



**BALTIMORE CITY  
DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

June 13, 2019

Isabel Mercedes Cumming, Inspector General  
City Hall Room 640

RE: OIG Case No. 19-0054-1

Dear Ms. Cummings:

I have received the investigation report for the above referenced case. The Department appreciates the time and resources your office has dedicated to this investigation and take this matter, as detailed in the report, very seriously.

This error occurred during a time of transition for the agency. During that time, it was the intent of the Chief of Staff to ensure that critical operations of the agency were not interrupted while the agency worked through both the transition and the work of departing employees. Unfortunately, there was a miscommunication in the instructions given to staff during this time resulting in agency procedures not being properly adhered to, resulting in recording errors.

The City was subsequently reimbursed for the time that was improperly recorded and training has been provided to managers and staff on the proper Time and Attendance policies and procedures to follow, so that we can ensure that these errors will not occur in the future.

If you have any questions, please feel free to contact me at (410) 396-8050.

Respectfully,

Michael Braverman