



WASHOE COUNTY

Integrity Communication Service

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STAFF REPORT

BOARD MEETING DATE: July 12, 2022

DATE: Thursday, July 07, 2022

TO: Board of County Commissioners

FROM: Samantha Turner, Internal Auditor, Office of the County Manager
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THROUGH: Cathy Hill, Interim Chief Financial Officer
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SUBJECT: Recommendation to acknowledge the Annual Report from the Internal Audit Division for Fiscal Year Ending June 30, 2022. Completed audit includes the Public Guardian and the office made efforts to implement recommendations. (All Commission Districts)

SUMMARY

Section 15.569.4 of the Washoe County Code requires the Internal Auditor to submit an annual report to the Board of County Commissioners each fiscal year indicating the audits completed with the findings and recommendations. Also required is whether the corrective actions have been taken or if the areas of concern are still outstanding.

Washoe County Strategic Objective supported by this item:

Fiscal Sustainability

PREVIOUS ACTION

No previous action has been taken by the Board of County Commissioners on this item.

BACKGROUND

Audit of the Public Guardian: One audit of the Public Guardian's Office was completed during the fiscal year ending June 30, 2022. The audit findings recommended additional staffing positions and reclassifications. Internal Auditor attended the Job Evaluation Committee meeting with the Department Head during her request for positions to assist with explanation of audit findings. The Job Evaluation Committee agreed with additional staffing needs and all reclassifications. During the budget process all but one caseworker position was added. A prior audit was completed, and it was determined the office had made efforts to implement all recommendations. Summary of all audit recommendations are below:

- All cases reviewed had proper documentation for approval of the expenses out of the protected persons account and court documentation allowing for the expense.

AGENDA ITEM # _____

- Travel had not been approved to perform in-person visits with protected persons located outside the local region; therefore, it was recommended to add budget to visit them two times per year.
- Case count per caseworker were higher than best practice recommendations; therefore, it was recommended to add additional staff and re-organize the accounting/administrative staff to sufficiently support the department mission.
 - Proposed organizational chart was created and provided with the audit report.
- Compensation of several of the job classifications did not appear to be in line with the work completed; therefore, it was recommended several of the class specifications be taken to the Job Evaluation Committee (JEC) for review.
 - Specifically, the compensation did not fall in line with other caseworkers within the county and the department was having turnover due to the employee's seeking employment with another department.
- Department heads should have discretion to put an employee on mandatory paid leave when dealing with a death of a protected person on their caseload.

Assistance to the Registrar of Voters: Internal audit was asked to assist another departmental need during the primary election in May 2022. The Registrar of Voters staff needed assistance during a transitional period to learn and manage the poll worker software program that was being implemented. Internal Audit learned the program and managed the email address for election poll workers. While performing the management of the email address nearly 700 emails were addressed and cleared while keeping the program up to date on poll worker status.

Other Activities: During the budget process Internal Audit requested and was approved for one additional position which will be a shared position with the Governmental Affairs division. Internal audit also analyzed and provided information related to the Job Evaluation Committee and worked with the Grants Administrator to follow-up on a prior audit. Lastly, internal audit did perform the surprise cash count for the Treasurer's Office during a department head change as mandated by Washoe County Code and performed cash counts for all regional parks with 18 fund accounts.

FISCAL IMPACT

No fiscal impact.

RECOMMENDATION

Recommendation to acknowledge the Annual Report from the Internal Audit Division for Fiscal Year Ending June 30, 2022. Completed audit includes the Public Guardian and the office made efforts to implement recommendations. (All Commission Districts)

POSSIBLE MOTION

Should the Board of County Commissioners wish to acknowledge the annual report a possible motion would be:

Move to acknowledge Annual Report from the Internal Audit Division for fiscal year ending June 30, 2022. Completed audit includes the Public Guardian and the office made efforts to implement recommendations.