

CITY OF SPOKANE ETHICS COMMISSION

Ethics Commission's Decision Approving Request by the City Neighborhood Housing and Human Service Director

On February 27, 2024, Dawn Kinder, the City's Neighborhood Housing and Human Service Director, notified the City of Spokane's Ethics Commission pursuant to SMC 1.04A.030 O.3 of her request for the Commission's approval of the City contracting with a former city employee for expert or consulting services. A copy of her letter is attached to this decision.


SMC 1.04A.030 O.3 provides that whenever a City officer or employee wishes to contract with a former City officer or employee for expert or consultant services within one year of the officer or employee leaving City service, advance notice shall be given to and approval received from the Ethics Commission.

The Ethics Commission met on March 27, 2024 to review the request.

Pursuant to the facts set forth in the letter from Ms. Kinder, from the testimony presented to the Commission by CHHS Operations Manager Richard Culton, and the provisions of SMC 1.04A.030 O.3, the Ethics Commission determines that:

1. Appropriate notice has been given to the Ethics Commission,
2. The evidence submitted in the letter from Ms. Kinder and the testimony of Mr. Culton demonstrates benefit to the City by having the former City employee, Daniel Ramos, work on the administration and maintenance of the Homeless Management Information System (HMIS), and which will require that the City contract with this former employee,
3. There are no adverse effects to the City in granting approval, and
4. No violations of the Ethics Code would occur by approving the request.

The Ethics Commission approves by a unanimous vote of four to zero the request by the City's Neighborhood Housing and Human Service Director for approval of the City contracting with a former city employee for expert or consulting services as set forth in the attached letters.


Clayton McFarland, Chairperson

04/10/2024
Date

February 27, 2024

City of Spokane Ethics Commission
Office of the City Attorney
5th Floor City Hall
W. 808 Spokane Falls Blvd.
Spokane, WA 99201

Dear Members of the Ethics Commission:

The City's Community Housing and Human Services Department is seeking review and approval for contracting with a former City employee within one year of leaving city service, as defined in the City's Code of Ethics Section 01.04A.030.

The former employee, Daniel Ramos, had been duly employed by the City of Spokane for about eight years and held the position of Senior Business Systems Analyst when he left the City. His primary responsibilities included managing a team of Business System Analysts II (BSA II) in the administration and maintenance of the Homeless Management Information System (HMIS). This system tracks individuals and households who are accessing homeless services and jurisdictions are required collect such data as a condition of grants the City receives. The quality of the data collected has a direct correlation to the level of funding awarded to the City by the Department of Commerce and HUD.

As such, service providers are required to enter data into the system and the HMIS Team in partnership with the software vendor, sets up new users, assists with help desk tickets to resolve issues, maintains data integrity, generates, and submits required reports. The position vacated by Mr. Ramos in August has not been filled and in the interim one BSA II retired and another resigned leaving only a single contract employee remaining on the HMIS Team.

As we work through the Civil Service process to get positions filled, we have a dire need to bring in experienced personnel to assist in the administration of this very specific software product. Mr. Ramos has the experience we need and will work around his current work schedule to provide immediate assistance.

Thank you for taking the time to review this urgent matter. Please let me know if you need any additional information.

Sincerely,

A handwritten signature in black ink, appearing to be 'DK' followed by a long horizontal stroke.

Dawn Kinder
Neighborhood Housing and Human Service Director