



COUNTY OF DUTCHESS
DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH
DIVISION OF ADMINISTRATIVE OPERATIONS

February 22, 2016

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.

A handwritten signature in blue ink that reads "Mr. Brisley II, MBA".

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

Always East Transportation

School

Always East Office- Fishkill

Date

Bus Number	Bus Year	Driver Name	Monitor Name	Route #	DOT Sticker	Inspection Sticker	Carseats installed /seatbelts	Two way radio/ phone working	First Aid Kit
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

	In control vehicle	In control children	Fire Extinguisher Belt Cutter	Fluids Kit	No Smoking/tinting/Drinki	No speeding	Time 1st P/U or D/O	Time Last D/O
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

For carseat inspection fill in all green columns

**Dutchess County Department of Behavioral and Community Health
Children with Special Needs Program
On Site Monitoring form**

<u>Contractor:</u> Always East	<u>Provider type:</u> Incorporation LLC PLLC Not for Profit <input checked="" type="checkbox"/> Other LP	
<u>Contract Period:</u> July 1, 2015-June 30, 2016		
<u>Location of visit:</u> Always East Transportation Office Main Office 228 Meyers Corners Rd, Wappingers Falls, NY 12590		
<u>Date of Site Visit:</u>		
<u>Name and job title of person(s) interviewed:</u>		
SUMMARY OF MONITORING VISIT		
Inspection of buses Reviewing routes Routing issues Discussing parent complaints 19 A Inspection of files Driver Training Monitor Training		
Site visit performed by (Name & Signature)	Title	Date
Site visit report reviewed & approved by (Name & Signature)	Title	Date