

## MEMORANDUM OF INTERVIEW

On August 3, 2017, Deputy Inspector General for Investigations William Bonney, Office of Inspector General (OIG) and Assistant Inspector General (AIG) for Investigations Howard Schwartz met with City of New Orleans Health Department Director (DR) Marsha Broussard and Deputy Director (DD) Tomekia Dunkley at City Hall. DR Broussard and DD Dunkley were advised of the identities of the interviewing OIG investigators along with the purpose of the interview. They then voluntarily provided the following information:

On July 18, 2017, DR Broussard fired Health Department employee Mara Hahn for circumventing the procurement process. Ms. Hahn began working for the Health Department in January 2017. She oversaw the "Healthy Start New Orleans" and the "Best Babies Zone" programs for the City Health Department. "Healthy Start New Orleans" is funded by a federal grant while "Best Babies Zone" is funded by a grant from the Kresge Foundation. Ms. Hahn began as an intern with the City while in college.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DR Broussard and DD Dunkley were also concerned about a telephone call the Health Department received from [REDACTED], the Treasurer for Conrad Park Booster club. He called to inquire about a check that his club was due from the City, but had not received. He was asked to complete an affidavit requesting payment and was sent a copy of the \$4,000 invoice that that the Health Department had received from the booster club. He subsequently called the Health Department and told them that he had not submitted an invoice for \$4,000. He further advised that the booster club was only due \$2,000 and the other \$2,000 was for "Ms. Maya".

According to DD Dunkley, the \$4,000 check was sent to the Conrad Park Booster Club, 3400 Hamilton St, which is the Conrad Playground. This location does not have a building to which the check could be delivered. She added that the \$4,000 check has not been negotiated and remains missing.

[REDACTED]

[REDACTED]

[REDACTED]



DEPARTMENT OF HEALTH  
CITY OF NEW ORLEANS

MITCHELL J. LANDRIBU

MAYOR

MARSHA BROUSSARD, MPH, DR. PH  
DIRECTOR OF HEALTH

July 14, 2017

Mara Hahn  
Health Project & Planning Specialist  
Healthy Start Program

Re: Termination due to Fiscal Misconduct

Dear Ms. Hahn,

Please be informed that you are terminated from the Health Department-Healthy Start program as a Health Project & Planning Administrator with the effective date of July 15, 2017. This is the decision taken by our Department after conducting a thorough investigation of the fraud that took place over the last 7 months

[REDACTED]

*"An Equal Opportunity Employer"*  
1300 PERDUE STREET | SUITE 8B18 | NEW ORLEANS, LOUISIANA | 70112  
PHONE: 504.658.2500 | FAX: 504.658.2520

You are expected to turn in your keys, surface, cell phone, and city ID to me at the end of our meeting, and this will be given to Ms. Jovan Walker, Director of Human Resources. Also, you are to report to Ms. Walker at City Hall, 10am on Monday, July 17, 2017 to complete your Exit Interview.

You have the right, as a Civil Service employee to appeal the disciplinary action within 30 days from the date of this letter with the Department of Civil Service.

Sincerely,



Marsha Broussard, MPH, Dr.PH  
Director  
Department of Health

Cc: Civil Service  
Human Resource



# CITY OF NEW ORLEANS

DEPARTMENT OF CITY CIVIL SERVICE  
SUITE 900 - 1340 POYDRAS ST.  
NEW ORLEANS LA 70112  
(504) 658-3600 FAX NO. (504) 658-3598

CITY CIVIL SERVICE COMMISSION

MICHELLE D. CRAIG, CHAIRPERSON  
RONALD P. McCLAIN, VICE-  
CHAIRPERSON

TANIA TETLOW  
STEPHEN CAPUTO  
CLIFTON MOORE, JR.

LISA M. HUDSON  
DIRECTOR OF PERSONNEL

MITCHELL J. LANDRIEU  
MAYOR

Monday, November 27, 2017

Michelle M. Rutherford, Esq.  
Rutherford Law 1700 S. Rampart St.  
New Orleans, LA 70113

Re: **Mara O'Brien Hahn VS.**  
**Department of Health**  
**Docket Number: 8703**

Dear Ms. Rutherford:

Attached is the action of the Civil Service Commission at the Commission's meeting on Monday, 11/20/2017.

Yours very truly,

Dottie K. Smith  
Chief, Management Services Division

cc: Dr. Joseph Kanter  
Corwin St. Raymond  
Mara O'Brien Hahn



file

"AN EQUAL OPPORTUNITY EMPLOYER"

**IN RE: Mara O'Brien Hahn v. Department of Health**  
**Docket No: 8703 - Civil Service Commission**

**ORDER**

Before the Commission was a motion by the Parties for the Commission to approve a settlement agreement reached by the parties. Upon consideration, the Commission finds that Parties have reached an amicable resolution which is attached hereto. Therefore:

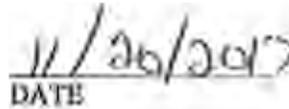
The Parties' motion is hereby GRANTED.

Judgment rendered this 20th day of November, 2017

CITY OF NEW ORLEANS CIVIL SERVICE COMMISSION

YEA

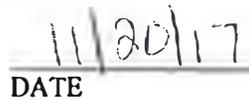
  
MICHILLE D. CRAIG, CHAIRPERSON

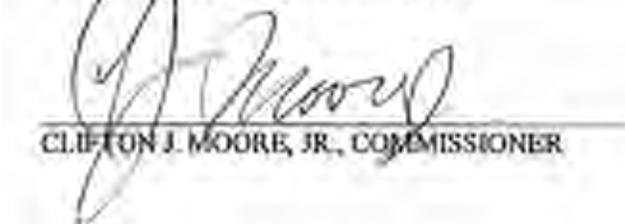
  
DATE

RONALD P. McCLAIN, VICE-CHAIRPERSON

DATE

  
TANIK TETLOW, COMMISSIONER

  
DATE

  
CLIFTON J. MOORE, JR., COMMISSIONER

  
DATE

CITY OF NEW ORLEANS CIVIL SERVICE COMMISSION

MARA O'BRIEN HAHN

VERSUS

DEPARTMENT OF HEALTH

CS NO. 8703

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AGREEMENT

NOW COME the parties herein, Appellant, Mara O'Brien Hahn, and Appellee, Department of Health, through undersigned counsel, who have reached a resolution of the above captioned matter. Specifically, the Department of Health has agreed to withdraw the July 14, 2017 discipline (termination). Mara O'Brien Hahn has accepted the offer of reinstatement to the Department of Health as a full time employee, and will be reimbursed for back pay and all emoluments, less a credit for all taxable income earned by the Appellant from the date of termination (July 14, 2017), through her date of reinstatement (November 13, 2017).

The original of this signed Agreement will be filed with the Department of Civil Service, and presented to the Commission for approval at its next scheduled Commission meeting. The Health Department will place a copy of this signed Agreement in Mara O'Brien Hahn's personnel file, and the July 14, 2017 termination letter will be removed from her personnel file.

In response to the Department's Agreement to the following: (1) reimbursement of all back pay and emoluments, less taxable income earned by the Appellant from the date of termination (July 14, 2017), through her date of reinstatement to full duty (November 13, 2017); (2) the filing of this Agreement in Mara O'Brien Hahn's personnel record and removal of the July 14, 2017 termination letter; and (3) the Department's offer of reinstatement to full time employment with permanent status, the Appellant agrees to (1) accept reinstatement as a full

time employee, (2) provide documentation of all wages and salaries earned by the appellant during the period of separation; (3) agrees to withdraw her appeal under CS No. 8703; and (4) agrees to release the City of New Orleans from all claims for damages whether based on a tort, contract or other theory of recovery, including, without limitation, any and all known or ~~unknown~~ claims for injury or damage to persons or property of any kind whatsoever, or which have resulted or may result from the alleged acts or omissions of the City of New Orleans, on account of, or in any way growing out of, or which are the subject of, the Appeal filed by Mara O'Brien Hahn (CS No. 8703).

**WHEREFORE**, the parties, through undersigned counsel, request that this Agreement and the terms stated herein be entered into the record in CS No. 8703, Mara O'Brien Hahn v. Dept. of Health, and presented to the Commission at their next scheduled meeting for approval.

~~Respectfully Submitted:~~

  
MICHELLE M. RUTHERFORD (No. 34968)  
Rutherford Law  
1700 S. Rampart Street  
New Orleans, LA 70113  
Telephone (415) 794-5639

  
CORWIN ST. RAYMOND (No. 31330)  
Assistant City Attorney  
1300 Perdido Street, Rm 5E03  
New Orleans, LA 70112  
Telephone (504) 658-9800



April 19, 2017

QUOTE #Q001

Bill To		Ship To	
Customer	City of New Orleans	Recipient	City of New Orleans
Customer	[REDACTED]	Address	1300 Perdido St, New Orleans, LA 70112
Address	1300 Perdido St, New Orleans, LA 70112	Phone	(504) 658-4000
Phone	(504) 658-4000		
Payment Due	May 20, 2017	Delivery Date	May 13, 2017
Salesperson	[REDACTED]	Shipping Method	Delivery
Payment Terms	Purchase Order	Shipping Terms	n/a

Qty.	Item#	Description	Unit Price	Discount	Line Total
250		Singles	7.50	0	1,875.00
250		Hot Dogs	7.50	0	1,875.00
250		Tots	3.50	0	875.00
1		Case of Ketchup Packets	33.00	0	33.00
1		Case of Mustard Packets	19.00	0	19.00
1		Case of Paper Towels	30.00	0	30.00
1		Delivery/To-Go Packaging Fee	100.00	100.00	0.00
Total Discount					100.00
Subtotal					4,707.00
Sales Tax					<del>500.00</del>
Total					5,213.00

\$4707

██████  
██████████  
██████████████

DATE April 26, 2017

EXPIRATION DATE 5/13/2017

TO Healthy Start New Orleans  
Best Babies Zone Project  
1616 Coffin Avenue  
New Orleans, LA 70117

<u>Item</u>	<u>Cost</u>	<u>Quantity</u>	<u>Charging Price</u>	
Pork	1# \$ 12.00	45 #	\$ 540.00	125 pork portions for sandwich
Brisket	1# \$ 18.00	45 #	\$ 810.00	125 brisket portions for sandwich
Chicken	1 bird \$ 13.50	50 ea	\$ 675.00	200 pieces of chicken
Beans	1 gal \$ 32.00	14 gal	\$ 448.00	220 baked bean portions
Potato Salad	1 gal \$ 30.00	14 gal	\$ 420.00	220 potato salad portions
Pistolettes	1 gal \$ 0.25	250 ea	\$ 62.50	250 sandwiches
Plate/Utensil	1 ea \$ 0.40	250 ea	\$ 100.00	250 sets of plates & utensils
Serving Utensil	1 ea \$ 1.50	12 ea	\$ 18.00	8 tong, 4 spoon,
Squeeze Bottle	1 ea \$ 3.00	12 ea	\$ 36.00	8 bottles for red sauce, 4 for vinegar
Wire Rack	1 ea \$ 8.00	8 ea	\$ 64.00	2 food stations
Sterno	1 ea \$ 2.50	24 ea	\$ 60.00	1.5 rounds of sternos
Drinks				
Soda	1 ea \$ 1.50	250 ea	\$ 375.00	(17) 24 packs
Water	1 ea \$ 1.00	250 ea	\$ 250.00	(17) 24 packs
		<u>Total</u>	\$ 3,858.50	
		<u>10% Tip</u>	\$ 385.85	
		<u>Delivery Fee</u>	\$ 438.35	
		<u>Grand Total</u>	\$ 4,682.70	

THIS FORM AND ATTACHMENTS MUST BE COMPLETED AND RETURNED TO THE PURCHASING BUREAU, CITY HALL, ROOM 4W07, PHONE 658-1550

PC 38717

2017 APR 26 PM 5 05

CITY OF NEW ORLEANS  
DEPARTMENT OF FINANCE  
PURCHASING BUREAU

360 1700080-035  
Requisition/Proposal No.  
2017 APR 26 PM 5 05

INFORMAL BID QUOTE FORM

DEPARTMENTS MUST ATTACH WRITTEN CONFIRMATION OF THE ACCEPTED OFFER (VIA FAX, EMAIL OR MAIL) AND REASONS FOR NOT ACCEPTING THE LOWEST QUOTE.

Date of Quote(s): 4/26/17	Department Name New Orleans Health Department- Healthy Start	Organization Code 36099
---------------------------	-----------------------------------------------------------------	----------------------------

Description of Needed Goods: Food for Hollygrove Family Fest
-----------------------------------------------------------------

Delivery Time, Performance, Warranty & Other Requirements: 5/13/17
-----------------------------------------------------------------------

How Solicited? (Check One)	ADDITIONAL INFORMATION:
<input type="checkbox"/> Phone XX	
<input type="checkbox"/> Fax	*JUSTIFICATION IF LOWEST PRICE NOT SELECTED:
<input checked="" type="checkbox"/> Online	

Quotes Received:

QUOTE NO.	BUSINESS NAME	NAME OF PERSON PROVIDING THE QUOTE	COMPLETE ADDRESS, PHONE NUMBER FAX NO. & EMAIL ADDRESS IF USED	FEDERAL TAX ID NO. FOR SELECTED QUOTE	\$ DOLLAR QUOTE
1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	\$4707.00
2	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	\$4,682.70
3	Linrad Park Booster Club		3400 Hamilton Street 7011	[REDACTED]	\$4000.00

Add additional sheet if needed for quotes.

Mara O'Brien Hahn 865.406.7829  
PRINTED NAME OF CONTACT PERSON CONTACT PHONE NUMBER

*Marsh*  
SIGNATURE OF DEPARTMENT HEAD DATE SIGNED 4-27-17

\*City Organizations will select the vendor quoting the lowest price for the specified materials, supplies, equipment or equipment lease. Organizations will enter a requisition in the financial purchasing system to encumber funds in advance and complete the purchase by approved purchase order for the quoted price. For good cause and with Bureau of Purchasing approval, City Organizations may reject lowest quotes, but in such cases will provide a written justification above.

Revised 09/06/2007

CONTENTS SUBJECT TO PERIODIC AUDIT

2017 MAY 2 PM 2 17

FACILITY ID \_\_\_\_\_

PROJECT ID \_\_\_\_\_

PAGE # \_\_\_\_\_

**REQUEST FOR PAYMENT VOUCHER / WIRE**

Wire Transfer \_\_\_\_\_

Check

Date 5/31/2017

(PLACE AN X ON THE LINE ABOVE FOR PAYMENT BY WIRE OR CHECK)

REFERENCE#: \_\_\_\_\_  
VENDOR ID: \_\_\_\_\_  
VENDOR NAME: Conrad Park Booster Club  
ADDRESS: \_\_\_\_\_  
City, State, ZIP: New Orleans, LA 70118

BANK NAME: \_\_\_\_\_  
ACCT. NUMBER: \_\_\_\_\_  
ACCOUNT TITLE: \_\_\_\_\_  
ABA ROUTING #: \_\_\_\_\_

\* Wire Request should be received by Treasury before 3:00PM to be processed on the day of receipt. It is the responsibility of the requestor to secure and ensure the receiving bank information is correct.

VENDOR INVOICE # 1

ACCT LN#	FUND	AGY	ORG	APP UNIT	OBJ/REV SOURCE	BS ACCT	ACTIVITY	REPTG CATGY	JOB PROJ#	AMOUNT	P/F
01	PRIV	360	3689	200	3110		BB16	9400		3,500.00	F
02	PRIV	360	3689	200	3130		BB16	9400		500.00	F

COMM LN#	QUANTITY INVOICE	DESCRIPTION	UNIT COST ON INVOICE	AMOUNT	P/F
01		Food for Hollygrove Family Festival on May 13, 2017		3,500.00	F
02		Cutlery and plates		500.00	F
TOTAL:			0.00	4,000.00	

REASON FOR REQUEST: \_\_\_\_\_

When the issuance of a check is not appropriate and it is deemed necessary to issue a wire transfer, the request shall be supported by full and adequate documentation and objective.

REQUESTOR SIGNATURE: Mary A. Alexander  
REQUESTOR NAME AND TITLE: Mary Alexander - Program Manager

RC # \_\_\_\_\_

REQUESTING DEPARTMENT: Health

REQUEST DATE: 5/31/2017

DEPARTMENT'S AUTHORIZATION FOR PAYMENT / WIRE TRANSFER:

SIGNATURE: Tomackia T. Dunkley  
NAME AND TITLE: Tomackia T. Dunkley - Deputy Director

DATE: 6/8/2017

ACCOUNTING REVIEW

APPROVAL SIGNATURE \_\_\_\_\_

WIRE INSTRUCTIONS

PAYMENT ID # \_\_\_\_\_

FROM BANK NAME: _____	BANK ACCOUNT # _____
PROCESSED BY: _____	PROCESSED DATE: _____

2017 JUN 7 AM 10 59

CITY OF NEW ORLEANS  
REMITTANCE ADVICE

CHECK NO. 1739115

INVOICE NO.	FUND	ORGN	P.O. NUMBER		PAY I.D.	AMOUNT
1	PRIV	3689	00000038717	PV	360	\$4,000.00

NAME: CONRAD PARK BOOSTER CLUB TOTAL: \$4,000.00

LOUISIANA REVISED STATUTE AND ACT NO. 1029 AND MSC NO. 1139 EXEMPTS THE CITY OF NEW ORLEANS FROM PAYING SALES AND USE TAX EFFECTIVE SEP. 1, 1992

FUND CODE: [REDACTED]  
DATE: 06/21/2017

DEPARTMENT OF FINANCE  
CITY OF NEW ORLEANS

1739115

JPMorgan Chase Bank, N.A.  
Columbus, OH

1300 PERIDO STREET  
NEW ORLEANS, LA 70112

DISBURSEMENT ACCOUNT  
**NON-NEGOTIABLE**

AMOUNT  
\$4,000.00  
FOUR THOUSAND AND XX / 100 DOLLARS

PAY TO THE ORDER OF  
CONRAD PARK BOOSTER CLUB  
3400 HAMILTON STREET  
NEW ORLEANS LA 70118

CITY OF NEW ORLEANS  
*[Signature]*  
**NON-NEGOTIABLE**  
*[Signature]*  
COUNTERSIGNED

## MEMORANDUM OF INTERVIEW

On Tuesday, September 19, 2017, Investigators Gordon B. Hyde Jr. and Terry Barrett, of the City of New Orleans Office of Inspector General (OIG), interviewed [REDACTED] [REDACTED], at the OIG Office, 525 Saint Charles Avenue, New Orleans, Louisiana 70130. [REDACTED] was advised of the identities of the interviewing OIG Investigators along with the purpose of the interview. [REDACTED] then voluntarily provided the following information:

[REDACTED] is the Treasurer of the Conrad Park Booster Club (CPBC) located at 3400 Hamilton Street, New Orleans, Louisiana 70118. [REDACTED] volunteered to be Treasurer and has held the position for about 1 ½-2 years. [REDACTED] grew up in the Hollygrove Neighborhood, in which Conrad Park is located, and played ball at the Park during his childhood. For those reasons [REDACTED] has a desire to volunteer his time for the Park and the youth in the neighborhood.

Sometime in April 2017, [REDACTED] attended a meeting at Conrad Park where Mara Hahn, an employee of the City of New Orleans Health Department (CNOHD), was present. [REDACTED] has known Hahn since 2016. They originally met at a neighborhood forum. When [REDACTED] met Hahn, she worked for the CNOHD and managed the "Best Babies Zone" and "Healthy Start New Orleans" programs. Since 2016, [REDACTED] has introduced Hahn to many people in the Hollygrove community at various neighborhood functions and community outreach events, with the goal of Hahn helping the people in the neighborhood with their particular needs. Hahn always presented herself in a polite and professional manner.

During the April 2017 meeting, Hahn approached [REDACTED] and asked if the CPBC would be willing to cook, serve, and "upfront" the money for food and miscellaneous items for the "Healthy Start Family Fest", to be held at Conrad Park on May 13, 2017. [REDACTED] told Hahn that CPBC would cook, serve the food, and clean up the grounds, but that CPBC did not have the money to "upfront" several thousand dollars for the purchase of the food. Hahn told [REDACTED] that she had a budget of \$4,000 for the event and whatever funds that were not spent on food, the CPBC would get the remaining funds for cooking and cleaning up. [REDACTED] left the meeting with the assumption that CNOHD/Healthy Start New Orleans was purchasing the food and CPBC would receive somewhere around \$2,000 for their work.

[REDACTED] did not attend the Fest as he was in Texas. [REDACTED] did hear from CPBC men who worked the Fest that several hundred people attended.

Hahn contacted [REDACTED] about a month after the event asking for money for the reimbursement of the food she purchased for the Fest. [REDACTED] thought this was strange since he thought CNOHD would have purchased the food. [REDACTED] was told by the CPBC men who worked the event that they assumed Hahn purchased the food using her personal credit card.

██████████ vaguely recalls hearing from the CPBC men that Hahn spent around \$1,600 for the food. ██████████ does not have any personal knowledge that Hahn purchased the food. ██████████ would not think that Hahn would purchase the food using her own personal credit card because it wouldn't seem right. ██████████ does not believe Hahn gained anything if she purchased the food using her credit card.

Sometime after the conversation with Hahn, ██████████ called the CNOHD requesting payment for the labor the CPBC provided for the Fest. ██████████ was told a check in the amount of \$4,000 payable to Conrad Park Booster Club had been mailed to 3400 Hamilton Street, New Orleans, Louisiana. ██████████ told CNOHD that he never received any check and the amount should have been around \$2,000 not \$4,000.

Several days later, ██████████ went to the CNOHD Healthy Start New Orleans Office in an effort to determine their policy for reimbursement and the status of payment for the work CPBC provided. ██████████ was again told by representatives of CNOHD that a check in the amount of \$4,000 was mailed to CPBC and that in order for another check to be issued to CPBC, ██████████ would need to file an affidavit stating the check was never received by the CPBC. ██████████ did not believe filing an affidavit was in the best interest of the CPBC; the check should not have been issued in the amount of \$4,000 and he still did not know who paid for the food.

██████████ and/or the CPBC did not know that payment for their work would be handled this way and they did not expect so much confusion. ██████████ will not accept a check from the CNOHD until this matter is resolved. ██████████ also learned from the representatives that Hahn was fired from the CNOHD.

Hyde presented ██████████ a copy of CNO check 1739115, dated June 21, 2018, payable to "CONRAD PARK BOOSTER CLUB, 3400 HAMILTON STREET, NEW ORLEANS, LA. 70118" in the amount of \$4,000. ██████████ stated he has never received and/or seen the original check.

Hyde presented ██████████ a copy of an Invoice dated May 22, 2017, from Conrad Park Booster Club, To: Healthy Start New Orleans, Best Babies Zone Project, 1616 Caffin Avenue, New Orleans, LA 70117, in the amount of \$4,000. ██████████ has not seen the invoice before and did not authorize the invoice nor has the CPBC.

Hyde presented ██████████ a quote from The ██████████ dated April 19, 2017, in the amount of \$4,707 and The ██████████, dated April 26, 2017, in the amount of \$4,682.70 for various food and drinks. ██████████ has heard of The ██████████ and had no idea these two businesses were bidding to supply food to the CNOHD for the Healthy Start Family Fest. ██████████ believed this was unusual since Hahn had approached him for having the CPBC cook food for the event.

Hyde showed ██████████ a copy of a flyer that advertises the Healthy Start Family Fest as the Hollygrove Family Fest; and list the Fest as being hosted by Conrad Park Booster Club and

Healthy Start New Orleans. [REDACTED] identified the flyer as being for the event and that it was distributed throughout the Hollygrove neighborhood.



# HOLLYGROVE FAMILY FEST

HOSTED BY CONRAD PARK BOOSTER CLUB AND  
HEALTHY START NEW ORLEANS

- ◆ LIVE MUSIC BY LOCAL ARTISTS ◆ FREE BBQ AND SNOBALLS ◆ BOUNCY HOUSES ◆ PHOTOBOOTH
- ◆ RAFFLES ◆ GAME AND ACTIVITIES FOR ALL AGES ◆
- ◆ NOPD WILL BE IN FULL EFFECT ◆

**SATURDAY, MAY 13, 2017**

**2-6PM**

**CONRAD PARK**

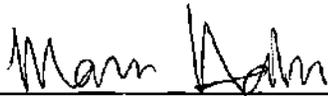
Exhibit 12 Page 1



**CITY OF NEW ORLEANS OFFICE OF INSPECTOR GENERAL – Administrative Investigation Form - 1120**

Per City Code Section 2-1120, Paragraph (20)(a), it is your legal duty to cooperate with the Office of Inspector General during this Administrative Investigation. Anything you say cannot be used against you in any Criminal proceedings. Anything you say can only be used in Administrative proceedings. Per City Code Section 2-1120, Paragraph (20)(d), any employee who violates any provision of this chapter shall be subject to discharge or such other discipline as may be specified in a collective bargaining agreement, in addition to any other penalty provided in the City Charter or Ordinances. The questions will be related to the performance of your official duties.

Acknowledgement: (I have read and understand the above)



Employee's signature

5/2/19 - 10:00AM

Date and Time



Investigator's signature

02 May 2019

Date and Time



Investigator's signature

5/2/2019 @ 1014HRS

Date and Time

Restaurant Depot ID Address



Invoice: 11315 Terminal: 11 - 05/13/2017 12:43 pm

UPC	Description	Qty	Price
-2	Previous Balance	0	0
70728200425	TRAY FOOD PA #300 500CT	1	13.99
4128920060	CHIP TORT ROUND AZ 3/2#	1	6.89
4128920060	CHIP TORT ROUND AZ 3/2#	1	6.89
6827432228	NPL PURIFD WATER 48-8Z	1	5.29
6813		1	0.5
6827432228	NPL PURIFD WATER 48-8Z	1	5.29
6813		1	0.5
6827432228	NPL PURIFD WATER 48-8Z	1	5.29
6813		1	0.5
6827473533	NESTLE NPL .5L 40PK	1	4.55
6827473533	NESTLE NPL .5L 40PK	1	4.55
7460905418	SAUCE BBQ KC MASTR 4/158Z	1	10.57
7199800192	SP MORE CREOLE SEA 7LB	1	15.41
148	Hams Cooked	1	0.17
74243400415	JALA NACHO SLICED GAL	1	6
4850075717	TROP JC APPLE 10Z	1	15.05
4850075716	TROP JC GRAPEFRUIT 10Z	1	15
76069501848	KETCHUP CQ JUG 114Z	1	3.59
76069501848	KETCHUP CQ JUG 114Z	1	3.59
4790050195	MAYO BL PLATE GAL	1	7.92
4790050195	MAYO BL PLATE GAL	1	7.92
4150081938	MUSTARD YLW FRNCHS 105Z	1	4.28
4150081938	MUSTARD YLW FRNCHS 105Z	1	4.28
7460905418	SAUCE BBQ KC MASTR 4/158Z	1	10.57
7460905418	SAUCE BBQ KC MASTR 4/158Z	1	10.57
76069502457	SCE NACHO CHESE SN #10	1	44.1
3900003122	CHILI HOT DOG LIB #10	1	8.33
3900003122	CHILI HOT DOG LIB #10	1	8.33

*Handwritten signature/initials*

7460905418	SAUCE BBQ KC MASTR 4/158Z	1	33.89
7460905418	SAUCE BBQ KC MASTR 4/158Z	-3	-31.71
7199800192	SP MORE CREOLE SEA 7LB	1	15.41
4900005847	DIET COKE CANS 12Z	1	11.92
4900005846	COKE CLASSIC CANS 12Z	1	11.92
4900005848	SPRITE 35PK CANS 12Z	1	11.92
2060040909	PROD TOMATO BFSTK 5LB	1	5.27
2060040909	PROD TOMATO BFSTK 5LB	1	5.27
2060042547	PROD ONION YELLOW 10 LB	1	4.96
76069501745	GLOVE POLY UNI 500 CT	1	4.98
8379102004	ZAPPS MESQUITE BBQ 2Z	1	13
7433800735	FRANK BF 4-1 SKNLS 5LB	1	110.77
7433800735	FRANK BF 4-1 SKNLS 5LB	1	19.23
7433800735	FRANK BF 4-1 SKNLS 5LB	1	19.23
7433800735	FRANK BF 4-1 SKNLS 5LB	1	19.23
7433800735	FRANK BF 4-1 SKNLS 5LB	1	19.23
7433800735	FRANK BF 4-1 SKNLS 5LB	1	19.23
76069501584	CHS AM YL 120SL JF 5LB 5	1	36.74
76069501584	CHS AM YL 120SL JF 5LB 5	1	36.74
20771810000	CHIX 8PC CUT UP R/W	55	65.45
7433800735	FRANK BF 4-1 SKNLS 5LB	1	110.77
7433800735	FRANK BF 4-1 SKNLS 5LB	1	19.23
7433800735	FRANK BF 4-1 SKNLS 5LB	-5	-96.15
1723382033	PK LOIN CHOP 4-5Z 10LB	5	71.8
1723382033	PK LOIN CHOP 4-5Z 10LB	5	-1.45
2840004404	FL VARIETY TRAY 50CT 5	1	11.72
2840004404	FL VARIETY TRAY 50CT 5	1	11.72
930012841	PICK HMB KSH CH MO GAL	1	6.73
7102501589	BUN HOT DOG 12PCK 18Z	1	2.31
7102501589	BUN HOT DOG 12PCK 18Z	1	2.31

*3 May 19*  
*mk*





7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
7102501599	BUN HAM SD 4IN	12CT	1	2.38
20771810000	CHIX 8PC CUT UP	R/W	52.9	62.95
20772000000	CHIX JMBO CUT WING		40	97.2
7982112020	BF PURE BURGER 2:1	10LB	1	23.9
7982112020	BF PURE BURGER 2:1	10LB	1	23.9
7982112020	BF PURE BURGER 2:1	10LB	1	23.9
7982112020	BF PURE BURGER 2:1	10LB	1	23.9
7982112020	BF PURE BURGER 2:1	10LB	1	23.9
7982112020	BF PURE BURGER 2:1	10LB	1	23.9
7982112020	BF PURE BURGER 2:1	10LB	1	23.9
7982112020	BF PURE BURGER 2:1	10LB	1	23.9
8379101008	ZAPP S SW CRLE ONI	1.5Z	1	13
8379101008	ZAPP S SW CRLE ONI	1.5Z	1	13
8379102004	ZAPPS MESQUITE BBQ	2Z	1	13
8379152009	DIRTY CHP SR/CRM&O	25-2Z	1	13
8379152009	DIRTY CHP SR/CRM&O	25-2Z	1	13
5410521516	TOWEL MULTIFLD NAT	4MCT	1	16.15
6722061340	TISSUE 2 PLY GR	48CT	1	18.43
0	Sub-Total		0	1417.02

*2 May 19*  
*mmf*

0	Tax	0	73.45
0	Total	0	1490.47
0	DEBIT XX16	0	1487.13
0	Balance	0	3.34

From: [REDACTED]  
Subject: Hollygrove Spring Fest Payment  
Date: July 24, 2017 at 10:13 AM  
To: Mara Hahn [REDACTED]



To whom it may concern,

Regarding the agreement between Mara Hahn and Conrad Booster Club, Conrad Booster Club was being used as a vendor for the Hollygrove Spring Fest on May 13, 2017. Due to the lack of funds at that time, Ms. Mara Hahn volunteered to pay for the food upfront and was willing to get reimbursed once Conrad received payment for being a vendor for the event.

Payment has not been received as of yet. There has been frequent contact between Ms. Hahn, another representative of the booster club, and I regarding the location of the check that was reported as sent. One report is that the check has been mailed to the park, 3400 Hamilton St., which does not have a mailbox or any other form of receiving mail.

The agreement with Ms. Hahn was that she keeps the receipts of the items she purchased for the event, and she would be reimbursed per her receipts. Nothing more or less.

She has been VERY helpful in events bonding the community together with her assistance on a couple of events at the park and throughout the Hollygrove community.

It saddens me to hear that a misunderstanding has cost Ms. Hahn her job. She has been accepted and made progress in a community where much attention is needed on a political level. She has been exceptional on providing the community with information and resources from the "City" which has brightened the view of members throughout the Hollygrove community.

Please feel free to contact me for any further information need

PLEASE FEEL FREE TO CONTACT ME FOR ANY FURTHER INFORMATION NEEDED.

Thanks,

[REDACTED]

Conrad Booster Club Member  
504-491-3053

[REDACTED]

[REDACTED]



## MEMORANDUM OF INTERVIEW

On May 2, 2019, Mara O'Brien Hahn, Health Project and Planning Specialist, Performance Manager, Healthy Start Program, Department of Health (DoH), City Of New Orleans, met with Investigators Michael J. Centola and Terence Barrett, City of New Orleans, Office of Inspector General, (OIG) at the Sanchez Multi-Purpose Center, 1616 Caffin Street, New Orleans, LA.

(OIG Note: Hahn was terminated from her position as a Health Project & Planning Specialist on July 14, 2017 for Fiscal Misconduct. She was cited for engaging in a series of meal-related procurements that benefited her boyfriend/fiancée/housemate who operated a catering service. [REDACTED])

[REDACTED] Hahn appealed her termination to the Civil Service Commission. On November 20, 2017, the Civil Service Commission issued an agreement which stated that Hahn accepted the offer of reinstatement to the DoH as a full time employee and reimbursement for back pay from the date of her termination. This agreement does not provide any reasons for Hahn's reinstatement.)

After being advised of the official identities of the OIG investigators, Centola read to Hahn the contents of a form titled "City of New Orleans Office of Inspector General-Administrative Investigation Form-1120", which advises:

"It is your legal duty to cooperate with the Office of Inspector General during this Administrative Investigation. Anything you say cannot be used against you in any Criminal proceedings. Anything you say can only be used in Administrative proceedings."

Once Centola completed reading the form, he provided it to Hahn who read it silently and advised she understood the form and had no questions of Centola or Barrett. Hahn then signed and dated the form in the presence of Centola and Barrett who then signed and dated the form as well. Hahn then voluntarily provided the following information:

Hahn recalled the Hollygrove Family Fest was an event that she helped coordinate as part of her responsibilities as the Performance Manager of the Healthy Start Program. (OIG Note: The Hollygrove Family Fest was held at Conrad Park on May 13, 2017. The termination letter issued to Hahn does not cite her involvement in the Hollygrove Family Fest.) According to Hahn, the cost of hosting the Hollygrove Family Fest was to be paid through a grant to the Healthy Start Program provided by the University of California at Berkeley. (OIG Note: According to DoH Director Jennifer Avegno MD, the City planned to pay for the cost of hosting the Hollygrove Family Fest with funds from the Best Babies Zone Grant. This grant ended on May 31, 2017. Hahn recalled Kenya Harry, a former DoH employee, assisted with the planning of the event and attended some of the meetings. [REDACTED] and [REDACTED] representatives of the Conrad Playground Booster Club (CPBC), also attended the meetings.

Initially, it was decided that the CPBC would be responsible for the purchase, preparation and service of the food for the event. (OIG Note: CPBC submitted a quote to Healthy Start New Orleans, Best Babies Zone Project, 1616 Caffin Avenue, New Orleans, LA 70117, to provide food for the Hollygrove Family Fest in the amount of \$4,000 on April 26, 2017. Two restaurants, [REDACTED])

and [REDACTED] also submitted quotes.) A few days prior to the event, it was realized the CPBC did not have enough funds to purchase the needed food and supplies for the event. Hahn decided that she would purchase the items needed and that once the CPBC was paid, they would repay her the amount she personally spent for the items. CPBC would be allowed to keep the remaining funds for use on behalf of the CPBC.

Hahn advised that she used her personal credit/check card to make the purchase from Restaurant Depot for \$1,487.13. Hahn utilized a Restaurant Depot membership card issued to [REDACTED] to gain entrance to Restaurant Depot. Hahn provided a copy of the bank statement and receipt documenting the purchase. Hahn advised there are email messages documenting the agreement both prior to and after the event, which she advised, she would provide to the OIG. Hahn had never worked with the CPBC prior to this event and has not since. (OIG Note: On May 3, 2019, Hahn forwarded an email sent to her by [REDACTED] Conrad Booster Club Member dated July 24, 2017 in which [REDACTED] stated, "Due to the lack of funds at that time, Ms. Mara Hahn volunteered to pay for the food upfront and was willing to get reimbursed once Conrad received payment for being a vendor for the event." [REDACTED] sent this email to Hahn at [REDACTED] ten (10) days after Hahn was terminated on July 14, 2017.)

Hahn was shown an invoice dated May 26, 2017 for \$4,000 from the CPBC, 3400 Hamilton Street, New Orleans LA addressed to the Healthy Start New Orleans, Best Babies Zone Project, 1616 Caffin Avenue, New Orleans, LA 70117 for food and supplies for the Hollygrove Family Fest. Hahn does not recall seeing this invoice before, although she did recall assisting Vinette in the creation of the invoice. Hahn is sure she provided a blank copy of the invoice to [REDACTED] and probably assisted [REDACTED] in creating the invoice via the telephone. She did not recall who set the prices listed on the invoice. According to Hahn, 3400 Hampton Street is the location of the Conrad Playground. (OIG Note: This \$4,000 check has never been negotiated nor returned to the City. It may have been lost because it was addressed to the Conrad Park Booster Club at 3400 Hampton Street, which is the location of the Conrad Playground, rather than a business or a residence.)

Hahn recalled [REDACTED] contacting her numerous time both personally and via the telephone inquiring about payment for the Hollygrove Family Fest. [REDACTED] advised CPBC was in need of the money to purchase football equipment for the playground. Hahn directed [REDACTED] to the City to inquire about the payment. Recently Hahn learned that CPBC did receive a check from the City and [REDACTED] has stopped calling her.

Hahn was shown an invoice dated September 24, 2018 in the amount of \$2,000 submitted by the Conrad Booster Club to the City referencing food service distribution for the Hollygrove Spring Fest. Hahn advised she has never seen this invoice. According to Hahn, the [REDACTED] address that appears on the invoice is [REDACTED]' residence.

Hahn has not recouped the approximately \$1,500 she personally spent for the Hollygrove Family Fest from either the City or the grantor, the University of California at Berkley. She has not discussed this with [REDACTED], [REDACTED] or anyone else with the CPBC. Hahn believes that the original \$4,000 sum was invoiced to the grant.

When she discussed this matter with the City Attorney's Office, City Attorney Corwin advised her there was no investigation concerning the Hollygrove Family Festival. (OIG Note: Hahn is referring to City Attorney Corwin St. Raymond. His signature appears on her reinstatement agreement.)

CHEAK # 191337

Amount 2,000.00

THIS CHECK IS VOID WITHOUT A COLORED BUFFER AND BACKGROUND PLUS A BRIGHT & FINGERPRINT WATERMARK ON THE BACK. HOLD AT ANGLE TO VIEW

FUND CODE:

DEPARTMENT OF FINANCE

000191337

DATE: Apr 16, 2019

City of New Orleans Louisiana

1326 Perdido Street  
New Orleans, LA 70112

TO: JPMorgan Chase Bank N.A.  
Columbus, OH

Void after 180 days

Two Thousand Dollars And 00 Cents

AMOUNT  
\$2,000.00

City of New Orleans Louisiana

PAY TO THE ORDER OF  
Conrad Booster Club  
New Orleans, LA 70118

*Norman P. White*

*Charles S. Patton*

THIS CHECK STAYS VALID & LEGAL. BACKGROUND ON THE FRONT AND THE  
SAME BACKGROUND IN THE REVERSE. FOR ASEE, THE ONLY COPY OF THIS  
CHECK IS THE ORIGINAL. ANY OTHER COPY WITH SIGNATURE OR STAMP IS  
VOID. THIS CHECK IS VOID IF IT IS NOT SIGNED BY THE ISSUING OFFICE.  
CONTAINS AN INK VISIBLE WATERMARK OF A FINGERPRINT WATER MARK  
ON THE BACK. HOLD AT ANGLE TO VIEW.  
FOR DEPOSIT ONLY

Mara O'Brien Hahn



July 30, 2019

Ms. Mary Alexander  
Director of Healthy Start  
New Orleans Health Department  
1616 Caffin Avenue  
New Orleans, LA 70117

Dear Ms. Alexander,

Please accept this letter as notice that I will be resigning from my position of Grants and Performance Manager for Healthy Start New Orleans effective August 10, 2019.

When I started at NOHD five years ago, I could never have imagined the immense impact this department and its team would have upon my life and career. My time at NOHD provided me with unparalleled opportunities for learning and development and I will be eternally grateful to each of my coworkers for their role in forming me into the public health professional I am today.

I also want to extend a personal thank you to you for the support and the opportunities you have provided me during my time at Healthy Start. You and our Healthy Start team have created a climate that makes it a pleasure to come to work each morning, and I will miss you all.

If I can do anything to help with your transition in finding and training my replacement, please let me know.

Sincerely,

A handwritten signature in cursive script that reads "Mara O'Brien Hahn".

Mara O'Brien Hahn