



2017 MAY -5 PM 12:49
OFFICE OF THE
SECRETARY

MURIEL BOWSER
MAYOR

MAY -5 2017

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 305 of the Fiscal Year 2002 Budget Support Act of 2001, effective October 3, 2001 (D.C. Law 14-28; D.C. Official Code § 2-1374), I am pleased to nominate the following person:

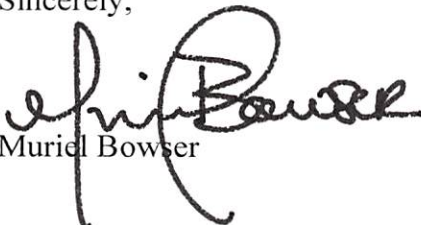
Ms. Janet Namkung
3900 16th Street NW Apt 540
Washington, DC 20011
(Ward 4)

for appointment as a public member of the Commission on Asian and Pacific Islander Community Development, replacing Benjamin Bahk, for a term ending April 17, 2020.

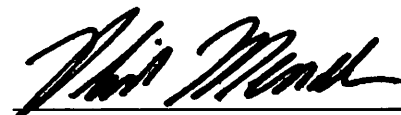
Enclosed, you will find biographical information detailing the experience of the above-mentioned nominee, together with a proposed resolution to assist the Council during the confirmation process.

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,



Muriel Bowser



Chairman Phil Mendelson
at the request of the Mayor

A PROPOSED RESOLUTION

IN THE COUNCIL OF THE DISTRICT OF COLUMBIA

Chairman Phil Mendelson, at the request of the Mayor, introduced the following resolution,
which was referred to the Committee on _____.

To confirm the appointment of Ms. Janet Namkung to the Commission on Asian and Pacific
Islander Community Development.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this
resolution may be cited as the "Commission on Asian and Pacific Islander Community
Development Janet Namkung Confirmation Resolution of 2017".

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

Ms. Janet Namkung
3900 16th Street NW Apt 540
Washington, DC 20011
(Ward 4)

as a public member of the Commission on Asian and Pacific Islander Community Development,
pursuant to section 305 of the Fiscal Year 2002 Budget Support Act of 2001, effective October 3,
2001 (D.C. Law 14-28; D.C. Official Code § 2-1374), replacing Benjamin Bahk, for a term
ending April 17, 2020.

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.

Janet Namkung

Selected Experience

Board of Directors – HR Task Force Lead, Conference on Asian Pacific American Leadership (CAPAL)

Washington, DC – November 2015 to Present

- Manage Human Resources Task Force in creating SOPs and Policies and recommend needed changes
- Respond to staff, Board, and community issues and questions in a timely manner
- Managed Annual CAPAL Ball leading to \$18,765 in revenue and 135 attendees
- Previously served on Programs Committee

Co-Chair of Service Committee, AmeriCorps Alums DC Chapter

Washington, DC – November 2015 to Present

- Coordinate and manage monthly service events for AmeriCorps Alums in the DMV area
- Cultivate partnerships with local organizations to collaborate events and outreach

Senior Civic Engagement Associate, OCA-Asian Pacific American Advocates (OCA National Center)

Washington, DC – September 2015 to Present

- Worked with OCA's 50 Chapters to building capacity via trainings, coaching calls, and sharing of resources.
- Managed a \$350K Grant from a national foundation, and created and implemented a program to re-grant funds to OCA's Chapters to conduct Civic Engagement Activities
- Developed, refined, and implemented nation-wide best practices, standards, and metrics for data-driven programming, including voter registration, GOTV, communications, and issue campaigns.
- Coordinated, facilitated, and managed trainings and events at OCA's Annual National Convention
- Conducted and Facilitated Youth and College Leadership Trainings, focused in the APA Community

Chapter and Membership Associate, OCA-Asian Pacific American Advocates (OCA National Center)

Washington, DC – October 2014 to September 2015

- Managed OCA's 50 Chapters and its members, nationally, by streamlining communication, creating a Chapter and Membership Manual, developing chapters, overseeing logistics, and cultivating member recruitment strategies
- Coordinated and managed quarterly National Board Meetings, including booking venues, creating agendas, managing staff, and communicating with the National Board Members
- Utilized and managed YourMembership Program

Field Team Leader and Programs Department Support Team Leader, AmeriCorps National Civilian Community Corps (NCCC)

Denver, CO – September 2013 to July 2014

- Served as a project manager for 4 projects located in 4 different locations throughout the AmeriCorps NCCC Southwest Region, working and supporting in areas of urban and rural development, environmental stewardship, disaster relief, energy conservation, and infrastructure improvement - Completed roughly 2,200 hours of community service in 11 months
- Independently and directly supervised Corps Members to ensure successful completion of project work that met or exceeded expectations of sponsors by effectively scheduling, managing logistics such as maintaining a \$13K budget, record keeping such as quantifying work for over 46,000 hours of service work, administering training, reporting, evaluating, and maintaining open and effective communications with all parties
- Mentored a group of 7-11 Corps Members, from diverse socio-economic and development backgrounds, ranging in age from 18-24 years old with the goal of creating and maintaining a healthy, productive, beneficial experience for all involved by utilizing such skills as problem solving, conflict resolution, team dynamics, and discipline
- Compiled, managed, and analyzed cumulative project data and weekly progress reports, including team comparison between 28 teams, tracking follow ups and notes to be used for future improvement
- Established and facilitated campus wide events for over 300 people including Corps Members, Team Leaders, Staff, and Alumni

Skills and Qualifications

- Chainsaw Training and Operations (September 2013)
- Safe Zone Trained (October 2012): Counseling and Mentoring Students regarding LGBTQ-Issues
- Fluent in Speaking and Reading in Korean – Trained Interpreter

Education

Ramapo College of New Jersey: B.A. in Psychology
Mahwah, NJ – Fall 2009 to May 2013

American University (Transferred)
Washington, DC – Fall 2007 to Spring 2008



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

Janet Namkung



Ms. Janet Namkung is the Membership and Development Manager at the Council of Korean Americans (CKA).

Ms. Namkung is a proven leader, advocate and outreach specialist and in her role with CKA she spearheads membership engagement initiatives, manages donor relations and prospect cultivation, while engaging CKA membership and the Board of Directors. She also serves as the Service Committee Co-Chair for AmeriCorps Alums DC Board and sits on the Board of Directors for the Conference of Asian Pacific American Leadership (CAPAL), where she leads the Human Resources Task Force. Before joining CKA, Ms. Namkung previously worked with Organization of Chinese

Americans (OCA) – Asian Pacific American Advocates as the Senior Civic Engagement Associate. She also served as a Team Leader for AmeriCorps National Civilian Community Corps (NCCC), in the Southwest Region.

A Ward 4 resident, Ms. Namkung received a Bachelor of Arts in Psychology from Ramapo College.



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



Office of the General Counsel to the Mayor

To: Lolita Alston, Steve Walker
From: Betsy Cavendish
Date: May 1, 2017
Subject: Legal sufficiency review of resolutions nominating Niranjana Adhikari, Janet Namkung, Elena Son, and Julie Won to the Commission on Asian and Pacific Islander Community Development

This is to Certify that this office has reviewed the above-referenced legislation and found them to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call Karuna Seshasai, Deputy General Counsel, Executive Office of the Mayor, at 202-724-1303, or me at 202-724-7681.

Elizabeth Cavendish