



Los Angeles County AUDIT COMMITTEE

Louisa Ollague, Chair
1st District
Brence Culp, Vice Chair
3rd District
Clinton Tatum
2nd District
Carl Gallucci
4th District
Angela Mazzie
5th District

MEETING MINUTES
March 17, 2005

Chairperson Louisa Ollague called the meeting to order at 1:35 p.m. in the Sybil Brand Conference Room, 372, at the Kenneth Hahn Hall of Administration.

Committee Members Present

Louisa Ollague, First District
Clinton Tatum, Second District
Brence Culp, Third District
Angela Mazzie, Fifth District

Committee Members Absent

Carl Gallucci, Fourth District

Others in Attendance

Maria Oms, Auditor-Controller
Don Chadwick, Auditor-Controller
Jim Schneiderman, Auditor-Controller
Ben Uminsky, Graduate Student/SEIU 660
Ramon Rubalcary, SEIU 660

Martha Littlefield, Executive Office
Peter Papadakis, Executive Office
Garen Khachian, Executive Office
Ron Barrett, Probation Department

Approval of Minutes

On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved the February 17, 2005 minutes.

Old Business

FFA's and Group Home Monitoring: Auditor-Controller planned to perform an assessment of the entire monitoring process, but DCFS opted to perform the assessment in-house. Also, DCFS has not completed their assessment of fiscal monitoring. Auditor-Controller was supposed to receive a report on their findings at the end of February 2005. A subsequent date of March 14, 2005 was chosen, but no report was submitted. Auditor-Controller will review the final document DCFS chooses to use for monitoring to ensure similarities are not present. **This item was continued to the April 21, 2005 meeting.**

Protocol for GAIN Employment Activity Reporting System: Auditor-Controller reported the re-bids received by DPSS were still not cost effective and a letter will be submitted to the Board of Supervisors recommending the operation of the program be performed in-house. **On motion of Brence Culp, seconded by Louisa Ollague, the Committee unanimously approved to remove this item for further discussion.**

Reports to be Received and Filed

Fiscal Review of Aziza Group Home – A Group Home Foster Care Contractor: Review determined the agency needs to strengthen its internal controls over disbursements, payroll and bank reconciliations. Auditor-Controller recommended DCFS resolve the questioned costs, and to the appropriate extent, collect the disallowed amounts. Further, DCFS needs to ensure the agency's management takes corrective action(s) to address the Auditor-Controller recommendations. **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – CLEO’s Group Home: Agency provided the services outlined in its program statement, however, the agency needs to address various areas where improvements are needed including: develop comprehensive quarterly reports that include the needs and services plans’ goals; ensure implementation of residents’ scheduled outings; provide residents with a variety of recreational activities; and provide documentation to show residents are receiving clothing allowances and the required weekly allowances. The agency is required to submit a corrective action plan to the Children’s Group Home Ombudsman within 15 business days from receipt of this report. **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Children’s Home Society of California Contract Review: Review determined agency is providing the services required by the County contract, and paid the service providers within the timeframe required by the County contract. The agency issued payments for 36 of 37 Provider Payment Requests sampled in the required timeframe. Due to an oversight, the agency claimed the remaining payment was issued 17 days beyond the required timeframe of the County contract. **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

DHS LAC+USC Medical Center Respiratory Therapy Proposition A Contract: Review indicated LAC+USC’s use of higher level staffing may be justified based on the difference in the training and experience of the proposed contract staff compared to the County’s lower level staff positions. Since the actual service level required cannot be predicted, the actual contract cost and savings may be more/less than estimated. However, the contract includes a provision requiring the contractor to reduce its cost if the actual workload is significantly lower than expected, and refund those savings to the County. **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Reviews of the Treasurer’s Cash and Investments as of September 30, 2003 and as of December 31, 2003: **On motion of Brence Culp, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Leroy Haynes Center, Inc., Leroy Haynes Group Home: The agency needs to make numerous repairs to its facility; provide each resident with a complete initial diagnostic assessment within 30 days of being admitted; maintain current needs and services plans and quarterly report for each resident; provide documentation showing each placement worker’s participation in the development and update of the needs and services plans; maintain documentation to show residents receive regular individual/group therapy; and provide each resident with the \$50 monthly clothing allowance. Ms. Oms reported no response has been received from the agency. **The Committee unanimously approved continuing this item to the April 21, 2005 meeting.**

Penny Lane Contract Review – Department of Mental Health: Overall the agency provided the services outlined in its County contract, but needs to maintain better documentation to support the services billed to Department of Mental Health (DMH). Penny Lane did not sufficiently document all 8 Day Rehabilitation services sampled, or obtain written authorization from DMH to allow the agency to shift certain types of services offered. Auditor-Controller recommended the agency submit a written request to DMH’s Director and

obtain written authorization before making substantial deviations from the planned services described in the contract. **On motion of Brencé Culp, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Excel Family Intervention Foster Family Agency Contract Review: The agency maintained the appropriate number of social workers and its caseloads did not exceed the maximum allowed by CDSS Title 22, but needs to complete the children's education and developmental progress reports in accordance with the contract. **On motion of Brencé Culp, seconded by Angela Mazzie, the Committee unanimously approved receiving and filing this report.**

Reports Received

Sunset Review for the Los Angeles County Small Craft Harbor Commission: **On motion of Clinton Tatum, seconded by Angela Mazzie, the Committee unanimously approved a recommendation to the Board of Supervisors to extend the sunset review date to December 31, 2009.**

Probation Juvenile Hall's Quality Assurance Unit Status Report: Ms. Oms reported monitoring of the homes is ongoing. Ron Barrett reported the Department of Justice is satisfied with the 4 agencies progress; a quarterly status report is due May 2, 2005 and will be forwarded to the Board of Supervisors; and a second quarterly report will be available in June 2005. In response to Louisa Ollague, Don Chadwick reported six people staff the Quality Assurance Unit. **On motion of Angela Mazzie, seconded by Louisa Ollague, the Committee unanimously approved receiving and filing this report.**

McKinley Children's Center Foster Family Agency Contract Review: Ms. Oms reported the agency responded quickly to the review and has decertified one home where the most areas of non-compliance were present. Further, the agency has hired a new administrator, in-take worker, and support staff to ensure compliance with all regulations and guidelines. Mr. Chadwick stated a follow-up review is scheduled in two months to ensure corrective action is being maintained. **This item was continued to the April 21, 2005 meeting.**

Fiscal Review of HA'RE John's Paradise, Inc. – A Group Home Foster Care Contractor: Mr. Schneiderman reported questioned cost amounts were minor and related to lack of receipts for expenditures, specifically, \$20,000 out of \$562,000. Ms. Oms stated Auditor-Controller should receive a report from the agency by the end of March 2005. **This item was continued to the April 21, 2005 meeting.**

Public Comments

Roné Ellis asked why the Committee was not meeting in Room 525. Ms. Ollague advised Room 525 is being remodeled and should be complete in May 2005.

Matters not on the Posted Agenda (to be Presented and Placed on the Agenda of a Future Meeting)

There were none.

Adjournment

There being no further business to conduct, the meeting was adjourned at 1:52 p.m.