



# Governor’s Agency IG Inventory



**IG Responding** (*enter name and agency*): **Lynne T. Winston, Department of Business & Professional Regulation**

**Is your agency Inspector General SMS or SES?** **SMS**  **SES**

**Our OIG staff are:**

SES:  Career Service:  OPS:  (*If more than one type provide details below*)

**Identify the mix**

The Director of Auditing, Director of Investigations, Audit staff and administrative staff are SES; the 3 investigators (Law Enforcement Lieutenants) are Career Service.

**How many OIG staff, if any, are sworn law enforcement officers?**

None  Some  (*Number of Sworn, if applicable:* ) Three.

**If there are sworn staff, under what authority/whose auspices are they sworn?**

They are sworn under the Division of Alcoholic Beverages and Tobacco.

**Are any expenditures associated with their sworn status absorbed by a budget entity other than the OIG’s budget?**

No  Yes  (*explain*): Their training, equipment and vehicles, including vehicle expenses, are absorbed through the Division of Alcoholic Beverages and Tobacco budget.

**Does the IG attend the agency head’s leadership meetings?**

Yes. The IG attends the Senior Managers’ Weekly Meetings.

**Does the IG independently identify, and have authority independent of the agency head or other agency staff, to hire OIG staff when vacancies occur?**

Yes.



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**Does the OIG have the authority, within existing salary and rate considerations, to set OIG staff salary.**

Yes  No  (*explain*): Requests to pay above minimum for an OIG position would have to be approved by the Secretary, Director of Administration and Chief of Staff. Such a request was recently made and approved, however, the additional salary rate had to come out of the Secretary's overall budget.

**Does the OIG have any duties outside the provisions of section 20.055, F.S.?**

No  Yes

**If so, list (with statutory requirement cited if applicable) those duties**

(*examples would be Single Audit, EEO investigations, agency employee background screening, etc.*)

N/A  or:  The OIG is responsible to develop, maintain and disseminate uniform DBPR policies and OIG procedures for compliance with Florida Single Audit Act requirements. The OIG provides technical assistance and guidance regarding compliance with FSAA requirements, and monitors implementation of the department's FSAA policies and procedures.

**How many FTE are associated with "outside" duties?**

N/A  or:  One-third FTE is devoted to FSAA-related activities.

**What are your agency head's thoughts (if discussed) on reassigning these duties?**

Not discussed  or:  [Click here to enter text.](#)

**Does the IG independently approve all travel for staff within the OIG?**

Yes  No (*explain*): X No. The agency head approves all travel for conferences, conventions, training or any out of state travel.



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**If no, has there been any unreasonable restrictions on authorizations to travel?**

No  Yes  (*explain*): [Click here to enter text.](#)

**Does the agency have any specific statutory language affecting IG appointments or the duties of the IG?**

No  Yes  (*explain*): [Click here to enter text.](#)

**Does the OIG have a separately established budget entity within the department?**

Yes  No

**Does the IG have independent expenditure authority for the OIG budget allocation?**

Yes  No

**If no, has there been any unreasonable restrictions on expenditures requested by the IG?**

No  Yes  (*explain*): [Click here to enter text.](#)

**Does the OIG prepare their own LBR for unfunded requirements?**

Yes  No  (*explain*): The OIG would work in conjunction with legislative staff and budget staff to prepare LBRs for unfunded requirements.

**Are OIG reports reviewed by the Agency Head, General Counsel, or any other agency official prior to release?**

No  Yes

**If so, identify who does this review?**

Reports with sustained findings are reviewed by the Office of General Counsel for legal sufficiency prior to being finalized.

**Was this review process requested by the IG, or by the agency head or other official?**



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Process is requested by the IG and approved by the agency head.

**Are all OIG staff centrally located with the IG, or are staff disbursed?**

Yes

No

**If disbursed, to how many locations and where are they?**

[Click here to enter text.](#)

**How many auditors, investigators, administrators and other staff (in those categories) are in the OIG?**

Auditors: (4) - Director of Auditing and 3 auditors.

Investigators: (4) - Director of Investigations and 3 investigators.

Others: (2) – IG and one administrative employee.