



**STATEMENT OF PROCEEDINGS
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY AUDIT COMMITTEE
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 525
LOS ANGELES, CALIFORNIA 90012**

Thursday, February 19, 2015

10:30 AM

AUDIO LINK FOR THE ENTIRE MEETING. (15-0939)

Attachments: [AUDIO](#)

Present: Lori Glasgow, Dorinne Jordan, Kieu-Anh King and Carl Gallucci

Absent: Vice Chair James Blunt, Michelle Vega, Grace
Crossette-Thambiah, Maria Romero, Genie Chough and Nick
Ippolito

I. ADMINISTRATIVE MATTERS

1. Call to Order. (15-0522)

The meeting was called to order by Lori Glasgow at 10:44 a.m.

2. Approval of the January 21, 2015 meeting minutes. (15-0523)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

II. BOARD POLICIES

3. Recommendation to approve substantive changes to Board Policy No. 3.045 - Energy And Environmental Policy, extend the sunset review date by four years and submit to the Board of Supervisors for final action. (14-5040)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

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4. Recommendation to approve substantive changes to Board Policy No. 5.055 - Services Contract Solicitation Protest, extend the sunset review date to March 31, 2019 and submit to the Board of Supervisors for final action. (15-0734)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

III. OLD BUSINESS

5. Recommendation to extend the sunset review date of Board Policy No. 3.120 - Departmental Conflict of Interest and Disclosure Codes, to March 20, 2019 (Continued from the meeting of 1/21/15). (15-0361)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

6. Recommendation to extend the sunset review date of Board Policy No. 5.070 - Multi-Year Services Contract Cost of Living Adjustments to March 18, 2017(Continued from the meeting of 1/21/15). (15-0305)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

7. Recommendation to amend Board Policy No. 7.030 - Coordination of County Legislation Position in Sacramento and Washington to add a reference section and extend the sunset review date to March 30, 2020 (Continued from the meeting of 1/21/15). (15-0360)

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was approved.

Attachments: [SUPPORTING DOCUMENT](#)

8. Sodexo America, LLC - A Department of Health Services Housekeeping Services Contract Service Provider - Contract Compliance Review (9/30/14) (Continued from the meetings of 10/15/14, 12/17/14 and 1/21/15). (14-4504)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

9. Foothill Family Service - A Department of Mental Health and Department of Children and Family Services Provider - Contract Compliance Review (10/15/14)(Continued from the meetings of 12/17/14 and 1/21/15). (14-4781)

This Agenda Item was discussed jointly with Agenda Item #25.

Kieu-Anh King expressed concern regarding the agency's trend of non-compliance with standards set by the Department of Mental Health (DMH) and Auditor-Controller (A-C). Robin Kay, DMH, indicated that the poor quality of documentation is due to the method monitoring reports are annotated; the department will continue to work with A-C to find a solution. Elaine Boyd, A-C, added that the reports are reviewed by the clinicians to confirm accuracy; both DMH and A-C are working on improving the monitoring tool.

Kieu-Anh King expressed concern regarding the agency's lack of description on progress notes. Ms. Kay indicated that a review was conducted and an update will be provided via email. Ms. Kay added that internal training will continue to improve quality. Ms. Boyd added that the agency agreed to additional training.

Lori Glasgow questioned the report that will be presented to the agency. Ms. Boyd indicated that at the end of the audit a list of informal findings known as an exit document are provided to the agency; however, only reportable findings will be placed on the formal report. Ms. Boyd added that the current monitoring tool and formal report will be modified. Ms. Kay also added that all parties of interest attend exit conferences and changes for improvement are in progress.

Lori Glasgow asked what type of staff the audit team consists of. Ms. Boyd indicated that the team has two licensed clinicians.

Judith Kleigand, DMH, provided an overview on the Contractor Audit reports. In response to Dorinne Jordan, Ms. Kleigand indicated that Hillview Mental Health Center, Inc., is currently under review and contracted with the County. Ms. Kleigand will provide an email of the agency's contract terms.

Kieu-Anh King questioned the appeal and accounts receivable amount from Hillview Mental Health Center, Inc. Ms. Kleigand indicated that the appeal is due to the agency's effort to keep funding and their accounts receivable amount reflects an accumulation of a two-year period.

Dorinne Jordan questioned the contract process for agencies with outstanding balances. Don Chadwick, A-C, confirmed that the contract process varies by department. Ms. Kay indicated that DMH precludes contractors that have outstanding balances.

Lori Glasgow requested that Agenda Item #25 be continued for six months.

On motion of Carl Gallucci, seconded by Kieu-Anh King, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

10. Santa Anita Family Service, Inc. - A Community and Senior Services and Department of Public Social Services Programs Provider - Contract Compliance Review (12/12/14)(Continued from the meeting of 12/17/14). (14-5737)

Kieu-Anh King expressed concern regarding the agency's poor financial records. Jackie Sakane, Community and Senior Services (CSS), provided a status update. Ms. Sakane indicated that the agency concluded a re-allocation of costs exercise; however, the agency has not provided supporting documents. A meeting with the agency and CSS staff will be conducted soon. Elaine Boyd, Auditor-Controller (A-C), added that the agency has an estimated total of 28 contracts. Ms. Sakane added that CSS plans to terminate all County contracts with the agency; a notification regarding future action will be provided to the Department of Public Social Services (DPSS).

Lori Glasgow asked what is planned for the current County clients placed with the agency. Ms. Sakane indicated that a survey for future placements will be conducted soon, which will eliminate a gap in service and allow timely placements. Ms. Sakane added that the department will be held liable for expenditures not justified. The agency is located in the City of Monrovia.

Kieu-Anh King highlighted that the programs provided by the agency are state and/or federal funded; therefore, the County will be held liable for expenditures not justified. Ms. Sakane added that a meeting with the California State Department of Aging is scheduled for May 2015; discussions regarding the agency are anticipated.

Kieu-Anh King asked if the agency's fiscal issues are limited to certain contracts or agency wide. Ms. Sakane confirmed that the fiscal issues are agency wide.

Kieu-Anh King requested that A-C staff to provide the agency's contract totals with County Departments for the last three years.

Dorinne Jordan asked if the agency has been placed on Contractor Alert Reporting Database (CARD). Ms. Sakane confirmed that the agency will be placed on CARD soon.

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 11.** Department of Public Social Services - Information Technology and Security Policies Review (12/22/14)(Continued from the meeting of 1/21/15). (15-0300)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

IV. REPORTS

- 12.** Quarterly Report on Impact of Health Care Reform on County Cash Flows (Board Agenda Item 36-A, June 25, 2013)(1/16/15). (15-0540)

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 13.** El Centro De Amistad - A Department of Mental Health Service Provider - Program Review (1/21/15) (15-0526)

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

- 14.** Sheriff's Department - Provisional Financing Uses Funding Claim Review (July through September 2014)(1/21/15). (15-0529)

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

15. Audit of the Los Angeles County Regional Park and Open Space District for the year ended June 30, 2014 (1/22/15). (15-0527)

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

16. District Attorney's Asset Forfeiture Fund (1/30/15). (15-0725)

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

17. Audit of the Los Angeles County Flood Control District for the year ended June 30, 2014 (2/2/15). (15-0727)

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

18. Department of Mental Health - Controls Over County Credit Cards (2/2/15). (15-0728)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

19. Community and Senior Services - Payroll/Personnel (2/3/15). (15-0729)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

20. Department of Public Works - Commitments, Accounts Payable, and Trust Funds Review (2/3/15). (15-0731)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

21. Probation Department - Cellular Telephones and Other Wireless Data Devices Review (2/3/15). (15-0732)

On motion of Dorinne Jordan, seconded by Kieu-Anh King, this item was continued to the next meeting.

Attachments: [SUPPORTING DOCUMENT](#)

22. County Departments' Revolving Funds and Revolving Cash Trust Funds as of June 30, 2014 (2/6/15). (15-0733)

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

23. Review of Alleged Duplicate Registered Voter Records (Board Agenda Item 70-A, November 5, 2014)(2/6/15). (15-0542)

Lori Glasgow requested that Auditor-Controller staff provide an update at the April 2015 meeting.

On motion of Lori Glasgow, seconded by Carl Gallucci, this item was continued to the April 2015 meeting.

Attachments: [SUPPORTING DOCUMENT](#)

24. Contractor Alert Reporting Database Status Report - February 2015 (2/12/15). (15-0813)

On motion of Kieu-Anh King, seconded by Dorinne Jordan, this item was received and filed.

Attachments: [SUPPORTING DOCUMENT](#)

V. DISCUSSIONS

25. DMH Monitoring Update. (15-0774)

This item was discussed under Agenda Item #9.

Lori Glasgow requested that this item to be continued for six months.

26. Pending Audits/Monitoring Reports. (15-0775)

Arlene Barrera, Auditor-Controller, indicated that a 2013-2014 review with the Martin Luther King Jr. Outpatient Center commenced on Tuesday, February 17, 2015; the review is expected to conclude in the following week.

VI. MISCELLANEOUS

27. Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (15-0776)

Dorinne Jordan asked Commission Services staff to distribute the Agenda List in conjunction with the Agenda.

28. Public Comment. (15-0777)

No members of the public addressed the Committee.

29. Adjournment. (15-0778)

On motion of Kieu-Anh King, seconded by Carl Gallucci, there being no objection, the Committee adjourned the meeting at 11:23 a.m.