



MURIEL BOWSER
MAYOR

December 14, 2022

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 201 of the Rental Housing Act of 1985, effective July 17, 1985 (D.C. Law 6-10; D.C. Official Code § 42-3502.01), I am pleased to nominate the following individual:

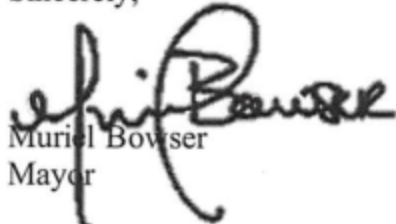
Ms. Toya Carmichael
Texas Avenue, SE
Washington, DC 20019
(Ward 7)


for appointment as a member of the Rental Housing Commission, replacing Michael Spencer, to serve the remainder of an unexpired term ending July 18, 2024.

Enclosed you will find biographical information detailing Ms. Carmichael's experience, 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 Ms. Toya Carmichael to the Rental Housing Commission.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Rental Housing Commission Toya Carmichael Confirmation Resolution of 2022".

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

Ms. Toya Carmichael
Texas Avenue, SE
Washington, DC 20019
(Ward 7)

as a member of the Rental Housing Commission, established by section 201 of the Rental Housing Act of 1985, effective July 17, 1985 (D.C. Law 6-10; D.C. Official Code § 42-3502.01), replacing Michael Spencer, to serve the remainder of an unexpired term ending July 18, 2024.

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.

TOYA CARMICHAEL, ESQ.



EXECUTIVE SUMMARY

An analytical and strategic thinker with over 10 years of experience practicing law for local and federal government agencies and providing management and oversight of nonprofit organizations with a passion for social impact. A resourceful leader with strong project management and writing skills, and the communication, interpersonal and coalition building skills needed to engage diverse stakeholders and navigate politically charged environments.

CAREER EXPERIENCE

UNITED MEDICAL CENTER (UMC), Washington, DC | 2020 – present
Vice President of Public Relations/ Senior Counsel/ Corporate Secretary

Public Relations and Crisis Management

Designated spokesperson for the hospital. Manage the external crisis management firm, strategize regarding messaging and review and approve work products. Craft messaging regarding COVID-19 response, hospital operations, and draft and disseminate responses to government inquiries in preparation for annual oversight and budget hearings. Respond to press and media inquiries regarding patient care, hospital operations, community programming, pending litigation, compliance and internal investigations issues. Conduct interviews with news outlets. Improved hospital image by securing placement of 40+ positive news stories in the Washington Post, Washington Informer and DC City Paper compared to two in 2019. Leveraged relationships to attract news coverage by NBC, Channel 9 and CBS, BBC and several international news and local radio broadcasting outlets.

Community Programming and Social Impact

Created and managed COVID-19 response program which facilitated the receipt of \$300K in charitable donations that funded the purchase of 5,000 pieces of personal protective equipment (PPE) and provided hazard pay for employees. Coordinated distribution of 4,000+ donated meals and 4000+ pieces of branded PPE for staff. Revived the “Wellness on Wheels” mobile health unit which rendered care to 800+ patients within 8 months. Established strategic partnerships with DC Central Kitchen, Bradley Beal of the Washington Wizards, Monumental Sports Foundation, Fauntery Community Enrichment Center, Congress Heights Community Development Organization, and DC Housing Authority. Cultivated relationships with government officials and community leaders by collaborating to present Community Fitness events, First Responder Thank You parades, Soul of the City Holiday Event, Community Vaccination Clinics, and equitable distribution of the vaccine.

Oversight, Management and Legal

Advise an 11-member board on corporate governance best practices and ethical, legal obligations and risk management. Schedule, facilitate, and maintain records for all board general and committee meetings. Develop and implement policies and procedures to address employee relations issues including retention, workplace violence and performance improvement plans. Serve on the discipline review panel. Ensure compliance with all aspects of District Columbia Code § 44-951.02 and §§ 2-301.01 et. seg. Unit A. Oversee administration of large scale procurements. Draft and negotiate professional services contracts and medical supply contracts. Transitioned board to 100% digital archival of corporate records. Supervise outside legal counsel, represent UMC in mediations and manage litigation matters.

DISTRICT OF COLUMBIA, Washington, DC | 2017 – 2020

Administrative Law Judge, Commission on Human Rights (October 2018 – January 2020)

Attorney Advisor, Rental Housing Commission (February 2018 – October 2018)

Consumer Member, Board of Long Term Care Administration (July 2017 – April 2020)

Adjudication and Hearings

Presided over administrative hearings for violations of the District of Columbia Human Rights Act and District of Columbia Family Medical Leave Act. Reviewed complaints and evidence, drafted judicial opinions, and recommended remedies to redress the violations. Adjudicated private sector discrimination claims related to employment, housing, public accommodations, and educational institutions. Advised the three-member Commission on the District of Columbia Administrative Procedure Act and Commission Rules of Procedure for contested cases.

Legal Advisory

Analyzed, interpreted and applied the Rental Housing Act of 1985 (DC Official Code §42-3501.01 et seq), Administrative Procedure Act, and Office of Administrative Hearings (OAH) Rules of Practice and Procedure. Supported the three-member Rental Housing Commission with the adjudication of appeals by landlords accused of violating the Rental Housing Act of 1985. Researched case law, prepared case summaries and briefs, drafted hearing questions and final orders.

Hiring, Training and Development

Interviewed, hired and managed the fellows, law clerks, interns and commission staff. Trained staff on communication protocols with Administrative Law Judges, parties, and government stakeholders. Delegated work assignments and reviewed work product to provide mentorship and coaching on professional developmental and skill development.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, Washington, DC | 2014 – 2018 **Attorney Advisor, Departmental Appeals Board**

FDA Tobacco Appeals – Legal Compliance and Regulatory

Managed the docket for five Administrative Law Judges in the Civil Remedies Division responsible for approximately 150 enforcement actions annually against retail stores nationwide for violations of federal tobacco regulations. Drafted judicial decisions, prepared administrative reports, recommended civil monetary penalties and reviewed settlement agreements under to 21 U.S.C. §387 f(d) pursuant to 21 U.S.C. §333(f)(9), 303(b)(2) and (b)(3).

Medicare Coverage Appeals– Legal Compliance and Regulatory

Supported three Administrative Law Judges in the Medicare Operations Division. Evaluated beneficiary and healthcare provider and supplier claims for compliance with 42 C.F.R. Part 405 Subpart 1 and the Medicare Claims Process Manual, Chapter 29. Worked in high-volume environment, conducted review of medical records and drafted legal opinions for Administrative Law Judges issued as the final decision of the U.S. Secretary of the Department of Health & Human Services. Utilized internal databases to track and report work flows to monitor staff productivity.

CLERKSHIPS AND ADDITIONAL EXPERIENCE

U.S. Department of Veterans Affairs, Board of Appeals, Attorney Advisor (2013 – 2014)

Hon. Yvonne Williams, Superior Court of the District of Columbia, *Judicial Law Clerk* (2011 – 2013)

Hon. Stephanie Duncan Peters, Superior Court of the District of Columbia, *Judicial Law Clerk* (2011 – 2013)

Georgetown University Law Center, *Coordinator - Alumni and Student Relations* (2010 – 2011)

Lawyers' Committee for Civil Rights Under Law, *Law Fellow*, (2009 - 2010)

BOARD SERVICE AND VOLUNTEER EXPERIENCE

DC Federation of Citizens' Association, Board Member (2018 – Present); *Allen Chapel AME Church*, Vice President Toni P. Farmer Scholarship Committee (2018 – present); *Thrive DC*, Board Member, Governance Committee and Special Events Committee (2013 – 2019); *National Bar Association, Young Lawyers Division: Director, Social Action* (2018 – 2020); Clemency Project Co-Chair (2016); *Washington Bar Association, Young Lawyers Division Chair* - (2016-2017), Community Service Co-Chair (2015 – 2016)

ACADEMIC AND PROFESSIONAL CREDENTIALS

District of Columbia Bar | Admission December 2019

Maryland State Bar | Admission June 2010

Georgetown University Law Center | Juris Doctor

University of California at Berkeley | Bachelor of Arts, Political Science

AWARDS

Georgetown University Law Center, Black Law Students Association, Alumni of the Year (2018)

National Bar Association, Young Lawyers Division, Inaugural Recipient/Namesake, Leadership Award (2017)

Washington Bar Association, Young Lawyers Division, Outstanding Leadership in Community Service (2017)

Washington Bar Association, Young Lawyers Division, Young Lawyer of the Year (2016)



Executive Office of the Mayor - Office of Talent and Appointments

John A. Wilson Building | 1350 Pennsylvania Avenue, Suite 600 | Washington, DC 20004

Toya Carmichael, Esq.



Toya Carmichael, Esq. is the Vice President of Public Relations and Corporate Board Secretary for the Not-For-Profit Hospital Corporation, commonly known as the United Medical Center (UMC).

In her current role, Ms. Carmichael handles all news inquiries, social media, community programming, board related activities, government relations, and serves as custodian of hospital records. Prior to joining UMC, she served 10 years as an attorney with several local and Federal agencies and in 2018, was appointed as an Administrative Law Judge, hearing discrimination cases for DC government.

Ms. Carmichael has decades of volunteer community and board service, all in support of underserved communities of color. In 2019, she founded Carmichael Community Connections to support small businesses and nonprofit organizations by increasing their grant funding and customer base. In addition, she is Vice President of the Toni P. Farmer Scholarship Committee at Allen Chapel AME Church, a member of Delta Sigma Theta, an ambassador for the Smithsonian's National Museum of African American History and Culture, and a member of the John F. Kennedy Center for the Performing Arts.

A Ward 7 resident, Ms. Carmichael received a Bachelor of Arts in Political Science from the University of California at Berkeley and a Juris Doctorate from Georgetown University.

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

To: Bryan Hum, Steve Walker
From: Betsy Cavendish
Date: September 28, 2022
Subject: Legal sufficiency review of Resolution nominating Toya Carmichael as a member of the Rental Housing Commission

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 Vanessa Careiro, 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 Cavendish