

From: Benjamin Spies <BSpies@igchicago.org>

Sent: Tuesday, September 10, 2024 1:11 PM

To: Richard Superfine <Richard.Superfine@cityofchicago.org>

Cc: Keyla Vazquez <kvazquez@igchicago.org>; Bradley Snyder <bsnyder@igchicago.org>; Nathaniel Wackman <nwackman@igchicago.org>

Subject: Ethics Notification of Paid Travel in August 2024

[Warning: External email]

Mr. Superfine:

This message is notify the Board of Ethics that I recently served as an instructor for the Certified Inspector General Auditor® and the Certified Inspector General Inspector/Evaluator® Certification Courses presented by the Inspector General Institute® August 12-16 in New York City (<https://inspectorsgeneral.org/blog/applications-open-2024-nyc-aig-inspector-general-institute-august-12-16-2024/>). To this end, I traveled to New York City from August 13 to 15 and taught courses on Statistical Sampling and Report Writing, both of which are subject matters related to my City position but do not contain City-specific information. The speaker assignment schedule is attached for your information.

The Institute directly paid my travel expenses including airfare and hotel. They will also pay a per diem for meals and reimbursement for ground transportation. There is no honorarium or other payment.

I apologize in that I overlooked the requirement to notify you of this travel ahead of time, and that I am notifying you of my return just now. This was my first time traveling to teach at the Institute, and I simply lost sight of this requirement. If you have questions for me or there is any further information I can provide you, please let me know.

With thanks,

Ben Spies

CFE, CIGA

He/Him/His

Chief Performance Analyst

Office of Inspector General

740 N. Sedgwick, Suite 200

Chicago, IL 60654

bspies@igchicago.org

(773) 478-0376

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| | CIG | CIGI | CIGA | CIGE |
|---------------------------------------|---|--|--|--|
| Monday 8-12-2024 | | | | |
| 8:00 – 9:00 (ALL) | Welcome and Registration | Welcome and Registration | Welcome and Registration | Welcome and Registration |
| 9:00 – 9:30 (ALL) | Overview of the Institute <i>John Carey</i> | Overview of the Institute <i>Felix Jimenez</i> | Overview of the Institute <i>Natalie Beckwith</i> | Overview of the Institute <i>Glenda Arrington</i> |
| 9:30 – 11:00 (CIG, CIGI, CIGA & CIGE) | History and Overview of the Inspector General Function <i>Matt Harris</i> | History and Overview of the IG Function and AIG Standards <i>Felix Jimenez</i> | History and Overview of the IG Function and AIG Standards <i>Kim Chatelain</i> | History and Overview of the Inspector General Function and AIG Standards <i>Leigh Anderson</i> |
| 11:00-12:00 (CIG, CIGI, CIGA & CIGE) | Traits of an Effective IG <i>Matt Harris</i> | Intake, Complaints, & Allegations <i>Felix Jimenez</i> | GAO's Fraud Risk Management Framework <i>Flavio Martinez</i> | History, Function, Standards and Types of I&E <i>Leigh Anderson</i> |
| 12:00 – 1:00 | Lunch | Lunch | Lunch | Lunch |

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| <p>1:00 – 2:00 (CIG & CIGA)</p> | <p>OIG Terminology <i>John Carey</i></p> | | <p>GAO's Fraud Risk Management Framework (cont.) <i>Flavio Martinez</i></p> | |
| <p>1:00 – 3:00 (CIGI & CIGE)</p> | | <p>Ethics <i>Kim Chatelain</i></p> | | <p>Effective Survey Design and Techniques <i>Leigh Anderson</i></p> |
| <p>2:00- 3:30 (CIGA)</p> | | | | |
| <p>2:00 – 5:00 (CIG)</p> | <p>Digital Evidence, Cloud Computing and Social Media <i>Adam Wandt</i></p> | | <p>Identifying and documenting Non-Monetary Accomplishments <i>Flavio Martinez</i></p> | |
| <p>3:00 – 5:00 (CIGI & CIGE)</p> | | <p>Employee Misconduct Investigations <i>Deborah Witzburg</i></p> | | <p>Ethics <i>Kim Chatelain</i></p> |
| <p>3:30 – 5:00 (CIGA)</p> | | | <p>Cognitive Bias <i>John Carey</i></p> | |

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| Tuesday 8-13-2024 | | | | |
| 8:00 – 12:00 (CIGI) | | Digital Evidence, Cloud Computing and Social Media <i>Adam Wandt</i> | | |
| 8:00 – 10:00 (CIG, CIGA & CIGE) | AIG Standards for OIGs and Investigations <i>John Carey</i> | | Information Technology Auditing <i>Ivan Viamontes</i> | Planning I&Es <i>Leigh Anderson</i> <i>Glenda Arrington</i> |
| 10:00 – 12:00 (CIG, CIGA & CIGE) | AIG Standards for Audits, Inspections, Evaluations and Reviews <i>John Carey/Natalie Beckwith</i> | | Ethics <i>Kim Chatelain</i> | Performing I&Es <i>Leigh Anderson</i> <i>Glenda Arrington</i> |
| 12:00 – 1:00 | Lunch | Lunch | Lunch | Lunch |

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|--------------------------|--|--|--|---|
| 1: 00 – 5:00 (CIGI) | | Legal Issues <i>Stephen Street/Pat Russo</i> | | |
| 1:00 – 3:00 (CIG & CIGA) | Ethics <i>Kim Chatelain</i> | | Understand and Applying Data Analytics <i>Ivan Viamontes</i> | |
| 1:00 – 2:30 (CIGE) | | | | Cognitive Bias <i>John Carey</i> |
| 2:30 – 3:30 (CIGE) | | | | Use of Specialists and IE Follow Up <i>Leigh Anderson</i> |
| 3:00 – 4:00 (CIGA) | | | Identifying Fraud Risks <i>Natalie Beckwith</i> | |
| 3:00 - 5:00 (CIG & CIGE) | Employee Misconduct Investigations <i>Deborah Witzburg</i> | | | |
| 3:30 – 5:00 (CIGE) | | | | I &E Supervision <i>Leigh Anderson</i> |
| 4:00 – 5:00 (CIGA) | | | Planning and Performing the Audit <i>Natalie Beckwith</i> | |
| 6:00 (All) | Networking Social | Networking Social | Networking Social | Networking Social |

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| Wednesday 8-14-2024 | | | | |
| 8:00 – 9:00 (CIGI & CIGE) | | Cognitive Bias <i>Stephen Street</i> | | Interview Techniques <i>Leigh Anderson</i> |
| 9:00 – 11:00 (CIGE) | | | | Digital Evidence, Cloud Computing and Social Media <i>Adam Wandt</i> |
| 8:00-10:00 (CIG & CIGA) | Managing Multi-Agency Investigations <i>Deborah Witzburg</i> | | Yellow Book and Internal Auditing <i>Benjamin Sutphin</i> | |
| 9:00-10:00 (CIGI) | | OIG Terminology <i>John Carey</i> | | |
| 10:00-12:00 (CIG & CIG) | Legal Issues <i>Stephen Street/Pat Russo</i> | Working Procurement Fraud Investigations <i>Yvonne Brooks</i> | | |
| 10:00-11:00 (CIGA) | | | Documenting Audit Results <i>Benjamin Sutphin</i> | |
| 11:00-12:00 (CIGE & CIGA) | | | Digital Evidence, Cloud Computing and Social Media <i>Adam Wandt</i> | Statistical Sampling <i>Benjamin Spies</i> |
| 12:00 – 1:00 | Lunch | Lunch | Lunch | Lunch |

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| <p>1:00 – 2:00 (CIGI, CIGA & CIGE)</p> | | <p>Working Procurement Fraud Investigations (cont.) Yvonne Brooks</p> | <p>Statistical Sampling Benjamin Spies</p> | <p>Internal Controls Flora Miller</p> |
| <p>1:00-3:00 (CIG)</p> | <p>Legal Issues Stephen Street/Pat Russo</p> | | | |
| <p>2:00 -3:00 (CIGE)</p> | | | | <p>Peer Review Flora Miller</p> |
| <p>2:00 – 4:00 (CIGI)</p> | | <p>Conducting Multi-Agency Investigations Deborah Witzburg</p> | | |
| <p>2:00 – 3:30 (CIGA)</p> | | | <p>Report Writing Benjamin Spies</p> | |
| <p>3:00-4:00 (CIG)</p> | <p>Cognitive Bias Stephen Street</p> | | | |
| <p>3:00 – 4:00 (CIGE)</p> | | | | <p>Procurement & Contracts for Inspectors/Evaluators</p> |
| <p>3:30 – 5:00 (CIGA)</p> | | | <p>Audit Interviewing Flora Miller</p> | <p>Yvonne Brooks</p> |
| <p>4:00-5:00 (CIG & CIGI)</p> | <p>Enterprise Risk Management Joseph Maleszewski</p> | <p>Analytics in Procurement Fraud Investigations Erik Halvorson</p> | | |

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| Thursday 8-15-2024 | | | | |
| 8:00-9:00 (CIG, CIGI & GIGA) | Peer Review <i>Erica Smith</i> | Internal Controls <i>Flora Miller</i> | Enterprise Risk Management <i>Joseph Maleszewski</i> | |
| 8:00 – 10:00 (CIGE) | | | | Report Writing <i>Leigh Anderson</i> |
| 9:00 – 11:00 (CIG) | Ensuring Procurement Integrity/Analytics in Procurement Fraud Investigations <i>Erik Halvorson</i> | | | |
| 9:00- 10:00 (CIGI & CIGA) | | Report Writing <i>Flora Miller</i> | Use of Specialists and Audit Followup <i>Joseph Maleszewski</i> | |
| 10:00-11:00 (CIGE) | | | | OIG Terminology <i>Sherri Whittingham</i> |
| 10:00 – 12:00 (CIGI, & CIGA) | | Interviews and Interrogations <i>Nelson Andreu</i> | Internal Controls <i>Erica Smith</i> | |
| 11:00-12:00 (CIG & CIGE) | Internal Controls <i>Flora Miller</i> | | | Enterprise Risk Management for Inspectors <i>Joseph Maleszewski</i> |
| 12:00 – 1:00 | Lunch | Lunch | Lunch | Lunch |

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|--------------------------|--|---|--|--|
| 1:00-1:30 (CIGA) | | | Peer Review <i>Flora Miller/Erica Smith</i> | |
| 1:00 – 4:30 (CIGI) | | Interviews and Interrogations, Cont. <i>Nelson Andreu</i> | | |
| 1:00 – 3:00 (CIG & CIGE) | Grant Fraud <i>Nick Macedonia</i> | | | Inspections – A Military Perspective <i>Sherri Whittingham</i> |
| 1:30-3:30 (CIGA) | | | Annual Planning <i>Erica Smith</i> | |
| 3:00-5:00 (CIG & CIGE) | IG Lessoned Learned: Panel Discussion <i>J. Carey, S. Street, G. Arrington, I. Cumming</i> | | | Enterprise Relationships <i>Sherri Whittingham</i> |
| 3:30-5:00 (CIGA) | | | Audit Supervision <i>Erica Smith</i> | |
| 4:30 – 5:00 (CIG) | | Peer Review <i>Flora Miller</i> | | |
| 5:15-6:15 (CIGA) | | | Exam Study Session (optional) <i>Erica Smith</i> | |

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| Friday 8-16-2024 | | | | |
| 8:00 – 9:00 (CIGE) | | | | Process Mapping <i>Tony Montero</i> |
| 8:00 – 11:00 (CIGI) | | Grant Fraud <i>Nick Macedonia</i> | | |
| 8:00-9:30 (CIG) | OIG Communication/Outreach Planning <i>John Carey</i> | | | |
| 8:00 – 11:00 (CIGA) | | | Internal Audit Case Study <i>Erica Smith</i> | |
| 9:00 – 11:00 (CIGE) | | | | Practical Exercise <i>Tony Montero</i> |
| 9:30-11:00 (CIG) | IGs and the Media; creating a Win-Win <i>Isabel Cumming</i> | | | |
| 11:00am-1:00pm (CIG, CIGA, CIGI & CIGE) | Exam | Exam | Exam | Exam |
| Staff Note For All Schedules – Please Insert: Note to attendees: Do not make flight arrangements that would require you to leave the Institute hotel before 1:00pm | | | | |