



Inspector General Report

August 2022

**INSPECTOR GENERAL REPORT
TO THE ETHICS AND COMPLIANCE COMMISSION
Wednesday, August 24, 2022**

I. JPOIG Operations

A. Budget

1. Budget, follow-up presentation.
2. Presentation by Budget Director Victor LaRocca on Parish budget process, including indirect cost.

B. Compliance

1. Microsoft 365 e-mail migration of active emails. Archived e-mails have not been migrated. Detected issues with JPECC and JPOIG emails.
2. Microsoft 365 data migration is underway. A mock-up of directory names and directions on related files has been provided.

C. Procurement

1. Phones, ATT contract through State. Project manager has been assigned and awaiting date for cutover.
2. Column Case Management (Case Management Tracking System), met with representative August 8th. Need to undergo update and next steps to cloud migration. Awaiting assignment of Project Manager to assess and quote.

D. Recruitment and retention

1. Letters to applicants have been sent. Several applicants responded.
2. Staff employee evaluations, one timely completed.

E. Ordinance re JPOIG Access

Council ordinance was deferred. Separately, Administration has raised concerns. Working with Council and Administration to advance issue.

F. Association of Inspectors General Institute

1. DIG Erica Smith instructed in Peer Review for Inspectors General and Audit, Internal Controls for Audit and Investigations, and Risk based and Supervision Classes as well as additional classes covering Case Studies.
2. DIG Jeff Adolph attended class for Certification as an Inspector General Evaluator and received his certificate.

G. Social Media

The status for social media is presented below for the period 07/19/2022-08/22/2022.

Social Media Platform	Engagement
<p>Facebook 587 Total Followers</p> 	<ul style="list-style-type: none"> • Gained 1 Follower • 0 Posts/Re-Posts • Reached a total of 40 viewers across app posts (last 28 days) • Post Engagement: 4 (last 28 days)
<p>Twitter 114 Total Followers</p> 	<ul style="list-style-type: none"> • Gained 0 Followers • 0 Tweets • 69 Tweet Impressions (last 28 days) • 26 Profile Visits (last 28 days)
<p>Linked-In 218 Total Followers</p> 	<ul style="list-style-type: none"> • Gained 11 Followers (last 30 days) • 1 Posts/Reposts • 74 Post Impressions (last 30 days)

II. JPOIG Reports to be presented

None. NOTE: Production has been impaired while internal processes are adjusted. Processes need to be adjusted to address and resolve integrity issues both present and future. Issues will continue to present unless and until such time as they are resolved. These resolutions will be reflected in Inspector General Annual Report.

III. Complaints/Intakes

Modifications to complaint/intake process eliminating redundancy of processes, redundancy of digital and paper files and reducing risk of human error. Assessment of Case Management capabilities for improvement and in anticipation of update and migration continues. Improvements will support reporting of complaints and intakes on a monthly basis and will support Annual Report.

<u>Intakes Opened</u>	<u>Intakes Closed</u>
➤ 2022-0040 (07/28/2022)	➤ 2022-0040 (08/04/2022)

➤ 2022-0041 (07/28/2022)	➤ 2022-0041 (08/04/2022)
➤ 2022-0042 (08/08/2022)	
➤ 2022-0043 (08/15/2022)	
➤ 2022-0044 (08/18/2022)	
Cases Opened	Cases Closed
➤ 2022-0038 (08/09/2022)	

IV. Audits

JPOIG #	Description	Planning	Field Work	Report/ Review	Draft Report	Non-Parish Draft	Public
<i>Follow-up Audits</i>							
2017-0027	Security Services Contract						
2017-0041	Overtime Pay						
2017-0045	Water Physical Security						
2019-0003	Office of Fire Service						
<i>Audits</i>							
2021-0009	Water Accounts Receivable						
2022-0026	BP Funds						
2022-0024	Live Oak VFC						
2022-0025	Nine Mile Point VFC						
2022-0028	Bridge City VFC						
2022-2029	Marrero Harvey VFC						

Risk Assessment: Risk Assessment to be undertaken in a timely fashion to deliver report by deadline.

V. Evaluations

JPOIG #	Description	Planning	Field Work	Report/ Review	Draft Report	Non-Parish Draft	Public
2021-0019	VFC and EBCFC Drug Policies and Testing						
2021-0045	Ida Debris Removal						
2022-0020	Personnel: Classified Service						

VI. Investigations (as of 08/23/2022)

Open Intakes: 30 (fka “Active Intakes”)

Open Cases: 16 (fka “Active Cases”)

VII. Implementation of Recommendations

Recommendation Tracker has been removed from website due to discrepancies, inability to reconcile and need to assess. Recommendation Tracker can be re-deployed with reliable data generated from Case Management system once cases have been assessed and system updated.

VIII. Public outreach and engagement

No new reports at this time.

2023 PROPOSED BUDGET- Department 3560 - Ethics & Compliance Commission

Class	Account#	Account Desc	2022 Amended Budget	2022 Expenditures thru 6/30/2022	% Used	2023 Proposed Budget
71 - PerSer/Oth	7022	CONTRACT PERSONNEL	0.00	0.00		0.00
72 - Supplies	7210	OFFICE SUPPLIES	0.00	0.00		0.00
72 - Supplies	7211	POSTAGE	200.00	0.00		200.00
72 - Supplies	7212	DUES & SUBSCRIPTIONS	0.00	0.00		0.00
72 - Supplies	7214.1	PC SOFTWARE	0.00	0.00		0.00
73 - Prof/Tech	7321	ATTORNEYS FEES	45,000.00	14,571.06	42%	50,000.00
73 - Prof/Tech	7331	PROFESSIONAL SERVICES	5,000.00	0.00		5,000.00
74 - Serv/Prop	7442	BUILDINGS	0.00	0.00		0.00
75 - Other Serv	7512.4	CENTRAL TELEPHONE SERVICE	0.00	0.00		0.00
76 - Gen'l Exp	7694	CONTINGENCIES	5,000.00	0.00		5,000.00
77 - Cap Outlay	7744	FURNITURE AND FIXTURES	5,000.00	3,049.04	61%	0.00
77 - Cap Outlay	7746	COMPUTER EQUIPMENT	0.00	0.00		0.00
TOTAL Ethics and Compliance Commission			60,200.00	17,620.10	29%	60,200.00

2023 PROPOSED BUDGET- Department 3562 - Office of Inspector General

Class	Account#	Account Desc	2022 Amended Budget	2022 Second Quarter YTD	% Used	2023 Proposed Budget
69 - PerSer/Bf	7011	ADMINISTRATIVE SALARIES	957,667.00	405,560.70	42%	924,730.00
69 - PerSer/Bf	7011.3	ADMINISTRATIVE COMP	0.00	632.48	0%	0.00
69 - PerSer/Bf	7031	ACC LEAVE	42,717.00	49,975.65	117%	0.00
69 - PerSer/Bf	7033	EXPENSE ALLOWANCES	35,040.00	17,525.48	50%	43,950.00
70 - PerSer/Bf	7110.1	MEDICARE	13,918.00	6,695.20	48%	13,435.00
70 - PerSer/Bf	7110.2	FICA	0.00	0.00		0.00
70 - PerSer/Bf	7121.1	J P EMPLOYEES' RETIRE SYS	2,400.00	1,186.51	49%	1,761.00
70 - PerSer/Bf	7122.1	PAROCHIAL EMPLOYEES' RET	107,559.00	42,249.86	39%	96,673.00
70 - PerSer/Bf	7131.1	HEALTH-CURRENT EMPLOYEES	53,004.00	28,828.10	54%	66,680.00
70 - PerSer/Bf	7132.1	LIFE-CURRENT EMPLOYEES	1,416.00	625.89	44%	1,323.00
70 - PerSer/Bf	7133	PENSION FACTOR	2,190.00	916.19	42%	2,098.00
70 - PerSer/Bf	7136	EMPLOYEE BENEFITS	252.00	91.00	36%	195.00
70 - PerSer/Bf	7140	UNEMPLOYMENT INSURANCE	960.00	474.78	50%	463.00
70 - PerSer/Bf	7150	WORKMEN'S COMPENSATION	0.00	0.00		0.00
70 - PerSer/Bf	7161	TENURE PAYMENTS	160.00	0.00		180.00
71 - PerSer/Oth	7022	CONTRACT PERSONNEL	0.00	0.00		0.00
71 - PerSer/Oth	7134	POST EMPLOYEE BENEFITS	10,909.00	10,909.00	100%	11,397.00
71 - PerSer/Oth	7163.1	PHYSICALS	150.00	0.00		150.00
71 - PerSer/Oth	7163.2	DRUG TESTS	150.00	0.00		150.00
72 - Supplies	7210	OFFICE SUPPLIES	5,840.00	381.64	7%	5,000.00
72 - Supplies	7211	POSTAGE	800.00	384.94	48%	500.00
72 - Supplies	7212	DUES & SUBSCRIPTIONS	20,000.00	8,854.01	47%	20,000.00
72 - Supplies	7214.1	PC SOFTWARE	5,000.00	3,041.40	61%	5,000.00
72 - Supplies	7214.2	ACCESSORIES	0.00	0.00		0.00
73 - Prof/Tech	7311	INDIRECT COSTS	14,112.00	7,056.00	50%	17,132.00
73 - Prof/Tech	7312.1	ASSESSOR'S OFFICE	784.00	427.62	50%	782.00
73 - Prof/Tech	7312.2	SHERIFF'S OFFICE	778.00	424.38	55%	776.00
74 - Prof/Tech	7321	ATTORNEYS FEES	25,000.00	0.00		25,000.00
73 - Prof/Tech	7331	PROFESSIONAL SERVICES	25,010.00	11,388.87	49%	25,000.00
73 - Prof/Tech	7332.1	COMPUTER SERVICE	8,982.00	4,899.30	55%	9,498.00
73 - Prof/Tech	7339	SECURITY DIVISION				0.00
74 - Serv/Prop	7431.1	BUILDINGS & STRUCTURE	5,000.00	4,451.00	89%	2,000.00
74 - Serv/Prop	7442	BUILDINGS	100,000.00	57,568.00	58%	100,000.00
74 - Serv/Prop	7445	OFFICE EQUIPMENT RENTAL	5,000.00	2,247.94	45%	5,000.00
75 - Other Serv	7512.4	CENTRAL TELEPHONE SERVICE	649.00	398.22	61%	659.00
75 - Other Serv	7513	DATA LINES	1,000.00	0.00		1,000.00

75 - Other Serv	7517	INTERNET ACCESS SERVICE	0.00	0.00		0.00
75 - Other Serv	7531	INSURANCE	0.00	0.00		0.00
75 - Other Serv	7532	INSURANCE POLICIES	11,500.00	6,445.37	56%	13,000.00
75 - Other Serv	7540	ADVERTISING	1,000.00	578.00	58%	1,000.00
75 - Other Serv	7551	CENTRAL PRINTING CHARGE	500.00	69.00	14%	500.00
75 - Other Serv	7562.1	AUTOMOBILE EXPENSES	0.00	0.00		0.00
75 - Other Serv	7562.3	TRAINING AND TRAVEL COSTS	20,000.00	495.00	3%	20,000.00
75 - Gen'l Exp	7693	ELECTION EXPENSES	0.00	0.00		0.00
76 - Gen'l Exp	7699.9	OTHER MISCELLANEOUS EXP	5,000.00	0.00		5,000.00
77 - Cap Outlay	7743	OFFICE EQUIPMENT	2,000.00	0.00		2,000.00
77 - Cap Outlay	7744	FURNITURE & FIXTURES	2,580.00	0.00		2,500.00
77 - Cap Outlay	7746	COMPUTER EQUIPMENT	7,962.00	1,140.00	14%	8,000.00
77 - Cap Outlay	7748	VIDEO & AUDIO EQUIPMENT	2,000.00	0.00		2,000.00
TOTAL Office of Inspector General			1,498,989.00	675,921.53	45%	1,434,532.00
BUDGET HIGHLIGHTS:						
The Inspector General Office was established by Ordinance No. 23989						
The revenue source is property taxes currently levied at .50 mills which is projected to generate approximately \$1,490,760 for 2023						
NOTE: Green highlight identifies costs which passed along to Parish departments proportionately.						
2023 Projected Beginning Fund Balance						1,127,333.00
2023 Projected Revenue						1,490,760.00
2023 Projected Ethics & Compliance Commission expenditures						(60,200.00)
2023 Projected Office of Inspector General expenditures						(1,434,532.00)
2023 Projected Ending Fund Balance						1,123,361.00