

MARCUS J. MOLINARO
COUNTY EXECUTIVE



EOIN WRAFTER, AICP
COMMISSIONER

COUNTY OF DUTCHESS
DEPARTMENT OF PLANNING AND DEVELOPMENT

May 26, 2016

James L. Coughlan, Comptroller
Office of the Comptroller, Dutchess County
22 Market Street
Poughkeepsie, NY 12601

Dear Mr. Coughlan:

We are in receipt of the audit report of the 2013-15 Agency Partner Grants (APG) and Municipal Consolidation & Shared Services Grants (MCSSG) administered by the Dutchess County Department of Planning and Development.

I have reviewed the audit and its finding and have the following response.

As you know the MCSSG and the APG programs were new County initiatives in 2013. And our Department has worked since then to improve and tweak our policies and procedures to ensure the best delivery of programs. I appreciate that we worked closely with your staff to make adjustments to the programs over the past three years.

Insurance Requirements

We have created a spreadsheet maintained by the Accounting Clerk that tracks Certificate of Liability and Worker's Compensation Insurance expiration dates to address monitoring of Insurance coverage.

In addition, this is something we have been working on with the Contracting Sub-Committee of the Health and Human Services Cabinet and Risk Management to look for ways to collaborate more on Insurance review and monitoring with other County Departments.

Monitoring

While we did not conduct site visits in the 2015 calendar year, all APG programs were monitored prior to the expiration of their contract. With a stable staff we expect to continue monitoring newly funded programs at least once during their initial agreement year as described in our Policies and Procedures. Existing programs will be monitored at least once every three years as determined by a risk assessment.

While it was not our policy to conduct site visits for MCSSG projects, we have updated our Policies and Procedures and will begin site visits of the MCSSG projects funded under the 2016 MCSSG program and thereafter.

Procurement Processes

The department has recently consolidated the administration of all Community Investment Programs and realigned staff accordingly. As such, the principal program assistant in charge of ensuring compliance with procurement under the CDBG Program will now monitor procurement under the MCSSG.

An annual inspection of equipment purchased with county funds will be conducted by the Rehabilitation Specialist for all activities funded under the 2016 MCSSG program and thereafter.

Inventory

While it was not our policy to require submission of an inventory record, the Policies and Procedures were updated and a centralized Inventory record for all equipment purchased with county funds has been created and will be maintained for all projects beginning April 2015 thereafter.

Thank you for the opportunity to comment on the audit and work with your staff to improve the implementation of our programs.

Sincerely,



Eoin Wrafter, AICP
Commissioner of Planning and Development