



**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 204 of the Clemency Board Establishment Act of 2018, effective December 13, 2018 (D.C. Law 22-197, D.C. Official Code § 24-481.04), I am pleased to nominate the following individual:

Ms. Phylisa Carter  
Tubman Road, SE  
Washington, DC 20020  
(Ward 8)

for reappointment as the District resident community member of the Clemency Board of the District of Columbia, for a term to end February 10, 2029.


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 Phylisa Carter to the Clemency Board.

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

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

Phylisa Carter  
Tubman Road, SE  
Washington, DC 20020  
(Ward 8)

as the District resident community member of the Clemency Board, established by section 203 of the Clemency Board Establishment Act of 2018, effective December 13, 2018 (D.C. Law 22-197, D.C. Official Code § 24-481.03), for a term to end February 10, 2029.

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.

# PHYLISA CARTER

---

## SUMMARY OF QUALIFICATIONS

- **Lawyering Experience-** Over 15 years of extensive experience interviewing and counseling clients, conducting legal research, and writing experience; submitting pleadings to the District Superior Court and administrative agencies; analyzing federal and local laws and regulations regarding housing and public benefits as an advocate on behalf of low-income clients.
- **Strategic Problem Solver-** Organized 87 individual tenants with rent strike which resulted in a unique settlement agreement between a tenant association representing a 672-unit apartment building, the building owners, and the DC Office of Attorney General that provided residents with \$5 million dollars in systemic repairs and several hundred thousand dollars in rent abatements.
- **Advocacy-** Served as a faculty member at the Shiver Center on Poverty Law's *Community Lawyering* training which provides legal services attorneys with legal and non-legal advocacy tools to enhance low-income communities' ability to obtain social justice. Also, as a community lawyer led a working group of legal service providers that met monthly to identify community challenges, developed solutions, and coordinated our neighborhood outreach strategy.

## EXPERIENCE

Social Security Administration, Washington, DC

September 2023- Present

### Attorney Advisor

At the Social Security Administration, DC Hearing Office, Attorney Advisors are required to analyze, research and develop cases, formulate comprehensive decisions, and act on requests for hearings held under Titles II, XI, XVI and XVIII of the Social Security Act, as amended. An Attorney Advisor renders advice and assistance to several Administrative Law Judges (ALJs) rendering advice and assistance during post-hearing development and other post-hearing actions. Responsibilities include:

- Drafting decisions for ALJs in sensitive and/or legally complex cases involving significant policy issues and questions regarding the application of Federal Circuit Court opinions or Acquiescence Rulings in particular cases;
- Performing research and identifying unusual issues typically related to matters of State law; thoroughly reviews class action cases and cases remanded by the Courts and the Appeals Council;
- Drafting interrogatories to medical and vocational experts;
- Reviewing and evaluating highly complex disability cases which require reevaluation to comply with Agency interpretation of U.S. Supreme Court Decisions;
- Responsible for formulating legally defensible decisions which address all medical and legal aspects of even the most difficult cases; and
- Provides information to the claimant and/or their representative concerning applicable laws, procedures and requirements.

# PHYLISA CARTER

---

202.577.6651 ♦ phylisac@gmail.com

## **EXPERIENCE (continued)**

**U.S. Small Business Administration**, Washington, DC

December 2022- May 2023

### **Attorney Advisor**

Responsible for managing portfolio to assist borrowers approved for SBA disaster assistance loans.

- Conducted research and provided interpretation of the disaster loan program's laws, regulations, policies, and standard operating procedures to provide guidance and support to borrowers.
- Ensured loan applications complied with legal requirements, eligibility, and validity of collateral property.
- Addressed borrowers' inquiries and concerns regarding legal issues and loan closing requirements and provided explanations for loan terms and conditions and collateral requirements.

**District of Columbia Public Schools**, Washington, DC

August 2022 - September 2022

### **Case Investigator**

Responsible for investigating civil rights grievances related to students matters involving Title IX of the Education Amendments Act, Title VI of the Civil Rights Act, Title II of the Americans with Disabilities Act, and District of Columbia Human Rights Act.

- Researched, identified, and reviewed applicable policy and regulations.
- Interviewed relevant parties related to grievance matters filed with DCPS.
- Provided fact-finding analysis, relevancy, and credibility assessment.
- Wrote investigative reports using sound analysis.
- Collaborated with team members.

**DC Corrections Information Council**, Washington, DC

November 2015 – October 2018

Appointed by the Mayor and District of Columbia city council under the mandate to inspect, monitor and report on confinement conditions at the Bureau of Prisons, Department of Corrections, and private facilities where D.C. residents are incarcerated.

### **Board Member**

- Interviewed corrections' staff and inmates about prison conditions at several prisons. Contributed my observations and notes to CIC's reports that were submitted to government officials that influenced local public policy decisions.
- Facilitated a community "think tank" meeting with stakeholders to outline ways to re-imagine a D.C. prison and the programming resources available to inmates in that facility.

# PHYLISA CARTER

---

202.577.6651 ♦ phylisac@gmail.com

## EXPERIENCE (continued)

**Bread for the City, Washington, DC**

July 2007 - June 2014

### Senior Staff Attorney

- Managed the *Community Lawyering Project* which provided legal advice, representation, advocacy, education and information to individuals and community organizations regarding housing and public benefits issues.
- Testified before the District of Columbia Judiciary Committee on the collateral consequences of a criminal record when applying for rental housing.
- Presenter at ABA Criminal Justice Section: *Housing Policies and Strategies for Improvement* regarding people with criminal histories and housing policy.
- Demonstrated strong coalition building skills with legal service providers, workers' rights organizers, and reentry advocates on social justice issues, such as "ban the box" legislation.
- Extensive knowledge of the District's *Tenant Opportunity to Purchase Act, Rental Housing Act of 1985*, and federal statutes and regulations that control federal housing programs, such as HOPE VI, LITHC, and Housing Choice Voucher Program.
- Wrote successful motion using the Americans with Disabilities Act protections which preserved client's legal claims from a summary judgment motion that would have led to eviction.

**D.C. Employment Justice Center, Washington, D.C.**

November 2002 - March 2005

### Volunteer Attorney

- Provided legal advice and counseling to low-income workers concerning employment issues. Assisted workers with Family Medical Leave Act claims, expunging convictions from their records, sealing arrest records, setting aside convictions that acted as barriers to employment and wrote demand letters to employers for wage and hour violations.

**America's Families United/Advancement Project, Washington, DC**

September 2004 - November 2004

### Attorney, Voter Protection Project

- Worked with voter registration groups and community coalitions to increase voter participation in communities of color and to eliminate voter suppression tactics.
- Monitored voter registration processes in Florida and Wisconsin. Conducted telephonic interviews with potential class action plaintiffs and drafted plaintiff declarations for the litigation team.
- Provided legal advice on Election Day 2004 at a Command Center in Harrisburg, Pennsylvania.

**Our Lady of the Westside Catholic School, Chicago, IL**  
**Inner-City Teaching Corp (an AmeriCorps grantee)**

August 1995 - May 1998

### Fourth Grade Instructor

- Developed 4<sup>th</sup> grade curriculum and organized extracurricular activities for over 60 children during my tenure.

# PHYLISA CARTER

---

## EDUCATION

**Northeastern University School of Law**, Boston, MA  
Juris Doctor, May 2001

**Legal Clinic:** Advocate with Domestic Violence Advocacy Clinic.

- Staffed a restraining order office at the Dorchester District Court.
- Interviewed and counseled domestic abuse survivors, advocated on behalf of survivors at TRO hearings, conducted safety planning, provided referrals, and assisted survivors with criminal proceedings.

**O'Donnell, Schwartz & Anderson**, Washington, D.C.

Spring 2001

**Law Clerk:** Researched and drafted memoranda for attorneys regarding labor law questions. Analyzed federal statutes, updated the Graphic Communications International Union's labor law manual, and assisted with editing a chapter of a treatise regarding the Family Medical Leave Act.

**The Honorable Ann C. Williams**, Chicago, IL

Winter 1999

**Retired, U.S. Court of Appeals for the 7<sup>th</sup> Circuit**

**(Formerly of the U.S District Court for the Northern Dist. of IL)**

**Judicial Intern:** Researched and drafted bench memoranda concerning habeas corpus and jurisdictional issues. Observed hearings, trials, and settlement conferences.

**Legal Assistance Foundation of Chicago**, Chicago, IL

Summer 1999

**Legal Intern:** Performed legal research and factual investigations concerning various housing, consumer and benefits matters. Drafted and filed motions interviewed clients.

**Trinity College**, Hartford, CT

Bachelor of Arts, International Relations, May 1995

**Study Abroad:** *School for International Training*, Nigeria - Concentrated studies in Nigerian politics, economics, and culture. (Spring 1994)

## BAR ADMISSIONS

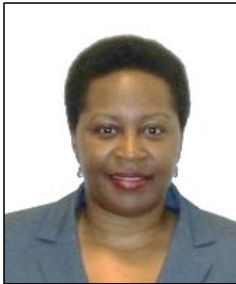
State of Illinois, 2002

District of Columbia, 2006



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

**Phylisa Carter**



Ms. Phylisa Carter is an attorney with seventeen years of experience. She currently serves as an Attorney Advisor with the Social Security Administration. Her areas of practice have included housing law, community organizing, and criminal justice issues. Her areas of practice align with her intention to address community challenges.

Ms. Carter also served on the board of the D.C. Corrections Information Council (CIC) for three years. As a CIC board member, she traveled to federal prisons and jails to interview correctional staff and inmates about prison conditions. These evaluations were used to write invaluable reports provided to government officials, advocates and the public. Additionally, the data from these reports informed criminal justice public policy discussions at the local level. After the CIC, Ms. Carter served an Attorney Advisor for the United States Small Business Administration and Case Investigator for District of Columbia Public Schools (DCPS).

Ms. Carter has also worked as a Senior Staff Attorney at Bread for the City’s Legal Clinic in Washington, DC with the Community Lawyering Project. During her seven years at Bread for the City, Ms. Carter worked closely with lawyers, organizers and community stakeholders to address individual and systemic issues that affect neighbors east of the Anacostia River. She assisted communities with creating strategies to increase their power, promoting equity in the distribution of resources, and building leadership.

A Ward 5 resident, Ms. Carter earned her Bachelor of Arts in International Relations from Trinity College and her Juris Doctor from Northeastern University School of Law.

Commented [P(1)]: Please update to include Ms. Carter’s positions since her last appointment (I believe there are three)

Commented [P(2)]: Please also note that, in Ms. Carter’s resume, the “continued” language is not at the start of the appropriate page -- I’d say that can just be cut, but I’d leave it up to her how to structure her resume. That said, that language does need to be shifted around throughout, if nothing else.



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

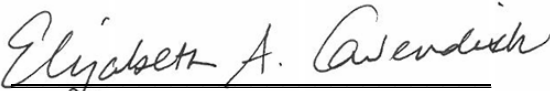


Office of the General Counsel to the Mayor

**To:** Kimberly A. Bassett, Steve Walker  
**From:** Betsy Cavendish  
**Date:** October 22, 2024  
**Subject:** Legal sufficiency review of a resolution reappointing Phylisa Carter as a member of the Clemency Board

---

**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