

# EMPLOYERS' TRAINING RESOURCE

February 16, 2017

Kern, Inyo, and Mono  
Workforce Development Board  
1600 East Belle Terrace  
Bakersfield, CA 93307

## **STATUS OF SUBGRANTEE MONITORING REPORTS**

Dear Board Member:

The following reports have recently been completed and are being filed with your Board.

Monitoring reports with findings:

**Farmworker Institute for Education and Leadership Development (FIELD) – Youth Program** 1/6/17 Fiscal report. Finding was for services provided before enrollment.

In response FIELD reimbursed Employers' Training Resource for services provided before enrollment and submitted a corrective action plan to ensure that participants are enrolled before services are provided. This finding is closed.

**Kern High School District (KHSD)** (11/17/16) Program report. Findings were for 90 day gaps in services; services provided before enrollment; insufficient case notes and documentation of services; documentation destroyed prior to three year Federal retention requirement; questioned costs for incentive payments; lack of referral to counseling services for one participant; and missing responses to Entrance Interview Questionnaire.

In response, KHSD has submitted a corrective action plan for 90 day gaps and reviewed all files; submitted a corrective action plan to ensure participants are enrolled before services; submitted a corrective action plan to ensure case notes are sufficient and that records are kept according to Federal requirements; conducted staff training to ensure participants receive all available services and referrals to services; and completed the Entrance Interview Questionnaire. These findings are closed.

**West Side Regional Occupational Program (WSROP) – Youth Program** 11/17/16 Fiscal report. Findings were for lack of documentation for supplies, training, and supportive services; and costs charged to the wrong line item.

In response WSROP provided documentation and a corrective action plan to ensure that adequate documentation is on file for purchases; and a new procedure was adopted for determining the correct line item for costs. These findings are closed.

Copies of these reports are on file and available for review by Board members.

Sincerely,



Teresa Hitchcock  
Assistant County Administrative Officer

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