



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

November 16, 2017

David McClintock
Inspector General
Jefferson Parish Office of Inspector General
5401 Jefferson Highway, Suite C
Jefferson, Louisiana 70123

Dear Inspector General McClintock,

The Association of Inspectors General (AIG) performed a Peer Review of the Jefferson Parish Office of Inspector General (JPOIG) Audit Division (AD) and Investigations Division (ID) at your request. The Peer Review Team (Team) evaluated the work of these two Divisions covering the last three years (January 1, 2014 through December 31, 2016). The Team performed the review between October 23, 2017 and October 24, 2017 at your offices at 5401 Jefferson Highway, Suite C, Jefferson, Louisiana 70123. The Peer Review assessed the work of the Audit Division and Investigations Division for compliance with the AIG Principles and Standards for Offices of Inspector General (Green Book) and the International Standards for the Professional Practice of Internal Auditing (Red Book) issued by The Institute of Internal Auditors (IIA). These standards are consistent with the qualitative standards under which your office's Audit Division and Investigations Division have operated throughout the review period.

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

Team Leader	Flora Tran – Regional Investigator / Accreditation Manager Florida Department of Children and Families Office of Inspector General
ID Review	Anthony Florio – Chief Investigator City of Chicago Office of Inspector General
AD Review	Ronald Sufficool – Lead Auditor Utah Office of Inspector General of Medicaid Services

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.

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It is the unanimous conclusion of the Team that both AD and ID met all relevant AIG and IIA 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 AD and ID Divisions of JPOIG, focusing on compliance with agreed-upon standards.

Scope

The Peer Review covered AD and ID operations, resulting work products, and related file materials chosen from closed audits and investigations between January 1, 2014 and December 31, 2016 for both Divisions. The Peer Review's scope also covered the Divisions' compliance with their relevant policy and process manuals and procedural guides; staff qualifications; and professional training requirements. Lastly, the Peer Review assessed supervisory review and quality control over the work product, reporting of results, and JPOIG's relationship and communications with outside agencies. For this last step, the Peer Review Team met with external stakeholders with whom JPOIG frequently works, or who are the recipients of JPOIG work products.

Method

The Peer Review Team generally followed the Peer Review/Qualitative Assessment Review Checklists for AD and ID. These Checklists are based on the AIG and IIA Quality Standards. The Team also called upon their own professional experience as senior managers of various Offices of Inspectors 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 both AD and ID, 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 and related case materials that were ultimately reviewed.

Prior to our arrival, the Peer Review Team Leader conducted a telephonic entrance conference with you and your executive leadership, during which time we explained the Peer Review scope, methodology, limitations, and proposed schedule. Upon our arrival on October 22, 2017, we were provided with a tour of the office and also delivered our request for sample review materials. During our review, the Peer Reviewers conducted their fieldwork through examination of the selected case files. Peer Reviewers also interviewed staff from AD and ID, which included each Division's respective Deputy Inspectors General (DIG). Members of the ID Peer Review Team also interviewed the Information Technology/Data Analyst, and Administrative Assistant.

The Team also reviewed the personnel files of current AD and ID employees and reviewed their Training and Continuing Education files, personnel files, and all relevant policy and process manuals and procedural guides. All file requests were met fully and timely.

Team members also met with you and with members of your executive leadership to gauge their involvement and interaction with AD and ID.

- Kim Chatelain, 1st Assistant Inspector General
- Susan Andrews, Deputy Inspector General – Audit Division
- Brian Smith, Deputy Inspector General - Investigations

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 JPOIG staff graciously accommodated the Team.

The Peer Review Team also chose several external stakeholders to interview. Meetings were arranged between the Peer Reviewers and the external stakeholders for the purpose of evaluating agency cooperation, effectiveness, and responsiveness. Stakeholders included representatives from the:

- Jefferson Parish Ethics and Compliance Commission
- Jefferson Parish Audit Committee
- Federal Bureau of Investigation
- Jefferson Parish Attorney's Office
- Metropolitan Crime Commission
- Jefferson Parish Information Technology
- Jefferson Parish Council's Office

Finally, the Team held an exit conference with you and your executive leadership on October 24, 2017, during which time the Team shared its conclusion that the two Divisions fully met AIG and IIA. Team members provided you with our observations and opinions gathered during the review. We held separate exit conferences with the DIGs of each Division. During each of these exit conferences, Peer Review Team members elaborated on the observations made during the review. In each of the exit conferences, Team members provided several observations that did not limit or qualify the opinion of the Peer Review, but were shared with you and your leadership team as possible areas of consideration going forward. Throughout the week, we had productive discussions with JPOIG members (from the leadership to professional staff) regarding their experiences.

As noted above, it is the unanimous conclusion of the Peer Review Team that AD and ID met all current and relevant AIG or IIA 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

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like to acknowledge and thank Inspector General David McClintock and 1st Assistant Inspector General Kim Chatelain for all of their efforts in the coordination and planning of this event and for ensuring that we were provided with 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, we were shown the 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 me or any member of the Peer Review Team if you have any questions.

Yours truly,

A handwritten signature in blue ink, appearing to be 'Flora Tran', with a stylized, cursive script.

Flora Tran, Team Leader, AIG Peer Review for Jefferson Parish Office of Inspector General, October 2017
Peer Review Committee, Association of Inspectors General

cc:

Anthony Florio, Team Member, AIG Peer Review for Jefferson Parish Office of Inspector General, October 2017

Ronald Sufficool, Team Member, AIG Peer Review for Jefferson Parish Office of Inspector General, October 2017