

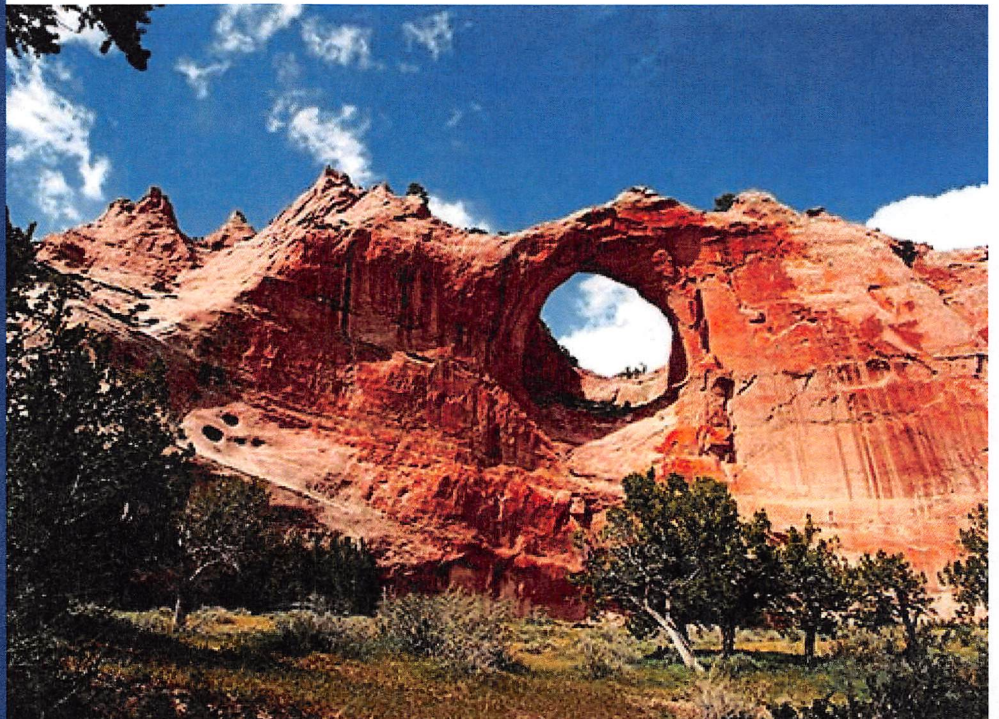
OFFICE OF THE AUDITOR GENERAL

The Navajo Nation

**A Follow-up Review
of the
Performance Audit of the
Office of Legislative Services
Corrective Action Plan Implementation**

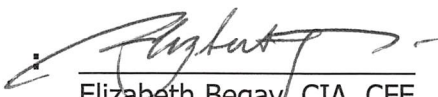
**Report No. 18-31
July 2018**

**Performed by:
Le Compte P.C.**



M-E-M-O-R-A-N-D-U-M

TO : Tom Platero, Executive Director
OFFICE OF LEGISLATIVE SERVICES

FROM : 
Elizabeth Begay, CIA, CFE
Auditor General
OFFICE OF THE AUDITOR GENERAL

DATE : July 23, 2018

SUBJECT : Audit report no. 18-31, A follow-up review of the Performance Audit of the Office of Legislative Services Corrective Action Plan Implementation

BACKGROUND

In 2015, the Office of the Auditor General performed an internal audit of the Office of Legislative Services (OLS) and issued audit report no. 15-20. This follow-up review was completed in conjunction with Le Compte, P.C. auditors to provide information on OLS progress in addressing and resolving the audit issues noted in the initial performance audit of OLS.

OBJECTIVE AND SCOPE

The objective of this follow-up review is to determine the status of corrective action plan implementation based on a six-month review period of October 1, 2017 to March 31, 2018. Our review was based on inquiries, interviews, review of records and audit test work.

SUMMARY

The Office of Legislative Services fully implemented their corrective action plan to resolve all 10 audit issues noted in audit report 15-20. See attached Exhibit A for the detailed explanation of the follow-up results.

CONCLUSION

Based upon our review results, OLS has reasonably addressed and resolved all the audit issues. Therefore, we do not recommend sanctions on the OLS in accordance with 12.N.N.C. Section 9.

In conclusion, we wish to thank the OLS staff for assisting in this follow-up review.

xc: Lorenzo Bates, Speaker
NAVAJO NATION COUNCIL
Pete Ken Atcitty, Chief of Staff
OFFICE OF THE SPEAKER
Chrono

Review Results
 Navajo Nation Office of Legislative Services
 Corrective Action Plan Implementation-Audit report no. 15-20
 Review Period: October 1, 2017 to March 31, 2018

Audit Issues	Total # of Corrective Measures	# of Corrective Measures Implemented	# of Corrective Measures Not Implemented	Audit Issue Resolved?	Review Details
1. There was a lack of approved Policies and Procedures over legislation processing.	3	3	0	Yes	Attachment A
2. There were inconsistencies in legislation processing and documentation maintained.	2	2	0	Yes	
3. OLS did not consistently maintain copies of closed-out legislation.	1	1	0	Yes	
4. There was no approved and documented Policies and Procedures to cover meeting documentation.	2	2	0	YES	
5. Certain meetings did not meet specific requirements of Title 2 of the Navajo Nation Code.	1	1	0	Yes	
6. Required meeting documentation and approvals were not on file.	2	2	0	Yes	
7. There were no Policies and Procedures covering Committee reporting requirements.	2	2	0	Yes	
8. Several reporting packets were incomplete.	1	1	0	Yes	
9. Several OLS travel expenditures were not properly supported.	1	1	0	Yes	



Review Results
 Navajo Nation Office of Legislative Services
 Corrective Action Plan Implementation-Audit report no. 15-20
 Review Period: October 1, 2017 to March 31, 2018

Audit Issues	Total # of Corrective Measures	# of Corrective Measures Implemented	# of Corrective Measures Not Implemented	Audit Issue Resolved?	Review Details
10. There were no documented Policies and Procedures over OLS time keeping resulting in inconsistent support for exempt employee time.	1	1	0	YES	
TOTAL:	16	16	0	10-Yes 0-No	

WE DEEM CORRECTIVE MEASURES: **Implemented** where the department provided sufficient and appropriate evidence to support all elements of the implementation; and **Not Implemented** where evidence did not support meaningful movement towards implementation and/or where no evidence was provided.

◆ 2018 STATUS	Issue 1: There was a lack of approved Policies and Procedures over legislation processing. RESOLVED
Navajo Nation Legislative Process Policy and Procedures (as approved by NABIMA -16-17 resolution as well as certified by the Office of the Legislative Counsel) have been formulated, adopted and implemented by the Office of Legislative Services. The Legislative process procedures include the Legislation Intake and Review procedures, Digital Distribution of Legislation procedures, Public Comment Review procedures, and the Legislation Referral procedures. Also, a web-based Legislation Tracking system known as, WWW.DIBB.NNOLS.ORG , has been installed and is fully functional since October 2017. This website provides adequate and accurate data on the status of each legislation and is constantly being monitored, updated and upgraded by the OLS Tracking section staff.	
◆ 2018 STATUS	Issue 2: There were inconsistencies in legislation processing and documentation maintained. RESOLVED
The Uniform Engrossment procedures with the applicable Engrossment Review Form and the Roll Call Vote Tally procedures with Vote Tally Documentation Form have been approved and adopted by OLS with Office of Legislative Counsel concurrence and is being implemented. The ten day close-out timelines for the Council legislations are being met and the voting results are being documented in total as well as by how each member voted. Engrossment review forms with final close out details are being completed for each legislation by the Legislative Tracking section staff with the required participation and input from the legislative process section. The resolution of this matter was determined based upon our review of the related supporting documentation for a judgmentally selected sample of 5-10 items for each category of the issues covered under this section.	
◆ 2018 STATUS	Issue 3: OLS did not consistently maintain copies of closed-out legislation. RESOLVED
The Uniform Record Management procedures have been developed, adopted with Office of Legislative Counsel concurrence and is being implemented. A Records clerk position has been put in place under the OLS Tracking section and this Records clerk is responsible for maintaining copies of all closed-out legislation and supporting documentation and later transmission of these records to the Navajo Nation Records Management section (Central Records Department). Electronic records of all closed out legislations are also being maintained by the Legislative Secretary who is assigned to the Tracking section. OLS is slowly moving towards the expansion of electronic storage of records but this is being delayed due to limited electronic storage capacity that is currently available at the OLS. The resolution of this matter was determined based upon our review of the related supporting documentation for a judgmentally selected sample of 5-10 items for each category of the issues covered under this section.	
◆ 2018 STATUS	Issue 4: There was no approved and documented Policies and Procedures to cover meeting documentation. RESOLVED
Uniform Before/After Meeting procedures and Uniform Meeting Agenda procedures have been developed and adopted with Office of Legislative Counsel approval and are currently being implemented for the conduct of committee and council meetings. The adequacy and completeness of such implementation is closely monitored by the Legislative Process section manager as well as the Director.	

◆ 2018 STATUS	Issue 5: Certain meetings did not meet the specific requirements of Title 2 of the Navajo Nation Code. RESOLVED
Uniform Committee and Council meeting procedures have been developed and adopted with the approval of the Office of Legislative Counsel. Accordingly, specific elements such as the public online posting of meeting notices within the required timelines, obtaining approval of the Speaker for meetings conducted outside of Window Rock and documentation of the precise start time of meetings are included in the meeting files and records maintained at the OLS. The resolution of this matter was determined based upon our review of the related supporting documentation for a judgmentally selected sample of 5-10 items for each category of the issues covered under this section.	
◆ 2018 STATUS	Issue 6: Required meeting documentation and approvals were not on file. RESOLVED
Uniform Committee and Council meeting documentation procedures as well as Sign in and Roll Call procedures have been developed and adopted with the approval of the Office of Legislative Counsel and implementation is underway. Accordingly, various functions such as (a) documentation of approvals of Journals by standing committees, (b) precise documentation of meeting adjournment times, (c) submission of committee reports with the required Chairperson's signature, and (d) keeping agendas, roll call and sign-in sheets for meetings on file are being adhered to. The resolution of this matter was determined based upon our review of the related supporting documentation for a judgmentally selected sample of 5-10 items for each category of the issues covered under this section.	
◆ 2018 STATUS	Issue 7: There were no Policies and Procedures covering Committee reporting requirements. RESOLVED
Uniform Monthly as well as Quarterly Committee Report procedures have been developed, adopted, and approved by the Office of Legislative Counsel and are being adhered to in the preparation and submission of quarterly reports. The Office of the Speaker exercises authority over the preparation and submission of quarterly reports to the Council and the OLS provides its input as requested by the Speaker and his staff. Additionally, it was noted in the audit report (15-20) that the Navajo Hopi Land Commission Office was operating as a Commission and not as a Standing Committee and the status quo continues in this regard. However, an analysis of the status of the Navajo-Hopi Land Commission was performed by OLS in June 2017 and it was concluded that OLS will provide complete and full range of professional, technical and administrative support services to Navajo-Hopi Land Commission in accordance with Navajo Nation Code Title 2, Section 951-954.	
◆ 2018 STATUS	Issue 8: Several reporting packets were incomplete. RESOLVED
As noted in the earlier section, Uniform Monthly and Quarterly Report procedures have been developed and adopted and are currently being implemented, whereby quarterly reports are reviewed and approved by OLS staff as well as the Committee chairs for timely submission. Plus, such reports include the required statistical data report (Form II) as a part of the overall report package. The resolution of this matter was determined based upon our review of the related supporting documentation for a judgmentally selected sample of 5-10 items for each category of the issues covered under this section.	

 2018 STATUS	Issue 9: Several OLS travel expenditures were not properly supported. RESOLVED
<p>OLS has developed and adopted a set of internal travel procedures (Travel Authorization Tracking Procedures) which are consistent with the Navajo Nation Travel Policy and the Navajo Nation Purchase Card Procedures. These procedures clearly outline all the steps involved in the application for and approval of travel requests to be followed by OLS and have been formally given the legal sufficiency concurrence by the Office of Legislative Counsel. Travel by Legislative District Assistants (LDA) are covered under a different account and OLS does not exercise control over the LDA travel.</p> <p>With regard to OLS, for the six-month period ended March 31, 2018, we performed travel expenditures test work which consisted of 40% (\$12,107 out of a total of \$30,654) of the travel expenditures for that period and noted no exceptions.</p>	
 2018 STATUS	Issue 10: There were no documented Policies and Procedures over OLS time keeping resulting in inconsistent support for exempt employee time. RESOLVED
<p>OLS has implemented Time /Activity reporting policies and procedures whereby all exempt employees are required to submit their Daily Activity reports (Logs) on a bi-weekly basis to their respective supervisors and such reports are reviewed and approved on a timely basis and made a part of their personnel files. The OLS Executive Director's Daily Activity Logs are submitted to the Speaker's office to be reviewed and approved by the Chief of Staff to the Speaker. Exempt employees are not subject to the clock-in and clock-out procedures, nevertheless, their time is properly and sufficiently accounted for in the form of Daily Activity Reports (Logs) as described above. The resolution of this matter was determined based upon our review of the related supporting documentation for a judgmentally selected sample of 5-10 items for each category of the issues covered under this section.</p>	