

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To appoint Mr. Whitney Miller to the Citizen Review Panel.

RESOLVED BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Citizen Review Panel Whitney Miller Appointment Resolution of 2024".

Sec. 2. The Council of the District of Columbia appoints:

Whitney Miller
Regent Place, N.E.
Washington, DC 20017
(Ward 5)

as a member of the Citizen Review Panel, established by section 351 of the Prevention of Child Abuse and Neglect Act of 1977, effective April 12, 2005 (D.C. Law 15-341; D.C. Official Code § 4-1303.51), for a term to end April 11, 2026.

Sec. 3. The Council of the District of Columbia shall transmit a copy of this resolution, upon its adoption, to the appointee, the chairperson of the Citizen Review Panel, and to the Office of the Mayor.

Sec. 4. This resolution shall take effect immediately.

WHITNEY MILLER

600 Regent Place NE | Washington, DC 20017 | whitney351@msn.com | 202.320.1039 C | 202.290.2278 H

HUMAN RESOURCES PROFESSIONAL, SHRM-CP

- Strong knowledge of state & federal FMLA, ADA, EEOC, Workers Compensation, FLSA laws
- Manage payroll operation and compliance.
- Manage and ensure compliance with year-end W2 processing and 1099s.
- Compensation Analysis
- Process garnishment and other deductions as required.
- Ensure proper taxation of employer paid benefits.
- Extensive experience auditing and reconciling monthly bills from insurance companies.
- Development, and performance improvement
- Demonstrated business and operational management.
- Strong knowledge of federal and state regulations
- Proficient in HRIS, ADP Timesaver, Kronos, Paychex, Paycom, Workday systems
- Strong PC skills including proficiency in Excel, Word, PowerPoint, MS Access, and QuickBooks

AREAS OF EXPERTISE

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|-----------------------------|-----------------------------|----------------------------------|
| ▪ Payroll / Time Processing | ▪ Orientation & On-Boarding | ▪ HRIS / Payroll / Time Software |
| ▪ Benefit Administration | ▪ Training Development | ▪ Accounts Payable |
| ▪ Recruiting & Staffing | ▪ Employee Relations | ▪ Employee Engagement |
| ▪ Compensation Analysis | ▪ Compliance & Reporting | ▪ Performance Management |
| ▪ Performance Management | | ▪ Diversity, Equity & Inclusion |

PROFESSIONAL EXPERIENCE

HUMAN RESOURCES DIRECTOR

AIDS UNITED, Washington, D.C. 150 Employees

January 2023 to Present

Oversee and manage all Human Resource operations, strategies, and employee related matters.

- Manage full-cycle Talent Acquisition.
- Developed and managed performance management process.
- Developed and implemented strategies for retention and recruitment.
- Managed the full life cycle of benefits administration, including retirement program.
- Planned and led development of organization core value system.
- Conduct and analyze employee engagement, provide feedback and suggestions to executive team.
- Developed process for completing DEI assessment for eventual integration into organization culture.
- Process full-cycle payroll administration.
- Conducted employee investigations.

PEOPLE OPERATIONS MANAGER

CYBERVISTA, Arlington, VA. - 50 Employees

January 2020 to January 2023

Oversee and manage all Human Resource operations, strategies, and employee related matters for a tech start-up. This includes recruitment, onboarding, performance management, career development, training, records

management, employee relations and retention. Develop HR solutions through collection and analysis of information and recommend a course of action. Oversee, organize, and manage office operations and procedures in order to ensure organizational effectiveness and efficiency.

- Manage full-cycle Talent Acquisition.
- Developed and managed performance management process.
- Developed and implemented strategies for retention and recruitment.
- Managed the full life cycle of benefits administration, including retirement program.
- Planned and led development of organization core value system.
- Conduct and analyze employee engagement, provide feedback and suggestions to executive team.
- Developed process for completing DEI assessment for eventual integration into organization culture.
- Process full-cycle payroll administration.
- Conducted employee investigations

National Director Human Resources March 2018 to October 2019

FOR OUR FUTURE, Washington, DC – 2,500 Employees

Oversaw all aspects of Human Resources services, policies, and processes for the organization with offices in seven states, and the District of Columbia, while advising and supporting company managers in the areas of performance management, employment law, and compliance and employee engagement. Identified training and development needs within the organization through job analysis, survey, and regular consultation with managers on the critical importance of diversity and inclusion in the workplace.

- Advised senior leadership, and developed plan to train and conduct harassment, diversity equity & inclusion training for more than 300 managers.
 - Revised job descriptions based on current FLSA means testing for all positions within organization.
 - Developed and implemented strategies for retention and recruitment.
 - Managed the full life cycle of benefits administration, including retirement program.
 - Advised senior leadership & the Executive Board on organizational effectiveness and developed strategies to achieve more positive employee engagement.

HR & Payroll Manager, Contractor December 2016 to July 2017

EXPERIENCE WORKS, Arlington, VA – 725 Employees

Administered full-cycle benefits for 725 employees in multi-states utilizing Lawson HRIS. Ensured compliance with federal and state employment/labor laws, including pension benefits and ERISA.

- Managed the Reduction in Force of more than 200 employees in multiple states.
- Developed standard operating procedures for employees trained to manage benefits.
- Performed monthly audits of insurance carriers for accuracy in reporting and billing.
- Managed workers compensation program.

HR & Payroll Manager, Contractor February 2016 to August 2016

COUNCIL OF BETTER BUSINESS BUREAUS, Arlington, VA – 250 Employees

Managed timekeeping, payroll for 150 employees utilizing iSolve and TimeForce payroll systems. Input and tracked all special payroll deductions/garnishments, as well as state withholding accounts for remote employees. Ensured compliance with federal and state employment/labor laws, including COBRA, FLSA, FMLA, and ACA. Administered HRIS database.

- Identified training and development needs within the organization through job analysis, survey, and regular consultation with managers.
- Managed payroll processes front to back with accurate payroll submission for organization of more than 220 employees using iSolve HRIS and TimeForce to process and submit payroll.
- Designed and expanded training and development programs, including monthly Lunch and Learn program and New Hire Orientation, based on the needs of the organization.
- Maintained communications such as bulletin boards and HR intranet to ensure employees have knowledge of HR initiatives.
- Ensured compliance with state and federal laws in a geographically diverse workforce.
- Developed and lead full-lifecycle recruitment for the organization, including posting jobs, active recruitment, interviews, management of recruiters and headhunters, application review, reference and background checks, preparing offer packages, and conducting new hire orientation.
- Re-evaluated current job positions, promotions, and compensation proposals for prospective employees, etc.

Payroll & Benefits Specialist January 2015 to December 2015

MERCATUS CENTER & INSTITUTE FOR HUMANE STUDIES, Arlington, VA – 250 Employees

Managed timekeeping, payroll, and benefit programs across the entire employment life cycle for 250 employees, utilizing Paychex Flex software to input and track all special payroll deductions/garnishments, as well as state withholding accounts for remote employees. Negotiated plans and renewals for medical, dental, vision, LTD / AD&D, and voluntary life benefits; facilitated employee enrollment and conducted monthly audits of all benefit accounts. Administered retirement, FSA, and HRA plans. Ensured compliance with federal and state employment/labor laws, including COBRA, FLSA, FMLA, and ACA; prepared ACA Employer Shared Responsibility Reporting. Administered HRIS database, Paychex Flex system, and Benetrac benefit management system; utilized Lookout Services and E-Verify to manage I-9 compliance. Filed annual Form 5500 audit.

- Designed a high-caliber payroll and benefit presentation for new hire orientation.
- Spearheaded development of an electronic timesheet submission process to streamline processing and dramatically increase accuracy.
- Played pivotal role in launch of a new, integrated Open Enrollment portal enabling employees to make all benefit selections through a single portal.
- Established formal documentation for payroll processing workflows.

Human Resources Director / Assistant General Manager August 2010 to April 2014 MARRIOTT

COURTYARD – Navy Yard, Washington, DC – 175 Employees

Held concurrent responsibility for HR operations and general hotel operations, leading end-to-end employee recruiting, hiring, on-boarding, training, and development. Managed compensation and benefit administration, including payroll processing, worker's compensation, unemployment claims, and FMLA cases and return to work authorizations. Handled employee/labor relations and fostered improved culture of employee engagement and retention; planned and directed employee-focused celebrations, events, and activities. Defined and introduced HR policies and standard operating procedures (SOP). Ensured consistent compliance and compiled required annual reporting, such as Affirmative Action reports, and Compensation Analysis.

- Provided support to Corporate HR department concerning interpretation of compensation practices and guidelines.
- Evaluated proposed and existing jobs and classifying them in accordant with the levels of importance and responsibility to the employer.
- Conducted salary surveys and participating in them, interpreting salary data, performing analysis.
- Developed appropriate job descriptions and maintained a website for accessing compensation information and job descriptions.
- Prepared supporting data for the review of annual salary budget.
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- • Prepared and conducted open enrollment meetings.
- • Updated HRIS changes as needed provided updated information, including developing annual benefit rate flyers, and loading new rates in Benetrac online benefits management system.
- • Led job posting, candidate sourcing, applicant screening, background check, and drug screening efforts in support of recruiting and staffing needs.
- • Presented new hire orientation sessions, including benefit program overviews.
- • Administered benefits programs including group medical and insurance, retirement and other employee plans.
- • Responded to employee requests for information on the company's benefits.
- • Administered and processed data in HRSMART / iCIMS (applicants), ADP/Timesaver (payroll), Benelogic (benefits), and Lookout Services Identity Software (I-9 compliance).
- • Provided direction and information to employees for benefits eligibility.
- • Administered the education tuition reimbursement program and other benefit programs as required.
- • Assisted with preparing the benefits budget, and monitored monthly cost for health & wellness plans such as the Employee Assistance Program and College Benefit plans.
- • Served as direct contact between benefits carriers and employees. Calculated and processed monthly invoices for payment.
- • Conducted cost reviews for all benefit plans for renewal of employee benefits.

SKILLS

- • Proficient in HRIS, ADP Timesaver, Kronos, Paychex systems
- • Strong PC skills including proficiency in Excel, Word, PowerPoint, MS Access, and QuickBooks

EDUCATION & CREDENTIALS

Extensive coursework toward Bachelor's in Accounting *Strayer University, Alexandria, Virginia*

Certification: SHRM-CP (*Studying for SCP*) | Certified Trainer

Affiliation: Society for Human Resource Management (SHRM), since 2015