



MURIEL BOWSER
MAYOR

May 6, 2024

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 305 of the Office of Asian and Pacific Islander Affairs Establishment Act of 2001, effective October 3, 2001 (D.C. Law 14-28; D.C. Official Code § 2-1374), I am pleased to nominate the following individual:

Ms. Karen Kwok
Chapin Street, NW
Washington, DC 20009
(Ward 1)

for reappointment as a public voting member of the Commission on Asian and Pacific Islander Community Development, for a term to end April 17, 2026.

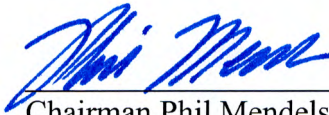
Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

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,

A handwritten signature in black ink that reads "Muriel Bowser".

Muriel Bowser
Mayor


Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the reappointment of Karen Kwok to the Commission on Asian and Pacific Islander Community Development.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this resolution may be cited as the “Commission on Asian and Pacific Islander Community Development Karen Kwok Confirmation Resolution of 2024”.

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

Ms. Karen Kwok
Chapin Street, NW
Washington, DC 20009
(Ward 1)

as a public voting member of the Commission on Asian and Pacific Islander Community Development, established by section 305 of the Office of Asian and Pacific Islander Affairs Establishment Act of 2001, effective October 3, 2001 (D.C. Law 14-28; D.C. Official Code § 2-1374), for a term to end April 17, 2026.

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.

KAREN CARMEN KWOK

MSN, FNP-BC, MPH

OBJECTIVE

Seeking Commission opportunity contributing to community health, civic engagement, & collective action for an API wellness agenda in an equitable & inclusive District of Columbia

KEY QUALIFICATIONS

- **GLOBAL HEALTH ADVISOR WITH MASTER'S IN PUBLIC HEALTH:** Johns Hopkins University graduate with over 20 years engaging interdisciplinary teams for health systems strengthening efforts
- **FIELD EXPERIENCE:** Sub-Saharan Africa, Central/Southeast Asia, Latin America & Caribbean
- **TECHNICAL EXPERTISE:** FP/RH, RMNCAH, NCD, oncology, immunizations, TB/HIV, & HMIS
- **PROJECT MANAGEMENT:** Train-the-trainer for capacity development supervising 2-5 direct reports with NCD community initiatives ranging from \$1 Million to \$30.5 Million with Project Hope & Peace Corps
- **USER EXPERIENCE DESIGN:** Super User for electronic health records, Content Expert in medical device focus groups, & Hackathon Enthusiast applying Human-Centered Design in global development evaluation
- **DONOR FAMILIARITY:** USAID (including Saving Mothers Giving Life), Project CURE, PEPFAR, CDC, DOD, FEMA, HHS, JICA, SIDA, Project Hope, Mercy Corps, & California HealthCare Foundation
- **ADVANCED PRACTICE NURSE:** UC San Francisco graduate & American Nurses Credentialing Center recognized as Family Nurse Practitioner Content Expert Panelist with over 17 years in delivering patient care
- **LANGUAGES:** proficiency in conversational & medical Spanish & Cantonese

EDUCATION: PUBLIC HEALTH & FAMILY NURSING

Johns Hopkins University, Baltimore, Master of Public Health 2005

- Specialty: Program Evaluation, Bill & Melinda Gates Reproductive Health Institute
- Awards: Alice & William Hinckley Fund, Association of Teachers of Preventive Medicine

University of California, San Francisco, Master of Science in Nursing 2004

- Specialty: Advanced Practice Nurse Practitioner in Family Medicine
- Awards: School Traineeship, Asian Health Sciences Scholar, California League for Nursing

SAFETY NET PATIENT CARE: CASE MANAGEMENT IN HEALTH SERVICES

Nurse Practitioner, *County Public Health Clinics, CA & Howard University, DC* 2002 – 2016, 2018 - now

- Elected interdepartmental liaison with quality improvement for patient safety & efficient provider workflow
- Dedicated child-centered family, school, & clinic solution for special learning & optimal health needs
- Integrated NCD & oncology family-centered careplan with specialty recommendations for dementia, substance dependence, cognitive & physical disabilities, homelessness, & refugees seeking asylum
- Awarded by Hartford Geriatric Academy, California HealthCare Foundation, Women Health Care Executives

Registered Nurse, San Francisco & Oakland, CA 2001 – 2005

Kaiser Permanente, Mission Neighborhood, SF General Hospital, & Edgewood Children's Center

- Designed multidisciplinary behavioral health careplan for Pediatric residents in Level 14 fostercare home
- Triage Pediatric, Teen, OB/GYN, & Adult Clinics' advice calls & urgent care walk-ins for key populations (LGBTQ, sex workers, users of injection drugs) with medical & behavioral health needs

CAPACITY DEVELOPMENT: INSTRUCTION & FACILITATION

Guest Lecturer 2017 – now

California Institute of Integral Studies, University of San Francisco, University of Maryland

- Presented case studies in global maternal child health for graduate students in social work, humanitarian ethics, & medical anthropology to promote critical thinking in international diplomacy

Workshop Trainer & Co-Facilitator 2009 - 2011, 2015 –2016

Diversity Works & Soliya, San Francisco Bay Area, CA & online global forum

- Co-facilitated Diversity Works training on community volunteerism for after-school teachers, middle school students, & graduate business students from Japan to promote social entrepreneurship
- Co-led Soliya virtual classroom discussions with students from US, Pakistan, Libya, & Italy on human rights, social services, & race relations topics to increase diversity awareness & inclusion

Advisory Board: Strategic Planning Chair 2009 - 2012

Young Nonprofit Professional Network, San Francisco Bay Area, CA & USA

- Led remote collaboration for San Francisco, Orlando, Chicago, & Boston chapters on lessons learned in

- strategic planning to promote knowledge sharing & nonprofit professionalism
- Spearheaded designing webinar for strategic planning best practices & national conference panel presentation for over 150 participants representing 43 chapters
- Awards: Hands on Bay Area, National Urban Fellowship, BoardSource Leadership Forum

PRIVATE SECTOR ENGAGEMENT: NCD MEDICAL DEVICES & DISASTER MANAGEMENT

Project Management: Public Health Consultant 2018

J&M Global Solutions, Alexandria, VA

- Devised team dashboard, process map, & logic model for project launch of \$1 Million biodefense portfolio

Clinical Practice Consultant 2006 - 2010

Blueshift Global Partners, Panasonic Electronics, San Francisco & San Jose, CA

- Designed feasibility analyses, proposed user experience in key features, & drafted new business development in medical device innovation adapted for patients with low literacy & physical disabilities
- Synthesized specialist expertise in translation science for engineers devising diabetes, cholesterol, sensorineural hearing loss, mental health, & knee replacement postoperative rehabilitation devices

HSS MULTILATERAL PARTNERSHIPS: PHC PROJECT MANAGEMENT

Public Health Technical Lead: Logistics Consultant 2011 – 2017

Project Hope & Mercy Corps: on-site in Latin America & Asia

June 2011 – July 2011 Bayan Olgii & Khentii regions, Mongolia:

- Trained 2 participants in facilitator role to assess social dynamics, youth development, & optimal child learning for nomadic families relocated to urban centers in the Social Safety Net Project
- Coordinated Project Hope clinic operational logistics for efficient clinic flow, provider productivity, & quality of health services provided to 200 patients/day in USAID/DOD mission

December 2013 – January 2014 Dhaka, Bangladesh:

- Formulated rapid needs assessment for bachelor's faculty exchange program to promote poverty reduction, women's empowerment, health workforce reinvestment, & global nursing professionalism
- Poster presentation with 2015 Bangladesh Development Initiative on chronic malnutrition

January 2016 – February 2016 Santo Domingo, Dominican Republic:

- Designed curriculum with faculty deployment, clinical site, & academic partnership recommendations for pediatric trauma program to improve survival & rehabilitation outcomes for independent function

November 2017 – December 2017 San Juan, Puerto Rico:

- Assessed post-Hurricane Maria disaster recovery needs resulting in funded \$1 Million diabetes initiative
- Awards: HIVE Global Leadership Program, Give1 Project France Entrepreneurship Summit

USAID Saving Mothers Giving Life: Maternal Health Project Implementers 2016 – 2017

Peace Corps Response, Kalomo, Southern Province, Zambia

- Designed community health worker training curriculum to educate community members about post-partum hemorrhage, preeclampsia, HIV, & sepsis as part of \$30.5 Million USAID portfolio
- Audited perinatal registry data to track quality indicators for HIV health services, ARV medication inventory, & neonatal transmission with PEPFAR & CDC supply chain projections
- Developed toolkit with Sustainable Development Goal targets in maternal & pediatric health outcomes to support diversified project portfolios & independent grantseeking by Ministries

NGO TECHNICAL EXPERTISE: MCH COMMUNITY MOBILIZATION

Health Consultant 2007 - 2008, 2011 - 2012

African Immigrant Refugee Resource Center & African Advocacy Network, San Francisco, CA

- Conducted focus groups on health, legal, & employment concerns of African refugees & immigrants based on needs assessment & utilization-focused evaluation plan to assist community integration
- Drafted technical reports on grant deliverables achieved with training 20+ community health workers
- Trained 20+ Ivory Coast, Togo, Ethiopia, Eritrea, Senegal, Ghana, & Morocco community leaders on "Know Your Rights" for seeking health services with \$500000 California HealthCare Foundation support

Program Committee Member: Strategic Planning Consultant 2009 - 2010

One World Children's Fund, San Francisco Bay Area, CA; Uganda, Africa

- Co-facilitated 10-person grantee capacity development training on metric selection, data analysis, & program evaluation to assess organization performance in promoting child welfare
- Led on-site workshops to establish data collection systems tracking \$400 Million shillings with academic &

well-being indicators for orphan & vulnerable children in Jinja & Soroti, Uganda

Program Evaluation Consultant

2000 - 2005

Child Family Health International, Salvadoran Association for Rural Health Promotion on-site:

July 2001 – August 2001 Delhi, Dehra Dun, & Than Gaon, India

June 2002 – July 2002 Oaxaca City & Puerto Escondido, Mexico

May 2003 – June 2003 Santa Ana, El Salvador

May 2005 – June 2005 La Paz, Bolivia

- Designed evaluations measuring health outcomes & service utilization for grant reporting on program performance in Ecuador, Mexico, India, & South Africa
- Poster presentation with \$10K grant award on outreach conducted with India Village President, local clinic staff, & enrollment of 80 households in health education (personal hygiene, family planning, & dental care)
- Trained Bolivia Local Coordinator on needs assessment, program evaluation, & grantseeking skills for social services & health programs serving street children

PUBLIC HEALTH: MCH PROGRAM IMPLEMENTATION & EVALUATION

Immunization Project Coordinator, Perinatal Social Work Volunteer

1996 - 2000

CommuniCare Health Centers, Yolo County, CA

Employee recognition award including full-time program staff promotion for annual audit of 3 clinic sites:

- Performed data verification with over 600 pediatric charts reviewed on immunization practices to achieve above 95% up-to-date immunization status
- Designed quarterly training materials with interactive instruction: pre-test, case scenarios for routine & catch-up immunization schedules, post-test for 20 Medical Assistants & providers
- Organized clinic workflow & logistics for immunization registry enrollment of hospital newborn deliveries & migrant farmworkers in Healthy Start clinics to decrease lost opportunities for immunizations

UC Davis Student Health Center, Peer Counselors in Sexuality

Health Education Intern

1997 - 1998

- Provided 5 sessions in peer education with behavioral change communication for 20 young adults on sexual health, including LGBTQ concerns
- Mentored peer counseling with over 150 individuals on pregnancy & sexual orientation topics to encourage safer sex, STI/HIV prevention, & reproductive health

Yolo County Public Health Department, Davis & Woodland, CA

1996 - 1998

Maternal & Child Health Intern

- Drafted needs assessment for interventions minimizing school truancy, drug use, & adolescent pregnancy for migrant farmworker & low-income families with rural community leaders, social services, & government
- Prepared monthly reports for Yolo County Maternal & Child Health Advisory Board with targets in performance indicators & partnership development with health services for 12000 vulnerable children

PHC KNOWLEDGE MANAGEMENT: POSTER PRESENTATIONS

- **Effectiveness of Cascade Training & Supervision (CTS): Scaling Improved Maternal Health Outcomes**, Zambia, *AFREHealth Symposium Abstract* 2017
- **Community Health Workers: Addressing Childhood Micronutrient Deficiencies in Chittagong Hill Tracts**, *Bangladesh Development Initiative, Universities for Global Health* 2015, 2016
- **Bangladesh Health Systems Strengthening Initiative: Reevaluating Health Workforce Capacity**, *Bangladesh Development Initiative Conference* 2015, 2016

SELECT AWARDS

- **President's Volunteer Service Award**, Corporation for National & Community Service 2013
- **America's Leaders of Change**, National Urban Fellowship 2011

APPOINTMENTS

- **Mentor**: *New Sector Alliance, Organization of Chinese Americans, Peace Corps* 2013 - now
- **Objective Reviewer**: *Association Teachers of Preventive Medicine, IREX Community Solutions Program, Core Group Technical Review Committee, USAID Youth Power* 2008 - now
- **Family Nurse Practitioner Content Expert**: Panelist, Abstract Reviewer, Standard Setting, Item Writer: *American Nurses Credentialing Center* 2012 - 2015



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

Karen Kwok



Ms. Karen Kwok, MSN, FNP-BC, MPH, is a family nurse practitioner for the U.S. Food and Drug Administration, a subject matter expert for National Council of Urban Indian Health, and a current member of the Commission on Asian and Pacific Islander Community Development.

Ms. Kwok has over 26 years of experience performing public health and family nursing advocacy and education. Throughout her career, Ms. Kwok has implemented strategies to increase diversity of study participants in research studies, developed workshops to build inclusive teamwork using project management tools, and authored training curriculum to improve public health outcomes.

In addition, Ms. Kwok currently serves on the Advisory Board of Diversity and Inclusion at the New Politics Leadership Academy, as a mentor for the New Sector Alliance Organization of Chinese Americans at the Peace Corps.

A Ward 1 resident, Ms. Kwok earned her Master of Science degree in Nursing from the University of California and her Master of Public Health from Johns Hopkins University.



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



Office of the General Counsel to the Mayor

To: Tomas Talamante, Steve Walker
From: Betsy Cavendish
Date: April 30, 2024
Subject: Legal sufficiency review of Resolutions nominating Sina Uipi, Niranjana Adhikari, Jennifer Anderson, Jennifer Hara, Karen Kwok, Jeffrey Le, Artisha Naidu, Anesha Bhat, Halaevalu Vakalahi, Mike Park, Moh Sharma, Martha Watanabe, and Yilin Zhang as members of the Commission on Asian and Pacific Islander Community Development

This is to Certify that this office has reviewed the above-referenced resolutions and found them to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Erika Satterlee, Deputy General Counsel, Executive Office of the Mayor, at 202-724-1303, or me at 202-724-7681.

A handwritten signature in black ink that reads 'Elizabeth A. Cavendish'. The signature is written in a cursive style.

Elizabeth A. (Betsy) Cavendish