

Mediation Center of Dutchess County, Inc. 2006 Scope of Services

Services to be provided with Dutchess County grant funds in 2006 include but are not limited to:

Providing a Community Program Manager (one third), Family Program Manager (one quarter) and Volunteer Manager (one quarter) to:

- Maintain and deliver the Domestic Violence and Mediation Safety Project which requires private face-to-face intake with all intimate partners referred to mediation, and consultation weekly with a domestic violence expert/advocate who will provide assessment and safety planning for Mediation Center clients. Development includes the addition of a second domestic violence advocate to provide weekly safety planning services due to the increased need and educating other mediation and domestic violence service providers about the Project;
- Maintain on-site services at Dutchess County Family Court, train and supervise staff and mediators;
- Increase the use of mediation services in the eastern and northern areas of Dutchess County, traditionally underserved areas,
- Maintain adequate training and supervision of volunteer mediators.

EXHIBIT "A-1"

2007 Scope of Services

Services to be provided with Dutchess County grant funds in 2007 include but are not limited to:

Providing a Community Program Manager (.20FTE), Family Program Manager (.25 FTE) and Volunteer/Special Projects Manager (.11 FTE) to:

- Maintain and deliver the Domestic Violence and Mediation Safety Project which requires private face-to-face intake with all intimate partners referred to mediation, and consultation weekly with a (1) domestic violence expert and (1) advocate who will provide assessment and safety planning for Mediation Center clients. Maintaining the services of a second domestic violence advocate to provide weekly safety planning services due to the increased need and educating other mediation and domestic violence service providers about the Project;
- Maintain on-site services at Dutchess County Family Court, train and supervise staff and mediators;
- Maintain the use of mediation services in the eastern and northern areas of Dutchess County, traditionally underserved areas;
- Maintain adequate training and supervision of volunteer mediators.



turning conflict
into conversation

March 11, 2008

Ms. Diane Jablonski, Comptroller
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Dear Ms. Jablonski:

Thank you for meeting with Jennifer Jorgensen and me to discuss the 2006 and 2007 audit report. It was a pleasure to work with you and your staff through this process. We appreciate your suggestions on how we may improve internal controls and in response to the recommendations made in the report, the following procedures have already been implemented:

1. A transmittal log is kept by the office manager who is responsible for opening the mail (date stamping all checks received), as well as for receiving cash payments for services. The office manager will record all cash and checks in the transmittal log, which will be reviewed by the executive director each month and compared to the bank statements.

2. The executive director will review and sign bank statements and reconciliations monthly. A member of the finance committee will review and sign quarterly.

3. The office manager will also keep a transmittal log for the petty cash fund of \$100.00, indicating date, amount, and use of funds, along with receipts. Receipts will be given to the bookkeeper monthly for reconciliation. If the fund dips to \$20.00 prior to the monthly reconciliation, it will be replenished to the full amount of \$100.00.

Again, it was a pleasure to work with your office and we appreciate your suggestions and recommendations. If you have any further comments or questions, please do not hesitate to contact me.

Sincerely,

Jody B. Miller
Jody B. Miller
Executive Director

Jody B. Miller
Executive Director



Programs are funded in part
by the County of Dutchess



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Dutchess County

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COMMUNICATIONS SERVICE