

Sheriff Morgan,

02/11/2013

I am writing this letter as opposed to speaking directly with you for two reasons; first I want to approach this as unemotional as possible and second I want to make sure that I cover everything. I certainly will be happy to speak with you in person to answer any questions or clarify any points. I am addressing this matter with you because after Henrique you are next in my chain of command. I have no confidence that I could address my concerns with Henrique considering they directly involve actions by him.

First, I think it is important for you to know that I respect the way you have handled business at this agency. I admire that you care about transparency, honesty, and doing the right thing. I am not the type of person who stirs the pot and I have done everything in my power to stay out of things that are occurring but I feel it is incumbent for me to do so now because I believe that I am being slandered and it is really important to me to make sure the truth is told.

Henrique's actions over the last two years make it clear that he was not happy that I was the selected as Accounting Supervisor. This should have not been a surprise to me since he actually sent me to offer the job to Holly Casart before the job was even advertised. Although I believe a lot of people would resent that, I have not. Instead it made me want to work even harder to make his job easier and make Finance shine. I felt that by doing so I could demonstrate to him that I was a good choice and make myself and the department something he could be proud of. I also feel a strong sense of loyalty and dedication to you and the Chief for giving me the opportunity. I have worked hard to do an outstanding job every day since.

I have held no resentment towards Henrique but I do believe he has towards me. I believe now that Henrique is not only deceptive and manipulative but also vicious. I am convinced that he is trying to use a proposed consolidation plan to abolish my position as retaliation for my being selected for the position and being persistent about change when I found things that were being mishandled.

As a result of the Cathy Lister situation I was immediately tasked with correcting the internal control deficiencies, implementing new finance software, and streamlining the functions of the office. I am very happy to tell you that my team and I accomplished these with great success. What I have not advertised is the extreme state of negligence I found the department in. This is no fault of the ladies working in the department because they were just handling business the way it had been handled for years. We have made changes/corrections to many things and as a result Henrique has not been happy with me. I know that through my training and experience that these changes were necessary to ensure that the finance department was in compliance with governmental accounting standards, but there have been several occasions that Henrique either didn't understand or simply resisted my recommended changes. For example, properly recording fees collected (fingerprints, backgrounds, etc.) as a liability on the balance sheet as soon as the money is collected (reflecting that it must be paid

to the BOCC). Previously these payments were being deposited against expense accounts, resulting in liabilities and expenses being understated. These fees were only sent to the board some of the time. This is just one small example of the type of issues that I was challenged with.

I have just quietly taken care of business never once trying to paint Henrique in a bad light. I have been thanked multiple times by the accountants and others for answering their questions. They have recognized deficiencies for years and when they approached Henrique with their concerns they were left with no resolution and no explanation. A prime example is how the employer contribution for health insurance was recorded on paychecks and the balance sheet. Employees in Finance questioned Henrique about this many times and were always given a vague and uninformative answer. Rather than accurately reporting the employee contribution during payroll, a journal entry was performed every month to force the balance in the liability account to match the bill. This also caused the ECSO contribution to be under-reported on the employee's paystubs. Once this was brought to my attention we immediately started recording the accurate amount and properly reconciling the balance sheet account.

There was the issue with the auditors last year about the journal entries. I did not agree with Henrique's response and felt that it cast a bad light on me and the others in finance. I feel very firmly that if the auditors had been given an accurate explanation upfront, that the issue would have been avoided entirely. Henrique has never taken the time to ask about the transition to the new software, which was the primary issue relating to the journal entries. Rather than performing some fact finding and talking to the people that could shed some light on the problem he just came up with an excuse to the auditors and did not defend us in any way. An example of this type of disregard for honest answers occurred during the audit this year. James Perry, the lead auditor, came to me and asked for my help. He was reviewing the leave liability reports and found an employee that was showing a \$30,000 balance but when he pulled the employee up in the system it showed the employee was terminated several years ago. When he found this issue he immediately went to Henrique. Rather than Henrique looking into it he just made up an excuse that the report was probably wrong because there were issues with the old Pentamation system. This is inaccurate because Pentamation is not even used in the report. Mr. Perry, not being satisfied with the answer, came to me, explained the problem, and asked if there was any way we could research it further. After only 10 minutes of research we were able to determine the error was actually on the part of Mr. Perry. He had looked at two different employees, one Gary and the other Greg, each with the same last name. There was not an error in the report. In my opinion the disregard for supplying accurate information is another example of Henrique's negligence and is cause for concern.

He has also done other things that I believe to be poor business choices. For example, the selection of the company that provides our credit card machine services. Henrique negotiated the agreement with the company's representative which also happens to be his mother-in-law. We have been doing business with them for several years now and just a few months ago he tells finance that he doesn't want the monthly statements from this company coming to him anymore because it was a conflict of interest. I just shook my head when I was told about it. There was a potential conflict of

interest, but not from the statements. The entire arrangement was a conflict of interest; one that he should have been well aware of.

Another example involves the check printer in finance. Shortly after finance was moved out from under the Chief I received a staff summary sheet regarding the location of the check printer. On the surface it appeared that Henrique was making the move to strengthen internal controls. After reviewing the plan it was quite apparent to me that it would actually compromise internal controls. He incorrectly identified the thumb drive that is required to print checks. He referred to it as the signature stick, which he implied contained your signature. The thumb drive actually contains the MICR font that is used at the bottom of checks for account and routing information. Henrique was advised of this when we first purchased the printer and thumb drive; I am uncertain where the misinformation that it was a signature stick came from. Your signature is actually hardcoded in the finance software and will only print when an authorized user runs checks. There are only two employees that have the security rights to print checks. The check printer is located behind the cash counter in view by the surveillance camera and our check stock is blank. The two employees that print checks do not have the ability to add vendors to the system nor do they have access to the checks once printed. If they tried to access the printed checks they would be recorded by the surveillance camera. No issue has ever risen regarding these controls. A few weeks prior to Henrique's proposal he had arranged for Judi Felty to have security rights to grant security resources within the Finance software. Taking this into consideration, moving the printer to a private office that isn't under video surveillance where his direct subordinate had full system rights to grant access to the vendor file, payable approval, and check printing ability would be a very blatant compromise of internal controls. After quite a bit of protest on my part he agreed to leave things as is. I bring this to light not to insinuate that he had any criminal plans but instead to point out his lack of understanding and or regard for true internal controls.

Henrique avoids communicating with me directly. He often communicates directly with my employees concerning issues that should be addressed with me. To this day he has never addressed Cathleen Steele's detachment with me or shed any light on what transpired. She was detached with no explanation and when Nikki Powell questioned Henrique about it he told her he couldn't discuss it because there was an investigation involved. Certainly he wasn't required to provide an explanation but I believe that the lack of communication in this situation has contributed to possible damage of my reputation. It has been speculated that Cathleen's time in Finance was in a hostile environment, this couldn't be farther from the truth. As I mentioned earlier I have worked very hard to prove that you made the right decision by promoting me and it is very discouraging to think that a disgruntled employee could damage that.

I have heard that Henrique claimed to be somehow excluded from the budget process last year. If this is true Henrique has never communicated his concerns with me. My response to that allegation is that he was in every meeting that I attended and every budget document that I prepared was provided to both the Chief and Henrique. I find it very hard to believe that he could insinuate that he wasn't involved since he participated in the strategy meetings including the final meeting when the budget to be submitted was decided on.

**OFFICIAL RECORD TO: JAY CAMAC
FROM: PUBLIC RECORDS - EAM 05/19/2016**

I apologize for the length of this letter. I have deliberated a great deal about contacting you. I take great efforts to avoiding causing anyone else problems and I have feared that addressing these issues might result in additional retaliation against me but I am certain now that I have to speak up so my work and professionalism are portrayed accurately. My decision to contact you was solidified last week when I learned that Henrique was discussing the plan to consolidate the finance function to members of the clerk's office. During this he discussed his plans to retain all of the positions in finance, except mine. I was not told specifically what he said about me just that it was very derogatory. Afterwards, members of the clerk's office discussed it and one of them came to my defense based on their work experience with me. I don't want to reveal the person that was kind enough to bring this to light because I don't want any backlash for them. I believe this source to be reliable and there would be no motivation for them to lie. This is not the first time that such things have been insinuated. Judi Felty has made repeated comments to members of my staff that they need to have certain training "in case anything happens to Rebecca" or that changes will be made that will make them happy. It has become clear to my employees that Henrique has a plan for me that may not be favorable.

I cannot begin to describe how disheartened and hurt I was after hearing this news. I have worked very hard and under my guidance, finance has really done a 180 in a positive direction. I do not believe for a second that I did this alone. This was accomplished through teamwork. The ladies in finance are really great employees and they have allowed me to foster an attitude of constant drive for improvement in the office. Henrique has never acknowledged any of the positive changes that have been made. My personality allows me to continue to work hard without praise or recognition. However, I have a very hard time accepting that good work is ignored and then I am slandered to people both in and out of the agency. I believe that Henrique has a political agenda to get me out of his way.

These incidents that I have described are just a few examples of what has led to the breakdown of our ability to work in good faith. By questioning his decisions or correcting things that he had allowed to stay broken for a very long time I have unintentionally put myself in a dangerous position with him. He no longer has to deal with the Chief holding him accountable and with me out of his way he can do whatever he wants. Accuracy and transparency are not concerns of his. Henrique's communications to members of the Clerk's Office are slanderous and very concerning to me. I want to assure you that I have worked diligently to ensure that the Finance Department is in a better state today than when I found it and through hard work with my team we have accomplished many things.

My purpose for bringing this information forward now is not for any action to be taken against Henrique. It is so the truth can be known and for Henrique's attempts to harm my career and my reputation be stopped.