



**PORT EVERGLADES DEPARTMENT - Port Director's Office**

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**MEMORANDUM**

**DATE:** October 6, 2009  
**TO:** Broward County Board of County Commissioners  
**THRU:** Bertha Henry, County Administrator  
**THRU:** Phillip C. Allen, Port Director  
**FROM:** Mary S. Meynarez, CPA, Port Everglades Director of Finance  
**SUBJECT:** Response to Port Everglades Department – Payroll Processing Review, Report No. 09-20

The Port Everglades Department Finance Division (Division) has reviewed Report No. 09-20 dated September 29, 2009. Below are the Division's responses to the recommendations provided as a result of the compliance review conducted by the Office of the County Auditor.

**1. Recommendation (page 6):**

We recommend the Board of County Commissioners direct the County Administrator to: Take immediate steps to ensure future overtime payments are made in accordance with the appropriate labor bargaining agreements' provisions and the County's payroll policies and procedures.

**Response:**

Agreed. The Port Department will work with the Human Resources Division to resolve this issue with appropriate bargaining unit consultation.

**2. Recommendation (page 6):**

We recommend the Board of County Commissioners direct the County Administrator to: Consider the practicality of collecting amounts previously paid in error.

**Response:**

Agreed. The Port Department will work with the Human Resources Division to resolve this issue with appropriate bargaining unit consultation.

**3. Recommendation (page 7):**

We recommend the Board of County Commissioners direct the County Administrator to: Ensure the supervisory reviews of payroll documentation are consistent, accurate, complete and properly authorized and evidence of the reviews is documented.

**Response:**

Agreed and implemented. The review responsibilities of supervisors have been re-emphasized with staff.

**4. Recommendation (page 7):**

We recommend the Board of County Commissioners direct the County Administrator to:  
Require section supervisors or designees to securely store undistributed physical paychecks until the employee collects it person.

**Response:**

Agreed and implemented. Implementation of this recommendation will provide additional control.

**5. Recommendation (page 7):**

We recommend the Board of County Commissioners direct the County Administrator to:  
Require employees to sign when receiving physical paychecks. The completed sign-in sheet should be returned to the Payroll Liaison in the Finance Division to be filed with other payroll documents for the pay period.

**Response:**

Agreed and implemented. The implementation of this recommendation will provide additional control.

cc: Evan Lukic, County Auditor  
Richard Brossard, Interim Deputy County Administrator  
Phillip C. Allen, Port Director  
Glenn A. Wiltshire, Deputy Port Director  
Mary. S. Meynarez, Port Everglades Director of Finance  
James Acton, Director of Human Resources