

April 23, 2020

Reginald Wells, Director of Watershed Management
1580 Roadhaven Drive
Stone Mountain, Georgia 30083

RE: Watershed Management-Collection Services Unit Audit of Temporary Personnel Services Contract, Audit Report Number. 2017-013-WMCS - Audit Follow-up Report

Dear Director Wells:

As required by DeKalb County, Georgia – Code of Ordinances / Organizational Act Section 10A- Independent Internal Audit (I), I have attached the Office of Independent Internal Audit's report on the status of actions taken by your office to address the findings contained in the audit report referenced above.

The one finding/recommendation in this report has been implemented pending verification by the Office of Independent Internal Audit.

Please contact me if you require additional information.

Sincerely,



John L. Greene, CIA, CIG, CGAP, CGFM
Chief Audit Executive

Attachment

- cc. Michael L. Thurmond, Chief Executive Officer
Nancy Jester, Board of Commissioners District 1
Jeff Rader, Board of Commissioners District 2
Larry Johnson, Board of Commissioners District 3
Steve Bradshaw, Board of Commissioners District 4
Mereda Davis Johnson, Board of Commissioners District 5
Kathie Gannon, Board of Commissioners District 6
Lorraine Cochran-Johnson, Board of Commissioners District 7
La'Keitha D. Carlos, Chief of Staff
Vacant, Board of Commissioners Chief of Staff
Zachary L. Williams, Chief Operating Officer

Harmel Codi, Chairperson, Audit Oversight Committee
Adrienne T. McMillion, Vice-Chairperson, Audit Oversight Committee
Claire Cousins, Audit Oversight Committee
Lisa Earls, Audit Oversight Committee
Harold Smith, Audit Oversight Committee
Benita Ransom, Human Resources and Merit System Director

Dekalb County Government
Office of Independent Internal Audit
Audit Findings Status Update Form

Status Date	Report #	Report Title	
4/23/20	2017-013-WMCS	Temporary Personnel Services Contract	
Contact Person	Title	Phone No.	Email Address
Reginald Wells	Director, Watershed Management Department	770.621.7208	rdwells@dekalbcountyga.gov
Activity	Accountability	Schedule	
Watershed Management Department (WMD)-Collections Services	Responsible Area	Repeat Finding	Anticipated Completion Date/Date Adjustments will be made
	Watershed Management Department	No	
Finding		Finding Detail	
No.	1		
Date	11/1/18		
Finding		VENDOR NOT COMPLIANT WITH REQUIREMENTS 17 AND 18 OF CONTRACT	
Recommendation	<p>WM-CS should:</p> <ul style="list-style-type: none"> • Ensure that information submitted by the vendor is complete and complies with the contract terms. <p>HRMS should:</p> <ul style="list-style-type: none"> • Ensure that the vendor adheres to contract terms. • Perform periodic reviews of temporary employee information/data acquired from the user departments and reconcile them with the data in the monthly management reports obtained from the vendor. • Reinforce to the user departments the vendor obligations and requirements of the contract by providing a summary of the vendor requirements on the Request for Temporary Services form to further encourage internal compliance. 		
Management Response	<p>Management concurs with the finding and recommendations. Using the temporary personnel services was cost effective in achieving the unit's operational objectives to address staffing needs. At this time, additional recommendations have not been presented and there are no objections from the department. Both vendors are now providing complete monthly management reports. User departments, and not HR, are responsible for reconciling timesheets with vendor invoices to prevent overbilling. To facilitate, HR has created a timesheet for user departments to capture temp work hours to better compare against invoices. HR will continue to monitor contract expenditure to ensure vendor does not exceed authorized amount. User departments, vendor, and Purchasing will be notified in writing when vendor is approaching the contract limit.</p> <p>While the contract requires the vendor to report each department's utilization on a separate sheet, HR prefers a monthly listing of temporary assignments in Excel utilizing fields outlined in agreement. This allows HR to sort as needed i.e., by department, job title, date assigned etc. HR will review vendor timesheet and invoice formats and recommend changes to reflect requirements outlined in the contract. In the interim, HR has developed a sample invoice and timesheet, which reflects the following fields contained in the agreement:</p> <ol style="list-style-type: none"> 1.Division/department number 2.Invoice number 3.Purchase order number 4.Week-ending date and invoice date 5.Description of job title 6.Employee name 7.Hours worked, hourly billed rate, and total amount due for each employee; and 8.Invoice totals to include total hours and total payment <p>Vendors will be advised to remove personal identifiable information from all documents.</p> <p>In lieu of adding a summary of vendor obligations and requirements on the Request for Temporary Services form, HR has added a link on the form that will connect users to the contract terms now posted on HR's Intranet site.</p>		

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Watershed Management Department (WMD)-Collections Services	Responsible Area	Repeat Finding	Anticipated Completion Date/Date Adjustments will be made
	Watershed Management Department	No	
Finding			
No.	Finding Detail		
1	VENDOR NOT COMPLIANT WITH REQUIREMENTS 17 AND 18 OF CONTRACT		
Date			
Finding			
STATUS UPDATE-12 MONTHS			
<input type="checkbox"/>	Open	<p>Watershed Management Director's Response Watershed no longer uses temporary employees for these functions. All team members currently performing these functions are permanent full-time employees.</p> <p>Human Resources and Merit System Management's Response HR is receiving monthly reports from the vendors. Sample timesheet posted on HR's Intranet page. Vendor requirements posted on HR Intranet page, along with relevant information related to temporary personnel services.</p>	
<input type="checkbox"/>	Management/Agency Assumes Risk		
<input type="checkbox"/>	Partially Complete		
<input checked="" type="checkbox"/>	Complete Pending Verification by OIIA		
<input type="checkbox"/>	Closed		
STATUS UPDATE-FINAL			
<input type="checkbox"/>	Open		
<input type="checkbox"/>	Management/Agency Assumes Risk		
<input type="checkbox"/>	Partially Complete		
<input checked="" type="checkbox"/>	Complete Pending Verification by OIIA		
<input type="checkbox"/>	Closed		