

MONTHLY REPORT

SEPTEMBER 2023



OIG

**NEW ORLEANS
OFFICE OF INSPECTOR GENERAL**

**EDWARD MICHEL, CIG
INSPECTOR GENERAL**

ADMINISTRATION DIVISION



1,982

Number of registered Twitter followers

ADMINISTRATION

The Office Manager is responsible for the following ongoing tasks:

- Human Resources
 - Coordinating the hiring process
- Finance
 - Managing and refining the OIG budget
- Procurement Process
 - Communicating with OIG vendors
 - Processing requisitions to create purchase orders
 - Overseeing the timely payment of OIG expenditures
- Operations
 - Coordinating with the OIG's landlord and various City departments on administrative matters

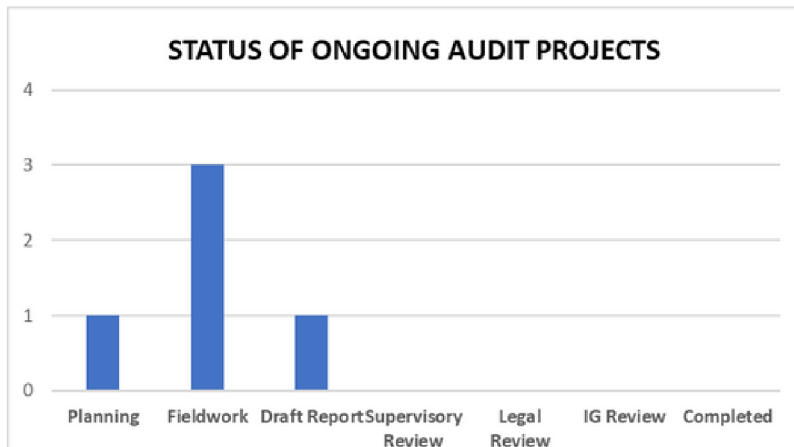
INFORMATION SECURITY

The OIG Information Security Specialist 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:

- Orleans Parish Sheriffs Office
- Safety and Permits Third Party Contractors
- New Orleans East Hospital Credit Card

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 ¹ | Anticipated ² Completion Date |
|--------------|----------------------------|---|
|--------------|----------------------------|---|

| | | |
|-----------------------------------|-----------|---------|
| Orleans Parish Sheriffs Office | Fieldwork | Ongoing |
|-----------------------------------|-----------|---------|

Summary of Objectives: The purpose of the audit is to evaluate the operating effectiveness of the Orleans Parish Sheriff Office's controls and expenditures related to payroll and paid details.

| | |
|---|----------|
| Safety and Permits Third Party Contractors | Planning |
|---|----------|

Summary of Objectives: The purpose of the audit is determine the adequacy of S&P policies and procedures related to Third Party Inspections and verify that residential inspections performed by Third Party Inspectors were in compliance with those policies and procedures.

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.

Ongoing

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

| | | |
|--|-----------|---------|
| New Orleans East Hospital Credit Card | Fieldwork | Ongoing |
|--|-----------|---------|

Summary of Objectives: The purpose of the audit is to determine whether New Orleans East Hospital credit card purchase were business-related and allowed by law, and that these purchases followed relevant agency policies.

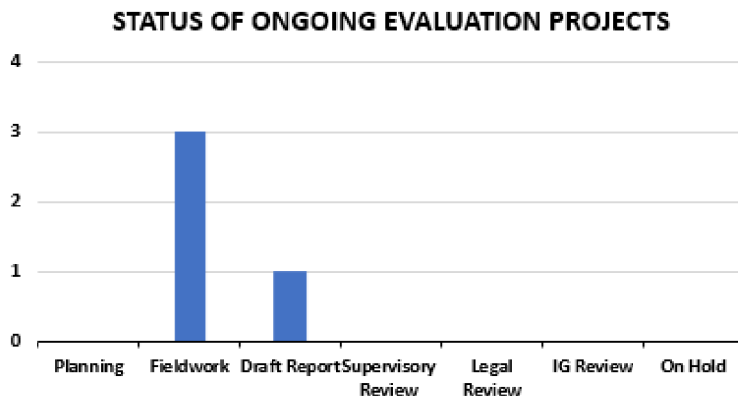
Footnotes:

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 projects in process:

- New Orleans Police Department (NOPD) Violent Crime Response Analysis
- City of New Orleans Employee Time and Attendance Reporting
- EMD Fuel Dispensing Follow-Up
- Sewerage and Water Board Water Loss Control

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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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 ¹ | Anticipated ² Completion Date |
|--------------|----------------------------|---|
|--------------|----------------------------|---|

City of New Orleans
Employee Time and
Attendance Reporting

Draft Report

Ongoing

Summary of Objectives: To determine whether the City has policies, procedure, and controls to ensure that Time and Attendance is reported accurately.

NOPD Violent Crime
Response Analysis

Fieldwork

Ongoing

Summary of Objectives: To assess the NOPD's response to violent crimes in the City in relation to best practices and industry standards.

EMD Fuel Dispensing
Follow-Up

Fieldwork

Ongoing

Summary of Objectives: This follow-up evaluation seeks to determine if the City implemented the corrective actions to which it agreed in June 2016 in response to the OIG's initial evaluation, and whether the deficiencies identified in the original report still exist.

Sewerage & Water Board
Water Loss Control

Fieldwork

Ongoing

Summary of Objectives: To evaluate S&WB's policies and practices related to water loss control management.

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 three Requests for Documents in ongoing investigations.

A company who was acting as a Third-Party Inspector for the City, inspecting completed work on behalf of the City was removed from the role of eligible companies to provide Third-Party Inspection services to the City. The work to be inspected was previously permitted by the City. Additionally, the principal of the company was also personally removed from this list.

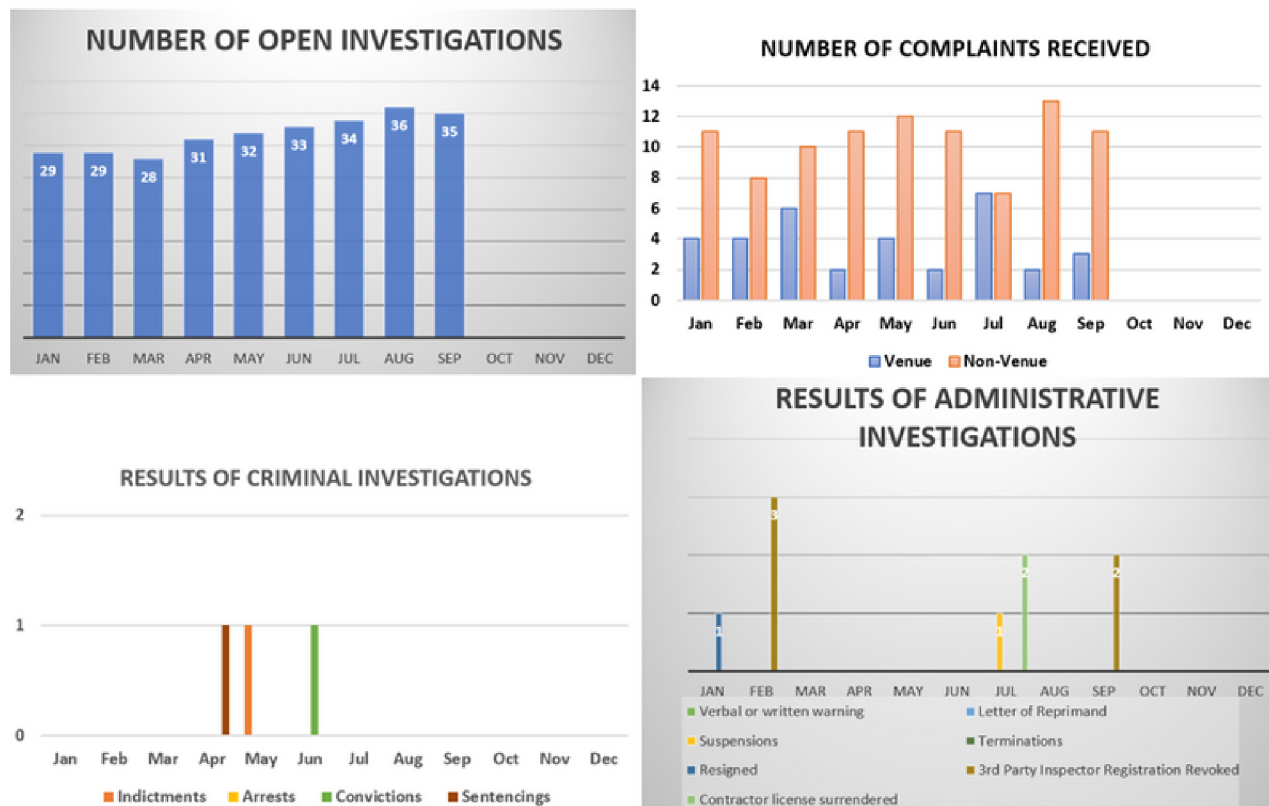
Issued a letter to Department of Safety & Permits regarding a business operating without the proper City business licensees.

Issued a letter to the S&WB regarding a possible billing error of a customer.

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.



Venue: Matters that the OIG has the jurisdiction to investigate

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

2023 BUDGET

Total 2023 Appropriation \$ 4,020,437

| Expenditures | Spent YTD | Projected Expenditures FY 2023 |
|--------------------------|---------------------|---|
| Personnel | \$ 1,980,959 | \$ 3,209,430 |
| Operating | \$ 332,748 | \$ 743,368 |
| Total | \$ 2,313,707 | \$ 3,952,798 |
| Remaining Balance | \$ 1,706,730 | \$ 67,639 |

As of 10/1/2023

OIG ON SOCIAL MEDIA



New Orleans OIG
@NOLAOIG

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The OIG has several significant audits and evaluations underway, which include the Orleans Parish Sheriff's Office, the Department of Safety and Permits, the New Orleans Police Department, and the Sewerage and Water Board.

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Highlights from the 2024 Work Plan Report:

- 📁 Department of Code Enforcement Blighted Properties Evaluation
- 📁 Department of Finance City Contracts Audit
- 📁 Department of Safety and Permits Contractor Compliance and Monitoring Evaluation

Learn more: nolaig.gov/wp-content/upl...



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