



COMMONWEALTH of VIRGINIA

Scott Reiner, M.S.
Executive Director

OFFICE OF CHILDREN'S SERVICES
Administering the Children's Services Act

February 21, 2017

Ms. Kelly Koebel, CPMT Chair
City of Martinsville CSA Program
24 Clay Street
Martinsville, VA 24112

RE: City of Martinsville Children's Services Act (CSA) Program
Audit Self-Assessment Validation, File No. 36-2014C

Dear Ms. Koebel,

In accordance with the Office of Children's Service's (OCS) Audit Plan for Fiscal Years 2013-2015, the City of Martinsville Community Policy and Management Team (CPMT) has completed and submitted the results of the self-assessment audit of your local CSA Program. An on-site visit was scheduled and conducted by OCS Program Auditors on June 15, 2016 to perform the independent validation phase of the process.

Based on the review and examination of the self-assessment workbook and supporting documentation provided by the City of Martinsville CSA program, our independent validation:


Concurs Partially Concurs Does Not Concur

with the conclusion reported by the City of Martinsville that significant observations of non-compliance and/or internal control weaknesses were identified in the design or operation of the processes or services conducted on behalf of City of Martinsville CSA. The City of Martinsville CPMT has submitted a complete and satisfactory quality improvement plan addressing all significant observations that were identified by the CPMT, which included tasks, responsible parties, and target completion dates. OCS Program Auditors conducted a follow-up of the quality improvement plan and determined that tasks identified have been implemented and/or are currently in progress. We respectfully request that you periodically update our office once quality improvement tasks have been fully completed.

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We would like to thank the City of Martinsville CPMT and related CSA staff for their contributions in completing the CSA Self-Assessment Workbook. We also would like to acknowledge the excellent assistance and cooperation that was provided by April Evans, CSA Coordinator during our on-site visit. Ms. Evans' efforts enabled the audit staff to quickly resolve any questions/concerns that we observed during the validation process. Please feel free to contact us should you have any questions.

Sincerely,


Stephanie S. Bacote, CIGA
Program Audit Manager

cc: Scott Reiner, Interim Executive Director
Leon E. Towarnicki, Martinsville City Manager
Linda H. Conover, CPMT Fiscal Agent
April Evans, CSA Coordinator
SEC Finance and Audit Committee