



Los Angeles County AUDIT COMMITTEE

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

MEETING MINUTES October 20, 2005

Chairperson Louisa Ollague called the meeting to order at 1:37 p.m. in Conference Room, 525, at the Kenneth Hahn Hall of Administration.

Committee Members Present

Louisa Ollague, First District
Carl Gallucci, Fourth District
Lori Glasgow, Fifth District

Committee Members Absent

Clinton Tatum, Second District
Brence Culp, Third District

Others in Attendance

Maria Oms, Auditor-Controller
Jim Schneiderman, Auditor-Controller
Ed Sosa, DCFS
Jenny Yang, SEIU 660

Peter Papadakis, Board of Supervisors
Garen Khachian, Board of Supervisors

Approval of Minutes

On motion of Carl Gallucci, seconded by Lori Glasgow, the Committee unanimously approved the September 21, 2005 minutes.

Old Business

Sheriff Contract City Billing Practices – Final Phase I Report and Phase II Status Report:
Jim Schneiderman reported **The Committee unanimously approved holding this item to May 18, 2006 meeting.**

Vendor Business at the Hall of Administration:

This item was continued to the November 17, 2005 meeting.

Reports to be Received and Filed

Sunset Review of Board Policy No. 5.050 – Contractor's Use of GAIN/GROW

Participants: **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved extending the Sunset Review Date to October 20, 2008.**

Group Home Program Monitoring Report – Vista Del Mar Main Site and Vista Del Mar Community Treatment Facility Group Homes: Review determined Agency is providing the services as outlined in their Program Statement. All group homes were well maintained; Needs and Services Plans (NSPs) include current and comprehensive goals; and court authorizations for children taking psychotropic medication are current.

On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.

Group Home Program Monitoring Report – Boys Republic, Silverlake Group Home:

Overall, the Agency is providing the services as outlined in their Program Statement, however the home needs to clean the mold and mildew on the bathroom tile; repair the light fixture in bedroom one; and develop comprehensive NSPs.

On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.

Group Home Program Monitoring Report – Childnet Youth and Family Services, Long Beach Youth Home: Overall, the Agency is providing the services as outlined in their Program Statement, although there are deficient areas that need to be addressed. The group home needs to complete initial assessments within the first thirty days of placement; obtain court authorizations for children prescribed psychotropic medication; and provide children with the required minimum weekly allowance. The agency's corrective action plan was received and approved by the Auditor-Controller. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Eggleston Youth Center Group Homes, Main Site, Emancipation House and Transitional House: Main site group home needs ensure children are aware of their right to refuse medication and provide proper supervision of children at all times. Emancipation group home needs to improve/upgrade the front yard and ensure children receive a sufficient supply of personal care items. Transitional group home needs clean/replace the kitchen cabinets and window coverings, repair the seal on the refrigerator door, and ensure proper supervision of children at all times. Further, all three group homes need to develop comprehensive NSPs. Auditor-Controller has received and approved the Agency's corrective action plan. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Hope House Group Home: Review determined the agency is providing the services as outlined in their Program Statement. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Macro Homes-Macro Homes 2 Group Home: Overall, the Agency is providing the services as outlined in their Program Statement, however, the home needs to develop and update the NSPs and ensure all children receiving psychotropic medication are routinely seen by the prescribing psychiatrist. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

City of Norwalk Contract Review – Calworks Child Care Services: Norwalk provided the services required by the County contract using the appropriate number of qualified staff. In one case out of twenty reviewed (5%), Norwalk billed DPSS for childcare services provided to an individual that was not qualified. This resulted in an over-billing to DPSS in the amount of \$125. Norwalk agreed with our findings and will implement controls to prevent future over-billing errors. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

International Institute of Los Angeles Contract Review Calworks Child Care Services: Agency provided the services required by the County contract using the appropriate number of qualified staff. In four out of twenty cases reviewed (20%), Agency billed DPSS for childcare services provided to an unqualified individuals. This resulted in an over-billing to DPSS in the amount of \$1,044. The Agency agreed with our findings and will repay DPSS and implement controls to prevent future over-billing errors.

On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.

Kedren Community Health Center Contract Review – EPSDT: Review determined Agency billed undocumented services in the amount of \$1,867. Agency has taken corrective action to ensure/maintain sufficient documentation of billed services.

On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.

Southern California Youth & Family Center Contract Review: Agency is providing the services outlined in their County contract, however, it needs to ensure comprehensive case plans are completed in a timely manner. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Optimist Youth Homes and Family Services, Altadena, Eagle Rock, Orange County, South Bay, and Van Nuys Group Homes: Auditor-Controller reported all homes are well maintained and in good operating condition. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Rancho San Antonio, Rancho San Antonio Group Home: Agency needs to ensure the group home removes mildew in bathroom cabinet/wall; complies with DCFS clothing standards; and encourage/assist children in creating/maintaining life books. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Sunset Review of Board Policy No. 9.100 – Volunteer Program Policy: **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved renewing the Board policy to October 2, 2010.**

Monthly Evaluation of Refugio Para Niños' Compliance With Its Corrective Action Plan – 4th Status Report: Auditor-Controller reported Agency continues to be in compliance with the requirements contained in its Corrective Action Plan (CAP) and has discontinued the practice of expending foster care funds for fundraising activities.

On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.

Group Home Program Monitoring Report – Boys Republic, Girls Republic Group Home: Agency is providing the services outlined in their County contract, however, it needs to address the following deficiencies: removal of rust from the bathroom tile; provide comprehensive NSPs; and provide children the minimum weekly allowance. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Boys Republic, Orange County Residence Group Home: Agency is providing the services as outlined in their Program Statement, however, minor repairs to its facilities are needed and NSPs should contain measurable short/long term goals. Auditor-Controller has received and approved agency's CAP.

On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.

Group Home Program Monitoring Report – Boys Republic, Pomona Residence Group Home: Review determined Agency needs to clean various areas of the home; develop comprehensive NSPs; and obtain current court authorizations for all children prescribed psychotropic medication. Auditor-Controller has received and approved the Agency's CAP. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Reports Received

Group Home Program Monitoring Report – Living Advantage, Incorporated – Advantage Living and Second Change Group Homes: Review determined both facilities were not complying with a significant number of requirements and not providing the treatment services specified in their Program Statement. Nearly seventy deficiencies were discovered in both Group Homes and DCFS has begun removing the children from the residences. Ed Sosa, DCFS, reported DCFS management has placed the Agency on Administrative Hold. The Agency's management has submitted a CAP which indicated certain improvements have been performed. **On motion of Louisa Ollague, seconded by Carl Gallucci, the Committee unanimously approved placing this item on next month's agenda.**

Group Home Program Monitoring Report – Children Are Our Future - Chatsworth House, Cleveland House, Constance House, Harvey House, Kezios House, San Jose House, Searcy House, and Terry House: Overall, Agency is providing the services as outlined in their Program Statement. However, each Group Home has deficiencies that need to be addressed. All eight Group Homes need to make numerous repairs to the interior/exterior of its facilities; develop comprehensive NSPs; provide children the minimum weekly allowance; and assist/encourage children in creating personal life books/photo albums. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Hudson Lyndsey Group Home – Chouteau and Lugo Group Homes: Chouteau Group Home needs to repair/replace the carpeting in hallway and in bedroom number two; repair the shower tile grout and bathtub finish; provide children with a computer; and include the authorized placement worker as part of the treatment team in the development/implementation of the NSPs.

Lugo Group Home needs to repair the driveway, patio and brick wall; replace the kitchen counter veneer; perform minor repairs to bathroom facilities; replace the dressers in all of the children's bedrooms; provide children with a computer; and provide the required weekly minimum allowance.

Auditor-Controller has received and approved the Agency's CAP. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – Murrell’s Farm and Boys Homes, Incorporated – Murrell’s Home East Group Home, Murrell’s Home West Group Home: Both Group Homes need to perform minor repairs to its facilities; complete and maintain initial assessments for all children within thirty days of placement; include the children’s placement workers in the development and update of the NSPs; ensure children receive sufficient clothing that meets DCFS standards; provide the required minimum weekly allowance; and assist in creating/maintaining life books/photo albums. Auditor-Controller has received and approved the Agency’s CAP. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – The Sycamores, The Sycamores El Nido Group Home: Generally, the Agency is providing the services listed in their Program Statement, however, improved cleaning methods and repairs/aesthetics to the facilities are needed. Auditor-Controller has received and approved the Agency’s CAP. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Group Home Program Monitoring Report – The Sycamores, Las Flores, Sierra Madre and Three House Group Homes: Generally, the Agency is providing the services listed in their Program Statement, however, improved cleaning methods and repairs/aesthetics to the facilities are needed. Auditor-Controller has received and approved the Agency’s CAP. **On motion of Lori Glasgow, seconded by Carl Gallucci, the Committee unanimously approved receiving and filing this report.**

Other Business

FFAs and Group Home Monitoring: Ms. Oms reported progress has been made with DCFS and advised no duplication of monitoring has occurred.

LAHSA Update: Ms. Oms reported Teri Kasman, Auditor-Controller, has been assigned the duty of resolving/monitoring LAHSA’s bookkeeping records. Currently, the workload has been distributed evenly between the City/County of Los Angeles to reconcile the Fiscal Year 2003-2005 records. The City of Los Angeles is working on the billing/invoices/claims for FY 2004-2005. An interim Chief Financial Officer (CFO) was hired under the approval of Blu Consulting and will monitor the daily operations of the audit for 2 months until a permanent CFO is chosen. In response to Louisa Ollague, Ms. Oms reported County books could be reconciled by November 30, 2005. Louisa Ollague commented on the disparity in payouts for bigger agencies versus smaller agencies and inquired in any oversight concerning this matter has been implemented. Ms. Oms stated lack of leadership/urgency in the organization is an area of concern regarding LAHSA and prospective hires for CFO have been mentioned although no one has been chosen.

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 1:59 p.m.