



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

April 4, 2014

MEMORANDUM

TO: Robert J. Williams, Jr.
Council Administrator

William M. Hunt
Deputy Council Administrator

FROM: David H. Van Dyke *DTW*
County Auditor

RE: Departure of Haitham Hijazi, Director, Department of Public Works and
Transportation Audit Report

Transmitted herewith are 37 copies of the report referenced above. I suggest that 5 copies be transmitted to Chief Administrative Officer Bradford L. Seamon. I also suggest that 21 copies be forwarded to the Prince George's County Memorial Library System for distribution to each branch library. Nine copies should be distributed to the Council Members and 2 copies are for your records.

Please let me know when this report has been released to the Council.

Thank you.

Attachment(s)



THE PRINCE GEORGE'S COUNTY GOVERNMENT

Office of Audits and Investigations

April 2014

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

Re: Departure of Haitham Hijazi, Director,
Department of Public Works and Transportation

INTRODUCTION AND SCOPE OF EXAMINATION

Conforming with Article III, Section 313, of the Charter of Prince George's County, Maryland, we have performed a special audit of the accounts of the Director of the Department of Public Works and Transportation. This audit was initiated due to the transfer of Dr. Haitham Hijazi from the position of Director of the Department of Public Works and Transportation to the Acting Director of the Department of Permitting, Inspections, and Enforcement, effective June 11, 2013.

Our examination included tests of the accounting records and other auditing procedures, as considered necessary under the circumstances. Consideration was given to the fact that these records were included in the scope of the County's annual financial audit, conducted by Clifton Larson Allen, LLP, independent auditors, for the year ended June 30, 2013, and no discrepancies or irregularities were disclosed. Therefore, we primarily directed our examination to include a review of Dr. Hijazi's travel advances, expense reimbursements, leave records, fixed asset records, and selected expense accounts for the period July 1, 2012, through June 30, 2013.

FINDINGS, COMMENTS, AND RECOMMENDATIONS

Expenditures, Encumbrances, and Commitments

A statement of expenditures, encumbrances, and commitments compared with appropriations for the Department of Public Works and Transportation, for the period July 1, 2012, through June 30, 2013, is presented on Schedule 1 of this report. As of June 30, 2013, total expenditures and encumbrances did not exceed total appropriations for the Department of Public Works and Transportation.

Travel Advances and Expense Reimbursements

We reviewed the travel advance records maintained by the Office of Finance, Accounting Division, for the period July 1, 2012, through June 30, 2013, and determined that Dr. Hijazi did not have any unsettled travel advances at the time of his departure from the Department of Public Works and Transportation. We also reviewed expense reimbursements paid to Dr. Hijazi for the period July 1, 2012, through June 30, 2013, and found no discrepancies or irregularities.

Leave Records and Final Pay

We verified payroll records maintained by the Payroll Section of the Office of Finance and the salary and hourly rate of pay maintained by the Office of Human Resources Management for the position of the Director of the Department of Public Works and Transportation and for Dr. Hijazi's new position as Director of the Department of Permitting, Inspections, and Enforcement. Since Dr. Hijazi transferred as the Director of the Department of Permitting, Inspections, and Enforcement and did not leave employment of the County government, there was no leave payout. We determined the rate of pay for his new position to have been properly calculated.

Fixed Assets

The Fixed Assets Procedures Manual, prepared by the Office of Finance, requires that the Office of Central Services' General Services Division, upon the departure of any agency head, take inventory of only those fixed assets for which the agency head has signed an Equipment Custody Receipt Form (PGC Form #1890). It further requires that the unexplained loss of any such fixed assets be reported to the Chief Administrative Officer, who is to take action to recover the value of the assets. We contacted personnel within the Office of Central Services' General Services Division and Fleet Management Division to determine whether any fixed assets were assigned to Dr. Hijazi. We determined that the only fixed asset assigned to Dr. Hijazi was a County vehicle, which he retained, and will be transferred to his new agency.

Our review also included the verification of County issued non-fixed assets, such as a cell phone, County identification and security cards, 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 terminated employees. When an employee is terminated from County service, an Employee Separation Form (PGC Form # 4281) is filled out by each employee as a part of the exit process. PGC Form #4281 records the return of assigned County personal property and normally a copy can be found in the terminated employee's personnel file. Since Dr. Hijazi is still employed by the County, completion of PGC Form #4281 was not required. Dr. Hijazi retained custody of his County issued identification and security cards, keys, parking permit, cell phone, and a laptop computer. These items were transferred to the Department of Permitting, Inspections, and Enforcement. All other personal County property assigned to Dr. Hijazi was properly accounted for and collected.

Financial Disclosure Requirement

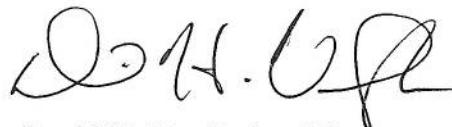
Section 2-294(c) (1) of the Prince George's County Code requires certain officials, employees, and candidates for office (among them the Director of the Department of Public Works and Transportation) to file financial disclosure statements. Council Bill 125-1984, effective February 4, 1985, modified 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."

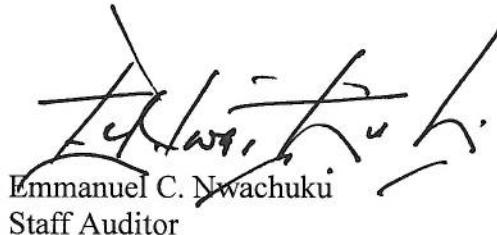
According to the County Code, Dr. Hijazi was required to file a financial disclosure statement within sixty (60) days of leaving office. Dr. Hijazi had not filed a financial disclosure statement with the Prince George's County Board of Ethics for the period January 1, 2013, through June 11, 2013, as required. Since Dr. Hijazi is still employed by the County we expect he will file a financial disclosure for calendar year 2013 in April of 2014, however, the County Code requires the filing within sixty (60) days of leaving office or employment.

We therefore recommend:

Even though Dr. Hijazi, as the current Director of the Department of Permitting, Inspection and Enforcement (confirmed on July 24, 2013), is required to file a financial disclosure statement for the full calendar year 2013, by April 30, 2014, the Prince George's County Board of Ethics should take appropriate steps necessary to notify Dr. Hijazi that he is not in compliance with the sixty (60) day reporting requirement for filing the required financial disclosure statement, which was due by August, 10, 2013. We believe that it is important that the report that was originally due by August 10, 2013, as a result of vacating the position of Director of the Department of Public Works and Transportation, be filed to ensure compliance with Section 2-294(c)(1) of the Prince George's County Code.



David H. Van Dyke, C.P.A.
County Auditor



Emmanuel C. Nwachukwu
Staff Auditor

Schedule 1

DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION
OFFICE OF THE DIRECTOR
STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND COMMITMENTS
COMPARED WITH APPROPRIATIONS FOR THE PERIOD
JULY 1, 2012 THROUGH JUNE 30, 2013

<u>Appropriations</u>	Other				
	Compensation	Fringe Benefits	Operating Expenses	Expenditure Recoveries	Total
Current Year	\$1,625,800	\$556,300	\$330,700	(\$1,115,400)	\$1,397,400
Total Appropriations	\$1,625,800	\$556,300	\$330,700	(\$1,115,400)	\$1,397,400

Expenditures & Encumbrances

Current Year

Salaries

Officials & Admin	\$885,458	\$	-	\$	-	\$885,458
Professionals	581,094		-		-	581,094
Other	83,489		-		-	83,489
Telephone	-	-	31,390		-	31,390
Printing & Reproduction	-	-	5,016		-	5,016
Office Automation	-	-	246,620		-	246,620
Training Costs	-	-	1,440		-	1,440
Local Transp./Mileage/Moving	-	-	370		-	370
Gen. & Admin Contract Svc.	-	-	76,963		-	76,963
Office & Operating Supplies	-	-	28,072		-	28,072
Veh & Hvy Equip-Rep/Maint.	-	-	25,328		-	25,328
Miscellaneous	-	-	2,604		-	2,604
Expenditure Recoveries	-	-	-	(1,061,903)	(1,061,903)	
Fringe Benefits	-	412,970	-	-	-	412,970

Total Current Year Expenditures &

Encumbrances	\$1,550,041	\$412,970	\$417,803	(\$1,061,903)	\$1,318,911
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Unencumbered Balance as of

June 30, 2013	\$75,759	\$143,330	(\$87,103)	(\$53,497)	\$78,489
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