

# **MONTHLY REPORT**

**FEBRUARY 2024**



# **OIG**

**NEW ORLEANS  
OFFICE OF INSPECTOR GENERAL**

**EDWARD MICHEL, CIG  
INSPECTOR GENERAL**

# ADMINISTRATION DIVISION

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# 2,021

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

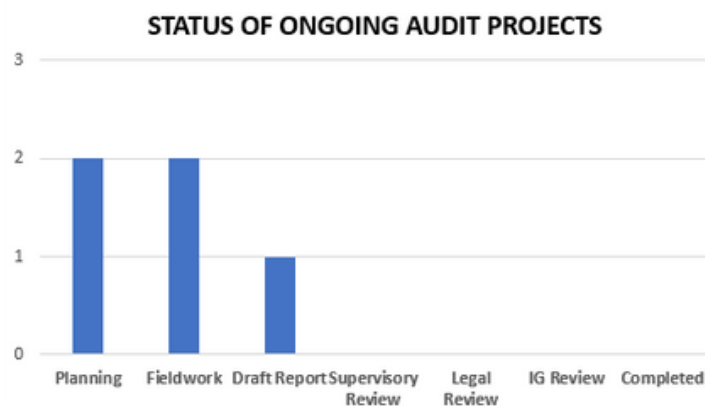
## INFORMATION SECURITY

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 <sup>1</sup>	Anticipated <sup>2</sup> Completion Date
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Orleans Parish Sheriffs Office	Fieldwork	Ongoing
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**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	Ongoing
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**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.

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

New Orleans East Hospital Credit Card	Fieldwork	Ongoing
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**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.

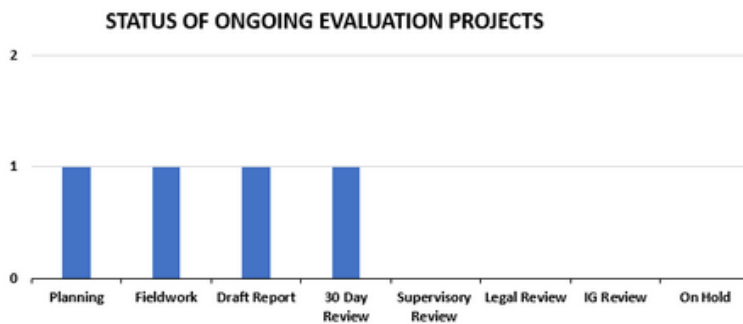
**Footnotes:**

**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:

- OPCD Hexagon Contract
- City of New Orleans Employee Time and Attendance Reporting
- EMD Fuel Dispensing Follow-Up
- Sewerage and Water Board Water Loss Control
- Industrial Development Board PILOT Program

## **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.

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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 <sup>1</sup>	Anticipated <sup>2</sup> Completion Date
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OPCD Hexagon Contract

Fieldwork

Ongoing

**Summary of Objectives:** The purpose of the evaluation is to analyze the process used to procure Hexagon On Call Records, review the use of public funds in the project, and assess whether the product was suitable to meet public needs.

EMD Fuel Dispensing  
Follow-Up

Released

March 6, 2024

**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

30-Day Review

Ongoing

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

Industrial Development Board  
PILOT PROGRAM

Planning

Ongoing

**Summary of Objectives:** To review impact of PILOT programs nationally and to determine whether the City's Industrial Development Board utilizes standards and procedures for awarding PILOT grants that align with best practices.

### 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.

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# INVESTIGATION DIVISION

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## **ADMINISTRATIVE INVESTIGATIONS (FEBRUARY HIGHLIGHTS)**

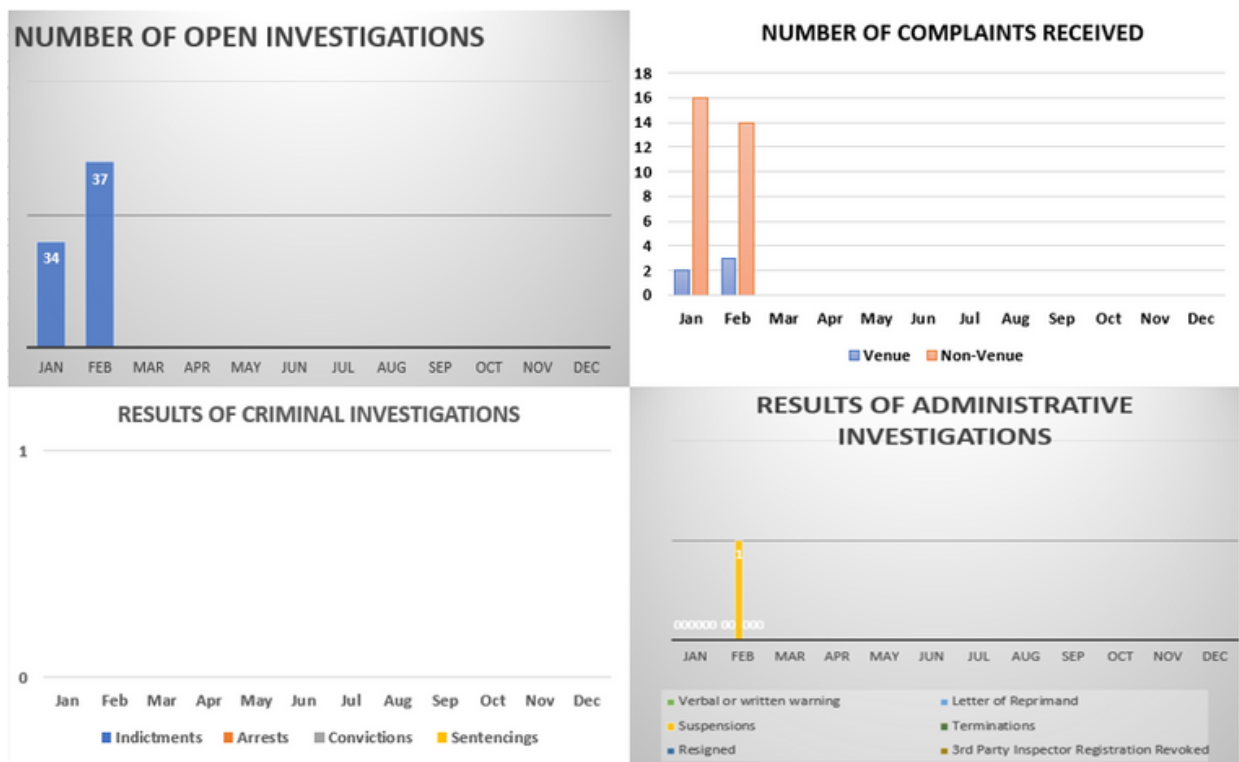
One Safety & Permits employee was suspended as a result of an ongoing investigation.

Issued two letters 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 MONTHLY BUDGET

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**Total 2024 Appropriation \$ 4,184,733**

<b>Expenditures</b>	<b>Spent YTD</b>
<b>Personnel</b>	<b>\$ 403,077</b>
<b>Operating</b>	<b>\$ 32,913</b>
<b>Total</b>	<b>\$ 435,991</b>
<b>Remaining Balance</b>	<b>\$ 3,748,742</b>