



**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, July 19, 2012**

**10:30 AM**

Present: Chair Genie Chough, Vice Chair Dorinne Jordan, Member Louisa Ollague and Member Lori Glasgow

Absent: Member Carl Gallucci

AUDIO LINK FOR THE ENTIRE MEETING. (12-3447)

**Attachments:** [AUDIO](#)

Call to Order. (12-3030)

**The meeting was called to order by Chair Genie Chough at 10:35 a.m.**

**I. ADMINISTRATIVE MATTERS**

1. Approval of the May 17, 2012 meeting minutes. (12-3031)

**On motion of Lori Glasgow, seconded by Dorinne Jordan, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

**II. BOARD POLICIES**

2. Recommendation to amend the following Board Policies by extending the sunset review date to July 13, 2016:
  - 6.100 - Information Technology and Security Policy
  - 6.101 - Use of County Information Technology Resources
  - 6.102 - Countywide Antivirus Security Policy
  - 6.103 - Countywide Computer Security Threat Responses
  - 6.104 - Use of Electronic Mail (e-mail) by County Employees
  - 6.105 - Internet Usage Policy

- 6.106 - Physical Security
- 6.107 - Information Technology Risk Assessment
- 6.108 - Auditing and Compliance (5/31/12). (12-2801)

**Lori Glasgow recommended that Human Resources be included in the review of Board Policy 6.101, to consider allowing use of internet by employees and suggested review of other internet usage policies to establish best practices.**

**Robert Pittman, Chief Information Office, reported that although nine Board Policies (Nos. 6.100 through 6.108) were presented to the Audit Committee for an extension, there are a total of 13 Board Policies (Nos. 6.100 through 6.112) that are in the process of being revised and are being reviewed by labor unions and Department heads.**

**Chair Genie Chough requested a status report of the 13 policies be presented at the IT deputies' meeting, and Dorinne Jordan requested Board Policies 6.101, 6.104 and 6.105 be further explored at the next Operational Cluster meeting in September.**

**On Motion of Dorinne Jordan, and by Common Consent, there being no objection, this item was extended for six months to January 13, 2013.**

**Attachments:    [SUPPORTING DOCUMENT](#)**

3. Recommendation to approve amendments to Board Policy No. 9.180 - Management Appraisal and Performance Plan (MAPP), Tier I and Tier II, Salaries on Appointment, Promotion or Voluntary Demotion and extend the sunset review to September 15, 2016 (6/15/12). (12-2884)

**Ellen Sandt, Chief Executive Office, reported that there have been many requests to make changes to the Management Appraisal and Performance Plan (MAPP) process and advised that Board Offices will be asked to identify needed elements that may be useful when using MAPP.**

**On Motion of Dorinne Jordan, seconded by Lori Glasgow, this item was approved.**

**Attachments:    [SUPPORTING DOCUMENT](#)**

4. Recommendation to approve proposed Board Policy entitled, Usage of County Cellular Telephones and Other Wireless Data Devices, for submission to the Board of Supervisors for final action (6/25/12). (12-3025)

**Frank Cheng, Chief Executive Office, reported that the recommendation to modify the County Cellphone Policy will reflect the following two parts:**

- **Policy related portion to remain as a County Policy**
- **Operational aspects, including monitoring usage, will be reflected in the County Fiscal Manual**

**Mr. Cheng added that cellphone issuance will be based on operational needs and not employee level. Monitoring and compliance will be referred to the County Fiscal Manual for details.**

**Robert Campbell, Auditor-Controller, reported a strategic project is being coordinated with the Chief Executive Office with regard to ways to reduce the usage of County issued cellphones. A board letter will be presented at the next Operational Cluster meeting.**

**On Motion of Lori Glasgow, seconded by Dorinne Jordan, this item was approved for submission to the Board of Supervisors for final action.**

**Attachments:** [SUPPORTING DOCUMENT](#)

### **III. OLD BUSINESS**

5. Recommendation to approve amendment to Board Policy No. 3.150 - Emergency Management Implementation Task Force Policy to extend the sunset review date to March 3, 2016 (11/18/11) (Continued from meeting of 4/19/12). (12-1004)

**On motion of Louisa Ollague, seconded by Lori Glasgow, this item was approved.**

**Attachments:** [SUPPORTING DOCUMENT](#)

6. Hub Cities Consortium - A Community and Senior Services' Workforce Investment Act Program Contract Service Provider - Contract Compliance Review (2/15/12) (Continued from meetings of 4/19/12 and 5/17/12). (12-0978)

**Elaine Boyd, Auditor-Controller, reported that payment in the amount of \$73,000 and supporting documentation has been received and confirmed by Community and Senior Services (CSS).**

**On motion of Louisa Ollague, seconded by Vice Chair Dorinne, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

7. Review of the Office of the Assessor's Compliance with Board Information Technology and Security Policies (4/13/12) (Continued from meetings of 4/19/12 and 5/17/12). (12-1646)

**By Common Consent, there being no objection, this item was continued to the next meeting.**

**Attachments:** [SUPPORTING DOCUMENT](#)

#### **IV. REPORTS**

8. Status Report - Extension Request for Review of the Sheriff's Department Unincorporated Patrol Services (Board Agenda Item 36, April 17, 2012) (5/18/12). (12-2648)

**Robert Campbell, Auditor-Controller, reported that mid-August is the new date for completion of the review.**

**On motion of Louisa Ollague, seconded by Genie Chough, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

9. Proposition A Contract - Department of Public Works Community Shuttle Services (Board Agenda 5/29/12, Item 48) (5/24/12). (12-2649)

**On motion of Louisa Ollague, seconded by Genie Chough, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

10. Public Defender - Payroll/Personnel Review (05/29/12) (12-2646)

**Robert Campbell, Auditor-Controller, was instructed to email Committee members with an updated matrix of all payroll and personnel issues.**

**By Common Consent, there being no objection, this item was continued to the next meeting.**

**Attachments:** [SUPPORTING DOCUMENT](#)

11. District Attorney's Asset Forfeiture Fund (05/29/12). (12-2647)

**Connie Yee, Auditor-Controller, provided a brief overview and advised that the schedule presented to the Committee reflects the quarterly status report for the District Attorney's Asset Forfeiture Fund.**

**On Motion of Dorinne Jordan, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

12. Treasurer's May 1, 2012 Cash Count (6/05/12). (12-2711)

**On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

13. Request For Temporary Transfers From Available Funds To Meet Financial Obligations (6/12/12). (12-2824)

**Connie Yee, Auditor-Controller, provided an overview of the temporary transfer process and advised the Committee that the Board had approved the process.**

**On Motion of Lori Glasgow, seconded by Dorinne Jordan, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

14. First Status Report - Board Ordered Reviews of the Office of the Assessor (Board Agenda item 36-A, April 10, 2012) (06/13/12). (12-2832)

**On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

15. Review of the Sheriff's Department's Boating and Waterways (Maritime) Operations and Sheriff's Request to Purchase a Sonar-Equipped Vessel (Board Agenda Items 2 and 34, April 3, 2012) (6/22/12). (12-2993)

**On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

16. Status Report - Second Extension Request for Review of Sheriff's Department Aero Bureau (Board Agenda 4/3/2012, Item 2) (6/27/12). (12-3083)

**On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

17. Review of the County Treasurer's Statements of Net Assets for the Quarter Ended December 31, 2011 (6/27/12). (12-3107)

**On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

18. Proposition A Contract - Department of Public Social Services GAIN Case Management Services Agreement (Board Agenda 7/10/12, Item 20) (7/6/12). (12-3221)

**On motion of Dorinne Jordan, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

19. Department of Parks and Recreation Revenue Agreement Financial and Compliance Audits - Fiscal Years 2005-06 through 2009-10 (7/10/12). (12-3268)

**On motion of Louisa Ollague, and by Common Consent, there being no objection, this item was continued.**

**Attachments:** [SUPPORTING DOCUMENT](#)

20. Shields for Families - A Department of Mental Health and Department of Children and Family Services Provider - Contract Compliance Review - Fiscal Years 2010-11 and 2011-12 (7/10/12). (12-3269)

**On motion of Louisa Ollague, seconded by Lori Glasgow, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

21. Department of Public Social Services' Report Management and Contract Invoicing System (RMS/CIS) - Payment Processing Review (7/13/12). (12-3318)

**On motion of Louisa Ollague, and by Common Consent, there being no objection, this item was continued.**

**Attachments:** [SUPPORTING DOCUMENT](#)

22. Sheriff's Department - Medical Services Bureau Review (7/13/12). (12-3319)

**Jim Schneiderman, Auditor-Controller, reported that preliminary findings were discussed at the justice deputies' meeting.**

**James Hazlett, Chief Executive Office, was asked to look into the possibility of arranging meetings for cross-cluster issues.**

**On motion of Dorinne Jordan, seconded by Louisa Ollague, this item was received and filed.**

**Attachments:** [SUPPORTING DOCUMENT](#)

## **V. DISCUSSIONS**

23. Discussion regarding overpayments and questioned costs of contracts relating to the Department of Public Health as requested by Louisa Ollague at the meeting of 4/19/12. (12-2103)

**Dave Young, Department of Public Health, provided the Committee with an updated schedule for questioned costs of contracts.**

**Jim Schneiderman, Auditor-Controller, reported that upon request from the agency, a 30 day extension, set to be met August 13, 2012, was granted to allow further review and answered questions posed by the Committee with regard to contractors entered into a payment plan and Contractor Alert Reporting Database(CARD) entries for such contractors.**

**Mr. Young was directed to email the schedule for questioned costs of contracts on a quarterly basis.**

**24. Fiscal Year 2011-2012 Cash Flow Projection. (12-2901)**

**Connie Yee, Auditor-Controller, reported that the cash balance for Fiscal Year 2011-2012 closed with a balance of over \$817 million and answered questions posed by the Committee with regard to impacts from possible revenue streams. Ms. Yee also reported that Assembly Bill 100 has offered consistency with regard to cash payments, specific to the early periodic screening, Diagnosis and Treatment (EPSDT) programs and that funds from Redevelopment Agencies were also recognized as stability factors for the cash balance. Ms. Yee added that the final June letter will be submitted to the Board in approximately one week.**

**Chair Genie Chough asked Ms. Yee to email the Committee, the total funds received and anticipated funds expected to be received from the Redevelopment Agency.**

**VI. MISCELLANEOUS**

**25. Matters not on the posted agenda (to be Presented and Placed on the Agenda of a Future Meeting). (12-3033)**

**Ruth Wong, Office of Workplace Programs, Chief Executive Office, reported 2,600 employees participate in Telework from the Departments of Public Social Services(DPSS), Children and Family Services(DCFS) and the Probation Department.**

**Jim Schneiderman, Auditor-Controller, shared that a report reflecting disciplinary actions, taken by the Auditor-Controller, with regard to internet usage will be available and that the office of the Assessor has reported an increase in property value based on the 2012 Assessment Roll.**

**26. Public Comment. (12-3034)**

**There were no members of the public present.**

**27. Adjournment. (12-3035)**

**There being no further business to discuss, the meeting adjourned at 11:45 a.m.**



