



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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WENDY L. WATANABE
ACTING AUDITOR-CONTROLLER

ASST. AUDITOR-CONTROLLERS

ROBERT A. DAVIS
JOHN NAIMO
MARIA M. OMS

October 7, 2008

TO: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Wendy L. Watanabe *Maria Oms*
Acting Auditor-Controller

SUBJECT: **WEST SAN GABRIEL VALLEY CONSORTIUM dba CAREER PARTNERS – ROSEMEAD CONTRACT REVIEW – A COMMUNITY AND SENIOR SERVICES WORKFORCE INVESTMENT ACT PROGRAM PROVIDER – FISCAL YEAR 2007-08**

We completed a program, fiscal and administrative contract review of West San Gabriel Valley Consortium dba Career Partners – Rosemead (Rosemead or Agency), a Community and Senior Services (CSS) Workforce Investment Act (WIA) Program provider.

Background

CSS contracts with Rosemead, a private non-profit organization to provide and operate the WIA Adult, Dislocated Worker, Rapid Response and Youth Programs. The WIA Adult and Dislocated Worker Programs assist individuals obtain employment, retain their jobs and increase their earnings. The WIA Rapid Response Program provides assistance to companies that are facing a reduction in their workforce and assists the soon-to-be dislocated workers cope with career transitions by providing orientation seminars, workshops and materials. The WIA Youth Program is a comprehensive training and employment program for in-school and out-of-school youth ages 14 to 21 years old. Rosemead's offices are located in the First and Fifth Districts.

Rosemead is compensated on a cost reimbursement basis and has a contract for \$2,906,443 for Fiscal Year (FY) 2007-08.

Purpose/Methodology

The purpose of the review was to determine whether Rosemead complied with its contract terms and appropriately accounted for and spent WIA funds in providing services outlined in their County contract. We also evaluated the adequacy of the Agency's accounting records, internal controls and compliance with federal, State and County guidelines. In addition, we interviewed a number of the Agency's staff and clients.

Results of Review

Generally, Rosemead maintained sufficient internal controls over its business operations and the Agency's expenditures were allowable, accurately billed and supported by documentation as required. However, Rosemead billed CSS \$2,145 in direct costs for providing services to an individual that did not qualify for program services. In addition, the Agency did not always comply with other WIA and County contract guidelines. For example, Rosemead did not:

- Meet all the performance measures as outlined in the FY 2006-07 County contract.
- Accurately report the participants' program activities on the Job Training Automation System as required for eight (23%) of the 35 WIA Adult, Dislocated Worker and Youth participants sampled.
- Maintain adequate documentation to support the program services provided for seven (47%) of the 15 WIA Youth participants sampled.
- Complete operational MOUs with the nine partnering agencies.

Details of our review, along with recommendations for corrective action, are attached.

Review of Report

We discussed our report with Rosemead and CSS on June 11, 2008. In their attached response, Rosemead generally agreed with our findings and recommendations. The Agency did not agree to repay CSS \$2,145 for services provided to an individual not eligible to receive services. The Agency indicated that the individual was eligible for program services because he was a high school dropout and not enrolled in a trade school. However, the documents provided by the Agency indicated that the individual was enrolled in a trade school at the time that the services were provided. According to the WIA guidelines, a school dropout is defined as an individual who is no longer attending any school.

The Agency also stated that they achieved their performance measures. However, based on the documents they provided for our review, the Agency did not meet their planned performance levels for the WIA Adult program for FY 2006-07. We will follow-up with CSS to determine if the Agency achieved their planned performance levels for FY 2007-08.

We thank Rosemead for their cooperation and assistance during this review. Please call me if you have any questions or your staff may contact Don Chadwick at (626) 293-1102.

WLW:MMO:DC

Attachment

- c: William T Fujioka, Chief Executive Officer
- Cynthia Banks, Director, Department of Community and Senior Services
- Raymond L. Gibbs, Executive Director, West San Gabriel Valley Consortium dba Career Partners - Rosemead
- Robert Rizzo, Chairman, Executive Board, West San Gabriel Valley Consortium dba Career Partners – Rosemead
- Public Information Office
- Audit Committee

**WORKFORCE INVESTMENT ACT PROGRAM
WEST SAN GABRIEL VALLEY CONSORTIUM
dba CAREER PARTNERS – ROSEMEAD
FISCAL YEAR 2007-08**

ELIGIBILITY

Objective

Determine whether West San Gabriel Valley Consortium dba Career Partners – Rosemead (Rosemead or Agency) provided services to individuals that meet the eligibility requirements of the Workforce Investment Act (WIA).

Verification

We reviewed the case files for 35 (9%) (ten Adult, ten Dislocated Worker Program and 15 Youth) of the 376 participants that received services from July 2007 through January 2008 for documentation to confirm their eligibility for WIA services.

Results

All 35 participants sampled met the eligibility requirements for the WIA programs.

Recommendation

There are no recommendations for this section.

BILLED SERVICES/CLIENT VERIFICATION

Objective

Determine whether the Agency provided the services in accordance with the County contract and WIA guidelines. In addition, determine whether the participants received the billed services.

Verification

We reviewed the documentation contained in the case files for 35 (9%) participants that received services during July 2007 through January 2008. We also interviewed seven youth, four adults and five dislocated workers.

Results

Adult and Dislocated Worker Programs

The nine participants interviewed stated that the services they received met their expectations. However, Rosemead did not accurately report the participants' program activities, such as supportive services and exits, on the Job Training Automation (JTA) System as required for two (10%) of the 20 participants sampled. The JTA system is used by the State of California Employment Development Department and the Department of Labor to track WIA participant activities. This finding was also noted during the prior year's monitoring review.

Subsequent to our review, Rosemead updated the JTA System to accurately reflect the participants' program activities for the two participants.

Youth Program

The seven participants/guardians interviewed stated that the services they received met their expectations. However, Rosemead did not always comply with WIA guidelines. Specifically, Rosemead did not:

- Accurately report the participants' program activities, such as leadership training, into the JTA system as required for six (40%) of the 15 participants sampled. This finding was also noted during the prior year's monitoring review. Subsequent to our review, Rosemead updated the JTA system to accurately reflect the participants' program activities for four of the six participants.
- Discuss the Individual Service Strategy (ISS) Plans with the participants on a monthly basis for one (7%) of the fifteen participants sampled. The ISS is an on going strategy jointly developed by the participant and case manager that identifies the participant's employment goals, appropriate achievement objectives and a combination of services to achieve long term employment. This finding was also noted during the prior year's monitoring review.
- Maintain adequate documentation to support the incentives and subsidized employment provided for seven (47%) of the 15 participants sampled. Specifically, Rosemead did not maintain documentation in the participants' case files to support that the predetermined benchmarks were achieved to warrant the incentives provided, or signed and approved timecards to support subsidized employment.

Recommendations

Rosemead management:

- 1. Ensure that staff accurately update the Job Training Automation system to reflect the participants’ program activities within 30 days as required.**
- 2. Ensure that staff discuss the Individual Service Strategy Plans with the participants on a monthly basis.**
- 3. Ensure that adequate documentation is maintained in the participants’ case files to support the program services provided to the participants.**

PERFORMANCE OUTCOME REVIEW

Objective

Determine whether Rosemead met the planned performance measures as outlined in the County contract and accurately reported the performance outcomes to the Workforce Investment Board (WIB).

Verification

At the time of our review, the performance outcomes for Fiscal Year (FY) 2007-08 were not available. As such, we compared the reported FY 2006-07 actual performance outcomes to the planned performance measures outlined in the County contract and the program activities reported on the JTA system. We also reviewed the documentation contained in the case files for 35 (9%) of the 398 participants reported as having exited the programs, completed training and/or placed in employment during FY 2006-07.

Results

Adult and Dislocated Worker Programs

Rosemead met all four planned performance measures outlined in the County contract for the WIA Dislocated Worker Program for FY 2006-07. However, Rosemead did not meet three (75%) of four planned performance outcomes for the WIA Adult Program. Specifically, Rosemead did not obtain at least 85% of the planned performance measures as required by the County contract for enrollments, exits and placements. In addition, Rosemead did not accurately report the number of participants trained or the planned and actual performance outcomes for enrollments, exits and placements to the WIB.

We also noted that Rosemead did not comply with the following WIA and County contract guidelines. Specifically, Rosemead did not:

- Complete the Individual Employment Plan (IEP) as required by the WIA guidelines for three (15%) of 20 participants sampled. The IEP is an on-going plan jointly developed by the participant and the case manager that identifies the participant's employment goals, achievement objectives and the services needed to achieve their employment goals. This finding was also noted during the prior year's monitoring review. Subsequent to our review, Rosemead provided completed IEPs for two of the three participants. However, the IEP provided for the remaining participant was not completed in accordance with WIA guidelines. Specifically, Rosemead did not indicate the disposition or status of the participant's planned activities as required.
- Maintain progress notes in the participants' case files for two (10%) out of 20 participants sampled. Subsequent to our review, Rosemead provided copies of progress notes for the two participants.
- Follow-up with the participant on a quarterly basis after the participant exited the program for one (5%) of 20 participants sampled. Subsequent to our review, Rosemead provided copies of the follow-up information forms to support that they followed-up with the participant. However, Rosemead did not provide the follow-up information form for the second quarter. WIA guidelines require service providers to follow-up with exited participants on a quarterly basis.

Youth Program

Rosemead met all four planned performance measures outlined in the County contract for the WIA Youth Program for FY 2006-07. However, the performance measures reported to the WIB were inaccurate.

In addition, we noted that Rosemead did not comply with the following WIA and County contract guidelines. Specifically, Rosemead did not:

- Maintain appropriate documentation to support the eligibility for two (13%) of the 15 participants sampled. Specifically, Rosemead did not maintain appropriate documentation in the participants' case files to support the participants' income and/or barrier to employment as required. Subsequent to our review, Rosemead provided additional documentation to support the eligibility for one of the two participants. The additional documentation provided for the remaining ineligible individual did not adequately support the participant's eligibility. Specifically, the individual was enrolled as a school dropout. However, based on the referral provided, the individual was enrolled in a technical college.

According to the WIA guidelines, a school dropout is defined as individual who is no longer attending any school and a youth attending an alternative school at the time of registration is not considered a dropout. Rosemead billed CSS \$2,145 in direct costs associated with providing services to the ineligible individual. The Agency may have also billed CSS for other direct and indirect services for the ineligible individual, such as staff time. However, we were unable to determine the amount.

- Administer the post assessment exams within one year of the pre-assessment exams for three (20%) of 15 participants sampled.
- Maintain the participants' work permits in the participants' case files for two (13%) of the 15 participants sampled.
- Maintain adequate documentation, such as receipts and invoices, in the participants' case files to support the supportive services provided to two (13%) of the 15 participants sampled. Subsequent to our review, Rosemead provided documentation to support the supportive services provided for one of two participants. The additional documentation provided for the remaining individual did not adequately support the supportive services billed to CSS. Specifically, Rosemead did not provide copies of receipts to support the services provided as required.
- Follow-up with the participants after the participants exited the program for four (27%) of the 15 participants sampled. Subsequent to our review, Rosemead provided copies of the follow-up information forms to support that they followed-up with two of the four participants. The additional documentation provided for one of the two remaining participants did not adequately support that the Agency followed-up with the participants after the participant exited the program. Specifically, the participant exited the program in April 2007. However, the follow-up information form indicated that the only follow-up contact was made in April 2008. WIA guidelines require service providers to follow-up with exited participants on a quarterly basis.

Recommendations

Rosemead management:

- 4. Repay CSS \$2,145 and for any other costs incurred on behalf of the ineligible participant.**
- 5. Ensure that staff obtain appropriate documentation from the participants to determine the participants' eligibility for program services prior to enrollment.**
- 6. Ensure that performance measures outlined in the County contract are met.**
- 7. Ensure that the accurate performance outcomes are reported to the Workforce Investment Board.**
- 8. Ensure that staff complete the Individual Employment Plans in accordance with WIA guidelines.**
- 9. Ensure that staff maintain progress notes in the participants' case files.**

10. **Ensure that staff follow-up with exited participants on a quarterly basis and ensure that documentation to support the follow-up discussions are maintained in the participants' case files.**
11. **Ensure that staff obtain appropriate documentation from the participants to determine the participants' eligibility for program services prior to enrollment.**
12. **Ensure that post assessment exams are administered within one year of the pre-assessment exams.**
13. **Ensure that staff maintain valid work permits in the participants' case files.**
14. **Ensure that adequate documentation is maintained to support the program services provided.**

CASH/REVENUE

Objective

Determine whether cash receipts and revenue are properly recorded in the Agency's records and deposited timely in their bank account. In addition, determine whether there are adequate controls over cash, petty cash and other liquid assets.

Verification

We interviewed Agency personnel and reviewed financial records. We also reviewed the Agency's December 2007 bank reconciliation.

Results

Rosemead maintained adequate controls to ensure that revenue was properly recorded and deposited in a timely manner.

Recommendation

There are no recommendations for this section.

EXPENDITURES/PROCUREMENT

Objective

Determine whether program related expenditures are allowable under the County contract, properly documented and accurately billed.

Verification

We interviewed Agency personnel, reviewed financial records and reviewed documentation to support 88 non-payroll expenditure transactions billed by the Agency for July and December 2007, totaling \$60,763.

Results

Rosemead's expenditures were allowable, accurately billed and supported by documentation as required.

Recommendation

There are no recommendations for this section.

ADMINISTRATIVE CONTROLS/CONTRACT COMPLIANCE

Objective

Determine whether the Agency maintained sufficient controls over its business operations. In addition, determine whether the Agency is in compliance with other program and administrative requirements.

Verification

We interviewed Agency personnel, reviewed their policies and procedures manuals, conducted an on-site visit and tested transactions in various areas such as expenditures, payroll and personnel.

Results

Generally, Rosemead maintained sufficient internal controls over its business operations. However, Rosemead did not always comply with WIA and County contract requirements. Specifically, Rosemead did not:

- Obtain a fire inspection. Subsequent to our review, Rosemead obtained a fire inspection.
- Maintain an appropriate program procedural manual for administering the WIA Programs. Specifically, Rosemead's program procedural manual did not identify specific procedures for administering the program, such as how staff should document the participants' eligibility.

Recommendation

15. Rosemead management develop and distribute the WIA program procedural manual to ensure that staff comply with WIA guidelines.

FIXED ASSETS AND EQUIPMENT

Objective

Determine whether Rosemead's fixed assets and equipment purchases made with WIA funds are used for the WIA programs and are safeguarded.

Verification

We interviewed Agency personnel and reviewed the Agency's fixed assets and equipment inventory listing. In addition, we performed an inventory and reviewed the usage of 16 items purchased with WIA funds, totaling \$17,957.

Results

Rosemead equipment purchased with WIA funds were used for the WIA programs and were safeguarded.

Recommendation

There are no recommendations for this section.

PAYROLL AND PERSONNEL

Objective

Determine whether payroll is appropriately charged to the WIA programs. In addition, determine whether personnel files are maintained as required.

Verification

We traced the payroll expenditures invoiced for 23 employees totaling \$67,962 for December 2007 to the Agency's payroll records and time reports. We also interviewed one staff and reviewed personnel files for seven employees assigned to the WIA programs.

Results

Rosemead appropriately charged payroll expenditures to the WIA programs. However, Rosemead did not conduct a criminal record clearance for one (14%) of the seven employees sampled. According to Agency management, the employee refused to sign a background check consent form and as such, the Agency has been unable to obtain a

criminal clearance for the employee. The County contract requires all contractors to ascertain arrest and conviction records for all current and prospective employees. This finding was also noted during the prior two years' monitoring reviews. Subsequent to our review, Rosemead obtained a criminal record clearance for the one employee.

In addition, Rosemead did not conduct an annual performance evaluation since 2000 for one (14%) of the seven employees sampled.

Recommendations

Rosemead management:

- 16. Obtain criminal record clearances for all employees.**
- 17. Ensure that performance evaluations are prepared annually and maintained in the personnel files.**

COST ALLOCATION PLAN/MEMORANDUM OF UNDERSTANDING

Objective

Determine whether Rosemead's Cost Allocation Plan and operational Memorandum of Understanding (MOU) were prepared in compliance with WIA and County contract requirements. WIA guidelines require the One-Stop lead agency to establish an operational MOU with all partnering agencies participating in providing services through the One-Stop Center. In addition, determine whether the Agency used the plan and MOUs to appropriately allocate shared program expenditures.

Verification

We reviewed the Cost Allocation Plan and the operational MOUs, and reviewed a sample of expenditures incurred by the Agency in July and December 2007 to ensure that the expenditures were properly allocated to the Agency's programs.

Results

Rosemead's Cost Allocation Plan was prepared in compliance with the County contract. However, Rosemead's operational MOUs with the nine partnering agencies did not contain all the required elements. Specifically, MOUs did not describe the methods for referral between programs, modification process and/or funding arrangements, otherwise known as the Resource Sharing Agreement (RSA). As such, we could not determine whether Rosemead appropriately applied the RSA to their shared program expenditures.

Subsequent to our review, Rosemead provided operational MOUs for four (44%) of the nine partnering agencies. However, the MOUs provided were not in compliance with WIA and County contract requirements. Specifically, the MOUs did not address the specific referral methods or referenced the Resource Sharing Agreement as required by the WIA guidelines.

Recommendations

Rosemead management:

- 18. Establish WIA compliant operational MOUs with partnering agencies participating in providing services through the One-Stop Center as required.**
- 19. Ensure that shared expenditures are appropriately allocated according to the RSAs established within the MOUs.**

CLOSE-OUT REVIEW

Objective

Determine whether the Agency's FY 2006-07 final close-out invoices for the WIA Adult, Dislocated Worker, Youth and Rapid Response programs reconciled to the Agency's financial accounting records.

Verification

We traced the Agency's FY 2006-07 general ledgers to the Agency's final close-out invoices for FY 2006-07. We also reviewed a sample of expenditures incurred in April, May and June 2007.

Results

Rosemead's final close-out invoices reconciled to the Agency's financial records.

Recommendation

There are no recommendations for this section.

PRIOR YEAR FOLLOW-UP

Objective

Determine the status of the recommendations reported in the prior monitoring review completed by the Auditor-Controller.

Verification

We verified whether the outstanding recommendations from FY 2006-07 monitoring review were implemented. The report was issued on October 12, 2007.

Results

The prior year's monitoring report contained eight recommendations. Rosemead implemented two recommendations. As previously indicated, the findings related to recommendations 1, 2, 8 and 16 contained in this report were also noted during our prior two years' monitoring reviews. The remaining two recommendations required the Agency to follow-up with CSS to obtain approval for the FY 2005-06 fourth quarter purchases or repay CSS \$53,091 and to implement the outstanding recommendations from FY 2005-06 monitoring report.

Subsequent to our review, Rosemead obtained approval from CSS for the FY 2005-06 fourth quarter purchases totaling \$53,091.

Recommendation

- 20. Rosemead management implement the outstanding recommendations.**

Career Partners

3505 N. Had Avenue • Rosemead, CA 91770
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June 27, 2008

Wendy L. Watanabe, Acting Auditor-Controller
Department of Auditor-Controller
Countywide Contract Monitoring Division
1000 S. Fremont Avenue, Unit #51
Alhambra, CA 91803
Attention: Yoon Bae

RE: FY 2007-2008 Fiscal and Administrative contract review of West San Gabriel Valley Consortium dba Career Partners-(Rosemead) Workforce Investment Act (WIA) Programs provider.

Dear Ms. Watanabe:

We are submitting a *reply to the draft monitoring report received by e-mail on June 20, 2008*. West San Gabriel Valley Consortium dba Career Partners has reviewed the findings, which are identified in the report, and we will initiate procedures to make the necessary adjustments.

The enclosed documents illustrate the corrective actions we have taken in response to the findings.

If you have any questions or need additional clarification, please call Raymond L. Gibbs at 626-569-1100 or Lina Hsiung at 626-569-1102.

Sincerely,

A handwritten signature in cursive script that reads "Raymond L. Gibbs".

Raymond L. Gibbs
Executive Director

RLG/gd
Enclosures

cc: Lina Hsiung
Jackie Sakane @ Community and Senior Services County of Los Angeles

Career Partners

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June 23, 2008

Wendy L. Wantanabe, Acting Auditor-Controller
Department of Auditor-Controller
Countywide Contract Monitoring Division
1000 S. Fremont Avenue, Unit #51
Alhambra, CA 91803

BILLED SERVICES/CLIENT VERIFICATION

Recommendations:

Rosemead Management:

1. *Ensure that staff accurately update the Job Training Automation system to reflect the participants' program activities within 30 days as required.*

Staff is currently working with LA County CSS to update the JTA system. Staff will ensure immediately that all program activities are reported to the JTA system in a timely manner.

2. *Ensure that staff discuss the Individual Service Strategy Plans with the participants on a monthly basis.*

All case files were immediately updated and all discussions were immediately documented in ISS plans. Staff will ensure immediately that all ISS plans are maintained on a monthly basis.

3. *Ensure that adequate documentation is maintained in the participants' case files to support the program services provided to the participants.*

All case files were immediately updated to support the program services were provided. In addition, staff will ensure that this is done as needed.

PERFORMANCE OUTCOME REVIEW

Recommendations:

Rosemead Management:

4. Repay CSS \$2,145 (\$4,615 - \$2,200) and for any other costs incurred on behalf of the ineligible participant.

Career Partners did provide letter from educational institute where it was documented that student was a high school dropout. This document was provided to Staff from the Auditor Controllers office. The youth was not enrolled in Vocational School at time. Student was referred to our program after inquiring at school. This student was out-of-school at time of enrollment and eligible as a drop out.

5. Ensure that staff obtain appropriate documentation from the participants to determine the participants' eligibility for program services prior to enrollment.

Please see above comment with regards to eligibility.

6. Ensure that performance measures outlined in the County contract are met.

All performance measures in the county contract were met and above the 85% range. In addition the county performance report was provided to Staff from Auditor Controllers office where it indicated that we had met our performance for 06/07.

7. Ensure that the performance outcomes are accurately reported to the Workforce Investment Board.

As discussed with staff from Auditor Controllers office, we do not report performance information to the County WIB, it is provided to the WIB by LA County CSS staff.

8. Ensure that staff complete the Individual Employment Plans in accordance with WIA guidelines.

Staff has immediately reviewed all files and can ensure that they are completed within the WIA guidelines.

9. Ensure that staff maintain progress notes in the participants' case files.

Staff will ensure immediately that all progress notes are maintained in file.

10. **Ensure that staff follow-up with exited participants on a quarterly basis and ensure that documentation to support the follow-up discussions are maintained in the participants' case files.**

Staff has updated all files needing follow ups and will ensure that they are completed on a quarterly basis.

11. **Ensure that staff obtain appropriate documentation from the participants to determine the participants' eligibility for program services prior to enrollment.**

Staff has ensured that all documentation is accurate and meets WIA regulations.

12. **Ensure that post assessment exams are administered within one year of the pre-assessment exams.**

Staff will ensure that all post assessments are administered within one year.

13. **Ensure that staff maintain valid work permits in the participants' case files.**

Staff will ensure immediately that all work permits are valid.

14. **Ensure that adequate documentation is maintained to support the program services provided.**

Staff will ensure that adequate information is maintained and documented.

ADMINISTRATIVE CONTROLS/CONTRACT COMPLIANCE

15. **Rosemead management develop and distribute the WIA program procedural manual to ensure that staff comply with WIA guidelines.**

Career Partners does have an agency procedural manual that reflects all Directives/WIA Guidelines. The manual is for all departments and contains all policies and procedures for agency/center. The manual was provided to staff from Auditor Controllers office at the time.

COUNTY OF LOS ANGELES

COST ALLOCATION PLAN/MEMORANDUM OF UNDERSTANDING

Recommendations:

Rosemead Management:

18. Establish WIA compliant operational MOUs with partnering agencies participating in providing services through the One-Stop Center as required.

Career Partners does have the original MOU's with all partner agencies for both mandated and non mandated partners. We recently submitted our new CSA's (RSA's) for all mandated partners as required by regulations to county with letter/budgets for those county/state agencies that could not sign their CSA at this time, but provided an explanation.

19. Ensure that shared expenses are appropriately allocated according to the RSAs established within the MOUs.

Career Partners is currently working in cooperation with county staff to ensure that our CSA's are in accordance with the WIA guidelines.

If you have any WIA questions regarding this letter, please feel free to contact me at (626) 569-1106.

Sincerely,



Johnene Ornelas-Leyba
Program Operations Director
WorkSource California Career Partners

Career Partners

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June 27, 2008

To: Yoon Bae
Principle Accountant-Auditor
Department of Auditor-Controller

West San Gabriel Valley Consortium dba Career Partners – Rosemead

PAYROLL AND PERSONNEL

Recommendation – page 9:

16. Obtain a criminal record clearance for all employees.

Attached is the documentation to support the criminal record clearance obtained for employee.

Staff will ensure that all criminal records are obtained.

17. Ensure that performance evaluations are prepared annually and maintained in the personnel files.

The Executive Director (ED) will discuss with his Executive Board the recommendation of the Auditor-Controller regarding performance evaluations, and solicit the frequency with which they desire to formally evaluate the ED's performance. A suggestion of having an annual performance evaluation of the ED will be made to the Executive Board, with the next one recommended in September, 2008

Thank you for your review and recommendation with regards to the monitoring visit. Your input was greatly appreciated. If you have any questions please call me at 626-569-1101.

Sincerely,

A handwritten signature in black ink, appearing to read "Gloria Delgado".

Gloria Delgado
Administrative Services Manager
WorkSource California Career Partners

Career Partners

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June 27, 2008



To: Yoon Bac
Principle Accountant-Auditor
Department of Auditor-Controller

West San Gabriel Valley Consortium dba Career Partners – Rosemead

PRIOR YEAR FOLLOW-UP

Recommendation – page 11:

Rosemead Management-

20. Immediately repay CSS \$53,091.

Rosemead Management discussed the matter with the County WIB Executive Director, Ms. Josie Marquez. We also sent her some requested paperwork relevant to the finding and she consulted, (to our understanding) with CSS and A-C Department staff regarding the finding. At the conclusion of the deliberation, Ms. Marquez notified Career Partners Management that the finding would be withdrawn (not exact words) and the requested remittance of \$53,091 by Career Partners would be rescinded (not exact words).

We understand that an Administrator with DCSS will be sending official notice in a letter and/or e-mail to Career Partners Management and the Auditor-Controller Department on June 27. Since we can't be assured of the time of ultimate arrival of any promised correspondence on this matter, we are answering the finding in this manner. If verification is necessary immediately, Ms. Marquez number is 213-738-3175.

21. Implement the outstanding recommendations

Staff will ensure that any outstanding recommendations are implemented.

Thank you for your review and recommendation with regards to the monitoring visit. Your input was greatly appreciated. If you have any questions please call me at 626-569-1100.

Sincerely,

Raymond L. Gibbs
Executive Director
WorkSource California Career Partners



CYNTHIA D. BANEJ
Director

**COMMUNITY AND SENIOR SERVICES
OF LOS ANGELES COUNTY**

3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 837-4706 (213) 300-8275 FAX

"To Enrich Lives Through Effective And Caring Service"

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MICHAEL D. ANTONOVICH

June 26, 2008

Raymond L. Gibbs
West San Gabriel Valley Consortium
Career Partners Rosemead
3505 N. Hart Avenue
Rosemead, CA 91770

Subject: **APPROVAL OF EQUIPMENT PURCHASES FOR FISCAL YEAR (FY)
2005-06**

Dear Mr. Gibbs:

Community and Senior Services (CSS) is issuing this letter to follow up on the purchase issues identified by the Los Angeles County Auditor-Controller (A-C) in its FY 2006-07 program review.

Monitoring Findings

The expenses in question are as follows:

1. FY 2005-06 – The A-C report of October 12, 2007 concluded that West San Gabriel Valley Consortium (Career Partners) billed CSS in the amount of \$53,091 for equipment purchases made during the months of April, May, and June of 2006. The county contract indicates that purchases of equipment must be completed prior to the last three months of the contract period.

Recommendation/Approval

CSS, in consultation with our internal compliance section, is agreeing to approve your agency's equipment purchases made during the last quarter of FY 2005-06 in the amount of \$53,091. This letter serves as written approval for the purchase made at that time, and resolves this monitoring finding. Please retain a copy of this approval letter for your files.

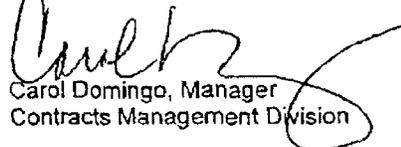
Conclusion

A copy of this approval letter is being forwarded to the A-C to incorporate the resolution into its monitoring report.

Career Partners-Rosemead A-C Findings
Page 2 of 2

If you have any questions regarding this matter, please contact me at (213) 738-5090.

Sincerely,



Carol Domingo, Manager
Contracts Management Division

CD:th:dn