

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