



Office of Inspector General Accomplishments During First Six Months of Operation

Sheryl G. Steckler
Inspector General

Start-up Activity to Establish Office

- Developed job descriptions and performance evaluations for current staff
- Recruited and selected staff; three Investigators (Aug 11, Aug 30, Nov 22), one Administrative Assistant (Aug 16), one Intake Manager (Oct 4), one Director of Contract Oversight (Oct 12)
- Wrote accreditation manual directives for the Investigative Unit
- Implemented a web based Investigations Complaint Management System to include time keeping, case tracking, training, and all required Inspector General Investigative Standards
- Developed a logo and website that contains OIG complaint email address and on-line complaint and whistleblower forms
- Developed three narrated presentations to educate employees and citizens about the Office of Inspector General (OIG), the Audit Unit, and the Investigative Unit which are hosted on the OIG website
- Developed written protocol with the Office of the State Attorney, 15th Judicial Circuit
- Negotiated Interlocal Agreement with Solid Waste Authority effective Nov 1, 2010
- As a result of voter approval of Nov 2nd referendum, began preparation for expansion of jurisdiction to include all 38 municipalities within Palm Beach County
- Initiated interaction with all municipalities through the League of Cities requesting information to prepare for implementation of the revised OIG Ordinance

Written Correspondence Received and Handled

- Management Referrals (21) – complaints which are referred to management for their handling with no response to the OIG required
- Management Inquiries (8) – complaints which are sent to management with a required response to the OIG
- Complaint Handled by OIG (Non-Investigative) (31)
- Non-Jurisdiction (25) – outside the current OIG jurisdiction
- Inspector General Notification (1) – official notification to management during or after an investigation is complete where additional information not relevant to the investigation was discovered, yet a possible violation of policy is suspected
- Management Reviews (2) – a formal review of a specific program area to determine whether or not it is operating within accepted or written procedures
- Investigations (5) – process by which information and case supporting material is obtained relevant to allegations, complaints, or violations posed or suspected

Contract Oversight

- Attended twenty-two (22) vendor selection committee meetings/presentations

Training/Orientation, Media Interviews/Contacts

- Conducted twenty-two (22) OIG training/orientation sessions reaching 1,322 employees and/or citizens
- Participated in twenty-five (25) media interviews/contacts

County Site Visits

- Animal Care and Control, Water Utilities, Solid Waste Authority