



MURIEL BOWSER
MAYOR

May 15, 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 212 of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.12), I am pleased to nominate the following person:

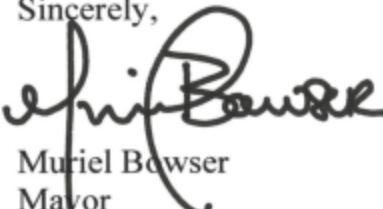
Ms. Wanda Wheeler
Kansas Avenue, NW
Washington, DC 20011
(Ward 4)

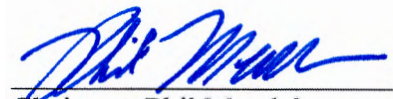
for reappointment as an independent clinical social worker licensed in the District member of the Board, for a term to end March 3, 2027.

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
Mayor


Chairman Phil Mendelson
at the request of the Mayor

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6 A PROPOSED RESOLUTION
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10 IN THE COUNCIL OF THE DISTRICT OF COLUMBIA
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15 To confirm the reappointment of Ms. Wanda Wheeler to the Board of Social Work.
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17 RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this
18 resolution may be cited as the “Board of Social Work Wanda Wheeler Confirmation Resolution
19 of 2024”.

20 Sec. 2. The Council of the District of Columbia confirms the reappointment of:
21

22 Ms. Wanda Wheeler
23 Kansas Avenue, NW
24 Washington, DC 20011
25 (Ward 4)
26

27 as an independent clinical social worker licensed in the District member of the Board of Social
28 Work, established by section 212 of the District of Columbia Health Occupations Revision Act
29 of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.12), for a term
30 to
31 end March 3, 2027.

32 Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution,
33 upon its adoption, to the nominee and to the Office of the Mayor.

34 Sec. 4. This resolution shall take effect immediately.

Wanda Wheeler, M.S.W.

PERSONAL INFORMATION:

Work Contact:
240-276-7495
WheelerW@nih.gov

Home Contact:
(202) 320-0544
wwheeler111@gmail.com

SUMMARY OF QUALIFICATIONS:

Seasoned administrative generalist experienced in the areas of human resources, budget, acquisitions, and travel. Key strengths include policy knowledge and implementation, the ability to foster inter- and intra-agency partnerships to further administrative and scientific initiatives, and service delivery at a high level of customer satisfaction.

EDUCATION

Master of Social Work
New York University, New York, NY

Bachelor of Arts, Business Management/ Performing Arts
Manhattanville College, Purchase, NY

PROFESSIONAL EXPERIENCE

Administrative Officer, OD ARC 7/2022 – Present
National Cancer Institute (NCI), Shady Grove, MD; average hours per week: 40 **GS-0341-13**

- Manages multiple programs for the Office of the Director, Administrative Resource Center (OD ARC) to ensure that the staff of 40+ are successful in human resources, financial management, travel, purchasing, and time and attendance. Responds to the needs of the office and its programs in a timely manner.
- Meets regularly with program managers and support staff to keep all administrative activities on track and convey information on changes/updates in organizational operations and finance. Proactively identifies problems and makes recommendations to management for process improvements. Researches and interprets federal policies and regulations ensuring programs operate in complete compliance.
- Establishes strong business relationships within NCI, NIH and outside institutions via clearly written communications and documentation (i.e., emails, MOUs, IAAs and IPAs.)
- Builds community and engagement among OD ARC staff through planning events and leveraging collaborative technologies in a hybrid work environment.
- Human capital manager overseeing HR actions from pre-recruitment through employee off-boarding. Facilitates employee badging and background checks (NED), time and attendance (ITAS), pay/leave issues (MyPay) learning management (LMS), performance and awards management (ePMAP, nSight HR, WiTS), and promotion and other career change actions (EHCM).
- Oversees program budgets in excess of \$93 million using Beacon, NBS, and POTS business systems. Responsible for budget execution activities including authorizing CAN changes, program Requests for Additional Funding (RAFs), Inter-Agency Agreements (IAAs), Direct CAN Citations (DCC) and G-Invoicing. Ensures that all necessary documentation for financial actions is accurate, complete, and compliant with law, regulation, and policy throughout the fiscal year.

- Maintains up-to-date budget and personnel staffing reports to accurately reflect allocations and staffing information for sound financial forecasts and projections.
- Liaison with the NCI Office of Budget and Finance (OBF), closely monitoring online spend down at year-end close. Assures all program appropriations are optimized and properly obligated in the Beacon system.
- Funds approver for procurement actions, providing guidance on policies and procedures in adherence to NIH provisions and limitations. Works with procurement official to provide oversight of contract activities and purchasing decisions for programs in a timely manner.
- Directs program staff on travel policy and procedures for complex travel planning and timely travel credit card management and reimbursement. Approves over 200 foreign and domestic trip authorizations and vouchers for program staff and their affiliates in Concur Government Edition system (CGE).
- Independently plans, organizes, and prioritizes workload to accommodate changing demands and timelines of the programs serviced by the OD ARC. Proficient with office productivity platforms (FastTrack Pro, Microsoft 365).
- Takes leadership role providing programs with business application training and mentoring junior administrative staff.
- Fosters relationships between the OD ARC and the programs serviced by development of the Administrative Speaker Series and serving on the Budget Report workgroup for improved financial management and information sharing.
- Maintains up-to-date knowledge of policies and procedures via regular trainings and renewing valuable certifications including Contracting Officer Representative (COR II).

NIH Management Intern (MI) Program

7/2020 – 7/2022

*National Institutes of Health (NIH), Bethesda, MD; average hours per week: 40
(Change to Lower Grade for Program Participation)*

GS-0301-11

Selected for the highly competitive administrative leadership program. Developed advanced knowledge of the theory and principles of management and organization by completing seven consecutive rotations, leading teams on multiple projects, and fulfilling more than 100 hours of formal interactive training.

Rotation 7: Budget Analyst

*Office of Budget and Finance (OBF), Office of Management
National Cancer Institute (NCI)*

6/2022 – 7/2022

- Participated in high level budgetary discussions focused on NCI-wide concerns including grants management, year-end close reconciliation, researching unpaid taps, IT Systems, and process improvement.
- Drafted procedural roadmap for the royalties' funds approval process.
- Prepared the NCI Year-End Close (YEC) memo and PowerPoint presentation for IC-wide presentation. Updated and aligned budget guidance targeting NCI's internal budget execution audiences.
- Shadowed Budget Execution Team member to gain insight and knowledge of NCI's execution tasks and processes. Introduced with the various tools and resources OBF manages and is used by DOCs to allocate, track, and report on NCI funds.

Rotation 6: Management Analyst, Office of Human Resources

*Strategic Workforce Analytics & Engagement Branch (SWAE),
Workforce Support and Development Division, OHR*

4/2022 – 5/2022

- Created comprehensive succession planning profiles that specified potential successors and their readiness to properly prepare for the departure of key employees.
- Conducted interviews and focus groups with senior division leaders to obtain detailed information about the essential skills, trainings and experience required in a successor. Frequently provided feedback and guidance to the Lead Workforce Planning Strategist regarding planning presentations, critical thinking, interpersonal approach, and data visualization. Prepared responses to anticipated questions and concerns.
- Advised the OHR Branch Chief on enhanced strategies to improve customer satisfaction among HR representatives across the NIH.
- Analyzed findings of the quarterly NIH Exit Survey, assessing for trends and opinions of departing employees, and produced the NIH Executive Summary Report as a valued resource to IC senior leaders.
- Reconciled conflicting Employee Survey data to convey clear and constructive reporting to the customer.
- Exchanged information on workforce development planning objectives as part of a project collaboration with the Office of Strategic Planning and Management Operations (OSPMO).
- Reported employee survey findings to the customer's senior division leadership with recommendations on solutions and their possible implementation.
- Evaluated customer satisfaction surveys for effectiveness and efficiency and revised the questionnaire to gather novel information.

Rotation 5: Administrative Officer

*Center for Clinical Research – Clinical ARC
National Cancer Institute (NCI)*

1/2022 – 3/2022

- Managed the budget execution process including budget monitoring, keeping up-to-date records in the Business Management System (BMS), Beacon and FastTrack Pro for timely reporting, documentation for CAN flip approvals, and creating salary projection reports.
- Handled over 50 travel package authorizations and approvals, voucher certifications (CGE) and travel charge card applications (CitManager), cross-checking systems for supporting documentation.
- Independently compiled and submitted personnel packages with various hiring mechanisms in Fast Track Pro, including those for visiting clinical fellows. Monitored the fellows progress through DIS and provided timely updates to the fellow and the selecting official.
- Advised Travel Team Lead on methods and practices to grow their Teams channel by creating a comprehensive repository of information and enhancing the channel's utility thus fostering trans-ARC collaboration among travel AOs and planners.
- Worked with the procurement team to ensure timely processing and approval of purchase orders. Processed fellows' payments in the Fellow Payment System (FPS).
- Created training documents and reference materials for newly hired AOs to have a quick start-up in travel processing and to improve the AOs' ability to anticipate and plan for annual administrative milestones.
- Collaborated with Trans-ARC AO budget leads working on the optimization of the Business Management System.

Rotation 4: Administrative Officer

*Extramural & Intramural Administrative Services Branches,
National Center for Advancing Translational Science (NCATS)*

8/2021 – 12/2021

- Provided administrative services to fulfill the needs of both intramural and extramural programs in a timely and responsive manner.
- Processed Title 5 pre-recruitment packages including securing PD Classifications, accessing EHCM to obtain necessary position information, utilizing HR Cards to obtain position

descriptions, Beacon to locate the appropriate CANs, and Position Designation Tool (PDT) to create a record.

- Facilitated the hiring of Title 42(f) candidates by securing all required documentation and approval signatures in compliance with federal hiring laws, regulations and policy. Prepared the compensation review portion of the visiting fellow conversion package to Title 42 appointment.
- Specifically recognized in this area for completing over 200 HR Title 5 Candidate Evaluation forms for Title 5 exhaustion during a 36-hour emergency period.
- Utilized the NED Portal for both onboarding and offboarding actions. Maintained contact with DPSAC to monitor new employees' progress. Created Off-Boarding Checklist using the nSIGHT HR system.
- Took initiative to restructure HR package compilation procedures and checklists improving functionality and reducing the risk for human error.
- Prepared the charter for the SBRBPAS Review Committee to include overseeing compliance with all governing requirements in the recruitment, appointment, continued employment, and compensation of SBRBPAS scientists.
- Provided guidance on how to improve collaboration and communication between the Administrative Officers and the Program Support Staff for improved work culture.
- Utilized the Beacon system in tasks involving budget formulation, execution and monitoring. Responsible for confirmation of proper funding obligations at the year-end close and opening of the new fiscal year.
- Team Lead of working group for development of a new HR Workflow Automation System. Worked closely with the IC's IT office on creating the specific reporting needs of executive leadership.
- Gained exposure NIH administrative systems used for timekeeping (ITAS), procurement (POTS), HR actions (WITS) and Fellow Payroll (NBS and FPS).

Rotation 3: Budget Analyst

Financial Management Branch (FMB),

4/2021 – 7/2021

National Human Genome Research Institute (NHGRI)

- Acquired extensive knowledge of IC level budget execution and preparation for year-end close during FY2021, shadowing the process from multiple perspectives.
- Utilized Beacon and nSight Finance to prepare a summary report of historical year-end carryover funds for FY2015-20 and presented findings to the Budget Officer using data visualization.
- Provided feedback on the draft of the NHGRI FY 2022 Congressional Justification (CJ) Budget.
- Reviewed FMB Office operations (e.g., CAN flips, DCCs, IAAs, interaction with NHGRI and trans-NIH offices and working groups).
- Gained exposure to senior leadership's best practices for change management and the implications for the agency's budget process in preparation for the transition from the NIH STOPS contract to the SOARs contract.
- Created and managed a central repository of FAQs and tracked action items for the SOARs contract implementation.
- Familiarized with several business systems including Beacon, QlikView, nVision, and FPS to cross-check and analyze data, to generate reports for senior leadership.

Rotation 2: Management Analyst/Special Assistant to the Chief Financial Officer

All of Us Research Program, Office of Finance and Management (NIH OD)

12/2020 – 3/2021

- Special assistant to the CFO, working independently on special projects and attending meetings to ensure the principal's perspective was represented.

- Assisted in standing up the *All of Us* Information Technology Governance Committee (ITGC), keeping senior leadership apprised of progress.
- Drafted delegations of authority between the CFO and the program's Administrative Directors.
- Performed analysis of program-wide technology platforms and made recommendations to the CFO regarding best practices.
- Reviewed the new hire onboarding process and provided written feedback on its effectiveness and identified areas for process improvement.
- Oversaw managerial staff in establishing the program's virtual team-building activities and monitored its progress within a digital project plan platform.
- Prepared correspondence and provided general administrative support to the CFO (e.g., drafting/editing emails, memos, and meeting agendas).

Rotation 1: Management Analyst

Workforce Development Branch,

9/2020 – 12/2020

National Institute of Dental & Craniofacial Research (NIDCR)

- Conducted remote work policy analysis including policy review and benchmarking practices across the NIH. Prepared and presented written communication of results and regularly updated administrative leadership on emerging trends and best practices relative to COVID-19 restrictions.
- Consolidated data about the diversity, equity, and inclusion efforts and accomplishments from across the IC in keeping with its goals and objectives. Compiled the data for inclusion in the MD-715 report which documents the proactive steps taken to ensure equal employment opportunities are given to all employees and applicants for employment.
- Researched then-current diversity and inclusion programs and initiatives across the NIH and compiled comprehensive information in an easy-to-use format.
- Recommended an outreach plan to leadership for improving diversity in scientific staff recruitment via contact with historically black colleges and universities.
- Prepared FEVS correspondence toolkits for institute leaders which contributed to a 5% increase in the number of respondents from the previous year.
- Applied federal principles, practices, laws and regulations related to HR actions and workforce development policies. Activities included reviewing Title 42 packages and staff awards for accuracy and monitoring staff enrollment mandatory anti-harassment training sessions (CIVIL).

Clinical Manager/Research Clinician

11/2002 – 7/2020

Emotion and Development Branch, Intramural Research Program

National Institute of Mental Health (NIMH); average hours per week: 40

GS-0185-12

NIH, Bethesda, MD

Clinical Manager:

- First line of administrative contact for Special Volunteers involved in clinical work. Worked with administrative support staff to initiate packages, including preparation of the Form NIH 590.
- Took initiative with onboarding and orientation of Title 5 clinical employees and Special Volunteers, resolving badging issues, procuring equipment, gaining system access including landline hook-up, and space management. Verified time and attendance for Special Volunteers.
- Served as main point of contact for invoicing and fulfillment of printing purchase orders, monitoring service contract vendors while onsite, and supervising the use of the government purchase card. Kept accurate records of transactions and contractor performance for submission to the COR.

- Took initiative to create a procurement proposal presented to senior investigators for the conversion of 12 years of paper research documents to digital formats. Consulted with division level administrative and IT leaders about strategies, met with potential vendors, analyzed proposals, and made recommendations, directed staff in preparation of documents for both physical and electronic storage, coordinated transportation of documents, and designed electronic formats of all formerly printed research materials.
- Facilitated weekly administrative meetings to monitor the clinical team's progress and promote team building. Proactively managed areas of potential conflict and negotiated solutions among the workgroups.
- Developed and implemented administrative policies and procedures to enhance safety and security protocols and reduce risk exposure for the lab in accordance with NIH policy and federal laws and regulations.
- Kept up to date on federal policies and regulations regarding research conduct, safety monitoring, and reporting information about research progress. Maintained compliance with related requirements including timely written documentation and organized record-keeping.
- Led the Subject Recruitment Team in planning, implementing, and evaluating marketing strategies to reach untapped research subject groups. Analyzed the impact of various approaches in terms of costs and resources required.
- Provided exceptional customer service to research volunteers by anticipating their needs and managing their expectations resulting in a positive research experience and high subject retention rate.
- Identified workflow inefficiencies and designed processes to expedite research subjects through the clinical protocols and to maximize staffing resources. Implemented procedures, thus generating better qualified subjects and more useful data.
- Interfaced with both internal contacts and external organizations serving as a liaison with the community to advance the goals and objectives of the lab.
- Tasked with information gathering, analysis and evaluation of research data in support of intramural protocols. Prepared and presented both oral and written reports and correspondence of findings in the weekly staff meeting.
- Supervised social work graduate school interns/special volunteers as a field instructor. Responsible for student orientation and training, monitoring daily assignments, and providing weekly supervision. Completed all administrative tasks required by the training university including student evaluations.
- Mentored Post-Bac IRTAs, lending support and guidance on customer service, safety and PII security, and appropriate self-care while working in a high-pressure research environment.

Psychotherapist

3/2005 – 4/2021

Gilead Psychotherapy, Washington, DC; average hours per week: 20

- Owner/operator of a private psychotherapy practice offering treatment to adult individuals, couples, and families
- Managed all administrative concerns including client scheduling, private insurance billing and bookkeeping, and maintaining licensing and business registration.
- Planned and budgeted for operational needs. Responsible for managing all service and supply contracts.
- Established and regularly reviewed the business plan to ensure business goals were met in an effective and timely manner.

LEADERSHIP & TRAINING

Interim Chairperson/Board Member – District of Columbia Board of Social Work*DC Board of Social Work, Washington, DC*

5/2019 – Present

- Mayoral appointee responsible for upholding the regulations of social work practice in the District of Columbia by protecting the interests, public health, and safety of the local consumer.
- Analyze regulations and reviews, revises and establishes new regulations to meet the needs of evolving circumstances, including a response to COVID-19 restrictions.
- Consulted as a subject matter expert on clinical practice operations and continuing education qualifications in keeping with best practices and established regulations.
- Duties include administering, enforcing compliance, and providing guidance on standards, addressing complaints, requesting investigations, attending investigative hearings, determining violations, prescribe penalties and providing compliance consultation.

Committee Member, MI/PMF AO Dashboard Working Group

NIH Training Center, NIH

5/2022 – Present

- Created comprehensive searchable database of Administrative Officer details for Interns and Fellows seeking AO experience.
- Developed and distributed an annual survey to AOs across the NIH for the data that feeds into database.
- Collaborated with appropriate IT offices and ICs to ensure ongoing maintenance for the database and survey. Created Dashboard SOP for smooth turnover to the maintaining offices.
- Presented the survey and demonstrated the dashboard to administrative professionals at the monthly iCAP meeting and at other essential meetings.

Graduation Speaker/Committee Member – MI/PMF Graduation Committee

Management Intern Program, NIH

5/2022, 11/2020 – 9/2021

- Selected to deliver graduation address as the 2022 cohort representative
- Responsible for the planning and execution of virtual commencement ceremony including securing program speakers, compiling, and organizing visual content, and developing scripts for a high-quality recorded presentation.

Coordinator and Advisor, Management Seminar Series (MSS)

Management Intern Program, NIH

10/2020 – Present

- Planned a seminar and recruiting speakers for the topic of resolving workplace conflict, which had over 200 participants in attendance from across the NIH during the 2020-21 series.
- Met monthly with coordinators for other seminars in series to manage learning objectives and goals of seminar series.
- Served as an advisor to incoming coordinators to develop effective seminars as part of the 2021-22 series.

Lead, LinkedIn MI/PMF Administrative Training Committee (ATC) Working Group

Management Intern Program, NIH

8/2020 – 5/2021

- Led the creation of a charter, SOPs, and webpage in alignment with NIH policy to promote engagement amongst the NIH administrative intern and fellow community and alumni.
- Conducted informational interviews with communications leaders from across the NIH to learn about best practices for online community engagement and communication.
- Presented status reports to the NIH Administrative Training Committee to ensure that program and NIH leadership were kept apprised of project progress.

- Currently serving as an Advisor on the implementation of the project plan, ensuring a seamless transition and effective launch of the program.

Team Lead, Deputy Director for Management (DDM) Speaker Series Search Committee

Management Intern Program, NIH

8/2020 – 12/2020

- Effectively led a workgroup charged with researching nominees for the speaker series and compiled a look book of candidates. Effectively motivated group members to complete tasks in a timely manner.
- Provided instruction and guidance to the workgroup about the project process and scope to meet the needs of the executive level nominating committee.
- Served as the point of contact between the program manager and the workgroup, fielding all questions about the process and keeping the program manager updated on the group's progress.
- Conducted web searches and made direct speaker nominees and their agents to assess interest, availability, and fees in accordance with NIH policy
- Cross-checked the workgroup's detailed search results for accuracy and compiled the information into a clear and concise format that was presented to the Deputy Director of Management and his Selection Committee of NIH leaders for their review and consideration

Relevant Trainings:

- Is Supervising for You? (NCI)
- NIH Fundamentals of Business, Cost & Financial Management
- An Overview of Federal Appropriations Law
- Federal HR for Administrative Professionals
- Managing Multiple Priorities, Projects, and Bosses
- NIH Introduction to Project Management
- Building and Sustaining Great Customer Service
- COR I Certification/COR II Training



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

Wanda Wheeler



Ms. Wanda Wheeler has worked as a research clinician in the Intramural Research Program at the National Institute of Mental Health. Specializing in the study of mood and behavior disorders in children, Ms. Wheeler worked with of number principal investigators on a variety of studies. For her contributions she received multiple performance awards for spearheading special projects in support of clinical research.

With an eye toward the future of the social work profession and a heart for mentoring early career social workers, Ms. Wheeler regularly passes on her passion for her vocation. She has happily served as an usher of the profession both formally, as field instructor for The Catholic University of America, and informally.

Ms. Wheeler also operated her private psychotherapy practice in Washington DC for almost fifteen years. Her practice focused on counseling adults, children and families and helped hundreds of clients from diverse backgrounds reach their personal goals. As a service to the community, Ms. Wheeler has also hosted free, in-person screening events on National Depression Screening Day.

More recently, Ms. Wheeler transitioned to an administrative role at the National Institutes of Health (NIH). Working with senior leaders at the All of Us Program, Ms. Wheeler works to ensure that understudied people groups are better represented in research and that participants from those groups can readily receive the benefits from their involvement.

Ms. Wheeler earned her Bachelor of Arts degree from Manhattanville College and her Master of Social Work degree from New York 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 5, 2024
Subject: Legal sufficiency review of Resolutions nominating Wanda Wheeler and Selerya Moore as members of the Board of Social Work

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 cursive script that reads 'Elizabeth A. Cavendish'.

Elizabeth A. (Betsy) Cavendish