

External Audit Review Oversight Committee Minutes
April 17, 2018 – 7:30 A.M.

The meeting was called to order at 7:30 a.m. by Chair David Frohling in Room 4C – Fourth Floor of the Administration Building.

Members present: David Frohling, Russell Kottke, Mary Bobholz, Donna Maly and Stephanie Justmann.

Also present were: Monica Hooper Fiscal and Support Services Division Manager, Finance Director Julie Kolp, Human Services and Health Board Director Becky Bell, and County Administrator Jim Mielke.

There were no public comments.

A motion was made by Maly and seconded by Bobholz to approve the minutes of the February 21, 2018 meeting as presented. The motion carried.


At this time, Ms. M. Hooper provided an update on NetSmart. The billing is complete and closed for January and February, 2018. On March 22 and 23, 2018 the Joxel Group was in Dodge County and provided input on the system and listened to the County's concerns. The Joxel Group will return on April 30th with recommendations and further input.

Ms. M. Hooper distributed a new Baker Tilly Operational Review chart dated April 11, 2018. Ms. Hooper reported some items have been closed and she continues to work on the open items.

The Committee discussed the Johnson & Block findings as they relate to the Baker Tilly recommendations. It was reported by Ms. M. Hooper that items are being worked on and she is trying to correct any issues.

Next meeting is scheduled for Tuesday, June 19, 2018, at 6:00 p.m. in meeting room 4C, fourth floor of the Dodge County Administration Building.

With no further business on the agenda, Chair Frohling declared the meeting adjourned at 7:44 a.m.



Russell Kottke, Secretary

Johnson Block Audit Findings

Finding Number	Condition	Effect	Recommendation	Priority	Staff Identified for Process Improvement	Additional County Staff Needed	Steps Taken as of November 10, 2017	Steps Taken as of December 19, 2017	Steps Taken as of February 20, 2018	Steps Taken as of April 11, 2018	Next Steps to be Taken for Improvement	
2016-004 - of 1493 Section Audit Guide - 27 Department Monitoring and Reporting Department of Children and Family Care - 273	Federal and state laws require the County to monitor, supervise, and report on the care of children in foster care. The Department of Children and Family Care is responsible for ensuring that all foster care providers are properly licensed and monitored. At the date of the audit, the County had no policy or procedure in place to ensure compliance with federal and state laws.	Development audit reports cover 796 questioned costs and 1000 control observations that may affect Dodge County. The County should review provider audits to ensure all audits were properly completed in compliance with federal and state laws.	The County should review provider audits to ensure all audits were properly completed in compliance with federal and state laws.	HIGH	Deputy Chief, Director of Operations Deputy Director of Operations Compliance Officer Support Services Manager Angela Schultz, Clinical Director Manager		Steps Taken as of November 10, 2017 The contract requests from the internal audit firm were reviewed and approved. A report from ITC and another firm numbers to be reviewed. In addition, on the same workweek, a contract for a provider monitoring of a monthly basis with Debra Bell, Sheila Dwyer, and Angela Schultz. Critical findings and recommendations are set out as necessary. The department has a reminder set to review what audit reports to come in. If an audit report is missing, a follow up will be sent to the provider.	No further steps have been taken	No further steps have been taken	No further steps have been taken	No further steps have been taken	The department will continue to monitor the audit findings and conduct as a whole.

BAKER TILT
OPERATIONAL REVIEW

NUMBER/OBSERVATION	RECOMMENDATION	PRIORITY	STAFF IDENTIFIED FOR PROCESS	ADDITIONAL STAFF/ COUNTY OTHER RESOURCE/ WFO	INITIAL STEPS IDENTIFIED FOR PROCESS IMPROVEMENT	UPDATE ON STEPS TAKEN as of July 18, 2016/ January 20, 2017	UPDATE ON STEPS TAKEN as of March 16, 2017	UPDATE ON STEPS TAKEN as of June 15, 2017	UPDATE ON STEPS TAKEN as of October 11, 2017	UPDATE ON STEPS TAKEN as of November 15, 2017	UPDATE ON STEPS TAKEN as of December 19, 2017	UPDATE ON STEPS TAKEN as of February 28, 2018	UPDATE ON STEPS TAKEN as of April 11, 2018	NEXT STEPS IN PROCESS/ IMPROVEMENT
6. Each month, the fiscal and support services division manager's report to the County Board of Supervisors should include a summary of the budget for the month. Currently, the report includes the budget for the month, but does not include a summary of the budget for the month. The report should include a summary of the budget for the month.	Each month, the fiscal and support services division manager's report to the County Board of Supervisors should include a summary of the budget for the month. Currently, the report includes the budget for the month, but does not include a summary of the budget for the month. The report should include a summary of the budget for the month.	LOW	James Mankie - County Controller Christy Davis - County Controller Supervisor, Human Services and Health Department	Staff: Kelly, Tracie Budgeting, Finance needed to support the process improvement project and provide data and other specific accounting standards.	Update on steps taken as of July 18, 2016/ January 20, 2017	Update on steps taken as of March 16, 2017	Update on steps taken as of June 15, 2017	Update on steps taken as of October 11, 2017	Update on steps taken as of November 15, 2017	Update on steps taken as of December 19, 2017	Update on steps taken as of February 28, 2018	Update on steps taken as of April 11, 2018	Reviewing reports to ensure that all would be effective in ID budgeting. It appears to have some information that is not needed to produce reports. We have asked that appropriate budgeting information be included.	
7. Budget amendments are approved by the Human Services and Health Department Board. The original budget for the Human Services and Health Department project was approved by the County Board of Supervisors in October 2017. The original budget for the Human Services and Health Department project was approved by the County Board of Supervisors in October 2017. The original budget for the Human Services and Health Department project was approved by the County Board of Supervisors in October 2017.	The recommendation is that the original budget be approved by the County Board of Supervisors. The original budget for the Human Services and Health Department project was approved by the County Board of Supervisors in October 2017. The original budget for the Human Services and Health Department project was approved by the County Board of Supervisors in October 2017.	LOW	James Mankie - County Controller Christy Davis - County Controller Supervisor, Human Services and Health Department	Staff: Kelly, Tracie Budgeting, Finance needed to support the process improvement project and provide data and other specific accounting standards.	Update on steps taken as of July 18, 2016/ January 20, 2017	Update on steps taken as of March 16, 2017	Update on steps taken as of June 15, 2017	Update on steps taken as of October 11, 2017	Update on steps taken as of November 15, 2017	Update on steps taken as of December 19, 2017	Update on steps taken as of February 28, 2018	Update on steps taken as of April 11, 2018	Reviewing reports to ensure that all would be effective in ID budgeting. It appears to have some information that is not needed to produce reports. We have asked that appropriate budgeting information be included.	
8. The reporting process when the County Administrator is reviewing the budget for the Human Services and Health Department should be improved. The County Administrator should be notified of the budget for the Human Services and Health Department project in October 2017. The County Administrator should be notified of the budget for the Human Services and Health Department project in October 2017.	The recommendation is that the original budget be approved by the County Board of Supervisors. The original budget for the Human Services and Health Department project was approved by the County Board of Supervisors in October 2017. The original budget for the Human Services and Health Department project was approved by the County Board of Supervisors in October 2017.	LOW	James Mankie - County Controller Christy Davis - County Controller Supervisor, Human Services and Health Department	Staff: Kelly, Tracie Budgeting, Finance needed to support the process improvement project and provide data and other specific accounting standards.	Update on steps taken as of July 18, 2016/ January 20, 2017	Update on steps taken as of March 16, 2017	Update on steps taken as of June 15, 2017	Update on steps taken as of October 11, 2017	Update on steps taken as of November 15, 2017	Update on steps taken as of December 19, 2017	Update on steps taken as of February 28, 2018	Update on steps taken as of April 11, 2018	Reviewing reports to ensure that all would be effective in ID budgeting. It appears to have some information that is not needed to produce reports. We have asked that appropriate budgeting information be included.	
9. Additional Managers and Supervisors receive monthly budget reports for the program they manage. The County Administrator should be notified of the budget for the Human Services and Health Department project in October 2017. The County Administrator should be notified of the budget for the Human Services and Health Department project in October 2017.	The recommendation is that the original budget be approved by the County Board of Supervisors. The original budget for the Human Services and Health Department project was approved by the County Board of Supervisors in October 2017. The original budget for the Human Services and Health Department project was approved by the County Board of Supervisors in October 2017.	LOW	James Mankie - County Controller Christy Davis - County Controller Supervisor, Human Services and Health Department	Staff: Kelly, Tracie Budgeting, Finance needed to support the process improvement project and provide data and other specific accounting standards.	Update on steps taken as of July 18, 2016/ January 20, 2017	Update on steps taken as of March 16, 2017	Update on steps taken as of June 15, 2017	Update on steps taken as of October 11, 2017	Update on steps taken as of November 15, 2017	Update on steps taken as of December 19, 2017	Update on steps taken as of February 28, 2018	Update on steps taken as of April 11, 2018	Reviewing reports to ensure that all would be effective in ID budgeting. It appears to have some information that is not needed to produce reports. We have asked that appropriate budgeting information be included.	

NUMBER/OBSERVATION	RECOMMENDATION	PRIORITY	STAFF / MANAGER / DIVISION	APPROXIMATE START DATE	INITIAL STEPS IN PROCESS	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	UPDATE ON STEPS TAKEN as of	NEXT STEPS IN PROCESS
<p>2. Throughout our observations at the Department and discussions with employees, we noted requirements that are not documented in the Department's Human Resources Manual. We were told that these requirements are not in place to protect the Department from a lawsuit or a claim to receive a promotion that the employee was not qualified to receive. When an individual wants to be promoted, they are required to submit a request to the Department, which is then reviewed by the Department's Human Resources Office. This process is not documented in the manual and may be inconsistent with the State's merit system. We were told that the Department is not aware of any lawsuits or claims related to this process.</p>	<p>We recommend that the Department review its Human Resources Manual to ensure that all requirements for promotion are documented. We recommend that the Department also review its promotion process to ensure that it is consistent with the State's merit system.</p>	LOW	<p>Personnel Division Deputy Chief, Personnel Manager, Human Resources Support: Supervisor</p>	<p>Human Resources Manual, HR Manual</p>	<p>Personnel Division Manager has been assigned to review the manual. A meeting was held on 1/25/2017 to discuss the manual and the promotion process. A draft manual update was prepared by the end of the meeting.</p>	<p>After review of all comments for the manual update, the manual was revised and approved on 2/1/2017. The manual is now being distributed to all employees.</p>	<p>Policy number 2017-01, Manager Development and Promotion Policy, was updated on 2/1/2017.</p>															<p>A manual review project has been initiated and implemented within the Personnel Division. The manual update project is currently in progress. The manual will be updated by the end of the fiscal year.</p>
<p>3. When manager recommendations are submitted for approval, there are no documented criteria or requirements for the manager to provide a recommendation. We were told that the manager is responsible for providing a recommendation and that the Department will review the recommendation. We were told that the Department is not aware of any lawsuits or claims related to this process.</p>	<p>We recommend that the Department develop criteria and requirements for managers to provide a recommendation. We recommend that the Department also review its recommendation process to ensure that it is consistent with the State's merit system.</p>	LOW	<p>Personnel Division Deputy Chief, Personnel Manager, Human Resources Support: Supervisor</p>		<p>Personnel Division Manager has been assigned to review the manual. A meeting was held on 1/25/2017 to discuss the manual and the recommendation process. A draft manual update was prepared by the end of the meeting.</p>	<p>After review of all comments for the manual update, the manual was revised and approved on 2/1/2017. The manual is now being distributed to all employees.</p>	<p>Policy number 2017-01, Manager Development and Promotion Policy, was updated on 2/1/2017.</p>															<p>A manual review project has been initiated and implemented within the Personnel Division. The manual update project is currently in progress. The manual will be updated by the end of the fiscal year.</p>
<p>4. We were told that the Department is not aware of any lawsuits or claims related to the promotion process. We were told that the Department is not aware of any lawsuits or claims related to the recommendation process. We were told that the Department is not aware of any lawsuits or claims related to the performance evaluation process.</p>	<p>We recommend that the Department review its Human Resources Manual to ensure that all requirements for promotion, recommendation, and performance evaluation are documented. We recommend that the Department also review its promotion, recommendation, and performance evaluation processes to ensure that they are consistent with the State's merit system.</p>	LOW	<p>Personnel Division Deputy Chief, Personnel Manager, Human Resources Support: Supervisor</p>		<p>Personnel Division Manager has been assigned to review the manual. A meeting was held on 1/25/2017 to discuss the manual and the promotion, recommendation, and performance evaluation processes. A draft manual update was prepared by the end of the meeting.</p>	<p>After review of all comments for the manual update, the manual was revised and approved on 2/1/2017. The manual is now being distributed to all employees.</p>	<p>Policy number 2017-01, Manager Development and Promotion Policy, was updated on 2/1/2017.</p>															<p>A manual review project has been initiated and implemented within the Personnel Division. The manual update project is currently in progress. The manual will be updated by the end of the fiscal year.</p>

MEETING

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BAKER TILLY
OPERATIONAL REVIEW

NUMBER/DESCRIPTION	RECOMMENDATION	PRIORITY	STAFF IDENTIFIED FOR PROCESS	ADDITIONAL STAFF, COUNTY, OTHER RESOURCES NEEDED	INITIAL STEPS UNDERNTHRO (50% PROJECTS/IMPROVEMENT)	UPDATE ON STEPS TAKEN as of 2018	UPDATE ON STEPS TAKEN as of March 16, 2017	UPDATE ON STEPS TAKEN as of June 16, 2017	UPDATE ON STEPS TAKEN as of October 11, 2017	UPDATE ON STEPS TAKEN as of November 10, 2017	UPDATE ON STEPS TAKEN as of December 19, 2017	UPDATE ON STEPS TAKEN as of February 20, 2018	UPDATE ON STEPS TAKEN as of April 11, 2018	NEXT STEPS IN PROCESS IMPROVEMENT
<p>When all cash checks are received and verified, they are referred to Public Health and Human Services, they are accounted for by Field and Support Staff Supervisor and kept in a secure location. In addition, an appropriate number of checks are being retained for the two (2) weeks. This log, as well as all the cash and checks, is then passed on to the appropriate staff member. Cash and checks received and the audit for two (2) weeks. The log, as well as all the cash and checks, is then passed on to the appropriate staff member. Cash and checks received and the audit for two (2) weeks. The log, as well as all the cash and checks, is then passed on to the appropriate staff member. Cash and checks received and the audit for two (2) weeks. The log, as well as all the cash and checks, is then passed on to the appropriate staff member.</p>	<p>The recommendation is for the Department to continue to monitor the Administrative Services to make sure it is also being performed by the Account Clerk and that they are provided further support.</p>	LOW	<p>Project Manager, Director of Support Services, and Support Supervisor. Identified for staff</p>											<p>Have been able to implement effort in this area and the number of receipts is increased. We will review the process for improved efficiency.</p>