

Ms. Ana Rivas-Logan, Board Member

SUBJECT: PROCEDURES FOR INSPECTOR GENERAL REPORTS

COMMITTEE: INNOVATION, EFFICIENCY AND GOVERNMENTAL RELATIONS

LINK TO DISTRICT STRATEGIC PLAN: ENSURE ADEQUATE AND EFFECTIVE INTERNAL CONTROLS AND OPERATIONAL EFFICIENCY

In January, 2006, the School Board established the Office of Inspector General (OIG) pursuant to School Board Rule 6Gx13-8A-1.07, *Office of Inspector General*, as an internal “watchdog” to ensure that all district operations are carried out with honesty, integrity, efficiency, and legal compliance. In August, 2007, the School Board further established an alternative method of securing inspector general services through an interlocal agreement with another government entity pursuant to School Board Rule, 6Gx13-8A-1.08, *Alternative Method for Securing the Services of an Inspector General*. In December, 2007, the School Board entered into a three year interlocal agreement for the provision of inspector general services through the office of the Miami-Dade County Inspector General.

Since the position of School Board Office of Inspector General (“SB OIG”) was established, the SB OIG has conducted numerous investigations and audits and submitted final reports on those activities to the Audit Committee, the Superintendent, and the School Board. However, this process is not codified in School Board Rules. The current relevant School Board Rules and the Interlocal Agreement do not provide or define a process for (1) the Superintendent and/or investigated entities to respond to SB OIG findings and recommendations, or for (2) district implementation of the findings and recommendations contained in the OIG’s final reports.

This item seeks to amend relevant School Board Rules to detail a consistent process by which the affected employees, the Superintendent and the School Board receive, respond to and /or address OIG reports. The process would require that (1) the Superintendent and/or the investigated entity will provide a written response to the OIG findings within the timeframe requested by the Inspector General, (2) the Superintendent or other investigated entity, shall if appropriate, submit a corrective action plan addressing the findings to the Audit Committee for their recommendations to the School Board, and (3) the Audit Committee shall monitor the implementation of the corrective action plan and report to the School Board.

Replacement
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**ACTION PROPOSED BY
MS. ANA RIVAS LOGAN:**

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to initiate Rulemaking proceedings in accordance with the Administrative Procedures Act to enact School Board Rules to require that:

1. The Chief Auditor, upon receiving the Inspector General's final report, will forward the Inspector General's report to the Ethics Advisory Committee and/or the audit committee with instructions to place the report(s) on the agenda of its/their next scheduled meeting for discussion and if appropriate, any other action. The Inspector General and/or designated staff will attend the appropriate Audit Committee and/or Ethics Advisory Committee when the report is presented.
2. The Superintendent, upon receiving the Inspector General's final report that requests that the Office of the Inspector General be provided with a corrective action plan, follow-up response, or other status report, shall timely prepare said report and submit it to the Inspector General within the time period requested by the Inspector General. Said response shall be simultaneously provided to the School Board, the School Board Attorney, Chief Auditor, and any other individual or entity that was originally listed on the Inspector General's final report distribution list.
3. The Superintendent will be the responsible party to implement the Inspector General's recommendation through the corrective action plan.
4. The Chief Auditor upon receiving the Superintendent's corrective action plan, follow-up response, or other status report, will forward said correspondence to Ethics Advisory Committee and/or Audit Committee for its/their continued monitoring of the matter. The Chief Auditor will prepare a report to the School Board specifying the results of his/her monitoring of the corrective action plan.