



2018 OCT 15 PM 12:29
OFFICE OF THE
SECRETARY

MURIEL BOWSER
MAYOR

OCT 15 2018

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 Health Services Planning Program Re-establishment Act of 1996, effective April 9, 1997 (D.C. 11-191; D.C. Official Code § 44-403), which established the Statewide Health Coordinating Council, I am pleased to nominate the following person:

Ms. Emily Swartz
2409 20th Street NW Unit 92
Washington, DC 20009
(Ward 1)

for appointment as a consumer of health care services member of the Statewide Health Coordinating Council, replacing Brenda J. Kelly, for a term to end February 11, 2021.

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



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. Emily Swartz to the Statewide Health Coordinating Council.

RESOLVED, BY THE COUNCIL OF THE DISTRICT OF COLUMBIA, That this resolution may be cited as the "Statewide Health Coordinating Council Emily Swartz Confirmation Resolution of 2018".

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

Ms. Emily Swartz
2409 20th Street NW Unit 92
Washington, DC 20009
(Ward 1)

as a consumer of health care services in the District member of the Statewide Health Coordinating Council, pursuant to section 4 of the Health Services Planning Program Re-establishment Act of 1996, effective April 9, 1997 (D.C. 11-191; D.C. Official Code § 44-403), replacing Brenda J. Kelly, for a term to end February 11, 2021.

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.

EMILY A. SWARTZ, MS, CHES

EDUCATION

B.A. in Psychology at State University of New York at Oswego, 2012

Minor is Health Science

M.S. in Health Promotion Management at American University, 2014

Focus: Community/Public Health & Health Communications

PROFESSIONAL EXPERIENCE

The United States Postal Service

March 2016 – Present

Wellness Communications Specialist

- Create, implement and evaluate employee wellness programs for the 640,000+ employees nationwide at the United States Postal Service
- Manage and analyze data from the Wellness Pilot Program to get a better understanding of their health risks
 - Data is captured through a survey tool and done in person which entails traveling to many locations and working with employees directly
- Create marketing campaigns to ensure all employees have access and are aware of benefits, retirement and wellness programs
 - Track and analyze marketing data to ensure effective communications methods and dissemination
 - This includes print, online and social media communication methods
 - Create monthly newsletters, flyers, FAQ's and additional communications for health benefits and wellness
- Act as COR (contracting officers representative) on several contracts
- Assist employees with open season enrollment to ensure they are taking advantage of their health benefits - this is done through a strong, organized, team approach to reach all 640,000+ employees
- Manage wellness centers at HQ and across the country with the assistance of Occupational Health Nurses
 - Create wellness programming such as health education seminars, work with Federal Employee Health Benefit (FEHB) providers, Employee Assistance Program (EAP) mindfulness sessions, health workshops and more
- Manage the wellness budget
- Manage 5 contract staff at the USPS headquarters location
- Manage the Wellness Partners program with over 150 participants

WomenHeart: The National Coalition for Women with Heart Disease 2016, Washington, DC

August 2015-March

Program Manager, Public and Patient Programs

- Manage the development, implementation and evaluation of corporate partner campaigns and relationships
 - This includes developing single and multi-year campaigns, writing grants, attending conferences, tracking the progress of deliverables within each grant, and creating corporate partner final evaluation reports by gathering and analyzing the data from the overall campaign
- Manage the development, implementation and evaluation of patient health education programs
 - Develop education materials for volunteer database by assessing the needs of women living with heart disease
 - Work with designers to create educational modules, infographics, brochures and other print materials for volunteer database
 - Evaluate all educational programs and their effectiveness by creating pre and post surveys
- Create and develop communications, marketing and support services for corporate campaigns as well as patient education programs

- Create marketing timelines, manage National Hospital Alliance (NHA) Facebook page, write, edit and promote the NHA member monthly newsletter, draft and send e-blasts to the WomenHeart database of 27,000 members, track and analyze reach/impressions of all marketing materials
- Host and evaluate national webinars
- Manage activation of National Hospital Alliance memberships, including updating of the member toolkit, fulfilling materials orders, managing logistics around NHA member participating in WomenHeart activities, and managing quarterly webinars
- Manage budgets for all corporate funded campaigns and their deliverables
- Manage budgets for all National Hospital Alliance members

**WomenHeart: The National Coalition for Women with Heart Disease
Washington, DC**

August 2014-August 2015,

Senior Associate, Public & Patient Programs

- Assist in the development, implementation and evaluation of corporate partner campaigns and relationships
 - This includes developing single and multi-year campaigns, writing grants, attending conferences, tracking the progress of deliverables within each grant, and creating corporate partner final evaluation reports by gathering and analyzing the data from the overall campaign
- Assist in the development, implementation and evaluation of patient health education programs
 - Develop education materials for volunteer database by assessing the needs of women living with heart disease
 - Work with designers to create educational modules, infographics, brochures and other print materials for volunteer database
 - Evaluate all educational programs and their effectiveness by creating pre and post surveys
- Assist in the creation and develop communications, marketing and support services for corporate campaigns as well as patient education programs
 - Create marketing timelines, manage National Hospital Alliance (NHA) Facebook page, write, edit and promote the NHA member monthly newsletter, draft and send e-blasts to the WomenHeart database of 27,000 members, track and analyze reach/impressions of all marketing materials
- Host and evaluate national webinars

American University Faculty & Staff Wellness Program

May 2013-June 2014, Washington, DC

AhealthyU Health Promotion Program Assistant

- Design and implement custom wellness intervention strategies and programs for the American University faculty and staff members, based on health risk assessment data, program evaluation, and research based best practices
- Oversee day to day operations of a campus wide wellness program for 2,500+ faculty and staff members
- Manage wellness program's budget and incentives for participants
- Interview, hire and coordinate group exercise instructors, farmers market vendors, and other wellness providers
- Prepare marketing materials, newsletters, maintain website, and update Facebook
- Offer health screenings and conduct fitness assessments each semester

American University Fitness Facilities

September 2012-June 2014, Washington, DC

Part Time Manager

- Serve as Manager on Duty for the fitness center which includes facility oversight of the Jacobs Fitness Center, Cassell Fitness Center, Reeves Aquatic Center and Bender Arena; supervision of fitness leaders, member services specialists, lifeguards, group exercise instructors and personal trainers; complete financial transactions for memberships and services; address member issues and concerns; conduct hourly head counts of all facilities.
- Act as first responder to all medical emergencies in any of the facilities
- Chair of Risk Management Committee, conduct all staff trainings each semester, and stay current with all risk management best practices
- Interview candidates for fitness leaders, member services specialists and lifeguards.

Community Voices for Health, Kids Take Action

January-May 2013, Washington, DC

Health Advocacy Intern

- Taught health education classes to grades 6-8 in the DC metro area, including lessons on nutrition, health advocacy, health policy, physical education and community empowerment.

- Assisted in the creation of final projects, which involved advocating for a healthy change in their school community by increasing physical activity in the school day, community garden club, and after school sports.
- Conducted a needs assessment; evaluated pre and post program data

EXTRACURRICULAR ACTIVITIES

Lucky Dog Rescue

January 2018 – Present *Washington, D.C.*

- Volunteer at adoptions events
- Volunteer to walk the dogs

Rover.com

- Dog sit on a regular basis for dogs in the Washington, DC area

USDA Data Collection

September-December 2012

- Traveled to schools in Ward 8, DC to study fruit and vegetable consumption and food waste

Health Promotion and Wellness Club

November 2012, Oswego, NY

Founder & President

- Promote Health & Wellness around campus and in the community
- Organize volunteer activities, fundraising events, and lead monthly meetings

CERTIFICATIONS & INTERESTS

- CPR & First Aid certified, AFAA Group Exercise Instructor Certified, Certified Health Education Specialist (CHES)
- Proficient in Microsoft Word, Excel, and PowerPoint
- Golf, Running, Physical Fitness, Nutrition, Health Promotion & the Buffalo Bills



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

Emily Swartz



Emily Swartz is a Wellness Communications Specialist with the United States Postal Service.

Ms. Swartz is currently responsible for assisting in the development, implementation, communication, and evaluation of all wellness initiatives that the Postal Service offers employees. Prior to that, Ms. Swartz worked for a non-profit which advocated and educated women about heart disease. In her spare time, Ms. Swartz volunteers for DC Lucky Dog Rescue, traveling to new places in the mid-Atlantic region, and continuing education for her Certified Health Education Specialist license.

A Ward 1 resident, Ms. Swartz received a Bachelor of Arts in Psychology from State University of New York at Oswego and a Master of Science in Health Promotion Management from American University.



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



Office of the General Counsel to the Mayor

To: Alana Intrieri, Steve Walker
From: Betsy Cavendish
Date: October 4, 2018
Subject: Legal sufficiency review of Resolution nominating Dr. Karl Von Batten, Emily Swartz, Stephen Neuman as members of the Statewide Health Coordinating Council

This is to Certify that this office has reviewed the above-referenced legislation and found it to be legally unobjectionable. If you have any questions in this regard, please do not hesitate to call 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 Cavendish