



# Washington State Auditor's Office

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## Accountability Audit Report

# Timberlands Regional Support Network

Wahkiakum County

For the period July 1, 2011 through June 30, 2014

Published June 29, 2015

Report No. 1014444





## Washington State Auditor's Office

June 29, 2015

Board of Appointed Representatives  
Timberlands Regional Support Network  
Cathlamet, Washington

### Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Network operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our report on the Network's compliance and safeguarding of public resources. Our independent audit report describes the overall results and conclusions for areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

A handwritten signature in cursive script, reading "Jan M. Jutte".

JAN M. JUTTE, CPA, CGFM  
ACTING STATE AUDITOR  
OLYMPIA, WA

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## AUDIT SUMMARY

### Results in brief

In the areas we audited, Network operations complied with applicable requirements and provided adequate safeguarding of public resources. The Network also complied with state laws and regulations and its own policies and procedures in the areas we examined.

### About the audit

This report contains the results of our independent accountability audit of the Timberlands Regional Support Network from July 1, 2011 through June 30, 2014.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

Our audit involved performing procedures to obtain evidence about the Network's uses of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. The following areas were examined during this audit period:

- Open public meeting minutes
- Payroll/personnel
- Conflict of interest/ethics laws
- Payments/expenditures

## STATUS OF PRIOR AUDIT FINDINGS

This schedule presents the status of findings reported in prior audit periods. The status listed below is the representation of the Timberlands Regional Support Network. The State Auditor's Office has reviewed the status as presented by the Network.

<b>Audit Period:</b> 7/1/2008-6/30/2011	<b>Report Ref. No:</b> 1008029	<b>Finding Ref. No:</b> 1	<b>CFDA Number(s):</b> NA
<b>Federal Program Name and Granting Agency:</b> NA		<b>Pass-Through Agency Name:</b> NA	
<b>Finding Caption:</b> Timberlands Regional Support Network approved contracts outside of an open public meeting, which limited the public's ability to participate and is a violation of the Open Public Meetings Act.			
<b>Background:</b> Our audit identified 15 instances where the Network approved contracts and agreements over emails in violation of the Open Public Meetings Act. In addition, the Network made payments to a provider under a contract amendment that was not approved by the Board. This resulted in \$17,400 in overpayments to the provider.			
<b>Status of Corrective Action: (check one)</b> <input checked="checked" type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> No Corrective Action Taken <input type="checkbox"/> Finding is considered no longer valid			
<b>Corrective Action Taken:</b> <i>The Board now ensures all contracts and amendments are approved in an open public meeting.</i>			

## RELATED REPORTS

### **Financial**

Our opinion on the Network's financial statements is provided in a separate report issued in June 2015, which includes the Network's financial statements. That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

## INFORMATION ABOUT THE NETWORK

The Timberlands Regional Support Network was created on June 30, 1995, through an interlocal agreement between the Department of Social and Health Services (serving as the county authority for Lewis and Pacific counties), Wahkiakum County and the Shoalwater Bay Indian Tribe. In May 2006, the Shoalwater Bay Indian Tribe opted out of the interlocal agreement. The Network is responsible for the administration and provision of publicly funded mental health services for residents of the region.

Network personnel provide administrative support and management including planning, contracting, marketing, resource management, quality management and fiscal management. The Network contracts with three licensed community mental health centers and other licensed providers for services including crisis response, assessment, brief intervention, community support and residential care.

A three-member Board of Directors, representing each county, provides governance of the Network. The Network Administrator heads the daily administrative function. The Network Administrator is responsible for day-to-day operations. The Network employs approximately four full-time employees and operates on a budget of approximately \$9.5 million.

Contact information related to this report	
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*Information current as of report publish date.*

## Audit history

You can find current and past audit reports for the Timberlands Regional Support Network at <http://portal.sao.wa.gov/ReportSearch>.

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

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