

INSPECTOR GENERAL ACTIVITIES UPDATE

October 27, 2015





CHAPTER 602; PART 3

INSPECTOR GENERAL

Sec. 602.303. Duties and Functions.

(n) Issue an annual report to the Ethics Commission, Mayor, the Council and deliver to the full City Council a verbal briefing on activities of the Office every six months.



CONTINUING TO BUILD

- In April 2015 the IG Advisor reported on completed policy manuals, policy statements and templates.
- OIG has continued to build the foundation with
 - New Hires
 - Auditor hired 9/14/15
 - Investigator hired 9/28/15
 - OIG Audit Manual
 - Training for key staff on certified investigator and law enforcement accreditation.
 - Both investigators are Certified IG Investigators.



CONTINUING TO BUILD

- Protocols
 - Establishes guidelines for coordination and support.
 - Office of Ethics, Compliance and Oversight
 - City of Jacksonville Reporting Policy
 - Provides definitive guidance to and support for employees to report allegations of fraud, theft, bribery, contract mismanagement (exceeding \$5,000) or violations of law to OIG.
 - Signed and issued by Mayor Lenny Curry on 7/13/15



CONTINUING TO BUILD

- Fiscal Year 2016 Budget
 - \$811,371
 - \$677,509 salary and benefits
 - 4 current staff, 3 new hires in FY 2016
 - Director of Investigations/Accreditation Manager
 - Contract Oversight Specialist
 - Intake Specialist
 - Supports a full investigative team
 - Puts all components of OIG oversight in place



AUDIT

- Hired OIG Auditor in September.
 - Drafted Audit Manual, developing an objective risk assessment model.
 - Meetings with other oversight functions in progress.
 - Designing an audit plan based on risk and “gaps.”
 - Mandated audit – Sunshine Law Compliance Review



IG INFORMATION MANAGEMENT SYSTEM (IGIMS)

- **OIG ENTERPRISE CASE MANAGEMENT SYSTEM**
 - Developed by West Palm Beach OIG.
 - Compliant with Association for FL Law Enforcement Accreditation requirements.
- Live 10/1/15 – updates and enhancements in progress.
- Case management tool that electronically tracks all complaints, investigations, public record requests and workflow in accordance with accreditation standards



INVESTIGATION HIGHLIGHTS

6 months reporting period April 15, 2015 to October 14, 2015

72 new written correspondences

Closed 38 Correspondences - Open 34 Correspondences

Closed 38 Correspondence Disposition:

13 - Reviewed and converted to 3 new Investigations
(11 correspondences related to one investigation)

*** Criminal Investigations being coordinated with State Attorney's Office, and Federal Agencies***

4 - Reviewed and referred via Management Referral or Management Inquiry
(Chief Administrative Officer, Mayor's Office – Process started in September)

4 - Referred COJ Internal Agencies (prior September process)

5- Referred to Outside Agencies (not related to an investigation)

12 - Handle and Closed

106 Total Written Correspondences Received since October 18, 2014 (68 Closed / 38 Open)



Access To Capital Program

CASE NUMBER: 2014-0002WB

- **Small Businesses Go Unserved As “Access To Capital” Program with an Available Loan Pool In Excess Of \$932,000 Becomes Effectively Dormant Since Fall 2012**
 - **5 Findings – Identified Costs \$100,000, Questioned Costs \$859,917**
 - **3 Recommendations for corrective action implemented**
 - Determine whether the Access to Capital Program should continue and take appropriate steps based on the decision, and update the COJ website accordingly.

Reference to the Access to Capital program has been removed from COJ website

- Pursuant to the future of the Access to Capital Program, appropriately address any distribution of funds per the terms of the Access to Capital Program master contract and the Interlocal Agreements.

No distributions of funds related to the Interlocal Agreements until appropriate account of the funds or until the program is reestablished

- Based on the findings of this Management Review take any corrective action deemed appropriate.

Access to Capital Program has been suspended by the Administration



PENDING

- Effective January 2016, OIG jurisdiction expands to include Constitutional Officers and Independent Authorities.
 - Discussions regarding potential funding for OIG oversight are ongoing.
- Funding from Contract Activity
 - Recommendation to ensure that the new Enterprise Resource Planning (ERP) computer system include the capacity for billing and collecting an Inspector General Contract Fee.
 - Contractor representatives have stated the system will have the required capacity.
 - ERP project is ON HOLD per the Mayor's Office.



QUESTIONS?

THANK YOU

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