




**OFFICE OF THE CHIEF OPERATING OFFICER
MEMORANDUM**

TO: I. Charles Mathews, Interim Director, Development Services
FROM: Thea Montanez, Chief Operating Officer 
CC: David Klein, Chair, Ethics Commission
Thulani LeGrier, Director, Human Resources and Labor Relations
Randal Davis, Deputy Director, Development Services
Brian Mathews, Director, Housing Division, Development Services
RE: Reporting Structure for Brian Mathews
DATE: July 6, 2020

The City of Hartford’s nepotism policy states that the employment of relatives shall not “allow one relative to influence job assignments, promotional opportunities, compensation, discipline, and performance review of another relative,” among other provisions related to maintaining financial and professional integrity in situations where relatives are employed by the City.

In order to abide by that policy, this memo formally removes Brian Mathews, Director of Housing, from your authority when it comes to job assignments, promotional opportunities, compensation, discipline, performance review, and any and all other aspects of his job referred to in the City’s nepotism policy.

Brian Mathews currently reports to Randal Davis, Deputy Director, and will continue to do so. For all aspects of Brian Mathews job referred to in the City’s nepotism policy, I will serve as Randal Davis’ supervisor for the duration of your time as Interim Director of Development Services.