

INSPECTOR GENERAL ACTIVITIES UPDATE

April 26, 2016





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

- STAFF
- CERTIFICATION AND ACCREDITATION
- POLICIES and PROTOCOLS



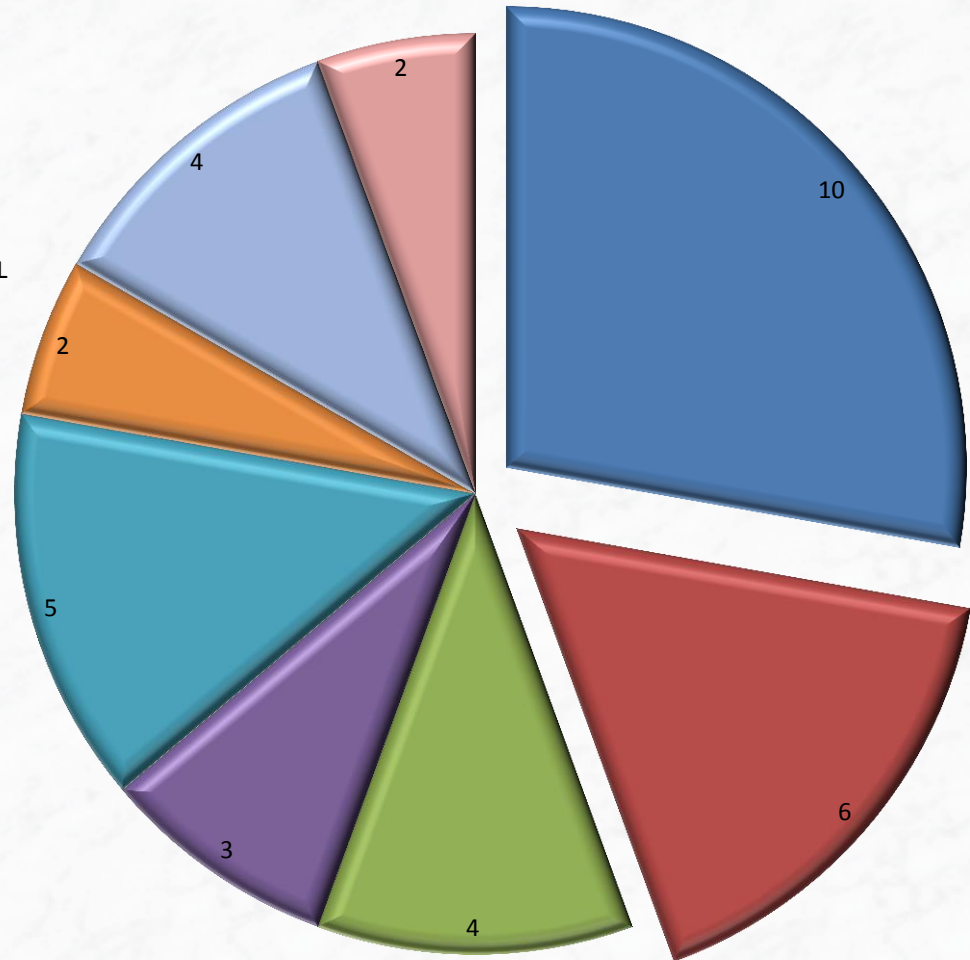
OIG FUNCTIONS

- Investigations
- Audit
- Contract Oversight



Correspondence Disposition October 15, 2015 – March 31, 2016 (36 Received)

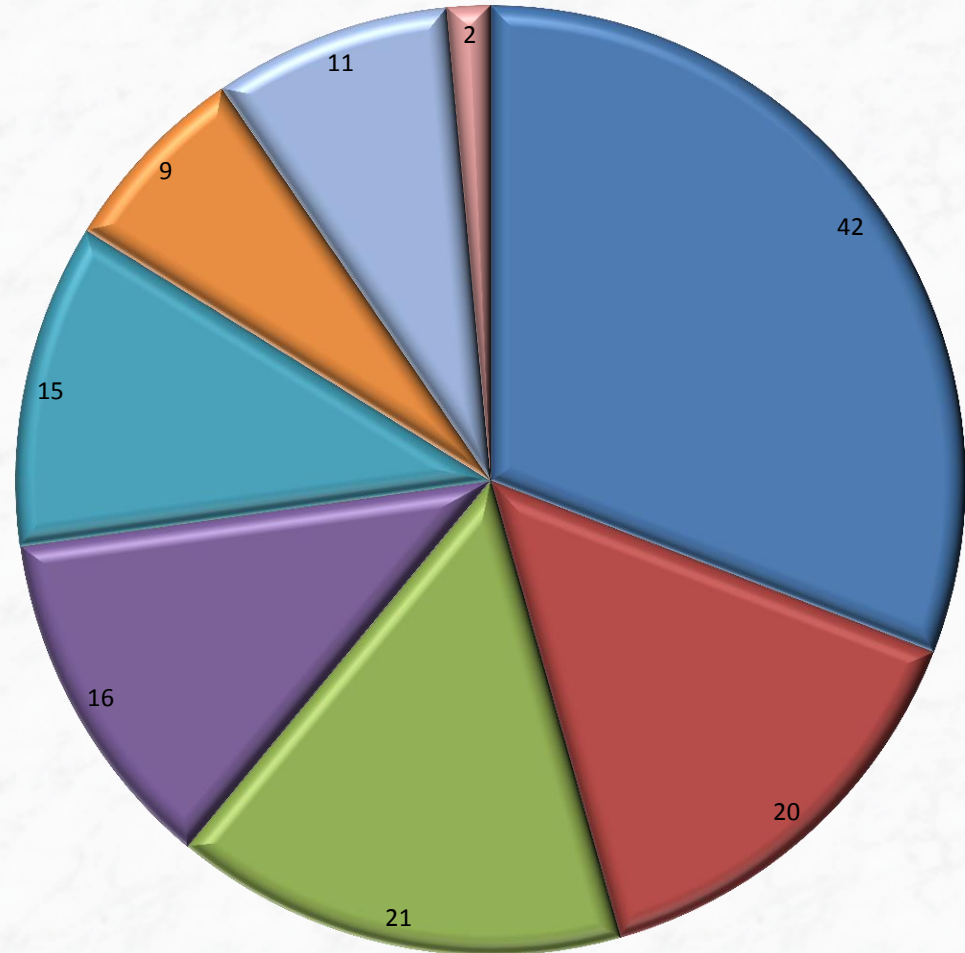
- OIG INVESTIGATION ACTIVITY (10)
- OIG AUDIT/CONTRACT OVERSIGHT REFERRAL (6)
- HANDLED & CLOSED (4)
- MANAGEMENT REFERRALS (INTERNAL) (3)
- MANAGEMENT INQUIRY (INTERNAL) (5)
- OUTSIDE AGENCY REFERRALS (2)
- NON-JURISDICTIONAL REFERRALS (4)
- CORRECTIVE ACTION MEMORANDUM (2)





Correspondence Disposition October 14, 2014 – March 31, 2016 (136 Received)

- OIG INVESTIGATION ACTIVITY) (42)
- OIG AUDIT/CONTRACT OVERSIGHT REFERRAL (20)
- HANDLED & CLOSED (21)
- MANAGEMENT REFERRALS (INTERNAL) (16)
- MANAGEMENT INQUIRY (INTERNAL) (15)
- OUTSIDE AGENCY REFERRAL (9)
- NON-JURISDICTIONAL REFERRALS (11)
- CORRECTIVE ACTION MEMORANDUM (2)

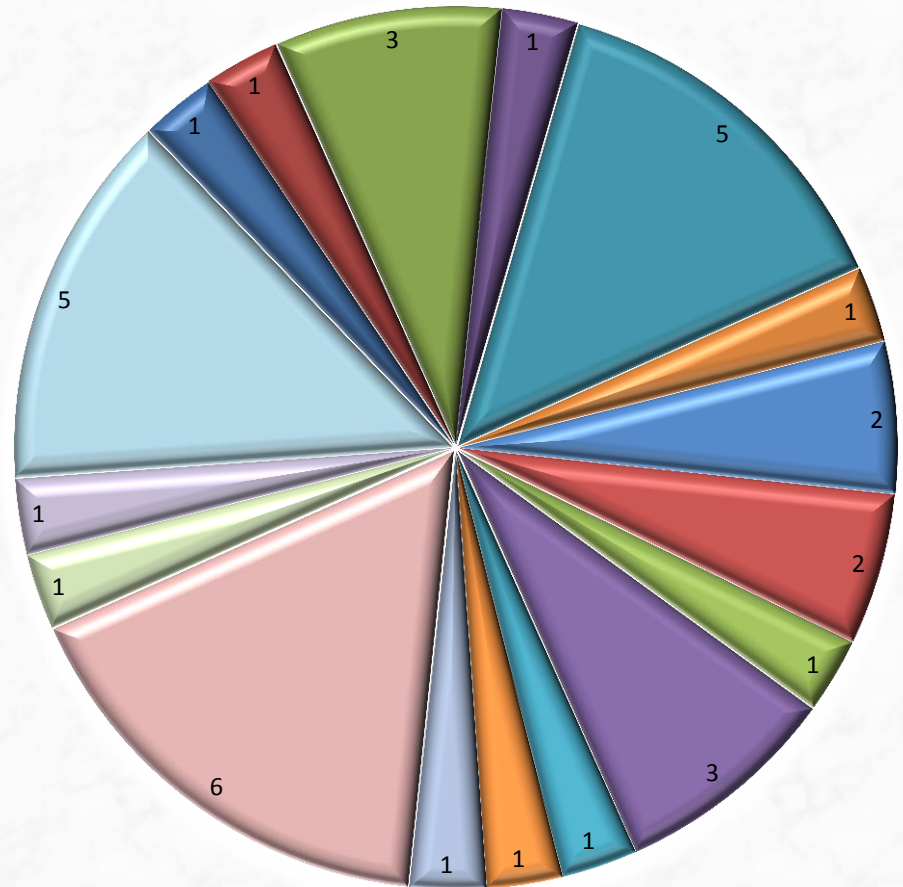




Correspondence Breakdown by COJ Departments

October 15, 2015 – March 31, 2016 (36 Received)

- DOWNTOWN INVESTMENT AUTHORITY (1)
- EMPLOYEE SERVICES (1)
- FINANCE AND ADMINISTRATION (3)
- JAA (1)
- JEA (5)
- JTA (1)
- JFRD (2)
- JSO (2)
- MILITARY AFFAIRS AND VETERANS (1)
- NEIGHBORHOODS (3)
- PARKS, RECREATION AND COMMUNITY SERVICES (1)
- POLICE & FIRE PENSION FUND (1)
- PLANNING AND DEVELOPMENT (1)
- PUBLIC WORKS (6)
- PROPERTY APPRAISER (1)
- SUPERVISOR OF ELECTIONS (1)
- NON COJ/NON-OIG JURISDICTION (5)





HIGHLIGHTS

CORRECTIVE ACTION MEMORANDA

Breach of Employee Confidentiality

On October 14, 2015, OIG identified and prevented an ongoing process related to a mass email distribution of annual benefit enrollment letters that would have contributed to a citywide breach of confidentiality of JSO employees (as well as other affected employees) exempt from Florida Statute 119.071(4), specifically the release of personal residential addresses.

As a result, Employee Services implemented a new administrative process that requires the identification and separation of all covered employees under this statute for future email distributions.

Improved Customer Service Related to the COJ's CARE system

On November 30, 2015, OIG recommended training for Solid Waste Division relating to a complaint by a citizen that inaccurate information (deemed to be fraudulent by the citizen) was being entered into the CARE system.

As a result, the Administration instituted new procedures within the Solid Waste Division to include a new written policy for Collection Supervisors to verify the completion and entries of CARE issues; the mandating of immediate CARE training of division employees (completed), as well as requiring ongoing semi-annual training for division employees to ensure improved customer service.



HIGHLIGHTS

Management Referral

Conduct Unbecoming of Public Officials (Property Appraiser's Office)

In October 2015, OIG sent an MR concerning allegations of conduct unbecoming of public officials relating to improper text messaging disparaging subordinate employees by several Property Appraiser employees. The MR resulted in employee counseling according to the progressive discipline procedures relating to derogatory instant messaging.

Investigation Support to State Attorney's Office

The Investigative Unit supported an administrative investigation of a former COJ employee arrested for theft of time. Support resulted in the recovery of \$2,337.46 in restitution for the COJ, and 6 months community control, 50 hours of community service, this information and details will be captured in a subsequent Report of Investigation.



ACCOMPLISHMENTS TO DATE

Audits

- Initiated four audits in December.
 - One audit cancelled due in the planning stage.
 - Three draft audits issued subsequent to the reporting period, responses from management are in process.
- Initiated two more audits.
 - City-owned Cellphones
 - Bi-annual Sunshine Law compliance review.
- Several projects under consideration for newly designed audit inquiry procedures.
 - Funds remaining on completed Public Works and Planning & Development Projects.
 - City-owned golf courses.



ACCOMPLISHMENTS TO DATE

Contract Oversight

- 20 projects in progress.
- Referrals from the investigative team and involve allegations of waste and abuse.
 - Errors or improprieties in the RFP process.
 - Mismanagement and inefficiency in contracts.
 - Conflicts of interest in contract awards.
- Providing support to the Investigative team on two complaints alleging fraudulent contracting.
- Systemic reviews under consideration.
 - Review of Procedures for Project Estimating
 - Review of Post-Award Procedures



OIG Impact

Department/Program	Cumulative Corrective Actions Recommended	Cumulative Corrective Actions Implemented
Raffles	1	1
Mosquito Control /Helicopter	2	2
Employee Services – Breach of Confidentiality	1	1
Office of Public Parking	11	10
Access to Capital Program	3	3
Employee Services – Breach of Confidentiality	1	1
Solid Waste	1	1
Totals	20	19



OIG Impact

- Return on Investment
 - OIG funds expended, fiscal year 2015 \$ 138,711
 - OIG funds expended fiscal year 2016 to 3/31/17 233,869
 - TOTAL \$ 372,580
- Costs identified and questioned \$1,049,081
- Return on Investment: **\$2.81 returned for every \$1 invested**



OIG Impact

Date	Subject	Identified Costs	Questioned Costs	Avoidable Costs
1/9/15	Mosquito Control			\$42,000
4/13/15	Public Parking	\$45,164	\$2,000	
7/15/15	Access to Capital Program	\$100,000	\$859,917	
Total OIG \$ Impact		\$1,049,080		
OIG Funds expended, FY 15			\$ 138,711	
OIG Funds expended, FY 16 YTD			\$233,869	
Total OIG Funds expended			\$372,580	
Return on investment: \$2.81 for each \$1 expended				



OIG Impact

- Process improvements/systemic issues/risk mitigation
- Public and employee safety
- Deterrence



FUTURE PLANS

- Build the Audit and Contract Oversight Teams
- Ensure compliance with standards
- Continue to accomplish Audit Plan
- More outreach



QUESTIONS?

THANK YOU

Thomas C. Cline

Inspector General

<http://www.coj.net/oig>

Email: inspector@coj.net

(904) 630-8000