



# THE PRINCE GEORGE'S COUNTY GOVERNMENT

## Office of Audits and Investigations

September 2012

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

Re: Departure of Dr. Donald Shell, Health Officer  
for Prince George's County

### INTRODUCTION AND SCOPE OF EXAMINATION

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 Health Department. This audit was initiated due to the resignation of Dr. Donald Shell from the position of Health Officer for the Health Department on July 22, 2011.

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 Gunderson, LLP, independent auditors, for the year ended June 30, 2011, and no discrepancies or irregularities were disclosed. Therefore, we primarily directed our examination to include a review of Dr. Shell's travel advances, expense reimbursements, leave records, fixed assets records, and selected expense accounts for the period July 1, 2011, through July 31, 2011.

FINDINGS, COMMENTS, AND RECOMMENDATIONS

Expenditures, Encumbrances, and Commitments

A statement of expenditures, encumbrances, and commitments compared with appropriations for the Administration Division of the Health Department, for the period July 1, 2011, through July 31, 2011, is presented on Schedule 1 of this report. As of July 31, 2011, total expenditures and encumbrances did not exceed total appropriations for the Health Department.

Travel Advances and Expense Reimbursements

We reviewed the travel advance records maintained by the Office of Finance, Accounting Division, for the period July 1, 2010, through July 31, 2011, and determined that Dr. Shell did not have any unsettled travel advances at the time of his departure from the County. We also reviewed expense reimbursements paid to Dr. Shell for the period July 1, 2010, through July 31, 2011, and found no discrepancies or irregularities.

Leave Records and Final Pay

As the Health Officer for Prince George's County, Dr. Shell was a State employee and paid by the State of Maryland. In addition to his State salary, Dr. Shell was entitled to additional salary paid by the County through a Supplemental Pay Agreement. Because Dr. Shell is still employed by the State of Maryland, we did not verify final pay computations for his State salary. We did verify that the supplemental pay payments made by the County were calculated correctly and the payments ended upon his resignation as Health Officer.

Fixed Assets and Non-Fixed Assets

The Fixed Assets Procedures Manual prepared by the Office of Finance requires that the Office of Central Services' General Services Division, upon departure of any agency head, take

inventory of only those fixed assets for which the agency head has signed an Equipment Custody Receipt (PGC Form # 1890) form. 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 the Health Department to determine whether any fixed assets were assigned to Dr. Shell and determined that there were no fixed assets assigned to Dr. Shell.

Our review also included the verification of County issued non-fixed asset items such as a cell phone, personal digital assistant, County identification and security card, keys, a laptop computer/equipment, etc. This review included an examination of personnel records maintained by the Health Department and the Office of Finance's Payroll Section on terminated employees. When an employee is separated from County service, an Employee Separation Form (OHRM Form # 4281) is filled out by each employee as a part of the exit process. OHRM Form #4281 records the return of assigned County personal property and normally a copy can be found in the employee's personnel file. Since Dr. Shell was considered a Maryland State Employee, there was no County personnel file. However, we were able to verify, through the Office of Information Technology and Communications, that County issued non-fixed assets issued to Dr. Shell were returned and properly accounted for.

#### Financial Disclosure Requirement

Dr. Shell was required to file a financial disclosure statement with the County under Section 2-294(c)(1) of the Prince George's County Code, which requires certain officials, employees, and candidates for office to file financial disclosure statements. The law is applicable to the Health Officer if he or she does not file a financial disclosure statement with the

The County Council and County Executive  
Page -4-

State Ethics Commission. 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.”

Dr. Shell did not file a financial disclosure statement with the State Ethics Commission or the County Board of Ethics within sixty (60) days of leaving office for the period January 1, 2011, through July 22, 2011.

We therefore recommend:

- 1. To satisfy the requirements of Section 2-294(c)(1) of the Prince George’s County Code, the Prince George’s County Board of Ethics should take the appropriate steps necessary to notify Dr. Shell that he is not in compliance with the sixty (60) day reporting requirement for filing the required financial disclosure statement, which was due by September 20, 2011. The Prince George’s County Board of Ethics should follow-up as necessary, with Dr. Shell to ensure that the required financial disclosure statement is filed.**



David H. Van Dyke, CPA  
County Auditor



Kendal Gray  
Auditor-In-Charge

**HEALTH DEPARTMENT**  
**ADMINISTRATION**  
**STATEMENT OF EXPENDITURES, ENCUMBRANCES, AND COMMITMENTS**  
**COMPARED WITH APPROPRIATIONS FOR THE PERIOD**  
**JULY 1, 2011, THROUGH JULY 31, 2011**

	Compensation	Fringe Benefits	Operating Expenses	Other	Expenditure Recoveries	Total
<b><u>Appropriations</u></b>						
Current Year	\$ 2,117,400	\$ 686,100	\$ 1,823,200	\$ (1,334,400)	\$ 3,292,300	
Total Appropriations	\$ 2,117,400	\$ 686,100	\$ 1,823,200	\$ (1,334,400)	\$ 3,292,300	
<b><u>Expenditures and Encumbrances</u></b>						
Current Year:						
Salaries						
Officials and Admininistrative	\$ 27,778	\$ -	\$ -	\$ -	\$ 27,778	
Professional - General	4,041	-	-	-	\$ 4,041	
Professional - AFSCME	76,526	-	-	-	\$ 76,526	
Protective Service	11,506	-	-	-	\$ 11,506	
Para-Professionals	25,362	-	-	-	\$ 25,362	
Office & Clerical	15,950	-	-	-	\$ 15,950	
Skilled Craft	4,756	-	-	-	\$ 4,756	
Service - Maintenance	3,450	-	-	-	\$ 3,450	
Compensation Budget	417	-	-	-	\$ 417	
Utilities	-	-	\$ 64,826	-	\$ 64,826	
Local Transportation/Mileage	-	-	9	-	\$ 9	
Operational Contract Service	-	-	\$ 53,239	-	\$ 53,239	
Vehicle & Heavy Equip. Rep/Maint.	-	-	\$ 11,832	-	\$ 11,832	
Other Building/Office Rental/LSE	-	-	\$ 17,841	-	\$ 17,841	
Building Repair & Maintenance	-	-	\$ 85,000	-	\$ 85,000	
Fringe Benefits	-	\$ 48,990	-	-	\$ 48,990	
Total Current Year Expenditures and Encumbrances	\$ 169,786	\$ 48,990	\$ 232,747	-	\$ 451,523	
Unencumbered Balance as of July 31, 2011	\$ 1,947,614	\$ 637,110	\$ 1,590,453	\$ (1,334,400)	\$ 2,840,777	