

PALM BEACH COUNTY COMMISSION ON ETHICS

EXECUTIVE SUMMARY

To: Alan Johnson, Executive Director
From: James A. Poag, Investigator
Date: December 28, 2011
Re: C11-022 – Conrad Ailstock, Manager, Palm Beach County Water Utilities
C11-024 – Dawn Jones, Procurement Coordinator, Palm Beach County Water Utilities
C11-025 – Debra West, Assistant Director, Palm Beach County Water Utilities

- **Background**

This matter came to the attention of the Commission on Ethics' staff via a sworn Complaint dated November 29, 2011, filed by LaDonna Booth, a former Palm Beach County Water Utilities (WUD) employee. In her written Complaint, Ms. Booth made allegations against Ms. Dawn Jones, Procurement Coordinator, WUD and her supervisors, Mr. Conrad Ailstock, Manager WUD, and Ms. Debra West, Assistant Director WUD. Specifically, the Complainant alleges that Respondent Dawn Jones violated the Palm Beach County Code of Ethics ("the Code") by using her influence to advance, promote or advocate the employment of her daughter Natalie Jones in violation of §2-445 *Anti-Nepotism law*, and that she falsified documentation and was never subjected to any disciplinary action as a result of her actions. Additionally, the Complainant charges that both Respondents Ailstock and West misused their public office by approving Natalie's timesheets in violation of §2-443(b), *Corrupt misuse of official position*, of the Code.

- **Conclusion**

The allegations of nepotism raised in these Complaints have previously been investigated by COE Investigator Mark Bannon and were determined to be unfounded. The current nepotism allegations formed the basis of two Complaints filed by Paul Beaudreau against Wayne Condry and Sheryl Steckler in Complaint numbers C11-019 and C11-020. As a result, a separate inquiry was begun regarding the nepotism issue and on October 25, 2011, COE Executive Director Alan Johnson issued a Memorandum of No Legal Sufficiency in the matter under Inquiry case number AN-11-023.¹ It was determined that the allegations of nepotism against Dawn Jones were unfounded. The Executive Summary in Complaints C11-019 and C11-020, and the Memorandum of No Legal Sufficiency in Inquiry AN 11-023 are attached to the Memorandum of Inquiry for C11-22,24 and 25 herein.

In addition, the allegations regarding falsification of documentation were investigated and dismissed by the Office of the Inspector General on December 7, 2011. Based on this information the Complaints are **legally insufficient** for the COE to conduct a formal investigation into these allegations.

¹ Inquiry AN 11-023 is unrelated to the complaint filed against Mr. Condry in C 11-023.



PALM BEACH COUNTY COMMISSION ON ETHICS

2633 Vista Parkway, West Palm Beach, Florida 33411

Hotline: 877-766-5920 or 561-233-0724

COMPLAINT FORM

1. Complainant (Person bringing Complaint) Add pages, if necessary.

Name: Ladonna Booth
 Address: 1822 Abbey Road #1107
 City: West Palm Beach Zip: 33415
 Home #: _____ Work #: _____ Cell #: 501-723-4452

2. Respondent (Person against whom complaint is made) Add pages, if necessary.

Name: Conrad Ailstock
 Address: 8100 Forest Hill Blvd
 City: West Palm Beach Zip: 33413
 Home #: _____ Work #: _____ Cell #: 501-801-6307
 Title/Office Held or Sought: Manager of Support Services

3. IF KNOWN, CHECK THE BOX OR BOXES THAT APPLY

Allegation is against person in County Government

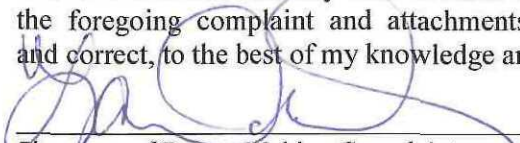
Allegation is about County: Whistleblower Retaliation

4. STATEMENT OF FACTS BASED ON YOUR PERSONAL KNOWLEDGE

In a separate attachment, please describe in detail the facts and actions that are the basis of your complaint, including the dates when the actions occurred. Also attach any relevant documents as well as names and contact information of persons who may be witnesses to the actions. If known, indicate the section of the ordinance you believe is being violated. For further instructions, see page 2 of this form.

5. OATH

I, the person bringing this complaint, do depose on oath or affirmation and say that the facts set forth in the foregoing complaint and attachments are true and correct, to the best of my knowledge and belief.

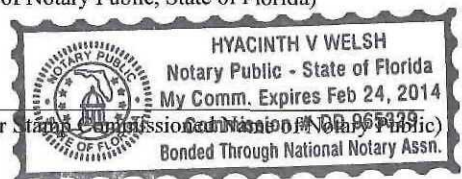

 Signature of Person Making Complaint

STATE OF FLORIDA
 COUNTY OF Palm Beach
 Sworn to (or affirmed) and subscribed before me this 29th day of November, 2011, by Ladonna Booth,
 (Name of Person Making Statement)

who is personally known to me ___ or produced identification FDL. Type of identification produced:

W 320-522-77541-0

Hyacinth V Welsh
 (Signature of Notary Public, State of Florida)



(Print, Type, or Stamp Commission and Name of Notary Public)



PALM BEACH COUNTY COMMISSION ON ETHICS

2633 Vista Parkway, West Palm Beach, Florida 33411

Hotline: 877-766-5920 or 561-233-0724

COMPLAINT FORM

1. Complainant (Person bringing Complaint) *Add pages, if necessary.*

Name: LaDonna Booth
 Address: 1822 Abbey Road # H107
 City: West Palm Beach Zip: 33415
 Home #: _____ Work #: _____ Cell #: 561-723-6452

2. Respondent (Person against whom complaint is made) *Add pages, if necessary.*

Name: Dawn Jones
 Address: 8100 Forest Hill Blvd
 City: West Palm Beach Zip: 33413
 Home #: _____ Work #: 561-493-6235 Cell #: 561-676-7630
 Title/Office Held or Sought: Procurement Coordinator

3. IF KNOWN, CHECK THE BOX OR BOXES THAT APPLY

Allegation is against person in County Government

Allegation is about County: Whistleblower Retaliation

4. STATEMENT OF FACTS BASED ON YOUR PERSONAL KNOWLEDGE

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Signature of Person Making Complaint



STATE OF FLORIDA

COUNTY OF Palm Beach

Sworn to (or affirmed) and subscribed before me this 29th day of Nov, 2011, by

LaDonna Booth
(Name of Person Making Statement)

who is personally known to me _____ or produced identification FL ID Type of identification produced:

W320-522-77541-0

Hyacinth V Welsh
(Signature of Notary Public, State of Florida)

HYACINTH V WELSH
 Notary Public - State of Florida
 My Comm. Expires Feb 24, 2014
 Commission # DD 965229
 (Print, Type, or Stamp Commission Name of Notary Public)
 Bonded Through National Notary Assn.



PALM BEACH COUNTY COMMISSION ON ETHICS

2633 Vista Parkway, West Palm Beach, Florida 33411

Hotline: 877-766-5920 or 561-233-0724

COMPLAINT FORM

1. Complainant (Person bringing Complaint) *Add pages, if necessary.*

Name: Ladonna Booth
 Address: 1822 Abbey Road # H107
 City: West Palm Beach Zip: 33415
 Home #: _____ Work #: _____ Cell #: 561-723-6452

2. Respondent (Person against whom complaint is made) *Add pages, if necessary.*

Name: Debra West
 Address: 8100 Forest Hill Blvd.
 City: West Palm Beach Zip: 33413
 Home #: _____ Work #: 561-493-6041 Cell #: 307-3755
 Title/Office Held or Sought: Assistant Director Water Utilities

3. IF KNOWN, CHECK THE BOX OR BOXES THAT APPLY

Allegation is against person in County Government

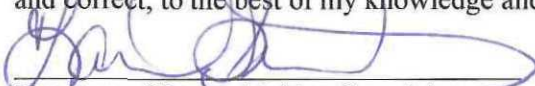
Allegation is about County: Whistleblower Retaliation

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I, the person bringing this complaint, do depose on oath or affirmation and say that the facts set forth in the foregoing complaint and attachments are true and correct, to the best of my knowledge and belief.


 Signature of Person Making Complaint

STATE OF FLORIDA

COUNTY OF Palm Beach

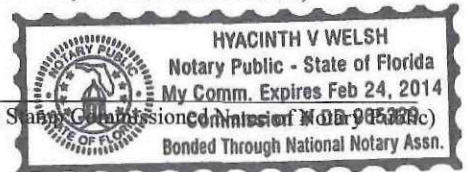
Sworn to (or affirmed) and subscribed before me this 29th day of Nov, 2011, by

Ladonna Booth
(Name of Person Making Statement)

who is personally known to me _____ or produced identification FID Type of identification produced:

W.320-522-77-541-0

Hyacinth V Welsh
(Signature of Notary Public, State of Florida)



(Print, Type, or Stamp Commission of Notary Public)

November 17, 2011

To Whom It May Concern:

This letter is to report violations of the Ethics Ordinance Sections 2-443(a), Misuse of public office or employment, and Anti-nepotism law.

On July 15, 2010, I was placed on Administrative Leave for 9 months from my position as Procurement Specialist, at Palm Beach County Water Utilities Department (PBCWUD) due to false allegations of misconduct created by my Supervisor, Dawn Jones and later terminated on April 26, 2011. I reported the blatant nepotism to Paul Beaudreau, Superintendent of the Water Utilities Construction Crew in late June of 2010. After I had verbally told Mr. Beaudreau of the nepotism of Dawn Jones he brought the official complaint to Deputy Director Brian Shields (PBCWUD) on July 8, 2010.

Ms. Jones violated the County's Merit Rule 11 of nepotism by requesting and hiring her daughter Natalie Dawn Jones to work for the department through a temp agency, Fossett/DBA Express. Documents prove that Ms. Jones specifically requested her daughter, Natalie, to provide temporary services within the Procurement Section where she is the Supervisor. Ms. Dawn Jones issued the required Purchasing Document to procure the services of her daughter; additionally she called the agency to make sure they sent her directly to the department. I also reported to Mr. Beaudreau an occasion where I personally witnessed Natalie sleeping under her mother's (Ms. Jones) desk during business hours. I asked Dawn why Natalie was sleeping on the job and her reply was "she was ill but needed the money so she could not stay home even though she was sick". With my own eyes, this is what I witnessed and was told by Ms. Jones while Natalie looked up from under the desk. Additionally, Natalie was regularly allowed to do her college homework using a county computer and on county time. When this was reported to Mr. Shields, the next day Natalie was transferred from her mother's supervision, in the Procurement Section into the administration division. The proof attached will show where Conrad Ailstock, Manager of Support Services (Ms. Jones' supervisor), was approving her timesheet when she first was assigned to work under her mother and then Debra West, Director of Finance and Administration (Mr. Ailstock's supervisor), later approved the timesheet once Ms. Jones was informed of nepotism being reported to upper management. Ms. Jones was very angry that the nepotism was reported and vowed to some of the employees that she would get even with the people that caused her daughter to be moved.

While on Administrative Leave for 9 months, the County never investigated any complaints of the nepotism that was reported to the Human Resources Department and the Inspector General's Office. It appears that although County employees are encouraged to report wrong doing it's a total exercise in futility since it's apparently nobody's responsibility to investigate them. The initial nepotism complaint was done verbally in June, 2010, then again in writing on January 7, 2011, it was reported in my statement to the Inspector General, again on February 1, 2011, and in my preterm meeting on April 22, 2011 which was attended by County Administration, County

Attorney, Human Resources and Water Utilities Department representatives but it was brushed under the rug and completely ignored, while my reputation has been ruined and my name slandered throughout Palm Beach County.

During my preterm, I asked the status of the concerns I had addressed to the Inspector General regarding the nepotism of Ms Jones, and it was stated by Wayne Condry, Human Resources Director, "whatever you (LaDonna) raised with the inspector general that she actually has jurisdiction over, if warranted, she is going to do a separate investigation and at this point, I (Mr. Condry) don't think we're aware of the status of any of those things." I had never received any information about the complaint from the Inspector General until July 21, 2011 that HR was responsible for issues concerning nepotism. My complaint is that I addressed this issue of nepotism in my rebuttal statement and it was read by all three (3) departments, PBCWUD, Human Resources and Inspector General and no one seemed to address the complaint of a personal gain received by Ms. Jones and her daughter, Natalie. I lost my job because I reported the nepotism and it has been ignored.

Not only has there not been any investigations of the nepotism violation nor punishment all who condoned the violation but all of the three (3) employees (Ms. Jones, Mr. Ailstock and Ms. West) who initiated the case against me, two of the employees have been rewarded with promotions. Why should they receive an increase for an investigation against myself in which they only heard from one side? Why has the nepotism in which personal gain was received been ignored? Attached you will see the documents proving Ms. Jones requested her daughter, Natalie to work for the department, including creating a new budget line. Natalie has received funds totaling over \$11000 (May 2007 – August 2010). In addition, Natalie was only hired during school breaks and holidays. In the hiring of a family, there is a procedure and it must be approved by the Human Resources Department but the process was completely circumvented with the help of her supervisor, Mr. Ailstock, and his supervisor, Ms. West. These 3 employees has retaliated and had me terminated due to the fact that I reported nepotism to Mr. Beaudreau. They went to the extreme of having me and 2 other employees (Wendy Otano and Mr. Beaudreau) stay home for 9 months until a decision was reached for 2 women to be terminated.

All of the charges against me are totally unfounded. Dawn Jones instructed all of my procurement training since employed at Water Utilities. I processed documents exactly as she instructed. Conrad Ailstock approved the orders and sent them to me to process the orders. I requested permission to return to my office to get copies of documents that would absolutely prove that all of the other Procurement Specialists within the section also processed documents in the exact same manner. My request was denied. These documents have since been acquired through a Public Records request and will be produced in the future and will provide proof of my innocence.

Another complaint that I have is that I requested Mr. Condry, HR Director to consider changing my rehire status from "No Rehire" to "Restricted Rehire" and he informed me that had to wait until a year from my termination date. In researching other employees

that have been terminated, I came across an employee who was terminated and not recommended for rehire by her supervisor. She requested a change in her status and it was approved. Joan Meyers, Special Projects Coordinator (Parks & Recreation) was terminated on June 3, 2010 for misconduct, taking prescription medication from the workspace of a co-worker without permission or authorization. This is a violation of Merit Rule 7.02(D) (27) reads, theft of property or equipment, regardless of value, owned by the County, a co-worker or a member of the public.

Why was Ms. Meyers status changed to restricted by HR Director, Mr. Condry, even though the records stated sufficient grounds for dismissal and as per her supervisor, "Not recommended for rehire?" Seems as if it should have been a conflict of interest, due to his personal knowledge and prior work history, Mr. Condry being her supervisor in 2002. On June 30, 2010, Ms. Meyers sent a letter to Mr. Condry requesting a modification of her rehire status. She even stated, "I understand that Merit Rules 5.03 (C) allows rehire reviews request from one year...and that you do not want to set precedent by doing for one employee what you are not prepared to do for all, and that she believes her request is reasonable and not precedent setting." Why was there favorable change made on her status yet my request was denied? What type of information allowed Mr. Condry's decision to be favorable for her misconduct, being any different from my discharge of misconduct? On August 11, 2010, Mr. Condry granted her status change effective August 24, 2010, against what her previous supervisor recommended. On December 13, 2010, Ms. Meyers was later appointed to a position in Water Utilities as a Technical Aide.

On June 19, 2011, I sent an email to Mr. Condry requesting him to consider a Rehire status change to Restricted from Water Utilities. After not receiving a response, I sent a 2nd email on July 11, 2011 in which he replied immediately apologizing for the delay in responding to the first email 22 days earlier. His response stated, "Merit Rules (5.03) allows him to reconsider the rehire status of a former employee after one year of separation. You were terminated less than 3 months ago. I must advise you, however, that those circumstances are not within my purview to consider in waiving the time period set forth by the Merit Rules. I know you did not agree with the decision, but you were terminated for misconduct by Water Utilities."

On July 14, 2011, I then sent another email to Mr. Condry, asking "has there been any employees who were terminated for misconduct and the time period was waived regardless of the Merit Rules? The employees' status was a "no" rehire and was changed to "restricted" rehire before their one year of separation within the county. Mr. Condry replied on July 15, 2011, "Ms. Booth, We have changed the rehire status for former employees in the past. Any changes that have occurred within a year of termination, however, are typically done in settlement of arbitrations or appeals cases. In the past this has included waiving the employee's right to appeal the termination action. Erica Torres from my office will supply you with a list of former employees designated as "no" rehires."

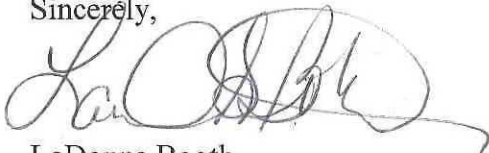
I went to speak with Ms. Torres, I checked records and it did not show any name of Ms. Meyers was even on a terminated or rehire list. Ms. Meyers did not wait one (1) year nor did she go through the appeals or arbitration, so why did Mr. Condry change her status to restricted, nor is her name even on the rehire list that I received from Ms. Torres? A glitch in the system, her name should have been included on the list as restricted. Mr. Condry did not follow the same as what he did for Ms. Meyers, but due to his relationship, he did not follow the Merit Rules as he stated in his response on July 15, 2011.

On October 20, 2011, supporting documents was addressed to the Inspector General's office (Sheryl Steckler) and to the Human Resources Department Director Mr. Condry that shows I was wrongly terminated for falsification of documentation and that Ms. Jones in my old department is doing the same as what I was terminated. Those documents show that a document was created and Ms. Jones cancelled the document, accusing them of processing invoices from contract that had expired. Why was Ms. Jones allowed to falsify documents, the same as I and 2 other employees were sent home under investigation? Why have Ms. Jones upper management allowing her to continue her position even though she has falsified documentation?

Upper management has failed to do things correctly and ethically. Why was there any consideration of only three employees out of the whole division to be reclassified? Mr. Ailstock has had bad inventory for the last 3 years, so should he receive a job reclassification? There are other employees that deserve a reclassification for a pay increase, not by getting two people fired but by actually doing work. What a conspiracy that upper management has allowed the three employees (Ms. Jones, Mr. Ailstock and Ms. West) to violate policy procedures and rules without any punishment, who condoned the allegations against myself, Ms. Otano and Mr. Beaudreau, and to receive more money even though it should have been division wide and they are also falsifying documentation. Proof is there but no one will admit when the employees who are making \$100,000 + are guilty everything is always ignored and covered up to get the especially when they are in on allowing nepotism and theft to take place,

In getting these issues resolved, there needs to be an investigation that will first assure no retaliation as to what I and Mr. Beaudreau experienced, as well as an outside company that is fair and unbiased. To much has taken place throughout the department as well as the County and if only the employees can trust that they are safe and not be threatened that if they speak they will lose their job as most employees in Water Utilities were informed during the 9 months investigation.

Sincerely,



LaDonna Booth

561-723-6452

boothL77@yahoo.com



Human Resources

100 Australian Avenue, Suite 300

West Palm Beach, FL 33406

www.pbcgov.com

**Palm Beach County
Board of County
Commissioners**

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Shelley Vana, Vice Chair

Paulette Burdick

Steven L. Abrams

Burt Aaronson

Jess P. Santamaria

Priscilla L. Taylor

County Administrator

Robert Weisman

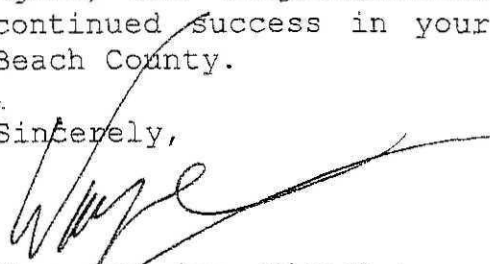
Ms. Debra West
Water Utilities Department

Dear Ms. West:

Congratulations on the recent reclassification of your position from Director, Finance & Administration, pay grade E04, to Assistant Director, Water Utilities, pay grade E05, with a new biweekly rate of \$5,169.68. The reclassification of your position was effective on April 9, 2011.

Again, our congratulations and best wishes for continued success in your employment with Palm Beach County.

Sincerely,


Wayne Condry, Director
Human Resources

WC/se

Copy: Employee File

"An Equal Opportunity
Affirmative Action Employer"

Official Electronic Letterhead



**PALM BEACH COUNTY
HUMAN RESOURCES
PERSONNEL ACTION**

PA #: 43319

Employee Data :		HR Effective Date : 04/09/2011	
Name : West, Debra M	ID : 5138	Status : Awaiting HR Approval	
Comments : ***RETRO 3 pay periods***			
Action : Reclass		Org Hire Dt : 08/27/1984	Last Hire Dt : 08/27/1984
		Payroll Chg. Dt : 05/21/2011	
FROM		TO	
Position Assignment:			
Job Title : DIRECTOR FINANCE & ADMINISTRATION		Job Title : ASSISTANT DIRECTOR WATER UTILITIES	
Department : WUD - (05200)		Department : WUD - (05200)	
Division/Office : WUD F & A Director - ()		Division/Office : WUD F & A Director - ()	
Pos PayRoll-Id : WUD Finance & Administration - (05200)		Pos PayRoll-Id : WUD Finance & Administration - (05200)	
Status :			
Position # : 3248 (At Will)		Position # : 3248 (At Will)	
F/D/U : 4001/720/1110 [100.000%]		F/D/U : 4001/720/1110 [100.000%]	
Emp Status : Active		Emp Status : Active	
Work Schedule : Full Time 40/10/4		Work Schedule : Full Time 40/10/4	
Salary Line : 2 Overlap : N		Salary Line : 2 Overlap : N	
Bargain Unit : NBU Hrs/Wk : 40.00		Bargain Unit : NBU Hrs/Wk : 40.00	
Hrs/Day : 10.00 Days/Wk : 4		Hrs/Day : 10.00 Days/Wk : 4	
Non Perm : N Part Time : N		Non Perm : N Part Time : N	
PBIA Access : N Exempt : Y		PBIA Access : N Exempt : Y	
FRS code : BCCHA		FRS code : BCCHA	
Work Location : WUD Central Region Operations Center		Work Location : WUD Central Region Operations Center	
Work Group : WUD - (05200)		Work Group : WUD - (05200)	
Reports To : Beaudet, Bevin A (3246)		Reports To : Beaudet, Bevin A (3246)	
Pay :			
Pay Grade # : E04	Spec # : 09343	Pay Grade # : E05	Spec # : 09357
Old Rate : 61.544	B/W Rate : 4923.52	New Rate : 64.621	B/W Rate : 5169.68
Total : 61.544	Total B/W : 4923.52	Total : 64.621	Total B/W : 5169.68
	Annual Sal : 128,011.52		Annual Sal : 134,411.68
			(%)Change : 5.00

Routing Status :
HR Initiated/Approved

Employee Name :
Walker, Nancy V(FISCAL SPECIALIST II)

Approval Date :
6/1/2011 11:20:04AM



Human Resources

100 Australian Avenue, Suite 300
West Palm Beach, FL 33406
www.pbcgov.com



**Palm Beach County
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Robert Weisman

August 8, 2011

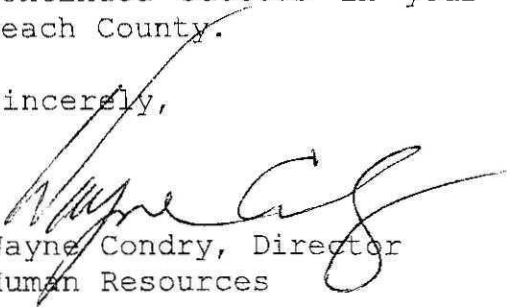
Ms. Dawnie Jones
Water Utilities

Dear Ms. Jones:

Congratulations on the recent reclassification of your position from Fiscal Specialist III, pay grade 25, to Procurement Coordinator, pay grade 30, with a new biweekly rate of \$2,261.36. The reclassification was effective on January 1, 2011.

Again, our congratulations and best wishes for continued success in your employment with Palm Beach County.

Sincerely,



Wayne Condry, Director
Human Resources

WC/se

Copy: Employee File

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Official Electronic Letterhead



**PALM BEACH COUNTY
HUMAN RESOURCES
PERSONNEL ACTION**

PA # : 44053

Employee Data :		HR Effective Date : 01/01/2011	
Name : Jones, Dawnie R	ID : 2023	Status : Awaiting HR Approval	
Comments : ***RETRO 14 (fourteen) Pay Periods***			
Action : Reclass	Org Hire Dt : 10/24/1988	Last Hire Dt : 10/24/1988	Payroll Chg. Dt : 07/16/2011
FROM		TO	
Position Assignment:			
Job Title : FISCAL SPECIALIST III		Job Title : PROCUREMENT COORDINATOR	
Department : WUD - (05200)		Department : WUD - (05200)	
Division/Office : WUD F & A Director - ()		Division/Office : WUD F & A Director - ()	
Pos PayRoll-Id : WUD Finance & Administration - (05200)		Pos PayRoll-Id : WUD Finance & Administration - (05200)	
Status :			
Position # : 7973 (Merit)		Position # : 7973 (Merit)	
F/D/U : 4001/720/2310 [100.000%]		F/D/U : 4001/720/2310 [100.000%]	
Emp Status : Active		Emp Status : Active	
Work Schedule : Full Time 40/8/5		Work Schedule : Full Time 40/8/5	
Salary Line : 2 Overlap : N		Salary Line : 2 Overlap : N	
Bargain Unit : NBU Hrs/Wk : 40.00		Bargain Unit : NBU Hrs/Wk : 40.00	
Hrs/Day : 8.00 Days/Wk : 5		Hrs/Day : 8.00 Days/Wk : 5	
Non Perm : N Part Time : N		Non Perm : N Part Time : N	
PBIA Access : N Exempt : Y		PBIA Access : N Exempt : Y	
FRS code : BCCHA		FRS code : BCCHA	
Work Location : WUD Central Region Operations Center		Work Location : WUD Central Region Operations Center	
Work Group : Support Services - (05200)		Work Group : Support Services - (05200)	
Reports To : Allstock, Conrad E (4287)		Reports To : Allstock, Conrad E (4287)	
Pay :			
Pay Grade # : 25 Spec # : 00604		Pay Grade # : 30 Spec # : 00930	
Old Rate : 25.697 B/W Rate : 2055.76		New Rate : 28.267 B/W Rate : 2261.36	
Total : 25.697 Total B/W : 2055.76		Total : 28.267 Total B/W : 2261.36	
	Annual Sal : 53,449.76		Annual Sal : 58,795.36
			(%)Change : 10.00

Routing Status :
HR Initiated/Approved

Employee Name :
Walker, Nancy V(FISCAL SPECIALIST II)

Approval Date :
7/22/2011 12:00:05PM

To whom this may concern:

COPY

7/14/11

I, LaDonna Booth, am writing this letter in regards to the case of LaDonna Booth vs Water Utilities Department. There were some concerns/allegations that were reported in my statement as well as the intake that were not addressed or reviewed against Dawn Jones in the final Report. My question to the Inspector General is that, I reported Dawn Jones using the County vehicle for personal use as well as her daughter working for the department and at work being sick and sleeping under the desk, still getting paid and Mrs Jones paying Marco Polanco overtime and he was not at work. These unethical issues were addressed at my first intake as well as my rebuttal.

My question is to the I.G., what was the findings of these allegations that was unethical?

Sincerely,
LaDonna Booth
561-723-6452
booth L77@yahoo.com

my address is:
1822 Abbey Road # H107
West Palm Beach, FL
33415



Office of Inspector General Palm Beach County

Sheryl G. Steckler
Inspector General

July 21, 2011

Ms. LaDonna Booth
1822 Abbey Road #H107
West Palm Beach, FL 33415

RE: OIG #2011070013

Dear Ms. Booth:

Thank you for stopping by the Office of Inspector General (OIG) on July 14, 2011, regarding your concerns that allegations of nepotism, misuse of county vehicle, and falsification of timesheet were not addressed by the OIG after reporting them in your statement of interview during the investigation that was conducted against yourself.

During a telephone conversation on June 20, 2011, you were informed that the original investigation that was conducted focused around the allegations that initiated that investigation. Any additional allegations would need to have been reported separately. Additionally, you were informed that the issues concerning nepotism between Ms. Jones and her daughter would need to be addressed with the Human Resources Department. Lastly, you were asked if you had any supporting documentation concerning the allegation that Ms. Jones used the county vehicle for personal use. You responded stating you did not have any supporting documentation, as Ms. Jones verbally told you this information. As explained to you over the telephone, the OIG would need to have some type of supporting documentation or evidence (such as other witnesses) to support the allegation in order to open an investigation.

Your correspondence will remain on file and in the event additional information is received it will be reviewed to determine if OIG involvement is warranted at that time. If this office can be of assistance to you in the future, please do not hesitate to contact us.

Sincerely,



Evangeline Rentz
Intake Manager

P. O. Box 16568, West Palm Beach, FL 33416 Email: inspector@pbcgov.org
Office: 561-233-2350 Hotline: 877-283-7068 Fax: 561-233-2370

"Enhancing Public Trust in Public Government"

Rehire Status
Changed in HRIS 8/24/10
M-Cabianes

Wayne Condry O.

From: Wayne Condry O.
Sent: Wednesday, August 11, 2010 9:33 AM
To: 'Joan Meyers'
Subject: RE: Request for Rehire Status Review Follow Up

Ms. Meyers:

As I advised you yesterday, I have made my decision regarding changing your rehire status with Palm Beach County. I have considered all the points you raised in your previous correspondence. I have also considered the fact that you are requesting me to make an exception to established Merit Rules and Regulations. I have tried to be objective and unbiased in this matter as well and not allow my personal knowledge and/or opinion of you to impact my decision making. All these matters being equal, I have decided to change your rehire status from "no" to "restricted, not in the Parks and Recreation Department". This correspondence serves as my official notice to you and official documentation for the record of this change.

Wayne Condry, Director
Human Resources Department
Palm Beach County BOCC
100 Australian Avenue, Ste. 300
West Palm Beach, FL 33406
Ph# (561) 616-6857
Fax (561) 656-7464



From: Joan Meyers [mailto:jlmeayers1@hotmail.com]
Sent: Tuesday, August 10, 2010 9:48 AM
To: Wayne Condry O.
Subject: RE: Request for Rehire Status Review Follow Up

Thank you.

From: WCondry@pbcgov.org
To: jlmeayers1@hotmail.com
Date: Tue, 10 Aug 2010 07:22:24 -0400
Subject: RE: Request for Rehire Status Review Follow Up

Hello Joan,

I finished my review of all the circumstances involved in your request Friday. I will be issuing something out to you either today or tomorrow. I apologize for the delay but I wanted to gather as much information as I could before rendering a decision.

Steven L. Meyers
1.06 34th CT, N,
Loxahatchee, Fl. 33470

10:29 AM PM 2101

Msgr. D. Conroy, Director
RBC BOC, Human Resources
Airport Center Building 1
100 Australian Avenue, Suite 300
West Palm Beach, FL 33406



WEST PALM BEACH FL 334

01 JUL 2010 PM 6 L

9862643667





January 14, 2011

Human Resources

100 Australian Avenue, Suite 300
West Palm Beach, FL 33406
www.pbcgov.com

Joan L. Meyers
13706 24th Court North
Loxahatchee, FL 33470

Dear Ms. Meyers:

**Palm Beach County
Board of County
Commissioners**

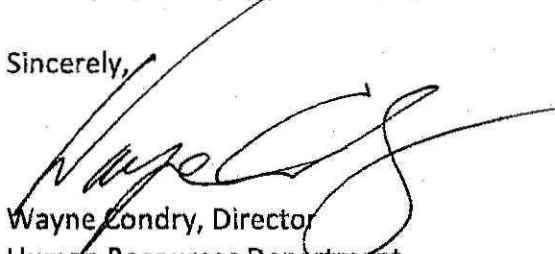
Karen T. Marcus, Chair
Shelley Vana, Vice Chair
Paulette Burdick
Steven L. Abrams
Burt Aaronson
Jess R. Santamaria
Priscilla A. Taylor

This letter confirms your appointment effective December 13, 2010, to the position of Technical Aide in the Water Utilities Department, pay grade 19, with a starting salary of \$15.275 per hour.

This is a full-time permanent position covered under our Merit System. A permanent position is one that will continue for an indefinite period of time, depending on budgetary or other factors. All appointments to positions in the Merit Service are subject to a one year probationary period, during which time your performance will be monitored. To attain permanent status, you must meet satisfactory standards for your position.

We hope you enjoy your employment with Palm Beach County.

Sincerely,


Wayne Condry, Director
Human Resources Department

cat
cc: file

County Administrator
Robert Weisman

*"An Equal Opportunity
Affirmative Action Employer"*



Requisition Type:

Master Agreement: 07025a
Confirming Order: No

Work Order:
CIP Number:

Requisition Number: 17126

Advantage ID: DO - 720- 12080900007200000865

Date: 12/04/2009

Submitted By: DJones

Buyer: jsmith

Delivery Location and Code: 7221 CROC Warehouse

Requested By: Dawnie Jones

Delivery Date: 12/18/2009

Vendor Code and Name: vc0000010024 FOSSETT/DBA EXPRESS

Address:

Vendor Contact Information

BARBARA FOSSETT
(561) 471-8285

TOTAL COST: \$ 2160.00

Requisition Description: TEMPORARY PERSONEL FOR ADMINISTRATION

Comments:

Req. #	Date	User	Comment
17126	12/08/2009	JLSmith	ON HOLD TILL BUDGET LINE IS CREATED

Accounting Data

Req. #	Acct Line #	Acct Fund	Acct Dept	Acct Unit	Acct Object	Acct Line %
17126	1	4001	720	1110	3404	

Commodity List

Req. #	Acct Line #	Unit	Unit Cost	Qty	Commodity Code	Commodity Description
17126	1	Each	13.50	160		TEMP(NATALIE JONES) BEGINNING 12/15/08-01/08/09

Manufacturing Information:

Requisition Record	Date and Time	Person who Processed the Req.	Requisition Status Changed To	Requisition Forwarded To:
17126	12/4/2009 11:22:34AM	DJones	Submit	caistock
17126	12/4/2009 11:26:27AM	caistock	Submit	JLSmith
17126	12/8/2009 10:43:20AM	JLSmith	Hold	JLSmith
17126	12/10/2009 2:44:32PM	JLSmith	Advantage	Complete

Delivery Order(DO)

Dept: 720 ID: 06220700007200004127 Ver.: 1 Function: New Phase: Final

Modified by vgreen , 07/03/2007

Commodity No. of Lines: 1 Line: 1 Commodity: 96269 Open Amount: \$0.00 Line Amount: \$4,105.60

Line	Commodity	CL Description	Line Amount	Open Amount	Closed Amount	Modified
1	96269	Personnel Services, Temporary, Receptionist III	\$4,105.60	\$0.00	\$4,105.60	false

From 1 to 1 Total: 1

First Previous Next Last

Go to list

Tab View

General Information

CL Description:
Personnel Services, Temporary, Receptionist III

Fixed Asset:

Lock Order Specs:

Lock Catalog List Price:

Warehouse:

Allow Promotional Pricing:

Commodity: 96269

Vendor Preference Level: 99

Stock Item Suffix:

Inactive Line:

Personnel Services, Temporary

Commodity Specs:

Supplier Part Number:

Line Type:

Extended Description:

Quantity: 320.00000

TEMP HELP
NATALIE JONES

Unit: HR

CONTACT ERICA TORRES
561-493-6070

Unit Price: \$12.83

Non-Reserved \$0.00
Funding Open
Amount Total:

Discounted Unit Price: \$12.83

List Price: \$0.00

Item Sub Total: \$4,105.60

Contract Amount: \$0.00

Tax Amount: \$0.00

Service From:

Line Amount: \$4,105.60

Service To:

Total Acctg Amt: \$4,105.60

Accounting Profile:

Closed Amount: \$4,105.60

Accounting Template:

Delivery Order(DO)

Dept: 720 ID: 06220700007200004127 Ver.: 1 Function: New Phase: Final

Modified by vgreen , 07/03/2007

Header

Tab View

General Information

Document Name:

TEMP HELP
NATALIE JONES

PCard ID:



PCard Exp:

Record Date: 07/03/2007



Accounting Profile:



Budget FY: 2007

Procurement Folder: 283788

Fiscal Year: 2007

Procurement Type: Delivery Order

Period: 10

Procurement Type ID: 2



Document Description:

FOR: ERICA TORRES

Cited Authority:



Confirmation Order:

Blanket Agreement:

Actual Amount: \$4,105.60

Default Form:



Closed Amount: \$4,105.60

Last Print Date: 07/03/2007

Closed Date: 10/26/2007

Total of Header 0



Attachments:

Open Amount: \$0.00




Total of All 0

Attachments:

Reference

Allow Partial Receipts:	Tracking Number:
Yes	
Agreement Code:	Replaces Award Doc Code:
CMA	
Agreement Dept: 680	Replaces Award Doc Dept Code:
Agreement ID: 07025	Replaces Award ID:
Agreement Vendor Line: 1 	Replaced By Award Doc Code:
Internal Award Number:	Replaced By Award Doc Dept:
Internal Award Date: 	Replaced By Award ID:
	Base Agreement ID:
	Agreement Period:
	Referenced \$3,990.13 Amount:
	Referenced \$0.00 Liquidated:

Requestor Issuer Buyer

Issuer ID: jmmeecker 	Buyer Team:
Jennifer M. Meeker	Buyer: tnunn
561-493-6239	Tiffany Nunn
jmmeecker@pbcwater.com	561-616-6804
Requestor ID: cailstoc 	tnunn@co.palm-beach.fl.us
Name: Conrad Ailstock	Award Officer Name:
Phone Number: 561-493-6234	Award Officer Phone Number:
Email: cailstock@pbcwater.com	Award Officer Phone Extension:
Requesting Dept: 	Award Officer Email:

Modification

Track Changes:

Change Order Number: 0

Modified: false

Reason for Modification:

Delivery Order(DO)

Dept: 720 ID: 05061000007200002562 Ver.: 5 Function: Modification
Phase: Final

Modified by jsmith , 08/16/2010

Commodity		No. of Lines: 1	Line: 1	Commodity: 96269	Open Amount:	
		\$0.00	Line Amount: \$5,015.25			
Line	Commodity	CL Description	Line Amount	Open Amount	Closed Amount	Modified
1	96269	Personnel Services, Temporary, Word Processor Operator	\$5,015.25	\$0.00	\$5,015.25	true
From 1 to 1 Total: 1			First	Previous	Next	Last
						Go to li

Tab View

General Information

CL Description: Personnel Services, Temporary, Word Processor Operator	Fixed Asset: <input type="checkbox"/>
Warehouse:	Lock Order Specs: <input type="checkbox"/>
Commodity: 96269	Lock Catalog List Price:
Stock Item Suffix:	Allow Promotional Pricing: <input type="checkbox"/>
Personnel Services, Temporary	Vendor Preference Level: 99
Supplier Part Number:	Inactive Line: <input type="checkbox"/>
Line Type:	Commodity Specs:
Quantity: 371.50000	Extended Description:
Unit: HR	TEMPORARY PERSONNEL ADMINISTRATION 05/10/10 - 08/20/10 - NATALIE JONES
Unit Price: \$13.50	Non-Reserved Funding Open Amount Total: \$0.00
Discounted Unit Price: \$13.50	Item Sub Total: \$5,015.25
List Price: \$0.00	Tax Amount: \$0.00
Contract Amount: \$0.00	Line Amount: \$5,015.25
Service From:	Total Acctg Amt: \$5,015.25
Service To:	Closed Amount: \$5,015.25
Accounting Profile:	

Delivery Order(DO)

Dept: 720 ID: 05061000007200002562 Ver.: 5 Function: Modification
Phase: Final

Modified by jsmith , 08/16/2010

Header

Tab View

General Information

Document Name:

DAWN JONES

PCard ID:



PCard Exp:

Record Date: 08/16/2010



Accounting Profile:



Budget FY: 2010

Procurement Folder: 495078

Fiscal Year: 2010

Procurement Type: Delivery Order

Period: 11

Procurement Type ID: 2



Document Description:

Cited Authority:



Confirmation Order:

Blanket Agreement:

Actual Amount: \$5,015.25

Default Form:



Closed Amount: \$5,015.25

Last Print Date: 08/16/2010



Closed Date: 08/26/2010




Total of Header 0 Attachments:

Open Amount: \$0.00

Total of All 0 Attachments:

Reference

Allow Partial Receipts:	Tracking Number:
Yes	
Agreement Code:	Replaces Award Doc Code:
CMA	
Agreement Dept: 680	Replaces Award Doc Dept Code:
Agreement ID: 07025A	Replaces Award ID:
Agreement Vendor Line: 1 	Replaced By Award Doc Code:
Internal Award Number:	Replaced By Award Doc Dept:
	Replaced By Award ID:
Internal Award Date: 	Base Agreement ID: CMA 680 6801 07025A
	Agreement Period: 0
	Referenced Amount: \$5,015.25
	Referenced Liquidated: \$0.00

Requestor Issuer Buyer	
Issuer ID: jsmith 	Buyer Team:
Janet L. Smith	Buyer: kmonnett
561-493-6229	Kristen Monnett
jsmith@pbcwater.com	561-616-6824
Requestor ID: djones 	kmonnett@pbcgov.com
Name: Dawn Jones	Award Officer Name:
Phone Number: 561-493-6235	Award Officer Phone Number:
Email: djones@pbcwater.com	Award Officer Phone Extension:
Requesting Dept: 720 	Award Officer Email:

Modification
Track Changes: <input type="checkbox"/>
Change Order Number: 4
Modified: true
Reason for

UTILITIES (561) 493-6238
 CENTRAL REGION OPERATION CENTER
 8100 FOREST HILL BLVD
 WEST PALM BEACH FL 33413
 ATTN: WENDY OTANO

CENTRAL DELIVERY ORDER
 Confirming Order
 Changed Order



BOARD OF COUNTY
 COMMISSIONERS
 www.pbcgov.com

DO 720 05061000007200002562

IMPORTANT

THE ABOVE NUMBER MUST APPEAR ON ALL SHIPPING LABELS, PACKING SLIPS, TRANSPORT DOCUMENTS, INVOICES AND CORRESPONDENCE.

Fossett Enterprises, Inc.
 Express Services, Inc.
 2240 Palm Beach Lakes Blvd, Suite 250
 West Palm Beach FL 33409
 Barb or Lee Fossett

ORDER DATE 08-16-2010 DELIVERY DATE 08-20-2010 F.O.B. Destination
 VENDOR NUMBER VC0000010024 VENDOR ADDRESS AD002 VENDOR CONTACT PC002
 BID/QUOTE/RFQ NO CMA 660 07025A AGREEMENT NUMBER

BOARD OF COUNTY COMMISSIONERS
 PALM BEACH COUNTY FINANCE DEPT.
 P.O. BOX 4036
 WEST PALM BEACH, FL 33402-4036
 TELEPHONE: 561-355-2912

ITEM QUANTITY UNIT COMMODITY CODE

1 371.5000 HR 96269 *****LINE MODIFIED*****
 Personnel Services, Temporary, Word Processor Operator

TEMPORARY PERSONNEL ADMINISTRATION 05/10/10 - 08/20/10 - NATALIE JONES
 MSDS: Not Required

FR 082010-59519 = 40 (98732970-3)

completed

UNIT PRICE

13.500000

EXTENDED PRICE

5,015.25

ITEM DESCRIPTION

TAX EXEMPTION INFORMATION

STATE TAX EXEMPTION NUMBER 85-8012622286C-8
 FEDERAL EXCISE TAX EXEMPTION NUMBER 59-74-0344K
 EXEMPTION CERTIFICATES WILL BE MAILED UPON REQUEST

NOTE TO VENDOR

UNLESS AGREED TO OTHERWISE, PALM BEACH COUNTY'S STANDARD TERMS AND CONDITIONS ARE INCORPORATED IN THIS ORDER BY REFERENCE AT WEB ADDRESS: WWW.PBCGOV.COM/PURCHASING. ADDITIONAL TERMS & CONDITIONS WILL BE NOTED IN THIS ORDER WHEN APPLICABLE.

ISSUER

Janet L. Smith
 EMAIL: jsmith@pbcwater.com

TELEPHONE

561-493-6229 EXT.

ORDER TOTAL

5,015.25

PRINT DATE: 08/16/10

RESP. DEPT: 720

UNIT: 1110


VENDOR E-MAIL: barb.Fossett@expresspros.com

PAGE NUMBER: 1 OF 1

P.B.C. PURCHASING DEPARTMENT
 50 S. MILITARY TRAIL, SUITE 110
 WEST PALM BEACH, FL 33415-3199
 PHONE: 561 616-6800
 FAX: 561 616-6811
 www.pbcgov.com/purchasing

AUTHORIZED BY
 PALM BEACH COUNTY BOARD OF
 COUNTY COMMISSIONERS

UTILITIES (561) 493-6238
 CENTRAL REGION OPERATION CENTER
 8100 FOREST HILL BLVD
 WEST PALM BEACH FL 33413
 ATTN: WENDY OTANO

CENTRAL DELIVERY ORDER
 Changed Order

BOARD OF COUNTY COMMISSIONERS
 www.pbcgov.com

Fossett Enterprises, Inc.
 Express Services, Inc.
 2240 Palm Beach Lakes Blvd, Suite 250
 West Palm Beach FL 33409
 Barb or Lee Fossett

DO 720 05061000007200002562
IMPORTANT
 THE ABOVE NUMBER MUST APPEAR ON ALL SHIPPING LABELS, PACKING SLIPS, TRANSPORT DOCUMENTS, INVOICES AND CORRESPONDENCE.

BOARD OF COUNTY COMMISSIONERS
 PALM BEACH COUNTY FINANCE DEPT.
 P.O. BOX 4036
 WEST PALM BEACH, FL 33402-4036
 TELEPHONE: 561-355-2912

ORDER DATE 08-13-2010
 DELIVERY DATE 08-20-2010
 F.O.B. Destination
 VENDOR NUMBER VC0000010024
 VENDOR ADDRESS AD002
 VENDOR CONTACT PC002
 BID/QUOTE/REF NO
 AGREEMENT NUMBER
 CMA 680 07025A

561-471-8285
 UNIT COMMODITY CODE
 ITEM DESCRIPTION
 UNIT PRICE
 EXTENDED PRICE

1 331.5000 HR 96269 *****LINE MODIFIED*****
 Personnel Services, Temporary, Word Processor Operator
 MSDS: Not Required
 TEMPORARY PERSONNEL ADMINISTRATION 05/10/10 - 08/20/10 - NATALIE JONES
 MSDS: Not Required
 13.500000
 4,475.25

E) RC 081310 - 58056 = 77 (98671134-9, 98686844-6 - 98709341-6)

completed

ISSUER
 Janet L. Smith
 EMAIL: jsmith@pbcwater.com
 TELEPHONE
 561-493-6229 EXT.
 ORDER TOTAL
 4,475.25

STATE TAX EXEMPTION NUMBER 85-8012622286C-8
 FEDERAL EXCISE TAX EXEMPTION NUMBER 59-74-0344K
 EXEMPTION CERTIFICATES WILL BE MAILED UPON REQUEST

UNLESS AGREED TO OTHERWISE, PALM BEACH COUNTY'S STANDARD TERMS AND CONDITIONS ARE INCORPORATED IN THIS ORDER BY REFERENCE AT WEB ADDRESS: WWW.PBCGOV.COM/PURCHASING. ADDITIONAL TERMS & CONDITIONS WILL BE NOTED IN THIS ORDER WHEN APPLICABLE.
 RINT DATE: 08/13/10 RESP. DEPT: 720 UNIT: 1110
 ENDOR E-MAIL: barb.fossett@expresspros.com
 P.B.C. PURCHASING DEPARTMENT
 50 S. MILITARY TRAIL, SUITE 110
 WEST PALM BEACH, FL 33415-3199
 PHONE: 561 616-6800
 FAX: 561 616-6811
 PAGE NUMBER: 1 OF 1
 AUTHORIZED BY
 PALM BEACH COUNTY BOARD OF

UTILITIES (561) 493-6238
 CENTRAL REGION OPERATION CENTER
 8100 FOREST HILL BLVD
 WEST PALM BEACH FL 33413
 ATTN: WENDY OTANO

CENTRAL DELIVERY ORDER
 Changed Order



BOARD OF COUNTY COMMISSIONERS
 www.pbcgov.com

DO 720 05061000007200002562

IMPORTANT

THE ABOVE NUMBER MUST APPEAR ON ALL SHIPPING LABELS, PACKING SLIPS, TRANSPORT DOCUMENTS, INVOICES AND CORRESPONDENCE.

Fossett Enterprises, Inc.
 Express Services, Inc.
 2240 Palm Beach Lakes Blvd, Suite 250
 West Palm Beach FL-33409

ORDER DATE 05-10-2010 DELIVERY DATE 08-20-2010 F.O.B. Destination
 VENDOR NUMBER VC0000010024 VENDOR ADDRESS AD002 VENDOR CONTACT PC002
 BID/QUOTE/RFQ NO. AGREEMENT NUMBER
 CMA 680 07025A

BOARD OF COUNTY COMMISSIONERS
 PALM BEACH COUNTY FINANCE DEPT.
 P.O. BOX 4036
 WEST PALM BEACH, FL 33402-4036
 TELEPHONE: 561-355-2912

561-471-8285
 Barb or Lee Fossett

ITEM	QUANTITY	UNIT	COMMODITY CODE	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	480.0000 400.5 344.5 281.5 225.5	HR	96269	*****LINE MODIFIED***** Personnel Services, Temporary, Word Processor Operator MSDS: Not Required TEMPORARY PERSONNEL ADMINISTRATION 05/10/10 - 08/20/10 - NATALIE JONES A) RC 060410 - 44651 = 79.5 (98570453-82-98529518-7) <i>HA</i> B) RC 062410 - 48788 = 86 (98548933-5, 98566996-92-98589705-7) <i>HA</i> C) RC 070910 - 51432 = 33 (98611444-5) <i>HA</i> D) RC 072010 - 53495 = 56 (98632323-62-98649802-0) <i>HA</i>	13.500000	6,480.00

TAX EXEMPTION INFORMATION
 STATE TAX EXEMPTION NUMBER 85-8012622286C-8
 FEDERAL EXCISE TAX EXEMPTION NUMBER 59-74-0344K
 EXEMPTION CERTIFICATES WILL BE MAILED UPON REQUEST

NOTE TO VENDOR
 UNLESS AGREED TO OTHERWISE, PALM BEACH COUNTY'S STANDARD TERMS AND CONDITIONS ARE INCORPORATED IN THIS ORDER BY REFERENCE AT WEB ADDRESS: WWW.PBCGOV.COM/PURCHASING. ADDITIONAL TERMS & CONDITIONS WILL BE NOTED IN THIS ORDER WHEN APPLICABLE.

ISSUER
 Janet L. Smith
 EMAIL: jsmith@pbwater.com
 TELEPHONE 561-493-6229 EXT:

ORDER TOTAL 6,480.00
 PAGE NUMBER: 1 OF 1
 AUTHORIZED BY
 PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS
 P.B.C. PURCHASING DEPARTMENT
 50 S. MILITARY TRAIL, SUITE 110
 WEST PALM BEACH, FL 33415-3199
 PHONE: 561 616-6800
 FAX: 561 616-6811
 www.pbcgov.com/purchasing

PRINT DATE: 05/10/10
 RESP. DEPT: 720
 UNIT: 1110
 VENDOR E-MAIL: barb.Fossett@expresspros.com



Requisition Type: DO - Deliver Order - Master Agreement

Master Agreement: CMA 680 07025A

Confirming Order:

Work Order:

CIP Number:



Requisition Number: 20946

Advantage ID: DO 720 050610-2562 *JA*

Date: 05/06/2010

Submitted By: enieves

Buyer: enieves

Delivery Location and Code: 7221 CROC Warehouse

Requested By:

Delivery Date: 05/20/2010

Vendor Code and Name: VC0000010024 FOSSETT ENTERPRISES

Address: 2240 Palm Beach Lakes Blvd, Suite 250

West Palm Beach FL 33409-

Vendor Contact Information

barb.Fossett@expresspros.co
(561) 471-8285

TOTAL COST: \$ 6480.00

Requisition Description: TEMP WORD PROCESSOR JR

Comments:

Req. #	Date	User	Comment
20946	05/06/2010	enieves	barb.Fossett@expresspros.com

Accounting Data

Req. #	Acct Line #	Acct Fund	Acct Dept	Acct Unit	Acct Object	Acct Line %
20946	4,001	720	1110	3404		

Commodity List

Req. #	Acct Line #	Unit	Unit Cost	Qty	Commodity Code	Commodity Description
20946	1	Hours	13.50	480.00	96269	NATALIE JONES 3/24-8/20

Manufacturing Information:

Requisition Record	Date and Time	Person who Processed the Req.	Requisition Status Changed To	Requisition Forwarded To:
20946	5/6/2010 3:33:51PM	enieves	Submit	caistock
20946	5/7/2010 8:02:00AM	caistock	Submit	enieves
20946	5/7/2010 9:39:53AM	enieves	Submit	JLSmith



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account # [REDACTED]

Invoice Date 5/19/2010
Invoice Number 98510453-8

Page: 1 of 1

	item	summary
Palm Beach County water - Water Utilities Div. Palm Beach County Department PWU1 - Word Processing operator-120809 72 865 Purchase Order#: DO 05061000007200002562 Jones, Natalie Dawn 5/16/2010 Regular Time 40.00 hours @ \$13.50 per hour	\$540.00	

Invoice Total \$540.00

RECEIVED
 2010 MAY 21 PM 3:59
 SHARON A. ...
 BOARD OF COUNTY COMMISSIONERS
 FINANCE

Please call (561) 471-8285 for questions regarding your account

Express offers total client care, professional search, HR services and employment solutions at all levels.



Account Number	[REDACTED]
Invoice Number	98510453-8
Invoice Date	5/19/2010
Amount Due	\$540.00
Due Date	5/29/2010

Please make check payable to Express Services, Inc.



Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Express Services, Inc.
P.O. Box 281533
Atlanta, GA 30384-1533



Please return this portion with your payment

0000000985104538

000000000226744

00054000



Press hard and print clearly

Name: Natale Soares Week Ending Date (Sunday): 5/16/10

Last Four (4) Digits of Social Security Number: [REDACTED] Job Number

Client Company Name: Palm Beach County Water Utilities

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	1:00	2:00	4:00	8		
TUE	7:00	1:00	2:00	4:00	8		
WED	7:00	1:00	2:00	4:00	8		
THU	7:00	1:00	2:00	4:00	8		
FRI	7:00	1:00	2:00	4:00	8		
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour) Regular Time: 40 Overtime: Double Time:

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timesheet and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natale Soares Date: 5/14/10

Yes! As an Express Associate, I want to help the Children's Miracle Network. Please deduct: \$ _____ This paycheck \$ _____ Every paycheck \$ _____ Other \$ _____

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card which by this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 5-14-10

Title: Mgr Support Services Department or special billing instructions: SATISFACTORY UNSATISFACTORY EXCELLENT

QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

CLIENT COPY

AT01 (03/09)



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account # [REDACTED]

Invoice Date 5/26/2010
Invoice Number 98529518-7

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
5/23/2010 Regular Time 39.50 hours @ \$13.50 per hour

item	summary
\$533.25	

RECEIVED
2010 JUN -1 PM 2:11
SHARON R. BUCK, CLERK
BOARD OF CO COMM PB CO
FINANCE

Invoice Total \$533.25

Please call (561) 471-8285 for questions regarding your account

Express offers total client care, professional search, HR services and employment solutions at all levels.



Account Number	[REDACTED]
Invoice Number	98529518-7
Invoice Date	5/26/2010
Amount Due	\$533.25
Due Date	6/05/2010

Please make check payable to Express Services, Inc.



Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Express Services, Inc.
P.O. Box 281533
Atlanta, GA 30384-1533

Please return this portion with your payment



0000000985295187

00000000226744

00053325



Press hard and print clearly

Name: Natalie Jones
Last Four (4) Digits of Social Security Number: [REDACTED]
Week Ending Date (Sunday): 5/03/10
Job Number: _____

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:00	1:00	4:00	8		
TUE	7:00	12:00	1:30	4:00	7.5		
WED	7:00	12:00	1:00	4:00	8		
THU	7:00	12:00	1:00	4:00	8		
FRI	7:00	12:00	1:00	4:00	8		
SAT	7:00	12:00	1:00	4:00			
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)
Regular Time: 39.5 Overtime: _____ Double Time: _____

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.
I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones Date: 5/2/10
Yes! As an Express Associate, I want to help the Children's Miracle Network.
Please deduct:
 \$ _____ This paycheck \$ _____ Every paycheck \$ _____ Other

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 5-2-10
Title: MGAOGE Support Services
Department or special billing instructions: _____
QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

Payroll related services, please pay from this invoice.
1283-226744/water Account # [REDACTED]

Invoice Date
Invoice Number

6/02/2010
98548933-5

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
5/30/2010 Regular Time 24.00 hours @ \$13.50 per hour

item	summary
\$324.00	

RECEIVED
2010 JUN -7 AM 11:42
SHARON R. EGGERS, CLERK
BOARD OF COUNTY COMMISSIONERS
FINANCE

Invoice Total \$324.00

Please call (561) 471-8285 for questions regarding your account

Express offers total client care, professional search, HR services and employment solutions at all levels.



Account Number	[REDACTED]
Invoice Number	98548933-5
Invoice Date	6/02/2010
Amount Due	\$324.00
Due Date	6/12/2010

Please make check payable to Express Services, Inc.



Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Express Services, Inc.
P.O. Box 281533
Atlanta, GA 30384-1533

Please return this portion with your payment



0000000985489335

000000000226744

00032400



Press hard and print clearly

Name: Natalie Jones Week Ending Date (Sunday): 6/6/10

Last Four (4) Digits of Social Security Number: [REDACTED] Job Number

Client Company Name: Palm Beach County Water Util Assignment Completed Returning Next Week

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON							
TUE	7:00	12:00	1:00	4:00	8		
WED	7:00	12:00	1:00	4:00	8		
THU							
FRI	7:00	12:00	1:00	4:00	8		
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour) Regular Time: 24 Overtime: Double Time:

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on the timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones Date: 6/4/10
Yes! As an Express Associate, I want to help the Children's Miracles Network.
Please deduct: \$ This paycheck \$ Every paycheck \$ Other

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby the temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Title: Mgr Support Service Date: 6-7-10

Department of special billing institutions: QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

Payroll related services, please pay from this invoice.
1283-226744/water Account # [REDACTED]

Invoice Date
Invoice Number

6/16/2010
98589705-7

Page: 1 of 1

Palm Beach County water - Water Utilities Div. Palm Beach County Department PWU1 - Word Processing operator-120809 72 865 Purchase Order#: DO 05061000007200002562 Jones, Natalie Dawn 6/13/2010 Regular Time 38.00 hours @ \$13.50 per hour	item	summary
	\$513.00	

RECEIVED
 2010 JUN 21 PM 2:48
 SHARON R. [REDACTED]
 BOARD OF COUNTY COMMISSIONERS
 FINANCE

Invoice Total \$513.00

Please call (561) 471-8285 for questions regarding your account

Express offers total client care, professional search, HR services and employment solutions at all levels.



Account Number	[REDACTED]
Invoice Number	98589705-7
Invoice Date	6/16/2010
Amount Due	\$513.00
Due Date	6/26/2010

Please make check payable to Express Services, Inc.



Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Express Services, Inc.
P.O. Box 281533
Atlanta, GA 30384-1533



Please return this portion with your payment

0000000985897057

000000000226744

00051300



Press hard and print clearly

Name: Natale Jones
 Last Four (4) Digits of Social Security Number: [REDACTED]
 Client Company Name: _____

Week Ending Date: 6/13/10
 (Sunday)
 Job Number: _____
 Assignment Completed
 Requiring Next Week

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:00	1:00	4:00	8		
TUE	7:00	12:00	1:00	4:00	8		
WED	7:00	12:00	1:00	4:00	8		
THU	7:00	12:00	1:00	4:00	8		
FRI	7:00	no lunch		2:00	6		
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)
 Regular Time: 58
 Overtime: _____
 Double Time: _____

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during the pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natale Jones Date: 6/13/10
 Yes! As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:
 \$ _____ This paycheck \$ _____ Every paycheck \$ _____ Other

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 6-11-10
 Title: Mgr Support Services

Department or special billing instructions:
 QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

CLIENT COPY

AT91 00/091



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account # [REDACTED]

Invoice Date 6/23/2010
Invoice Number 98611444-5

Page: 1 of 1

	item	summary
Palm Beach County water - Water Utilities Div. Palm Beach County Department PWU1 - Word Processing operator-120809 72 865 Purchase Order#: DO 05061000007200002562 Jones, Natalie Dawn 6/20/2010 Regular Time 33.00 hours @ \$13.50 per hour	\$445.50	

Invoice Total \$445.50

Please call (561) 471-8285 for questions regarding your account

Express offers total client care, professional search, HR services and employment solutions at all levels.

11



Account Number	[REDACTED]
Invoice Number	98611444-5
Invoice Date	6/23/2010
Amount Due	\$445.50
Due Date	7/03/2010

PDF

Please make check payable to Express Services, Inc.



Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Express Services, Inc.
P.O. Box 281533
Atlanta, GA 30384-1533



Please return this portion with your payment

0000000986114445

00000000226744

00044550

Express
EMPLOYMENT PROFESSIONALS

Name: Natalie Jones
Last Four (4) Digits of Social Security Number: [REDACTED]
Client Company Name: _____

Week Ending Date (Sunday): 6/20/10
Job Number: _____
 Assignment Completed
 Returning Next Week

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:00	1:00	4:00	8		
TUE	7:00			9:00	2		
WED	8:00			4:00	7		
THU	7:00	12:00	1:00	4:00	8		
FRI	7:00	12:00	1:00	4:00	8		
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)
Regular Time: 33
Overtime: _____
Double Time: _____

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

I certify, through my signature below that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

Associate Signature: Natalie Jones Date: 6/18/10
Yes! As an Express Associate, I want to help the Children's Miracle Network.
Please deduct:
 \$ _____ This paycheck \$ _____ Every paycheck \$ _____ Other _____



CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 6-18-10
Title: Mgr - Support Services

Department or special billing instructions:
QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY



Press hard and print clearly

Name: Natalie Jones
Last Four (4) Digits of Social Security Number: [REDACTED]

Week Ending Date (Sunday): 6/27/10
Job Number: _____

Client Company Name: Palm Beach County Water Utilities
 Assignment Completed
 Returning Next Week

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:00	1:00	4:00	8		
TUE	7:00	12:00	1:00	4:00	8		
WED	_____						
THU	_____						
FRI	_____						
SAT	_____						
SUN	_____						

ENTER WEEKLY TOTALS (Round to nearest quarter hour)
Regular Time: 16 Overtime: _____ Double Time: _____

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.
I certify, through my signature below, that I have worked the hours listed on this timecard and that the hours reflected are true and accurate. I further acknowledge that I have not been denied any required meals and rest breaks during this pay period. If I did not receive any required meals and rest breaks during this pay period, I agree that I will immediately notify my Express Staffing Consultant both verbally and in writing. In addition, while on assignment, I have not had any work related injuries or illnesses nor have I been subject to any workplace discrimination or harassment.

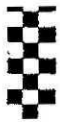
Associate Signature: Natalie Jones Date: 6/22/10
Yes! As an Express Associate, I want to help the Children's Miracle Network.

Please deduct:
 \$ _____ This paycheck \$ _____ Every paycheck \$ _____ Other _____

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature] Date: 6/22/10
Title: MGR - Support Services

Department or special billing instructions: _____
QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY



Attn: Janet

Express TEMPERATURE PROFESSIONALS **Press hard and print clearly**

Name: Natalie Jones Week Ending Date (Sunday) 7/11/10
 Last Four (4) Digits of Social Security Number: Job Number

Client Company Name: Alam Beach County Water Utilities Assignment Completed Returning Next Week

DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:30	1:30	4:00	8		
TUE	7:00	12:30	1:30	4:00	8		
WED	7:00	12:30	1:30	4:00	8		
THU	7:00	12:30	1:30	4:00	8		
FRI	7:00	12:30	1:30	4:00	8		
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour) Regular Time: 40 Overtime: 0 Double Time: 0

Associate Signature: Natalie Jones Date: 7/11/10
 Year As an Express Associate, I want to help the Children's Miracle Network.
 Please deduct: \$ _____ This paycheck \$ _____ Every paycheck \$ _____ Other _____

Authorized Signature: Allura M. Smith Date: 7/12/10
 Title: Dir. Finance & Admin.
 Department or special billing instructions: _____
 QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

CLIENT COPY

Express
Professional Professionals

Press hard and print clearly

Name: Natalie Jones
Last Four (4) Digits of Social Security Number: [REDACTED]
Week Ending Date (Sunday): 7/11/10
Job Number: 1110

Client Company Name: Polk Beach County Water Utilities
 Assignment Completed
 Repeating Next Week

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON							
TUE	7:00	12:30	1:30	4:00	8		
WED	10:00	12:30	1:30	4:00	5		
THU	7:00	12:30	1:30	4:00	8		
FRI							
SAT							
SUN							

ENTER WEEKLY TOTALS (Round to nearest quarter hour)
Regular Time: 21
Overtime: 0
Double Time: 0

Associate Signatures: Natalie Jones Date: 7/8/10
Yes! As an Express Associate, I want to help the Client's Infrate Network.
Please deduct:
 \$ ___ This paycheck \$ ___ Every paycheck \$ ___ Other

Authorized Signatures: William M. [Signature]
Title: Director, Finance & HR Date: 7/8/10
Department or special billing instructions:
QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

* * * Communication Result Report (Jul. 14. 2010 10:54AM) * * *

1) Palm Beach County
2) Water Utilities Department

Date/Time: Jul. 14. 2010 10:54AM

File No.	Mode	Destination	Pg(s)	Result	Page Not Sent
0834	Memory TX	94715927	P. 1	OK	

Reason for error

- E. 1) Hang up or line fail
- E. 3) No answer
- E. 5) Exceeded max. E-mail size

- m. 2) Busy
- . 4) No facsimile connection

EXPRESS Press hard and print clearly

City: **Miami** State: **FL**

Address: **1000 Biscayne Blvd, Miami, FL 33132**

Phone: **305 375 1111**

Zip: **33132**

1000	12:30	1:30	4:00	B
1000	1:30	5:15	4:00	B
1000	5:15	1:30	4:00	B

Signature: **Maria Rivera** Date: **7/14/10**

Print Name: **Maria Rivera**

Print Address: **1000 Biscayne Blvd, Miami, FL 33132**

Print Phone: **305 375 1111**

Print Zip: **33132**



Press hard and print clearly

Name Natalie D. Jones Week Ending Date (Sunday) 7/18/10
Last Four (4) Digits of Social Security Number [REDACTED] Job Number

Client Company Name Water Utilities
 Assignment Completed
 Returning Next Week

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON							
TUE							
WED							
THU	7:00	12:30	1:30	4:00	8		
FRI	7:00	12:30	1:30	4:00	8		
SAT							
SUN							

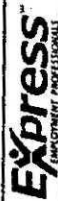
ENTER WEEKLY TOTALS (Round to nearest quarter hour)
Regular Time 16 Overtime Double Time

Associate Signature: Natalie D. Jones Date: 7/16/10
Yes! As an Express Associate, I want to help the Children's Miracle Network.
Please deduct:
 \$ _____ This paycheck \$ _____ Every paycheck \$ _____ Other

Authorized Signature: Dick Finana & Admin Date: 7/16/10
Department or special billing instructions:
QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

CLIENT COPY

A701 (8/09)



Press hard and print clearly

Name: Natalie Jones
Last Four (4) Digits of Social Security Number: [REDACTED]

Week Ending Date (Sunday): 7/25/10
Job Number: _____

DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time
MON	7:00	12:30	1:30	4:00	8		
TUE	7:00	12:30	1:30	4:00	8		
WED	7:00	12:30	1:30	4:00	8		
THU	7:00	12:30	1:30	4:00	8		
FRI	7:00	12:30	1:30	4:00	8		
SAT							
SUN							

Assignment Completed Returning Next Week

ENTER WEEKLY TOTALS (Round to nearest quarter hour)
Regular Time: 40 Overtime: _____ Double Time: _____

ASSOCIATE NOTICE: Please fill in this time card completely. Leave the appropriate copy with your supervisor who signs to verify hours. The Express copies of the time card must be received in our office by 8:00 a.m. Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Express of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied in some states.

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Associate Signature: Natalie Jones Date: 7/23/10

Yes! As an Express Associate, I want to help the Children's Miracle Network.
Please deduct:
 \$ _____ This paycheck \$ _____ Every paycheck \$ _____ Other \$ _____

CLIENT NOTICE AND VERIFICATION: The undersigned, as agent for the client company, certifies that the Express temporary associate named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Express. Please read the terms and conditions and retain the client copy.

Authorized Signature: [Signature]
Title: Mgt Support Service Date: 7-23-10

Department or special billing instructions:
QUALITY OF WORK: EXCELLENT SATISFACTORY UNSATISFACTORY

CLIENT COPY

AT101 (10/09)



Palm Beach County

EMF

Payroll related services, please pay from this invoice.
1283-226744/water Account # [REDACTED]

Invoice Date 8/04/2010
Invoice Number 98732970-3

Page: 1 of 1

Palm Beach County
water - Water Utilities Div. Palm Beach County Department
PWU1 - Word Processing operator-120809 72 865
Purchase Order#: DO 05061000007200002562
Jones, Natalie Dawn
8/01/2010 Regular Time 40.00 hours @ \$13.50 per hour

item summary

\$540.00

RECEIVED
2010 AUG 6 PM 2:20
SHARON R. BOON, CLERK
BOARD OF CO COMM PB CO
FINANCE

Invoice Total \$540.00

Please call (561) 471-8285 for questions regarding your account

Express offers total client care, professional search, HR services and employment solutions at all levels.



Account Number [REDACTED]
Invoice Number 98732970-3
Invoice Date 8/04/2010
Amount Due \$540.00
Due Date 8/14/2010

Please make check payable to Express Services, Inc.



Palm Beach County
8100 Forest Hill Blvd.
West Palm Beach, FL 33413

Express Services, Inc.
P.O. Box 281533
Atlanta, GA 30384-1533

Please return this portion with your payment.



0000000987329703

00000000226744

00054000

Date: 04/04/02

Employee: JOAN MEYERS Title: SENIOR SECRETARY

**PALM BEACH COUNTY
PERFORMANCE REVIEW**
(Non-Bargaining Unit Employees)



SSN: [REDACTED] Date of Hire: 10/16/94

Supervisor: WAYNE CONDRY Title: ASST. DIRECTOR

Department/Division: EMPLOYEE RELATIONS & PERSONNEL

Purpose of Rating: New Employee Probation Annual Special
 Promotion Probation

Performance Appraisal Summary Sheet

To calculate employee's performance rating, add up the numerical score received for each performance factor and divide the total score by the number of factors rated.

I. (A) Total Score* 33 ÷ (B) number of factors rated 10 = (C) 3.3 rating.

*As an option, each factor may be weighted according to its relative importance to an employee's job functions. Weights for each section should be filled in and discussed with employees before each performance period begins. If weights are not discussed with the employee at least six months before the performance review date, this option shall not be used.

II. Check one of the following, based on the rating indicated in Section I.C, above:

Total score is 2.2 or above. Permanent employees are eligible for Merit. Scores of 2.0 and 2.1 are not eligible for Merit.

Score is below 2.0. A Performance Improvement Plan is required for permanent employees. The employee will be placed on three months' probation. Probationary employees may be terminated.

Score is below 2.0 following three months' probation, on a Performance Improvement Plan. A recommendation for termination must be made _____ or probation extended until _____.

III. Please check one: The employee and supervisor are (in agreement) (not in agreement) with this performance review. *Except for the comments associated with 2. Work Relationships—See attachment.

IV. Signatures:

Supervisor's Signature

Date

Wayne D. Conly 4/5/02

Employee's Signature

Date

Joan D. ... 4/5/02

Reviewed and approved by:

Signature of Rater's Supervisor Date

Signature of Department Head

Date

Janis Brunell

Re: 2nd Hardship Letter request

Hide Details

Wayne Condry O. □

FROM:

Ladonna Booth

TO:

Brad Merriman □

CC:

Friday, July 15, 2011 2:22 PM

Message body

Ms. Booth,

I believe my previous correspondence to you confirmed that we have done so and I also indicated the circumstances under which those changes occur. We don't keep a "log" of the changes just a list of former employees and their current status. I can't respond to you any differently than I already have.

Sent from my Verizon Wireless 4GLTE smartphone

----- Reply message -----

From: "Ladonna Booth" <boothl77@yahoo.com>
To: "Wayne Condry O." <WCondry@pbcgov.org>
Cc: "Brad Merriman" <BMerrima@pbcgov.org>
Subject: 2nd Hardship Letter request
Date: Fri, Jul 15, 2011 4:56 pm

Mr. Condry,

Thanks for your quick response, but maybe I need to re-simplify the question. This is what I'm looking for, any employees that were terminated and their status was changed to "restricted" before the one year waiting period? I just want to know did any employees status change before one year of separation. I have the list of "no" rehires but it does not show me the status of an employee that was switched from "NO" to "RESTRICTED".

Thank you very much.

LaDonna Booth

--- On Fri, 7/15/11, Wayne Condry O. <WCondry@pbcgov.org> wrote:

From: Wayne Condry O. <WCondry@pbcgov.org>
Subject: RE: 2nd Hardship Letter request
To: "Ladonna Booth" <boothl77@yahoo.com>
Cc: "Brad Merriman" <BMerrima@pbcgov.org>
Date: Friday, July 15, 2011, 1:45 PM

Ms. Booth,

We have changed the rehire status for former employees in the past.

Any changes that have occurred within a year of termination, however, are typically done in settlement of arbitrations or appeals cases. In the past this has included waiving the employee's right to appeal the termination action. Erica Torres from my office will supply you with a list of former employees designated as "no" rehires.

Wayne Condry, Director
Human Resources Department
Palm Beach County Board of Co. Commissioners
100 Australian Avenue, Suite 300
West Palm Beach, Florida 33406
(561) 616-6857
(561) 616-6893

From: Ladonna Booth [mailto:boothl77@yahoo.com] **Sent:** Thursday, July 14, 2011 10:54 PM **To:** Wayne Condry O. **Cc:** Brad Merriman **Subject:** RE: 2nd Hardship Letter request

Mr. Condry,

As you stated in your email, due to misconduct, my status can't be changed to rehires until one year after separation. I have one question, under any circumstances, have there been any employees who were terminated for misconduct and the time period was

waived regardless of the Merit Rules? The employees' status was a "no" rehire a changed to "restricted" rehire before their one year of separation within the coun

Thanks,

LaDonna Booth

□□ --- On **Mon, 7/11/11, Wayne Condry O. <WCondry@pbcgov.org>** wrote:
□ From: Wayne Condry O. <WCondry@pbcgov.org> □ Subject: RE: 2nd Hardsh
Letter request □ To: "Ladonna Booth" <boothl77@yahoo.com> □ Cc: "Brad Merr
<BMerrima@pbcgov.org> □ Date: Monday, July 11, 2011, 1:01 PM

Ms. Booth,

I apologize for the delay in responding to your request. I have been out of the office. Merit Rules (Rule 5.03) allow me to reconsider the rehire status of a former employee one year of separation. **You were terminated less than 3 months ago.** I fully understand current circumstances based upon our previous telephone discussion and your previous correspondence regarding tuition repayment. I must advise you, however, that those circumstances are not within my purview to consider in waiving the time period set for the Merit Rules. I know you did not agree with the decision, but you were terminated for misconduct by Water Utilities. That termination was based upon an investigation by the Inspector General's office that detailed conduct to which you admitted. That conduct was a function, purchasing, that is central to every County department's operations.

At this time there is insufficient justification available for me to reconsider your rehire. I regret that I could not give you a more favorable response.

Wayne Condry, Director
Human Resources Department
Palm Beach County Board of Co. Commissioners
100 Australian Avenue, Suite 300
West Palm Beach, Florida 33406
(561) 616-6857
(561) 616-6893

From: Ladonna Booth [mailto:boothl77@yahoo.com] **Sent:** Monday, July 11, 2011 11:11 AM
To: Wayne Condry O. **Cc:** Brad Merriman **Subject:** 2nd Hardship Letter request

Hi Mr. Condry,

This is a second request regarding my rehire status. Please see below. The first email was sent on [redacted] I never received a reply or an answer.

Due to the economic downturn, can you review my rehire status and place me on restricted status if no rehire? Please reconsider. Thanks, LaDonna Booth. If you need to contact me, I can be reached at 723-6452 or by email at boothL77@yahoo.com.

[redacted] --- On Sun, 6/19/11, Ladonna Booth <boothl77@yahoo.com> wrote:

[redacted] From: Ladonna Booth <boothl77@yahoo.com> [redacted] Subject: Hardship Letter [redacted] To: "Wayne Condry" <WCondry@pbcgov.org> [redacted] Date: Sunday, June 19, 2011, 9:20 PM

Dear Mr. Condry,

This is a letter in regards to me not being able to apply for any jobs within Palm County for a year. I understand your position and your ruling against me, but due to the economic downturn, I am asking that you please consider give me an opportunity to apply for positions with PBC and not Water Utilities.

Due to the economy, I would like a fair chance in applying for jobs and I feel it's unfair having me wait a year before I can apply to other departments within the county. Not being allowed to apply for jobs in the county is really impacting me and my family because I am a single mother of 3 children. I would like for you to reconsider your decision of no rehire and place me on restricted. I hope you understand my hard time finding employment is hard to find. Why restrict me of not having an opportunity to apply for a job that I have the qualifications for? By giving me an opportunity to apply, there is a chance that I get an interview and maybe the job, I would still have to wait 1 year on probation.

So please reconsider and place my rehire status to restricted.

Thanks in advance.

LaDonna Booth

INTEROFFICE COMMUNICATION

PARKS AND RECREATION DEPARTMENT



February 26, 2010

TO: Eric Call, Assistant Director
Parks and Recreation Department

THRU: Jon Herrick, Director
Special Facilities Division

FROM: Paul Connell, Golf Operations Supervisor
Special Facilities Division

RE: Joan Meyers Termination

10 MAR .9 AM 11:57
PALM BEACH COUNTY

The Special Facilities Division is recommending termination of Joan Meyers, Special Projects Coordinator for the Golf Operations Section for her breach of Merit Rule #27, theft of property or equipment, regardless of value, owned by the County, a co-worker or a member of the public.

On 2/4/2010, Ms Wendy Stacy, Aquatics Division Secretary notified Tom Brydon, Parks Ranger Supervisor, that on several recent occasions prescription medications had gone missing from her office, and that she believed that someone may have been stealing them while she was at lunch. On the same day, Mr. Brydon initiated surveillance of Ms. Stacy's office and noted that Joan Meyers was the only individual that entered and left her office while it was under surveillance. Upon returning to her office Ms. Stacy informed Mr. Brydon that she was again missing prescription medication. The following day, 2/5/10, Mr. Brydon again conducted surveillance of Ms. Stacy's office at lunch time. Prior to leaving for lunch, Ms. Stacy told Mr. Brydon how many pills were in her pill box; Mr. Brydon visually confirmed how many pills were in her pill box. During lunch time Ms. Meyers again went into Ms. Stacy's office. When Ms. Meyers left the office, Mr. Brydon and Ms. Brazeau, Park Ranger Section Secretary, entered Ms. Stacy's office and inspected the pill box. Mr. Brydon found two prescription pain pills missing.

Ms. Meyers was confronted with the evidence and questioned about her actions. Ms.

Meyers admitted to taking the pills but told Mr. Brydon, Mr. Call and on a separate occasion the same day Mr. Connell that she had permission to take prescription medication from Ms. Stacy's office at any time. On 2/5/10 Ms. Meyers was placed upon administrative leave pending the results of the investigation into this incident.

During the period that she was on administrative leave, Ms. Meyers was given the opportunity to provide evidence or witnesses that would confirm that she had permission to take the prescription pain medication from Ms. Stacy's office. Ms. Meyers provided an email that was not specific and which was not replied to by Ms. Stacy and a witness name, Ms. Kathy Hempstead, that she felt would back up her account. Ms. Hempstead did not back up Ms. Meyers allegation that she had permission to take prescription pain medication from Ms. Stacy's office. When questioned about Ms. Meyer's allegation and the email she had received from Ms. Meyers, Ms. Stacy emphatically denied giving Ms. Meyers permission to go into her office and take her prescription medication at any time, see attached statement from Ms. Stacy, and Mr. Brydon.

Based upon the evidence in this matter; Ms. Meyers was the only person seen entering Ms. Stacy's office at lunch time on two occasions, prescription pain medications went missing from Ms Stacy's office during the same period, Ms. Meyers admitted taking Ms. Stacy's medication, and Ms. Stacy denies ever giving Ms. Meyers permission to take her medication from her office, and since the Parks and Recreation Department has taken a strong position with regard to theft of any kind either from other employees or from the County, we are recommending that Ms. Meyers be terminated from employment with Palm Beach County.

Attachments

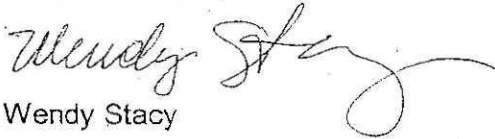
Wendy Stacy
Aquatics Senior Secretary
Parks and Recreation Department

February 25, 2010

This statement is in reference to the incidents pertaining to my desk (work station 244-A) during the week of February 4th and 5th, 2010. On Monday, February 1, when I returned from lunch, I was alarmed to find my medication missing from the daily pill box that I keep on my desk.

I notified my supervisors, and was instructed to contact Tom Brydon. I met with Tom Brydon regarding my security concerns.

Tom reported to me on Friday, February 5 that Joan Myers was observed going to my desk, during the time I was at lunch, on two consecutive days. I verified the medication was missing. I did not give permission or access for Joan to take my medication.


Wendy Stacy

HUMAN RESOURCES
10 MAR '09 11:54
ALL BEACH SECURITY

INTEROFFICE COMMUNICATION

PARKS AND RECREATION DEPARTMENT



HUMAN RESOURCES
10 MAR 9 9 AM 11:50
PALM BEACH COUNTY

TO: Eric Call, Assistant Director, Parks and Recreation
FROM: Thomas Brydon, Chief of Park Security
RE: Joan Meyers
DATE: 2/25/2010

On 2/4/2010 at approximately 9:30am, I received a telephone call from Wendy Stacy, Aquatics Secretary wanting to discuss a security issue. I met with Wendy and she related the following:

On Monday January 25, Tuesday January 26 and Wednesday January 27, while she was at lunch someone came to her work cubicle and took her prescription medication. Wendy said she keeps the pills in a small day use pill container which she leaves on her desk. The prescription pill that is missing is Opana, a time release prescribed narcotic.

Wendy also said approximately three months ago an entire months prescription, contained in a prescription bottle, was missing. She determined this also would have been taken from her work station.

Wendy normally takes her lunch break from 12pm to 1pm and this is the time she feels the medication is being taken. Wendy said she has not given anyone permission to come to her desk and take her medication.

On 2/4/2010 Wendy called me, said she was at lunch and had left her pill box on her desk. I established a position where I could observe anyone entering Wendy's work area. At approximately 12:25pm I observed Joan Meyers enter Wendy's work area, remain for a few seconds and then leave.

At approximately 1:05pm when Wendy returned from lunch, I confirmed with Wendy two pills were missing from her pill box.

On 2/5/2010 at 11:55am I met with Wendy at her work station. Wendy opened her pill box which contained 6 pills -3 Hydrocodone prescribed pain reliever, 2 Melatonin over the counter sleep medication and 1 Opana prescribed pain reliever. Wendy left the pill box on her desk and we both left her work area. I maintained visual observation of the work area. At approximately 12:28pm I observed Joan Meyers enter Wendy's cubical, remain for approximately 10 seconds and then leave the cubical. I and Park Security Secretary Beth Brazeau immediately went to Wendy's cubical. I opened the pill box and found two pills missing. I took possession of the pill

box. At approximately 1:30pm I confirmed with Wendy one Oxycodone and One Hydrocodone were missing.

At approximately 2pm Eric Call and I met with Joan Meyers in her office. Eric confronted Joan with the fact she had taken prescription pills from Wendy's desk. Joan stated she had permission from Wendy to take the pills and had emails from Wendy giving her permission. Eric ask Joan if she had an addiction problem and if she needed assistance or help. Joan replied she did not have a problem and did not need any assistance.

After meeting with Joan, Eric and I met with Wendy. Wendy confirmed she had never given Joan permission to take her prescription medication from her desk. Wendy said in the past, on a few occasions, at Joan's request, had given Joan one of her pills when Joan was experiencing pain.

Sharon Sandman, IT Services Manager, conducted a search for any emails between Joan Meyers and Wendy Stacy where Wendy gave Joan permission to come to her work station and take Wendy's prescription. One email from Joan to Wendy dated March 25, 2009 Joan writes "I owe you two "aspirin". I am sorry I took them without asking." No responding email from Wendy and no other email exchanges were located concerning "aspirin" or prescription medication between Wendy and Joan.

On 2/7/2010 I met with Wendy and discussed the email. Wendy did not recall it. Wendy again confirmed she had never given Joan permission to come to her desk and take any prescription medication. Wendy said at the most, a handful of occasions, Joan had ask Wendy for one of her prescription pain relief medications and Wendy had given her one.



Thomas Brydon



**Parks and Recreation
Department**

2700 6th Avenue South
Lake Worth, FL 33461
(561) 966-6600
Fax: (561) 963-6734
www.pbcparcs.com



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County Administrator

Robert Weisman

*"An Equal Opportunity
Affirmative Action Employer"*

March 3, 2010

Via Regular Mail

10 MAR 9 AM 11:54
PALM BEACH COUNTY
HUMAN RESOURCES

Joan Meyers
13706 24th Court North
Loxahatchee, Florida 33470

RE: Pre-Termination Meeting

Dear Ms. Meyers:

This letter is to inform you that I am considering whether to terminate your employment with Palm Beach County as a Special Projects Coordinator based on the following:

- 1.) **Violation of Merit Rule 7.02(D)(27): Theft of property or equipment, regardless of value, owned by the County, a co-worker or a member of the public.**

Specifically, on February 4th-5th, 2010, you were observed taking prescription medication from the work space of a co-worker without permission or authorization.

To give you an opportunity to respond before I make the final decision, a Pre-Termination meeting has been scheduled as follows:

Date: March 15th, 2010

Time: 2:30 p.m.

Location: Palm Beach County Parks and Recreation Department
Administration Office, Conference Room 130
2700 6th Avenue South, Lake Worth, Florida 33461

In addition to me, a representative from Palm Beach County's Human Resources Department will be present.

You may bring an attorney or other representative with you to assist and advise you during the meeting. You and your attorney or representative will have an opportunity to submit relevant evidence for my consideration. If you are unable to attend the meeting in person, you may request that your attorney or representative attend in your place, or you may request to attend by telephone. If you fail to attend or choose not to respond, then I will proceed on the information that is available.

If I decide to terminate your employment and you want to appeal, you must submit a written request for a hearing before the Personnel Appeals Board to the Director of the Human Resources Department within five (5) days following my decision.

Please confirm whether you plan to attend by calling Nancy Beale at 561-966-6614. If you have any further questions, you may call me at 561-966-6613.

Sincerely,



Eric Call, Assistant Director
Parks and Recreation Department

Enclosures

cc: Jon Herrick, Director, Special Facilities
Ernie Chasseur, Asst. County Attorney
Wayne Condry, Asst. Director, Human Resources
Karen Thompson, Manager, Diversity and Development
Sheila Lincoln Woodbury, Human Resources

h/wp/pers/meyers



**Parks and Recreation
Department**

2700 6th Avenue South
Lake Worth, FL 33461
(561) 966-6600
Fax: (561) 963-6734
www.pbcparcs.com



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Board of County
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County Administrator

Robert Weisman

*"An Equal Opportunity
Affirmative Action Employer"*

June 3, 2010

Via Regular Mail

Joan Meyers
13706 24th Court North
Loxahatchee, Florida 33470

Dear Ms. Meyers:

This letter is to inform you that I have decided to terminate your employment with Palm Beach County effective today, June 3, 2010.

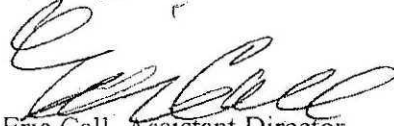
On March 19, 2010, a Pre-Termination Meeting was held to determine whether you had violated Palm Beach County Merit Rule 7.02(D) (27), and, if so, whether termination of employment was warranted. Even though I believed there were sufficient grounds for dismissal, I decided to allow you to continue your employment with Palm Beach County if you would accept, agree, and adhere to the terms and conditions contained in the Last Chance Agreement that was forwarded to you. You were given until 5:00 P.M. on Friday, May 28, 2010, to fax a signed copy of the agreement to me if you wished to return to work. Based on the fact that we did not receive a signed copy of the agreement by the deadline nor did we hear from you or your attorney in this matter by the deadline, I can only assume that you have chosen not to return to work under the terms and conditions outlined in the Agreement.

You may contact Jon Herrick at 561-966-6626 to coordinate the return of any County property in your possession and pick up of your personal belongings that remain in your office. Your final pay check will be mailed to your home address.

If you want to appeal this decision, you must submit a request to the Director of the Human Resources Department within five (5) working days of today's date.

If you have any further questions, you may call the Human Resources Department at 561-616-6861.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Call", written in a cursive style.

Eric Call, Assistant Director
Parks and Recreation Department

cc:

Jon Herrick, Director, Special Facilities
Ernie Chasseur, Asst. County Attorney
Wayne Condry, Asst. Director, Human Resources
Karen Thompson, Manager, Diversity and Development
Sheila Lincoln Woodbury, Human Resources
Craig A. Boudreau, Attorney At Law (by fax & mail)

h/wp/pers/meyers



**PALM BEACH COUNTY
HUMAN RESOURCES
PERSONNEL ACTION**

PA # : 37938

Employee Data :		HR Effective Date : 06/03/2010	
Name : Meyers, Joan L	ID : 750	Status : Awaiting HR Reviewer Approval	
Comments :			
Action : Termination	Org Hire Dt : 10/16/1994	Last Hire Dt : 10/16/1994	Payroll Chg. Dt : 06/03/2010
FROM		TO	
Position Assignment:			
Job Title : SPECIAL PROJECTS COORDINATOR		Job Title : SPECIAL PROJECTS COORDINATOR	
Department : Parks & Rec - (04100)		Department : Parks & Rec - (04100)	
Division/Office : Special Facilities Administration - (04115)		Division/Office : Special Facilities Administration - (04115)	
Pos PayRoll-Id : Special Facilities Administration - (04115)		Pos PayRoll-Id : Special Facilities Administration - (04115)	
Status :			
Position # : 6744 (Merit)		Position # : 6744 (Merit)	
F/D/U : 0001(001)/580/5231 [100.000%]		F/D/U : 0001(001)/580/5231 [100.000%]	
Emp Status : Active		Emp Status : Terminated	
Work Schedule : Full Time 40/8/5		Work Schedule : Full Time 40/8/5	
Salary Line : 2 Overlap : N		Salary Line : 2 Overlap : N	
Bargain Unit : NBU Hrs/Wk : 40.00		Bargain Unit : NBU Hrs/Wk : 40.00	
Hrs/Day : 8.00 Days/Wk : 5		Hrs/Day : 8.00 Days/Wk : 5	
Non Perm : N Part Time : N		Non Perm : N Part Time : N	
PBIA Access : N Exempt : Y		PBIA Access : N Exempt : Y	
FRS code : BCCHA		FRS code : BCCHA	
Work Location : Parks & Recreation, Administrative Building		Work Location : Parks & Recreation, Administrative Building	
Work Group : Golf Courses - (04115)		Work Group : Golf Courses - (04115)	
Reports To : Connell, Paul D (7593)		Reports To : Connell, Paul D (7593)	
Pay :			
Pay Grade # : 34 Spec # : 00401		Pay Grade # : 34 Spec # : 00401	
Old Rate : 24.889 B/W Rate : 1991.12		New Rate : 24.889 B/W Rate : 1991.12	
Total : 24.889 Total B/W : 1991.12		Total : 24.889 Total B/W : 1991.12	
	Annual Sal : 51,769.12		Annual Sal : 51,769.12
			(%)Change : 0.00

Termination :

Termination Reason : Misconduct

Termination Type : Discharges

Rehire Indicator : *NR 8/24/10*

Justification : As per Eric Call - Not recommended for rehire.

Routing Status :

Initiated
Approved
Reviewed
Approved

Employee Name :

Smith, Tangi(SENIOR SECRETARY)
Herrick, Jon B(DIRECTOR SPECIAL FACILITIES & BEACHES)
Raymond, Reid B(FINANCIAL ANALYST II)
Call, Eric M(ASSISTANT DIRECTOR PARKS & RECREATION)

Approval Date :

6/10/2010 8:38:22AM
6/10/2010 10:56:52AM
6/10/2010 12:15:12PM
6/10/2010 3:32:50PM



**PALM BEACH COUNTY
HUMAN RESOURCES
PERSONNEL ACTION**

PA #: 37938

Employee Data :		HR Effective Date : 06/03/2010	
Name : Meyers, Joan L	ID : 750	Status : Process Completed	
Comments :			
Action : Termination	Org Hire Dt : 10/16/1994	Last Hire Dt : 10/16/1994	Payroll Chg. Dt : 06/03/2010
FROM		TO	
Position Assignment:			
Job Title : SPECIAL PROJECTS COORDINATOR		Job Title : SPECIAL PROJECTS COORDINATOR	
Department : Parks & Rec - (04100)		Department : Parks & Rec - (04100)	
Division/Office : Special Facilities Administration - (04115)		Division/Office : Special Facilities Administration - (04115)	
Pos PayRoll-Id : Special Facilities Administration - (04115)		Pos PayRoll-Id : Special Facilities Administration - (04115)	
Status :			
Position # : 6744 (Merit)		Position # : 6744 (Merit)	
F/D/U : 0001(001)/580/5231 [100.000%]		F/D/U : 0001(001)/580/5231 [100.000%]	
Emp Status : Active		Emp Status : Terminated	
Work Schedule : Full Time 40/8/5		Work Schedule : Full Time 40/8/5	
Salary Line : 2 Overlap : N		Salary Line : 2 Overlap : N	
Bargain Unit : NBU Hrs/Wk : 40.00		Bargain Unit : NBU Hrs/Wk : 40.00	
Hrs/Day : 8.00 Days/Wk : 5		Hrs/Day : 8.00 Days/Wk : 5	
Non Perm : N Part Time : N		Non Perm : N Part Time : N	
PBIA Access : N Exempt : Y		PBIA Access : N Exempt : Y	
FRS code : BCCHA		FRS code : BCCHA	
Work Location : Parks & Recreation, Administrative Building		Work Location : Parks & Recreation, Administrative Building	
Work Group : Golf Courses - (04115)		Work Group : Golf Courses - (04115)	
Reports To : Connell, Paul D (7593)		Reports To : Connell, Paul D (7593)	
Pay :			
Pay Grade # : 34 Spec # : 00401		Pay Grade # : 34 Spec # : 00401	
Old Rate : 24.889 B/W Rate : 1991.12		New Rate : 24.889 B/W Rate : 1991.12	
Total : 24.889 Total B/W : 1991.12		Total : 24.889 Total B/W : 1991.12	
	Annual Sal : 51,769.12		Annual Sal : 51,769.12
			(%)Change : 0.00

Termination :

Termination Reason : Misconduct

Rehire Indicator : N

Termination Type : Discharges

Justification : As per Eric Call - Not recommended for rehire.

Routing Status :

Initiated
Approved
Reviewed
Approved
Reviewed
Approved
Approved
Returned by Payroll Approver
Remarks : Returned for attachment.
Returned by HR Approver
Remarks : Returned per Payroll

Employee Name :

Smith, Tangi(SENIOR SECRETARY)
Herrick, Jon B(DIRECTOR SPECIAL FACILITIES & BEACHES)
Raymond, Reid B(FINANCIAL ANALYST II)
Calf, Eric M(ASSISTANT DIRECTOR PARKS & RECREATION)
Walker, Nancy V(FISCAL SPECIALIST II)
Gomez, Stephanie(HUMAN RESOURCES TECHNICIAN)
Condry, Wayne O(DIRECTOR HUMAN RESOURCES)
Carmichael, Thomas(PAYROLL)
Edgerton, Su(FISCAL SPECIALIST II)

Approval Date :

6/10/2010 8:38:22AM
6/10/2010 10:56:52AM
6/10/2010 12:15:12PM
6/10/2010 3:32:50PM
6/11/2010 11:03:01AM
6/11/2010 11:41:50AM
6/14/2010 7:28:19AM
6/14/2010 3:58:57PM
6/15/2010 7:20:33AM



**PALM BEACH COUNTY
HUMAN RESOURCES
PERSONNEL ACTION**

PA # : 37938

Reviewed
Approved
Approved
Completed

Walker, Nancy V(FISCAL SPECIALIST II)
Gomez, Stephanie(HUMAN RESOURCES TECHNICIAN)
Condry, Wayne O(DIRECTOR HUMAN RESOURCES)
Carmichael, Thomas(PAYROLL)

6/15/2010 3:09:31PM
6/15/2010 3:12:50PM
6/15/2010 4:03:18PM
6/15/2010 4:48:01PM

COPY

October 20, 2011

To Whom This May Concern:

I, LaDonna Booth, am writing this letter as a complaint against Palm Beach County Water Utilities Department (PBCWUD) & Dawn Jones my previous supervisor. My complaint is also in regards to PBC Human Resources being notified in writing of nepotism that took place by Dawn Jones and no discipline was put into effect.

Prior to being terminated on April 27, 2011, I reported the nepotism in my statement to the Inspector's General Office but it was never investigated. Ms Jones' daughter Natalie Jones was hired illegally by Water Utilities. The proper procedure for hiring an temporary employee was not followed through by Ms. Jones requesting her daughter needed a job to Debra Vest. The correct procedure in hiring any employee is to go through Human Resources Personnel Department. Why was it that only Ms. Jones daughter, Natalie, was allowed to skip that process, no background check, etc., just a phone call to the temp agency? Ms. Jones has always been allowed to be an exception to the rule by getting what she wants, including having I and Wendy Ofano fired.

Ms. Jones has also falsified documents, in which is the same reason as to my termination on April 27, 2011. Attached are documents that show employee, Carol Shamblin received a requisition to process an OPO but Ms Jones had the order switched and process as an KPO in which there reads there was no money in the contract, but the work was invoiced and paid before the work was completed. Any orders must be paid only when the work has been completed, but in this situation Ms Jones falsified the documents stating the work was completed and switched the ordering type in which the contract was closed with no money.

How can Ms Jones be allowed to have nepotism that took place, falsifying documents and continue to not be disciplined for her unethical practices? Why was the issue of nepotism reported and neither the Inspector General or Human Resources investigate the issue or concern when they both were informed? Neither department felt any importance of ethics. Why terminate two (2) employees who received no personal gain but the nepotism of Ms Jones allowed her daughters to receive pay checks and not have to work.

Thanks for addressing these unethical issues.

Janet Booth

1822 Abbey Rd # 1107
West Palm Beach, FL 33415

Booth LTT@yahoo.com
561-723-6452

In addition:

In reviewing Merit Rules 7.02-24, Falsification of records including omission or knowingly submitting inaccurate or untruthful information, Mrs Jones sent out an email on August 30, 2010 informing the plants to place an requisition and send to the procurement specialist once they receive an invoice after the work is completed. But an order cant be processed first until the requisition from the customer is sent to the specialist. Mrs Jones' email stated otherwise, to also have the company (vendor) invoice the exact wording that's on the contract line by line. On merit Rules 7-02.33: Violation of other rules ~~and~~ regulations or policies such as departmental policies or safety rules, of Federal, State or local rules or laws, I was terminated for instructing the vendor to make sure their invoice match purchase orders, same as Mrs Jones, she just didnt have a purchase order created first, it was initiated last.

And last, Merit Rule 11 was also broken. Mrs Jones requested her daughter Natalie Jones and its prof on this attached copy. The budget line was created just so her daughter can work for the department, a personal gain.



Requisition Type: ~~DPO Decentralized Purchase Order Under \$1,000.00~~

Master Agreement:
Confirming Order: ~~Yes~~

Work Oder:
CIP Number:

Requisition Number: ~~33065~~

Advantage ID: ~~KDO72009081111961~~

Date: 08/26/2011

Submitted By: cshamblin

Buyer: osmikle

Delivery Location and Code: 7209 Water Treatment Plant 9

Requested By: JTLee

Delivery Date: 08/26/2011

Vendor Code and Name: AQUI0002 AMPS

Address:

Vendor Contact Information

~~TOTAL COST: \$ 875.00~~

Requisition Description:

Comments:

Reg. #	Date	User	Comment
33065	08/26/2011	cshamblin	Confirming Order for Work Done November 2010

Accounting Data

Reg. #	Acct Line #	Acct Fund	Acct Dept	Acct Unit	Acct Object	Acct Line %
33065	1	4001	720	2532	4615	

Commodity List

Reg. #	Acct Line #	Unit	Unit Cost	Qty	Commodity Code	Commodity Description
33065	1	Hours	175.00	5	91216	Extra work with crew & drilling equip

Manufacturing Information:

Requisition Record	Date and Time	Person who Processed the Req.	Requisition Status Changed To	Requisition Forwarded To:
33065	8/26/2011 11:14:47AM	cshamblin	Submit	vmunn
33065	8/31/2011 8:48:19AM	vmunn	Submit	eolsen
33065	9/8/2011 8:54:13AM	eolsen	Advantage	Complete



Requisition Type: **DPO - Decentralized Purchase Order - Under \$1,000.00**

Master Agreement:
Confirming Order: **Yes**

Work Oder:
CIP Number:

Requisition Number: **33067**

Advantage ID: **KDO720090811*1961***

Date: 08/26/2011

Submitted By: cshamblin

Buyer: osmikle

Delivery Location and Code: 7209 Water Treatment Plant 9

Requested By: JTLee

Delivery Date: 08/26/2011

Vendor Code and Name: **AQUI0002 AMPS**

Address:

Vendor Contact Information

TOTAL COST: \$ 875.00

Requisition Description:

Comments:

Req. #	Date	User	Comment
33067	08/26/2011	cshamblin	Confirming order for work completed November 2010 OLR 26892

Accounting Data

Req. #	Acct Line #	Acct Fund	Acct Dept	Acct Unit	Acct Object	Acct Line %
33067	1	4001	720	2532	4615	

Commodity List

Req. #	Acct Line #	Unit	Unit Cost	Qty	Commodity Code	Commodity Description
33067	1	Hours	175.00	5	91216	Extra Work wirh crew & drilling equipment

Manufacturing Information:

Requisition Record	Date and Time	Person who Processed the Req.	Requisition Status Changed To	Requisition Forwarded To:
33067	8/26/2011 11:29:22AM	cshamblin	Submit	vmunn
33067	8/31/2011 8:48:08AM	vmunn	Submit	eolsen
33067	9/8/2011 8:53:47AM	eolsen	Advantage	Complete

Header

List View

General Information Contract Details Modification Requestor/Issuer/Buyer Thresholds Extended Description
Default Shipping/Billing Reporting Document Information

Tracking Number:		Award Status:	
Document Name: WELLFIELD REHAB PIGGYBACK JUPITER, TOWN OF		Procurement Folder: 488323	
Record Date: 04/30/2010		Procurement Type ID: 80	Construction - BCC Approved
Budget FY: 2010		Cited Authority:	
Fiscal Year: 2010		Effective Begin Date: 12/01/2009	
Period: 11		Expiration Date: 04/30/2010	
Document Description: WELL, SURFICIAL AQUIFER REHABILITATION PROGRAM		Hearing Date:	
Calculated Document Total: \$24,828.13		Authorization Date:	
Total Ordered Amount: \$288,922.96		Procurement Initiation Date:	
Total Expended Amount: \$267,172.96		Internal Award Number:	
Available Amount: \$181,077.04		Internal Award Date: 12/01/2009	
Replaces Award Doc Code:		T & C Template:	
Replaces Award Doc Dept:		Allow Partial Payment: <input type="checkbox"/>	
Replaces Award ID:		Allow Partial Receipts: <input checked="" type="checkbox"/>	
Replaced By Award Doc Code: KMA		Default Form:	
Replaced By Award Doc Dept: 720		Total of Header Attachments: 0	
Replaced By Award ID: WUD09-089A		Total of All Attachments: 0	
Base Agreement ID: KMA 720 2311 WUD09-089			
Agreement Period: 0			

Dawn Jones

Sent: Monday, August 30, 2010 12:06 PM
To: Juan Guevarez; Vincent Munn; Dennis Ford; Tom W. Blumberg; Patti Brock; Tim McAleer; Chris Cavaleri
Cc: Conrad Ailstock; Vernetha Green
Attachments: AMPS CONTRACT BY COMMODITY~1.pdf (64 KB)

Please see attached the new AMPS contract by commodity line. Please see new procedure for this contract only:

1. Jayne from AMPS will be sending invoices directly to plants as work is being completed.
2. Upon receiving invoice, plants will need to enter a requisition to match the invoice if all work on invoice has been completed.
3. Sign invoice and attached to the "G" drive. Procurement will use this as a delivery ticket and pay per your signature and the requisition you processed.

Jayne at AMPS has been instructed to invoice us with the exact wording that is on the contract line by line. This process will be less confusing. She is aware that she will not be getting a purchase order number ahead of time.

Please feel free to contact me if you have any questions. Thank you.

Dawn R. Jones
Supervisor Procurement & Payables
djones@pbcwater.com
Phone: (561)493-6235
Fax: (561) 493-6240
Cell: (561)373-8767



"Customer Service is not a department...it's an attitude"



Requisition Type:
Master Agreement: 07025a **Work Order:**
Confirming Order: No **CIF Number:**
Requisition Number: 17126 **Advantage ID:** DO - 720- 12080900007200000865
Date: 12/04/2009 **Submitted By:** DJones
Buyer: Jsmith **Delivery Location and Code:** 7221 CROC Warehouse
Requested By: Dawnie Jones **Delivery Date:** 12/18/2009

Vendor Code and Name: vc0000010024: FOSSETT/DBA EXPRESS

Address:

Vendor Contact Information
 BARBARA FOSSETT
 (561) 471-6285

TOTAL COST: \$ 2160.00

Requisition Description: TEMPORARY PERSONEL FOR ADMINISTRATION

Comments:			
Req. #	Date	User	Comment
17126	12/08/2009	JLSmith	ON HOLD TILL BUDGET LINE IS CREATED



Accounting Data						
Req. #	Acct Line #	Acct Fund	Acct Dept	Acct Unit	Acct Object	Acct Line %
17126	1	4001	720	1110	3404	

Commodity List						
Req. #	Acct Line #	Unit	Unit Cost	Qty	Commodity Code	Commodity Description
17126	1	Each	13.50	160		TEMP(NATALIE JONES) BEGINNING
						12/15/08-01/08/09

Manufacturing Information:

Requisition Recpro	Date and Time	Person who Processed the Req.	Requisition Status Changed To	Requisition Forwarded To
17126	12/4/2009 11:22:34AM	D Jones	Submit	callstock
17126	12/4/2009 11:26:27AM	callstock	Submit	JLSmith
17126	12/8/2009 10:43:20AM	JLSmith	Hold	JLSmith
17126	12/10/2009 2:44:32PM	JLSmith	Advantage	Complete

D. Jones →
 requested her
 obligator Natalie
 Jones,
 violation of
 Merit Rules 11

Allow Partial Receipts:	Tracking Number:
Yes	
Agreement Code:	Replaces Award Doc Code:
GMA	
Agreement Dept: 880	Replaces Award Doc Dept Code:
Agreement ID: 07025A	Replaces Award ID:
Agreement Vendor Line: 1	Replaced By Award Doc Code:
	Replaced By Award Doc Dept:
Internal Award Number:	Replaced By Award ID:
	Base Agreement ID: CMA 580 6901 07025A
Internal Award Date: 	Agreement Period: 0
	Referenced Amount: \$5,015.25
	Referenced Liquidated: \$0.00

Requestor/Issuer/Buyer	
Issuer ID: jamith 	Buyer Team:
Janel L. Smith	Buyer: kmohett
561-493-6229	Kristen Mohett
jsmith@pbwater.com	561-616-6624
Requestor ID: 6006 	kmohett@pbgov.com
Name: Dawn Jones	Award Officer Name:
Phone Number: 561-493-6235	Award Officer Phone Number:
Email: djones@pbwater.com	Award Officer Phone Extension:
Requesting Dept: 720 	Award Officer Email:

Modification
Track Changes: <input type="checkbox"/>
Change Order Number: 4
Modified: true
Reason for:

Modification:

Extended Description
Extended Description:

Default Shipping/Billing

Shipping Location: 7221 UTK, ITES (561) 493-8238 WENDY OTANO CENTRAL REGION OPERATION CENTER 8100 FOREST HILL BLVD WEST PALM BEACH FL 33413 USA	Billing Location: BILL Board of County Commissioners Telephone (561) 355-2912 Palm Beach County Finance Dept. P.O. Box 4038 West Palm Beach FL 33402-4038 USA
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Shipping Method:
Free On Board: 1
Destination
Delivery Date: 06/20/2010
Delivery Type:
Shipping Additional Info:

Delivery Order(DD) Dept: 720 ID: 05061000007200002562 Ver: 5 Function: Modification
 Phase: Final

Modified by: jsmith 08/16/2010

Line	Commodity	CL Description	Line Amount	Open Amount	Closed Amount	Modified
1	96289	Personnel Services, Temporary, Word Processor Operator	\$5,015.25	\$0.00	\$5,015.25	None
From 1 to 1 Total: 1			Next	Previous	Next	Last

Tab View

General Information

CL Description: Personnel Services, Temporary, Word Processor Operator	Fixed Asset:
Warehouse:	Lock Order Specs:
Commodity: 96289	Lock Catalog List Price:
Stock Item Suffix: Personnel Services Temporary	Allow Promotional Pricing:
Supplier Part Number:	Vendor Preference Level: 99
Line Type:	Inactive Line:
Quantity: 371.56000	Commodity Specs:
Unit: HR	Extended Description: TEMPORARY PERSONNEL ADMINISTRATION 08/10/10 - 08/20/10 - NATALIE JONES
Unit Price: \$13.50	Non-Reserved \$0.00
Discounted Unit Price: \$13.50	Funding Open Amount Total:
List Price: \$0.00	Item Sub Total: \$5,015.25
Contract Amount: \$0.00	Tax Amount: \$0.00
Service From:	Line Amount: \$5,015.25
Service To:	Total Acctg Amt: \$5,015.25
Accounting Profile:	Closed Amount: \$5,015.25



OFFICE OF INSPECTOR GENERAL
Palm Beach County, Florida

Report of Investigation
Case Number: 2010-0002

Sheryl G. Steckler
Inspector General

EXECUTIVE SUMMARY

This investigation was predicated upon allegations brought to the Office of Inspector General (OIG) by Water Utilities Department (WUD) management. The OIG investigation **supports** the allegations that two WUD employees, Wendy Otano, Materials Manager, and LaDonna Booth, Procurement Specialist, violated WUD procurement policy by circumventing the procurement process to acquire water system materials from HD Supply & Waterworks (HD Supply) totaling \$91,454.27. The investigation disclosed that in nine (9) instances, a confirming order was not approved and therefore not deemed an emergency. The specific types of water pipes and valves ordered and purchased were not under contract from any other vendor and should have been advertised for competitive bid. The investigation did **not support** allegations that employee Paul Beaudreau, Utility Construction Crew Superintendent, violated WUD procurement policy by circumventing the procurement process; however, it was determined that internal controls were in need of strengthening.

A review of HD Supply sales representative Jeff Brouillette's expense report during the period of 2/20/2008 thru 7/3/2010 indicated several lunches, dinners, a fishing trip and a golf outing for WUD employees. See Additional Information section of this report.

This case was coordinated for possible criminal violations with the State Attorney's Office on 7/29/2010. On 12/13/2010, the State Attorney's office completed its investigation and declined to prosecute stating the case would be better handled administratively.

RECOMMENDED CORRECTIVE ACTION(S)

Insufficient segregation of duties within WUD's procurement process facilitated the abuse identified in this investigation. It is recommended that an audit of procurement and warehousing functions, including but not limited to ordering, receiving, verification of receipt and payment approval, should be conducted to clearly identify all internal control weaknesses and other irregularities. Once completed, those audit results should be used to guide WUD in amending current policy, and where necessary, creating new policies that insure the safeguarding of its assets and mitigation of opportunities for abuse.

In 2006, Dawn Jones, Procurement Specialist III, created a manual which includes steps necessary to process a requisition from beginning to end. It is recommended that WUD management review this manual for accuracy and completeness, and make any necessary amendments. It is also recommended that a similar manual be created outlining the processing of commodities in the warehouses. Policy should then be

adopted directing employees to use these manuals whereby increasing consistency, accuracy, and accountability.

During the course of the investigation WUD management reviewed and revised its ordering procedures by splitting the purchasing and receiving functions so the person creating the purchase order (PO) is not the same person who processes the receiver document (RC) which authorizes payment of the invoice. Even though WUD has modified their procedures, the Advantage System still allows a WUD procurement specialist to create POs and process RCs. It is recommended that WUD management consider the results of the recommended audit in determining the risk/cost benefit of re-configuring Advantage authorization levels so the individual creating a PO cannot be the same individual who processes the RC.

In light of recent events involving the arrest of a WUD employee for accepting gifts from a vendor and the statement from the HD Supply sales representative, it is also recommended WUD take additional corrective action by creating a no gift policy in accordance with F.S. 112.313(4) when in a procurement and or decision making role.

It is further recommended, based upon these findings, that WUD take corrective personnel actions deemed appropriate.

BACKGROUND

July 16, 2010, the OIG was notified by Senior WUD management that a procurement staff member had identified various discrepancies on nine (9) purchase orders (POs) associated with HD Supply. These POs were issued under three Palm Beach County (PBC) contracts (CMA-680-09006A, CMA-680-09024A and CMA-680-09023) for pipe and valve materials used on water projects.

The vendor POs in question totaled \$91,454.27 during the period October 2009 to March 2010. These purchases are as follows:

DO 102209*0382	\$36,392.22	10/22/2009
DO 121809*1033	7,070.00	12/18/2009
DO 012810*1453	6,968.20	01/28/2010
DO 012810*1455	15,498.82	01/28/2010
DO 022410*1740	3,619.71	02/24/2010
DO 022410*1741	7,742.25	02/24/2010
DO 030510*1860	5,210.01	03/05/2010
DO 010510*1150	5,738.18	03/16/2010
DO 031110*1900	<u>3,214.88</u>	03/16/2010
Total	\$91,454.27	

It is noted that WUD management confirmed all items purchased were used.

MATTERS INVESTIGATED

1. LaDonna Booth, WUD Procurement Specialist, violated WUD procurement policy by falsifying documents and circumventing the procurement process to acquire water system materials from HD Supply. If supported, the allegation would constitute a violation of Merit Rule 7(24), 7(33), and Palm Beach County, Policy and Procedure Memorandum (PPM) CW-L-008.
2. Wendy Otano, WUD Materials Manager, violated WUD procurement policy by falsifying documents and circumventing the procurement process to acquire water system materials from HD Supply. If supported the allegation would constitute a violation of Merit Rule 7(24), 7(33) and PPM WUD-L-011.
3. Paul Beaudreau, WUD Utility Construction Crew Superintendent, violated WUD procurement policy by circumventing the procurement process. If supported, the allegations would constitute a violation of Merit Rule 7(24), PPM CW-L-008 H(4) and PPM WUD-L-004.

INVESTIGATIVE FINDINGS**Matter Investigated (1):**

LaDonna Booth, WUD Procurement Specialist, violated WUD procurement policy by falsifying documents and circumventing the procurement process to acquire water system materials from HD Supply.

Findings:

The following information *supports* the allegation.

The OIG investigation revealed Ms. Booth violated the WUD procurement policy by creating and falsifying purchase orders (POs) and directing the vendor, HD Supply, to create falsified invoices that reconciled with her falsified POs; thus, allowing the vendor to be paid.

Mr. Conrad Ailstock, Support Services Manager, stated the situation originally came to light when Dawn Jones, Fiscal Specialist III, noticed unpaid invoices associated with Ms. Booth's orders. When questioned by Ms. Jones, Ms. Booth said she was waiting for HD Supply to make "adjustments and credits" to the invoices so they could be paid by the Clerk's Office. Thinking this was odd, Ms. Jones brought the various invoices to Mr. Ailstock who reviewed them and found inconsistencies between HD Supply invoices and PBC POs. The POs in question identified water commodity items needed by Paul Beaudreau, Utility Construction Crew Superintendent, for on-going projects.

According to Mr. Ailstock, the acquisition of these items by Mr. Beaudreau required him to process POs through one of two options - competitive bids or confirming orders (emergency requisitions) - both of which are the responsibility of Vernetha Green, WUD

Manager of Procurement and Stores. The competitive bid process is conducted by either a Request for Quote (RFQ) for purchases between \$1,000.00 and \$49,999.99 or a Request for Proposal (RFP) for purchases \$50,000.00 or more.

According to Mr. Ailstock, Mr. Beaudreau chose to bypass Ms. Green and the mandatory procurement process by taking the HD Supply quotes for the desired materials (which he acquired in advance) directly to Ms. Booth.

Ms. Dawn Jones confirmed what she had told Mr. Ailstock about the numerous unpaid invoices associated with Ms. Booth. Ms. Jones indicated Ms. Booth advised her she was waiting for HD Supply to make "adjustments and credits" before the invoices could be paid. Ms. Jones thought this was odd and retrieved the documents herself and found numerous inconsistencies relating to orders and invoices in the HD Supply account. Ms. Jones brought these inconsistencies to the attention of Mr. Ailstock. Per Ms. Jones, after Mr. Ailstock's review, he noted inconsistencies on the nine (9) POs associated with Mr. Beaudreau's requested items. The inconsistencies included the following:

1. All nine (9) POs were issued to HD Supply for warehouse stock items using term contracts awarded to HD Supply through a County Purchasing Contract.
2. Purchases were made without a "requisition" or without the appropriate approval levels.
3. Items issued on the POs were not the items shipped by HD Supply and received by PBC against those orders.
4. Receivers were entered to match the POs.
5. Ms. Nordia Guthrie, Accounting Clerk, Clerk and Comptroller's Office initially rejected the invoices that did not match the POs. She subsequently paid the invoices once they were re-presented to her with new invoices changed by HD Supply.
6. Purchases were charged to the warehouse "repair and maintenance" account, overstating the expenses.
7. Construction crew personnel signed delivery receipts for items purchased without requisitions or without required pre-approvals.
8. HD Supply adjusted invoices to match the dollar amounts, so payment could be made.
9. HD Supply provided items which were not on the contracts.

Ms. Jones, in an interview with OIG investigators, outlined what she believed transpired for the procurement of these products. She stated Mr. Beaudreau brought the HD Supply quotes for his desired materials to Ms. Booth because those materials were not on any of the existing master contracts with HD Supply. Ms. Booth subsequently created and falsified the POs to match items currently listed on the master contracts.

Per Ms. Jones, this matter came to light when Marco Palomar, a WUD Procurement Specialist, received a telephone call from the HD Supply billing department informing him there were invoices that needed to be paid. Once notified by Mr. Palomar, Ms.

Jones made inquiries about the unpaid invoices and noticed nine (9) of them were associated with Ms. Booth, who processed the POs. This situation caught her eye because there were "so many" belonging to Ms. Booth; therefore, she wanted to know "why" so she could respond to the HD Supply billing department. Per Ms. Jones, she brought this situation to her supervisor Conrad Ailstock who examined the documents and found invoices which were falsified by the vendor, at the request of Ms. Otano, to match the POs. An email review also revealed Ms. Otano sent an email to HD Supply employee Javier Rezaikani, dated 12/18/2009 in which Ms. Otano wrote "Please invoice quantity and dollar amount same as our purchase order."

Per Ms. Jones, the falsely created invoices were then forwarded by Ms. Otano to Ms. Booth who entered them into Advantage, the County's automated financial and purchasing system. Ms. Booth entered the inaccurate receiver documents (RC) even though the items listed in the POs did not match the items listed in the HD Supply quotes. Instead of entering receipt of the items listed on the delivery receipts, Ms. Booth entered receipt of items listed in the original false POs, thereby stating the items listed in the original false POs were received rather than the items that were actually delivered. As a result, the information entered into the Advantage System showed WUD ordered and received the items listed in the POs and the invoices were approved and subsequently paid by the Clerk and Comptroller's Office.

An OIG Investigator contacted the HD Supply Headquarters regarding their employee's involvement with the purchasing of items not on their current PBC contracts. As a result, HD Supply's Director of Loss Prevention and Business Continuity and his staff collected the documents relevant to the questioned transactions. The HD Supply staff also reviewed emails to and from HD Supply employees, Jeff Brouillette and Javier Rezaikani, and the PBC employees involved. As a result of their internal investigation they concluded their two employees had done nothing wrong and were only following the instructions of the PBC employees. An OIG review of Jeff Brouillette's statements to Loss Prevention revealed the following: "We were instructed by Palm Beach County to change our invoices to match the descriptions that were on the Palm Beach County POs - even though that description did not match the bids originally referenced on the POs. We were told this would be the only way our invoices would be paid."

During a 12/20/2010 interview with OIG investigators, which preceded Ms. Booth providing a sworn statement, she admitted she knew she was creating falsified POs outside the proper procedure but thought it was the right thing to do because this situation was not the first time an invoice had to be corrected by a vendor. She stated it does not happen every day, but it does happen. She also described other common practices which take place in the WUD procurement section; namely, split orders (creating separate POs to keep the cost per PO under \$1,000.00), and items purchased on the Home Depot tools contract which should have been processed differently. She stated she fails to understand the reasoning behind the accusations lodged against her and, "If WUD would go back through the orders processed prior to her employment", she is sure they would find "other changed invoices."

Debra West, WUD Director, Finance and Administration, addressed Ms. Booth's comments in her sworn statement regarding split orders and the misuse of an existing tools contract. Ms. West said "split orders" were against the Purchasing Code and something Ms. Jones would have to answer to on a monthly exception report. In any event, split orders had no bearing on Ms. Booth's duties. Ms. West stated Ms. Booth was authorized to contact Vendors like HD Supply, but she was always required to stay within the procurement rules. Ms. West further stated Ms. Booth did not follow the basic rules of her job which include matching items on POs and invoices. When presented with this situation, she should have gone to her supervisor.

Matter Investigated (2):

Wendy Otano, WUD Materials Manager, violated WUD procurement policy by falsifying documents and circumventing the procurement process to acquire water system materials from HD Supply.

Findings:

The following information *supports* the allegation.

The OIG investigation revealed Wendy Otano knowingly signed packing slips that did not match the PO for those items. Further, Ms. Otano directed HD Supply to create falsified invoices that reconciled with the falsified POs allowing for HD Supply to be paid.

According to Conrad Ailstock, as a WUD Materials Manager, Ms. Otano is responsible for managing the warehouse functions, which include stocking, distribution, and inventory records. This includes the proper accounting for the acceptance and disbursement of warehouse stock.

During the 12/17/2010 interview with OIG investigators, Ms. Otano admitted she falsely signed for the items in question. When asked by OIG investigators why she took actions which were wrong and not within her job duties, she stated she did it to "get the job done and for the benefit of the citizens of Palm Beach County."

In her sworn statement, Ms. Otano described herself as having to "do what you have to do to get the job done." She stated it was her feeling as a Materials Manager, responsible for supplying materials to handle the daily needs of citizens that it was in the best interest of those citizens to provide them with safe water and containment of waste water. She stated in the years she has worked for WUD much has changed. She noted the growth of WUD, hiring of additional staff, the handling of construction jobs with WUD's own staff instead of outside contractors, and the need for new materials on a daily basis. Also, absorbing Royal Palm Beach Water Utility and the Glades Utility Authority (GUA) resulted in additional purchases or job duties. She stated the current materials and quantities stocked in the warehouse are all based on previous usage. She stated the new utilities, which have been added to WUD, have been given access to the warehouse supplies with no additional funding to re-stock. She stated if additional quantities of items were needed; then she was instructed to

"take care of it" and to give the employees what they needed. She stated the policy and procedures currently in place have not kept up with the changes at WUD and staff members have been working to keep up. She further stated some changes did take place but the "lack of time and help" from Dawn Jones, Conrad Ailstock and Debra West, plus the current policy and procedures, have resulted in preventing this from occurring; thus, creating the need to do "what you have to do" to get the job done. Ms. Otano also stated that on many occasions she has discussed the situation with Ms. Jones asking to have additional money added to a contract or getting a new contract set up only to be told by Ms. Jones "it was not her job." She stated there are many complicated factors which affected her warehousing duties. She provided examples of these factors such as fabrication, lead times, shipping, purchasing, storing and issuing materials all the while huge changes at WUD have taken place and no preparation was given to prepare for them.

According to Debra West, Ms. Otano in her position as a Materials Manager is in no way responsible for the daily needs of citizens. She stated that in recent years the PBC WUD has grown significantly because of the acquisition of water operations for the Village of Royal Palm Beach and the creation of the GUA. Ms. Otano's duties would have been moderately impacted by this expansion in as much as she would have been "busier," however, her responsibilities did not include construction crew needs outside of what was already stocked in the warehouse.

Ms. West stated the WUD warehouse inventories are reviewed annually and changes are made where necessary; however, Ms. Otano was only responsible for issuing what was already in the warehouse, nothing more. Ms. West stated all WUD employees have struggled in the past with keeping up with the changes but the additional activity required of Ms. Otano caused by these changes put a small burden on her. She stated Ms. Otano was "busier", but overtime pay had been authorized and resources were provided. Ms. West stated she does remember Ms. Otano saying she needed more people or resources whereupon temporary staff was brought in. Ms. West further stated if Ms. Otano was not getting enough support she should have taken the problem to her supervisor. Ms. Otano had avenues open to her to get more support but she did not approach her supervisor about it. Ms. West stated it was not Ms. Otano's responsibility to find other means to acquire materials for WUD. Ms. Otano was always required to stay within the procurement policies and, by doing what she did, Ms. Otano was definitely "out of her lane." Ms. West further stated that when Ms. Otano was approached by Paul Beaudreau to circumvent the system, she should have told Mr. Beaudreau to speak to Vernetha Green.

Ms. West stated that after the situation involving Ms. Otano and Ms. Booth came to light, she undertook a comprehensive review of WUD procurement and specifically looked for other POs handled in the same manner because she wanted to find the scope of the problem. She stated she could find no others, except the POs involved in this case.

Matter Investigated (3):

Paul Beaudreau, WUD Utility Construction Crew Superintendent, violated WUD procurement policy by circumventing the procurement process.

Findings:

The following information *does not support* the allegation.

The OIG investigation revealed Paul Beaudreau routinely needed materials on a time sensitive or emergency basis to complete a job. Once a quote and requisition had been submitted to the WUD procurement section he had no further control over the process.

According to Conrad Ailstock, Support Services Manager, Mr. Beaudreau performs specialized work on the construction crew and he characterized Mr. Beaudreau's work as "labor intensive." He uses large pipe which is not generally in stock and has to be placed out for bid. He also confirmed Mr. Beaudreau was permitted to hand-write requisitions and "confirming orders" (emergency requisitions) since he worked primarily in the field. A "confirming order" requires two (2) management approvals with the final approval coming from the Director of WUD. Mr. Ailstock recalls Mr. Beaudreau approaching him about a "confirming order" but he informed Mr. Beaudreau that Bevin Beaudet, Director of WUD, would not sign it. (According to Mr. Beaudet, he has no recollection of Mr. Beaudreau requesting a "confirming order" for any of the nine (9) requisitions.)

On 3/2/2011, Mr. Beaudreau was interviewed by OIG Investigators. He stated he has been going to Ms. Otano and LaDonna Booth, Procurement Specialist, to acquire parts and supplies since 2006. He stated "when a job goes sour" (emergency) his normal procedure is to go speak with Mr. Ailstock and Dawn Jones, Procurement Specialist III, and they instruct him what to do and subsequently his materials "appear."

Mr. Beaudreau stated he always asks for quotes because it is required of him according to PPM WUD-L-004. He usually asks HD Supply for the quotes because they, unlike other supply houses, provide him a quote within an hour not the days it takes other companies. He stated his job requires him to be in the field 85% of the time and in the office 15% of the time. He stated he hand-writes requisitions with a quote attached, brings them to either Mr. Ailstock or Ms. Jones to determine if he needs anything further and then brings it to Ms. Booth. After which, he has no further contact with the procurement process until he is notified to pick up his materials. He explained he has been allowed to do handwritten requisitions for five (5) years even though the PPM WUD-L-004 requires web-based submission of requisitions.

Mr. Beaudreau stated he went to his WUD office on Monday (2/28/2011) to look for his handwritten requisitions for the purchases involved in this case. He stated they were not in his office. He went to Mr. Ailstock and asked if he knew where his requisitions were. Mr. Ailstock stated he did not know. Mr. Beaudreau stated he was not confident WUD would produce them for him so he filed a public records request for these documents going back five (5) years. At that point, Mr. Beaudreau stated the

accusations against him made no sense to him. He did not do any requisitions online so how could he possibly manipulate them. Mr. Beaudreau stated what has occurred in this case goes on all the time as a matter of routine. He stated the procurement system at WUD has been a problem for a long time.

Mr. Beaudreau stated he was never disciplined for hand-writing requisitions. He would attend meetings with the WUD Engineering Department where the work would be prioritized and at these meetings he asked how PBC wanted things done and, if a confirming order was necessary, then he would get one signed. He stated he did whatever Mr. Ailstock, Ms. Jones and Ms. Booth wanted. The majority of his jobs were either emergencies or time sensitive. Mr. Beaudreau provided several examples wherein he had emergencies that called for a "confirming order."

Mr. Beaudreau described a situation involving the "Wellington Interconnect" (DO*1453, DO*1455 and DO*1860 – referenced on page 2) in which his supervisor Stan Lemke, Director, Lines and Lift Station Operations, told him in February 2010 he needed to "get the job done before the 2010 hurricane season." (When interviewed, Mr. Lemke stated he had no recollection of telling Mr. Beaudreau he needed to get the job done quickly.) Mr. Beaudreau stated for the Wellington job he needed meters and disk check valves. WUD had valves under price agreements but not the disk check valves. He stated his work involves 12" pipe but mostly larger sizes, but price agreements do not exist for pipe larger than 12"; thereby making his work difficult because it generally involves things that do not have price agreements in place.

Mr. Beaudreau provided another example regarding the System 9 sand strainer job. He stated a previously ordered pipe did not line up to complete the repair and was costing the county \$50,000.00 per day to replace sand filter membranes until it got fixed. He stated this job occurred right after the Wellington Interconnect job in April 2010 so it too became "time sensitive." He further stated while working on this job a 36" pipe broke at the plant causing an "emergency." As a result, he used bolts to do this repair which were purchased for a different job – the Lyons Road Project (DO*1900 – referenced on page 2). When he subsequently went to do the Lyons Road project, he needed replacement bolts to complete the job.

Mr. Beaudreau stated that ten (10) years ago there were price agreements for pipe up to 54" but in 2006 the price agreement for large pipe ended. This was not a problem at the time because PBC was flush with money and WUD would have an independent contractor fix the emergency problems. This practice continued until PBC money dried up. At that time, that type of work was brought back in-house. His normal procedure was to go to Ms. Booth if a purchase was under \$1,000.00. If it was over that amount, he went to Mr. Ailstock or Ms. Jones and essentially did whatever they told him to do.

Regarding the Knife Gate 54" Valve mentioned in this investigation (DO*0382 – referenced on page 2) he had meetings regarding this with Ms. Green and Ms. Otano. According to Mr. Beaudreau, during this meeting, Ms. Green told him she would get the 54" valve for him but to "split the order" for the accessories and give them to Ms. Otano.

According to Vernetha Green, Manager of Procurement and Stores, she recalled having a meeting with Paul Beaudreau and Wendy Otano, Materials Manager, regarding the job that required a 54 inch valve and associated accessories. She does not remember specifically when the meeting occurred but said it would have occurred between the date Mr. Beaudreau obtained the quote (10/16/2009) and the purchase order date (10/22/2009). Ms. Green told Mr. Beaudreau and Ms. Otano she would put the purchase of the valve out on a Request For Quote bid and the remaining accessories needed to be dealt with by Mr. Beaudreau and Ms. Otano through normal procedures. She recalled Mr. Beaudreau and Ms. Otano had further discussion between the two of them regarding what parts were in stock in the warehouse. She did not tell Mr. Beaudreau or Ms. Otano how to proceed or to split anything. When asked if Paul Beaudreau had the ability to influence the procurement process once he submits a requisition, Ms. Green said he did not.

ADDITIONAL INFORMATION

Florida Statute 112.313(4) states: "UNAUTHORIZED COMPENSATION - No public officer, employee of an agency, or local government attorney or his or her spouse or minor child shall, at any time, accept any compensation, payment, or thing of value when such public officer, employee, or local government attorney knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which the officer, employee, or local government attorney was expected to participate in his or her official capacity."

During the course of this investigation HD Supply's Loss Prevention Staff interviewed their employee Mr. Jeff Brouillette. In his statement to them, Mr. Brouillette stated "the extent of our entertainment for personnel at Palm Beach County was lunch, dinner and golf meetings. We have given them hats, pens, calendars and other related promotional items." Mr. Paul Beaudreau denied these lunches in his response to this investigation. The OIG requested and received a copy of Mr. Brouillette's expense reports from February 2008 to July 2010 which revealed several lunches, dinners and a golf outing paid for by Mr. Brouillette for WUD employees.

During the interview with a State Attorney investigator, Mr. Brouillette stated that on at least two occasions he met Mr. Beaudreau at Chili's Restaurant located at SR 441 and Southern Boulevard, Royal Palm Beach, for a business lunch which according to Mr. Brouillette was to review plans for a project. Mr. Brouillette paid for lunch on both occasions.

ARTICLE XII, SECTION 2-427

Pursuant to Article XII, Section 2-427 of the Palm Beach County Code, Mr. Beaudreau, Ms. Otano and Ms. Booth were provided the opportunity to submit a written explanation or rebuttal to the findings as stated in this investigative report within fifteen (15) working days. Their written responses are attached to this report.

This investigation has been conducted in accordance with the ASSOCIATION OF INSPECTORS GENERAL Principles & Quality Standards for Investigations.

March 28, 2011

TO: Sheryl G. Steckler
Inspector General

FROM: Paul Beaudreau, Construction Superintendent
Water Utilities Department



RE: Rebuttal to OIG Case Number: 2010-0002

I am in receipt of the portion of your report pertaining to me regarding the above referenced case number.

I am in agreement with the report with the exception of the lunches that Jeff Brouillette stated he bought for me. Considering the fact that there is no Chili's at Southern and SR 441 and that my plans typically are too large (2' x 3') to be accommodated during a lunch, Mr. Brouillette must have me confused with someone else. **Jeff Brouillette has never bought me lunch.**



**PALM BEACH COUNTY
HUMAN RESOURCES
PERSONNEL ACTION**

PA # : 42669

Employee Data :		HR Effective Date : 04/26/2011	
Name :	Booth, Ladonna S	ID :	17325
		Status :	Process Completed
Comments :			
Action : Termination		Org Hire Dt : 02/14/2005	Last Hire Dt : 02/14/2005
			Payroll Chg Dt : 04/26/2011
FROM		TO	
Position Assignment:			
Job Title : PROCUREMENT SPECIALIST		Job Title : PROCUREMENT SPECIALIST	
Department : WUD - (05200)		Department : WUD - (05200)	
Division/Office : WUD F & A Director - ()		Division/Office : WUD F & A Director - ()	
Pos PayRoll-Id : WUD Finance & Administration - (05200)		Pos PayRoll-Id : WUD Finance & Administration - (05200)	
Status :	Position # : 3754 (Merit)		Position # : 3754 (Merit)
	F/D/U : 4001/720/2310 [100.000%]		F/D/U : 4001/720/2310 [100.000%]
	Emp Status : Active		Emp Status : Terminated
	Work Schedule : Full Time 40/8/5		Work Schedule : Full Time 40/8/5
	Salary Line : 2 Overlap : N		Salary Line : 2 Overlap : N
	Bargain Unit : NBU Hrs/Wk : 40.00		Bargain Unit : NBU Hrs/Wk : 40.00
	Hrs/Day : 8.00 Days/Wk : 5		Hrs/Day : 8.00 Days/Wk : 5
	Non Perm : N Part Time : N		Non Perm : N Part Time : N
	PBIA Access : N Exempt : N		PBIA Access : N Exempt : N
	FRS code : BCCHA		FRS code : BCCHA
	FRS Desc : FRS Pension Plan Reg Employees		FRS Desc : FRS Pension Plan Reg Employees
	Work Location : WUD Central Region Operations Center		Work Location : WUD Central Region Operations Center
	Work Group : WUD Procurement		Work Group : WUD Procurement
	Reports To : Jones, Dawnie R (7973)		Reports To : Jones, Dawnie R (7973)
Pay :			
Pay Grade # :	19 Spec # : 00147	Pay Grade # :	19 Spec # : 00147
Old Rate :	16.070 B/W Rate : 1,285.60	New Rate :	16.070 B/W Rate : 1,285.60
Total :	16.070 Total B/W : 1285.60	Total :	16.070 Total B/W : 1285.60
	Annual Sal : 33,425.60		Annual Sal : 33,425.60
			(%)Change : 0.00

Termination :

Termination Reason : Misconduct

Rehire Indicator : N

Termination Type : Discharges

Justification : Violation to Merit Rules

Routing Status :

Employee Name :

Approval Date :

Initiated
Approved
Reviewed

Approved
Reviewed
Approved
Approved
Completed

Quezada, Isabel(FISCAL SPECIALIST II)
West, Debra M(DIRECTOR FINANCE & ADMINISTRATION)
Mundell, Wendy E(WUD ADMINISTRATIVE SERVICES COORDINATOR)
Shields, Brian A(DEPUTY DIRECTOR WATER UTILITIES)
Walker, Nancy V(FISCAL SPECIALIST II)
Gomez, Stephanie(HUMAN RESOURCES TECHNICIAN)

Condry, Wayne O(DIRECTOR HUMAN RESOURCES)
Carmichael, Thomas(CLERK EMPLOYEE)

4/26/2011 9:03:51AM
4/28/2011 8:45:25AM
4/28/2011 10:53:57AM

4/28/2011 1:49:06PM
4/28/2011 1:57:40PM
4/29/2011 1:04:23PM

5/2/2011 8:40:57AM
5/2/2011 9:53:30AM

Tuition reimbursement owed: \$1380.00 for 2011 FYsg

CASES

Case number: **2011-0015-PI (Old Case Number: 20110015)**

Control No: **2011100030**

Case Title: **WUD Split Billing**

Assigned to: Chief of Investigations
 Lead Investigator: Leo Allen
 Asst. investigator:
 County Program: -
 Department: Water Utilities
 Case Type: Preliminary Investigation
 Institution:

Program Area:
 District: City:
 County: PBC
 City-Specific Program:
 Referral From:
 Referral Number:

Date Case Opened: 11/3/2011
 Date Case Closed: 11/28/2011
 Date Due to Chief (45 days): 12/19/2011
 Chief's Instructions:

Date Case Due (60 days): 1/3/2012
 Date Due to IG (55 days): 12/29/2011
 Date Due to Supervisor (35 days): 12/9/2011

Investigative Work Completed:
 Exception(s):

Subject Response Pending (case history):

Case Milestones

Date Opened: 11/3/2011

	Statement of Independence Completed	Investigative Plan Completed	Interviews/Record Reviews Initiated	Interviews/Record Reviews Completed	Report Initiated	Report Completed
Investigator	11/28/2011					
Date Due	11/13/2011	11/13/2011	11/13/2011	12/9/2011	1/3/2012	1/3/2012
Supervisor	11/3/2011					

Whistle Blower? N
 Date Deemed WB:
 WB Report Due to CIG (60 days):
 Date WB Due to IG (55 days):
 Date WB Due to Chief (45 days):
 Date WB Due to Supervisor (35 days):

Extended Due Date (WB): Extension #:
 Comments Due from WB:
 Comments Received from WB:
 WB Re-Opened On:
 WB Report Sent to CIG:
 Final Report Released by CIG (WB):

Case Reassigned: NO
 Staff previously assigned to:

Date Reassigned:

Corrective Action Plan (CAP):

Corrective Action Plan	CAP Requested	CAP Due	CAP Completed	CAP Needed?

Status:

Date	Status	Username
11/3/2011	PI assigned to Inv Allen	fbutler
11/18/2011	Inv Allen and DOI Balberchak interviewed (sworn and recorded) Conrad Ailstock @ OIG Investigative Offices. Following the interview, audio file WS500044.wma was burned from the Olympus recorder to a blank CD and the CD was named "AILSTOCK Conrad". Audio file WS500044.wma was then copied from the Olympus recorder to X:\Investigations\Leo Allen\2012-0004 WUD Dawn Jones\Green file. Once on	iallen

	the X drive, WS500044.wma was renamed "AILSTOCK Conrad.wma" for ease of identification.	
11/18/2011	<p>Mr Ailstock explained the two WUD requisition documents provided for his review. Both documents contained a "DPO" number at the top of the page which would indicate the one time purchase of an item under \$1,000 that was not covered by a master purchasing agreement. In the center of the header, Mr Ailstock explained was a KDO number. He surmised the originator of the document (who had only been working for WUD for a few months) initiated the request document by entering a DPO. Subsequent to the approval stage, a different WUD employee realized the items were covered by a master purchase agreement and entered the KDO number. The second WUD employee should have corrected/removed the DPO number at the top of the page. However, Mr Ailstock said the documents we showed him were internal WUD documents and not Advantage pay documents and therefore there was no harm in the DPO number being at the top of the page.</p> <p>Mr Ailstock was asked to review the documents in the WUD system upon returning to his office and advise us if the correct purchase numbers were entered into Advantage.</p> <p>Mr Ailstock called Inv Allen. He stated he researched the documents discussed in the interview in the Advantage system. He found that WUD employee Joey Olsen entered the requisitions into Advantage for payment. Olsen combined the two requisitions into one payment request and entered the proper KDO. Mr Ailstock emailed a screen shot to Inv Allen.</p>	lallen
11/28/2011	<p>Per Mr Ailstock's review/explanation, there was no split billing.</p> <p>Forward case to IS Butler for closing.</p>	lallen
11/28/2011	<p>IS concurs with closing as it appears to be a clerical error and that there were no split billing issues.</p> <p>Forwarded to DOI for final closure</p>	fbutler
11/28/2011	DOI concurs with IS recommendation. Case closed	dbalberchak

Annual Report Synopsis:

Recommended Corrective Action:

Corrective Action Taken:

Corrective Action Follow-up Summary:

Addendum: NO

Addendum Open Date:

Addendum Closed Date:

Identified Costs:

Identified Costs Date:

Recovered Costs:

Recovered Costs Date:

Questionable Costs:

Questionable Costs Date:

Avoidance Costs:

Avoidance Costs Date:

Archived?

Date Archived:

Box Number:

Data Integrity Completed?

Date Received:

Date Completed:

Other Review/Information Requested?

Type:

Date Requested:



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West Palm Beach, FL 33401
(561) 655-4211 • (561) 655-5447 Fax

Paralegal
Renae Main

VIA FACSIMILE
(561) 233-2370
AND U.S. MAIL

February 9, 2011

Sheryl G. Steckler,
Inspector General
Palm Beach County Office of
Inspector General
Investigations Section
P.O. Box 16568
West Palm Beach, Florida 33416

Re: Wendy Otano

Dear Ms. Steckler:

My office has the pleasure of representing Wendy Otano. We are in receipt of your letter to her dated January 21, 2011 and write to explain and/or rebut.


Ms. Otano acknowledges that she was interviewed on December 17, 2010. However, during that interview she was presented with a large amount of purchase orders and invoices which she was unable to review in their entirety given the time constraints. She did review some of them and acknowledged a certain number of the invoices had been altered and that certain of the items listed on the purchase orders were not, in fact, the item sought or received by the warehouse.

Ms. Otano's explanation for this is and always has been that the immediacy to obtain the parts prevented her from utilizing the procurement process and guidelines of the Palm Beach County Water Utility Department. The use of approved suppliers to provide non-contracted materials was not something Ms. Otano started on her own, but rather was taught to do by others since virtually the moment she obtained the position of Materials Manager. Ms. Otano received no personal gain in securing these materials and it would not have served her interest to devise this plan. Instead, it was a process handed down to her as an exception to the rule to complete a job quickly and efficiently.

It should be evident from Ms. Otano's response to this entire matter that she did not consider this to be a violation of any policies. She never denied what she had done and fully acknowledged her role in procuring these materials without hesitation. This fact also speaks volumes that what happened here was a practice that developed over time, involved several employees and was not considered to be anything but a method by which jobs could be completed quickly and the citizens of Palm Beach County could be served efficiently.

Thank you for your attention to this matter and should you have any questions, please do not hesitate to contact my office.

Sincerely,



Arthur Schofield, Esq.
ARTHUR T. SCHOFIELD, P.A.

cc: Wendy Otano

2/11/11

Case # 2010-0002

Dear Mrs. Steckler

In regards to the accusations that Dawn Jones has stated, "she was aware of the invoices not being paid." she did not have to get any word from anyone, nor get a phone call. I personally went to Dawn Jones and told her that I was unsuccessful of getting in contact with HR for the invoices.

To me, this case seems immature and unprofessional. The letter I received dated January 21, 2011 is nothing but third party, he say, she say like its high school students. I don't know why all of this writing is what Debra West said and not Dawn Jones. Does Debra West know what procurement does besides placing an order, what are the jobs in full detail? Of course not, she just gets the report and if they look good, then all is fine. But under this situation Dawn Jones was upset personally with two three (3) employees who are on paid leave.

Dawn Jones is fully aware of what took place with these orders. Debra West has no clue that orders are usually on the DPD report and all Dawn Jones does is write an explanation stating the reason for it, whether warehouse out of stock, it was an emergency, etc. She always made the report (DPD) look clean with less errors as possible.

If I had access to my email and other notes there would be records stating Dawn was aware of the unpaid invoices before she ran to Conrad to make a big scene. I went to her before the email was even sent out and they were paid before she asked about the invoices.

Ms. Jones has manipulated everyone she possibly could at Fire Rescue and now at Water Utilities. There was no plan created as Ms. Jones implemented. Ms. Jones has planned everything from day one at Water Utilities. She's always planned for only her CHILDREN to work and she supervised. For as policies a supervisor can't supervise their relatives, but it was ok at water utilities. Ms. Jones has also requested orders, input orders, received orders. Ms. Jones should be honest and state, it was very rare that Finance would call about invoices that were not paid for by Conrad. If anything Marcee Palomar never pays his bills. That's a different issue.

In closing, Ms. Jones was aware of the invoices. Ms. Debra West goes along with any story from Dawn.

Dawn's daughter lost her job, Debra West hired her even when they say we did not have any money. Debra West found money and gave her a job with daughter and mother working together.

Dawn's daughter was sick, Ms. Jones allowed her to rest under her desk so she can still get paid. She (daughter) could not afford to stay home, so Dawn hid her under her desk.

Dawn has also borrowed the company's car for personal business. That was also approved, but in the past an employee was fired for going to his house because she had a headache.

Dawn has also paid an employee for not being at work, giving him comp time. Mr. Palomar, was out on vacation, he did not put in his time for vacation, and still accrued comp time while out. He was not even at work.

In closing, I was told ~~there~~ ^{where} are still orders being placed as ~~if~~ ^{if} I've done and been accused of. Please, there is more evidence in the files that would justify the same as I have done. To help everyone's mind from wondering, go pull orders out of the file cabinet and you will get the truth. There's no need for Ms. Jones and Mr. Alstock to continually stating false statements and then bring a blind man, "Debra West," who knows nothing about the procedures.

My office was switched to help Wendy Otano because the new addition to Water Utilities (GUAD) was going to increase more ordering for Wendy and she could use the help; these were the words from Mr. Alstock and Ms. Jones.

I speak the truth, this was a common practice and it still exists today. The real research and investigation is in the files.

Sincerely,


Date Completed:

ATTACHMENT(S)

#	Type	File Name	User	Date
	case	MOI-AILSTOCK Conrad (11-18-2011).docx	lallen	11/30/2011
	Correspondence	Booth complaint 2011100030 .pdf	cmontero	10/25/2011

SUBJECT(S)

Subject Type:

Subject Category:

Dates of Interview:

Last Name:

Social Security No:

Middle Initial:

Nickname/Alias/AKA (last, first, MI):

First Name: PBC Human Resources

Surname Title:

Driver's License #:

Date of Birth:

Union / Collective Bargaining Employee:

Worker Caseload:

Number of Clients:

Date Findings Letter Sent:

Draft Report Requested?

Due Date (20 working days):

Who Requested?

Response Received?

Date Draft Report Sent:

Date Response Received:

Media Requested Draft?

Comments by Subject?

Media Requested Final?

IG Rebuttal Letter?

Date of Rebuttal:

Discipline:

Days Suspended:

Date of Discipline:

Referral Status:

Status:

Law Enforcement Involved? Agency Name:

Law Enforcement Involved Date:

Referral to State Attorney?

Referral to State Attorney Date:

Is State Attorney Prosecuting?

Arrested?

Date of Arrest:

Adjudication:

Date of Disposition:

Convicted?

Result of Conviction:

Details of Conviction:

Restitution: \$

Sentencing:

Special Conditions:

Agency, Corporation or Facility: PBC Human Resources

Title or Relationship:

Supervisor (last, first MI): ,

Work Address 1: 100 Australian Avenue District:

Work Address 2: Suite 300

Work Zip: 33406 State: FL

Work City: West Palm Beach

Work Phone: (area code) (local & ext.) 616-6888

Suncom phone:

Home Phone: (area code) (local #)

Cell Phone:

E-mail:

Home Address 1:

Home Address 2:

Home Zip: Home City: Home State:

Subject Type: Employee

Subject Category:

Dates of Interview:
 Last Name: Jones
 Middle Initial:
 First Name: Dawn
 Driver's License #:
 Union / Collective Bargaining Employee:
 Worker Caseload:
 Date Findings Letter Sent:
 Due Date (20 working days):
 Response Received?
 Date Response Received:
 Comments by Subject?
 IG Rebuttal Letter?
 Discipline:
 Date of Discipline:
 Status:
 Law Enforcement Involved? Agency Name:
 Referral to State Attorney?
 Is State Attorney Prosecuting?
 Arrested?
 Adjudication:
 Convicted?
 Details of Conviction:
 Sentencing:
 Special Conditions:
 Agency, Corporation or Facility: WUD Central Region Operations Center
 Title or Relationship: Procurement Coordinator
 Supervisor (last, first MI): Ailstock, Conrad E.
 Work Address 1: 8100 Forest Hill Blvd District:
 Work Address 2:
 Work Zip: 33413 State: FL Work City: West Palm Beach
 Work Phone: (area code) (local & ext.) Suncom phone:
 Home Phone: (area code) (local #) Cell Phone:
 E-mail: Djones@pbcwater.com
 Home Address 1:
 Home Address 2:
 Home Zip: Home City: Home State:

Social Security No:
 Nickname/Alias/AKA (last, first, MI):
 Surname Title:
 Date of Birth:
 Number of Clients:
 Draft Report Requested?
 Who Requested?
 Date Draft Report Sent:
 Media Requested Draft?
 Media Requested Final?
 Date of Rebuttal:
 Days Suspended:
 Referral Status:
 Law Enforcement Involved Date:
 Referral to State Attorney Date:
 Date of Arrest:
 Date of Disposition:
 Result of Conviction:
 Restitution: \$

ALLEGATION(S)

Type/Detail/Conclusion	Subject(s)	Allegation	Referred For Criminal Review?
Type: Falsification, Omission or Misrepresentation Detail: Conclusion:	Dawn Jones	Procurement Coordinator Dawn Jones falsified requisition documentation.	no

COMPLAINANT(S)

12/14/11

CASES

Date of Complaint: 10/20/2011

Type of Complaint: Letter

Complainant Type:

Complainant Category: Former Employee

Whistle Blower? NO

Letter to WB:

Comments on WB Status: Complainant's concern does not appear to present a substantial and specific danger to the public's health, safety, or welfare. Nor does it appear to present gross mismanagement, malfeasance, misfeasance, or gross waste or abuse of public funds, therefore this correspondence does not meet WB determination guidelines

Comments from WB due (20 days):

Comments received from WB:

Dates of Interview:

Agency or Corporation:

Title or Relationship: Former Employee (WUD)

Last Name: Booth

Work Phone:

Middle Initial:

SunCom Phone:

First Name: LaDonna

Work Address 1:

Surname/Title:

Work Address 2:

Alias/Nickname:

Work Zip:

Social Security Number:

City:

Relationship to Client(s):

State:

Home Phone: (area code) 561 723-6452

Home Address 1: 1822 Hobey Road

Cell Phone: (area code)

Home Address 2: # H107

Email address: BoothL77@yahoo.com

Home City: West Palm Beach

Home State: FL

Home Zip: 33415

Remarks:

WITNESS(ES)

LOCATION(S)

Facility Name: Water Utilities Department

Phone: 561-493-6000

Address 1: 8100 Forest Hill Blvd

Suncom:

Address 2:

State: FL

City: West Palm Beach

Zip: 33413

CLIENT(S)

F/C MEMBER(S)

**OFFICE OF INSPECTOR GENERAL
PALM BEACH COUNTY**

MEMORANDUM OF INTERVIEW

Case No: 2012-0004	Date(s): November 18, 2011
Person interviewed: Conrad Ailstock	Title: WUD – Manager Support Services
Others present: Leo Allen Don Balberchak	Title: Investigator Director of Investigations

Conrad Ailstock was advised the interview was being voice recorded. He consented to be interviewed and was placed under oath. Mr Ailstock provided the following pertinent information:

Mr Ailstock explained the two WUD requisition documents provided for his review. Both documents contained a "DPO" number at the top of the page which would indicate the one time purchase of an item under \$1,000 that was not covered by a master purchasing agreement. In the center of the header, Mr Ailstock explained was a KDO number. He surmised the originator of the document (who had only been working for WUD for a few months) initiated the request document by entering a DPO. Subsequent to the approval stage, a different WUD employee realized the items were covered by a master purchase agreement and entered the KDO number. The second WUD employee should have corrected/removed the DPO number at the top of the page. However, Mr Ailstock said the documents we showed him were internal WUD documents and not Advantage pay documents and therefore there was no harm in the DPO number being at the top of the page.

Mr Ailstock was asked to review the documents in the WUD system upon returning to his office and advise us if the correct purchase numbers were entered into Advantage.

Mr Ailstock called Investigator Allen. He stated he researched the documents discussed in the interview in the Advantage system. He found that WUD employee Joey Olsen entered the requisitions into Advantage for payment. Olsen combined the two requisitions into one payment request and entered the proper KDO. Mr Ailstock emailed a screen shot to Investigator Allen.



OFFICE OF INSPECTOR GENERAL
PALM BEACH COUNTY

Sheryl G. Steckler
Inspector General

December 7, 2011

LaDonna Booth
1822 Hobey Road #H107
West Palm Beach, FL 33415

RE: OIG #2012100030

Dear Ms. Booth:

On October 25, 2011, the Office of Inspector General (OIG) received your complaint regarding nepotism and falsification. On November 1, 2011, your allegation regarding nepotism was forwarded to the Commission on Ethics, while the allegation regarding falsification was forwarded to our Investigations Unit for further handling.

On November 3, 2011, the Investigations Unit initiated Preliminary Inquiry #2011-0015 related to your allegation that Water Utilities Department (WUD) Procurement Coordinator Dawn Jones falsified documents. Upon the OIG's review of the documents you provided, as well as testimony obtained from WUD, it was determined that the documents had been incorrectly coded by a new employee, leading to further correction by a second WUD employee.

Therefore, based on this information, there were no issues that would warrant OIG involvement at this time. If the OIG can be of assistance to you in the future, please do not hesitate to contact this office.

Sincerely,

Evangelina Rentz
Intake Manager

"Enhancing Public Trust in Government"

PO Box 16568, West Palm Beach, FL 33416-6568
Email: inspector@pbcgov.org Website: <http://www.pbcgov.com/oig/>
Office: (561) 233-2350 Hotline: (877) 283-7068 Fax: (561) 233-2370

PALM BEACH COUNTY COMMISSION ON ETHICS
MEMORANDUM OF INQUIRY

To: Alan Johnson, Executive Director
From: James A. Poag, Investigator
Date: December 28, 2011
Re: C11-022 – Conrad Ailstock, Manager, Palm Beach County Water Utilities
C11-024 – Dawn Jones, Procurement Coordinator, Palm Beach County Water Utilities
C11-025 – Debra West, Assistant Director, Palm Beach County Water Utilities

• **Background and Inquiry**

This matter came to the attention of the Commission on Ethics' staff via a sworn Complaint dated November 29, 2011, and filed by LaDonna Booth, a former Palm Beach County Water Utilities (WUD) employee. In her written Complaint, Ms. Booth made allegations against three separate WUD employees. Each is listed as a separate Respondent with a separate case number assigned, although there is only one Memorandum of Inquiry. The three named Respondents are:

1. Conrad Ailstock, Manager, Palm Beach County Water Utilities (C11-022)
2. Dawn Jones, Procurement Coordinator, Palm Beach County Water Utilities (C11-024)
3. Debra West, Assistant Director, Palm Beach County Water Utilities (C11-025)

The Complaint contains allegations of nepotism and misconduct by these Respondents as follows:

Dawn Jones is a county employee who works for PBC Water Utilities (PBCWU). Jones' daughter, Natalie Jones, was employed through a temporary employment agency contracted by the county to provide temporary workers, Fossett Enterprises, DBA Express Employment Professionals (Express). Natalie was reported by Complainant to be working as a temporary employee at the PBCWU Procurement Section, and under the direct supervision of her mother, Dawn Jones. Complainant alleges that Respondent Jones used her influence to advance, promote or advocate the employment of her daughter in violation of §2-445, anti-nepotism law. Complainant also alleges that Ms. Jones falsified documentation and was never subjected to any disciplinary action as a result of her actions.

Additionally, Ms. Booth alleges that Mr. Ailstock and Ms. West misused their public office by signing off on Natalie's' timesheets in violation of §2-443(b), *Corrupt misuse of official position*, of the Palm Beach County Code of Ethics.

• **Conclusion**

The allegations of nepotism raised in this Complaint have previously been investigated by COE Investigator Mark Bannon and were determined to be unfounded.

First, the nepotism allegations formed the basis of two Complaints filed by Paul Beaudreau against Wayne Condry and Sheryl Steckler in Complaint numbers C11-019 and C11-020. Additionally, a separate inquiry was begun regarding the Nepotism issue and on October 25, 2011, COE Executive Director Alan Johnson issued a Memorandum of No Legal Sufficiency in Inquiry number AN11-023.¹ COE staff

¹ Inquiry AN11-023 is unrelated to the complaint filed against Mr. Condry in C11-023.

determined that the allegations of nepotism involving Dawn Jones and Natalie Jones were unfounded. Subsequently, on November 3, 2011, the COE dismissed C11-019 and C11-020 as being legally insufficient.

The Memorandum of No Legal Sufficiency for Inquiry AN11-023, and the Executive Summary in C11-019 and C11-020 are attached to this Memorandum as reference. In addition, Complainant's allegations regarding falsification of documentation were investigated and dismissed by the Office of the Inspector General on December 7, 2011. Based on the previous information attained in Inquiry AN 11-023 these complaints are **legally insufficient** and an investigation into these allegations is not warranted.

Inquiry Closed.

Submitted by:



James A. Poag, Investigator
PB County Commission on Ethics

12/28/11
Date

Reviewed by:



(Initials)

12/28/2011
Date

MEMORANDUM OF NO LEGAL SUFFICIENCY

To: PBC Commission on Ethics
From: Alan S. Johnson, Executive Director
Date: December 28, 2011
Re: C11-022 – Conrad Ailstock, Manager, Palm Beach County Water Utilities
C11-024 – Dawn Jones, Procurement Coordinator, Palm Beach County Water Utilities
C11-025 – Debra West, Assistant Director, Palm Beach County Water Utilities

- **Recommendation**

Regarding Respondents, Conrad Ailstock, Manager, Palm Beach County Water Utilities, Dawn Jones, Procurement Coordinator, Palm Beach County Water Utilities and Debra West, Assistant Director, Palm Beach County Water Utilities, the Staff recommends a finding of **NO LEGAL SUFFICIENCY** to be entered in complaint numbers, C11-022, C11-024 and C11-025.

Legal sufficiency exists where there is an allegation of a violation of an ordinance within the jurisdiction of the Ethics Commission, purportedly committed by an individual within the authority of the Ethics Commission, based substantially on the personal knowledge of the Complainant, relating to an alleged violation occurring after the effective date of the code, and filed with the Ethics Commission within two years of the alleged violation.

- **Background and Inquiry**

This matter came to the attention of the Commission on Ethics' staff via a sworn complaint dated November 29, 2011 filed by LaDonna Booth, a former Palm Beach County Water Utilities (WUD) employee. In her written complaint, Ms. Booth made allegations against three WUD employees. Although there is only one Memorandum of Inquiry, there were three sworn complaints with separate case numbers assigned. The three named Respondents are as follows:

1. Conrad Ailstock, Manager, Palm Beach County Water Utilities (C11-022)
2. Dawn Jones, Procurement Coordinator, Palm Beach County Water Utilities (C11-024)
3. Debra West, Assistant Director, Palm Beach County Water Utilities (C11-025)

The complaint contains allegations of nepotism and misconduct by the respondents. Specifically, that Respondent Dawn Jones, a county employee who works for PBC Water Utilities (PBCWU) and is the parent of a previously employed temporary employee, Natalie Jones, used her influence to advance, promote or advocate the employment of her daughter in violation of §2-445, Anti-nepotism law. In addition, the Complainant alleges that Respondents Ailstock and West corruptly misused their public office by approving timesheets for Natalie Jones in violation of §2-443(b), *Corrupt misuse of official position*, of the Palm Beach County Code of Ethics.

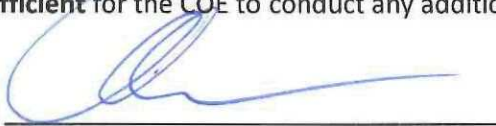
- **Conclusion**

The allegations of nepotism raised in this complaint have previously been investigated by COE Investigator Mark Bannon and were determined to be unfounded. The current nepotism allegations

formed the basis of two Complaints filed by Paul Beaudreau against Wayne Condry and Sheryl Steckler in Complaint numbers C11-019 and C11-020. As a result, a separate inquiry was begun regarding the nepotism issue and on October 25, 2011, COE Executive Director Alan Johnson issued a Memorandum of No Legal Sufficiency in the matter under case number AN11-023.¹ It was determined that the allegations of nepotism against Dawn Jones were unfounded.

In addition, the allegations regarding falsification of documentation were investigated and dismissed by the Office of the Inspector General on December 7, 2011. Based on this information the Complaints are **legally insufficient** for the COE to conduct any additional investigation into these allegations.

BY:



Alan S. Johnson, Executive Director
Florida bar #223352
Commission on Ethics

12/30/2011
Date

¹ Inquiry AN11-023 is unrelated to the complaint filed against Mr. Condry in C11-023.