

PALM BEACH COUNTY
BOARD of COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: **08/13/2013**

Consent Regular
 Public Hearing

Department:

Submitted By: Internal Auditor's Office

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file annual performance appraisals for Joseph Bergeron, County Internal Auditor:

Summary: At its March 20, 2013 meeting the Internal Audit Committee conducted its annual evaluation of the performance of the County Internal Auditor. All five members of the Committee rated the County Internal Auditor as either meets or exceed expectations on all evaluation categories. No contract actions were recommended as the current contract provides for the incumbent to receive the same salary increase as all other county personnel and the contract does not expire until September 30, 2015. Countywide (PFK)

Background and Policy Issues:

The Internal Audit Committee conducted an evaluation of the County Internal Auditor at its March 20, 2013 meeting covering calendar year 2012. All five members submitted evaluations that included rating of nine skills along with written comments. All five members rated the Internal Auditor as either "Meets Expectations or Exceeds Expectations" in every category. Copies of the evaluations are attached to this agenda item. Future performance evaluations will be conducted each March for the calendar year just ended.

Attachments:

Annual Performance Evaluations (5)

Recommended by:

Joseph F. Bergeron
Internal Auditor

25 June 2013
Date

Recommended by:

[Signature]
County Administrator

7/15/13
Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs					
External Revenues					
Program Income (County)					
In-Kind Match (County)					
NET FISCAL IMPACT	* see below				
# ADDITIONAL FTE					
POSITIONS (Cumulative)					

Is Item Included In Current Budget? Yes ___ No ___
 Budget Account No.: Fund ___ Agency ___ Org. ___ Object ___
 Program Number _____ Revenue Source _____

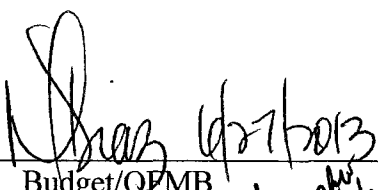
B. Recommended Sources of Funds/Summary of Fiscal Impact:

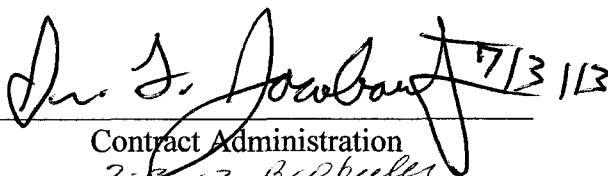
Contract Element	Current	Proposed	Change

Department Fiscal Review:
 * No Fiscal Impact

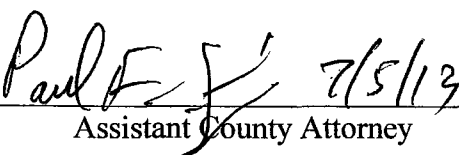
III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Administration Comments:


 Budget/QFMB AM 6/24
 6/26


 Contract Administration 7/13/13
 7-6-13 B. Wheeler

B. Legal Sufficiency:


 Assistant County Attorney 7/5/13

C. Other Department Review:

 Department Director

This summary is not to be used as a basis for payment.

**PERFORMANCE APPRAISAL FOR
PALM BEACH COUNTY INTERNAL AUDITOR**

Internal Auditor: Joseph Bergeron

Rating Period: January 1, 2012 through December 31, 2012

DORRITT M. MILLER
Evaluator (Print Name)

3/7/2013
Date

CORE COMPETENCIES	RATING (Check One)		
	Needs Improvement	Meets Expectations	Exceeds Expectations
Planning & Organizing			
• Develop Comprehensive Annual Internal Audit Plan		✓	
• Develop Annual Risk Assessment		✓	
• Implement Annual Audit Plan			✓
• Perform Timely Special Projects as Requested			✓
Leadership/Judgment/Decisiveness		✓	
Technical/Professional Knowledge			✓
Initiative		✓	
Communication Skills		✓	
OTHER CONSIDERATIONS			
Goal Accomplishment		✓	

Performance appraisal for County Internal Auditor

By Donald Miller

For Calendar Year 2012

Comments and/or Suggestions Regarding Performance:

Joe has done an extraordinary
job completing audits with
reduction in staff.

He has made great strides
in developing Risk Assessment
model.

**PERFORMANCE APPRAISAL FOR
PALM BEACH COUNTY INTERNAL AUDITOR**

Internal Auditor: Joseph Bergeron

Rating Period: January 1, 2012 through December 31, 2012

DAVID ROSENSTEIN
Evaluator (Print Name)

3/20/2013
Date

WJP

CORE COMPETENCIES	RATING (Check One)		
	Needs Improvement	Meets Expectations	Exceeds Expectations
Planning & Organizing			
• Develop Comprehensive Annual Internal Audit Plan		X	
• Develop Annual Risk Assessment		X	
• Implement Annual Audit Plan		X	
• Perform Timely Special Projects as Requested		X	
Leadership/Judgment/Decisiveness		X	
Technical/Professional Knowledge			X
Initiative			X
Communication Skills			X
OTHER CONSIDERATIONS		X	
Goal Accomplishment		X+	

Performance appraisal for County Internal Auditor
By DAVID ROSENSTEIN
For Calendar Year 2012

Comments and/or Suggestions Regarding Performance:

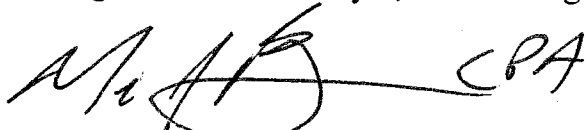
Joe continues to enhance the performance
of the County internal audit function. He has
made significant improvements to the department
over the past year despite staff turnover and
budget constraints.

He works well with the Internal Audit
Committee, the IG and his customers.

**PERFORMANCE APPRAISAL FOR
PALM BEACH COUNTY INTERNAL AUDITOR**

Internal Auditor: Joseph Bergeron

Rating Period: January 1, 2012 through December 31, 2012



Mark J Burger CPA
Evaluator (Print Name)

03/20/2013
Date

CORE COMPETENCIES	RATING (Check One)		
	Needs Improvement	Meets Expectations	Exceeds Expectations
Planning & Organizing			
• Develop Comprehensive Annual Internal Audit Plan		YES	
• Develop Annual Risk Assessment		YES	
• Implement Annual Audit Plan		YES	
• Perform Timely Special Projects as Requested		Yes	
Leadership/Judgment/Decisiveness		Yes	
Technical/Professional Knowledge		YEs	
Initiative			
Communication Skills		YES	
OTHER CONSIDERATIONS			
Goal Accomplishment			

Performance appraisal for County Internal Auditor

By Mark J Burger, CPA

For Calendar Year 2012

Comments and/or Suggestions Regarding Performance:

Joe continues to take input from the Advisory committee which is enhancing the County's Internal Audit Department. I am looking forward to the continued development of the Joe and his team.

**PERFORMANCE APPRAISAL FOR
PALM BEACH COUNTY INTERNAL AUDITOR**

Internal Auditor: Joseph Bergeron

Rating Period: January 1, 2012 through December 31, 2012



Nam H. Nguyen
Evaluator (Print Name)

March 20, 2013
Date

CORE COMPETENCIES	RATING (Check One)		
	Needs Improvement	Meets Expectations	Exceeds Expectations
Planning & Organizing			
• Develop Comprehensive Annual Internal Audit Plan		✓	
• Develop Annual Risk Assessment		✓	
• Implement Annual Audit Plan		✓	
• Perform Timely Special Projects as Requested		✓	
Leadership/Judgment/Decisiveness		✓	
Technical/Professional Knowledge			✓
Initiative		✓	
Communication Skills			✓
OTHER CONSIDERATIONS			
Goal Accomplishment		✓	

**PERFORMANCE APPRAISAL FOR
PALM BEACH COUNTY INTERNAL AUDITOR**

Internal Auditor: Joseph Bergeron

Rating Period: January 1, 2012 through December 31, 2012

Alan H. Friedberg
Evaluator (Print Name)

3/20/13
Date

CORE COMPETENCIES	RATING (Check One)		
	Needs Improvement	Meets Expectations	Exceeds Expectations
Planning & Organizing			
• Develop Comprehensive Annual Internal Audit Plan		x	
• Develop Annual Risk Assessment		x	
• Implement Annual Audit Plan		x	
• Perform Timely Special Projects as Requested		x	
Leadership/Judgment/Decisiveness			x
Technical/Professional Knowledge		x	
Initiative		x	
Communication Skills			x
OTHER CONSIDERATIONS			
Goal Accomplishment		x	

