



OFFICE OF INSPECTOR GENERAL
PALM BEACH COUNTY

LIMITED REVIEW
REVIEW NUMBER: 2012-0002

Sheryl G. Steckler
Inspector General

November 29, 2011

Mark Kutney
Town Manager
14579 Southern Blvd, Ste 2
Loxahatchee Groves, FL 33470

Re: Town of Loxahatchee Groves

Dear Mr. Kutney:

During a meeting on October 17, 2011, you identified issues which arose during the changeover of Town Management. The following issues were subsequently reviewed by our office as a Limited Review¹:

- 1) The access to, deletion of information from and/or changes to the Town of Loxahatchee Grove's (the Town) computer system(s).

The following information was disclosed to the OIG during an interview with former Assistant Town Clerk Cindy Corum:

- *On October 19, 2011, Ms. Corum stated to the OIG that her last date of employment was September 30, 2011 and admitted that she remotely accessed the Town's computers (using her previously assigned ID and password) on two occasions (October 6, 2011 and approximately one week later).*²
- *Ms. Corum denied deleting or changing any computer files and explained that she copied a publicly available file and sent an e-mail from her work computer to her home computer.*

¹ A Limited Review involves a request by management for assistance which does not rise to a full investigation or management review.

² This matter was coordinated with the Office of the State Attorney, in and for Palm Beach County; however, it was decided that this matter should be handled administratively.

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- 2) Whether or not the Town was paying for or continuing to pay for Ms. Corum's personal storage unit in a building leased by Town Management.

The following information was disclosed to the OIG during interviews:

Ms. Corum advised that she has had an oral contract with the building owner and that the Town has never paid for her personal storage unit, as she has paid for it herself.

The building owner, Kan Yee, confirmed Ms. Corum's testimony.

On October 26, 2011, we met with you to obtain additional information regarding Ms. Corum's testimony to the OIG. You reported to us that the Town's computers may have remote access software, which would have allowed Ms. Corum to access the Town's computer systems. You stated that although passwords had been changed for all e-mail users, the Town had no policies regarding computer security.

Based on the above-referenced information, as well the additional information provided by you on October 26, 2011, the following corrective action is recommended:

1. Create and implement computer security policies, which include, but are not limited to a policy that addresses immediate termination of access to the Town's computer systems and/or databases upon the conclusion of a staff member's employment.

Please review and notify us of the corrective actions taken by **December 19, 2011**.

If you have any questions, please contact Director of Investigations Donald Balberchak at our office at (561) 233-2350.

Sincerely,



Sheryl G. Steckler
Inspector General