



CITY OF BALTIMORE  
MAYOR BRANDON M. SCOTT

## MEMORANDUM

<b>TO</b>	Isabel Mercedes Cumming, Inspector General
<b>FROM</b>	Quinton M. Herbert, Director, Department of Human Resources Khalil Zaied, Director, Department of Public Works
<b>DATE</b>	October 4, 2024
<b>SUBJECT</b>	OIG Case #25-0004-I <b>UPDATE</b>

In the September 30, 2024, response to the above-referenced Management Alert, the Department of Human Resources (“DHR”) included information regarding Digital Skills, a digital literacy program offered by the Office of Learning and Development (“L&D”). The response made clear that “[i]n total, 70 DPW employees have participated in the program to date.” In a footnote, the response indicated that “[a]pproximately 56% of the employees who completed the Digital Skills Training are assigned to the BSW.”

This memo is written to provide a correction to that footnote. A misinterpretation of a spreadsheet led to the statement that 56% of employees completing Digital Skills were in the Bureau of Solid Waste (“BSW”). A subsequent review of the data revealed that while 70 employees in the DPW completed the Digital Skills training program, only 1 of the employees was assigned to the BSW. Below is a list of the 70 employees who have completed the Digital Skills program. The employee assigned to the BSW is highlighted.

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Since discovering this error, DHR has worked with DPW to develop a schedule of in-person Digital Skills training to further equip employees assigned to the BSW. Beginning in November, these training sessions will be held on the 1st and 3rd Mondays of each month. We recognize the importance of this training in enhancing our team's skills, and to incentivize employee commitment, all employees will be compensated with overtime for their attendance and completion of the training. Next week, DPW will collaborate with its marketing team to discuss logistics and determine the most effective way to communicate these trainings with our staff. Please note, due to upcoming holidays, we have adjusted the training dates for January and February. The current schedule for Digital Skills training is listed below.

Month	Dates
November	4 <sup>th</sup> , 18 <sup>th</sup>
December	2 <sup>nd</sup> , 16 <sup>th</sup>
January	6 <sup>th</sup> , 27 <sup>th</sup>
February	3 <sup>rd</sup> , 24 <sup>th</sup>
March	3 <sup>rd</sup> , 17 <sup>th</sup>
April	7 <sup>th</sup> , 21 <sup>st</sup>

Please follow up if you have any questions or need any additional information.

- cc The Honorable Brandon M. Scott, Mayor
- Faith Leach, City Administrator
- Simone Johnson, Deputy City Administrator
- Marvin James, Chief of Staff
- Latoya Curtis, Chief of Staff
- Deepti Modha, Chief Administrative Officer, DPW
- Tonya Brinkley, Deputy Director, DHR
- Michael Tate, Assistant Deputy Director Operations, DHR
- Lindsay Wines, Assistant Deputy Director Administration, DHR