

**Mayor's Office of Neighborhood
Safety and Engagement
Response
Case # 22-0030-I**



CITY OF BALTIMORE
MAYOR BRANDON M. SCOTT

MEMORANDUM

TO	Isabel Mercedes Cumming, Inspector General
FROM	Stefanie Mavronis, MONSE Director
DATE	Wednesday, September 25, 2024
SUBJECT	Management Alert #22-0030-I

This memorandum will serve as an official response to the OIG Management Alert for case no. 22-0030-I. Upon review of the findings, the agency took immediate action to better understand the scope of the problem, conduct a detailed review of contracts and invoices, and take immediate accountability. To underscore the agency’s commitment to accountability and improving internal financial systems and contract oversight, immediate personnel changes were made to include termination and changes in employment responsibilities.

Fiscal Review

MONSE reviewed all invoices and contracting documentation associated with the grants referenced in the report. The agency also found no evidence that funds were paid to any of the fictitious names identified in the OIG report; however, we are committed to completing a thorough review of payroll and timesheet records to ensure that grant funds used to paid for salaries and personnel were appropriately used. Should the agency find evidence of financial mismanagement, we are prepared to work with the Law Department to recover these funds.

Reforms to Grant Processes

Employees names may be unavailable at the time of BOE submission due to positions being unfilled at the time of contract execution. Recently, the Comptroller’s Office changed their requirement to supply employee names prior to grant approval. The new policy allows MONSE and other city agencies to indicate “Vacant” or “Employee TBD” where there is an unfilled budgeted position. Agencies must collect information on filled positions from the contracted entity after contract execution.

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Additionally, MONSE is working to overhaul our grant management protocols. As part of our reform efforts, the agency will work with the Office of Grants Management in the Department of Finance to review our current policies and procedures, provide recommended updates to strengthen our internal controls, and enhance our sub-recipient monitoring efforts.

In closing, the Mayor's Office of Neighborhood Safety and Engagement (MONSE) is committed to improving internal financial systems, contracting oversight, and adherence to all City rules and guidelines. Over the past several months and prior to receiving this report, MONSE leadership had begun the work of realigning staffing and updating standard operating procedures to address identified challenges within the agency's finance function.

We thank you for your review and continued partnership. Please do not hesitate to contact us with any follow-up questions.

cc: Brandon M. Scott, Mayor
Marvin James, Chief of Staff
Faith Leach, Chief Administrative Officer
Simone Johnson, Deputy Chief Administrative Officer
Anthony Barksdale, Deputy Mayor of Public Safety
Michael Moiseyev, Director of Finance
Quinton Herbert, Director and Chief Human Capital Officer