



MURIEL BOWSER
MAYOR

October 22, 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 Food Policy Council and Director Establishment Act of 2014, effective March 10, 2015, D.C. Law 20-191, D.C. Official Code § 48-313, I am pleased to nominate the following individual:

Ms. Natalia Kalloo
Kennedy Street, NW
Washington, DC 20011
(Ward 4)

for reappointment as a public member of the Food Policy Council, for a term to end March 1, 2028.


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

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

To confirm the reappointment of Natalia Kalloo to the Food Policy Council.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the “Food Policy Council Natalia Kalloo Confirmation Resolution of 2024”.

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

Natalia Kalloo
Kennedy Street, NW
Washington, DC 20011
(Ward 4)

as a public member of the Food Policy Council, established by section 3 of the Food Policy Council and Director Establishment Act of 2014, effective March 10, 2015 (D.C. Law 20-191; D.C. Official Code § 48-312), for a term to end March 1, 2028.

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 Mayor.

Sec. 4. This resolution shall take effect immediately.

NATALIA J. KALLOO

QUALIFICATIONS PROFILE

- Efficiently manages government budgets of various fund types (Federal, State, Local, Intra-District, Grants, and Pass-through)
- Skilled in identifying and creating efficiencies and process improvements for program and fund operations
- Consistently serves as a point of contact IT liaison in the improvement of financial management systems, relational databases, and dashboards
 - Detailed and organized in managing policy and procedure directives and contracts

EDUCATION

Certified Professional Food Manager License

DC Department of Health, Washington DC

Certified Public Manager- PEMS 30

George Washington University, Washington DC

COSO Internal Control Certificate

The Institute of Internal Auditors, Lake Mary, FL

Certified Government Financial Manager (active CGFM)

Association of Government Accountants, Alexandria VA

MBA, Corporate Finance, Chapman School of Business

Florida International University (AACSB accredited), Miami, FL

B.S., Business Administration with minor in Finance

University of Maryland University College, Adelphi, MD

EXPERIENCE

Kalu Organics (DBA Kalu's Seasoning Blends and Catering): Washington DC

February 2019 to Present

Owner

- Develop and establish food business start-up, promoting food products and catering services; establishing monthly customer base of over 200
- Produce and manage Hazard Analysis Critical Control Point (HACCP) and food safety proposal and plan to DC Department of Health, outlining critical control points, key staff, and food manufacturing flow to include receipt, retrieval, storage, manufacturing, and production of both products and services
- Purchase and assess packaging and container supplies of bottled products; focusing on label design, distribution, and cost and benefit margins
- Create and manage company website templates (online store and content)
- Kept abreast of applicable laws and licenses for food safety and food handling management; negotiated and built alliances with local boutique retailers to carry seasoning and spice product line
- Maintain customer loyalty by periodically offering coupons and discounts on online orders
- Manage Square database, preloading items and generating reports to assess food demand and trends
- Manage budget and finance expense limits per event to produce % yield
- Receive and be amenable to customer requests to modify menu items and improve speed of service; improving the ease of flow in packaging food and completing food orders
- Manage partner applications to ensure catered food is available to customers in a defined location; partner with apps (Curbside Kitchen) to source businesses seeking catering services
- Research opportunities to increase business revenue; visit brick and mortar stores to pitch product benefits, outlining quality and benefit of local access in various food desert counties in Maryland as well as within the District of Columbia
- Provide product and cooking demonstrations in store
- Source funding opportunities to increase capital to include small minority women owned operating grants
- Seek additional labor resources via internship and available skilled food laborers
- Plan and estimate costs for mobile food vending, receiving quotes for food truck build out and identifying applicable licenses and permits

DC Government /Office of Administrative Hearings (OAH): Washington DC

Chief Operating Officer

September 2016 to February 2019

October 2017

Acting Executive Director

October 2016

- Planned, developed, executed, and evaluated all non-judicial and non-legal staff functions and operations; assessed the human capital impact as it relates to planning, program management and operations, human resources, administration, and policy
- Remained cognizant of and provided authoritative interpretation of impact to the departmental budget, management policies, requirements of operations, and successful outcomes
- Coordinated the annual development of the OAH budget via program enhancements and agency goals
- Identified cost savings, productivity improvements, operational efficiencies, and improved customer service by implementing a wide range of business process strategies/solutions
- Led the program planning process by developing programmatic forecasts, proposals and procedures for orderly growth and expansion
- Maintained a mastery of understanding leading information technology (including hardware and software), web management, and web analytics
- Ensured that court activity statistics and reports containing caseload were compiled against requirements outlined in memorandum of understandings (MOU) or memorandum of agreements (MOA); while forecasted case activity and trends
- Managed the approval of the compilation and preparation of intra-district financial reports for submission on a quarterly basis
- Spearheaded the formulation, establishment, or modification of programmatic goals and objectives considering analysis of alternatives, trends, available resources, and projected programmatic needs
- Advised agency officials regarding administrative practices, procedures, or policies
- Expedited and coordinated administrative logistics concerning personnel transactions, contract preparation, budget administration, purchasing, training, or other functional areas important to overall programmatic need
- As needed, represented or accompanied the Chief Administrative Law Judge at senior policy meetings and events with elected officials, Council, Deputy Mayors, and other senior policymakers
- Generated performance measurement data and performed research assignments to facilitate in the progression and growth of court operations towards the mission of the Agency

DC Government /Office of Administrative Hearings (OAH): Washington DC

July 2018 to February 2019

HR Specialist (temporarily fulfilled responsibilities of a vacant position within my department)

- Managed all leave requests falling under jurisdiction of the Family Medical Leave Act (FMLA) as well as Paid Family Leave
- Determined FMLA leave eligibility via query analyses of employee Time Reporting Code (TRC) in Peoplesoft within prior 24 months
- Provided and managed Notice of Eligibility and Approval Notifications for leave
- Processed advanced leave and leave donation requests; submitted advanced leave requests to payroll for application
- Provided Time and Leave (T&L) assistance with regards to timesheet, prior period adjustment forms, and leave computation
- Ran query search to manage TRC coding issues
- Provided funding certification for position OP-8 or reclassification of positions via position description
- Generated and provided position funding report (Schedule A) to Program Managers and Agency Director on a quarterly basis
- Served as Human Resource liaison between OAH and District of Columbia Human Resources (DCHR) to ensure offers are confirmed prior to submission to chosen candidates
- Provided Agency Director with cumulative 485 report (pay period salary and time distribution), highlighting vacancy savings
- Verified that all Agency policies and procedures follow the authority of the District Personnel Manual per DC Municipal Regulations

DC Government /Office of Administrative Hearings (OAH): Washington DC

March 2016 to November 2018

Administrative Officer (temporarily fulfilled responsibilities of a vacant position within my department from October 2016)

- Participated in the formulation and execution of the agency operating budget and tracks local and purchasing card expenditures, ensuring efficient use of budget funds.
- Monitored and oversaw the procurement activities utilizing the Procurement Automated Support System (PASS), by reviewing and approving purchase orders to effect the acquisition of supplies and services required for office operation
- Executed contracts and agreements which include the preparation of Requests for Proposals (RFP); the valuation of proposals; the preparation of proposals; the preparation and negotiation of contracts and the selection of contractors.
- Negotiated and or/prepared short-term contracts within the discretion allowed by District of Columbia purchase contracting regulations for such services, including selective procurement of appropriate services from competitive vendors and /or service providers
- Monitored the procurement of equipment, supplies, incidental labor tasks, and ensures compliance with applicable

- regulations
- Served as the Contract Administrator (CA) and Contracting Officer Technical Representative (COTR) of incidental contracts employing casual labor, interns, consultants and office construction projects
- Where work was contracted out, provided technical requirements and descriptions of the work to be accomplished; plans and establishes work schedules, deadlines and standards or acceptable work.
- Tracked progress and quality of performance; decided on the acceptability, rejection, or correction of work products or services and similar matters which may affect contractor payment.
- Participated in organization planning by providing information and recommendations for use in the decision making process
- Analyzed, evaluated, and recommended changes to daily operations and internal procedures to prevent anticipated operational issues
- Facilitated cooperation among cluster agencies that have interrelated responsibilities in order to ensure that objectives are achieved in an effective and timely manner.
- Performed data analysis for various agency cases in Excel, identifying case errors or cases not served in any particular category
- Analyzed and reported quarterly data and KPIs for Department of Small Local Business Development (DSLBD), DC Public Schools, DC Health Care Finance, Department of Employment Services, Health Benefits Exchange, and Child Support Services Division (CSSD)

DHS /Bureau of Homeless Services: Baltimore MD

September 2015 to March 2016

Fiscal Supervisor

- Provided consultation to service providers/grantees by interpreting state and federal regulations and guidelines for funding awards through Code of Maryland Regulations (COMAR)
- Reviewed and obtained timely approval of completed grant contracts by conferring with appropriate agency partners, i.e. Attorney General's (AG) office, Minority Business Enterprise (MBE) Administrator, Central Processing Unit (CPU), Budget Management, etc. to insure timely award of new contracts and compliance with all regulatory agencies
- Reviewed service providers' audit and financial reports to ensure sound fiscal practices are being utilized and Bureau of Homeless Services (BHS) funds are accurately reported
- Initiated and coordinated required fiscal and programmatic contract monitoring activities, providing guidance to internal and external administrative officer(s) and program specialists/analysts ensuring expenditures are made in accordance with program, state and/or federal guidelines
- Investigated and resolved questions, errors, and irregularities in fiscal reports
- Regularly reviewed budgets to identify spending patterns, which may require initiating and monitoring execution of Spending Plan and Budget Amendments
- Ensured that general funds are obligated and liquidated in accordance with award specifications
- Conferred with and made recommendations to the Director of Homeless Services concerning new grant funded programs, staff and/or vendor performance, and BHS' goals and priorities
- Reviewed, revised and/or developed departmental policies, procedures, and standards to improve services to providers and support strategic plans, goals, objectives, and action plans
- Served as department liaison for Legislative, Office of Inspector General (OIG) ,and Federal Auditors; develops audit responses and implement corrective action plans
- Coordinated fiscal year-end closing activities, conferring with relevant Budget Management staff and providing timely preparation and submission of required reports and records

DHS/Howard County Department of Social Services: Columbia MD

August 2014 to September 2015

Chief Fiscal Officer

- Monitored state, local DSS, and Family Investment Program budgets and allocations of special funds, grants and temporary cash assistance reinvestment savings in order to maintain adequate funding and sound projections
- Managed 6 state funded program areas, analyzing trend variances; and if needed, provide explanations via FMIS payment detail
- Reviewed fiscal operations to ensure policies and procedures comply with established audit standards to avoid repeat audit exceptions
- Prepared and ensures ongoing monitoring of corrective action plans for Local Department of Social Services (DSS) audits via compilation of OIG recommendations and LDSS Action Plan of 24 counties in Maryland
- Performed special project audits: EBT cards, corporate credit cards, gift cards, bus tokens, gift and gas cards, timesheets, leave usage, and MVA monitoring for audit compliance
- Reviewed cash receipts, deposits, and bank statements to ensure compliance with federal and state laws
- Ensured that General and local funds received by the agency are properly deposited to the appropriate accounts
- Determined funding requirements for each allocation/grant, and make allocation requests as applicable, either monthly, or quarterly
- Verified timely and accurate processing of federal reimbursement claims for those programs which qualify
- Ensured separate fund control tracking for the various individual programs and grants which exist within county funding
- Certified funds availability on all agency commodities and procurement and services distribution request
- Tracked surplus funds due to vacancies and absences of contractual staff

- Compiled and analyzes historical cost information, obtains program area input for future needs, and projects potential changes to funding needs
- Verified all contracts are properly executed before its inception and all have proper source documents which include PT's Secretary briefing statement, bid notices, etc.,
- Ensured bid, expenditure approval, state contract and minority vendor requirements as established by state and local policy are adhered to by Procurement Officer
- Created, developed, maintained, edited, and tracked various SOPs according to COMAR and various mandated/approved state regulations

Pathfinder Consultants/Veterans Benefits Administration: Washington DC

December 2013 to March 2014

Program Analyst

- Conducted reviews of current agency policies related to Office of Strategic Planning's (OSP) Planning, Programming, Budgeting, and Execution (PPBE) process
- Prepared and analyzed narratives for the annual PPBE materials submission
- Participated in high level executive interviews querying PPBE knowledge and its expected application to Veterans Benefits Administration's (VBA) OSP governance structure
- Appraised the effectiveness of key agency policies related to coordinating the Agency's regulatory review, compliance, and enforcement programs
- Utilized Visio to create Future Years Veterans Development Program diagram
- Researched, analyzed, and prepared written recommendations for changes or additions to current agency policies
- Consulted with various officials on a range of regulatory and policy issues and communicate official agency policies and procedures to VBA staff
- Maintained collaboration and open communication on shared regulatory and policy projects and issues
- Provided support to the Program Manager and Contracting Officer Representative (COR) in development of benefits policy and in consultations as needed
- Managed the development of governance structure as it relates to OSP

ADDITIONAL SKILLS/ACTIVITIES

Fixed Cost Management System (FCMS), Ariba Spend Management 9r1 (PASS Buyer), QuickBase, FMIS SOAR (R*Stars), CFOSolve, IBM Cognos (Query and Report Studio and Cognos Connection), Zendesk, PeopleSoft Financials, Tableau, Deltek GCS Premier, Deltek Costpoint, Crystal Reports, Agency Query System (AQS), Siebel 7.7, Visio, AFS, MD Chessie, Business Objects, and CARES, MS Office, and QuickBooks

AFFILIATIONS

Association of Government Accountants: Member

Citizen Services, Community Service Partnerships Grant Review Committee: Applicant Peer Reviewer

Golden Key International Honour Society: Member

National Association of State Budget Officers (NASBO): Friends of NASBO Member

Phi Kappa Phi: Member



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

Natalia Kalloo



Ms. Natalia Kalloo is a 12-year resident of the District who has worked for the District of Columbia Government in finance, logistics, human resources management, and administration. She is a Certified Public Manager, Certified Government Financial Manager, and most recently a Certified Food Protection Manager.

Ms. Kalloo departed the District of Columbia Government to spend time building her catering and spice company and to find staff and partners to help build and grow her business. She is seeking to participate and help establish a framework surrounding food policy by aligning her background in government administration with efforts to enhance food policy programs and initiatives from a first-hand perspective.

A Ward 4 resident, Ms. Kalloo earned her Bachelor of Science in Business Administration from the University of Maryland University College and her Master of Business Administration from Florida International University.



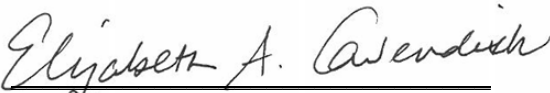
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Executive Office of Mayor Muriel Bowser



Office of the General Counsel to the Mayor

To: Kimberly A. Bassett, Steve Walker
From: Betsy Cavendish
Date: October 4, 2024
Subject: Legal sufficiency review of a resolution reappointing Natalia Kalloo as a member of the Food Policy Council

This is to Certify that this office has reviewed the above-referenced Order and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Michael Porcello, Deputy General Counsel, Executive Office of the Mayor, at 202-727-0872, or me at 202-724-7681.


Elizabeth Cavendish