



OFFICE OF THE COUNTY EXECUTIVE


Isiah Leggett
County Executive

MEMORANDUM

Timothy L. Firestine
Chief Administrative Officer

May 15, 2018

To: Chris Cihlar, Director, Office of Legislative Oversight

From: ^{TL} Timothy L. Firestine, Chief Administrative Officer 

Subject: OLO Draft Report 2018-7: Montgomery County Government Contracting Analysis: Wages, Staffing, & Service Contract Trends

Thank you for the opportunity to comment on the Office of Legislative Oversight's (OLO) Draft Report 2018-7: Montgomery County Government Contracting Analysis: Wages, Staffing, & Service Contract Trends. The draft report included the following recommendation:

Recommendation: Request that the County Executive review the County's Access Identification Card Program and ensure that the MCPD Security Services Division implements industry-recommended data management and auditing processes.

CAO Response: We appreciate your bringing this matter to our attention. In addition to steps already taken by MCPD to improve data accuracy, we will be shortly initiating a comprehensive review of the County's management of the Access ID Card program. This review will include a focus on the steps already taken by MCPD and issues raised in the draft OLO report concerning operations of the Access ID Card program related to contractor employees, particularly the following:

- Process for obtaining an Access ID Card
- Process for adding/removing authorization for an active Access ID Card
- Process for deactivating an Access ID Card
- Access ID Card maintenance and information accuracy

The review will identify any specific risks or vulnerabilities that should be addressed to improve the accuracy and integrity of the program and evaluate opportunities for improved controls or processes. The review will also identify potential resource implications associated with any process or control improvements.

If you have any questions, please contact Fariba Kassiri at 240-777-2512.

cc: Fariba Kassiri, Assistant Chief Administrative Officer
J. Thomas Manger, Chief, Department of Police
Cherri Branson, Director, Office of Procurement
Sonny Segal, Director, Department of Technology Services

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