



Lorraine Cortés-Vázquez
Commissioner

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March 1, 2021

Ethan Carrier
General Counsel
New York City Conflicts of Interest Board
2 Lafayette Street
New York, NY 10007

Dear Mr. Carrier:

This letter serves to notify the Conflicts of Interest Board (“COIB”) that in accordance with COIB Rule 1-07(d), the Department for the Aging (“DFTA”) is retaining former employee Prince Mensah as a consultant. Mr. Mensah’s employment with DFTA terminated on February 26, 2021, and he is being retained as a consultant for the purpose of completing work left unfinished at the time Mr. Mensah separated from DFTA.

Mr. Mensah is being retained for a period of six (6) months, which is no longer than reasonably necessary to complete the outstanding work. Retaining Mr. Mensah is necessary because he possesses technical skills and subject-matter expertise that other employees currently do not. Specifically, Mr. Mensah is currently DFTA’s subject-matter expert on converting financial budgeted units to actual units expended, and then generating reports out of that data. The reports created by Mr. Mensah are required for work units within DFTA, as well as for oversight entities such as the New York City Office of Management and Budget. As a part of his consulting agreement, Mr. Mensah will also train other staff to perform the aforementioned tasks in his absence.

Under the consulting agreement, Mr. Mensah will be compensated at a rate of \$46.14 per hour, which is comparably equal to his annual salaried rate when he was employed at DFTA.

If you have any questions, please contact Deputy General Counsel, Penney Vachirapapun, at pvachirapapun@aging.nyc.gov.

Sincerely,

A handwritten signature in cursive script that reads "Lorraine Cortés-Vázquez".

Lorraine Cortés-Vázquez
Commissioner