



Florida Department of Citrus

Inspector General Annual Report

Fiscal Year 2022–2023





STATE OF FLORIDA
DEPARTMENT OF CITRUS

605 EAST MAIN STREET / BOX 9010 / BARTOW, FLORIDA 33831

www.FloridaCitrus.org



SHANNON R. SHEPP
EXECUTIVE DIRECTOR
PHONE: 863-537-3999

STEVE JOHNSON
CHAIRMAN
FLORIDA CITRUS COMMISSION

September 22, 2023

OFFICE OF THE INSPECTOR GENERAL ANNUAL REPORT FOR FY2022-2023

To: Steve Johnson, Chairman, Florida Citrus Commission
Shannon R. Shepp, Executive Director, Florida Department of Citrus (FDOC)

Cc: Melinda Miguel, Chief Inspector General, Executive Office of the Governor

Executive Summary:

In accordance with Section 20.055(7), Florida Statutes (F.S.), I am submitting the Office of the Inspector General Annual Report for FY2022-2023.

The Office of the Inspector General, under the authority of Section 20.055, F.S., is responsible for promoting accountability, integrity, and efficiency. Duties include conducting audits, reviews, and investigations; assessing the reliability and validity of performance measures and standards; and the promotion of economy and efficiency and the administration of other activities designed to prevent fraud and abuse within the Department.

Section 20.055, F.S. also requires that an annual report be submitted to the department head not later than September 30 each year, summarizing the activities during the preceding fiscal year.

My appointment began August 1, 2022 and I am proud of the work that was completed. Some highlights include the completion of six audits, becoming a Certified Inspector General, participating in various training courses on relevant topics with other state agency peers, and learning intricate details about the Florida Citrus industry. It is an honor to serve as the Inspector General for the FDOC.

A handwritten signature in blue ink, appearing to read "Garrett Pearn".

Garrett Pearn, CIA, CIG
Inspector General

Maximize consumer demand for Florida citrus products to ensure the sustainability and economic well-being of the Florida citrus grower, the citrus industry and the State of Florida.

The Florida Department of Citrus is an Equal Opportunity Employer and Agency.

Background:

The mission of the FDOC is to maximize consumer demand for Florida Citrus products to ensure the sustainability and the economic well-being of the Florida Citrus grower, the citrus industry, and the state of Florida. The department conducts marketing and promotional campaigns for Florida Citrus products; establishes minimum maturity and quality standards for citrus fruits; regulates the practices used in harvesting, grading, packaging, and processing citrus fruits; conducts scientific research supporting citrus products; and conducts economic and marketing research.

The Inspector General (IG) reports functionally to the Chairman of the Commission, and administratively to the Department's Executive Director, thereby insuring the degree of independence essential to the effectiveness of internal auditing. IG activities have no direct responsibility or authority over department activities it reviews. IG audits, investigations and reviews do not relieve others in the Department of any of their assigned duties and responsibilities.

The purpose of the FDOC Office of Inspector General's (OIG) internal audit activity is to provide independent, objective assurance and consulting services designed to add value and improve the FDOC's operations. The mission of the OIG is to enhance and protect organizational value by providing risk-based and objective assurance, advice, and insight. The OIG helps the FDOC accomplish its objectives by bringing a systemic, disciplined approach to evaluate and improve the effectiveness of governance, risk management, and control processes.

Certifications, Affiliations and Training:

The Inspector General has the following certifications.

- Certified Internal Auditor (CIA) through the Institute of Internal Auditors
- Certified Inspector General (CIG) through the Association of Inspectors General

The Inspector General is affiliated with the following professional organizations.

- National Association of Inspectors General
- Florida Chapter of the Association of Inspectors General

Both the CIA and CIG certifications have continuing professional education (CPE) requirements to maintain on an annual and biannual basis. A minimum of 40 hours CPE training is included in the annual audit plan to ensure certifications are maintained. Training during FY2022-2023 included the CIG Certification Course, Open-source intelligence techniques training, and cybersecurity investigations and audit training.

Investigations:

There were no investigations completed during FY2022-2023.

Audits:

Six audits were completed as follows:

Audit of the Assessments on Imported Products: This audit encompassed the 2021-2022 citrus season. The objective was to evaluate compliance with Chapter 601.155 of the Florida Citrus Code, Rule 20 of the Florida Administrative Code, as well as select FDOC processes and procedures. Two findings and recommendations were noted for this audit, with one being resolved immediately. One recommendation is being considered but is not yet in the process of being pursued.

NVDMC Audit: This audit was conducted for the period of July 1, 2019 through June 30, 2022 (contracts 19-09, 20-09, and 21-01). The objectives were to ensure compliance with FDOC and State of Florida policies and procedures regarding contracts; to review contract manager activities to verify deliverables were received, comply with contractual requirements and are accessible for follow up audit; and to test select internal controls at FDOC. There was one finding and recommendation for this audit that has been resolved.

Visit Florida Audit: This audit was conducted for the period of July 1, 2020 through June 30, 2022 (contracts 20-07 and 21-03). The objectives of the audit were to ensure compliance with FDOC and State of Florida policies and procedures regarding contracts; review contract manager activities to verify deliverables were received, comply with contractual requirements and are accessible for follow up audit; and test select internal controls at FDOC. There were no findings or recommendations for this audit.

IT Audit: This audit examined current FDOC policies and procedures related to IT practices and security, as well as the services provided by FDOC third-party service provider for IT services, DSM Technology Consultants, LLC. The objective was to provide reasonable assurance of compliance with FDOC and State of Florida policies relating to IT and cybersecurity controls. There were three findings and recommendations for this audit, one of which was resolved immediately. One recommendation was to have a third-party conduct a risk-assessment for IT operations, which was scheduled as of year-end. The other recommendation is pending the result of the risk assessment.

Audit of Assessments on Domestic Products: This audit encompassed the 2021-2022 citrus season. The objective was to evaluate compliance with Chapter 601.15 and other applicable statutes, rules, and FDOC policies. There were no findings or recommendations for this audit.

Purchasing Card Monthly Compliance Audit: This audit was conducted for each month during FY2022-2023 (July 2022 through June 2023). The objectives were to provide reasonable assurance that internal controls were in place to prevent and detect errors, misuse or abuse, or inappropriate purchases; monitor purchasing card transactions to provide reasonable assurance that purchases comply with State law and are valid obligations of the State; and ensure transactions in the Works system are supported by receipts and other required documentation. There were no findings or recommendations for this audit.

Other Activities:

Additional activities included conducting reviews of the personal use of Department cell phones, reviewing supplemental employment forms for potential conflicts, conducting a risk assessment, creating the Audit Plan, preparing presentations and attending Florida Citrus Commission meetings, and other miscellaneous activities.