



**Jefferson Parish Office of Inspector General**



# **Inspector General Report**

**November 2022**

**Kim Raines Chatelain, Inspector General**




**INSPECTOR GENERAL REPORT  
TO THE ETHICS AND COMPLIANCE COMMISSION  
Wednesday, November 16, 2022**

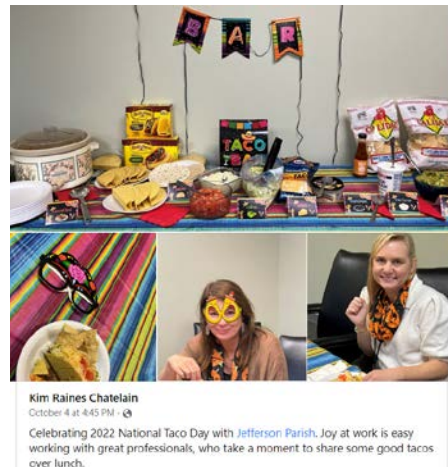
**I. JPOIG Operations**

- A. Budget  
Budget to actual report through 3<sup>rd</sup> Quarter. *See attached.*
- B. Compliance
  - 1. Scheduled to participate in Records Retention training in Baton Rouge, 11/16/2022.
  - 2. Engagement audit software has been acquired and training will be scheduled. Software should be fully implemented for audits beginning in 2023.
  - 3. Case Management System kick-off to updated version is underway. Development environment is being launched in cloud.
- C. Procurement
  - 1. ATT phones implementation experienced difficulty with functions which resulted in JPOIG receiving new units of higher quality at no cost. New units are in process of being installed and will be tested.
- D. Recruitment and retention
  - 1. Job opening for Audit position is posted.
- E. Professional Development  
Kim Raines Chatelain provided continuing education through Parish Attorney's office continuing education program. Staff members participated in final installment on "Litigation".
- F. Civic outreach  
Participated in Association of Inspectors General Board meeting. Kim Chatelain was elected 2<sup>nd</sup> Vice President of the Board and Erica Smith was elected to the Executive Committee.

## G. Social Media

The status for social media is presented below for the period 10/2022-11/2022.

Social Media Platform	Engagement
<b>Facebook</b> 592 Total Followers 	<ul style="list-style-type: none"> <li>Gained 0 Followers (since last ECC meeting)</li> <li>2 Posts/Re-Posts (last 28 days)</li> <li>Reached a total of 320 viewers across app posts (last 28 days)</li> <li>Post Engagement: 148 (last 28 days)</li> </ul>
<b>Twitter</b> 115 Total Followers 	<ul style="list-style-type: none"> <li>Lost 1 Follower (since last ECC meeting)</li> <li>0 Tweets (last 28 days)</li> <li>50 Tweet Impressions (last 28 days)</li> <li>55 Profile Visits (last 28 days)</li> </ul>
<b>Linked-In</b> 239 Total Followers 	<ul style="list-style-type: none"> <li>Gained 16 Followers (since last ECC meeting))</li> <li>0 Posts/Reposts (last 30 days)</li> <li>77 Post Impressions (last 30 days)</li> </ul>



## II. JPOIG Reports to be presented

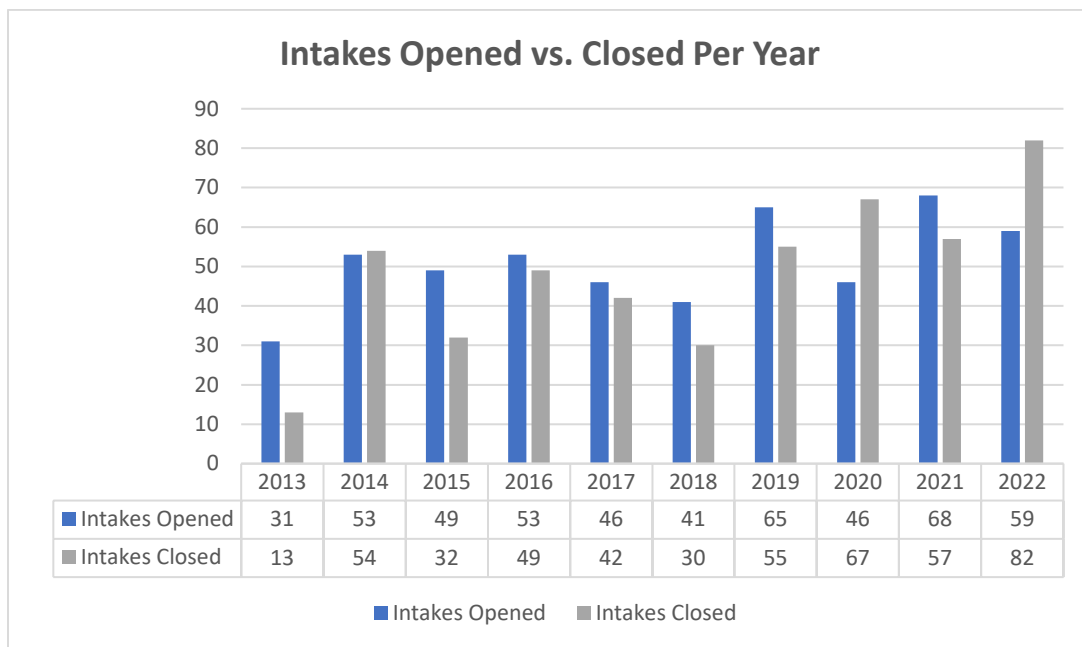
None. NOTE: Production has been impaired while internal processes are adjusted. Processes need to be adjusted to address and resolve integrity issues both present and future. Issues will continue to present until such time as they are resolved. These resolutions will be reflected in Inspector General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

### III. Complaints/Intakes

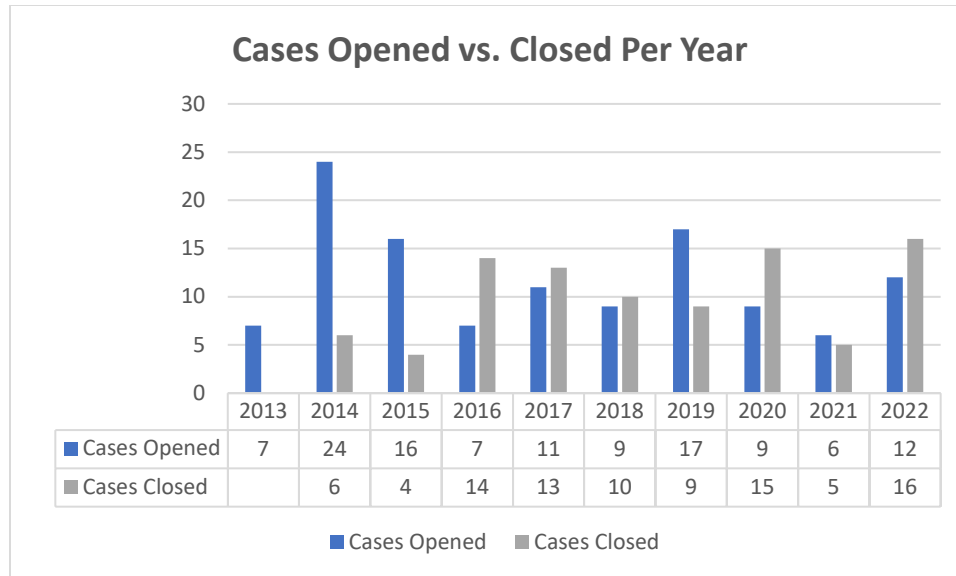
Modifications to complaint/intake process eliminating redundancy of processes, redundancy of digital and paper files and reducing risk of human error. Assessment of Case Management capabilities for improvement and in anticipation of update and migration continues. Improvements will support reporting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

<b>Intakes Opened</b>	<b>Intakes Closed</b>
➤ 2022-0056 (10/24/2022) ➤ 2022-0057 (10/25/2022) ➤ 2022-0058 (11/02/2022) ➤ 2022-0059 (11/04/2022)	None.
<b>Cases Opened</b>	<b>Cases Closed</b>
None	None.

\*Intake 2022-0052 was referred to 2 entities and action has been taken.



\*One number was erroneously generated in 2021 and was not used.



\*Two cases were incorrectly reported as being opened in 2016 and one as incorrectly opened in 2013.

#### IV. Audits

November, 2022

JPOIG #	Description	Planning	Field Work	Report/ Review	Draft Report	Non-Parish Draft	Public
<i>Follow-up Audits</i>							
2017-0027	Security Services Contract						
2017-0045	Water Physical Security		Under Review				
2019-0003	Office of Fire Service						
<i>Audits</i>							
2022-0026	BP Funds						
2022-0024	Live Oak VFC						
2022-0025	Nine Mile Point VFC				10/21/22	12/8/22	1/16/22
2022-0028	Bridge City VFC						
2022-2029	Marrero Harvey VFC						

April, 2022 (6 Month comparison)

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 (NEW)						
<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 (NEW)						
2022-2029	Marrero Harvey VFC (NEW)						

## 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 11/13/2022)

Open Intakes: 27 (fka “Active Intakes”)

Open Cases: 16 (fka “Active Cases”)

Currently working on 2 open matters with outside law enforcement agencies.

## 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.



### Third Quarter 2022 JPOIG BUDGET- Department 3562 - Office of Inspector General

Class	Account#	Account Desc	2022 Amended Budget	2022 First Quarter YTD	2022 Second Quarter YTD	2022 Third Quarter YTD	% Used	2022 Amended Budget less YTD balance
69 - PerSer/Bf	7011	ADMINISTRATIVE SALARIES	957,667.00	213,795.66	405,560.70	601,208.28	63%	356,458.72
69 - PerSer/Bf	7011.3	ADMINISTRATIVE COMP	0.00	495.94	632.48	632.48	0%	(632.48)
69 - PerSer/Bf	7031	ACC LEAVE	42,717.00		49,975.65	49,975.65	117%	(7,258.65)
69 - PerSer/Bf	7033	EXPENSE ALLOWANCES	35,040.00	9,097.50	17,525.48	27,320.48	78%	7,719.52
70 - PerSer/Bf	7110.1	MEDICARE	13,918.00	3,143.89	6,695.20	9,598.69	69%	4,319.31
70 - PerSer/Bf	7110.2	FICA	0.00					0.00
70 - PerSer/Bf	7121.1	J P EMPLOYEES' RETIRE SYS	2,400.00	559.66	1,186.51	1,701.25	71%	698.75
70 - PerSer/Bf	7122.1	PAROCHIAL EMPLOYEES' RET	107,559.00	22,591.71	42,249.86	62,339.85	58%	45,219.15
70 - PerSer/Bf	7131.1	HEALTH-CURRENT EMPLOYEES	53,004.00	15,273.84	28,828.10	40,966.22	77%	12,037.78
70 - PerSer/Bf	7132.1	LIFE-CURRENT EMPLOYEES	1,416.00	359.94	625.89	891.96	63%	524.04
70 - PerSer/Bf	7133	PENSION FACTOR	2,190.00	489.89	916.19	1,351.87	62%	838.13
70 - PerSer/Bf	7136	EMPLOYEE BENEFITS	252.00	48.75	91.00	133.25	53%	118.75
70 - PerSer/Bf	7140	UNEMPLOYMENT INSURANCE	960.00	223.98	474.78	680.64	71%	279.36
70 - PerSer/Bf	7150	WORKMEN'S COMPENSATION	0.00					0.00
70 - PerSer/Bf	7161	TENURE PAYMENTS	160.00					160.00
71 - PerSer/Oth	7022	CONTRACT PERSONNEL	0.00					0.00
71 - PerSer/Oth	7134	POST EMPLOYEE BENEFITS	10,909.00		10,909.00	10,909.00	100%	0.00
71 - PerSer/Oth	7163.1	PHYSICALS	150.00			60.00	40%	90.00
71 - PerSer/Oth	7163.2	DRUG TESTS	150.00			44.15	29%	105.85
72 - Supplies	7210	OFFICE SUPPLIES	5,840.00	381.64	381.64	847.60	15%	4,955.50
72 - Supplies	7211	POSTAGE	800.00	294.98	384.94	452.41	57%	347.59
72 - Supplies	7212	DUES & SUBSCRIPTIONS	20,000.00	4,626.15	8,854.01	13,322.97	67%	6,677.03
72 - Supplies	7214.1	PC SOFTWARE	5,000.00	1,091.40	3,041.40	3,041.40	61%	1,958.60
72 - Supplies	7214.2	ACCESSORIES	0.00					0.00
73 - Prof/Tech	7311	INDIRECT COSTS	14,112.00		7,056.00	9,408.00	67%	4,704.00
73 - Prof/Tech	7312.1	ASSESSOR'S OFFICE	784.00		427.62	570.16	73%	213.84
73 - Prof/Tech	7312.2	SHERIFF'S OFFICE	778.00		424.38	565.84	73%	212.16
74 - Prof/Tech	7321	ATTORNEYS FEES	25,000.00					25,000.00
73 - Prof/Tech	7331	PROFESSIONAL SERVICES	25,010.00	5,362.61	11,388.87	17,391.65	70%	7,608.35
73 - Prof/Tech	7332.1	COMPUTER SERVICE	8,982.00		4,899.30	6,532.40	73%	2,449.60
74 - Serv/Prop	7431.1	BUILDINGS & STRUCTURE	5,000.00		4,451.00	4,451.00	89%	549.00
74 - Serv/Prop	7442	BUILDINGS	100,000.00	32,896.00	57,568.00	82,240.00	82%	17,760.00
74 - Serv/Prop	7445	OFFICE EQUIPMENT RENTAL	5,000.00	1,098.59	2,247.94	3,270.97	65%	1,729.03
75 - Other Serv	7512.4	CENTRAL TELEPHONE SERVICE	649.00		398.22	464.53	72%	184.47
75 - Other Serv	7513	DATA LINES	1,000.00	200.18	440.46	680.66	68%	319.34
75 - Other Serv	7517	INTERNET ACCESS SERVICE	0.00					0.00
75 - Other Serv	7531	INSURANCE	0.00					0.00
75 - Other Serv	7532	INSURANCE POLICIES	11,500.00	7,938.00	6,445.37	10,362.37	91%	(162.37)



75 - Other Serv	7540	ADVERTISING	1,000.00		578.00	578.00	58%	422.00
75 - Other Serv	7551	CENTRAL PRINTING CHARGE	500.00		69.00	92.00	18%	408.00
75 - Other Serv	7562.1	AUTOMOBILE EXPENSES	0.00					0.00
75 - Other Serv	7562.3	TRAINING AND TRAVEL COSTS	20,000.00	300.00	495.00	7,771.01	39%	12,228.99
75 - Gen'l Exp	7693	ELECTION EXPENSES						0.00
76 - Gen'l Exp	7699.9	OTHER MISCELLANEOUS EXP	5,000.00					5,000.00
77 - Cap Outlay	7743	OFFICE EQUIPMENT	2,000.00					2,000.00
77 - Cap Outlay	7744	FURNITURE & FIXTURES	2,580.00					2,580.00
77 - Cap Outlay	7746	COMPUTER EQUIPMENT	7,962.00		1,140.00	1,140.00	14%	6,822.00
77 - Cap Outlay	7748	VIDEO & AUDIO EQUIPMENT	2,000.00					2,000.00
<b>TOTAL Office of Inspector General</b>			<b>1,498,989.00</b>	<b>320,270.31</b>	<b>676,361.99</b>	<b>970,996.74</b>	<b>65%</b>	<b>526,645.36</b>

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### **BY INTERNET:**

Visit our website at [www.jpoig.net](http://www.jpoig.net), click  
"Report Waste, Fraud or Abuse"

### **BY PHONE:**

Call our tip line at (504) 736-8962

### **BY MAIL:**

990 N. Corporate Drive, Suite 300  
Jefferson, LA 70123

### **IN PERSON:**

Contact us at (504) 736-8962 to schedule an appointment

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