

TYLER COUNTY COMMISSIONERS COURT
SPECIAL MEETING
August 24, 2015

THE STATE OF TEXAS ON THIS THE 24th day of August, 2015 the
Commissioners' Court in and for Tyler County, Texas convened in a Special Meeting at the
Commissioners' Courtroom in Woodville, Texas, the following members of the Court present, to
wit: JACQUES L. BLANCHETTE COUNTY JUDGE, Presiding
MARTIN NASH COMMISSIONER, PCT. #1
RUSTY HUGHES COMMISSIONER, PCT. #2
MIKE MARSHALL COMMISSIONER, PCT. #3
JACK WALSTON COMMISSIONER, PCT. #4
DONEYCE GREGORY COUNTY CLERK, EX OFFICIO

The following were absent: none thereby constituting a quorum. In addition to the above were:
JACKIE SKINNER COUNTY AUDITOR

Judge Blanchette reported that the auditor for the grants, Ed Harry, stated that a supervisory
official that has "first hand" knowledge can certify. Also, the district judges advised that this
authority be granted by the commissioners' court. The grant is sought by the court and overseen
by the court.

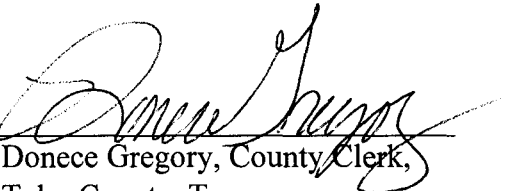
A motion was made by **Commissioner Walston** to authorize the County Auditor to sign
the Certification for Grants: **Violence Against Women Special Prosecutor Grant**
#2308205 and Crime Victims Coordinator Grant #2815401. Commissioner Marshall
seconded the motion. All voted yes and none no. SEE ATTACHED

A motion was made by Commissioner Nash and seconded by Commissioner Walston that
the meeting adjourn. All voted yes and none no.

THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED: 8:33 a.m.

I, Donece Gregory, County Clerk and ex officio member of the Tyler County
Commissioners Court, do hereby certify to the fact that the above is a true and correct
record of the Tyler County Commissioners Court session held on August 24, 2015.

Witness my hand and seal of office on this the 25th day of August, 2015.

Attest: 
Donece Gregory, County Clerk,
Tyler County, Texas





GOVERNOR GREG ABBOTT

August 20, 2015

The Honorable Jacques Blanchette, County Judge
Tyler County
100 West Bluff Street
Woodville, Texas 75979

Re: Violence Against Women Special Prosecutor, Grant Number 2308205

Dear Judge Blanchette:

Enclosed is a Preliminary Report on the Office of Compliance and Monitoring's (OCM) site monitoring review of the grant referenced above. Please review the following finding / findings:

- Unsupported match funds - **Questioned Match - \$10,724.15**
- Semi-annual certifications not maintained

This Preliminary Report was based on information and observations obtained throughout the course of our monitoring review. The next step is for you to review each unresolved finding and provide us any additional evidence to resolve the findings.

For each unresolved finding we ask that you prepare a corrective action. The corrective action should include the following elements:

- The titles of those implementing the corrective action.
- The corrective action taken.
- The anticipated completion date.

You will have until **September 4, 2015** (10 working days) to respond with written comments and a detailed corrective action plan. Please note that failure to respond by this deadline may result in Criminal Justice Division (CJD) placing a financial hold on your agency which will hold all funding from CJD to your agency regardless of fund source.

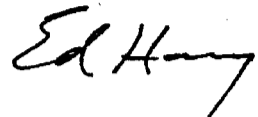
We will review the adequacy of the information provided and the corrective action taken, and contact you if additional information is necessary. After the OCM receives and approves the corrective action, we will issue a Final Report. Your response and corrective action plan will be included in the Final Report.

Please send your management response to the attention of Ed Harry using any of the following methods:

- Email: ed.harry@gov.texas.gov
- Fax: (512) 936-0255;
- Mail: Office of the Governor, Office of Compliance and Monitoring, P.O. Box 12428, Austin, TX 78711; or
- Overnight: State Insurance Building, 1100 San Jacinto, Austin, Texas 78701.

Please contact me at (512) 463-5726 if you have any questions or concerns.

Sincerely,



Ed Harry, Senior Auditor
Office of Compliance and Monitoring

cc: Jackie Skinner, County Auditor, Tyler County
Lou Ann Cloy, Criminal District Attorney, Tyler County
Andreana Ledesma, Director, Office of Compliance and Monitoring, Office of the Governor
Brenda W. Foster, Manager, Office of Compliance and Monitoring, Office of the Governor
Camille Cain, Director, Criminal Justice Division, Office of the Governor
Jason Buckner, Program Manager, Criminal Justice Division, Office of the Governor

SITE MONITORING REVIEW

PRELIMINARY REPORT

August 20, 2015

Grantee: Tyler County-WF
100 West Bluff Street
Woodville, Texas 75979

Project Title: Violence Against Women Special Prosecutor

Grant Number: 2308205

Award Amount: \$49,976.48

Grant Period: September 1, 2014 - August 31, 2015

Period Reviewed: September 1, 2014 - December 31, 2014

Date of Review: May 6 – 8, 2015

Questioned Costs: \$0.00 **Disallowed Costs:** \$0.00

Questioned Match: \$10,724.15 **Disallowed Match:** \$0.00

COD Auditor: Ed Harry

Purpose & Authority: The Office of Compliance and Monitoring (OCM), formerly Compliance and Oversight Division, of the Governor's Office is required by federal and state regulations to periodically conduct monitoring reviews of grantees. The grantee is the entity legally and financially responsible for the grant. A grantee may not delegate its legal or financial responsibility and must ensure that the project operates efficiently, effectively and in accordance with all applicable statutes, rules, regulations and guidelines.

The grant referenced above was reviewed for compliance with grant financial and administrative activities as required by federal, state and Office of the Governor regulations. The review included, on a test basis, analyses, compliance tests and a review of:

1. The adequacy of the accounting system, project files, equipment and property management, administration and internal controls;
2. The relationships of actual expenditures and match requirements compared to the approved budget;
3. The accuracy of financial information; tests for necessity, reasonableness, and authorization of costs for the efficient administration of the grant;
4. The extent to which the desired results or benefits established by the grant programs are being achieved; and
5. Whether or not the organization has complied with laws and regulations applicable to the programs.

Our procedures were less in scope than an audit. With respect to the items tested, our findings are listed below.

Tyler County-WF

SUMMARY OF FINDINGS					
FINDING NO.	FINDING SUBJECT	QUESTIONED		DISALLOWED	
		COSTS	MATCH	COSTS	MATCH
1 (pg. 5)	Unsupported match funds	\$0.00	\$10,724.15	\$0.00	\$0.00
2 (pg. 6)	Semi-annual certifications not maintained	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL		\$0.00	\$ 10,724.15	\$0.00	\$0.00

Tyler County-WF

FINDING ONE

Requirement

.20 Standards for financial management systems.

- (a) A state must expend and account for grant funds in accordance with state laws and procedures for expending and accounting for its own funds. Fiscal control and accounting procedures of the state, as well as its subgrantees, must be sufficient to—
- (1) Permit preparation of reports required by this part and the statutes authorizing the grant, and
 - (2) Permit the tracing of funds to a level of expenditures adequate to establish that such funds have not been used in violation of the restrictions and prohibitions of applicable statutes.

Uniform Grants Management Standards III, .20 (a) (1) - (2) page 67

Finding

For the period of review from September 1, 2014 through March 31, 2015, the grantee's Match Ledger did not support the match funds claimed on the FSR. The reimbursed funds on the FSR totaled \$26,383.68. The cash match reported on the FSR totaled \$20,182.91. The grantee's Match Ledger included a total of \$9,458.76 in cash match, for a difference of \$10,724.15. **This has resulted in questioned match of \$10,724.15.**

Please note that the required match for the reimbursed funds of \$26,383.68 is \$14,206.58.

Recommendation

The grantee should complete one of the following:

1. Revise the match ledger to support the reimbursed funds;
- OR
2. Revise the FSR match to support the Reimbursed Funds.

We noted there was \$9,852.64 in unreimbursed personnel expenditures in the grant ledger that could be used for cash match.

Management Response and Corrective Action

Tyler County-WF

FINDING TWO

Requirement

- Employees working Solely (100% of Time) on a single Grant
 - Employees working solely (100% of time) on a single federal or state award, must maintain timesheets and periodic certifications that the employees worked solely on that program for the period covered by the certification.
 - Activity reports are not required for employees that work solely on a single CJD-funded grant.

Periodic Certifications

Minimum Requirements:

- Must be prepared at least semi-annually (i.e. every 6 months)
- Must be signed by employee and supervisory official having firsthand knowledge of the work performed by the employee

CJD Guide to Grants, page 21.

Finding

For the period from September 1, 2014 through March 31, 2015 the grantee did not maintain semi-annual certifications. The grantee had two employees, D. Barrington and L. Cloy, who were funded solely by the grant. A semi-annual certification was not provided for either employee during or after the review.

Recommendation

The grantee should do Items 1 and 2:

1. Submit semi-annual certifications for both Lou Ann Cloy and Dallas Barrington, signed by the employee and by a supervisory official having firsthand knowledge of the work performed by the employee; and
2. Develop and submit a Tyler County procedure that will ensure periodic certifications are maintained at least semi-annually for employees that work solely on any CJD grant. The certifications should meet the minimum requirements referenced above and the grant number should be recorded on the certifications.

Management Response and Corrective Action



TYLER COUNTY COMMISSIONERS COURT

County Courthouse, Room 101 / Woodville, Texas

Monday
August 24, 2015
8:30 AM

MARTIN NASH
Commissioner, Pct. 1

RUSTY HUGHES
Commissioner, Pct. 2

JACQUES L. BLANCHETTE
County Judge

MIKE MARSHALL
Commissioner, Pct. 3

JACK WALSTON
Commissioner, Pct. 4

NOTICE Is hereby given that a *Special Meeting* of the Tyler County Commissioners Court will be held on the date stated above, at which time the following subjects will be considered and/or discussed;

Agenda All present + Jackie

"Managers help people see themselves as they are. Leaders help people to see themselves better than they are." Jim Rohn

- **CALL TO ORDER**
- Establish Quorum

I. CONSIDER/APPROVE

- w/m* A. **Authorizing Jackie Skinner to sign Certifications for Grants:**
- (1) **Violence Against Women Special Prosecutor Grant #2308205**

(2) **Crime Victims Coordinator Grant #2815401**

➤ **ADJOURN**

w/w 8:33 AM

I do hereby certify that the above Notice of Meeting of the Tyler County Commissioners Court is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice in the Tyler County Courthouse at a place readily accessible to the general public at all times and that said Notice remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting, as is required by Section 551.002 & 551.041.

Executed on _____ 2015 Time _____
Donece Gregory, County Clerk/Ex Officio Member of Commissioners Court

By: _____ (Deputy)