



MURIEL BOWSER
MAYOR

May 16, 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 601 of the District of the Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-606.01), I am pleased to nominate the following individual:

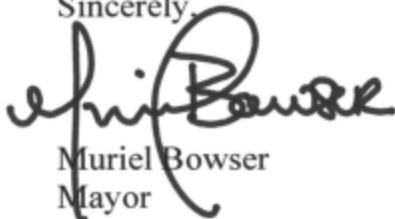
Ms. Lashon Adams
Woodmont Place, SE
Washington, DC 20020
(Ward 8)


for appointment as a member of the Office of Employee Appeals, filling a vacant seat formerly held by Peter Rosenstein, for the remainder of an unexpired term to end April 6, 2030.

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

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the appointment of Lashon Adams to the Office of Employee Appeals.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this resolution may be cited as the “Office of Employee Appeals Lashon Adams Confirmation Resolution of 2024”.

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

Ms. Lashon Adams
Woodmont Place, SE
Washington, DC 20020
(Ward 8)

as a member of the Office of Employee Appeals, established by section 601 of the District of Columbia Government Comprehensive Merit Personnel Act of 1978, effective March 3, 1979 (D.C. Law 2-139; D.C. Official Code § 1-606.01), filling a vacant seat formerly held by Peter Rosenstein, for the remainder of an unexpired term to end April 6, 2030

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.

LASHON ADAMS

EXECUTIVE PROFILE

Award-winning Human Resources (HR) leader with more than 30 years' federal experience in complex high-profile organizations creating, leading, and executing strong, "game-changing" HR programs. Comprehensive abilities in HR programming involve organizational management, talent acquisition and management, classification and pay, employee relations and labor relations, and employee development and performance. Lead and administer the development and implementation of broad policies, plans, and standards for the overall administration of a complex, centralized HR support service program for national organizations. Led major first-time initiatives and stood up groundbreaking programs; established recruitment, training, classification, labor relations, pay and benefits, HR operations, HR strategies, HR automation, security clearance, and workforce management programs from the ground up.

Skilled coach and mentor, committed to creating the next generation of HR professionals. Strong reputation for identifying and growing talent; dedicated to ensuring all voices are heard and HR is seen as a true partner of leadership.

Proactive change agent who excels in startup and major change situations. Monitor legislation, and industry and government best practices to establish new programs and provide expert advice to senior agency leaders; balance short-term priorities against long-term organizational mission. Recognized coalition builder with ability to persuade effectively at all levels. Effective administrator with budget and forecasting acumen and operational planning.

SELECT EXECUTIVE ACHIEVEMENTS

- **Bolstered Equal Employment Opportunity (EEO)/Diversity and Inclusion initiatives;** coordinated, developed, and maintained the agency's EEO webpage that supports communication to AFN employees across all geographic locations and workforce mobility and telework environments. This website served as a valuable tool in enabling AFN managers and employees to cultivate and maintain the necessary knowledge to thrive in a work environment free from discrimination and harassment while simultaneously providing a clear understanding of their rights and responsibilities under anti-discrimination laws and statutes.
- **Envisioned and led the transformation of Human Capital from a paper-based to a virtual environment.** Creatively used in-house rather than contractor teams to prepare for the transition, championed the coming advantages for customers and built momentum throughout the organization, and effectively addressed the unanticipated challenges resulting from outdated forms, information, and worse still—thousands of dollars due the government because of incorrect calculations years earlier. Innovatively resolved all issues with no employees required to reimburse the government. Oversaw the successful organizational change to virtual environment in just three months without the use of contractors—more than 18 months ahead of the Office of Personnel Management (OPM) mandate.
- **Transformed a staff dispirited by continuous reorganizations, lack of leadership, and poor communications.** Upon my arrival at the Government Printing Office (GPO) Human Capital Office (HCO), met with the ~30-person staff with a goal of strengthening work product and customer service through improved morale, coordinated team work, better training, open communications, and a renewed sense of pride in the effort. Responded to feedback and restructured teams based on customer and employee input, organizational requirements, and skill sets. Introduced ongoing development and staff meetings, as well as recognition to increase transparency. In less than 12 months, managers were publicly complimenting the changes in HCO and GPO's director publicly acknowledged my success.
- **Drove accountability and quantifiable results into GPO's Human Resources (HR) operations.** Developed and executed a comprehensive plan to address deficiencies cited by the Office of Personnel Management (OPM) shortly before my arrival that threatened GPO's delegated hiring authority. Identified issues of training and staffing, rather than malfeasance; identified a consultant to help train staff; established control systems, policies, timeframes, and rules; tracked and addressed common errors; created an atmosphere that valued questions, rather

than dismissing them; and instituted formal coaching mechanism. In 5 months, errors were reduced by 70%, OPM “signed off” on our progress, a culture of accountability was established, and customer feedback reflected our improvements.

- **Leveraged in-depth knowledge of Human Capital, financial management, Information Technology (IT), and general business** as a leader on two Most Efficient Organization (MEO) competition assessments; analyzed and evaluated the financial and technological aspects of the various proposals as well as the human factors in order to determine the result that would yield the best stewardship of government resources for our citizens. Demonstrated the cost-benefit to the government of the proposals to outsource the Department of Labor’s (DoL) Employment and Training Administration’s (ETA) accounting and support functions was not in the government’s best interests; the Government Accountability Office’s (GAO) mandate for ETA to explore this option was terminated based on my team’s comprehensive financial, human capital, and technological analysis.

RECENT EXECUTIVE EXPERIENCE

PROGRAM MANAGER, FV-340-K
Federal Aviation Administration (FAA)
Washington, D.C. 20591

08/2016 to Present
40 hrs/wk; \$194,031/yr
Warren Pegrum; 202-267-8404; may contact

Demonstrate keen executive leadership and expertise in program supervision while overseeing the execution and delivery of innovative human resources policies and programs utilizing workforce development, succession planning, and diversity principles. Oversee data analysis, personnel reports and the administration of several key AFN Programs, including Asset Management, Mobility Services, Record Management, Safety Programs and Directives Management. Organized and conducted 7 monthly AFN New Employee Orientation (NEO) Programs for employees at headquarters and the Southwest Region. Provided program management advice and expertise across the AFN Records Management Program. Developed Standard Operating Procedures (SOPs) for the program and created the AFN Records Management Manual. Drew upon skills in recruitment and staffing while recruiting and on-boarding 5 AFN Executives as well as 5 new Persons with Targeted Disabilities (PWTD); exceeding the FAA’s goal of 2.67%. Initiated and processed over 1,500 personnel actions. Lead workforce analysis and planning efforts, using advanced analytical techniques and industry standards to assess current and projected gaps. Analyze workforce challenges; identify and assess alternative approaches (including industry and government best practices); design, develop, coordinate and implement effective solutions.

Streamline operations, achieve results, and drive organizational change through linking strategic planning, human resources information technology, and performance metrics. For example, spearheaded the agency’s initiative to improve its non-bargaining unit selections from 39.4% to 41.4%. Expertise and tutelage led to AFN exceeding the goal by 17.9% with a cumulative FY17 average of 59.3%. Increased efficiency and transparency by coordinating and facilitating 5 “AFN Team Talks” that provided a platform to obtain and enhance skills through presentations and open discussion. FY17 topics included AFN Training Requests, Individual Development Plans (IDPs), Writing Award Winning Nominations, Program for Emerging Leaders (PEL), and ELMS Reporting and Analysis.

LEAD AND SUPERVISE AN ENGAGED AND DIVERSE STAFF OF 20; identify, recruit and retain individuals to ensure a high performing workforce. Establish guidelines, performance expectations, and work assignments for staff. Embody EEO principles and diversity objectives in all actions. Facilitated mandatory EEO training that enabled AFN to exceed completion rates-82% managers (goal: 60%) and 31% employees (goal: 10%). Oversee all personnel matters including annual evaluations, training and mentoring, developing performance standards and metrics, and evaluating employees. Use a variety of team-building, coaching, and related techniques to engage and motivate employees, to resolve conflicts, and to focus on objectives. Employ techniques and strategies to promote a positive work environment that encourages individual initiative, employee accountability and the improvement of work processes. Oversee employee performance and awards.

Exercise budget formulation, execution, and financial/business acumen while providing \$5M in budgetary oversight; approve the execution of funds within the program budget. Monitor and report program expenditures and deliver financial forecasts to ensure programs are executed within allocated program and budget baselines. Ensure all

relevant budget requirements are identified. Distribute funds and other resources. Perform cost-benefit analyses to review financial requests and explore alternative funding methods. Examine past budgets and research economic and financial developments that impact spending. Redistribute funds for budget accounts to avoid deficits. Advise executive management on status and availability of funds within the organization. Develop administrative control of funds policies and procedures.

Cultivate effective coalitions while effectively communicating both orally and in writing; represent the agency at executive level meetings. Maintain strategic and impactful relationships to effectively navigate sensitive and controversial issues. Effectively collaborated and worked in concert with AHR to develop and implement SOPs for hiring for temporary and permanent executive positions.

DIRECTOR, OFFICE OF HUMAN RESOURCES, GS-201-15
Federal Motor Carrier Safety Administration
Washington, D.C. 20590

10/2014 to 08/2016
40 hrs/wk; \$153,702 /yr
John Kuo; 202-493-0178; may contact

Provided executive and strategic leadership and direction to the delivery of Human Capital programs and services; served as a technical authority and advisor addressing human capital issues. Managed integrated HR programs to include recruitment and staffing, classification, compensation, executive and political resources, work life programs, human resource information technology systems, learning and development, performance management, benefits, labor-management partnerships, and employee assistance and diversity programs. Provided oversight to strategic workforce efforts and lead programs/projects related to defining, measuring, tracking and reporting key workforce services and metrics. Developed and implemented creative management programs which provided leadership in changing organizational environments (e.g., organizations that utilize teams and partnering, strategic planning, performance outcomes, workforce planning, and technology to achieve accelerated rates of change).

Leveraged mastery of laws, regulations, and procedures governing HR programs while developing, implementing, and evaluating HR policy. Successfully addressed Fair Labor Standards Act (FLSA) complaint and established new Hours of Work policy; policy was well regarded and adopted at the Departmental level. Prepared narratives, summaries, and reports to identify potential implications of pending policies, proposals for changes to current policy and requirements to modify or revise existing regulations and policies. Disseminated policy information in both oral and written formats and prepared and finalized policies, procedural guidance and directives. Conducted policy reviews and participate in other policy initiatives.

Led and supervised an engaged staff of 25; identified, recruited and retained individuals to ensure a high performing workforce. Established guidelines, performance expectations, and work assignments for staff. Embodied EEO principles and diversity objectives in all actions; work to increase diversity of staff and make diversity a part of everyday life rather than a special program. Oversaw all personnel matters including annual evaluations, training and mentoring, developing performance standards and metrics, and evaluating employees. Developed and implemented EEO training for managers resulting in a 20% decrease in EEO complaints. Used a variety of team-building, coaching, and related techniques to engage and motivate employees, to resolve conflicts, and to focus on objectives. Employed techniques and strategies to promote a positive work environment that encourages individual initiative, employee accountability and the improvement of work processes. Oversaw employee performance and awards; including receiving and submitting nominations and recognizing employees for The Secretary's Awards, The Administrator's Awards, and external awards including the 2015 Sustainability Achievement Awards. Leveraged knowledge of leadership principles and practices, strategic and business planning, organizing, directing and developing work methods/procedures, motivating staff to perform at peak levels, and effective utilization of other resources to attain program objectives.

Drove critical workforce planning projects and initiatives including representing FMCSA on the Workforce Planning Coaching Sessions for HR Specialists. Skillfully lead workforce planning efforts with a focus on attracting and developing staff that will help the FMCSA accomplish its goals and objectives. Revised the hiring plan for the semi-annual academy which accounts for 75% of mission critical agency personnel. Performed detailed workforce planning and needs analysis and develop tactical workforce planning products to identify critical human capital programs and strategies. Provided executive oversight of the management and enhancement of the agency's overall workforce planning and analysis framework (including overall planning, programming, budgeting, and execution

process). Developed and implemented FMCSA's Pilot Mentor Program which was highly successful and due to official launch in June 2016.

Provided expert advice on appropriate actions involving complex and sensitive employee and labor relations issues. Honed skills in conflict resolution, grievance processing and negotiations in order to successfully resolve 7 Union Grievances and 2 Unfair Labor Practices. Cultivated and maintained a new partnership with the union; decreasing grievances by 25%. Skillfully facilitated 6 Labor Management Forums.

Developed effective measures to recruit hire, develop, and retain employees; strategically placed 64 hires and developed and opened 6 pathways recent graduate announcements and 151 general vacancy announcements. Skillfully recruited for 2 mission critical safety investigator academies. Partnered with senior leaders to plan, develop and implement a wide range of Human Capital projects and initiatives to recruit and retain high performing employees, assess existing talent, determine talent gaps, and pinpoint areas for improved employee development/training. Revised Federal Motor Carrier's SES hiring process. Evaluated issues concerning promotions, reassignments, reduction-in-force, and numerous other placement actions.

Displayed exemplary organizational, analytical and writing capabilities; collected information and prepared reports in support of various program areas within FMCSA. Established the HR Data Quality Control Committee tasked with periodically reviewing and updating HR data. Prepared a variety of written analyses, reports, and assessments, among other documents. Ensured all written communications demonstrated subject matter expertise and were appropriate for the audience intended.

SUPERVISORY HUMAN RESOURCES SPECIALIST, GS-201-15
Government Printing Office (GPO)
Washington, D.C. 20020

12/2012 to 10/2014
40 hrs/wk; \$141,260 /yr
Ginger Thomas; 202-512-2010 x31551; may contact

Provided leadership, strategic direction and vision for GPO's personnel programs for the 1,900-person organization. Continuously and vigorously promoted best practices in human capital programs. Engaged in short- and long-range strategic planning, budgeting, and policy analysis. Promoted a culture that fostered open communication and a customer service orientation. Transformed the organization by making astute changes that better reflected employee skill sets, organizational needs, and priorities.

Skillfully led, supervised, managed, and directed a diverse staff of ~30 personnel, including subordinate supervisors. Established and promoted vision for Division employees. Oversaw the preparation of performance expectations aligned to the GPO's mission. Assigned and evaluated work, recruited and reviewed applicants, evaluated qualifications, and made hiring decisions. Used workforce-planning techniques to identify future needs in terms of the numbers and kinds of positions; developed and executed effective workforce and succession plans to justify and fill positions based on a gap analysis and projected needs assessment.

Drove results across the enterprise. Led development and execution of a plan of action to address Office of Personnel Management (OPM) audit results from a review shortly before my arrival. Developed new policies and procedures for deficient HR areas and implemented them within the prescribed timeframe and corrected deficiencies timely; as a result, the audit report was closed out satisfactorily and errors were reduced by 70%.

Introduced a number of ground-breaking HR programs and technologies to GPO. Promoted, sought resources, and introduced the Department of Labor's (DOL) Employees' Compensation Operations and Management Portal (ECOMP) system for GPO and its 5 regional offices; ECOMP is the electronic Workers Compensation filing and approval system for Federal employees. Successfully negotiated the Memorandum of Understanding between GPO and DOL for the use of the system, bringing GPO into compliance with this mandate in the first three months of my tenure. Introduced, socialized, and trained GPO leaders, the union, and employees on National Finance Center's (NFC) Manager's Self Service (MSS) system resulting in more efficient processing of HR actions and better access to HR information by managers. Implemented USAStaffing's electronic on-boarding process for GPO Business Units on a pilot basis.

SUPERVISORY HUMAN RESOURCES SPECIALIST, GS-201-15
Department of Justice, Executive Office for Immigration Review
Falls Church, VA 22041

04/2009 to 12/2012
40 hrs/wk; \$136,134/yr
Jason Ingles, 703-305-0418; may contact

Overview: HR Officer for the Executive Office for Immigration Review (EOIR) headquarters office and 59 field offices.

Created vision and strategically planned and executed the full range of complex HR services, including those related to Senior Executive Service (SES), Senior Level (SL), and Immigration Judges. Developed and implemented a strategic

plan in alignment with overarching EOIR goals; oversaw the recruitment and selection of 20+ highly qualified immigration judges (from literally tens of thousands of applicants), 160 support positions for the immigration courts; and numerous Board of Immigration Appeals positions. Managed EOIR's SES/SL program, ensuring that all SES/SL performance plans were linked to EOIR goals and timely received; recruited for several SES positions, overseeing the Executive Resources Board (ERB); developed successful request for establishment of additional SES position. Worked effectively with EOIR's Executive Officer and Agency Deputy Director to request OPM approval for an agency buyout; OPM approved EOIR's request and 35 employees separated; field offices were provided additional FTEs to fully staff their offices.

Effectively leveraged understanding of contract management. Worked closely with procurement staff to develop a detailed Statement of Work (SOW) and other materials associated with a complex, visible, national multimillion contract for an automated hiring system. Held meetings with potential vendors. Identified and justified a need for a contractor to assist with classification initiatives. Developed a plan that outlined specific expectations and deliverable for the contractor; the resulting \$150k contract resulted in the first-time classification of a number of unique positions, a basis for targeted recruitment efforts, and a better trained staff.

SUPERVISORY HUMAN RESOURCES SPECIALIST, GS-201-14
Department of Labor, Employment & Training Administration
Washington, D.C. 20210

09/2005 to 04/2009
40 hrs/wk \$112,995/yr

Dina Rambert; retired; no contact information

Overview: *Planned and directed the full range of HR operations and human capital initiatives such as competitive sourcing, management competencies, automated personnel and payroll systems, Fair Act Inventory, and the President's Management Agenda (PMA) scorecards for this 1,400-person agency.*

Provided leadership and direction to a staff of 15 personnel, including subordinate supervisors. Developed effective performance plans and evaluated employee performance. Interviewed candidates for subordinate positions; recommended hiring, promotions, and reassignments. Took disciplinary measures as needed, and identified developmental and training needs of employees. Promoted professional growth and empowered employees to identify and implement best practices. Completed annual competency assessments for HR staff to determine training needs to fulfill short- and long-term needs; created and implemented a plan for cross-training staff to improve customer service.

Drove accountability and results by continuously assessing HR services, products, and outcomes. Established effective measures through which to measure performance resulting in a GREEN rating for HR for three consecutive years. Improved HR's customer service ratings by 70%. Used process improvement techniques to significantly improve accuracy in personnel and payroll processing, reducing daily errors by 80%. Ensured compliance with all HSPD-12 standards including eQIP, PIV II, as well as merit principles and other HR-related laws, regulations, and policies.

EARLIER WORK EXPERIENCE & SIGNIFICANT ACHIEVEMENTS

Human Resources Specialist, GS-201/13, Department of Justice, Washington, D.C., 2004 to 2005

- Oversaw hiring of more than 1,000 employees throughout the department in a 12-month period. Implemented OPM's 45-day hiring model, driving accountability through effective implementation.

Human Resources Specialist/Staffing Specialist, GS-201/12, Department of Justice, Washington, D.C., 1999 to 2004

- Directed OPM hiring flexibilities resulting in 70% faster hiring; successfully proposed and received OPM approval for direct hire authority for the entire DoJ, Criminal Division, Child Exploitation, and Obscenity Section.
- Received the Division's highest award for improving the quality of operations in DoJ's 100 Delegated Examining Units (DEUs) through leading thorough and effective audits and making actionable recommendations for bureau HR offices.
- Broadened DoJ's outreach and recruitment efforts through creation of a student website, participation in various job fairs, and engagement with various diversity-focused organizations and publications; increased diversity hires by 20%.

SELECT LEADERSHIP & PROFESSIONAL DEVELOPMENT

Leadership Competencies ▪ Federal Appropriations Law ▪ Most Efficient Organization Development ▪ Strategic Planning for Government Organizations ▪ Graduate, HR Leadership Development Program ▪ New Supervisor

Position Designations ▪ Refresher Classification & Staffing ▪ Hiring Reform for Managers ▪ OMB A123 & A33 ▪ Competitive Sourcing ▪ Conducting a RIF ▪ PeopleSoft ▪ Project Management ▪ Suitability Adjudications ▪ AVUE ▪ Job Analysis

RECENT AWARDS & RECOGNITION

Special Achievement Awards (3) ▪ Special Commendation (2)

EDUCATION

Bachelor of Science in Finance, Howard University,
Washington, D.C., 1994



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

Lashon Adams



Ms. Lashon Adams is an award-winning human resources (HR) leader with more than 30 years’ federal government experience in complex high-profile organizations creating, leading, and executing strong, “game-changing” HR programs. She has comprehensive abilities in HR programming involving organizational management, talent acquisition and management, classification and pay, employee relations and labor relations, and employee development and performance.

Ms. Adams is currently a program manager at the Federal Aviation Administration where she oversees the execution and delivery of innovative human resources policies and programs utilizing workforce development, succession planning, and diversity principles. She previously held positions as the Director of Human Resources at the Federal Motor Carrier Safety Administration and Supervisory Human Resources Specialist at the Government Printing Office.

A Ward 8 resident, Ms. Adams earned her Bachelor of Science in Finance from Howard 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: May 9, 2024
Subject: Legal sufficiency review of Resolutions nominating Lashon Adams, Jeanne Moorehead, and Wynter Allen as members of the Office of Employee Appeals

This is to Certify that this office has reviewed the above-referenced resolution and found it 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