

BOARD OF DIRECTORS

Robert J. Ranieri Jr.
President

Julie Gerrard
Vice President

Danielle Marxer
Secretary

Scott Van Zandt
Treasurer

BOARD MEMBERS

Robert Jere Browning

Andrea Chrisjohn

Timothy Doyle

Angela Kanceler

Dr. Melody Mordock

Carol Quaid

Patricia Roza

Steve Throne

Elaine C. Trumpetto, M.A.
Executive Director



A Contract Agency of
Dutchess County
Department of Mental Hygiene

A NYS OASAS Licensed
Prevention Provider #G048

September 22, 2011

Memorandum to: James Coughlin
Dutchess County Comptroller

Memorandum from: Robert J. Ranieri
President, Board of Directors, CAPE

Subject: Response to Audit Draft (amended) September 9, 2011

Summary of audit findings with responses:

Page 3:

Finding #1: Original invoices were not submitted for selected payments.

Response: Copies of receipts were submitted for all payments, Audits by CAPE's external auditor and NYS OASAS auditor for 2010 fiscal year found no findings relating to lack of support for payments. (See attachment 1.) Receipts for all reimbursements matched with a amounts paid.

Finding #2: Salary costs were not consistent with hours worked.

Response: All monies were properly accounted for in each grant reviewed. There was no overpayment under any grant.

Finding #3: Funding was provided for two positions rather than one as indicated in the STOP DWI contract scope.

Response: The STOP DWI contract as prepared by the county, inaccurately reflected the FTE staffing (2.00) submitted by CAPE to the county in the Dutchess County Logic Model. The error in the county contract was overlooked and the document signed. The county auditor spoke with Mr. William Johnson, Coordinator, STOP DWI, who verified that he had spoken with CAPE's Executive Director prior to submission of the Logic Model and that both parties had agreed on a staffing level of two positions (2.0 FTEs). The amounts received by CAPE in 2009 and 2010 did not exceed the total contract.

Finding #4: Public funding may be reduced with the expansion of contributions and volunteer efforts for the Marathon Project.

Response: Public funding to the Marathon Project has been substantially reduced since 2009. In 2009, the Marathon Project lost county funding totaling \$65,000. Additionally, monies from OCFS for this program have been reduced as follows:

2008 Grant Amount: \$23,201.05
2009 Grant Amount: \$17,962.00
2010 Grant Amount: \$15,717.00

This decrease from 2008 to 2010 resulted in an additional loss of funding totaling \$7,484.05. The total overall program funding loss through 2011 was \$72,484.05.

The primary funder for the Marathon Project is the Dyson Foundation with a three year pledge totaling \$150,000 in support of the Marathon Project.

As a result of the funding issues, a necessary change occurred in the Marathon Project race venue. This change of venue caused a decision, on the part of a participating school district, to withdraw from the project. The consequence of that decision resulted in a decrease in student and mentor participation. It should be noted here that the Marathon Project serves urban and rural populations.

With the loss of funding (\$72,484.05), CAPE's Board began a fund development campaign to attempt to sustain the program.

In 2008, the program raised \$24,118.40 in contributions. That figure dipped to \$13,040.18 in 2009 and rose to \$29,052.45 in 2010.

The school district, which withdrew on the heels of decreased funding, returned in April of 2011 and participants (students and mentors) currently exceed 2010 numbers.

Page 5:

Finding #1: Some expenses reimbursed to the Executive Director were not sufficiently documented with an original invoice, copies of the invoice, were filed as proof of expenses.

Response: Please refer to attached letter mailed to Mr. Coughlin on August 9, 2011. (See attachment 2).

Finding #2: The fiscal person wrote a check for each receipt when credit purchases were incurred; when the monthly credit card statement was received all checks were sent to the credit card company resulting in numerous checks written and sent for one monthly payment.

Response: This issue originally surfaced during our annual external audit in February 2011. The CPA suggested that one check would be more efficient. CAPE implemented this practice in March of 2011. NYS OASAS also did not cite this as a finding in their 2011 audit of 2010 financials.

Finding #3: All of the monthly credit card statements were not filed with the monthly receipts resulting in an incomplete audit trail.

Response: During the county audit, the fiscal person provided the auditor with the invoices requested. Some of the invoices and checks that paid charges shown on the credit card statements were available but not requested by the auditor. If invoices had been requested, they would have been furnished immediately. Please note that the credit card bill was paid in full each month.

Page 7:

Finding: The formalization of agreed upon compensated absences for hours not worked are not a prudent use of public funds.

Response: The student assistance counseling position is a twelve month position which follows the school calendar consistent with teaching positions. Counselors work in the schools during the ten month school year. These masters level, addictions trained professionals have an entry level salary of \$35,700. This compensation is guided by the 2009 NYCON (NY Council on Not for Profits) Compensation Comparability Study of not for profit salaries in NYS. Additionally, CAPE staff contribute 50% to their health insurance and since 2008, the agency has not contributed to the SEP IRA (retirement plan). Letters of Employment provided to staff were drafted by legal counsel and the language has been amended at the recommendation of the county auditor. (See attachment 3).

Page 8:

Finding: Based on the numbers served and the limited school districts served; we question why this project is publically funded for the limited areas and numbers served.

Response: See response to summary finding #4, page 2 of this memorandum.

Page 9:

Finding: While the contract scope provided for one person to be funded as the full-time Alcohol and Highway Safety Educator, CAPE claimed and was paid for two educators in 2009 and 2010.

Response: See response to summary finding #3, page1 of this memorandum.



NEW YORK STATE
OFFICE OF ALCOHOLISM & SUBSTANCE ABUSE SERVICES
Addiction Services for Prevention, Treatment, Recovery

Governor
Andrew M. Cuomo

Commissioner
Arlene González-Sánchez, M.S., L.M.S.W.

July 21, 2011

Attachment 1

Ms. Elaine Trumpetto
Executive Director
Council on Addiction Prevention and
Education of Dutchess County, Inc.
807 Route 52, Room 028
Fishkill, New York 12524

Dear Ms. Trumpetto:

On April 15, 2011, the Office of Alcoholism and Substance Abuse Services (OASAS) completed an on-site review of the Council on Addiction Prevention and Education of Dutchess County, Inc.'s financial operations, relative to its contract with OASAS, for the period January 1, 2010 through December 31, 2010. As you were advised at the onset of the examination, the main objective of our review was to ensure that the provider's financial operations adhered to OASAS guidelines and requirements, in regard to the following operating areas:

1. Maintenance of written fiscal policies and procedures.
2. Maintenance of financial books and records of account.
3. Adherence to budgetary and reporting requirements.
4. Adherence to expenditure requirements.
5. Adherence to third party revenue requirements.
6. Adherence to equipment inventory and control requirements.

I am pleased to inform you that our review of the Council on Addiction Prevention and Education of Dutchess County, Inc.'s financial operations, relative to the above noted areas, did not disclose any conditions warranting corrective action.

Thank you for your cooperation and the courtesies extended to our staff during the examination.

Sincerely,

Richard E. Olm
Acting Fiscal Audit and Review Unit Manager

cc: Charles W. Monson
Douglas Rosenberry
Gerald Roe
P. David Sawicki
Cher Montanye
Susan Donovan, Director of Finance
Robert J. Ranleir, Jr., President of the Board of Directors
Kenneth M. Glatt, Ph.D., Commissioner, DCDMH
Files (Albany/NYC)

January 28, 2011

Attachment 1 cont.
FEB - 3 RECD

Elaine Trumpetto, M.A.
Executive Director
Council on Addiction Prevention and Education of Dutchess County, Inc.
82 Washington St. Suite 205A
Poughkeepsie, NY 12601

Dear Ms. Trumpetto,

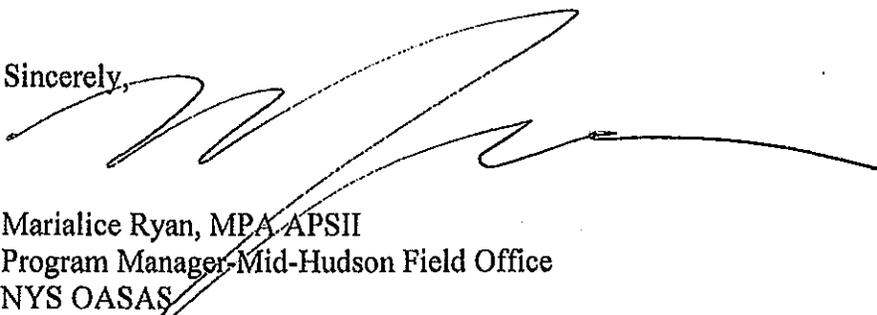
Thank you for your hospitality and accommodation during the MHFO site visit on August 12-13, 2010. Enclosed please find a copy of the results of that visit. The MHFO Prevention Site Review Instrument and the Administrative Review Worksheet were utilized to complete the review.

All documents and records were presented in a neat and timely fashion. The 2011 OASAS Prevention Work plan is current and projections are consistent with 2010 outcomes. All prevention staffing and model program requirements are met.

The MHFO would like to commend you on your efficient and quality driven level of prevention services delivered in Dutchess County. Continue your good work and especially your support and efforts towards newly formed community coalitions.

It is a pleasure working with you.

Sincerely,

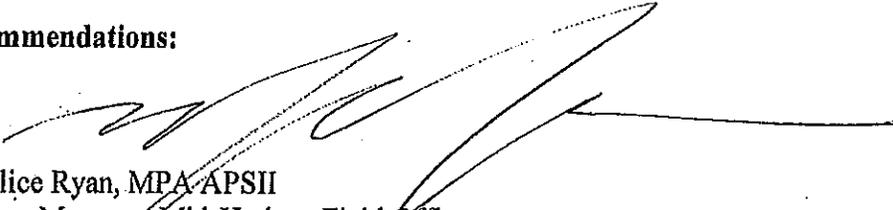

Marialice Ryan, MPA, APSII
Program Manager-Mid-Hudson Field Office
NYS OASAS

cc: Kathy Murphy, OASAS
Tim Donovan, OASAS
Margaret Hirst, Dutchess County Dept. of Mental Hygiene

All financial documents are submitted in a timely manner and program is considered to be fiscally viable.

Recommendations:

None


Marialice Ryan, MPA-APSII
Program Manager, Mid-Hudson Field Office

cape 
**COUNCIL ON ADDICTION
PREVENTION & EDUCATION**
OF DUTCHESS COUNTY, INC.
807 Route 52, Room 028, Fishkill, NY 12524

Attachment 2

BOARD OF DIRECTORS

Robert J. Ranieri Jr.
President

Julie Gerrard
Vice President

Danielle Marxer
Secretary

Scott Van Zandt
Treasurer

August 9, 2011

Mr. Jim Coughlan
Comptroller
Dutchess County Comptroller's Office
22 Market Street
Poughkeepsie, NY 12501

Dear Mr. Coughlan:

I am writing to you today as the President of the Board of Directors for the Council on Addiction Prevention and Education of Dutchess County, Inc. It is my understanding from management that you are in the process of completing a recent fiscal audit on behalf of Dutchess County. I have been informed that this audit serves to review the agency's management of Mental Hygiene Funds including OASAS and STOP DWI as well as YDDP (OCFS) funding.

As you know our board has recently reviewed the draft of the Council's own internal audit and the two NYS OASAS audits. I have been told that these documents were provided to you. Our board was pleased to learn that both OASAS audits were deficiency free.

I am aware that a document related to a carpeting purchase surfaced during the audit and was originally thought to be related to the agency. It is my understanding that matter has been resolved and that document has no relationship to CAPE. Additionally, it has been brought to my attention that an issue arose regarding the use of copied receipts as back up documentation for reimbursements. This issue has never surfaced with OASAS, our CPA or previous county audits. In the interest of risk management, and on the advice of our CPA, our board elected to acquire only one credit card. With that policy in place, the Executive Director and on occasion, the Fiscal Director, use their personal credit cards to make purchases on behalf of the agency. In our mind, this served three purposes: risk management, efficiency and the alleviation of possible financial burdens to lower paid employees who might not have credit limits to support use of their personal cards.

Management explained to our board, at our recent meeting, that the county auditor expressed concern about the lack of original receipts attached to some claims submitted by the Executive Director for reimbursement. The auditor cited the possibility that original receipts could be claimed twice as a business expense on personal income tax. It is the opinion of our board, after consultation with our CPA and attorney, that copies of receipts could be used in the same way and that an employee's use of a personal credit card entitles them to the retention of the original receipt. That said, in order to cleanly remove

BOARD MEMBERS

Robert Jere Browning

Andrea Chrisjohn

Timothy Doyle

Angela Kanceler

Dr. Melody Mordock

Carol Quaid

Patricia Roza

Steve Throne

Jaine C. Trumpetto, M.A.
Executive Director



A Contract Agency of
Dutchess County
Department of Mental Hygiene

A NYS OASAS Licensed
Prevention Provider #0048

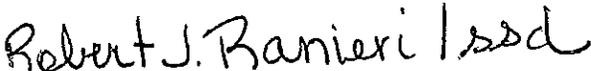
Power of Prevention

Phone: (845) 765-8301 • Fax: (845) 765-8304 • www.capedc.org

our management staff from this type of personal scrutiny, we have decided to acquire an additional card. This decision was made in response to the issue raised as a result of your recent audit.

In summary, I wanted you to be assured that our board and CAPE's management pride themselves on transparency and for that reason, all matters related to the agency are attended to promptly and with careful thought. Should you have any further questions related to this matter, please feel free to contact me. It is the hope of our board that this letter demonstrates our attention to all matters, large and small, that affect the operations of the Council and fully addresses your expressed concern. Thank you.

Sincerely,

A handwritten signature in black ink that reads "Robert J. Ranieri Jr." followed by a stylized flourish.

Robert J. Ranieri Jr.
President
Board of Directors

cape 
**COUNCIL ON ADDICTION
PREVENTION & EDUCATION**
OF DUTCHESS COUNTY, INC.
807 Route 52, Room 028, Fishkill, NY 12524

BOARD OF DIRECTORS
Robert J. Ranieri Jr.
President
Julie Gerrard
Vice President
Daniella Marxer
Secretary
Scott Van Zandt
Treasurer

BOARD MEMBERS
Robert Jere Browning
Andrea Chrisjohn
Timothy Doyle
Angela Kanceler
Melody Mordock
Carol Quaid
Patricia Roza
Steve Throne

Elaine C. Trumpetto, M.A.
Executive Director

July 29, 2011

Attachment 3

Mr. Jim Coughlan
Comptroller
Dutchess County Comptroller's Office
22 Market Street
Poughkeepsie, NY 12601

Dear Mr. Coughlan: 

Thank you for your note. Hope you have had the ability to enjoy some of the summer. The time always passes so quickly. As you know, our Board of Directors met yesterday. Two points of discussion were the county audit and in particular, your question regarding the position of Student Assistance Counselor contract #09-0051 with Dutchess County Mental Hygiene.

To frame this discussion, it may be helpful for you to know some history. The Dutchess County Council on Alcoholism and Chemical Dependency Incorporated in 1987 following county level discussions with county public school districts regarding heightened concerns surrounding youth risk behaviors. It is my understanding that a review of adolescent prevention and intervention efforts settled on a research based model created in Westchester County that would become known as Project Success. It was determined at that time that a partnership with schools would be a critical component in serving the youth and families of Dutchess County since schools provided direct access to students.

The newly formed Council sought and received a grant from the state to pilot this program in the Hyde Park and Wappingers Central School Districts. Initially, the program was at no cost to the districts. With the expiration of that grant and the recognition of the need for continued services within the schools, the Council and the districts began a contract system that would combine resources from NYS OASAS (through Dutchess County Mental Hygiene) and school district funding. That system remains in effect today. Contracting between the agency and the districts generally occurs following the school budget vote in May of each year for the following academic year.

The Student Assistance Program (Project Success) is unique, evidence based and guided by NYS OASAS Prevention Guidelines, Strategic Plan and local, state and national youth risk and protective factor trending. Attached appendices provide further information.



A Contract Agency of
Dutchess County
Department of Mental Hygiene

A NYS OASAS Licensed
Prevention Provider #0048

Student Assistance job descriptions are attached for your review. Historically, Student Assistance has followed a school based calendar (ten months) with summer responsibilities and before and after school hours to include but not limited to: NYS OASAS CASAC, CPP, CPS training, professional education (evidence based practices), continued updating of community resources, community coalition work, parent/staff education at request of school district. Under previous management, counselors had been directed to accrue, September – June, compensatory hours worked beyond the normal seven hour work day; high school : 7am – 3pm, middle school: 8am – 4pm. In 2008, on advice of legal counsel, that tracking system was formally eliminated. Exempt employees, in accordance with their letter of employment and attached job description are expected to meet the requirements of the employment agreement (attached), which upon review, demonstrates the unique nature of the work that they do.

I hope that the attached material is helpful to you. Should you have further questions, please do not hesitate to let me know.

Sincerely,



Elaine Trumpetto
Executive Director

Cc: Robert J. Ranieri Jr., Board President
Margaret Hirst, DCDMH

Attachments
