



MURIEL BOWSER
MAYOR

October 10, 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 203 of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.03), I am pleased to nominate the following individual:

Ms. Anasia Phillips
Van Street, SE
Washington, DC 20003
(Ward 8)

for appointment as a consumer member of the Board of Medicine, filling a seat formerly held by Archie Rich, for the remainder of an unexpired term to end August 3, 2025


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,

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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A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the appointment of Anasia Phillips to the Board of Medicine.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, that this resolution may be cited as the “Board of Medicine Anasia Phillips Confirmation Resolution of 2024”.

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

Anasia Phillips
Van Street, SE
Irving Street, NW
Washington DC 20003
(Ward 8)

as a consumer member of the Board of Medicine, established by section 203 of the District of Columbia Health Occupations Revision Act of 1985, effective March 25, 1986 (D.C. Law 6-99; D.C. Official Code § 3-1202.03), filling a seat formerly held by Archie Rich, for the remainder of an unexpired term to end August 3, 2025.

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.

Anasia Phillips

Highly organized and detail-oriented administrative assistant with a proven track record of providing exceptional administrative support in fast-paced environments. Seeking a challenging position as an administrative assistant where I can utilize my strong organizational and communication skills to contribute to the efficient operation of the organization and facilitate the achievement of its goals. With a strong ability to prioritize tasks, handle multiple projects simultaneously, and maintain confidentiality, I aim to be an asset to the team and contribute to its success.

Education

Bachelor of Liberal Arts in Psychology & Criminal Justice, Winona State University, May 2022

Professional Experience

Ice Miller LLP

Legal Services Assistant | January 2024-Present

- Provide comprehensive administrative and legal support to attorneys specializing in government affairs and regulatory law.
- Conduct in-depth legal research and analysis to support case preparation and ensure compliance with relevant laws and regulations.
- Draft and revise legal documents, including memos, briefs, contracts, and correspondence, with a keen attention to detail and accuracy.
- Manage attorney calendars, schedule appointments, and coordinate travel arrangements for legal team members.
- Maintain and update client files, databases, and document management systems, ensuring confidentiality and data security.
- Communicate with clients, opposing counsel, government agencies, and other stakeholders in a professional and courteous manner.
- Collaborate with attorneys and support staff to streamline processes and improve overall efficiency within the legal department.

State of Tennessee

Regulatory Board Administrative Assistant 1 | February 2023- October 2023

- Reviews and approves all Medical Examiners and Osteopathic Non-SPL applications for completion in LARS and IMLCC Portal.
- Processes all Non-SPL applications from start to finish within 72 hours from the date of receipt.
- Approves application in an expedited manner and follows up with a deficiency letter of items needed to complete their application.
- Ensures all deficient items are received within 30 days of receipt of application and tracks documentation.

Volunteer Behavioral Health Care System | Gallatin, TN

Administrative Case Manager | June 2022 – November 2022

- Provide extensive administrative support by managing a multi-line phone system to direct 20+ calls a day.
- Oversee care management for adults and children with alcohol and drug treatment issues, and comorbid health problems to improve health and wellness.
- Manage competing priorities by assisting a team of 4 therapists and physicians with clerical tasks to ensure smooth clinic operations.
- Exercise keen attention to detail by helping initiate and update person-centered care plans to achieve short and long-term goals.

- Deliver innovative solutions by assisting individuals with gaining access to community resources and educating patients and families on independent living skills to produce positive outcomes.
- And Exceed expectations by providing high-quality in-person support to assure medication adherence.

Winona State University - Kryzsko Commons | Winona, MN

Building Manager | August 2020 - May 2022

- Streamlined Student Union operations by implementing day-to-day metrics for operational compliance to effectively manage facilities.
- Coordinated scheduled programming by collaborating with a 10-member team to effectively boost student engagement.
- Presented quality customer service by communicating with 65+ customers a day to deliver customized resources and services.

SSM Health | Madison, WI

Patient Representative | May 2019 - June 2020

- Strengthened accountability by proactively maintaining, organizing, and updating communication to assure optimal delivery of patient care.
- Aligned with HIPAA regulations by communicating effectively with 50+ patients a day to protect privacy and confidentiality.
- Supported strategic initiatives by efficiently following hospital and unit directives with respect to standards, policies, procedures, and protocols to increase patient satisfaction ratings by 5%

Core Competencies

Interpersonal Communication, Teamwork, Time Management, Leadership, Public Speaking, Data Analysis, Project Management, Strategic Planning, Collaboration, Problem-Solving, Prioritization, Critical Thinking

Technical Skills

Microsoft Office, Word, Excel, PowerPoint, Access, Outlook, Teams

Certificates

Diversity and Inclusion for HR, eCornell January, 2023

Human Resources Management, eCornell January



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

Anasia Phillips



Ms. Anasia Phillips is a legal assistant for Ice Miller LLP. In her current position she provides comprehensive administrative and legal support to attorneys specializing in government affairs and regulatory law. Ms. Phillips also has experience working as an administrative assistant for the Tennessee Medical Board, which has given her a deep understanding of the importance of effective administration and governance in a regulatory setting. This experience has allowed her to develop strong organizational and communication skills, as well as a keen attention to detail.

Ms. Phillips previously served as an administrative case manager with the Volunteer Behavioral Health Care System, a building manager with Winona State University, and a patient representative with Sisters of St. Mary (SSM) Health.

A Ward 8 resident, Ms. Phillips earned her Bachelor of Liberal Arts in Psychology and Criminal Justice from Winona State 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: September 12, 2024
Subject: Legal sufficiency review of Resolutions nominating Anasia Phillips, Dr. Konrad Dawson, and Dr. Bernard Arons as members of the Board of Medicine

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.

Elizabeth A. (Betsy) Cavendish