

**Mayor's Office of Homeless Services
Response
Case # 24-0035-I**



CITY OF BALTIMORE
MAYOR BRANDON M. SCOTT

MEMORANDUM

TO	Isabel Mercedes Cumming Inspector General
FROM	Ernestina Simmons, Executive Director, Mayor's Office of Homeless Services (MOHS)
DATE	10/23/2025
SUBJECT	24-0035-1

I have had the opportunity to review the allegation regarding two former [REDACTED] employees (Employee 1 and Employee 2) receiving compensation for an excessive number of overtime hours that were not worked. I have met with my emergency services and administrative team to discuss the concern and review the process. As acknowledged in the OIG, MOHS has revised our time verification process to include a section on our time sheet as it relates to overtime. In addition, we have added additional parameters to our process to ensure accountability for contract employees during winter shelter operations.

During the onboarding process of [REDACTED] staff, MOHS will provide our contractors with additional guidance regarding timekeeping. This is a two-step process for [REDACTED] staff which includes:

- **Paycom:** This is an electronic system that is required by [REDACTED] Staff.
- **Manual Time Sheets:** MOHS requires contractors to use a sign in and out sheet when they arrive to the site. Contractual staff may be required to work overtime to ensure continued coverage of the site. This occurs due to several factors which includes staff arriving late to the site or unexpected call outs.

Additional steps include:

1. At the end of each shift, the supervisor or assigned MOHS personnel will use their initials to indicate they have approved the contractor's time for that day. If overtime was worked, it must be indicated on the sign in and out sheet.
2. MOHS will review the time submitted in Paycom by [REDACTED] staff and compare it against the manual sign in and sign out sheet that has been submitted and approved by MOHS.
3. Payment Process:
 - Vendor Submits invoice in Workday.
 - Finance Department alerts MOHS that the invoice has been received and requires review and approval.
 - MOHS Operational Specialist who oversees the winter shelter program will

compare the invoice against the manual time sheets and what was submitted by the vendor.

- The Operations Specialist will confirm or refute the hours worked and submit it to the Chief of Emergency Services.
- The Chief of Emergency Services will review the information and approve eligible items and inform the fiscal team.
- Third and Final review by fiscal team. This includes reviewing the Purchase Order number to the invoice, verifying funding availability and then process invoice(s) for payment in workday.

If you have any questions, or need any additional information, please do not hesitate to let us know.