This meeting will be available for viewing on the Parish of Caddo’s Facebook page (via Facebook Live).

1. ROLL CALL:
   John E. Atkins - Chair
   Roy Burrell
   Lyndon B. Johnson
   John-Paul Young
   Mario Chavez - President

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

4. AGENDA ADDITIONS:

5. PUBLIC COMMENTS:
   Citizens who wish to address the Committee, please fill out a comment card by clicking HERE and submit to the Commission Clerk’s Office. Individual comments are limited to 3 minutes and will be read aloud during the Public Comments section of this agenda. Citizens may also address the Committee by calling the Commission Clerk’s Office at (318) 226-6596 during the Public Comments section of this agenda.

6. NEW BUSINESS:
   6.I. Certificate For Teleconference
       Documents:
       CERTIFICATE FOR TELECONFERENCE FINANCE 6.24.2020.PDF
   6.II. Discuss Internal Audit Of Public Works Adjudicated Property (Draft Report)
       Documents:
       INTERNAL AUDIT OF PUBLIC WORKS ADJUDICATED PROPERTY DRAFT REPORT.PDF
   6.III. Discuss Internal Audit Status Update
       Documents:
       INTERNAL AUDIT STATUS UPDATE 06.24.2020.PDF

7. ADJOURN:
WHEREAS, the Governor of the State of Louisiana has issued Proclamation Number 33 JBE 2020, stating that, due to the current Public Health emergency declared in the Governor’s Proclamation Number 25 JBE 2020, and citing the provisions of La. R.S. 29:721, et seq., granting him the authority to control the “ingress and egress to and from a disaster, the movement of persons within the area, and the occupancy of premises therein; and

WHEREAS, the Governor, in Proclamation Number 33 JBE 2020, has limited all gatherings of 10 or more people, for public safety purposes; and

WHEREAS, Governor has issued a general stay at home order “unless performing an essential activity,” 33 JBE 2020, Section 3; and

WHEREAS, attendance at a Caddo Parish Commission Finance Committee meeting is not stated in the list of essential activities, listed in 33 JBE 2020, Section 3; and

WHEREAS, the usual conduct of the meeting would require travel and the presence of a number of persons in excess of ten (10); and

WHEREAS, the Governor of the State, in Proclamation Number 30 JBE 2020, Section 4, issued on March 16, 2020, has invoked the aforementioned statutes authorizing him to allow attendance at essential governmental meetings via teleconference or video conference during the pendency of this emergency; and

WHEREAS, the Governor of the State, in Proclamation Number 41 JBE 2020, Section 13, issued on April 2, 2020, has extended the Stay-At-Home Order until Thursday, April 30, 2020; and

THEREFORE, the Caddo Parish Commission hereby certifies that it will not be able to obtain a quorum and convene a meeting in a public forum on June 24, 2020 due to the Governor’s proclamations, and will be required to meet by video conference, and, if necessary teleconference, on that date as allowed by law and the Proclamations of the Governor listed above.

Date: June 17, 2020

Mario Chavez
Caddo Parish Commission President
The Parish of Caddo – Internal Audit of Public Works Adjudicated Property
June 24, 2020
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</table>
Objective & Scope

An internal audit of the Caddo Parish Public Works Department was conducted to assess applicable internal control processes of Adjudicated Property, including compliance with relevant policies, procedures, and Louisiana Law Revised Statute Title 47. The following areas were included in the scope:

1) Sealed Bid Sales
2) CivicSource Sales
3) Redemptions
4) Records Management

Overview of Procedures

• Obtained policies and procedures (P&P) and other Caddo Parish Public Works Department documentation pertaining to the adjudicated property process, as applicable.
• Performed interviews and process walkthroughs with Caddo Parish Public Works Department personnel.
• Performed testing, on a sample basis, to determine if sealed bid sales, third-party (CivicSource) sales, and redemptions were supported and processed per Adjudicated Property policies, procedures, and regulations, as applicable.

The scope period included in the audit was 01/01/2019 - 02/25/2020
Executive Summary

Based on the procedures performed, two (2) low risk¹ observations were identified. Additional details including associated risk, root cause, recommendations, responsible party and management response are included in the Results section of this report.

Two (2) observations were assigned a priority risk rating of low as explained below:

Summary of Observations

<table>
<thead>
<tr>
<th>Risk Ranking: Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area: Records Management</td>
</tr>
<tr>
<td>1) Data related to Adjudicated Property was manually entered into multiple data sources, and a secondary review of data inputs was not always performed.</td>
</tr>
<tr>
<td>Area: Policies &amp; Procedures</td>
</tr>
<tr>
<td>2) The Public Works Department Policy for Adjudicated Property was not always updated to reflect certain current practices and several key process areas were not included within the policy. Additionally, detailed desktop procedures to guide daily actions and tasks did not exist for all key process areas.</td>
</tr>
</tbody>
</table>

1. See Appendix A for additional details regarding the priority risk rating definitions.
Executive Summary

Overall Recommendations Summary

Specific recommendations have been included within this report; however, the following presents overall recommendations across in-scope areas.

• Management should consider implementing enhanced data management processes and assessing the need for automation to improve inefficiencies or reduce potential errors.

• Regarding policies and procedures, management should consider establishing a formal policy management process in order to ensure all key process areas have been documented and are reflective of current procedures.
<table>
<thead>
<tr>
<th>#</th>
<th>Observation</th>
<th>Risk</th>
<th>Root Cause</th>
<th>Recommendation</th>
<th>Responsible Party &amp; Management Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data related to Adjudicated Property was manually entered into multiple data sources including Excel spreadsheets and the Adjudicated Property Database. In certain instances, the same data would be stored in multiple locations which resulted in inefficiencies and inconsistencies and there was no formal, secondary review upon entry of the data into either the spreadsheet or the database.</td>
<td>Risk Ranking: Low</td>
<td>Area: Records Management</td>
<td>Management should consider assessing the need for a new system or enhanced utilization of the existing Adjudicated Property Database in order to improve any inefficiencies or potential data integrity issues, taking into account a cost benefit assessment. Potential improvements or enhancements may include:</td>
<td>Right of Way Representative, GIS Analyst</td>
</tr>
<tr>
<td></td>
<td>If data related to the Adjudicated Property process is manually entered into multiple locations, including various spreadsheets and the Adjudicated Property Database, and a secondary review of the data entry is not performed, an increased risk for errors, inefficiencies, and decisions based on inaccurate information may exist.</td>
<td></td>
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<tr>
<td></td>
<td>For 2 of the 5 properties sold through the Sealed Bid process and selected for testing, the Adjudicated Property Database record did not agree to supporting documentation for the bid price and related application dates, however, this information was accurate in the separately maintained spreadsheets.</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>The various processes related to Adjudicated Property required tracking to ensure timeliness of action required by either the Parish, third parties, or a citizen. However, the Adjudicated Property Database did not include all required fields which were used in reporting or tracking Adjudicated Property information.</td>
<td></td>
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<tr>
<td></td>
<td>There were limited resources and cost benefit considerations related to a potential new system or database.</td>
<td></td>
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</tbody>
</table>

Management Response:

Our office works diligently to insure the integrity and accuracy of our data. We are currently using the database and the spreadsheet as they are primarily used for two separate purposes. The database mirrors the information that is in the hard file and the spreadsheet is used solely for reporting purposes.

We will assess the need for a new Adjudicated Property system or changes to our internal processes, taking into account feasibility and availability of a system that would meet the needs of our department.

Upon completion of a sale or redemption, management should consider implementing a formal review of the information input within the spreadsheets and the database against the physical supporting documentation to ensure accuracy of data stored.
### Results

<table>
<thead>
<tr>
<th>#</th>
<th>Observation</th>
<th>Risk</th>
<th>Root Cause</th>
<th>Recommendation</th>
<th>Responsible Party &amp; Management Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>The Public Works Department had a formally documented policy related to the Adjudicated Property process. However, the 'Public Works Department Policy for Adjudicated Property' (Section 3.3) had not been updated since 2018, while internal practices have since been updated. As a result, the established policy was inconsistent with current department practices. Additionally, several key areas including Civic Source Sales, Redemptions, and Records Management were not formally included within the policy. Certain desktop procedures were also available for the Sealed Bid Sales process; however, the procedures were not formalized and were missing certain key components reflective of current processes. Detailed desktop procedures were not available for other areas such as Civic Source Sales, Redemptions, and Records Management. Additional details regarding outdated or inconsistent information in the Adjudicated Property policy were provided to management.</td>
<td>If policies and procedures are not documented or are inconsistent with current practices, an increased risk may exist in the following areas: • Lack of continuity of operations if personnel separate from the organization and/or are unexpectedly out of office for an extended period of time • Noncompliance with regulations • Critical tasks may not be completed if procedures are not defined or formalized</td>
<td>There was not an established formal policy maintenance process requiring policy reviews, or updates, on a recurring basis. The Sealed Bid process was enacted in 2018 and the formal policy, written in 2018, described the planned process but did not account for changes made after inception. Public Works Department personnel relied on institutional knowledge of internal procedures and applicable regulations. The Caddo Parish 'Public Works Department Policy for Adjudicated Property' should be updated to reflect current processes and include all key areas within the Adjudicated Property process. Additionally, due to the detailed nature of the Adjudicated Property process and applicable regulations, management should consider developing and/or updating detailed desktop procedures to guide daily tasks and actions, for the following areas: Sealed Bid Sales, Civic Source Sales, Redemptions, and Records Management. When developing the desktop procedures, management should consider including an overview of the process and identification of responsible parties, authorized reviewers/signors, supporting documentation to be maintained, and development of any checklists to ensure the process is completed in entirety. Management should also consider establishing a periodic, i.e. annual, review of the 'Public Works Department Policy for Adjudicated Property' and any detailed desktop procedures developed. Further, a process should be established to communicate any procedure updates to appropriate personnel and provide training to employees on updated procedures, as needed.</td>
<td>Right of Way Representative, GIS Analyst</td>
<td><strong>Management Response:</strong> Internal policies and procedures will be updated as recommended. We are currently in the process of updating policies and procedures and have a target completion date of September 2020.</td>
</tr>
</tbody>
</table>
Appendix A: Priority Rating Definitions

High
- A serious weakness which exposes Caddo Parish to risks in achieving its objectives or may otherwise impair the Parish's reputation. Generally, a high priority observation can include any of the following: non-compliance with a regulation or internal policy or procedure; or an operational inefficiency, resulting in a material expenditure.

Moderate
- A control weakness, which can undermine the system of internal control and/or operational efficiency and should, therefore, be addressed.

Low
- A weakness which does not seriously detract from the system of internal control and/or operational effectiveness/efficiency but which should nevertheless be addressed by management.

Priority ratings were assigned as follows:
Appendix B: Assumptions and Limiting Conditions

Our procedures were not designed to detect fraud, to constitute a financial statement audit, review, compilation, or to provide assurance on the internal controls or information provided. Accordingly, we will not express an opinion or conclusion, nor provide any other form of assurance on the completeness and accuracy of the information. Additionally, the projection of any conclusions, based on our findings, to past or future periods is subject to the risk that changes may have occurred during the passage of time that may alter the validity of such conclusions. Furthermore, the projection of any conclusions, based on our findings, to the whole population is subject to the risk that the samples selected may not accurately reflect the population as a whole.

This engagement was conducted in accordance with the American Institute of Certified Public Accountants’ Statement on Standards for Consulting Services (SSCS) and the International Standards for the Professional Practice of Internal Auditing (Standards).
Appendix C: Transmittal Letter

June 24, 2020

Caddo Parish Commission
505 Travis St #110
Shreveport, LA 71101

Dr. Woodrow Wilson, Parish Administrator and CEO
The Parish of Caddo
P.O. Box 1127
Shreveport, LA 71163-1127

Dr. Wilson and Caddo Parish Commission,

As presented in this enclosed report, Postlethwaite & Netterville, APAC (P&N) has completed our evaluation regarding Caddo Parish Public Works Adjudicated Property processes and procedures. On the pages above, this report provides: 1) a risk rating of observations 2) a summary of the observations noted during our engagement, and 3) recommended actions for you to consider related to our observations.

These recommendations are only for your consideration, and are not intended to be implemented without management’s thorough understanding and acceptance.

P&N appreciates the cooperation and assistance provided by your personnel during this engagement. We sincerely appreciate this opportunity to be of service to you. Please do not hesitate to contact us if you have any questions related to this report or any other matters.

Sincerely,

POSTLETHWAITE & NETTERVILLE, APAC
The Parish of Caddo – Internal Audit Update
June 24, 2020
Agenda

- 2020 Internal Audit Plan Status
- 2020 Internal Audit Follow Up Activities
- Appendix A: 2018-2019 Recap
# Approved Internal Audit Plan for P&N Contract Year 3  
(January 1, 2020 – December 31, 2020)

<table>
<thead>
<tr>
<th>Auditable Area</th>
<th>Auditable Activities</th>
<th>Status</th>
</tr>
</thead>
</table>
| Juvenile Services       | Juvenile Services Probation           | • Report issued April 20, 2020  
• Results presented during April 20, 2020 Finance Committee Meeting |
| Public Works            | Adjudicated Property                  | • Results presented during June 24, 2020 Finance Committee Meeting     |
| Facilities and Maintenance | Caddo Correctional Center (CCC)     | • Procedures to be performed July 20, 2020 – July 24, 2020             |

Follow-up activities will also be conducted for the prior year’s internal audits:
1. Animal Services
2. Non-Governmental Organizations
3. Vendor and Contract Management
4. Juvenile Services Detention

Note: 2020 Internal Audit Plan approved during November 7, 2019 Commission Meeting.
# 2020 Internal Audit Follow-up Activities

<table>
<thead>
<tr>
<th>Auditable Area</th>
<th>Auditable Activities</th>
<th>Status*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Services and Mosquito Control</td>
<td>Caddo Parish Animal Services</td>
<td>Follow-up in progress; pending receipt of information</td>
</tr>
<tr>
<td>Other Auditable Area</td>
<td>Non-Governmental Organizations</td>
<td>Follow-up in progress; pending receipt of information</td>
</tr>
<tr>
<td>Finance and Human Resources</td>
<td>Vendor and Contract Management</td>
<td>Follow-up in progress; pending receipt of information</td>
</tr>
<tr>
<td>Juvenile Services</td>
<td>Juvenile Services Detention</td>
<td>Follow-up complete</td>
</tr>
</tbody>
</table>

*Follow-up was not performed for any observations assessed as low risk.*

<table>
<thead>
<tr>
<th>Auditable Area</th>
<th>Auditable Activities</th>
<th>Status</th>
</tr>
</thead>
</table>
| Animal Services and Mosquito Control    | Caddo Parish Animal Services             | • Report issued December 3, 2018  
• Results presented during December 3, 2018 Finance Committee Meeting |
| Other Auditable Area                    | Non-Governmental Organizations           | • Report issued July 3, 2019  
• Results presented during June 27, 2019 Finance Committee Meeting |
| Finance and Human Resources             | Vendor and Contract Management           | • Report issued July 3, 2019  
• Results presented during June 27, 2019 Finance Committee Meeting |
| Juvenile Services                       | Juvenile Services Detention              | • Report issued October 21, 2019  
• Results presented during October 21, 2019 Finance Committee Meeting |

**Note:** 2019 Internal Audit Plan approved during February 7, 2019 Commission Meeting.