



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

WESLEY MAUL
Director

MEMORANDUM

TO: Wes Maul, Director

FROM: Susan Cureton, Deputy Inspector General

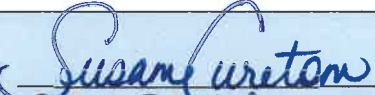
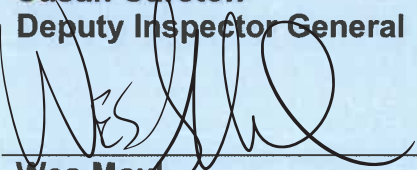
DATE: June 28, 2018

SUBJECT: Office of Inspector General Annual Work Plan 2018-2019 Fiscal Year

Pursuant to section 20.055, Florida Statutes, the Office of Inspector General (OIG) is pleased to present our annual work plan and long-term plan for the 2018-2019 fiscal year. The plan is based upon the results of our annual risk assessment to provide the best use of available resources and the most effective coverage of the Division's programs, systems, activities, and processes.

The annual and long-term audit topics in this year's plan reflect areas of higher risk as well as management priorities identified through our risk assessment process. Resources have also been allocated for management requests, investigations, and other OIG responsibilities.

The plan is intended to be a guide to direct the activities of the OIG, and may be modified during the year to address changing conditions, priorities, or risks. With your approval, we will implement the plan and provide copies to the Governor's Chief Inspector General and the Auditor General. I look forward to working with you in the upcoming year, and thank you for your continued support and cooperation.

Respectfully Submitted by:	 Susan Cureton Deputy Inspector General	Date:	06/28/2018
Approved by:	 Wes Maul Director	Date:	06/28/2018

Florida Division of Emergency Management



Office of Inspector General

Annual Work Plan

Fiscal Year 2018-2019



ANNUAL WORK PLAN Fiscal Year 2018–2019

Introduction

The purpose of the Office of Inspector General (OIG) Annual Work Plan (plan) is to identify, select, and plan the allocation of resources for the upcoming fiscal year. Section 20.055(6)(i), Florida Statutes (F.S.), requires the OIG to develop annual and long-term audit plans based on the findings of periodic risk assessments. The overriding consideration during the development of the plan is to provide the greatest benefit to the Division of Emergency Management (Division) with the OIG's limited resources.

Background

The OIG provides the Division a central point for coordination of and responsibility for activities that promote accountability, integrity, and efficiency in government. Per section 20.055, F.S., the specific duties and responsibilities of the OIG include:

- Provide direction for, supervise, and coordinate audits, investigations, and management reviews relating to the programs and operations of the agency.
- Conduct, supervise, and coordinate other activities carried out or financed by the agency to promote economy and efficiency, and prevent and detect fraud and abuse in programs and operations.
- Keep the agency head informed concerning fraud, abuses, and deficiencies relating to programs and operations; recommend corrective action; and report on the progress made in implementing corrective action.
- Advise in the development of performance measures, standards, and procedures for the evaluation of agency programs; and assess the reliability and validity of the information provided on performance measures and standards, and make recommendations for improvement.
- Review actions taken to improve program performance and meet program standards, and make recommendations for improvement.
- Ensure that an appropriate balance is maintained between audit, investigative, and other accountability activities.
- Ensure effective coordination and cooperation between the Auditor General, federal auditors and other governmental bodies.



Available Staff Resources

The OIG is under the direction of the Deputy Inspector General, who reports directly to the Governor's Chief Inspector General. Per a Memorandum of Understanding between the Executive Office of the Governor and the Division, a Deputy Inspector General "...shall be assigned to, and shall serve as Inspector General for [the Division]."

The OIG has one full-time audit/investigative position and two OPS¹ positions (one full-time and one part-time). Total available staff hours are reduced by the amount of indirect time allocated for training, administrative duties, and leave resulting in 3250 direct hours. These direct hours are available for conducting internal audits and investigations; performing consulting engagements and management reviews; providing advisory services to management; and participation in enterprise-related activities as requested by the Chief Inspector General.

Risk Assessment Methodology

The OIG conducted an annual risk assessment in order to identify the Division's programs and activities, and evaluate risk associated with those activities. The risk assessment was conducted via a written survey, meetings, emails and discussions with appropriate management or their designees. The annual and long-term audit projects in this year's plan reflect areas of higher risk as well as management priorities identified through the risk assessment process. Our risk assessment methodology included:

- Reviewing Division and program objectives, financial information, applicable laws, various internal and external audit reports, as well as other available program data.
- Surveying Division management regarding risks in their areas of responsibility and the Division as a whole.
- Conducting interviews with senior management and the Director regarding Division operations and associated risks.
- Preparing a list of potential audit topics based upon our research, interviews and surveys; and reviewing the risks associated with those topics using risk factors such as fraud potential, management interest, materiality, impact of changes to systems or programs, and recent audit coverage.

¹ OPS – Other Personal Services



Annual Work Plan

The annual and long-term audit topics in this year's plan reflect areas of higher risk as well as management priorities identified through our risk assessment process. Resources have also been allocated for management requests, investigations, and other OIG responsibilities. In addition, at the direction of the Governor's Chief Inspector General, 200 hours have been allocated to enterprise audit projects.

The plan is intended to be a guide to direct the activities of the OIG, and may be modified during the year to address changing conditions, priorities, and risks. Based on the results of this year's risk assessment, the following table depicts OIG resources allocated for the 2018-2019 fiscal year.

Engagement Projects	Hours
Carry-forward Projects	660
Planned Engagements	730
Audit Follow-up	310
Subtotal	1700
Investigation and Accreditation Activities	Hours
Investigation/Complaint Activities	260
OIG Accreditation Activities	80
Subtotal	340
Reviews and Special Projects	Hours
Management Reviews/Special Projects	180
CIG Enterprise Projects	200
Subtotal	380
Recurring Projects and Activities	Hours
Single Audit Reviews	420
OIG Risk Assessment and Annual Plan	130
Performance Measure Review	160
OIG Annual Report	20
External Audit Liaison	50
Consulting Activities	50
Subtotal	830
Total	3,250



Carry Forward Projects Fiscal Year 2017-2018:

The following projects were started during the previous fiscal year, but not finalized as of June 30, 2018:

18-A001 - HMGP Grant Management Audit

The purpose of this engagement is to evaluate the Division's processes and procedures for administering the Hazard Mitigation Grant Program for efficiency, effectiveness, and compliance with applicable laws and rules.

18-F003 - Six-Month Follow-up – Records Retention and Management Audit

The objective of this follow-up review is to determine the status of corrective actions taken by management in response to OIG Report Number 17-A002, *Records Retention and Management Audit*.

18-S007 - Review of EMPA Trust Fund

The Emergency Management, Preparedness, and Assistance (EMPA) Trust Fund is funded by surcharges on certain insurance policies and is used to fund emergency management activities at the state and county level. The amount collected and deposited in the trust fund has generally not increased for several years. The objective of this project is to examine possible reasons that could account for the lack of growth in the trust fund.

Planned Engagements, Management Reviews, and Special Projects:

Community Rating System (CRS) – Bureau of Mitigation

The purpose of this engagement is to review the Division's CRS Initiative and evaluate its efficiency, effectiveness, and compliance with applicable laws and rules. This engagement was requested by management.

CIG Enterprise Projects

These projects are priorities identified by the Office of the Chief Inspector General intended to identify best practices statewide and within each agency.

Investigation, Complaint and Accreditation Activities

Investigation and Complaint Activities

In carrying out the investigative duties and responsibilities specified in statute, the OIG is required to initiate, conduct, supervise, and coordinate investigations designed to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and other abuses in state government. In addition, the OIG receives complaints and coordinates all investigative activities of the Division as required by the Whistle-blower's Act.



OIG CFA Accreditation

The Commission for Florida Law Enforcement Accreditation (CFA) establishes strict investigative standards, and awards accreditation to compliant Florida Offices of Inspectors General as well as law enforcement agencies. The OIG obtained its initial accreditation status in April, 2017. The CFA review for reaccreditation occurs every three years, and the OIG must continually evaluate its progress toward meeting accreditation standards by providing proofs required to show compliance from assessment to assessment.

Recurring Projects:

Single Audit Reviews

The Division is required by federal and state law to review sub-recipient financial reporting packages (single audit reports) for financial awards provided by the Division. This includes reviewing management letters and corrective action plans, to the extent necessary to determine whether timely and appropriate corrective action has been taken with respect to audit findings and recommendations specific to the Division. The OIG is the Division's organizational unit responsible for receiving and reviewing the single audit reports.

Performance Measures Review

In accordance with Section 20.055, Florida Statutes, the Inspector General is to advise in the development of performance measures, standards and procedures for the evaluation of state agency programs. Also, the OIG is to assess the reliability and validity of the information provided by the Division on performance measures and standards, and make recommendations for improvement, if necessary.

OIG Risk Assessment and Annual Plan – Fiscal Year 2019-2020

In accordance professional auditing standards as well as Section 20.055, Florida Statutes, the OIG will develop long-term and annual audit plans based on the findings of periodic risk assessments.

OIG Annual Report – Fiscal Year 2017-2018

In accordance with Section 20.055, F.S., the OIG must prepare an annual report summarizing the activities of the office during the immediately preceding state fiscal year.

External Coordination

The OIG will continue to ensure effective coordination and cooperation between the Auditor General, federal auditors, and other governmental bodies with a view toward avoiding duplication.



Audit Follow-up:

In accordance with Section 20.055, F.S., the Inspector General shall monitor the implementation of the state agency's response to any report on the state agency issued by the Auditor General or by the Office of Program Policy Analysis and Government Accountability. In addition, the OIG shall review the actions taken by the Division to improve program performance and meet program standards and make recommendations for improvement, if necessary. The objective of a follow-up review is to assess the status of corrective actions taken by management in response to the internal and external audit reports.

For the 2018-2019 fiscal year, the following follow-up reviews are planned:

- Six-month status – Auditor General IT Operational Audit
- Six-month status – Auditor General Operational Audit
- Six-month status – Auditor General 2017 Federal Awards Audit
- Six-month status – HMGP Grant Audit

Long Term Audit and Review Plan

As required by statute, the following long-term plan has been developed to ensure that the services of the OIG provide the most benefit to the Division. Based on this year's risk assessment, the future projects to which resources are planned and allocated are as follows:

Property Inventory Accountability – Bureau of Finance and Administration

The purpose of this engagement is to review the Division's property inventory and management process in order to determine whether the Division properly accounts for and safeguards its tangible personal property.

Building Access Cards – Bureau of Response

The objectives of this engagement are to review the access and screening protocols used to issue access cards for the FDEM buildings (including the Emergency Operations Center) and evaluate accountability and maintenance of access cards issued. This review will also identify opportunities to improve the safety of the FDEM complex.

Activation Roles – Bureau of Response

The purpose of this engagement is to evaluate the Division's process for assigning activation roles (blue-sky/gray-sky), including training and staffing for Emergency Support Functions as well as maintaining blue-sky roles during activation. This engagement was included as a long-term project in a prior OIG work plan.



Fleet Administration and Management – Bureau of Finance and Administration

The objective of this engagement is to review the Division’s fleet utilization, operation, and maintenance activities in order to evaluate compliance with applicable policies, rules, and laws, as well as identify any opportunities for improvement.

Hazardous Material Emergency Preparedness (HMEP) – Bureau of Preparedness

The objectives of this engagement are to review administration of the HMEP grant and evaluate budget authority shortfalls, as well as identify any opportunities for improvement.



Distribution

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