



Verification of County Manager Separation Process

Inspector General Department

Gary J. Cooney, Clerk of the Circuit Court & Comptroller
Audit Report

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Inspector General

Conducted by:
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Inspector General Department

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February 22, 2021

Board of County Commissioners

The verification of the County Manager's Separation Process as requested by Jeff Cole is complete. No issues were identified.

We appreciate the cooperation and assistance provided by everyone during the course of the verification.

Respectfully submitted,

Terri W. Freeman
Inspector General

cc: Gary J. Cooney, Clerk of the Circuit Court & Comptroller
Denise Bell, Chief Deputy Clerk
Alan Rosen, County Manager
Jim Kovacs, Director, Office of Human Resources and Risk Management
Mr. Jeff Cole

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email fwa@lakecountyclerk.org

Scope and Objective

The objective of this audit, which was requested by Jeff Cole, was to validate the adequacy of and compliance with Human Resources and other policies and procedures during the County Manager separation process.

To meet the audit objective, the return of County-provided equipment and items assigned to Mr. Cole was observed. The disabling of access to systems and user accounts was confirmed with the Information Technology department. Procurement card purchases and employee expense reports for the prior twelve months were reviewed for consistency with the role of County Manager. The payout of accrued leave was recalculated and reviewed for compliance with Mr. Cole's contract. The County Manager has no signature authority with bank accounts so no audit steps were necessary in this regard.

Overall Conclusion

The policies and procedures were complied with and adequate for the separation process. The return of County equipment and the removal of access to County buildings, systems, and purchasing was effectively handled.

Background

Jeff Cole, the County Manager, retired on December 18, 2020. When an employee leaves County employment, various items are secured: County property keys (physical and electronic), County-provided equipment (e.g., cellular phone and electronic devices), procurement card, and identification badge. Technology access is disabled (e.g., email, voicemail, access to systems, and user accounts). A checklist for exiting or transferring employees is used to document this process.