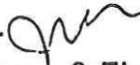



Regular Meeting 01/10/02

TO: Juvenile Welfare Board Members

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

CORRECTIVE ACTION PLANSGirls Inc.

At the December 2001 regular meeting, the Board received notification of an ongoing evaluation of Girls, Inc. A site visit report and a joint JWB/United Way corrective action plan was delivered to the agency on December 7, 2001, with 22 items identified for corrective action (CA).

Girls, Inc. has successfully completed the first set of deliverables due in December 2001, which includes the following:

1. Begin to submit back-up documentation with all requests for reimbursement by 12/10/01. The agency has complied. (Reason: Supporting documentation for six (6) checks reimbursed by JWB was missing at the time of the site visit. The total of the checks is \$3,273.)
2. Ensure proper supervision of the individual play area at the JASMINE COURT site by 12/14/01. The agency has complied as of 12/11/01. No children will be in the individual play area without staff supervision.
3. Safe transition for program participants of the former St. Petersburg Center by 12/21/01. This center ceased operation on 11/21/01 because two of the three staff had resigned and the former center director alleged that the building is not suitable for program services (ie. unsafe). Fire, building code, and health inspections have been requested. JWB staff worked with agency staff to find other alternatives for care. By 12/17/01 agency staff had arranged that Girls, Inc. participants could attend, and have transportation to, the Southside Unit of Boys & Girls Clubs of the Suncoast. This transition involves up to 23 children.
4. Develop a plan to assure Minimum Service Levels and Measurable Objectives are met by 1/7/02. A plan was submitted on 12/14/01.
5. Repayment of Disallowance to JWB by 12/31/01. Supporting documentation was missing for six (6) checks totaling \$3,273. Status: Girls, Inc. provided a significant portion of the required documentation on January 3, 2001. They are in the process of acquiring one last piece of documentation.

There are 13 deliverables due on January 7, 2002, which must be completed in order to remain in compliance with the corrective action plan. United Way has indicated their funding will be discontinued if these items are not met. There are also 4 deliverables with a January 31, 2001 deadline.

Staff will prepare an updated report to be distributed at the January meeting.

Pinellas Village

Pinellas Village offers a comprehensive approach to assist families to achieve economic self-sufficiency. It is a multi-service program designed for, but not limited to, single parents and their children in Pinellas County for the purpose of assisting the parents to achieve economic self-sufficiency. Pinellas Village is a one hundred twenty (120) unit apartment complex which offers multiple, coordinated, goal-oriented services to motivated families, especially single parent families with young children, who will benefit from the developmental child care available on site. A family service component provides counseling, case management referrals to appropriate educational and community services, job and career development and training. JWB funded the program effective August 1, 1992. Construction of Phase 1 consisting of 72 apartments was completed and the first residents moved into the complex on November 1, 1992. An additional 48 apartments (Phase II) were completed in June, 1994.

A corrective action plan has been issued in response to recommended improvements related to administrative, fiscal, and personnel policies and procedures. The most serious findings involve the discovery of disallowed costs amounting to \$20,900.62, which was primarily severance payments, which exceed JWB reimbursement guidelines; and subcontract administrative cost rates, which were found to be inconsistent with JWB policy. It should be noted that the agency has made substantial steps towards addressing these issues, including extensive organizational restructuring, hiring a new Executive Director and improved Board oversight.

Programmatic Recommendations

- Develop and implement a participant rights and responsibilities/confidentiality policy, procedure, and form.
- Provide staff with diversity training within the first six months of hiring.
- Develop and implement a Strategic Plan.
- Develop and implement a Quality Improvement Plan.
- Develop and implement a written plan for collection of measurable objectives.

Fiscal and Administrative Recommendations

- Fiscal policies and procedures manual should be updated to reflect specific policies and procedures, including action steps that should be followed. Segregate accounting duties in compliance with standard accounting procedures.
- Implement adequate policies and procedures for organizational controls, property and equipment, purchasing, cash disbursements, accounts receivable and revenue, billing, budgets and payroll.
- Include the Americans With Disabilities Act in the personnel manual.
- Prepare a formal written emergency plan and emergency numbers; after hours numbers; and evacuation routes.
- Document background checks for all employees.
- Document annual review of insurance coverage by management.
- Store accounting records in a fireproof cabinet.
- Maintain current financial statements and provide appropriate passwords for the accounting software to the Executive Director and the bookkeeper, and the external accountant.
- Review all administrative cost rates charged by subcontractors to verify consistency with the subcontractor's approved administrative cost rate.
- Submit backup documentation with all reimbursement requests.
- Provide JWB with assurance that policy and procedures have been implemented to prevent disallowed costs.
- Refund or provide documentation for \$20,900.62 in disallowed costs to JWB.