

**Departure of Corenne D. Labbe', Director
Department of Corrections**

**EXIT AUDIT
NOVEMBER 2024**

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



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

November 2024

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 Corrections. This audit was initiated due to the resignation of Corenne D. Labbe' from the position of Director, effective November 30, 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, 2023. Therefore, we primarily directed our examination to include a review of Ms. Labbe's travel advances, expense reimbursements, leave records, fixed assets records, and selected expense accounts for the period July 1, 2023, through December 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.

A handwritten signature in black ink, appearing to read "Turkessa M. Green".

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

A handwritten signature in black ink, appearing to read "Jude Moise".

Jude Moise
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, 2023, through December 31, 2023, is presented on Schedule 1 of this report. As of December 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, 2023, through December 31, 2023, and determined that Ms. Labbe' did not have any unsettled travel advances at the time of her resignation. We also reviewed expense reimbursements paid to Ms. Labbe' for the period July 1, 2023, through December 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, 2023, through December 31, 2023, to ensure that County funds expended by the departed official were appropriate, and found no discrepancies or irregularities. However, we noted two (2) out of the eight (8) transactions selected for review did not have adequate approval.

- 1. We recommend the Department of Corrections 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. Labbe' 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 Corrections and determined that the County vehicle assigned to Ms. Labbe' was returned prior to her departure.

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. Labbe's personnel file.

During our review of the Employee Separation Form (PGC Form #4281), we noted that the form provided by the Office of Human Resources Management did not indicate that County non-fixed asset items assigned to Ms. Labbe, such as the County identification card, security card, and keys, were returned.

- 2. We recommend that the Office of Human Resources Management implement procedures to ensure that Departmental HR Liaisons obtain completed, signed Employee Separation Forms for departing officials.**
- 3. We also recommend that the Department of Corrections develop internal policies and procedures to ensure employees involved with the exit process adhere to Personnel Procedure 225 - Exit Interview Program.**

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 Corrections) 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. Labbe' was required to file a financial disclosure within sixty (60) days of leaving office. At the time of our review, Ms. Labbe' had filed a financial disclosure statement with the Prince George's County Board of Ethics, for the period January 1, 2023 through December 31, 2023, as required.

Schedule 1

**DEPARTMENT OF CORRECTIONS
OFFICE OF THE DIRECTOR
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND COMMITMENTS
COMPARED WITH APPROPRIATIONS FOR THE PERIOD
JULY 1, 2023 THROUGH DECEMBER 31, 2023**

	Compensation	Fringe Benefits	Operating Expenses	Total
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<u>Appropriations</u>				
Current Year	\$3,170,900	\$1,845,500	\$298,500	\$5,314,900
<u>Expenditures and Encumbrances</u>				
Salaries				
Full Time Regular	\$920,851			\$920,851
Overtime Compensation	120,087			120,087
Holiday Premium Compensation	6,946			6,946
Part Time Temporary Hours	4,080			4,080
Shift Differential	1,291			1,291
Beneflex Opt Out	892			892
Compensation Journal Entry Adjustment	(65,247)			(65,247)
Fringe Benefits		393,243		393,243
Operating Expenses				
Other Membership Costs			771	771
Other General and Administrative Contract Services			220,000	220,000
General Office Supplies			1,513	1,513
Uniforms /Work Clothes/Accessories			2,247	2,247
Inmate Activities			(3,350)	(3,350)
Other Operating Supplies			3,064	3,064
Software Non-Capital			276	276
Procurement Card Purchase			330	330
Total Expenditures & Encumbrances	\$988,899	\$393,243	\$224,851	\$1,606,993
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Unencumbered Balance as of December 31, 2023	\$2,182,001	\$1,452,257	\$73,649	\$3,707,907
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