



**Association of Inspectors General
524 West 59th Street, 3532N
New York, New York 10018**

September 16, 2015

John A. Carey, Inspector General
Office of Inspector General
Palm Beach County
P.O. Box 16568
West Palm Beach, FL 33416

Dear Inspector General Carey,

The Association of Inspectors General (AIG) performed a Peer Review of the Palm Beach County Office of the Inspector General (OIG) Investigative Division, Audit Division, and Contract Oversight Division at your request. The Peer Review Team (Team) evaluated the work of these three Divisions covering the last three years (Calendar Years 2012, 2013, and 2014). The Team performed the review during the week of August 24 through August 28, 2015, and took place at your offices located on 100 Australian Avenue West Palm Beach, Florida. The Peer Review assessed the work of the Investigative Division, Audit Division, and Contract Oversight Division for compliance with the Principles and Standards for Offices of Inspector General (referred as the "Green Book") and Government Auditing Standards (referred as the "Yellow Book"). These standards are consistent with the qualitative standards under which your office's three Divisions have operated throughout the review period.

The three person Peer Review Team consisted of the following individuals:

Investigative Division Review Ann Bloss Montgomery, Deputy Inspector General
Illinois Tollway Office of Inspector General

Audit Division Review John L. Greene, Inspector General (Team Leader)
Florida Department of State Office of Inspector General

Contract Oversight Division Review Julie M. Leftheris, Inspector General, Florida Department of
Highway Safety and Motor Vehicles Office of Inspector General

On behalf of the Team, I am pleased to advise that we found no reportable instances of failure to meet these standards. There are no limitations or qualifications on our opinion. It is the unanimous conclusion of the Team that the Investigative Division, Audit Division, and Contract Oversight Division met all relevant standards for the period under review.

The remainder of this letter sets forth the purpose, scope, and methodology of the Peer Review.

Purpose

The Team conducted an independent, qualitative review of the operations of the Investigative Division, Audit Division, and Contract Oversight Division of the Palm Beach County OIG focusing on compliance with agreed-upon standards.

Scope

The Peer Review covered Investigative Division, Audit Division, and Contract Oversight Division operations, resulting work products, and related file materials chosen from closed investigations, closed audits, and completed contract oversight work for Calendar Years 2012, 2013, and 2014 for all three Divisions. The Peer Review's scope also covered the Divisions' compliance with their relevant policy and procedural manuals; staff qualifications; and professional training requirements. Lastly, the Peer Review assessed supervisory review and quality control over the work product, reporting of results, and the Palm Beach County OIG's relationship and communications with outside agencies. For this last step, the Peer Review Team met with an external stakeholder with whom the Palm Beach County OIG frequently works, or recipients of the Palm Beach County OIG's work products.

Method

The Peer Review Team generally followed the AIG Guidance/Checklist developed by the Association of Inspection General Peer Review Committee. The Team also called upon their own professional experience as Inspector General and senior managers of various Offices of Inspector General and through their knowledge of and familiarity with best practices within the Inspector General community.

Prior to the actual on-site review, the Team requested information from the three Divisions, including but not limited to policy and procedures manuals, closed case logs, a list of issued reports, and a list of external stakeholders. The Team used this information to select the work products, related audit files, and related case files to review.

On August 24, 2015, the Team held an entrance conference with you and members of your office, during which time we explained the Peer Review scope, methodology, limitations, and proposed schedule. During the week, the Peer Reviewers conducted their fieldwork through examination of the selected work products, related audit files, and related case files. Peer Reviewers also interviewed staff from all three Divisions.

The Team reviewed a sample of personnel files of current and former employees of the Palm Beach County OIG and reviewed a sample of current and former employees Training and Continuing Education files, and all relevant policy and procedures. We received all files requested in a timely manner.

Team members also met with you and with members of your executive leadership to gauge their involvement and interaction with Investigative Division, Audit Division, and Contract Oversight Division.

The Team conducted all interviews in confidence and without any limitation on scope or time. Reviewers requested follow-up interviews and explanations, as well as any supplemental documentation, and Palm Beach County OIG staff graciously accommodated the Team.

Two Peer Review members independently interviewed an external stakeholder to evaluate the office cooperation, effectiveness, and responsiveness to stakeholders.

Finally, the Team held an exit conference with you and members of your office on August 27, 2015, during which time the Team shared its conclusion that the three Divisions fully met standards. Team members provided several observations that did not limit or qualify the opinion of the Peer Review, but shared with you and members of your office as possible areas of consideration going forward. Throughout the week, we had productive discussions with members of the Palm Beach County OIG (from the leadership to professional staff) regarding their positive experience and their affirming opinions about the Peer Review process.

As noted above, it is the unanimous conclusion of the Peer Review Team that Investigative Division, Audit Division, and Contract Oversight Division met all current and relevant standards for the review period.

On behalf of the AIG, I want to thank you for the confidence placed in the Association by requesting that we conduct this review. On behalf of the Peer Review Team, we would like to acknowledge and thank your staff for all of their efforts in the coordination and planning of this event and for ensuring that we received the necessary records and tools for a thorough and smooth review. Lastly, on behalf of the Team, we would like to recognize that in all of our interactions with your staff, they showed respect and cooperation that is the hallmark of a professional staff truly interested in a full and open review of their work. At the same time, this has been a learning experience for each member of the Peer Review Team, for which we wish to convey our sincerest thanks.

Please feel free to contact any member of the Peer Review Team if you have any questions.

Sincerely,



John L. Greene.

Team Leader, AIG Peer Review for Palm Beach County OIG, August 2015

cc: Julie M. Leftheris, Team Member, AIG Peer Review for Palm Beach County OIG, August 2015
Ann Bloss Montgomery, Team Member, AIG Peer Review for Palm Beach County OIG, August 2015
Hector Collazo Jr., AIG Chair, Peer Review Committee