



Richmond Office of the City Auditor

Office of the Inspector General

Fighting government waste, fraud and abuse

Umesh Dalal, CPA, CIA, CIG
Richmond City Auditor/Inspector General

November 10, 2016

Mrs. Selena Cuffee-Glenn
Chief Administrative Officer
City of Richmond

Dear Mrs. Cuffee-Glenn:

The Office of the Inspector General (OIG) has completed an investigation within the Department of Social Services (DSS). This report presents the results of the investigation.

Complaint:

The Office of the inspector General received a complaint alleging that an employee with the Department of Social Services was conducting church related business during the City's normal work hours.

Legal Requirements:

In accordance with the Code of Virginia, §15.2-2511.2, the City Auditor is required to investigate all allegations of fraud, waste and abuse. Also, City Code section 2-231 requires the Office of the Inspector General to conduct investigations of alleged wrongdoing.

Findings:

The subject employee is an Administrative Project Analyst assigned to the Department of Social Services. The investigator reviewed the subject employees' emails and data on their computer. The computer data revealed that the subject employee was creating the church's monthly meeting agenda, programs, minutes, pastoral comments, church constitution and bylaws, and working on financial statements related to the church. The emails revealed the subject employee was sent church related documents to their personal email account and one email to the church.

During an interview, it was revealed that the subject employee is an administrative support person for the church and the Pastor. The employee admitted to working on church related business during work hours and at times has conducted various tasks to include proofreading and documenting agendas for the church. The employee stated they used their lunch break to conduct church business but would often exceed the allotted time.

Conclusion:

The OIG concludes that the allegation is substantiated. The OIG recommends appropriate action be taken against the employee. If you have any questions, please contact me at extension 5640.

Sincerely,

Umesh Dalal

Umesh Dalal, CPA, CIA, CIG
City Auditor/Inspector General

cc: Honorable Richmond City Council Members
Members of Richmond City Audit Committee
Ms. Debra Gardner, DCAO Human Services
Ms. Shunda Giles, Director, Department of Social Services