

**OFFICIAL MEETING MINUTES
OF THE
PALM BEACH COUNTY INSPECTOR GENERAL COMMITTEE
PALM BEACH COUNTY, FLORIDA**

NOVEMBER 12, 2015

**THURSDAY
9:02 A.M.**

COMMISSION CHAMBERS

I. CALL TO ORDER

II. ROLL CALL

MEMBERS:

Michael S. Kridel, Chair
Clevis Headley, Vice Chair – Absent
David Aronberg – Arrived later
Carey Haughwout – Absent
Michael Loffredo
Judy M. Pierman
Sarah L. Shullman

STAFF:

Debbie Brooks, Executive Assistant, Office of Inspector General (OIG)
John A. Carey, County Inspector General

ADMINISTRATIVE STAFF:

Barbara Strickland, Deputy Clerk, Clerk & Comptroller's Office

III. INTRODUCTORY COMMENTS

Chair Michael Kridel stated that this semiannual meeting of the Palm Beach County Inspector General Committee would follow the agenda as presented.

IV. APPROVAL OF INSPECTOR GENERAL (IG) COMMITTEE MEETING MINUTES

IV.a. Meeting: May 14, 2015

MOTION to approve the May 14, 2015, minutes. Motion by Michael Loffredo.

Commissioner Judy Pierman stated that she and Commissioner Sarah Shullman should refrain from voting, as they were not commissioners at that time.

MOTION seconded by Michael Kridel, and carried 2-0. David Aronberg, Carey Haughwout and Clevis Headley absent, Judy Pierman and Sarah Shullman abstaining.

V. SIX-MONTH STATUS REPORT

V.a. Presentation by Inspector General Carey

Inspector General (IG) John Carey gave a slide presentation and stated that:

- Aligning the briefings with the fiscal year (FY) allowed the entire FY to be recapped in the Office of Inspector General's (OIG) December 2015 annual report.
- The OIG's mission was to provide independent and objective insight, oversight, and foresight in promoting efficiency, effectiveness, and integrity in government.
 - Insights helped good people to do government better, to be more efficient and effective in overall operations.
 - Oversight provided accountability for resources.
 - Foresight prevented fraud, waste, and abuse.

(CLERK'S NOTE: Committee Member David Aronberg joined the meeting.)

- By County ordinance, the OIG was required to report to the public and the IG Committee (committee), meet with the committee twice yearly, and publish an annual report by December 31.
- The OIG promoted best practices, integrity and accountability so that oversight, insight, and foresight intersected.
- Referrals to the OIG rose during the past six months, and correspondence figures were consistent with the past six months. Most of them related to the municipalities. The category titled Other prompted the OIG to direct incoming correspondence to the proper agencies.

- Complaints came largely from citizens and government employees, with the greatest number reported by the City of Delray Beach. Most related to employee misconduct, financial and contract improprieties, the code of silence, public notice, and public records requests. The OIG lacked jurisdiction to overturn votes within municipalities.
- The three categories of investigative initiatives were management referrals, management inquiries, and management reviews.
 - Management referrals, such as poor customer service, were handled capably by municipalities.
 - Management inquiries sent to municipalities as preliminary investigatory work were returned to the OIG. The OIG determined whether sufficiency existed to either end the case or investigate further.
 - Management reviews were assigned to an investigator.
- A new category, self-initiated preliminary inquiries, was created to gather information from cities and counties for OIG review of red flags that may result in investigations or audits.
- Revised Policies and Procedures Memos (PPM) were written by the County and the municipalities to function as internal business guides.
- The OIG's value was in promoting integrity in government rather than in dollars and cents.
- Contract oversight, which was modeled after the City of Miami's OIG, functioned as the foresight division. It benefited all municipalities.
 - In an oversight study of all 38 municipalities' ordinances, policies, and procedures, 80% were adequately supplied with written guidance, competitive procurement requirements, approval authority criteria and noncompetitive requirements, while 24% maintained ordinances, policies and procedures.
 - Some cities maintained only one comprehensive document, which functioned as a PPM.
 - The information gathered would contribute to improved focus on future OIG contract oversight activities.

- Concerning audit activities, one OIG report produced 40 recommendations to the South Central Regional Wastewater Treatment and Disposal Board to fix problems and make government better.
- Although the OIG lacked authority to recoup money, it saved accumulative future costs.
- A requested audit of the Village of Palm Springs Wastewater Treatment Plant revealed weaknesses in internal controls.
 - Risk-based audits were conducted at no charge to the cities.
 - Audit plans were adjusted according to the locations of the risks.
- The FY 2015 was a year of transition and growth.
 - He was proud of the new OIG hires.
 - The OIG received re-accreditation by the Florida Commission on Law Enforcement.
 - A first-ever peer review by the National Association of Inspectors General determined that the OIG met all current and relevant standards.
 - Newly established skills training for investigators, auditors, and contract oversight duties reached 3,000 citizens and government employees.
- Two recently filed State legislative initiatives related to IGs statewide.
 - There was a sunset provision on IG investigations and audits and projects that was part of the Request for Public Records and Exception, which ensured that IGs' audits and investigations were not made public until final results were known. Efforts were underway to make the provision permanent.
 - Another provision would afford IG personnel the same protections surrounding personal information as law enforcement personnel across the State.
- In Washington, D.C., he received a lifetime achievement award from the federal government's intelligence community; and he was elected to the National Association of Inspectors General Board for a term beginning January 2016.

- The OIG's Outreach activities in 2016 included new Facebook and Twitter accounts.
- One vacant position at the OIG was available following the departure of the investigative manager.
- People were encouraged to call the OIG anytime for general advice.

V.b. Discussion – None

V.c. Public Comment – None

VI. NEW BUSINESS

V.a. Discussion – None

V.b. Public Comment – None

VII. ADJOURNMENT

At 10:29 a.m., the chair declared the meeting adjourned.

APPROVED: May 12, 2016

Chair/Vice Chair