



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Office of Internal Audit • 7833 Walker Drive, Suite 425 • Greenbelt, Maryland 20770

Date: May 28, 2020

To: Andree Checkley, Director
Prince George's County Planning Department

Mike Riley, Director
Montgomery County Parks

William Spencer, Chief
Human Resources

Bill Tyler, Director
Prince George's County Department of Parks and Recreation

Gwen Wright, Director
Montgomery County Planning Department

From: Renee Kenney, CPA, CISA, CIA, CIG
Inspector General

Natalie M. Beckwith, MPA, CFE, CICA
Assistant Inspector General

Subject: Follow-Up Review for Telework Audit Report Number CW-005-2019

We have completed a second follow-up review for the Telework Program Audit Report Number: CW-005-2019 dated January 25, 2019. The first follow-up was completed on October 14, 2019, and 3 of the 5 recommendations were resolved and 2 were partially resolved as some progress was made but they were not yet complete. Management provided sufficient information and clarification for us to conclude that all audit recommendations have been resolved during the second follow-up review.

Rec. #	Issue/ Recommendation	Issue Risk	Resolved	Status
1	Provide Program Training to all Participants	High	5/28/2020	Resolved
2	Ensure Required Documentation is Submitted and Approvals are Obtained	High	10/14/2019	Resolved
3	Ensure Telework Agreements are Reauthorized on an Annual Basis	Medium	05/28/2020	Resolved
4	Submit Approved Telework Agreements to the Human Resource Division	Medium	10/14/2019	Resolved
5	Develop Data Base for Telework Agreements	Medium	10/14/2019	Resolved

Note: For recommendation number 3, Ensure Telework Agreements are Reauthorized on an Annual Basis, once the phased-in return to office work begins, Corporate HR will begin to issue monthly reports in addition to the incident list that is already being sent to the Departments.

We have included a copy of the original audit and first follow-up report for your convenience. If we can be of assistance in the future, please do not hesitate to contact our office. Thank you for your assistance in this review.

cc:

Executive Committee

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 Elizabeth Hewlett
 Asuntha Chiang-Smith

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