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REPORT NO. 2023-11

TO: Michelle Krickovic, Director, Pinellas County Contractor Licensing Department

FROM: Melissa Dondero, Inspector General/Chief Audit Executive *MD*
Division of Inspector General

DIST: The Honorable Chairman and Members of the Board of County Commissioners
Barry Burton, County Administrator
Tom Almonte, Assistant County Administrator
Jude Reazin, Code Enforcement Division Manager
Ken Burke, CPA, Clerk of the Circuit Court, and Comptroller

SUBJECT: Inspector General's Follow-Up Investigation of Contractor Licensing Department
Investigator Engaging in Conduct Unbecoming

DATE: May 19, 2023

The Division of Inspector General has completed a Follow-Up Investigation of the Contractor Licensing Department Investigator Engaging in Conduct Unbecoming. The objective of our review was to determine the implementation status of our previous recommendations.

Of the one recommendation in the original investigative report, we determined that it has been implemented. The status of the recommendation is presented in this follow-up report.

We appreciate the cooperation shown by the staff of the Pinellas County Contractor Licensing Department during the course of this review.



I. Scope and Methodology

We conducted an investigative follow-up of the Contractor Licensing Department Investigator Engaging in Conduct Unbecoming. The purpose of our follow-up review was to determine the status of the previous recommendation for improvement.

The purpose of the original investigation was to determine if the respondent:

1. Failed to disclose secondary employment.
2. Failed to disclose a prior arrest.
3. Failed to disclose a conflict of interest.
4. Made a business referral.
5. Misused County time.
6. Misused County equipment.
7. Accessed investigation software for personal use.
8. Falsified County records.
9. Retaliated against complainants.
10. Attempted to bribe another individual using her position in the County.

To determine the current status of our previous recommendation, we surveyed and/or interviewed management to determine the actual actions taken to implement the recommendation for improvement. We performed limited testing to verify the implementation of the recommendation for improvement.

Our investigative follow-up was conducted in accordance with the *Principles and Standards for Offices of Inspector General* and *The Florida Inspectors General Standards Manual* from The Commission for Florida Law Enforcement Accreditation and, accordingly, included such tests of records and other investigative procedures, as we considered necessary in the circumstances. Our follow-up testing was performed during the month of April 2023. The original investigative period was April 15, 2022, through June 22, 2022. However, transactions and processes reviewed were not limited by the investigative period.

II. Original Report Reference

To view the original report (Report No.: 2022-13), published in the report section of our website, please use the following link:

[Report 2022-13 Investigation of Contractor Licensing Department Investigator Engaging in Conduct Unbecoming](#)

III. Implementation Status Table

FINDING	PREVIOUS RECOMMENDATION	STATUS
1	<p><i>Thomson Reuters CLEAR Searches Were Not Monitored For Proper Business Use.</i></p> <p>Regularly review CLEAR searches to verify searches are conducted for business purposes only.</p>	<p style="text-align: center;">Implemented</p> <p>Management provided the Code Enforcement Division Department Standard Use Procedure for Access to CLEAR, which all employees must sign and date acknowledging the appropriate use of the CLEAR system. It was updated on or about July 20, 2022, to include the language below:</p> <p><i>Management and/or Supervisors shall conduct regular audits and reviews of CLEAR user searches to ensure all associated inquiries are conducted for business purposes only. Any direct and/or ethical violations of all user agreement will be addressed in accordance the County Personnel Rules.</i></p>

MD/LS