

# MONTHLY REPORT

SEPTEMBER 2021



# OIG

NEW ORLEANS  
OFFICE OF INSPECTOR GENERAL

**EDWARD MICHEL, CIG**  
**INTERIM INSPECTOR GENERAL**

# ADMINISTRATION DIVISION

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1,791

Number of registered Twitter followers

## ADMINISTRATION

The Office of Inspector General (OIG) Administration Division finalized and issued the professional credentials to all 14 OIG staff at the OIG Swearing-in Ceremony on Wednesday, September 29, 2021.

The Office Manager is also responsible for the following ongoing tasks:

- Reviewing applications for the Criminal Investigator, Evaluator, and Forensic Auditor vacancies
- Organizing and securing OIG personnel files and creating a comprehensive filing system
- Coordinating and maintaining the OIG vehicle service records and travel logs
- Coordinating the OIG records management activities
- Finalizing the OIG's 2022 Budget and 2021 Year-end purchases

## INFORMATION SECURITY

The OIG Information Security Manager is responsible for the following tasks to maintain the OIG's information technology (IT) integrity

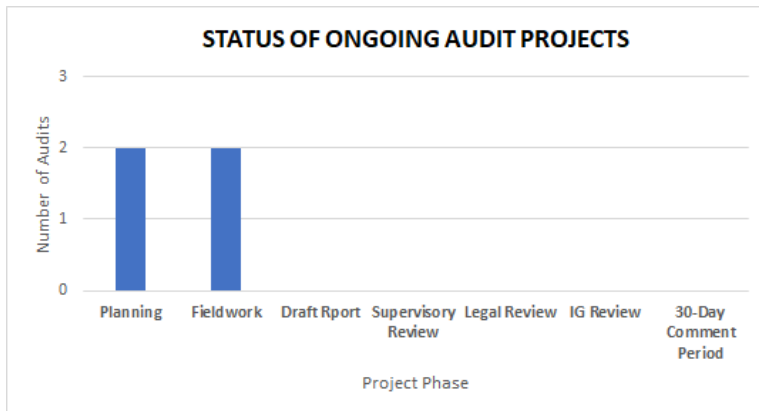
- Technical Support
- Hardware and Software Updates
- Communication and Coordination
- Consultation for IT Purchases

# AUDIT & REVIEW DIVISION

The Audit and Review Division conducts financial audits, attestations, compliance, and performance audits of City programs and operations. Auditors test for appropriate internal controls and compliance with laws, regulations and other requirements.

The Audit and Review Division has the following projects in process:

- BRASS Procurement System
- Orleans Parish Communications District (OPCD) Expenditures
- Department of Public Works (DPW)/SW&B Coordination
- Safety and Permits City Employee Inspections



## **Project Phase Descriptions:**

**Planning** - includes background research, data gathering, initial interviews, and/or internal controls assessment.

**Fieldwork** - includes data and statistical analyses, interviews, testing of procedures, onsite observations, and/or physical inspections.

**Draft Report** - includes data and statistical reviews, documenting fieldwork results, initial report writing, revisions and internal Quality Assurance Review (QAR) prior to supervisory review.

**Supervisory Review** - includes the review by both Deputy Inspector General and First Assistant Inspector General to ensure sufficiency and appropriateness of evidence, adequate fieldwork procedures, and proper conclusions, content, presentation and readability.

**Legal Review** - Report review by in-house General Counsel and/or outside Legal Counsel to ensure appropriate and proper legal citations and/or interpretations.

**IG Review** - Report review by the Inspector General based on corrections and recommended changes resulting from the Legal Review.

**30-Day Comment Period** - 30-day deadline for the department to review the draft report and submit management responses for inclusion in the final report.

# MEASURING PROGRESS

## AUDIT AND REVIEW DIVISION

The following information provides a summary of the Audit Division's project phase and a summary of the audit objectives.

Project Name	Project Phase <sup>1</sup>	Anticipated <sup>2</sup> Completion Date
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DPW/S&WB Coordination	Fieldwork	12/31/2021
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**Summary of Objectives:** To determine if the City of New Orleans and S&WB have sufficient policies and procedures relevant to coordinating the \$2 billion Capital Improvement Program and that the internal controls are operating effectively.

BRASS Procurement System	Fieldwork	12/31/2021
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**Summary of Objectives:** To determine if management's BRASS Procurement System's internal controls are designed properly and implemented and operating effectively.

Orleans Parish Communications District	Planning	Ongoing
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**Summary of Objectives:** To determine if management's internal controls are designed properly and implemented and operating effectively to ensure expenses and disbursements were business-related and allowed by law.

Safety & Permits City Employee Inspections	Planning	Ongoing
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**Summary of Objectives:** To determine if City employees performed on-site inspections at various locations.

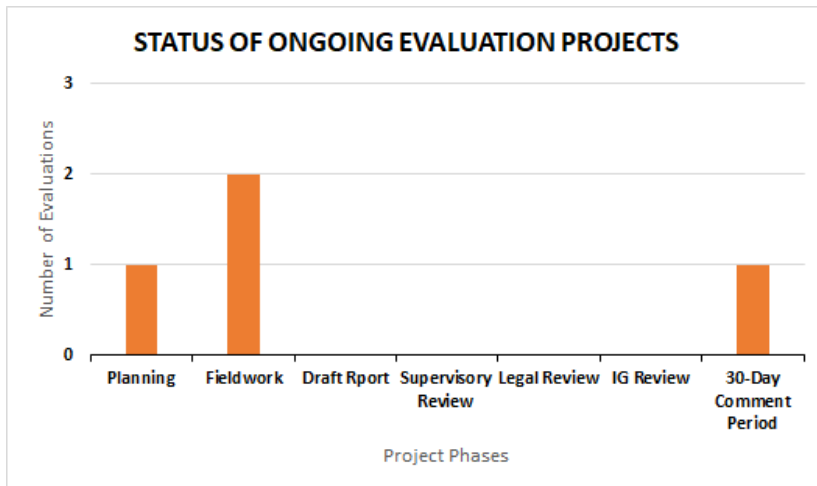
### Footnotes:

1 - Project phase determination is based on the objective(s), scope, and methodology for each project. It is not determined by a standard set of hours and/or phase deadline.

2 - The completion date may be re-evaluated if necessary.

# INSPECTIONS & EVALUATIONS DIVISION

The Inspections and Evaluations Division works to increase the efficiency, effectiveness, transparency, and accountability of City programs, agencies, and operations. Evaluators conduct independent, objective, empirically based and methodically sound inspections, evaluations, and performance reviews.



The Inspections & Evaluations Division has the following four projects in process:

- Firefighters' Pension Fund Governance
- Competitive Bidding & Selection Processes
- Job Order Contracts
- NOLA 311 Potholes

## **Project Phase Descriptions:**

**Planning** - includes background research, data gathering, initial interviews, and/or internal controls assessment.

**Fieldwork** - includes data and statistical analyses, interviews, testing of procedures, onsite observations, and/or physical inspections.

**Draft Report** - includes data and statistical reviews, documenting fieldwork results, initial report writing, revisions and internal Quality Assurance Review (QAR) prior to supervisory review.

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**30-Day Comment Period** - 30-day deadline for the department to review the draft report and submit management responses for inclusion in the final report.

# MEASURING PROGRESS

## INSPECTIONS AND EVALUATIONS DIVISION

The following information provides a summary of the Inspections and Evaluations Division's project phase and a summary of the each project's objectives.

Project Name	Project Phase <sup>1</sup>	Anticipated <sup>2</sup> Completion Date
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Firefighters' Pension Fund Governance	Fieldwork	12/31/2021
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**Summary of Objectives:** To determine if the Firefighters' Pension Fund investment policies and practices are consistent with authoritative sources and best practices, and adequately consider risks.

Job Order Contracts (JOC)	30-Day Comment Period	10/31/2021
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**Summary of Objectives:** To determine if the department was utilizing the JOC process efficiently and effectively, according to city policies and state laws as well as implementing adequate internal and external controls in place to safeguard the procurement process.

Competitive Bidding and Selection Process	Fieldwork	11/30/2021
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**Summary of Objectives:** To determine if the City's procurement practices encourage sufficient competition among potential contractors.

NOLA 311 Potholes	Planning	12/31/2021
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**Summary of Objectives:** To determine if the City properly and timely triages and resolves complaints received for the reporting of potholes on streets throughout the community.

**Footnotes:**

**1** - Project phase determination is based on the objective(s), scope, and methodology for each project. It is not determined by a standard set of hours and/or phase deadline.

**2** - The completion date may be re-evaluated if necessary.

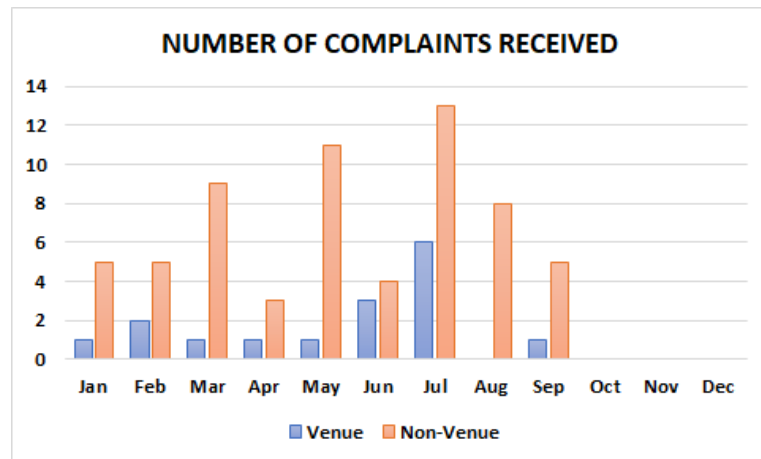
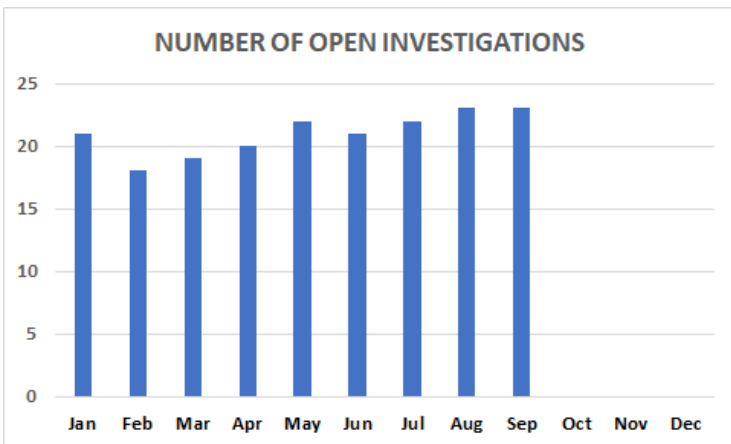
# INVESTIGATIONS DIVISION

## ADMINISTRATIVE INVESTIGATIONS (SEPTEMBER HIGHLIGHTS)

Issued another letter to the Assessor's Office concerning three residential properties which continued to receive a homestead exemption and senior freeze reduction despite the listed homeowner reportedly being deceased. This is the fourth letter we have issued to the Assessor's Office concerning this issue. The total number of residential properties submitted for 2021 is 12. Assessor's Office acknowledged receipt of the letter.

## CRIMINAL INVESTIGATIONS (SEPTEMBER HIGHLIGHTS)

Issued a Report of Investigation (ROI) concerning Orleans Parish Communications District Operations Manager Wendy Ervin having been given access to the Louisiana Law Enforcement Telecommunications System and the National Crime Information Center despite being a convicted felon.



Venue: Matters that the OIG has the jurisdiction to investigate

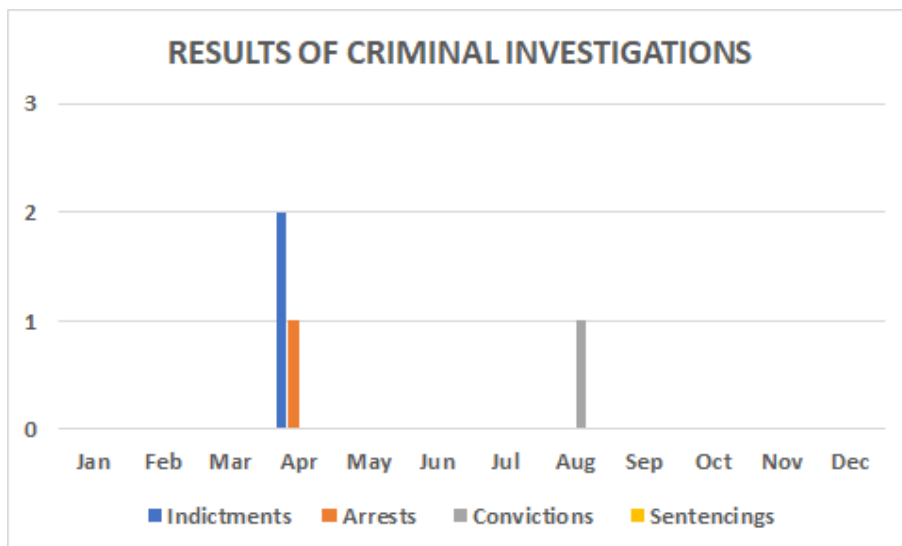
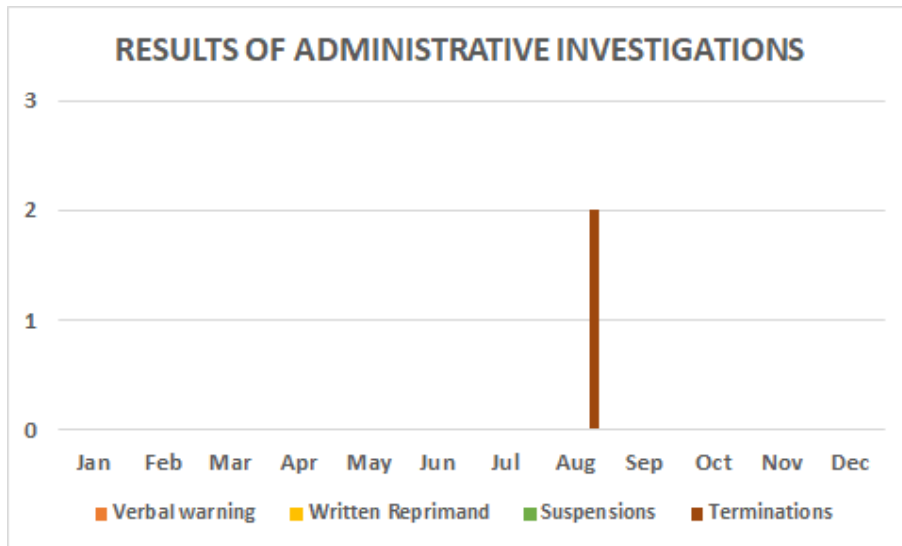
Non-Venue: Matters outside of the OIG's jurisdiction



# MEASURING PROGRESS

## INVESTIGATIONS DIVISION

The Investigations Division conducts criminal and administrative investigations involving City of New Orleans employees, contractors, and vendors that receive City funds. Investigators also work with local, state, and federal partners to conduct joint investigations. The Investigations Division is also available to provide fraud awareness training to City employees and to engage in other outreach programs with businesses and citizens.



In August 2021, one Safety and Permits employee, Brian Medus was convicted.



# 2021 BUDGET

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<b>Funding:</b>	<b>\$3,484,529</b>
Expenditures:	Amount
Personnel	\$2,149,658
Operating	\$876,316
Total Expenditures	\$3,025,974
<b>Fund Balance</b>	<b>\$458,555</b>

# OIG ON SOCIAL MEDIA



New Orleans OIG  
@NOLA0IG



It was a pleasure to attend the Metropolitan Crime Commission Executive Board Meeting and discuss OIG initiatives for Jefferson and Orleans Parish.



New Orleans OIG @NOLA0IG · 1m



OIG releases an investigative report concerning the use of the National Crime Investigations Center by the Orleans Parish Communications District. The report can be located at



ROI - OPCD NCIC User Access  
Orleans Parish Communications District Operations Manager Wendy Ervin was given access to the ...  
[nola0ig.gov](http://nola0ig.gov)

# OIG ON SOCIAL MEDIA



New Orleans OIG @NOLAOIG · Sep 28



The OIG 2022 Work Plan can be located here : [nolaolg.gov](http://nolaolg.gov)

The screenshot shows the cover page of the 'Office of Inspector General 2022 Annual Work Plan' dated September 28, 2021. The header includes the OIG logo and the text 'NEW ORLEANS OFFICE OF INSPECTOR GENERAL' and 'IN BRIEF'. The main title is 'Office of Inspector General 2022 Annual Work Plan' and the date is 'September 28, 2021'. Below the title, there are two sections: 'Purpose of This Report' and 'Highlights from the OIG's 2022 Annual Work Plan'. The 'Purpose of This Report' section states that the OIG completed its annual risk-based audit and evaluation work plan for the period of September 1, 2021 through August 31, 2022. The 'Highlights from the OIG's 2022 Annual Work Plan' section mentions that the OIG has a number of audits and evaluations underway, including the Department of Finance, the Department of Property Management, the Department of Public Works, the New Orleans Fire Department, and the Sewerage and Water Board. As the ongoing projects are completed, the OIG will also begin projects in other areas which include, but are not limited to following:



New Orleans OIG  
@NOLAOIG



The New Orleans Office of Inspector General released the Monthly Report for August 2021. The link to the report is provided here.



OIG Monthly Report - August 2021

The Office of Inspector General reports its monthly activities and progress to the Ethics Review Board. The attached report...

[nolaolg.gov](http://nolaolg.gov)

# OIG ON SOCIAL MEDIA

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New Orleans OIG  
@NOLA0IG



Protect yourself against construction fraud after a natural disaster.

Verify whether a contractor is licensed in Louisiana before you make a down payment or sign a contract.

Download the free “La Contractor” mobile app by visiting the LSLBC website at [lacontractor.org](https://lacontractor.org).



Louisiana State Licensing Board for Contractors  
[lslbc.louisiana.gov](https://lslbc.louisiana.gov)



New Orleans OIG  
@NOLA0IG



If you have been a victim of hurricane-related fraud, contact the National Center for Disaster Fraud (NCDF) at 1-866-720-5721 or email it to [disaster@leo.gov](mailto:disaster@leo.gov). Report suspicious email solicitations or fraudulent websites to the Crime Complaint Center at [ic3.gov](https://ic3.gov).

8:08 AM · Sep 14, 2021 · Twitter Web App



# OIG ON SOCIAL MEDIA

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## OIG Swearing-In Ceremony Highlights Renewed Commitment and Oath of Office

Ethics Review Board Chair Elizabeth Livingston de Calderon administered the Oath of Office on Wednesday, September 29, 2021 at Gallier Hall to formally memorialize OIG's renewed commitment to preventing fraud, waste, and abuse.



# OIG COMMUNITY ENGAGEMENT

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## **NEW ORLEANS OFFICE OF INSPECTOR GENERAL ANNOUNCES THE IMPLEMENTATION OF THE INSPECTOR GENERAL CITIZENS ACADEMY**

Our Citizens Academy program is an engaging four-week program that gives business, religious, civic, and community leaders an inside look at the Office of Inspector General (OIG). Classes will meet in the evenings at the New Orleans Office of Inspector General Office at the Federal Reserve Bank in New Orleans.

The mission of the OIG Citizens Academy is to foster a greater understanding of the role and mission of the OIG in the community through discussion and education. Upon completion, attendees will have a greater understanding of how the OIG assesses and mitigates fraud, waste, abuse and public corruption through audits, evaluations and investigations. Upon completion of the Academy, attendees will have a firm understanding of the root causes of fraud, waste, abuse and public corruption, as well as the proper protocols for reporting fraudulent behavior. Candidates are nominated by New Orleans City Employees, the Ethics Review Board, former Citizens Academy graduates, and community leaders. Participants are selected by the Inspector General. Please see the below application for the New Orleans OIG Citizens Academy.