

**COUNCIL OF THE DISTRICT OF COLUMBIA  
COMMITTEE OF THE WHOLE  
COMMITTEE REPORT**

1350 Pennsylvania Avenue, NW, Washington, DC 20004

DRAFT

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**TO:** All Councilmembers

**FROM:** Chairman Phil Mendelson  
Committee of the Whole

**DATE:** May 5, 2015

**SUBJECT:** Report on PR 21-106, the “Secretary of the District of Columbia Lauren Vaughan Confirmation Resolution of 2015”

The Committee of the Whole, to which PR 21-106, the “Secretary of the District of Columbia Lauren Vaughan Confirmation Resolution of 2015” was referred, reports favorably thereon, and recommends approval by the Council.

CONTENTS

I.	Background And Need.....	1
II.	Legislative Chronology.....	5
III.	Position Of The Executive.....	5
IV.	Comments Of Advisory Neighborhood Commissions .....	5
V.	Summary Of Testimony.....	5
VI.	Impact On Existing Law .....	6
VII.	Fiscal Impact.....	6
VIII.	Section-By-Section Analysis .....	6
IX.	Committee Action.....	6
X.	Attachments .....	7

**I. BACKGROUND AND NEED**

Proposed Resolution 21-106, the “Secretary of the District of Columbia Lauren Vaughan Confirmation Resolution of 2015,” was introduced by Chairman Mendelson at the request of the Mayor on March 13, 2015 and referred to the Committee of the Whole. The purpose of PR 21-106 is to confirm the Mayor’s nomination of Ms. Lauren Vaughan for appointment as the Secretary of the District of Columbia, to serve at the pleasure of the Mayor.

The Office of the Secretary operates under the authority of by Mayor’s Order 83-21, dated January 3, 1983. Previously, the functions of the Secretary were granted to the Executive Secretary of the District of Columbia and the Secretariat.<sup>1</sup>

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<sup>1</sup> Organizational Order No. 2, Order of the Commissioner, 67-26 (December 13, 1967)

The 1983 order provided that the Secretary of the District of Columbia head the Office with the following functions:

- a. Prepare as appropriate and issue Executive Orders, Memoranda Instructions, proclamations, directives, and administrative issuances to heads of departments and agencies.
- b. Serve as custodian of the seal of the District of Columbia and to authenticate its use in accordance with the law pursuant to section 422 (9) of the District of Columbia Self-Government and Governmental Reorganization Act of 1973 as amended.
- c. Monitor and enforce compliance with administrative orders of the Mayor and establish a follow-up system to ensure compliance with such orders by executive departments, offices and agencies.
- d. Attest to the authenticity of official records of the executive department of the District of Columbia Government and such District documents as law or agreements require.
- e. Execute certain documents on behalf of the District of Columbia including but not limited to deeds, contracts, pleadings, leases, releases, regulations, and notices as provided in Chapter 40 of the Act of February 11, 1932, 47 Stat. 48, D.C. Code 1-304.
- f. Maintain general files on all categories of records pertinent to the actions of the Mayor.
- g. Maintain mailing lists of citizens and other groups interested in the civic affairs of the District to enable the Mayor to communicate to the public on issues of public concern.<sup>2</sup>
- h. Supervise the Office of Documents pursuant to the District of Columbia Government Organization Structure Act of 1982, D.C. Law 4-113 of April 12, 1982.
- i. Maintain current files of all contracts executed under Chapter Eleven of Title I of the District of Columbia Code as provided by section 1-1103 of that chapter.
- j. Serve as Chief of Protocol of the District of Columbia and be responsible for arrangements for official ceremonies for visiting dignitaries, notables, and officials of domestic and foreign governments.
- k. Supervise the Special Advisor to the Mayor for International Affairs and the Mayor's International Task Force.
- l. Issue, renew, and revoke Notaries Public in conformity with regulations of the Council of the District of Columbia, and pursuant to delegation of Mayoral authority.<sup>3</sup>

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<sup>2</sup> D.C. Official Code § 1-315.06.

<sup>3</sup> D.C. Official Code § 1-1201.01 *et seq.* (Previously codified at § 1-801.01 *et seq.*)

- m. Authorize to receive legal process for actions against the District of Columbia and its officers.
- n. Delegate the authority to act on appeals to the Mayor arising under the District of Columbia Freedom of Information Act.
- o. Serve as the liaison with the United States Selective Service for the Government of the District of Columbia and coordinate the implementation of all Selective Service programs required by federal law in the District.
- p. Delegate authority to implement section 7 of the District of Columbia Museum Act of 1980, D.C. Code, section 31-2106.
- q. Schedule executive branch public hearings pursuant to laws of the District of Columbia and to facilitate the appointment of hearing examiners for such hearings.
- r. Serve as custodian of all funds appropriated for ceremonial activities as provided by District law as well as all discretionary accounts of the Mayor.

That Mayor's Order also established the DC Archives as a subordinate office of the Office of the Secretary. Mayor's Order 84-77, amended the 1983 order to remove the archives as a standalone office, and added a function (s.) to the Secretary's duties to:

- s. Supervise the District of Columbia Archives and records management program and coordinate with the State Historical Records Coordinator who is also Chairperson of the District of Columbia Historical Records Advisory Board.

The archives, renamed the Office of Public Records, would later be reestablished under the Secretary pursuant to Mayor's Order 86-28, dated February 11, 1986.

The Secretary oversees five components of the government: the Ceremonial Services Unit, the Office of Documents and Administrative Issuances (e.g. D.C. Register and D.C. Municipal Regulations publication), the Office of Notary Commissions and Authentications, the Office of Protocol and International Affairs, and the Office of Public Records and Archives.

PR 21-106 would confirm the appointment of Ms. Lauren Vaughan to serve as the Secretary of the District of Columbia, replacing Ms. Cynthia Brock-Smith, who served as Secretary under former Mayor Vincent Gray. Ms. Vaughan began as Acting Director on January 2, 2015. The Secretary requires confirmation by the Council pursuant to § 1-523.01, which provides that the Mayor shall nominate persons to serve as subordinate agency heads, which the Office of the Secretary is pursuant to § 1-603.01, subject to the advice and Consent of the Council.

**Council Confirmed Secretaries of the District of Columbia  
2001-2015**

<b>Secretary</b>	<b>Resolution</b>	<b>Term of Service</b>
<i>Lauren Vaughan</i> <sup>†</sup>	PR 21-106	2015-
Cynthia Brock-Smith	R 19-99	2011-2014
Stephanie D. Scott	R 17-27	2007-2010
Sherryl A. Hobbs Newman	R 15-144	2003-2006
Beverly D. Rivers	R 13-51	2001-2005

During her confirmation hearing, Ms. Vaughan spoke to her first exposure to the international diplomatic work of the Secretary during a District delegation visit to West Africa, led by then Mayor Anthony Williams. She emphasized the importance of such relationships for economic investment opportunities. She also testified that her office is working to identify an administrator for the Office of Public Records who can help finalize requirements for an updated archives facility, as well as help update the District's now 40 year old records retention policies.

Ms. Vaughan is currently a resident of Ward 6. She holds a Master in Engineering and Technology Management from the George Washington University, as well as a Bachelor of Arts in Mass Media Arts degree from the Hampton University.

Most recently, Ms. Vaughan was the Executive Director of My Sister's Place, the District's oldest domestic violence shelter. She was recruited to join the Board of My Sister's place in 2001 after expressing an interest in volunteering at the emergency shelter. By 2005, Ms. Vaughan rose to become Co-Chair of the Board, and then Board Chair in 2007. In 2010, she was appointed Executive Director. She led several expansion projects as Chair and then Executive Director, and managed 45 employees..

Ms. Vaughan has a long record of service to the District, including as a Board Member of the DC Coalition Against Domestic Violence, Advisory Board Member of the Men of Faith Preventing Violence Against Women, Board Member of the Washington Performing Arts Society, and Board Member of the DC Rape Crisis Center.

Previously, Ms. Vaughan served a Chief Executive Officer of KSPLLC, a business consulting firm in the District, where she directed operations after being promoted from President to CEO. From 1996 to 2000, she also served as the Director of Training for TDC, an IT and telecommunications training firm.

Ms. Vaughan has a demonstrated commitment to serving the District. Her experience and education equips her with the tools necessary to successfully serve as the Secretary of the District of Columbia and oversee several important offices in that role.

The Committee of the Whole believes that Ms. Vaughan will be an asset to the District in the role of Secretary of the District of Columbia and recommends her appointment.

## II. LEGISLATIVE CHRONOLOGY

- March 13, 2015 PR 21-106, the “Secretary of the District of Columbia Lauren Vaughan Confirmation Resolution of 2015” is introduced by Chairman Mendelson at the request of the Mayor.
- March 17, 2015 PR 21-106 is “read” at a meeting of the Committee of the Whole; on this date the referral of the PR to the Committee of the Whole is official and the 90-day period for Council review begins. If this measure is not acted upon by the Council before June 25, 2015, PR 21-106 will be deemed approved.
- March 20, 2015 Notice of Intent to Act on PR 21-106 is published in the *DC Register*.
- April 10, 2015 Notice of a Roundtable on PR 21-106 is published in the *DC Register*.
- April 28, 2015 The Committee of the Whole holds a roundtable on PR 21-106.
- May 5, 2015 The Committee of the Whole marks-up PR 21-106.

## III. POSITION OF THE EXECUTIVE

Ms. Vaughan is the Mayor’s nominee for appointment as the Secretary of the District of Columbia.

## IV. COMMENTS OF ADVISORY NEIGHBORHOOD COMMISSIONS

The Committee received no testimony or comments from any Advisory Neighborhood Commission.

## V. SUMMARY OF TESTIMONY

The Committee of the Whole held a public hearing on PR 21-106 on Tuesday, April 28, 2015. The testimony summarized below is from that hearing. Copies of written testimony are attached to this report.

***Kim Greenfield Alfonso, Public Witness***, testified that Ms. Vaughan is a dedicated and compassionate leader with a strong work ethic with an understanding of how to build, nurture, and grow a successful team.

*Karma Cottman, Executive Director, DC Coalition Against Domestic Violence*, testified to Ms. Vaughan's skills and overall commitment to the residents of the District of Columbia.

*Lauren C. Vaughan, Nominee*, summarized her personal background and discussed her past experiences which have prepared her to serve as the Secretary of the District of Columbia and execute the Mayor's vision. She also laid out several goals for the office, including a new Archives facility, strengthening relations with the international and diplomatic communities, and working for statehood.

The Committee received no testimony or comments in opposition to PR 21-106.

## VI. IMPACT ON EXISTING LAW

PR 21-106 is an exercise of the Council's discretion to approve or disapprove Mayoral nominations of subordinate agency heads in the Executive Service, pursuant to § 1-523.01(a) of the District of Columbia Official Code.

## VII. FISCAL IMPACT

The Office of the Chief Financial Officer indicates that a Fiscal Impact Statement is not needed for a confirmation. The annual compensation for Ms. Vaughan, which is \$135,000, is included as part of the annual budget for the Office of the Secretary.

## VIII. SECTION-BY-SECTION ANALYSIS

<u>Section 1</u>	States the short title of PR 21-106.
<u>Section 2</u>	Confirms the appointment of Lauren Vaughan to serve at the pleasure of the Mayor.
<u>Section 3</u>	Directs the Council to transmit a copy of this resolution to the appointee.
<u>Section 4</u>	Provides that PR 21-106 shall take effect immediately upon publication in the <i>DC Register</i> .

## IX. COMMITTEE ACTION

## **X. ATTACHMENTS**

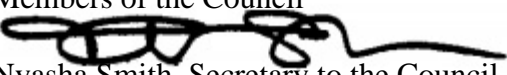
1. PR 21-106 as introduced.
2. Nominee's responses to Committee pre-hearing questions.
3. Written Testimony.
4. Legal Sufficiency Determination for Bill 21-\_\_\_\_.
5. Committee Print for Bill 21-\_\_\_\_.

**COUNCIL OF THE DISTRICT OF COLUMBIA**  
**1350 Pennsylvania Avenue, N.W.**  
**Washington D.C. 20004**

Memorandum

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To : Members of the Council

From :   
Nyasha Smith, Secretary to the Council

Date : March 17, 2015

Subject : Referral of Proposed Legislation

Notice is given that the attached proposed legislation was introduced in the Office of the Secretary on Friday, March 13, 2015. Copies are available in Room 10, the Legislative Services Division.

TITLE: "Secretary of the District of Columbia Lauren Vaughan Confirmation Resolution of 2015", PR21-0106

INTRODUCED BY: Chairman Mendelson at the request of the Mayor

The Chairman is referring this legislation to the Committee of the Whole. This resolution will be deemed approved on Thursday, June 25, 2015 without Council action.

Attachment

cc: General Counsel  
Budget Director  
Legislative Services





OFFICE OF THE  
SECRETARY  
2015 MAR 13 AM 10:23

MURIEL BOWSER  
MAYOR

MAR 13 2015

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:

Pursuant to section 2 of the Confirmation Act of 1978, effective March 3, 1979 (D.C. Law § 2-142; D.C. Official Code § 1-523.01), I am pleased to nominate the following person for appointment as Secretary of the District of Columbia to serve at my pleasure:

Ms. Lauren Vaughan  
1250 4th Street, SW  
Washington, DC 20024  
(Ward 6)

Enclosed, you will find biographical information detailing Ms. Vaughan's experience, together with a proposed resolution to assist the Council during the confirmation process.

Sincerely,

A handwritten signature in black ink, appearing to read "Muriel Bowser".

Muriel Bowser

Enclosures

  
Chairman Phil Mendelson  
at the request of the Mayor

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7  
8 A PROPOSED RESOLUTION  
9

10 \_\_\_\_\_  
11  
12 IN THE COUNCIL OF THE DISTRICT OF COLUMBIA  
13  
14 \_\_\_\_\_  
15

16  
17 Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,  
18 which was referred to the Committee on \_\_\_\_\_.  
19

20 To confirm the Mayoral appointment of Lauren Vaughan as the Secretary of the District of  
21 Columbia.  
22

23 RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this  
24 resolution may be cited as the "Secretary of the District of Columbia Lauren Vaughan  
25 Confirmation Resolution of 2015".  
26

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

28 Ms. Lauren C. Vaughan  
29 1250 4th Street, SW  
30 Washington, DC 20024  
31 (Ward 6)  
32

33 as the Secretary of the District of Columbia, in accordance with section 2 of the Confirmation  
34 Act of 1978, effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), to serve  
35 at the pleasure of the Mayor of the District of Columbia.

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

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

# Lauren C. Vaughan

C-suite leader with over ten years experience in both for-profit and not-for-profit operations. Accustomed to managing multi-million dollar budgets and teams of direct reports. Particular expertise in strategy, building consensus and implementing change to improve delivery of services. Recognized for strong communication skills with the ability to lead teams in multi-million dollar initiatives. Consistently able to identify productivity improvement procedures and drive growth through their implementation.

## PROFESSIONAL EXPERIENCE

MY SISTER'S PLACE, INC., ("MSP") Washington, DC

2009 to 2015

### *Executive Director*

Responsible for the day to day operations of DC's oldest domestic violence shelter, which includes managing a \$2.7 million budget, and supervising department heads and staff of 45 employees. Oversight of all departments and operations including administration and development, residential and non-residential programs, 24-hour hotline, community outreach and education, and advocacy. Collaboration with local and federal government and other stakeholders and community partners to improve victim services.

- Revitalized and completed \$4.5 million initiative to renovate and expand Sanctuary Plus Emergency Shelter on time and under budget.
- Expanded and enhanced programs despite economic downturn.
- Restructured residential programs to maximize service delivery.
- Launched RISE Transitional-to-Permanent Housing Program.
- Established new administrative policies and operating procedures to clearly communicate the organization's values and expectations and to ensure consistent and uniform operations.
- Implemented new technologies for client tracking and donor management.
- Established and reestablished key community partnerships.
- Moved administrative offices to a more professional and accessible location.
- Created successful signature annual fundraising event: Power of the Purse is approaching its 5<sup>th</sup> year.
- Reengaged lapsed donors and secured new funding sources.
- Initiated rebranding of MSP: new website, marketing materials, social media presence, and various media campaigns including an annual public service announcement campaign throughout the metropolitan area.

KSPLLC, Washington, DC

2000 to 2007

### *Chief Executive Officer*

Directed operations for this business consulting services firm.

- Developed and implemented policies and procedures to build infrastructure for sustainable growth.
- Led consistent growth by managing daily operations including; financial management, regulatory compliance, human resource development, and brand development.
- Promoted from President to Chief Executive Officer in 2001.
- Supported the establishment of a construction residential renovation company and led the successful transition of the company from residential renovations to project and construction management of multi-million dollar construction projects.
- Oversaw regulatory compliance and financial management.

TDC, Washington, DC

1996 to 2000

***Director of Training***

Coordinated and managed all training projects for this IT and telecommunications training firm. Duties included recruiting, business development and curriculum development.

- Provided daily, on-site project management for federal and state government and private sector IT training initiatives.
- Coordinated training for various desktop and proprietary software applications.
- Provided technical writing assistance as needed.
- Designed database system to track projects and personnel.

**OTHER EXPERIENCE**

COACH, Baltimore, MD

2007 to 2009

***Assistant Store Manager***

Supported store management team for this leading American design house of modern luxury leather accessories in business areas including sales, merchandising, customer service, and staff recruitment and development.

LONG AND FOSTER REAL ESTATE, INC., Baltimore, MD

2007 to 2009

***Realtor***

Independent realtor specializing in the Baltimore City and Baltimore County markets, particularly historic neighborhoods: Fells Point, Canton, Patterson Park and Federal Hill.

**EDUCATION**

THE GEORGE WASHINGTON UNIVERSITY, Washington, DC  
***MS, Engineering and Technology Management***, 2003

HAMPTON UNIVERSITY, Hampton, VA  
***BA, Mass Media Arts***, 1985

**PROFESSIONAL ORGANIZATIONS**

The Greater Baltimore Board of Realtors, 2007-2009  
Leadership Greater Washington, Inc., Class of 2002  
District of Columbia Chamber of Commerce, Board of Directors, 2001 - 2006

**COMMUNITY SERVICE**

St. Augustine's Episcopal Church, Building Development Committee and Transition Committee  
DC Coalition Against Domestic Violence, Board of Directors 2011-2014  
Men of Faith Preventing Violence Against Women, Community Advisory Board 2012-2014  
My Sister's Place, Board of Directors, 2001-2010, Board Chair 2005-2010  
Washington Performing Arts Society, Board of Directors, 2003-2009  
DC Rape Crisis Center, Board of Directors, 2001-2006  
25<sup>th</sup> Annual Marine Corps Marathon / AIDS Marathon, 2002  
Radio Host, Radio Information Services for the Blind, Philadelphia, PA 1994-1996  
Delta Sigma Theta Sorority, Inc.

**HONORS & AWARDS**

"Dedicated Service Award", My Sister's Place, 2015  
"Leadership and Dedication Award", My Sister's Place, 2007  
"Outstanding Community Involvement Award", My Sister's Place, 2006  
"Volunteer Leadership Award", Washington Performing Arts Society, 2006



Office of Mayor Muriel E. Bowser  
The John A. Wilson Building | 1350 Pennsylvania Avenue, NW | Washington, DC 20004

**Lauren C. Vaughan**  
Acting Secretary of the District of Columbia



Lauren C. Vaughan was appointed to serve as the Acting Secretary of the District of Columbia on January 2, 2015. In her role as Secretary, she is the custodian of the Seal of the District of Columbia and manages the City's ceremonial services; government document publishing and issuances; notary commissions and authentications; international and diplomatic activities; and public records and archive maintenance.

Prior to joining the District Government, Ms. Vaughan served as the Executive Director of My Sister's Place (MSP). She was recruited to join MSP's Board of Directors in 2001, after expressing interest in volunteering at the emergency shelter. She quickly rose to become a Co-Chair in 2005 and then Board Chair in 2007. In 2010, she was appointed to be Executive Director after serving as Acting Executive Director and Board Chair simultaneously and successfully leading MSP through a critical renovation and expansion project. Under Ms. Vaughan's leadership, the agency grew in size, influence, and in its capacity to serve families in need. She established and enhanced programs, including completion of a multi-million dollar initiative to expand and renovate its emergency shelter, more than doubling its capacity. She also directed the establishment of a Citywide Domestic Violence Hotline and managed 45 employees.

Prior to her appointment as Acting Executive Director, Ms. Vaughan was CEO of a business consulting firm and she also supported the establishment of a project and construction management company in 2001 with projects in multiple jurisdictions. Ms. Vaughan successfully led and managed the growth of both companies in business areas including strategic advisory services and project and construction management.

Originally from Philadelphia, Pennsylvania, Ms. Vaughan moved to the metropolitan DC area to attend graduate school at The George Washington University where she earned a Master of Science in Engineering and Technology Management. Ms. Vaughan holds a Bachelor of Arts in Mass Media from Hampton University. She has also served on the Board of Directors of the DC Rape Crisis Center, the Washington Performing Arts Society, the DC Chamber of Commerce and the DC Coalition Against Domestic Violence. She currently serves on the Building Development and Transition Committees for her church, St. Augustine's Episcopal in Southwest, DC. Ms. Vaughan is a member of Leadership Greater Washington's Class of 2002, and a member of Delta Sigma Theta Sorority, Inc. She resides in Ward 6 with her Yorkshire Terrier, Indiana Jones.





Responses to Prehearing Questions - Acting Secretary Lauren C. Vaughan

1. Please provide a copy of the Financial Disclosure Statement you filed with the Office of Campaign Finance or the Board of Ethics and Government Accountability. If you have not filed a Financial Disclosure Statement, please provide answers to questions no. 2-8 in lieu of that statement.
  - See responses to questions 2-8 below.
  
2. Please provide the name of each business entity transacting any business with the District Government in which you have a beneficial interest valued in excess of \$5,000, including publicly traded stock.
  - None.
  
3. Please provide the name of each business entity transacting any business (including consulting) with the District Government from which you or your immediate family have received (or are receiving) income for services rendered in excess of \$1,000 during the past two years.
  - None.
  
4. Please provide the name of each business entity transacting business with the District Government in which you or any member of your immediate family serves as an officer, director, partner, or agent. Also list the position(s) held, a brief description of the entity, and any other pertinent details.
  - None.
  
5. Please provide the name of any lender and the amount of liability for each outstanding liability borrowed by you or any member of your immediate family in excess of \$5,000. Do not include loans from a federal or state insured or regulated financial institution, or from any

Responses to Prehearing Questions - Acting Secretary Lauren C. Vaughan

business enterprise regularly engaged in the business of providing revolving credit or installment accounts.

- None.

6. Please list the location of all real property located in the District of Columbia in which you have an interest with a fair market value in excess of \$5,000.

- None.

7. Please list all professional and occupational licenses held by you.

- None.

8. Please list any professional organizations of which you are currently a member.

- National Association of Secretaries of State
- Leadership Greater Washington, Class of 2002

9. Please list all boards and commissions connected with the District government on which you are or have been a member, and include the term of service for each.

- In my role as Acting Secretary of the District of Columbia, I serve on the Martin Luther King, Jr. Holiday Commission.

10. Please list any other boards (e.g. Boards of Directors of a non-profit) on which you are a member.

- In my role as Acting Secretary of the District of Columbia, I serve on the National Cherry Blossom Festival Board of Directors.

## Responses to Prehearing Questions - Acting Secretary Lauren C. Vaughan

11. Do you have any outstanding liability for taxes, fees, or other payments to the District, federal, or other state or local governments, either contested or uncontested? If so, please provide documentation of attempts to pay the amount owed or to resolve the disputed claim.

- None.

12. Do you or any member of your immediate family have any interest, financial or otherwise, that may directly or indirectly pose a conflict of interest for you in performance of your duties as Secretary of the District of Columbia?

- None.

13. What do you believe is the role and purpose of the Secretary, what is your vision for the office, and why have you agreed to serve?

- The Office of the Secretary serves as the Secretary of State for the District of Columbia, which is comparable to my colleagues in the 50 states, Puerto Rico, the US Virgin Islands and other US possessions. Here in DC, the Office of the Secretary is the official resource for protocol, legal records, District of Columbia history, and recognitions for the public, governments, and the international community. The Office of the Secretary is also the official custodian of the Corporate Seal of the District of Columbia. In line with the Mayor's vision, the Office of the Secretary will manage and develop relationships within the international and diplomatic community to set the stage for economic opportunities to benefit the District of Columbia.

14. Please discuss any past and present experiences not already mentioned that you believe are relevant to support your appointment as Secretary.

- I hold a Master of Science in Engineering and Technology Management, which gives me an understanding of the process and importance of digitizing records as we move forward to build a new DC Archives.



I have long wanted to use my business and management experience in the DC government to further an agenda I believe in. Mayor Bowser has an ambitious agenda and I am honored to have an opportunity to serve the District of Columbia under Mayor Bowser.

When I traveled to West Africa with a delegation from the District of Columbia, led by Mayor Anthony Williams, for the African Cultural and Trade Mission, my interest in the Office of the Secretary began. I knew then, that I wanted to serve the District in an international capacity. We visited Dakar, Senegal and Accra, Ghana. I witnessed the historic signing of a Sister City agreement for both Dakar and Accra, giving me an understanding of the importance of such relationships for the economic investment opportunities those relationships create for the District of Columbia.

15. As the Secretary of the District of Columbia, what will be your top five priorities for the Office?

- My priorities for the Office of the Secretary include:
  - 1) Strengthen relations with the international and diplomatic community in DC to increase economic opportunities for the District of Columbia.
  - 2) Improve the overall function of the Office of Public Records and the DC Archives by building a new multi-functioning facility that incorporates best practices.
  - 3) The Office of the Secretary and the Office of Public Records will also host a DC Archives public engagement forum to educate the public about the valuable holdings that are a part of DC's rich history and gain public input as we move forward with this important initiative.
  - 4) Community engagement throughout all eight wards that includes DC Public School student involvement in Citywide activities including the Martin Luther King, Jr. Holiday Commission, DC Emancipation Day, and the National Cherry Blossom Festival.
  - 5) Advocating for DC Statehood.

**Testimony of  
Kim Greenfield Alfonso  
Committee of the Whole  
Council of the District of Columbia  
John A. Wilson Building  
1350 Pennsylvania Avenue, NW, Room 123  
Washington, DC 20004**

April 28, 2015

Good morning, Chairman Mendelson, members of the committee, staff and guests. My name is Kim Greenfield Alfonso and I am here today to testify on behalf of Lauren Vaughan for her confirmation as Secretary of the District of Columbia. Mayor Muriel Bowser nominated her to serve as Secretary of the District and I am in support of her confirmation.

I am a 4<sup>th</sup> generation native Washingtonian, and a resident of Ward 4. I am also the Chief Operating Officer at Columbia Lighthouse for the Blind located, in DC and I am very active and engaged in this city. I care profoundly about this city and its leadership.

I have known Lauren for more than 15 years, in both a professional and personal capacity. I consider her a good friend, a strong leader and a great fit for this position. I am especially familiar with her work when she was Executive Director of *My Sister's Place* (MSP). My husband, Pedro Alfonso, and I have supported the agency over the years because of Lauren's leadership. Lauren has strong organizational and operational skills as exhibited by her leadership throughout her tenure at MSP. To her credit, she revitalized and completed a \$4.5 million dollar initiative to renovate and expand the emergency shelter, more than doubling its capacity, on time and under budget. Under her leadership, the agency grew in size, influence and in its capacity to serve families in need. Lauren also established and enhanced programs, despite an economic downturn. She is a proven leader and she will bring all of these skills and talents to bear in her role as the Secretary of the District of Columbia.

Lauren is a dedicated and compassionate leader with a very strong work ethic and she understands what it is to build, nurture, and grow a successful team. I have no doubt she will effectively manage the Office of the Secretary and skillfully represent the District of Columbia as a member of the National Association of Secretaries of State and I am in full support of her confirmation as Secretary of the District of Columbia.

This concludes my testimony. Thank you for the opportunity to testify today.



Secretary of the District of Columbia Lauren C. Vaughan Confirmation Resolution of 2015

April 28, 2015

Testimony of Karma Cottman

Executive Director, DC Coalition Against Domestic Violence

Good afternoon Chairman Mendelson, members of the Committee, and staff. Thank you for the opportunity to testify this morning regarding the fitness of Lauren Vaughan to serve as Secretary of the District of Columbia. I am Karma Cottman, Executive Director of the DC Coalition Against Domestic Violence and Resident of Ward 7. It is in both of these capacities that I testify this morning.

Lauren Vaughan is a skilled leader with an innate ability to engage audiences and build solid and focused teams. She has incredible vision and is able to balance the big-picture with ensuring that minute details are addressed. She is dedicated to the success of our city and its residents, always keeping that mission at the forefront of any endeavor that she embarks upon.

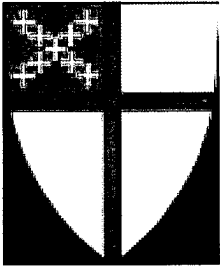
In her role as Executive Director of the city's oldest domestic violence shelter, My Sister's Place (MSP), Lauren demonstrated her ability to engage a team, set forth a vision, create buy-in, and implement multiple projects. Lauren is intimately aware of the District's history, the functions of the government, private sector, and non-profit social sector and their importance to the success of our city. She demonstrated excellent management skills having taken leadership of MSP during a time of great transition. During her tenure with MSP, Lauren oversaw the completion of a state of the art domestic violence shelter, increasing the availability of safe emergency housing for domestic violence survivors. She implemented new federal housing requirements and ensured that the organization remained in compliance with District and federal regulations. Additionally, Lauren strengthened the fiscal stability of the organization, successfully advocating for MSP's funding both locally and federally.

Lauren also served on the Board of Directors of the DC Coalition Against Domestic Violence. She advised DCCADV's Board on issues related to organizational management and was never hesitant to raise hard issues. Lauren served as a liaison for both My Sister's Place and the Coalition with private funders, articulating the importance of mission-driven services while engaging donors to invest in the most vulnerable residents of our city. She developed and implemented an annual fundraising event, the Power of the Purse, which brought together over 200 guests each year to invest in domestic violence

programming, organized a domestic violence awareness event on the National Mall, the first of its kind led by a DC-based organization, and served as a speaker for national and local events. Lauren also hosted representatives from federal agencies, in addition to Congressional and international delegations.

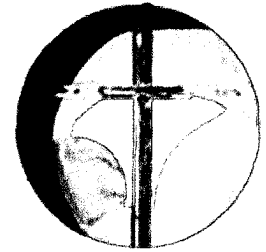
While the list of Lauren's professional achievements is impressive, it is also important to highlight that she has served the city as a volunteer personally. Prior to joining the staff at My Sister's Place, Lauren sat on the organization's Board of Directors having been recruited by its Executive Director, the late Judith Bennett-Sattler. Lauren volunteers with her church, participates in youth based activities and volunteers with domestic violence organizations across the city.

It is for these reasons that I believe Lauren Vaughan is the ideal candidate for Secretary of the District of Columbia. Her leadership, management skills, and overall commitment to the residents of DC will undoubtedly be assets. Thank you again for the opportunity to testify before you today. I am happy to answer any questions you may have.



# St. Augustine's Episcopal Church

600 M Street, S.W.  
Washington, D.C. 20024  
(202) 554-3222  
[www.staugustinesdc.org](http://www.staugustinesdc.org)



*The Episcopal presence in Southwest Washington D.C.*

Council of the District of Columbia  
Committee of the Whole  
1350 Pennsylvania Avenue, NW  
Washington DC 20024

CHAIRMAN MENDELSON  
2015 APR 27 PM 5:14

April 24, 2014

Dear Chairman Mendelson and the Committee of the Whole:

By this letter I wish to convey to you my highest recommendation in support and on behalf of Ms. Lauren Vaughan, whose Confirmation hearing as newly appointed Secretary of the District of Columbia under Mayor Bowser is this Tuesday, April 28, 2015.

I write as the Rector of St. Augustine's Episcopal Church, located in the Southwest Quadrant of Washington, D.C. where I have served in community ministry for ten years. I am also a resident of Southwest DC and, in a civic capacity, serve as a Board member for the SW Community Benefits Coordinating Council. I have known Ms. Vaughan for five years both as her pastor at St. Augustine's and as a community partner, collaborating with her in her capacity as Executive Director of My Sister's Place.

Ms. Vaughan is a faithful parishioner who gives generously of her time, energy, skills and experience, as well as through her financial support of our church's ministry and mission. She has served in key leadership roles at an exciting time in our parish life, helping to see us through a major transition and challenging building project. Serving on both our Transition Committee and Development Committee, she helped us make difficult decisions, represented our interests with our legal and architectural teams, and effectively facilitated systemic shifts within our congregation. Ms. Vaughan has also aided the planning of two highly successful Thurgood Marshall Fundraising events on behalf of the St. Augustine's *Bread for Life* Meal Program.

Ms. Vaughan has earned my fullest admiration and respect. The integrity of her character and her leadership abilities are of the highest standard. At the forefront of all she does, she works with the interest of the common good. As Secretary to the District of Columbia, Ms. Vaughan will, I know, serve as a loyal colleague and as a great asset to our new Mayor and to this great city of the District of Columbia.

Gratefully,

The Reverend Martha K. Clark

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE SECRETARY**



Confirmation Hearing

Testimony of  
Lauren C. Vaughan  
Acting Secretary of the District of Columbia

Before the  
Committee of the Whole  
Council of the District of Columbia

April 28, 2015  
Room 123  
John A. Wilson Building  
1350 Pennsylvania Avenue, NW  
Washington, DC 20004

Testimony of Lauren C. Vaughan, Acting Secretary of the District of Columbia

Good morning, Chairman Mendelson, members of the committee, staff and guests. My name is Lauren Courtney Vaughan and Mayor Muriel Bowser nominated me to serve as Secretary of the District of Columbia on January 2<sup>nd</sup>, 2015. I am both humbled and honored to serve the District of Columbia in this capacity and I thank Mayor Bowser for this opportunity. My permanent appointment is subject to confirmation by this Council. For your consideration, I would like to start by summarizing my personal background and discuss how I believe my past experiences have prepared me to serve as the Secretary of the District of Columbia and execute the Mayor's vision for the Office of the Secretary. I am joined today by members of my team from the Office of the Secretary; my mother who is here from Philadelphia, Pennsylvania – my father passed in 2014; and several members of my church community from St. Augustine's Episcopal in Southwest, Washington, DC; and many other friends and colleagues.

I am originally from Philadelphia, Pennsylvania, and I moved to the metropolitan DC area 18 years ago to attend graduate school at The George Washington University, where I earned a Master of Science degree in Engineering and Technology Management. I also hold a Bachelor of Arts degree in Mass Media Arts from Hampton University. I am a resident of Ward 6 and I am engaged in the Southwest community as an active member of St. Augustine's Episcopal Church.

Professionally, I have spent the last five years as Executive Director of My Sister's Place (MSP), which is DC's oldest domestic violence shelter. In that role, I was responsible for the day-to-day operations of an organization whose mission is to eradicate domestic violence, through intervention, advocacy, and community outreach and education – all toward the goal of empowering survivors to take control of their own lives. Under my leadership, the agency grew in size, influence, and in its capacity to serve families in need. Over the last several years, I have testified before you and your colleagues on the Council numerous times, to advocate for DC's most vulnerable residents. My Sister's Place reinforced my ability to lead and manage organizations, but more importantly to serve the public. I have long wanted to use my business and management experience in the DC government to further an agenda I believe in. Mayor Bowser has an ambitious agenda and I am honored to have an opportunity to serve the District of Columbia under her leadership.



In my role at My Sister's Place, I wore many hats and I was responsible for an agency with a \$2.7 million dollar budget and supervised department heads and a staff of more than 40 employees. I had oversight of all departments and operations including administration and development, residential and non-residential programs, a 24-hour hotline, community outreach and education, and advocacy. I also collaborated with local and federal government and community partners and other stakeholders to improve victim services. These experiences honed my management and operational skills and I'm especially proud to have revitalized and completed a \$4.5 million dollar initiative to renovate and expand MSP's emergency shelter, more than doubling its capacity, on time and under budget. Under my leadership, the agency grew in its capacity to serve families in need. And despite an economic downturn, I established and enhanced programs.

Now, in my new role as Acting Secretary of the District of Columbia, I'm able to serve the District on a much larger scale.

It was when I traveled to West Africa with a delegation from the District of Columbia, led by Mayor Anthony Williams, for the African Cultural and Trade Mission that my interest in the Office of the Secretary began. We visited Dakar, Senegal and Accra, Ghana. I witnessed the historic signing of a Sister City agreement for both Dakar and Accra, giving me an understanding of the importance of such relationships for the economic investment opportunities that those relationships create for the District of Columbia. We met with the Presidents of each country and we toured Elmina Castle, in Ghana, and Goree Island, off the coast of Senegal, both of which were stops for the Atlantic slave trade.

The Office of the Secretary serves as the Secretary of State for the District of Columbia, which is comparable to my colleagues in the 50 states, Puerto Rico, the US Virgin Islands and other US territories. Here in DC, the Office of the Secretary is the official resource for protocol, legal records, District of Columbia history, and recognitions for the public, governments, and the international community. The Office of the Secretary is also the official custodian of the Corporate Seal of the District of Columbia.

Today, the Office of the Secretary is comprised of four (4) offices and two (2) units, located in 3 different buildings and has a budget of \$3.9 million. In Fiscal Year 2016, the Office of the Secretary will employ 25 full time staff and the different components will include the Office of

Notary Commissions and Authentications; the Office of Documents and Administrative Issuances; Protocol and International Affairs; Ceremonial Services; and the Office of Public Records and the DC Archives.

The Office of the Secretary works with several other organizations and city agencies to coordinate various ceremonies, conventions, parades, and festivals including the Martin Luther King Jr. Holiday Commission, DC Emancipation Day, the National Cherry Blossom Festival and the Presidential Inauguration. The Office of the Secretary also has a role in the Mayor's Swearing-In Ceremony and oversees the DC One Fund and the DC Democracy Grant.

In line with the Mayor's vision, I have several priorities for the Office of the Secretary, including improving the overall function of the Office of Public Records and the DC Archives by building a new multi-functioning facility that incorporates best practices and enhanced use of technology. Currently, we are in the process of identifying and hiring a new Public Records Administrator to oversee the Office of Public Records and to coordinate our engagement with DGS in building a new state-of-the-art or renovated facility and ensure that community concerns are incorporated. We have had formal and informal meetings with OCTO and Friends of the DC Archives and other stakeholders, and ascertained the specific expertise that is needed. The Office of the Secretary, with assistance from Friends of the DC Archives, will host a public engagement forum on May 21<sup>st</sup>, 2015 at the Martin Luther King Jr. Memorial Library, to garner public input and ensure that residents of the District of Columbia have an opportunity to learn about and understand the importance of protecting and preserving DC's valuable historical documents and artifacts.

We are working to strengthen relations with the international and diplomatic community in DC, to increase economic partnerships and investment opportunities for the District of Columbia; we will increase community engagement throughout all eight wards, that includes DC Public School student involvement in Citywide activities including the MLK, Jr. Holiday Commission and DC Emancipation Day; and we will execute the City's effort for DC Statehood.

This concludes my testimony. Thank you for the opportunity to testify today and I am happy to answer any questions you may have.



**OFFICE OF THE GENERAL COUNSEL**

Council of the District of Columbia  
1350 Pennsylvania Avenue NW, Suite 4  
Washington, DC 20004  
(202) 724-8026

**MEMORANDUM**

**TO: Chairman Phil Mendelson**

**FROM: John Hoellen, Acting General Counsel** *JAH*

**DATE: April 28, 2015**

**RE: Legal Sufficiency Determination for Proposed  
Resolution 21-106, the Secretary of the District of  
Columbia Lauren Vaughan Confirmation Resolution of  
2015**

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The measure is legally and technically sufficient for Council consideration.

The proposed resolution would confirm the appointment of Lauren C. Vaughan as the Secretary of the District of Columbia, established by Mayor's Order 84-77, dated April 16, 1984, 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), to serve at the pleasure of the Mayor.

I am available if you have any questions.

1 **DRAFT COMMITTEE PRINT**  
2 Committee of the Whole  
3 May 5, 2015  
4  
5  
6  
7  
8

9 **A PROPOSED RESOLUTION**

10  
11 21-106  
12

13 **IN THE COUNCIL OF THE DISTRICT OF COLUMBIA**  
14  
15 \_\_\_\_\_  
16

17  
18 To confirm the appointment of Ms. Lauren C. Vaughan as the Secretary of the District of  
19 Columbia.  
20

21 **RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That**  
22 this resolution may be cited as the “Secretary of the District of Columbia Lauren  
23 Vaughan Confirmation Resolution of 2015”.

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

25 Ms. Lauren C. Vaughan  
26 1250 4<sup>th</sup> Street, SW  
27 Washington, D.C. 20024  
28 (Ward 6)  
29

30 as the Secretary of the District of Columbia, established by Mayor’s Order 84-77, dated  
31 April 16, 1984, and in accordance with section 2 of the Confirmation Act of 1978,  
32 effective March 3, 1979 (D.C. Law 2-142; D.C. Official Code § 1-523.01), to serve at the  
33 pleasure of the Mayor of the District of Columbia.

34 **Sec. 3.** The Council of the District of Columbia shall transmit a copy of this  
35 resolution, upon its adoption, to the appointee.

36 **Sec. 4.** This resolution shall take effect immediately.