

Regular Meeting 4/11/02

TO: Juvenile Welfare Board Members

FROM: James E. Mills, Executive Director
Lisa A. Sahulka, Director of Programs & Finance**Quarterly Compliance Report**

This report keeps the Board advised of compliance matters related to funded agencies.

1. Repayment Plan Update

Two agencies continue on repayment plans to JWB. The Asian Family and Community Empowerment Center has made regular monthly payments and currently has a balance of \$15,000. The Greater Ridgecrest Association made the scheduled payment for February 2002 on March 13, 2002 and has a balance of \$12,100.85.

<u>As of 4/3/02</u>	<u>Asian FACE</u>	<u>Greater Ridgecrest</u>
Beginning Balance:	\$ 18,159.21	\$ 13,100.85
Paid to Date:	\$ 3,159.21	\$ 1,000.00
Remaining Balance:	\$ 15,000.00	\$ 12,100.85

2. Programs currently working on Corrective Action Plans:

Girls Inc.-Individual Services Program: The agency has completed most of its corrective action plan. Remaining/continuing items are: The agency is reassessing the program's youth development content and rewriting the program methodology. The agency board needs to review and adopt the personnel policy on criminal history background checks. The board attended development training on March 23, 2002. The agency continues to submit monthly financial statements and backup documentation with each request for reimbursement.

IMA-Urban Fellowship: The agency will submit monthly financial statements and backup documentation with each reimbursement request for FY 01-02. Accounting policies and procedures have been revised to allow greater oversight by the contracted CPA firm and to ensure compliance with generally accepted accounting procedures. A follow-up fiscal review has been scheduled to verify that the revised policies and procedures have been implemented.

Pinellas County Board of County Commissioners-Youth As Resources: The program has submitted satisfactory responses. However, full implementation of these plans will not occur until July 2002. Program will stay on corrective action plan until implementation occurs. Plans include amelioration of transportation problems to monthly meetings for all (youth) Board members, the tracking of absences due to transportation problems; submission of monthly agendas and Board minutes in a timely manner to JWB; implementation of data collection for group projects; and implementation of plans that will increase the diversity of the board.

Pinellas Village-Family Services/Child Care: As of March 27th the agency has satisfied twelve of the nineteen deficiencies identified in its corrective action plan. Remaining items are: complete and implement a fiscal policies and procedures manual, including policies and procedures to prevent disallowed costs; develop a policy for annual management review of insurance coverage; implement board training and development; develop a strategic plan, develop a continuous quality improvement plan; and include the Americans With Disabilities Act in the personnel manual. The agency has negotiated a repayment plan to reimburse \$4,678.62 in disallowed costs to JWB.

Staff Resource: Susan Biszewski-Eber, Rod Cyr, Mike Schmidt