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February 4, 2025

New York City Conflicts of Interest Board
2 Lafayette Street
New York, NY 10007

Re: Consulting arrangement with Henry Obeng

Honorable Members of the Board:

This letter serves to notify the Conflicts of Interest Board that, in accordance with COIB Rule 1-07(d), the Queens County District Attorney's Office has retained Henry Obeng as a consultant. Mr. Obeng resigned from City service on January 4, 2025, having held the position of Application Support Analyst. As detailed below, the consulting arrangement has been made for the purpose of completing ongoing upgrades of our case tracking application.

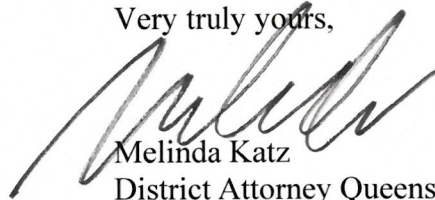
Henry Obeng was a QDA employee for 15 years. During that time, he became intimately familiar with our core case tracking application that is in the process of being upgraded. The system is not well documented from a processes and functionality perspective and critical information resides in the heads of long-term employees. The staff is small and there has been a lot of turnover over the last few years. As an Application Support Analyst with the Information Technology Unit, Mr. Obeng was substantially involved in the ongoing upgrades.

The consulting arrangement was made for the purpose of completing these ongoing upgrades, providing Quality Assurance testing of refactored applications, and certifying that they are working as designed using a new database. Mr. Obeng will also provide Quality Assurance on ad hoc reporting.

Mr. Obeng's institutional knowledge of the application and how it functions is critical to the QA testing process. Not having him participate would extend the timeline of completion of said upgrade to a point that is not acceptable to the agency. In view of these needs and the fact that Mr. Obeng's professional expertise, skills and institutional knowledge are not otherwise available among the agency's employees, he has been retained as a consultant as of January 7, 2025.

Mr. Obeng is being retained for a period of six months, which is no longer than reasonably necessary to continue and complete the work as described above. If it is determined that Mr. Obeng's services are still needed at the conclusion of that period, we will consider renewing this arrangement for an additional period. Due to the nature of quality assurance testing of the upgraded software applications, there could be unforeseen delays if a complex issue arises. The extension would only be necessary if an issue arises that delays completion and we do not expect any delays beyond a 12-month period. Mr. Obeng's last earned yearly salary was \$94, 519.00 and his hourly consulting rate is \$63.00, which is commensurate with his former salary.

Very truly yours,

A handwritten signature in dark ink, appearing to read 'Melinda Katz', is written over the typed name.

Melinda Katz
District Attorney Queens County