

Departure of Melinda Bolling, Director
Department of Permitting, Inspections, and Enforcement (DPIE)

EXIT AUDIT
OCTOBER 2023

OFFICE OF AUDITS AND INVESTIGATIONS
Prince George's County
Largo, Maryland



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations


October 2023


The County Council and County Executive
of Prince George's County, Maryland

Conforming to Article III, Section 313 of the Charter of Prince George's County, Maryland, we have performed a special audit of the accounts of the Office of the Director of the Department of Permitting, Inspections, and Enforcement (DPIE). This audit was initiated due to the resignation of Melinda Bolling from the position of Director, effective March 10, 2023.

Our examination included tests of the accounting records and other auditing procedures, as we considered necessary under the circumstances. Consideration was given to the fact that these records are included in the scope of the County's annual financial audit, conducted by CliftonLarsonAllen LLP, independent auditors, for the year ended June 30, 2022. Therefore, we primarily directed our examination to include a review of Ms. Bolling's travel advances, expense reimbursements, leave records, fixed assets records, and selected expense accounts for the period July 1, 2022, through March 31, 2023.

This report, in our opinion, fulfills the requirements of Article III, Section 313 to perform a special audit of the accounts maintained by the departing official and their agency. We wish to express our sincere gratitude to the Administration for the cooperation and assistance extended to us during the course of this engagement.


Turkessa M. Green, CPA, CIA, CISA
County Auditor


Jennifer Venzor
Senior Auditor

FINDINGS, COMMENTS, AND RECOMMENDATIONS

Expenditures, Encumbrances, and Commitments

A statement of expenditures, encumbrances, and commitments compared with appropriations for the Office of the Director, for the period July 1, 2022, through March 31, 2023, is presented on Schedule 1 of this report. As of March 31, 2023, total expenditures and encumbrances did not exceed total appropriations for the Office of the Director.

Travel Advances and Expense Reimbursements

We reviewed the travel advance records maintained by the Office of Finance, Accounting Division, for the period July 1, 2022, through March 31, 2023 and determined that Ms. Bolling did not have any unsettled travel advances at the time of her resignation. We also reviewed expense reimbursements paid to Ms. Bolling for the period July 1, 2022, through March 31, 2023, and found no discrepancies or irregularities.

Expense Accounts

We reviewed selected expense accounts for the Office of the Director, for the period July 1, 2022, through March 31, 2023, to ensure that County funds expended by the departed official were appropriate. During our review, we found two (2) transactions related to events attended by Ms. Bolling that did not have documentation of all required approvals.

We recommend:

- 1. The Department of Permitting, Inspections, and Enforcement (DPIE) ensure that all required approvals are obtained and properly documented prior to expending County funds.**

Leave Records and Final Pay

We verified the final pay computations for Ms. Bolling based on leave records maintained by the Payroll Section of the Office of Finance and verified the salary and hourly rate of pay maintained by the Office of Human Resources Management. We determined that the annual leave compensation was computed correctly and found no discrepancies or irregularities.

Fixed Assets and Non-Fixed Assets

The Capital Assets Manual, prepared by the Office of Finance and the Office of Central Services, requires the Office of Central Services' General Services Division to perform an exit inventory of capital (fixed) assets and report findings to the Director of the Office of Central Services, upon the departure or transfer of a Department/Agency Head. The Office of Central Services is required to take the necessary steps to recover any missing asset or seek restitution for the value of the assets. We contacted personnel within the Office of Central Services' General Services Division, Fleet Management Division, and the Department of Permitting, Inspections, and Enforcement (DPIE) and determined there were no County-owned fixed assets, including a County vehicle, assigned to Ms. Bolling.

Our review also included the verification of County issued non-fixed asset items such as a cell phone, personal digital assistant, a County identification and security card, keys, a laptop computer/equipment, etc. This review included an examination of personnel records maintained by the Office of Human Resources Management (OHRM) and the Office of Finance's Payroll Section on separated employees. When an employee separates from County service, an Employee Separation Form (PGC Form #4281) is filled out by the employee as a part of the exit process. This form (PGC Form #4281) records the return of assigned County personal property and normally a copy can be found in the employee's personnel file. At the time of our review there was an Employee Separation Form in Ms. Bolling's personnel file. During our review of the Employee Separation Form (PGC Form #4281), we noted that the form was not signed by the Department IT Coordinator. Personnel from the Department of Permitting, Inspections, and Enforcement (DPIE) confirmed County issued non-fixed asset items issued to Ms. Bolling were collected. However, we were unable to verify the non-fixed asset items were properly accounted for due to lack of documentation.

We recommend:

- 2. The Office of Human Resources Management implement procedures to ensure that Departmental HR Liaisons obtain completed, signed Employee Separation Forms for departing officials.**
- 3. The Department of Permitting, Inspections, and Enforcement's IT Coordinator(s) obtain the necessary signatures, formally documenting and confirming that all County issued non-fixed asset items issued to departing officials are collected and properly accounted for.**

Financial Disclosure Requirement

Section 2-294 (c) (1) of the Prince George's County Code requires certain officials, employees, and candidates for office (among them the Director of the Department of Permitting, Inspections, and Enforcement) to file financial disclosure statements. Council Bill 125-1984, effective February 4, 1985, modified Section 2-294(c) (1) of the County Code, by adding the following requirement:

“Any official or employee who is required to file a statement and who leaves office or employment for any reason, other than the official's or employee's death, shall file, within sixty (60) days of leaving office or employment, the statement required by this Section, for the calendar year immediately preceding, unless a statement has previously been filed for that year, and any portion of the current calendar year during which that official or employee held office or employment.”

According to the County Code, Ms. Bolling was required to file a financial disclosure within sixty (60) days of leaving office. At the time of our review, Ms. Bolling had filed a financial disclosure statement with the Prince George's County Board of Ethics, for the period January 1, 2022 through December 31, 2022. Ms. Bolling was also required to file a financial disclosure statement for the period of January 1, 2023, through March 10, 2023. As of July 19, 2023, the Board of Ethics had not received her financial disclosure statement.

We recommend:

- 4. The Office of Ethics and Accountability take the necessary action to ensure Ms. Bolling files a financial disclosure statement for January 1, 2023, through March 10, 2023, as required by Section 2-294(c)(1) of the Prince George's County Code.**

Schedule 1

**DEPARTMENT OF PERMITS, INSPECTIONS, AND ENFORCEMENT
OFFICE OF THE DIRECTOR
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND COMMITMENTS
COMPARED WITH APPROPRIATIONS FOR THE PERIOD
July 1, 2022 THROUGH March 31, 2023**

	Compensation	Fringe Benefits	Other Operating Expenses	Total
<u>Appropriations</u>				
Current Year	\$ 3,083,300	\$ 1,342,900	\$ 4,885,600	\$ 9,311,800
<u>Expenditures and Encumbrances</u>				
Salaries				
Full Time Regular (Net of adjustments)	\$ 2,982,557			2,982,557
Overtime Compensation	5,242			5,242
Part Time Temporary Hours	979			979
Leave Payout	40,808			40,808
Beneflex Opt Out	1,876			1,876
Compensation Journal Entry Adjustment	(123,481)			(123,481)
Fringe Benefits		957,773		957,773
Telephone			22,834	22,834
Duplication & Reproduction			10	10
Printing and Binding Agency			147	147
Other Data/Voice Communication			1,316	1,316
Office Automation Charges			223,200	223,200
Training and Travel Lodging			645	645
Other Operating Contract Services			4,595,746	4,595,746
General Office Supplies			3,981	3,981
Food			561	561
Licenses Tags & Forms			60	60
Information Technology Equipment			7,233	7,233
Vehicle and Heavy Equipment Repair/Maintenance			372,306	372,306
Gas and Oil			19,294	19,294
Office Equipment Rental/Lease			44,442	44,442
Total Expenditures & Encumbrances	\$ 2,907,982	\$ 957,773	\$ 5,291,775	\$ 9,157,530
Unencumbered Balance as of October 31, 2021	\$ 175,318	\$ 385,127	\$ (406,175)	\$ 154,270