

Office of the Inspector General
Advisory Board Meeting – July 31, 2023 at 5:30 p.m.
Via Webex Conference Call

Meeting Minutes

CALL TO ORDER: The Meeting was called to order by Gayle Guilford. Board members present Gayle Guilford, Jim Godey, Lauren DiMartino, Nicole Brehon, Ralph Brisueno, Raymond White, Ronald Weich, Gary Williams, Renee McDonald Hutchins, Michael Dowd and Brittney Banks, along with Isabel Cumming, Matt Neil and Bryan Nartsch from the Office of the Inspector General.

MINUTES: The minutes of the May 22, 2023 meeting had previously been circulated among the members of the Board. A motion was made by Ralph Brisueno to approve the minutes of the May 22, 2023 meeting, which motion was seconded by Nicole Brehon, and unanimously approved by the Board.

MANAGEMENT CHANGE: Isabel Cumming advised the Board that (i) Yvonne Brooks had resigned from the OIG to take a position closer to her home, (ii) Matt Neil was promoted to Deputy Inspector General, and (iii) OIG is interviewing for an Assistant Inspector General to handle administrative tasks.

CITY COUNCIL MEETING: Isabel Cumming gave an overview of the City Council meeting held on for June 1 at 11:00 a.m., during which the FY '24 budget for the OIG is being presented. Isabel advised that the Council approved the request for updated ethics software and for separate cost center for the administration of the ethics requirements starting with the FY 2025 budget.

ETHICS SOFTWARE: Bryan Bartsch advised that he is reviewing proposals from vendors of the upgraded ethics reporting software.

PERFORMANCE REVIEW SUBCOMMITTEE REPORT: Ralph Brisueno, Chairman of the Performance Review Subcommittee, presented a powerpoint providing an overview of the evaluation process and questions about applicability to the Inspector General. Questions were raised as to (i) whether the performance review was of the OIG office or Isabel Cumming, (ii) the criteria used to measure the performance, and (iii) the timing of the review. Gayle Guilford and Isabel advised that there has only been one evaluation of the Inspector General which is on the OIG website. Gayle agreed to attempt schedule a meeting for the second week of September between all members of the Board and the Baltimore City Department of Human Resources to get guidance on a number of open questions about the timing of and criteria used to evaluate the performance of the Inspector General.

OTHER: Gayle Guilford and Brittney Banks noted that the Mayor's website continues to list the prior members of the Advisory Board. Brittney Banks advised that the google drive containing documents pertinent to the Board's work has been populated and activated.

ADJOURNMENT: A motion was made by Jim Godey to adjourn the meeting at 6:10 p.m., which motion was seconded by Raymond White and unanimously passed by the Board.