



OFFICE OF THE COUNTY AUDITOR

Craig Glendenning, CPA
County Auditor

MEMORANDUM

December 10, 2020

MEMO TO: Council Members

Calvin Ball
County Executive

FROM: Craig Glendenning
County Auditor 

SUBJECT: Exit Audit – James Irvin

Pursuant to Section 213 of the Howard County Charter, “upon the death, resignation, removal or expiration of the term of any County administrative officers, the County Auditor shall cause an audit and investigation of the accounts maintained by the officer, and by his or her department, office or agency, to be made.” We have conducted an exit audit for James Irvin, Director of the Department of Public Works, until the end of his employment, effective June 30, 2020.

The objectives of our review were to determine whether:

- The County’s procedures for separation of employment were followed.
- The accounts maintained by the Director were in order.
- The Director’s access to County systems had been terminated.
- The Director’s earnings on his final earnings statement were accurate.

FINDINGS AND RECOMMENDATIONS

We found that County procedures were followed in Director Irvin’s separation from County employment. Additionally, Director Irvin’s access to County systems was fully terminated in accordance with County procedures and the earnings on the final earnings statement were accurate. However, we did note the following issues.

Finding

The Employee Inventory Checklist of items issued to the Director and returned at separation was not complete.

The Employee Inventory Checklist of items issued to and returned by the Director at separation was not complete. Specifically, the Checklist did not include the gas card associated with the vehicle assigned to the Director or the Employee Card that grants access to use of the gas card. Both cards are required for an employee to fuel a vehicle at a County gas station. The Central Fleet Office provided us with documentation to support that the cards were returned. The failure to ensure a complete and accurate Checklist could result in the loss of items issued to employees.

The Office of Human Resources' (Office) Employee Manual requires that employees return all property issued by the County and verify and sign a completed final Employee Inventory Checklist. However, the Office does not ensure that the Checklist includes all items issued to the employee. As a result, there is a lack of assurance that the Office can prepare a complete list of items on the employee's signed Checklist upon separation.

We recommend that the Office implement procedures to ensure that all items issued to a County Employee are returned upon separation. Specifically, we recommend that the Office contact County agencies that issue property to employees (such as the Department of Technology and Communication Services and the Central Fleet Office) and verify that all property issued has been returned as part of the employee separation procedures.

Administration's Response:

The Administration concurs with this finding and recommendation. The Administration will implement procedures to ensure that all items issued to County Employees are returned upon separation.

Finding

The Central Fleet Office did not retain documentation to support the fair market value of the vehicle assigned to the Director.

The Central Fleet Office did not retain documentation to support the fair market value (FMV) of the vehicle assigned to the Director. The FMV of an assigned vehicle is used to calculate the annual lease value (ALV). The ALV is a component of the vehicle fringe benefit calculation under Internal Revenue Service guidelines.

We recommend that the Administration ensure that the fair market value of all assigned vehicles is documented and retained for future verification.

Administration's Response:

The Administration concurs with this finding. The Administration will work with the Central Fleet Office to ensure that the fair market value of all assigned vehicles is documented and retained.

We wish to express our gratitude to the Administration for the cooperation and assistance extended to us during the course of this engagement.

cc: Lonnie Robbins, Chief Administrative Officer
Gary Kuc, County Solicitor
Patrick Pope, Internal Auditor