



THE HONORABLE
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DIVISION OF INTERNAL AUDITING

February 5, 2025

Lorraine Wells
Assistant Director of Criminal Courts
LWells@leoncountyfl.gov

RE: Close out Letter CAP for Audit No. 22-02, DAVID Access Control Audit

Dear Ms. Wells:

The Division of Internal Auditing (IA) conducted an audit of the Department of Highway Safety and Motor Vehicles (DHSMV) Driver and Vehicle Information Database (DAVID) that reviewed DAVID access and reports for the period January 1, 2021, through September 30, 2021 and issued Audit Report No.22-02. (Attached)

Two (2) findings were disclosed in the audit report as follows:

- one terminated employee during the audited period had their access removed 39 days after their separation date; and
- three Quarterly Quality Control Review Reports were filed later than the 10 days threshold after each quarter as stipulated in the Memorandum of Understanding (MOU) terms for contract number HSMV-0255-19.

All of the findings were resolved (the access was terminated and the reports were filed) as noted in the Audit Report.

As part of our corrective action plan follow up on findings noted in this report, IA conducted limited procedures (as summarized below) to discern the implementation of corrective actions after the tested period January 1, 2021, through September 30, 2021, listed in Audit No. 22-02 for the MOU tested.

Limited procedures included the review of:

- October 2024 employee terminations with DAVID access to the DAVID access list to determine when their access was removed. The two terminated employees on the users list had access removed on November 6, 2024, which as 4 to 18 days after their termination date. For the

purposes of following up on this report, no additional documentation will be requested since the MOU tested in the audit report expired on October 29, 2024, and we tested access removals for employee terminations in the last month of the contract's effective period. IA continues to encourage timely access removal for terminated employees and will review the access removals in future audit periods on the subsequently issued MOU.

- Quarterly Quality Control Review Report for the 2022 4th quarter. This report was processed on January 11, 2023, which is within the 10 day threshold after removing the New Year's Day holiday when the office was closed. This indicated that corrective actions had been implemented for this subsequently tested item.

The CAP follow up is considered closed for Audit Report No. 22-02, dated December 23, 2021.

This close out letter will be available on the IA webpage and is considered a public document.

If you have any additional questions, please give me a call at (850) 606-4019.

Kimberly S. Ferree

/s/

Kimberly S. Ferree, CPA
Internal Audit Manager

xc: The Honorable Gwen Knight, Leon County Clerk of Circuit Court & Comptroller
Kenneth Kent, Chief Deputy Clerk and Chief Operating Officer (COO)
Daniel Andrew, Chief Information Officer
Jon Mickler, Application Support Specialist