



MURIEL BOWSER
MAYOR

June 20, 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 4 of the Office on Ex-Offender Affairs and Commission on Re-Entry and Ex-Offender Affairs Establishment Act of 2006, effective March 8, 2007 (D.C. Law 16-243; D.C. Official Code § 24-1303), I am pleased to nominate the following individual:

Ms. Kennetta Calloway
Fort Davis Place, SE
Washington, DC 20020
(Ward 7)

for reappointment as a public voting member of the Commission on Re-Entry and Returning Citizen Affairs, for a term to end August 4, 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 Reappointments, 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

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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 Kennetta Calloway to the Commission on Re-Entry and
16 Returning Citizen Affairs.
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18 RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this
19 resolution may be cited as the “Commission on Re-Entry and Returning Citizen Affairs Kennetta
20 Calloway Confirmation Resolution of 2024”.

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

22
23 Ms. Kennetta Calloway
24 Fort Davis Place, SE
25 Washington, DC 20020
26 (Ward 7)
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28 as a public voting member of the Commission on Re-Entry and Returning Citizen Affairs,
29 established by section 4 of the Office on Ex-Offender Affairs and Commission on Re-Entry and
30 Ex-Offender Establishment Act of 2006, effective March 8, 2007 (D.C. Law 16-243; D.C.
31 Official Code § 24-1303), for a term to end August 4, 2026.

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.

KENNETTA L. CALLOWAY

[REDACTED]

SUMMARY OF QUALIFICATIONS

Accomplished professional with over 30 years of Federal Government service and a diverse background in Budget, Leadership Development and Resource Management. I also possess strong customer service and business acumen skills. My repertoire includes Budget Execution and Formulation, Contracts Management, Leadership Development, Human Resource Management, and Contracts and Grants Management. A certified Facilitator and Coach with strong verbal, written and interpersonal skills.

PROFESSIONAL EXPERIENCE

**Broken Chains Inc. 501(c)(3) Nonprofit
present**

Aug. 2020 –

Founder and Executive Director

- Recruited board members to serve in key positions such as the Treasurer, Assistant Treasurer, Secretary, Corresponding Secretary, Program Director, and Outreach Director.
- Collaborated with the board and developed the organization's vision and mission to ensure it clearly identified the focus population.
- Serve as the acting Chair of the Board of Directors and oversee and direct monthly meetings to ensure activities are aligned with the organization's mission.
- Developed by-laws and articles of incorporation to ensure clear policy and procedures for proper governance within the organization.
- Serve as the organizational representative and opened the organization's bank account, obtained credit and established all other organizational financial accounts necessary.
- Applied for all business licenses and registrations on behalf of the organization.
- Lead, planned and executed fund raisers to meet organizational goals.
- Serve as the organization's representative for joining other professional organizations, networking, collaborating with and developing relationships with Governments, local communities, suppliers, customers, trade bodies, stakeholders and other Nonprofit organizations.
- Lead the development and implementation of all technical and media platforms to establish an organizational presence.

Retired

January 2020

**Lead Senior Budget Analyst
U.S. Environmental Protection Agency
Office of Pesticide Programs
Washington, DC**

2004-2020

Budget Execution

- Executed the Office's yearly operating budget consisting of \$300M+ in appropriated and Fee accounts and ensured it was in direct support of the Office goals and objectives.
- Served as the liaison between the Senior Budget Officer (SBO) and the Office of the Chief Financial Officer (OCFO) and prepared narrative responses to data calls from Office of Management and Budget, Congress and the OIG; as well as disseminated new and or updated guidance to the OPP Divisions.

- Monitored and analyzed all Agency financial systems daily and ensured it accurately reflected all funding activity and took the necessary action to realign funds and correct all discrepancies.
- Analyzed and synthesized budget data and identified trends and made recommendations to management on current and future budget needs.
- Served as management advisor on the development of OPP's work plan and operating budget and made recommendations to upper management on opportunities to fund emerging projects as well as disinvestments.
- Compiled and prepared comprehensive resource data to assist in the development and formulation of OPP's annual operating plan which supported the development of new goals and objectives for the annual budget plan.
- Reviewed and analyzed comprehensive budget data from the Senior Budget Officer and identified changes in the budget structure and apprised management of new Agency targets and reductions and made recommendations to lessen the potential impacts to the budget.
- Served as the technical subject matter expert on the design, development and implementation of the Office's new financial accounting system and ensured it aligned with the Office's financial business practices; as well as provided evidence of consistent and accurate data, that met all reporting requirements before making a recommendation for managements approval.
- Allocated and disbursed funds the 10 OPP Divisions adequately funding their administrative and programmatic needs according to the Office's annual operating plan; as well as made subsequent allocations upon requests from management.
- Reviewed, funded and approved all funding documents and ensured all disbursements were in direct support of organizational goals, within the allocated budget and in accordance with Federal Budget policy and procedures.

Leadership Development

- Managed and directed the Budget Execution Team of 20 Certified Funds Officers and provided guidance, training and support; and ensured proper execution of OPP's budget in accordance with EPA's Resources Management and Funds Control Manuals always using the First in First Out (FIFO) method.
- Monitored the workload of the Budget Execution Team and ensured it was equally distributed among the Team and implemented changes when necessary to ensure continuity of operations.
- Trained new Funds Certifying Officers and ensured they were aware of the proper procedures and protocols for executing EPA's budget as it related to the OMB Circular A-11 as well as how to process all funding requests.
- Served as the Office representative at monthly budget meetings with the Senior Budget Officer (SBO) and provided a status on OPP funds and resource utilization.
- Developed Standard Operating Procedures (SOPs) that prescribed the office's administrative and financial business policies and procedures to assure uniformity, consistency and quality in all financial operations which served to be key to meeting our annual goals and objectives.
- Lead monthly meetings with the Funds Control Officers to disseminate new information, address emerging matters and found solutions to pending matters.
- Lead monthly meetings with the Travel Team and Contract Center of Excellence Team to review the status of all outstanding obligations and ensured the necessary action was taken to deobligate funds and reallocate appropriately to avoid any loss of funds in accordance with the Office of Acquisition Management and the Agency's close out schedule.
- Co-Lead the implementation of the new OPP Financial Planning, Tracking and Reporting Software and worked collaboratively with the OCSP Program Manager and Contractor to ensure all pertinent data elements were identified and validated to facilitate a smooth transition by the effective date of October 1, 2017.
- Served as the technical expert on the review and testing of the new Salesforce Software which supported the design, development of the new financial accounting system and identified all potential challenges and proposed resolutions to ensure the system met OPP needs.
- Trained all Funds Certifying Officers on the Office's new financial accounting system as well as set up user profiles for each user and determined the appropriate of access levels that reflected the Office's

financial business practices.

Human Resource Management

- Advised Management on employee performance and conduct and provided pertinent data that supported the implementation of an employee performance assistance plan.
- Counseled employees to provide clear expectations on performance of routine work products to assure continuity in workload and Team morale.
- Served a 4-month detail as the Acting Branch Chief of the Budget Office and oversaw the day-to-day operations of the Branch which comprised of Payroll, Budget Execution, Formulation, Measures, Contracts, Grants, IAs, WCF and Travel and ensured all areas were operated in an effective and efficient manner.
- Served as the Subject Matter Expert and conducted interviews for the recruitment of a GS-14 Team Leader for the Travel Center Excellence position and a Team Leader for an OPP Docket Coordinator and provided recommendations of the top 3 candidates to the Hiring Manager.
- Conducted weekly general meetings with staff to ascertain the status of their workload and provided guidance and assistance to assure the highest level of customer satisfaction.
- Coached and mentored junior staff assisted with developing professional goals and a plan to achieve their goals. Many staff excelled and received promotions to the higher grade level.
- Collaborated with the Payroll Specialists and ensured all funds were aligned according to projected use and took the necessary action to reprogram funds, as necessary.
- Reviewed and approved employee timesheets biweekly and assured time reported aligned with leave requests.
- Served as the Diversity Coordinator and chaired the ORD Diversity Action Workgroup.
- Maintained human resources staffing data and tracked new hires, promotions, details, separations, and career development opportunities.
- Provided human resources guidance to executives, managers, supervisors and other personnel on sensitive and complex issues.
- Served as the point of contact and prepared tabulated reports depicting Office demographics in response to the Agency's annual data call on Affirmative Employment Program Initiatives on Women and Minorities and Support of Historically Black Colleges and Universities.
- Served as the OPP CFC Keyworker and lead various Fundraising efforts which attributed to OPP raising the highest donations within the organization.

Contracts Management

- Certified Contract Officer Representative (COR), and managed two multi-million-dollar OPP and Agency contracts; developed statements of work (SOWs), IGCEs, and reviewed and approved all invoices after verification of timely deliverables.
- Conducted market research and acquired the best qualified World-Renowned Leadership expert to perform a two-day Leadership training for the entire division.
- Collaborated with OEI Staff to expedite the process and acquired an expert Consultant to facilitate a three day Learning and Sigma Six meeting on the Antimicrobials Testing Program attended by OPP senior Management, OGC, OECA and other Stakeholders. In addition, closely coordinated with OPP management and staff and scheduled the event and space in a timely manner. As a result, OPP was able to meet the expectations of an IG audit as well as internal deadlines.
- Developed standard operating procedures (SOPs) for the Records management contract Task Order #9 to ensure consistent and effective administration of the Task Order.

Affiliations

Blacks in Government (BIG) William E. Barber Jr. Chapter – EPA Chapter
Women's Ministry – The New Macedonia Baptist Church

Hospitality Ministry – The New Macedonia Baptist Church
Martha's Table – Washington, DC
Mayor's Office of Returning Citizens Affairs (MORCA)
DC Reentry Action Network (RAN)

EDUCATION

Associates Computer Information Systems - Strayer University - 2004
Pursing a Bachelor of Arts – Business Administration - Strayer University
Federal Budgeting, Execution and Accounting – Graduate School USA – 32 CPEs
Federal Appropriations Law – Graduate School USA – 32 CPEs

References Upon Request



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

Kennetta Calloway



Ms. Kennetta Calloway is a current member of the Commission on Re-Entry and Returning Citizen Affairs, and the Founder and Executive Director of the non-profit organization Broken Chains, Inc. The mission of the organization is to serve as a community resource and to help facilitate the successful reentry of citizens released from prison back into society by assisting them in obtaining housing, food, identification, transportation, clothing, education, employment assistance, counseling, and family reunification.

Prior to founding Broken Chains, Inc., Ms. Calloway served as the Lead Senior Budget Analyst at the U.S. Environmental Protection Agency, Office of Pesticide Programs. In 2020, Ms. Calloway retired having served 38 years in the federal government. Her initial plans were to travel the world, but her passion led her to advocacy and service, particularly for returning citizens.

A Ward 7 resident, Ms. Calloway earned her Associate Degree in Computer Information Systems from Strayer 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: June 7, 2024
Subject: Legal sufficiency review of Resolutions nominating James Berry, Jr., Kennetta Calloway, Larry Moon, James Dunn, Ricardo W. Sheppard, Maurice Tyree, and Myra Woods as members of the Commission on Re-Entry and Returning Citizen Affairs

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 with a large, looped 'E' and 'C'.

Elizabeth A. (Betsy) Cavendish