues member of the Clemency Board,
pursuant to section 203 of the Clemency Board Establishment Act of 2018, effective December
13, 2019 (D.C. Law 22-197; D.C. Official Code § 24-481.03), for a term to end April 9, 2023.

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.

PHYLISA CARTER

SUMMARY OF QUALIFICATIONS

- **Case Management-** Managed 87 individual defendants in a unique settlement agreement between a tenant association representing a 672 unit apartment building, the building owners, and the DC Office of Attorney General that provided residents with \$5 million in systemic repairs and several hundred thousand dollars in rent abatements.
- **Lawyering Experience-** Over ten years of extensive experience interviewing and counseling clients, conducting legal research, and writing experience; submitting pleadings to the District Superior Court and administrative agencies; analyzing federal and local laws and regulations regarding housing and public benefits to successfully advocate for my clients.
- **Advocacy-** Participated as a faculty member at the Shiver Center National Center on Poverty Law's *Community Lawyering* training which provides legal services attorneys with legal and non-legal advocacy tools to enhance low-income communities' ability to obtain social justice. Facilitated a working group of legal service providers that met monthly to identify community challenges, developed solutions and coordinated our neighborhood outreach strategy.
- **Communication-** Over a decade of experience interviewing clients on legal issues. Conducted several know your rights presentations on landlord tenant issues to various community groups.

EXPERIENCE

DC Corrections Information Council, Washington, DC

November 2015 – October 2018

Board Member: A board appointed by the Mayor and District of Columbia city council that is mandated to inspect, monitor and report on confinement conditions at the Bureau of Prisons, Department of Corrections and private facilities where District of Columbia residents are incarcerated.

Bread for the City, Washington, DC

July 2007 - June 2014

Senior Staff Attorney: Managed the *Community Lawyering Project* which provided legal advice, representation, advocacy, education and information to individuals and community organizations regarding housing and public benefits issues.

- Testified before the District of Columbia Judiciary Committee on the collateral consequences of a criminal record when applying for rental housing.
- Presenter at ABA Criminal Justice Section: *Housing Policies and Strategies for Improvement* regarding people with criminal histories and housing policy.
- Demonstrated strong coalition building skills with legal service providers, workers' rights organizers and reentry advocates on social justice issues, such as "ban the box" legislation.
- Extensive knowledge of the District's *Tenant Opportunity to Purchase Act*, *Rental Housing Act of 1985*, and federal statutes and regulations that control federal housing programs, such as HOPE VI, LITHC, and Housing Choice Voucher Program
- Wrote a motion defending client under the Americans with Disabilities Act which saved client's legal claims from a summary judgment motion and possible eviction.

PHYLISA CARTER

EXPERIENCE

D.C. Employment Justice Center, Washington, D.C.

November 2002 - March 2005

Volunteer Attorney: Provided legal advice and counseling to low-income workers concerning employment issues. Assisted workers with Family Medical Leave Act claims, expunging convictions from their records, sealing arrest records, setting aside convictions that act as barriers to employment and wrote demand letters to employers.

America's Families United, Washington, DC

September 2004 - November 2004

Voter Protection Project

Attorney: Worked with voter registration groups and community coalitions to increase voter participation in communities of color and to eliminate voter suppression tactics. Monitored voter registration processes in Florida and Wisconsin. Conducted telephonic interviews with potential plaintiffs and drafted plaintiff declarations for litigation team. Provided legal advice on Election Day 2004 at a Command Center in Harrisburg, Pennsylvania.

Our Lady of the Westside Catholic School, Chicago, IL

August 1995 - May 1998

Inner-City Teaching Corp

Fourth Grade Instructor: Developed the fourth grade curriculum and organized extracurricular activities for over 60 children during my tenure.

EDUCATION

Northeastern University School of Law, Boston, MA

Juris Doctor, May 2001

O'Donnell, Schwartz & Anderson, Washington, D.C.

Spring 2001

Law Clerk: Researched and drafted memoranda for attorneys regarding labor law questions. Analyzed federal statutes, updated the Graphic Communications International Union's labor law manual, and assisted with editing a chapter of a treatise regarding the Family Medical Leave Act.

Katz, Friedman, Schur & Eagle, Chicago, IL

Summer 2000

Law Clerk: Researched and wrote memoranda for attorneys concerning labor law issues. Specific tasks included: researching standards for proving sexual harassment, picketing and handbilling secondary targets, and legal requirements for increasing union dues.

Trinity College, Hartford, CT

Bachelor of Arts, International Relations, May 1995

Study Abroad: *School for International Training, Nigeria* - Concentrated studies in Nigerian politics, economics, and culture. (Spring 1994)

BAR ADMISSION

State of Illinois, 2002

District of Columbia, 2006

PHYLISA CARTER

References

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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

Phylisa Carter



Phylisa Carter is an attorney with seventeen years of experience. Her areas of practice have included housing law, community organizing, and criminal justice issues. Her areas of practice align with her intention to address community challenges.

Ms. Carter served on the board of the D.C. Corrections Information Council (CIC) for three years. As a CIC board member, she traveled to federal prisons and jails to interview correctional staff and inmates about prison conditions. These evaluations were used to write invaluable reports provided to government officials, advocates and the public. Additionally, the data from these reports informed criminal justice public policy discussions at the local level.

Ms. Carter has also worked as a Senior Staff Attorney at Bread for the City's Legal Clinic in Washington, DC with the Community Lawyering Project. During her seven years at Bread for the City, Ms. Carter worked closely with lawyers, organizers and community stakeholders to address individual and systemic issues that affect neighbors east of the Anacostia River. She assisted communities with creating strategies to increase their power, promoting equity in the distribution of resources, and building leadership.

A Ward 5 resident, Ms. Carter received a Bachelor of Arts in International Relations from Trinity College and a Juris Doctor from Northeastern University School of Law.



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



Office of the General Counsel to the Mayor

To: Gianelle Rivera, Steve Walker
From: Betsy Cavendish
Date: November 8, 2019
Subject: Legal sufficiency review of Resolutions nominating Patrick Canavan, Phylisa Carter, Samuel Whittaker, and Andrew Fois to the Clemency Board

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'.

Elizabeth Cavendish