

### Personal Data Record Form

#### Profile

#### FOR PUBLIC INFORMATION

All appointments to City Boards and Commissions are made by the City Council. Applications are reviewed and forwarded to City Council by the Executive Secretary for Boards and Commissions. Please complete this application in its entirety. Incomplete applications will not be forwarded to City Council. All applicants are encouraged to contact City Council members by email to introduce themselves and express their desire to serve.

**APPLICANTS MAY ONLY APPLY FOR ONE VACANCY AT A TIME. DUPLICATE/MULTIPLE APPLICATIONS WILL NOT BE CONSIDERED.**

#### New Applicant or Current Member

Current Member

James

First Name

Horsman

Last Name

[Redacted]

Email Address

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

#### Date of Birth

[Redacted]

#### Home Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

94403

Postal Code

MicroHealth

Employer

Senior Policy & Acquisitions Analyst

Job Title

Applicants may only apply for **ONE** board/commission/committee.

Please note: If more than one board is selected, your applications **will not** move forward for City Council consideration.

#### Which Boards would you like to apply for?

Potomac Yard Design Advisory Committee: Submitted

#### Which position are you applying for?

Potomac Yard Advisory Committee role

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## Demographics

Do you currently live in the City of Alexandria? NOTE: If your answer is no, a residency waiver is required for positions that are not specific to an organization or profession.

Yes  No

If yes, how long?

I moved from the City of Alexandria to Alexandria (Fairfax County) in August 2022 and moved to CA in January 2023

Have you ever attended a meeting of the Board or Commission for which you are applying?

Yes  No

Have you ever served the City of Alexandria in any capacity?

Yes  No

If yes, please explain

I am a current member of the Potomac Yard Design Advisory Committee applying for reappointment

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## Interests & Experiences

## Statement of Interest

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Please consider my application for reappointment as a member of the Potomac Yard Design Advisory Committee. Upon my appointment to this committee in 2021, my wife and I were owners and residents of 1608 W. Abingdon Drive, Unit 102, Alexandria, VA 22314 in the Potowmack Crossing development. Late last year my wife accepted a job near San Francisco and we moved to San Mateo, CA in January 2023. We remain very engaged and invested in Alexandria, however, particularly in the Potomac Yard neighborhood. In addition to our ownership of 1608 W. Abingdon Drive, we own a unit at 801 N. Pitt Street in Alexandria and a house at 8008 Hamilton Ln in the Fairfax County zip code of Alexandria. I am also a regular attendee of Potowmack Crossing board meetings and a member and former president of the Rotary Club of Capitol Hill in DC. I continue to work remotely as a Senior Policy & Acquisitions Analyst with Virginia-based MicroHealth on a contract for FEMA in DC since moving to California. I attained Public Trust clearance as a part of this position. I remain committed to the betterment and smart development of Potomac Yard and my wife and I plan to move back to Alexandria in Q4 of 2024. My commitment to the City of Alexandria's growth and prosperity runs deep. My wife and I are driven to facilitate equitable prosperity in the City of Alexandria and we previously lived in the Eisenhower East neighborhood. New development, traffic management and pedestrian access are critical specifically in the Potomac Yard neighborhood. Informed development in Potomac Yard is especially important given the new Metro stop, Amazon-related housing development, the coming redevelopment of the Potomac River Generating Station power plant and the proposed arena to relocate the Wizards and Capitals to Potomac Yard. Managing this growth, and the increase in vehicle and foot traffic, while maintaining the neighborhood's walkability and public park and river access while ensuring a supply of affordable housing are crucial issues. Having moved to the area from Seattle in 2018, I understand the importance of balancing housing growth, walkability and affordability. As I remain active in local civic organizations such as Rotary International and condo boards in Alexandria, I am confident that I will provide the representation necessary to ensure proper balance between development and the quality of life for those who live in the neighborhood. I previously spoke with Council Members Kirk McPike and John Taylor Chapman about my appointment application and they provided their full support. I am happy to provide any additional information needed to support my reappointment. I look forward to the next steps in the application process. Please don't hesitate to reach out if there are questions. James Horsman Cell 612-202-5965 horsmanjp@gmail.com

### Are you currently a member of a City Board, Commission, Committee or Authority?

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Yes  No

### If yes, please list the board:

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Current member of the Potomac Yard Design Advisory Committee

### How many terms have you served on this board?

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### If you have served more than two consecutive terms on this board, please state the specific qualifications you possess which merit consideration for continued service:

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### Are you now paid by the City of Alexandria?

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Yes  No

If yes, please state your department, job title, and describe your duties:

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Do any of your immediate relatives or business associates now serve the City of Alexandria in any capacity?

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Yes  No

If yes, please explain:

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**Attendance Requirements: Sec. 2-4-7 of the City Code requires appointees to attend at least 75% of the yearly committee meetings. Absences may be excused because of personal illness or serious illness of members of the immediate family, death of a family member, unscheduled business trips and emergency work assignments only. All other absences are recorded as unexcused. In light of the aforementioned statement, will you be able to attend at least 75% of the regular meetings of the board which you may be appointed?**

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Yes  No

If applicable, will you comply with the provisions of the City's conflict of interest requirements in City Ordinance 2867 regarding the completion of a financial disclosure statement??

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Yes  No

## EDUCATIONAL BACKGROUND

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University of Washington Seattle, WA MA in Applied International Studies (MAAIS) 2018 • Core focus areas: international governance philosophy, written foreign policy analysis, economic development strategies, global trade analysis, diplomatic negotiation, international law, peacebuilding, and humanitarian relief approaches. University of Phoenix Phoenix, AZ MBA 2008 • Core focus areas: business development, international market research, multicultural leadership, global communication, and risk and opportunity assessment. University of Minnesota Minneapolis, MN BA with distinction. Political Science and Social Science major with History minor. Social studies teaching licensure.

## SUMMARY OF WORK AND PRACTICAL EXPERIENCE:

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MicroHealth Senior Policy & Acquisitions Analyst April 2022 - Present Washington, District of Columbia • Perform Change Management duties to deploy and update software • Create process guidelines and procedures to support of new hire onboarding • Serve as MicroHealth Buddy to train and mentor new employees • Formulate policies and procedures to maximize process efficiencies • Create, compile and edit regular team project reporting updates to federal government leadership • Assist in drafting and developing Statements of Work (SOW), Statements of Objectives, Performance Work Statements and Performance-Based SOWs • Ensure compliance with contractual Standard Operating Procedures and Statement of Objectives (SOO) agreed upon with federal agency partners • Assist in the preparation of federal agency Standard Operating Procedures (SOPs) and Administrative Policies in acquisition support • Perform reporting and analysis activities in support of project management, Information Technology business process improvement and quarterly Review and Analysis WORLD LEARNING Washington, DC Program Officer September 2018 – April 2022 • Lead a team in developing, implementing and evaluating short-term in-person and virtual exchanges for the International Visitor Leadership Program (IVLP), an exchange program funded by U.S. Department of State. • Engage international participants with experts to learn about a wide range of key foreign policy issues while forging global partnerships to examine and take action on policy topics. • Liaise and collaborate with sponsoring agencies and clients. • Supervise and manage development of Program Associates and interns. • Serve on Program Officer hiring committee. • Write project proposals outlining potential itineraries and recommended resources. • Develop and arrange Washington, DC program segments. • Oversee development of program sessions in U.S. cities in conjunction with local partner organizations. • Authorize and reconcile accurate budgeting and disbursement of project funds in compliance with World Learning and Department of State financial management guidelines. • Conduct project briefings with visitors, provide guidance on understanding cultural differences and accompany visitors to appointments. • Facilitate in-person and virtual program sessions. • Create and edit program materials. • Compose and distribute project-related social media content and articles. Global Exchange Leadership: • Served on the 2021 National Meeting Planning Committee for the first virtual Global Ties National Meeting. o Planned and moderated session: "Fostering Educational Diplomacy Through Effective School Visits." o Advised development of sessions: "Ditch Your Old Pitch: Refresh Your Storytelling Approach" and "Early Career Professional Development." • Facilitated and planned webinar for Global Ties membership: "Virtual Campus Visits." • Featured as panelist on Global Ties webinar: "Setting Up Your Virtual Workspace" that was included as a module in the Virtual Exchange Academy series of web courses. • Assisted with planning a virtual panel and discussion for the 2020 U.S. Electoral Process alumni • Published in Global Ties Exchange Matters public diplomacy newsletter: A Return to IVLP, March 16, 2020. • Selected to 2019 Community-Based Member Staff Exchange with the World Affairs Council of Kentucky and Southern Indiana to meet with IVLP partner resources in the region. VIRTUAL RADIOLOGIC Minneapolis, MN Account Manager June 2015 – May 2017 • Conducted market analysis to create proposals for new or expanded services for a medical imaging company, which resulted in exceeding sales goals in the 2015 and 2016 fiscal years. • Built relationships and analyzed data to address service issues or forecast new business, which led to first and second place rankings for territory retention at the end of the 2015 and 2016 fiscal years. • Managed and updated Salesforce database of facility and radiology practice contacts. Rotary Club of Capitol Hill Member 2019 – present Service Projects Committee Chair (Local and International Projects) 2020 – present • As Service Projects Chair, coordinate international and local service projects (e.g. coordinated with domestic and international partners to fund construction for a school library in Herat, Afghanistan, fact finding to establish an Interact Club at Cardozo High School, Washington DC, River Cleanup Project with Anacostia Riverkeeper), evaluate grant proposals, manage project budgets, and establish partnerships with other nonprofit and civic organizations. Club President-elect 2021 - 2022 • Participate in local service projects and new membership recruitment events. Attended 2019 Congressional Champions of Polio Eradication Reception. Strategic planning for club priorities for the 2022-2023 Rotary year. World Learning Toastmasters Club Member 2018 – 2021 Vice President of Membership 2019 – 2021 • Delivered original speeches on researched and personal topics to develop leadership and communication skills. • Elected to lead recruitment efforts of prospective members and participate on club leadership team to ensure club growth and development. \*I was pursuing my Masters degree at the University of Washington in Seattle from 2017-2018

**REFERENCES - Please list names, phone number and/or email addresses of three references that support your application.**



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Upload a Resume

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Additional Document (statement of interest, letter of support, or recommendation, etc..)

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### **Non-Discrimination Data Supplemental Questions**

**By submitting this application electronically, I hereby certify that all information contained herein is true and complete and that the transaction will be subject to the Virginia Uniform Electronic Transactions Act..**

**SUBMISSION OF THIS PAGE IS VOLUNTARY**

**Confidential - NOT FOR PUBLIC INFORMATION**

### **Non-Discrimination Data Supplemental Questions For Applications to City Boards, Commissions, and Committees**

Completion of this section is **VOLUNTARY**. When completed, the section is separated and redacted from your application prior to the application's submission to City Council. **COUNCIL AND STAFF DO NOT USE THIS FORM IN DETERMINING APPOINTMENTS.** Information provided in this section is treated confidentially and the information is forwarded to the Alexandria Office on Human Rights for compilation of statistics. One responsibility of the Human Rights Commission (HRC) is to track whether the diversity in our City's population is reflected in appointments made to boards, commissions, committees and authorities; the HRC does this using only data supplied on this form. The HRC reports statistics only to Council.

The HRC's main role is to ensure discrimination does not occur in our city based on race, color, sex, religion, ancestry, national origin, marital status, familial status, age, sexual orientation or disability with respect to housing, employment, public accommodations, health and social services, education, credit or city contracts.

**Date of Application**

