James Coughlan, Dutchess County Comptroller  
22 Market Street  
Poughkeepsie, NY 12601

I would like to thank you and your staff for their work in auditing the transportation payments for the Preschool and Early Intervention programs. The time period covered in the audit included the services of two separate vendors, one of which was terminated from providing services for cause, increasing the complexity of the audit.

As discussed during the exit conference, of the three findings, one has already been corrected through the use of email confirmations with the vendor when invoices are corrected. Also discussed was the creation of written documentation when site visits are conducted. We are unsure why no documentation was discovered as a checklist is used when site visits are conducted. We have included that checklist with this response.

Lastly, it was discovered that 3-way and 5-way trips were not included in the contract payment terms. This was simply an omission during the contract process as they were included in the bid documents. Since we are currently preparing the bid documents for the next school year (July 2016 – June 2017) we will be sure to include these trips in the next RFP and contract.

Again, thank you for the dedicated work of your staff.

Gerald A. Brisley, II, MBA  
Division Chief

cc: Dr. Henry Kurban, Commissioner  
Cathi Tegtmeier, RN, MPH, Assistant to the Commissioner  
Janine Fitzmaurice, LCSW, CCM, Director
**Dutchess County Department of Behavioral and Community Health**  
**Children with Special Needs Program**  
**On Site Monitoring form**

<table>
<thead>
<tr>
<th><strong>Contractor:</strong></th>
<th>Always East</th>
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<tbody>
<tr>
<td><strong>Contract Period:</strong></td>
<td>July 1, 2015-June 30, 2016</td>
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| **Location of visit:** | Always East Transportation Office  
Main Office  
228 Meyers Corners Rd, Wappingers Falls, NY 12590 |
| **Date of Site Visit:** | |
| **Name and job title of person(s) interviewed:** | |

### SUMMARY OF MONITORING VISIT

- Inspection of buses
- Reviewing routes
- Routing issues
- Discussing parent complaints
- 19 A Inspection of files
- Driver Training
- Monitor Training

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<tr>
<th>Site visit performed by (Name &amp; Signature)</th>
<th>Title</th>
<th>Date</th>
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<tr>
<th>Site visit report reviewed &amp; approved by (Name &amp; Signature)</th>
<th>Title</th>
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