

AUDIT OF  
COMPREHENSIVE HEALTH PLANNING ASSOCIATION FOR THE  
METROPOLITAN PORTLAND AREA  
A PORTLAND MODEL CITIES PROGRAM PROJECT  
FINAL REPORT  
FOR THE PERIOD FROM JUNE 16, 1972 THROUGH JUNE 15, 1973  
CONTRACT NUMBER 13481

Prepared by:

ANDREW L. BRANCH & CO., P.S.  
Certified Public Accountants  
2611 South Dearborn Street  
Seattle, Washington 98144  
(206) 323-5995

RECEIVED

JUN 16 1974

MODEL CITIES

## TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTION	i
SCHEDULE OF PROGRAM COSTS FOR THE PERIOD FROM JUNE 16, 1972 THROUGH JUNE 15, 1973	1
ACCOMPANYING NOTES TO THE SCHEDULE OF PROGRAM COSTS	2
AUDIT FINDINGS AND RECOMMENDATIONS:	4
PART I - Audit findings that existed during prior examinations that have not been fully implemented to date.	5
PART II - Audit findings discovered during the current examination period covering June 16, 1972 through June 15, 1973 that have not been previously included in prior audit reports.	7

ANDREW L. BRANCH & CO. P.S.  
Certified Public Accountants  
2611 South Dearborn Street  
Seattle, Washington 98144  
(206) 323-5995

March 6, 1974

Commissioner Mildred Schwab  
Commissioner of Public Affairs  
City Hall  
Portland, Oregon 97204

and

Mr. Robert H. Elsner, President  
Board of Directors  
Comprehensive Health Planning Association  
for the Metropolitan Portland Area  
2525 Southwest Third Avenue  
Portland, Oregon 97204

Dear Ms. Schwab and Mr. Elsner:

We have examined the books and records of the Comprehensive Health Planning Association for the Metropolitan Portland Area from June 16, 1972 through June 15, 1973. The examination was conducted for the purposes of: (1) determining compliance with provisions of the contract between the City of Portland and the Comprehensive Health Planning Association for the Metropolitan Portland Area; (2) evaluating the internal controls, including a review of the accuracy and condition of the accounting records; and (3) determining the eligibility of expenditures as recorded. The examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as were considered necessary in the circumstances, including those prescribed in CDA Letter No. 8, Part II, dated June 1969.

Based on our examination of the books and records of the Comprehensive Health Planning Association for the Metropolitan Portland Area, discussions with various Project staff personnel and Portland Model Cities Program Evaluation and Information Department personnel, it is our opinion that the Project has complied with provisions of the contract in all material respects. The accompanying Schedule of Program Costs was prepared in conformity with accounting procedures prescribed by the Department of Housing and Urban Development (HUD) and the costs reimbursed by the Portland Model Cities Program to the Project were eligible costs (except those mentioned at Note 3) in accordance with contract terms and Chapter 4 of CDA Letter No. 8, Part II, dated June 1969, in all material respects.

Andrew L. Branch & Co., P.S.

ALB/ht

PORTLAND MODEL CITIES PROGRAM  
COMPREHENSIVE HEALTH PLANNING ASSOCIATION  
FOR THE METROPOLITAN PORTLAND AREA  
CONTRACT NUMBER 13481

SCHEDULE OF PROGRAM COSTS FOR THE PERIOD FROM  
JUNE 16, 1972 THROUGH JUNE 15, 1973

<u>Category</u>	<u>Actual Costs Per the Check Register</u>	<u>Model Cities Percentage Share of Expenses</u>	<u>Revised Budget</u>	<u>Overrun (Underrun)</u>
Salaries (Including Fringe Benefits)	\$18,161	\$ 8,026	\$11,054	\$(3,028)
Contracted Services	-0-	116	116	-0-
Travel - Local	474	396	1,000	(604)
Travel - Out of Town	-0-	-0-	1,100	(1,100)
	<u>\$18,635</u>	<u>\$ 8,538</u>	<u>\$13,270</u>	<u>\$(4,732)</u>

See Accompanying Notes.

PORTLAND MODEL CITIES PROGRAM  
COMPREHENSIVE HEALTH PLANNING ASSOCIATION  
FOR THE METROPOLITAN PORTLAND AREA  
CONTRACT NUMBER 13481

NOTES TO SCHEDULE OF PROGRAM COSTS  
FOR THE PERIOD FROM JUNE 16, 1972 THROUGH JUNE 15, 1973

NOTE 1 - ORGANIZATION AND CONTRACTUAL RELATIONSHIP

The Health Coordinating and Planning Project was established to develop a plan that could be feasibly implemented to improve health conditions in the Model Neighborhood by providing adequate and accessible medical, dental, and mental health services administered by a reliable and well-organized health care delivery system.

The Project was administered by the Comprehensive Health Planning Association for the Metropolitan Portland Area under a \$13,270 contract with the City of Portland for the period from June 16, 1972 through June 15, 1973. The Portland Model Cities Program provided the Project with the local share of matching funds which were utilized to obtain grants from other Federal funding sources.

NOTE 2 - METHOD OF ACCOUNTING

The accounting records for the Project are maintained on a modified cash basis.

NOTE 3 - INELIGIBLE EXPENSES

The following ineligible expenses were incurred by the Project and charged to the local travel cost category:

<u>Check Number</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
184	12/8/72	for lunches	\$ 4.00
204	1/5/73	for lunches	3.00
235	1/9/73	for lunch and dinner	12.00
261	2/2/73	for lunches	5.65
311	3/1/73	for lunches	16.45
324	3/20/73	for lunches	7.25
393	6/6/73	for lunches	13.75
481	8/3/73	for meals	14.85
			<u>\$76.95</u>

These expenses were incurred by a Project employee for meals while performing local travel for the Project for which he was reimbursed at \$.10 per mile traveled. Model Cities should review these expenses and determine if they are eligible or ineligible costs, and whether or not they should be excluded from total program costs. These costs were excluded from our scheduled program costs.

NOTE 4 - RECONCILIATION OF SCHEDULE OF PROGRAM COSTS WITH COSTS REPORTED  
TO THE CITY OF PORTLAND

Program costs through June 15, 1973 reported by the Project to the City of Portland	\$7,814
Plus: Adjustments disclosed during the examination	<u>724</u>
Total Adjusted Program Costs	8,538
Less: Amount invoiced - per above	<u>(7,814)</u>
Net Amount due from the City of Portland for the Third Action Year	724
Total overpayment to be recovered by the City of Portland for the First and Second Action Years (\$86 and \$774 respectively)	<u>(860)</u>
Net Overpayment due from the Project for the First, Second, and Third Action Years	(135)
Less: Payments made directly to the Model Cities Program by the Project:	
Check number 641 dated 11/12/73	86
Check number 755 dated 2/1/74	<u>216</u>
Adjusted Net underpayment due from the City of Portland for the First, Second and Third Action Years	<u>\$ 166</u>

AUDIT FINDINGS AND RECOMMENDATIONS

## AUDIT FINDINGS AND RECOMMENDATIONS, INTERNAL CONTROLS

A review was made of the accounting procedures and system of internal control of the Comprehensive Health Planning Association for the Metropolitan Portland Area in connection with the examination of the accounts of the Project for the period from June 16, 1972 to June 15, 1973. The examination was conducted primarily to determine compliance of costs of the Project with the terms of the contract with the Portland Model Cities Program. While our audit did reveal some minor weaknesses in the accounting and internal control system, it may not have necessarily disclosed all weaknesses that existed within the system. Based on the results of our examination, it is our opinion that the Project's accounting system and internal control procedures meet the minimum requirements as set forth in CDA Letter No. 8, Part II, dated June 1969.

A substantial number of the audit deficiencies contained in the audit report for the Second Action Year had been implemented by the Project by the time the Third Action Year examination (the period from June 16, 1972 through June 15, 1973) was completed. Consequently this audit report will not include any prior examination audit deficiencies that have been implemented to date, only those that have not been fully implemented will be mentioned again. Thus, the audit findings and recommendations will be reported under the following headings:

Part I - Audit findings that existed during prior examination periods that have not been fully implemented to date.

Part II - Audit findings discovered during the current examination period covering June 16, 1972 through June 15, 1973 that have not been previously included in prior audit reports.



## PART I

### AUDIT FINDINGS THAT EXISTED DURING PRIOR

### EXAMINATIONS THAT HAVE NOT BEEN FULLY IMPLEMENTED TO DATE

### AUDIT FINDINGS AND RECOMMENDATIONS, INTERNAL CONTROLS AND GENERAL

#### FINDING NUMBER 1 - PAYROLL

- a. At the completion of the First Action Year examination we reported that Project employees informed us that Henry M. Woods, Health Planner, terminated in June 1970. However, payroll records indicate that he was paid a total of \$3,303.94 (Model Cities' share of this amount is 50 percent, or \$1,651.97) during July and August. Payroll records for Mr. Woods were not available for review during the examination. Letters written by the Project's Executive Secretary to the Oregon Department of Revenue and the Internal Revenue Service regarding payroll tax returns also contradict the June 1970 termination date. These letters explicitly state that Mr. Woods was on the payroll until the end of August 1970.

The Project did not invoice the Portland Model Cities Program for its share of Mr. Wood's salary for July and August. However, since the contract period was extended from May 31, 1970 to July 31, 1970 by Ordinance Number 131040, his salary for July and August was an eligible program cost if he worked on contract related activities, and should properly have been invoiced to the Portland Model Cities Program.

Model Cities' 50 percent share of Henry M. Wood's July and August 1970 salary was reflected in the Schedule of Program Costs included in the first Action Year's audit report.

- b. Daily attendance sheets do not indicate the number of hours worked by the employee and are not approved by an authorized representative of the Project.

#### RECOMMENDATIONS

- a. The Project has presented information to Model Cities which supports all salary payments made to Henry M. Woods. In addition, it was ascertained that he worked on contract related activities during the period from July 1 1970 through August 31, 1970.

Model Cities has informally accepted and approved the Project's payroll information and agreed that wages paid to Henry M. Woods are eligible program costs. We recommend that Model Cities approve the payroll information formally and in writing to the Project. } X

- b. Attendance sheets should indicate hours worked by each employee and should be signed by the employee and approved by an authorized representative of the Project.

#### FINDING NUMBER 2 - CONSULTING FEES

We reported in the Second Action Year audit report that the \$2,000 amount invoiced to Model Cities as consulting fees could not be audited because, per the Project's bookkeeper, this figure was for general services offered the

Model Neighborhood by the Project. It included the costs of training staff personnel and other staff supported work programs which could not be directly attributed to the Model Neighborhood, but which was for programs conducted on a Metropolitan basis of which Model Cities is an integral part. The bookkeeper did not know how the allocation was made, but stated that Model Cities must have agreed to this amount because the contract was signed by the appropriate officials.

This situation was brought to the attention of the Model Cities staff who requested that the auditors include it in the audit report as a finding in order to resolve the problem.

#### RECOMMENDATION

The Project has subsequently submitted a report to Model Cities showing how the \$2,000.00 amount was determined. This report was reviewed and Model Cities agreed that the \$2,000.00 should be treated as an allowable program cost.

We recommend that Model Cities formally approve the \$2,000.00 amount invoiced as consulting fees in writing to the Project.

## PART II

### AUDIT FINDINGS DISCOVERED DURING THE CURRENT EXAMINATION PERIOD COVERING JUNE 16, 1972 THROUGH JUNE 15, 1973 THAT HAVE NOT BEEN PREVIOUSLY INCLUDED IN PRIOR AUDIT REPORTS

#### AUDIT FINDINGS AND RECOMMENDATIONS, INTERNAL CONTROLS AND GENERAL

##### FINDING NUMBER 3 - PAYROLL

- a. Occasional distributions of payroll checks are not being made by employees who are independent of other payroll functions.
- b. In several instances, personnel files did not contain information regarding pay rates, employment applications, termination notices, etc.

##### RECOMMENDATIONS

- a. Payroll checks should, occasionally be distributed to employees by someone who performs no payroll functions.
- b. Personnel files should be maintained up-to-date at all times and should include all pertinent payroll information.

##### FINDING NUMBER 4 - CONSULTING FEES

The Project invoiced Model Cities for consulting fees totaling \$116.00, which was for staff related work that could not be directly attributed to the Model Neighborhood, but was for programs conducted on a Metropolitan basis of which Model Cities is an integral part.

##### RECOMMENDATION

The Project submitted a report to Model Cities which showed that the \$116.00 represented time spent by the Executive Director at Model Cities Health Committee meetings.

We recommend that Model Cities treat the \$116.00 as an allowable program cost and formally accept them as eligible costs in writing to the Project. } X

##### FINDING NUMBER 5 - OTHER

- a. A review of the check register disclosed that several adjustments had to be made to various checks written during the examination period as a result of timing differences and minor errors. These adjustments were properly reflected in the Schedule of Program Costs included in this report.
- b. A comparison of Model Cities' share of total expenses per the Project's check register, as adjusted, to invoices submitted to Model Cities for reimbursement disclosed the following:

<u>Category</u>	<u>Per Check Register</u>	<u>Per Model Cities' Invoices</u>	<u>Difference Under (Over)</u>
Personnel	\$8,026.01	\$7,224.01	\$802.00*
Contracted Services	116.00	116.00	-0-
Travel	<u>396.10</u>	<u>473.55</u>	<u>(77.45)**</u>
	<u>\$8,538.11</u>	<u>\$7,813.56</u>	<u>\$724.55</u>

A detailed analysis of these differences follows below.

\* Personnel

The \$802.00 Personnel difference can be explained as follows:

- a. Salaries invoiced to Model Cities during the Second Action Year for the pay period from June 16, 1972 through June 23, 1972 that were disallowed, but were properly included in Third Action Year costs \$558.19
  - b. Model Cities 50% share of Sol Peck's salary for the period from June 11, 1973 through June 15, 1973 which was not invoiced for until the Fourth Action Year, even though it is clearly a Third Action Year expense (check number 427 dated June 22, 1973 for the pay period from June 11, 1973 through June 22, 1973). Represents 50% of one (1) week's pay. 144.23
  - c. Salary advance to Sol Peck (check number 370 dated April 27, 1973) that was invoiced to Model Cities in April 1973 and June 1973 when it was withheld from Mr. Peck's paycheck. Computed by taking 50% of the \$170.08 salary advance. (85.04)
  - d. Vacation pay for Beatrice Gilmore (check number 1185 dated August 28, 1972 in the amount of \$527.50). 50% of the entire pay (\$263.75) is an eligible cost however the Project invoiced only \$79.13 leaving \$184.62 not yet invoiced. 184.62
- \$802.00

\*\* Travel

The \$77.45 overpayment of travel expenses can be explained as follows:

- a. Portions of the following checks were accrued at June 15, 1972 and included in Second Action Year costs by the Auditors and were invoiced by the Project again during the Third Action Year.

<u>Check Number</u>	<u>Date</u>	<u>Accrued Second Action Year Portion</u>
-------------------------	-------------	---

1088	7/7/72	\$7.70	\$ (7.70)
1137	8/4/72	1.20	(1.20)

- b. Travel totaling \$16.60 was invoiced to Model Cities twice on the following checks:

<u>Check Number</u>	<u>Date</u>	<u>Amount</u>	<u>Period Covered</u>	
1165	8/18/72	\$ 7.90	8/1/72 - 8/15/72	
1220	9/15/72	8.70	8/16/72 - 8/29/72	
1284	10/13/72	16.60	8/1/72 - 8/29/72	(16.60)

- c. The Project deducted \$50.00 from its travel expense category on the July 1972 invoice submitted to Model Cities to comply with Finding Number 4 in our audit report for the Action Year ended June 15, 1972. Only \$351.50 of the total cost of a \$401.50 out-of-town trip could be verified by supporting documents. However, since Model Cities share of travel expenses was only 50%, only \$25.00 of the \$50.00 amount should have been deducted from the Model Cities invoice.

25.00

- d. Ineligible travel expenses (see detailed explanation at Note 3 to the Schedule of Program Costs).

(76.95)

\$(77.45)

# RECOMMENDATION

The net difference of \$166.36 (see Note 4 for a detailed explanation of this balance) between expenditures invoiced to the Model Cities Program for the First, Second, and Third Action Years and recorded in the Project's check register, as adjusted, should be paid to the Project by the City of Portland.

We appreciate the courtesy and cooperation extended to us by Comprehensive Health Planning Association for the Metropolitan Portland Area and Portland Model Cities personnel during the examination and would be pleased to discuss our findings and recommendations.

**AUDIT FINDINGS AND RECOMMENDATIONS**

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FEB 10 1975**

## AUDIT FINDINGS AND RECOMMENDATIONS, INTERNAL CONTROLS

A review was made of the accounting procedures and system of internal controls of the Comprehensive Health Planning Association for the Metropolitan Portland Area in connection with the examination of the accounts of the Project for the period from June 16, 1973 to June 30, 1974. The examination was conducted primarily to determine compliance of costs of the Project with the terms of the contract between the Project and the City of Portland. While our audit did reveal some minor weaknesses in the accounting procedures and system of internal controls for the Project, it may not have necessarily disclosed all weaknesses that existed within the system. Based upon the results of our examination, it is our opinion that the Project's accounting procedures and system of internal controls meet the minimum requirements as set forth in CDA Letter No. 8, Part II dated June 1969.

Internal control weaknesses that were discovered during the course of the examination will not be mentioned in this report because Model Cities funding of the Project was discontinued as of June 30, 1974. The purpose of the following audit findings will be to give special emphasis to those findings that could be of financial significance to the Project and the Portland Model Cities Program.

The major audit findings of financial significance disclosed during the examination follow.

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#### FINDING NUMBER 1 - CONSULTING FEES

During the Fourth Action Year, \$1,130 was invoiced to the Portland Model Cities Program as consulting fees. However, as in the Second and Third Action Years, the expense could not be audited as, per the Project's bookkeeper, the amounts were for general services offered the Model Neighborhood as a part of the Metropolitan Portland area served by the Project.

#### RECOMMENDATION

The Project should submit a report to the Portland Model Cities Program showing how the \$1,130 amount was determined. The Portland Model Cities Program should review the report and formally respond in writing to the Project whether the expense is an eligible or ineligible program cost. Should any portion be declared ineligible, the net underpayment due to the Project as shown at NOTE 4 and FINDING NUMBER 2 should be reduced by the amount declared ineligible.

#### FINDING NUMBER 2 - OTHER

During the course of the examination, it was noted that the Project had been underpaid \$138.71 by the Portland Model Cities Program for the period from July 1, 1969 (Inception) through June 30, 1974 (Close of Project)(see NOTE 4 for a detailed explanation of this amount).

#### RECOMMENDATION

The City of Portland after a review of the above audit findings and determining their effect, if any, on the net underpayment, should, at its discretion, decide whether the \$138.71 underpayment should be reimbursed to the Project.

\* \* \* \* \*

We appreciate the courtesy and cooperation extended to us by Comprehensive Health Planning Association for the Metropolitan Portland Area and Portland Model Cities personnel during the examination and would be pleased to discuss our findings and recommendations.

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FEB 10 1975



for the Metropolitan Portland Area

*Eggert*

Richard A. Rix, Executive Director · Marquam Plaza Bldg., Room 102, 2525 S.W. Third, Portland, Oregon 97201 · Phone 503 / 224-2560

Robert H. Elsner, President

June 7, 1974

Mr. Al Jamison, Director  
Model Cities Agency  
5329 N. E. Union Avenue  
Portland, Oregon 97211

Reference: Audit of Comprehensive Health Planning  
Association for the Metropolitan Portland  
Area for the period covering June 16, 1972  
through June 15, 1973 - Portland Model  
Cities Program Project, Contract No. 13481

Dear Mr. Jamison:

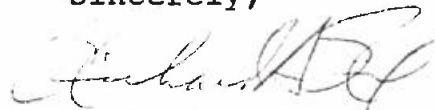
With reference to the above audit dated March 6, 1974, Part II,  
we offer the following response:

Finding #3, payroll checks will be occasionally distributed to  
employees by someone who performs no payroll functions.

Personnel files referred to in this finding were those of the  
contract with Portland Concentrated Employment-New Careers  
Program. These files are maintained up-to-date in that projects  
office, however, CHPA will obtain copies of these personnel  
files for keeping in this office.

Finding #5, per the audit, this is an invoice to the City of  
Portland for an adjusted net underpayment in the amount of  
\$166.36 to the Comprehensive Health Planning Association for  
the Metropolitan Portland Area.

Sincerely,



Richard A. Rix  
Executive Director

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JUN 11 1974  
MODEL CITIES



May 20, 1974

DEPARTMENT OF  
PUBLIC AFFAIRS

MILDRED SCHWAB  
COMMISSIONER

MODEL CITIES  
AGENCY

ANDREW RAUBESON  
ACTING DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

Mr. Richard Rix  
Comprehensive Health Planning  
Association  
Room 102, Marquam Plaza Bldg.  
2525 S.W. Third Avenue  
Portland, Oregon 97201

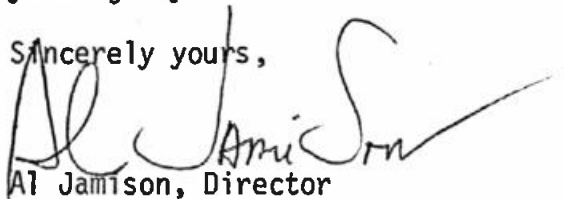
Dear Mr. Rix:

We request that you respond to the audit report for Comprehensive Health Planning Association, prepared by Andrew Branch & Company, P.S., for the period June 16, 1972, through June 5, 1973.

As is normal in audit procedures, please address the findings and reply in writing, to my attention, outlining the progress made to date, and plans to resolve those matters of concern included in the report.

We further request that your response be received in this office on or before Friday, May 31. Failure to meet this deadline, or if your response does not meet the requirements as stated above, the Model Cities Agency will withhold any future reimbursements to your Agency.

Sincerely yours,



Al Jamison, Director

CC: Administration/Model Cities  
Evaluation/Model Cities  
Official files/Model Cities  
K. Hammon  
B. Jones

THE CITY OF  
**PORTLAND**



**OREGON**

BUREAU OF  
FINANCIAL AFFAIRS

K M. HAMMON  
FINANCE OFFICER

1220 S.W. FIFTH AVE.  
PORTLAND, OR. 97204  
503/248-4000

MEMORANDI

*Jamison*

March 4, 1974

TO: COMMISSIONER SCHWAB  
FROM: KEN HAMMON - FINANCE OFFICER  
SUBJECT: COMPREHENSIVE HEALTH PLANNING ASSOCIATION AUDIT FOR  
PERIOD JULY 31, 1969 TO JUNE 15, 1971.

After purging our grants accounting files for pertinent documents which we have included with the audit package, it will be necessary for CDA to furnish a copy of the C.H.P.A. responses as referred to in Charles Jordan's letter dated October 30, 1972 before clearance and sign-off can be accomplished.

Thank you.

KMH/me  
Enclosure  
CC: Al Jamieson - Model Cities

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MAR 5 1974  
MODEL CITIES

*copy - Adam*

E. Roberts

UNIVERSITY INFORMATION SYSTEMS, INC.  
1107 Seneca Street  
Seattle, Washington 98101  
(206) 623-0900

November 20, 1973

Mr. Robert F. Jones  
Grant Accountant  
Portland City Hall, Room 202  
1220 S. W. Fifth Avenue  
Portland, Oregon 97204

CHPA  
audit file

Dear Mr. Jones:

As pointed out in your November 14, 1973 letter, we did tabulate the \$624.67 reimbursement as being applicable to 1971 rather than 1970. However, regardless of which audit period this reimbursement is included in the result is still the same. Hence, the amount due from the Comprehensive Health Planning Association to the City of Portland remains as \$86.36.

Thank you for calling this to our attention.

Sincerely,

*Andrew L. Branch*

Andrew L. Branch  
Senior Partner

cc: Mr. Elvin D. Roberts  
Ms. Delores Sharp

ALB/kk

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NOV 26 1973  
ADMINISTRATION

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NOV 26 1973  
MODEL CITIES

THE CITY OF  
PORTLAND



OREGON

BUREAU OF  
FINANCIAL AFFAIRS

ADMINISTRATIVE  
ACCOUNTING  
DIVISION

K.M. HAMMON  
FINANCE OFFICER

1220 S.W. FIFTH AVE.  
PORTLAND, OR. 97204

Audit file EDR

November 14, 1973

Comprehensive Health Planning Association  
Room 102, Marquam Plaza Building  
2525 S. W. Third Avenue  
Portland, Oregon 97201

Attention: Delores Sharp

Re: Your letter of November 8, 1973

Attached are the document copies to support the \$624.67  
payment to your agency as requested.

The audit firm, University Information Systems, has tabu-  
lated this reimbursement as applicable to 1971 rather than 1970  
which may account for your inability to reconcile this item to  
your records.

I am forwarding a copy of this letter to the same Univer-  
sity Information Systems so that they may correct their records  
and notify both your agency and the model cities fiscal coordi-  
nator, Mr. Elvin Roberts, of the effect that this change may  
have as far as the audit is concerned.

Thank you for calling this matter to our attention.

Very truly yours,

Robert F. Jones  
Grant Accountant

cc: University Information Systems


Elvin Roberts

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NOV 15 1973  
ADMINISTRATION

RECEIVED  
NOV 15 1973  
MODEL CITIES

*To the Metropolitan Portland Area*

Richard A. Rix, Executive Director • Marquam Plaza Bldg., Room 102, 2525 S.W. Third, Portland, Oregon 97201 • Phone 503 / 224-2560

  
Robert H. Elsner, President

November 8, 1973

Mr. Bob Jones  
Accounting Department  
Portland City Hall, Room 202  
1220 S. W. Fifth Avenue  
Portland, Oregon 97204


Dear Mr. Jones:

The Comprehensive Health Planning Association for the Metropolitan Portland Area has received its audit final report with the Portland Model Cities Program Project, Contract Number 12669, for the period from June 16, 1971 through June 15, 1972, prepared by the University Information Systems, Inc., of Seattle, Washington.

In the final audit report is a section pertaining to "Audit findings that existed during the examination period from July 31, 1969 through June 15, 1971 that have not been implemented to date". University Information Systems, Inc. stated that in reviewing the records of the City of Portland, an invoice was submitted by the Comprehensive Health Planning Association in April 1971 for the amount of \$624.67 and was subsequently paid by the City in May 1971. The records of CHPA indicate that neither an invoice was submitted nor was payment received in the amount of \$624.67 for the period indicated.

Would you please review your records for verification of this audit finding? Thank you very much for your assistance in this matter.

Sincerely,

  
Richard A. Rix  
Executive Director

ds

Enclosure

PART II

AUDIT FINDINGS THAT EXISTED DURING THE EXAMINATION PERIOD  
FROM JULY 31, 1969 THROUGH JUNE 15, 1971  
THAT HAVE NOT BEEN IMPLEMENTED TO DATE

AUDIT FINDINGS AND RECOMMENDATIONS, INTERNAL CONTROL AND GENERAL

FINDING NUMBER 5 - CASH DISBURSEMENTS

Paid checks were not examined for correctness of endorsements at the time bank reconciliations were prepared.

RECOMMENDATION

Paid checks should be examined for correctness of endorsements when bank reconciliations are prepared, at least on a test basis.

FINDING NUMBER 6 - OTHER

- a. A comparison of Model Cities' share of total expenses per the Project's accounting records, as adjusted, to invoices submitted to Model Cities for reimbursement disclosed the following:

	<u>Per Book</u>	<u>Per Invoices</u>	<u>Difference</u>
<u>Contract Period: July 31, 1969 to July 31, 1970:</u>			
Salaries: August 1, 1969 to June 30, 1970	\$ 6,220.65	\$ 6,375.32	\$ (154.67)
Salaries: July 1970	575.62	-	575.62
	<u>6,796.27</u>	<u>6,375.32</u>	<u>420.95</u>
<u>Contract Period: August 1, 1970 to June 15, 1971:</u>			
Salaries: August 1970	974.35	-	794.35
Salaries: September 1, 1970 to June 15, 1971	3,285.73	3,581.48	(295.75)
	<u>4,080.08</u>	<u>3,581.48</u>	<u>498.60</u>
Travel - Local	3.75	7.50	( 3.75)
Travel - Out-of-Town	200.75	578.24	(377.49)
Totals	\$11,080.85	\$10,542.54	538.31
Plus the April 1971 invoice that was paid in May 1970		624.67	624.67 # 58257
Totals - revised figures	<u>\$11,080.85</u>	<u>\$11,167.21</u>	<u>\$ 86.36</u> 5/12/70

Based on the above figures, the Project was overpaid by \$86.36.

RECOMMENDATION

- a. The \$86.36 difference between the expenditures invoiced to the Model Cities Program and those recorded in the Project's accounting records, as adjusted, should be withheld from future invoices submitted by the Project for reimbursement.





# *Health Planning Council*

FOR THE PORTLAND METROPOLITAN AREA

April 30, 1970

TO: Director, Portland Model Cities Program

FROM: A. C. Siddall, Executive Director

SUBJECT: Request for payment under Contract of November 21, 1969 with the City of Portland for provision of health planning services to the Portland Model Cities Program

This is to certify that the Health Planning Council for the Portland Metropolitan Area has prepared the payroll and has delivered salary checks to Mr. Henry M. Woods, health planner assigned to the Portland Model Cities Program April 1 to April 30, 1970.

A total of \$ 1249.34 was expended by the Health Planning Council for the month of April, 1970 for this staff position assigned to the Portland Model Cities Program. This includes salary and all employer-paid fringe benefits as specified in the contract.

This work has been completed in accordance with the terms of the contract and the Agency is entitled to payment therefor in the amount of \$ 624.67.

A. C. Siddall  
Executive Director



58257

**The Treasurer, City of Portland**

HEALTH PLANNING COUNCIL  
FOR THE PORTLAND METROPOLITAN AREA INC  
6830 SW CLAY STREET  
PORTLAND OREGON 97201

513 MAY 12 1970

52757

58257

01A9  
05-05-70

58258

**The Treasurer, City of Portland**

PORTLAND DEVELOPMENT COMMISSION  
1700 SE 4TH AVE  
PORTLAND OREGON 97201

513 MAY 12 1970

52758

58258

01A9  
05-05-70

PORTLAND DEVELOPMENT COMMISSION  
1700 SE 4TH AVE  
PORTLAND OREGON 97201

58259

**The Treasurer, City of Portland**

BURTON L LINDSAY  
570 S IVY  
GAINES, OREGON 97018

513 MAY 12 1970

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58259

01A9  
05-05-70

BURTON L LINDSAY  
570 S IVY  
GAINES, OREGON 97018

58260

**The Treasurer, City of Portland**

CHARLES GEORGE THOMAS, JR  
C/O CLATSOP COUNTY SHERIFF'S OFFICE  
COUNTY COURTHOUSE  
OREGON CITY, OREGON 97045

513 MAY 12 1970

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01A9  
05-05-70

CHARLES GEORGE THOMAS, JR  
C/O CLATSOP COUNTY SHERIFF'S OFFICE  
COUNTY COURTHOUSE  
OREGON CITY, OREGON 97045

58261

**The Treasurer, City of Portland**

PORTLAND STATE UNIVERSITY  
C/O SUMNER SHARPE, URBAN STUDIES  
PO BOX 751  
PORTLAND OREGON 97207

513 MAY 12 1970

52761

58261

01A9  
05-05-70

PORTLAND STATE UNIVERSITY  
C/O SUMNER SHARPE, URBAN STUDIES  
PO BOX 751  
PORTLAND OREGON 97207

58262

**The Treasurer, City of Portland**

01A9  
05-05-70



October 24, 1973

DEPARTMENT OF  
PUBLIC AFFAIRS

MILDRED SCHWAB  
COMMISSIONER

MODEL CITIES  
AGENCY

ANDREW RAUBESON  
ACTING DIRECTOR

5320 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

Robert H. Elsner, President  
Board of Directors  
Comprehensive Health Planning Association  
For the Metropolitan Portland Area  
2525 Southwest Third Avenue  
Portland, Oregon 97204

Dear Mr. Elsner:

I am sure that by now you have received the audit report prepared by the auditing firm, University Information Systems, on the Comprehensive Health Planning Association, a Portland Model Cities Program, for the period June 16, 1971, through June 15, 1972.

As is normal in audit procedures, please address the findings and reply in writing to my attention within fifteen calendar days from receipt of this letter, outlining the progress made to date, and plans to resolve those matters of concern included in the report.

Sincerely,

A handwritten signature in cursive script, reading "Elvin D. Roberts", is written over the typed name.

Elvin D. Roberts  
Admn. Management Coordinator

EDR:cfc

cc: A. Raubeson  
R. Rix  
M. Opton  
D. Sharp  
G. Holliday  
Official Files

11-02

UNIVERSITY INFORMATION SYSTEMS, INC.  
1107 Seneca Street  
Seattle, Washington 98101  
(206) 623-0900

April 6, 1973

Mr. Andrew Raubeson  
Acting Director  
Portland Model Cities  
5329 N. E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Raubeson:

Based on my April 5, 1973 telephone conversation with Mr. Robert Jones, Deputy Auditor of the City of Portland, it was ascertained that instead of the Portland Model City Program owing the Comprehensive Health Planning Association for the Metropolitan Portland Area (reference pages 5 and 6 of our Audit Report for the period from July 31, 1969 through June 15, 1971) \$538.31, the Project was actually overpaid by \$86.36.

This discrepancy resulted because an invoice for the month of April 1971 submitted for payment by the Project to the City was not included in the Model Cities invoice file reviewed by us, nor was the actual payment included on the attached schedule of Project payments received from the City Auditor's office. You will observe that the total payments to the Project of \$4,167.22 during the period from April 1971 through September 1971, per the schedule, agree with our audit report. The April 1971 invoice which was paid in May 1971 does not appear on the schedule.

Mr. Jones informed me during our telephone conversation that the official City of Portland accounting records included the payment of \$624.67 for the April 1971 invoice. Mr. Jones and I agreed that for all future audit engagements the City Auditor's office would provide us copies of only the official records for use in audit reports.

This discrepancy would have normally been discovered during our usual audit tests. However, since this was a 50 percent local share matching fund grant for which a balance sheet was not required, bank reconciliations were not prepared.

A summary of the revised audit report figures follows:

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	<u>Per Books</u>	<u>Per Invoices</u>	<u>Difference</u>
Per page 5 of the original Audit Report	\$11,080.85	\$10,542.54	\$538.31
• Plus the April 1971 invoice That was paid in May 1971	<u>                    </u>	<u>624.67</u>	<u>624.67</u>
Revised Audit Report figures	<u>\$11,080.85</u>	11,167.21	<u>\$ 86.36</u>
Charges made to the Project by the City that were not included on Project invoices		<u>547.69</u>	
City of Portland total		<u>\$11,714.90</u>	

Based on the above figures, the Project was overpaid by \$86.36. If the salary to Henry M. Woods during July and August 1970 is not taken into account, the Project was overpaid \$1,636.33.

Sincerely,

*Andrew L. Branch*  
Andrew L. Branch

ALB/skb

cc: Robert Jones  
Elvin Roberts

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APR 11 1973  
MODEL CITIES

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APR 11 1973  
ADMINISTRATION

Health Planning 11-32-71  
 Health Planning - Camp Health Planning - Contract # 12325  
 1st Action Year First Action Year Expenditures

	Budgets	Ordinance 131340 4/10/72	Ord.# 131375 2/6/72	Ord.# 12332 3/1/71	Total Available Spent	Second Action Year Budget	Advance Expenditure
1	Personnel	96726		4598-		9110-	1528-
2							
3	Consultants					2220-	137-
4							
5	Travel			100-		2100-	175-
6							
7	Space						
8							
9	Supplies						
10							
11	Equipment						
12							
13	Other						

Totals	25619	60946	4598-	1762-	12325	1528-		
Payments	Total	Personnel	Consultants	Travel	Space	Supplies	Equipment	Other
1/1/71-5-31-71	60946	55747	✓	37149				
7/1/71-12-31-71	60946	55747	✓	37149				
Var. Mileage Fund - (Ad. Cont. 12327)	25619	25619	✓	25619				
Shelter Exp. Fund, 15259	15259	15259	✓	15259				12150
4/30/71 4/30/71 25619	25619	25619	✓	25619				
4/30/71 4/30/71 25619	25619	25619	✓	25619				
4/30/71 May 71 94244	94244	94244	✓	94244				
4/30/71 Jun 1-15 94244	94244	94244	✓	94244				

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APR 11 1972

ADMINISTRATION

**AUDIT OF**  
**THE HEALTH PLANNING COUNCIL AND**  
**COMPREHENSIVE HEALTH PLANNING ASSOCIATION FOR THE**  
**METROPOLITAN PORTLAND AREA**  
**A PORTLAND MODEL CITIES PROGRAM PROJECT**  
**FINAL REPORT**  
**FOR THE PERIOD FROM JULY 31, 1969 THROUGH JUNE 15, 1971**  
**CONTRACT NUMBER 12669**

**Prepared by:**

**UNIVERSITY INFORMATION SYSTEMS**  
**1107 Seneca Street**  
**Seattle, Washington 98101**  
**(206) 623-0900**

**RECEIVED**  
**AUG 21 1972**  
**ADMINISTRATION**

**RECEIVED**  
**AUG 23 1972**  
**MODEL CITIES**

UNIVERSITY INFORMATION SYSTEMS  
1107 Seneca Street  
Seattle, Washington 98101  
(206) 623-0900

August 4, 1972

Commissioner Neil Goldschmidt  
Commissioner of Public Safety  
City Hall  
Portland, Oregon 97204

and

Mr. Dale W. Wineberg, President  
Board of Directors  
Comprehensive Health Planning Association  
for the Metropolitan Portland Area  
2525 South West Third Avenue  
Portland, Oregon 97204

Gentlemen:

We have examined the books and records of the Health Planning Council and Comprehensive Health Planning Association for the Metropolitan Portland Area from July 31, 1969 through June 15, 1971. The Health Planning Council was dissolved as of July 31, 1970 and Comprehensive Health Planning Association was established to conduct the Comprehensive Health Project. The examination was conducted for the purposes of: (1) determining compliance with provisions of the contract between the City of Portland and the Health Planning Council (from July 31, 1969 through May 31, 1970) and Comprehensive Health Planning Association (from June 1, 1970 through June 15, 1971) for the Metropolitan Portland Area; (2) evaluating the internal controls, including a review of the accuracy and condition of the accounting records; and (3) determining the eligibility of expenditures as recorded. The examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as were considered necessary in the circumstances, including those prescribed in CDA Letter No. 8, Part II, dated June 1969.

Based on our examination of the books and records of the Health Planning Council and Comprehensive Health Planning Association for the Metropolitan Portland Area, discussions with various Project staff personnel and Portland Model Cities Program Evaluation and Information Department personnel, it is our opinion that the Project has complied with provisions of the contract in all material respects. The accompanying Schedule of Program Costs was prepared in conformity with accounting procedures prescribed by the Department of Housing and Urban Development (HUD) and the costs reimbursed by the Portland Model Cities Program to the Project were eligible costs in accordance with contract terms and Chapter 4 of CDA Letter No. 8, Part II, dated June 1969, in all material respects.

*Andrew L. Branch*

Andrew L. Branch  
Senior Partner

## TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTION . . . . .	1
AUDIT FINDINGS AND RECOMMENDATIONS, INTERNAL CONTROL . . . . .	2
AUDIT FINDINGS AND RECOMMENDATIONS, GENERAL . . . . .	4
SCHEDULE OF PROGRAM COSTS FOR THE PERIOD FROM JULY 31, 1969 THROUGH JUNE 15, 1971 . . . . .	7
NOTES TO SCHEDULE OF PROGRAM COSTS . . . . .	8



## AUDIT FINDINGS AND RECOMMENDATIONS, INTERNAL CONTROLS

A review was made of the accounting procedures and system of internal control of the Health Planning Council and Comprehensive Health Planning Association for the Metropolitan Portland Area in connection with the examination of the accounts of the Project for the period from July 31, 1969 to June 15, 1971. The examination was conducted primarily to determine compliance of costs of the Project with the terms of the contract with the Portland Model Cities Program, and accordingly, would not necessarily disclose all weaknesses that may exist within the system. However, it did reveal some serious weaknesses in the accounting system and internal control procedures. Based on this review, it is our opinion that the Project's accounting system and internal control procedures do not meet the minimum requirements as set forth in CDA Letter No. 8, Part II, dated June 1969, primarily because of the following conditions that existed during the examination period:

- a. A general ledger was not maintained until after May 30, 1970.
- b. Formal trial balances of the general ledger were not prepared each month.
- c. A general journal was not used to document and record transactions in the general ledger which were not recorded from the cash receipts and disbursement registers.
- d. Monthly internal financial reports were not prepared and utilized by management to control their budgets and expenditures throughout the funding period.
- e. The accounting system was not maintained on the accrual basis.
- f. The following records were not available for review during the first funding period:
  1. Bank statements and cancelled checks
  2. Federal payroll tax files
  3. State payroll tax files
  4. Employee fringe benefit payments and files

Following are the deficiencies noted during the examination and suggested recommendations to correct them:

### FINDING NUMBER 1 - CASH DISBURSEMENTS

- a. Paid checks were not examined for date, payee, and endorsements at the time bank reconciliations were prepared.
- b. Several instances were noted of payments being made but a copy of the invoice or supporting documents could not be located. This occurred frequently in the first funding period because bank statements, cancelled checks, payroll tax files, and employee fringe benefit files were not available for review.

### RECOMMENDATIONS

- a. Paid checks should be examined for date, payee and endorsements when bank reconciliations are prepared, at least on a test basis.
- b. Payments should only be made from properly approved invoices received from vendors. In addition, all paid supporting documents and invoices should be filed by vendor as support for cash disbursements made and retained for future examination.
- c. Checks should be mailed without being returned to the person who initiated them.

### FINDING NUMBER 2 - PAYROLL

- a. Daily attendance sheets do not indicate the number of hours worked by the employee and are not approved by an authorized representative of the Project.

### RECOMMENDATION

- a. Attendance sheets should indicate the hours worked by each employee and should be approved by an authorized representative of the Project.

### FINDING NUMBER 3 - GENERAL

- a. A general ledger was not maintained.
- b. Formal monthly trial balances were not prepared.
- c. A general journal was not utilized to document and record general journal entries.
- d. Monthly internal financial reports were not prepared and utilized by management to control budgets and expenditures.
- e. The Project's accounting system was maintained on the cash basis.

### RECOMMENDATIONS

- a. A general ledger should be maintained on a monthly basis to record summarizations of all accounting transactions.
- b. Formal trial balances and monthly internal financial statements should be prepared each month.
- c. Journal entries should be entered in a general journal prior to posting to the general ledger and should be approved and adequately explained and supported by substantiating data.
- d. The accounting system should be maintained, as a minimum, on a "modified" cash accrual basis.

Recommendations "a", "b", and "d" are now being implemented.

AUDIT FINDINGS AND RECOMMENDATIONS - GENERAL

FINDING NUMBER 1 - TRAVEL

- a. The approved budget included \$100.00 for local travel. However, a Portland Model Cities employee approved an out-of-town trip for a Project representative in a letter dated January 12, 1971. Total cost of the trip was \$401.50. Only \$351.50 of this amount was verified by supporting documents, the remaining \$50.00 could not be substantiated.

RECOMMENDATIONS

- a. A formal change order should be submitted to the Portland Model Cities Program changing the budget to include a line item category for actual out-of-town travel expenses incurred.
- b. Support for the unsubstantiated travel costs should be obtained or the City of Portland should be reimbursed \$50.00 by the representative who took the trip.

FINDING NUMBER 2 - PAYROLL

- a. Payroll taxes were incorrectly computed on a payroll check dated August 24, 1970.
- b. Federal and state payroll tax returns for the second and third quarters of 1970 were not prepared and filed by the Project until the latter part of 1971.
- c. Project employees informed the auditor that Henry M. Woods, Health Planner, terminated in June 1970. However, payroll records indicate that he was paid a total of \$3,303.94 (Model Cities' share of this amount is 50 percent, or \$1,651.97) during July and August. Payroll records for Mr. Woods were not available for review during the examination. Letters written by the Project's Executive Secretary to the Oregon Department of Revenue and the Internal Revenue Service regarding payroll tax returns also contradict the June 1970 termination date. These letters explicitly state that Mr. Woods was on the payroll until the end of August 1970.

The Project did not invoice the Portland Model Cities Program for its share of Mr. Woods' salary for July and August. However, since the contract period was extended from May 31, 1970 to July 31, 1970 by Ordinance Number 131040, his salary for July and August was an eligible program cost if he worked on contract related activities, and should properly have been invoiced to the Portland Model Cities Program.

Model Cities' 50 percent share of Henry M. Woods' July and August 1970 salary is reflected in the Schedule of Program Costs included in this audit report.

# RECOMMENDATIONS

- a. Payroll computations should be double-checked when payments other than the regular salary payments are made.
- b. Federal and state payroll tax returns should be prepared and filed on a timely basis.
- c. The termination date of Henry M. Woods, Health Planner, should be clarified and supported by properly approved payroll records. If he was employed until August 1970, inquiries should be made as to whether he worked on contract related activities during the period from July 1, 1970 through August 31, 1970. If he worked on other activities during this time period, figures in the per book column of Finding Number 3, point "a" below should be reduced by \$1,369.97.

## FINDING NUMBER 3 - OTHER

- a. A comparison of Model Cities' share of total expenses per the Project's accounting records, as adjusted, to invoices submitted to Model Cities for reimbursement disclosed the following:

	<u>Per Book</u>	<u>Per Invoices</u>	<u>Difference</u>
<u>Contract Period: July 31, 1969 to July 31, 1970:</u>			
Salaries: August 1, 1969 to June 30, 1970	\$ 6,220.65	\$ 6,375.32	\$(154.67)
Salaries: July 1970	575.62	-	575.62
	<u>6,796.27</u>	<u>6,375.32</u>	<u>420.95</u>
<u>Contract Period: August 1, 1970 to June 15, 1971:</u>			
Salaries: August 1970	974.35	-	794.35
Salaries: September 1, 1970 to June 15, 1971	<u>3,285.73</u>	<u>3,581.48</u>	<u>(295.75)</u>
	4,080.08	3,581.48	498.60
Travel - Local	3.75	7.50	( 3.75)
Travel - Out-of-Town	<u>200.75</u>	<u>578.24</u>	<u>(377.49)</u>
Totals	<u>\$11,080.85</u>	<u>\$10,542.54</u>	<u>\$ 538.31</u>

Based on the above figures, the Project was underpaid by \$538.31. If the salary paid to Henry M. Woods during July and August 1970 is not taken into account, the Project was overpaid by \$831.66.

- b. Comprehensive Health Planning Association for the Metropolitan Portland Area assumed no responsibility for records maintained by the Health Planning Council for the Portland Metropolitan Area from July 31, 1969 through July 31, 1970. Accordingly, very little assistance was provided by Project representatives when attempts were made by the auditors to obtain permission to review records applicable to this time period. Project employees stated that these records were stored in the offices of a local public accounting firm. The Comprehensive Health Planning Association for the Metropolitan

Portland Area was established to conduct the Comprehensive Health Project after the Health Planning Council for the Portland Metropolitan Area was dissolved as of July 31, 1970.

RECOMMENDATION

- a. The City of Portland should determine if the Project should be paid \$538.31 for additional program costs or if the Project was overpaid \$831.66 and should refund that amount to the City of Portland. This questions will be resolved when Recommendation "c" of Finding Number 2, page 6, is completed.
- 

We appreciate the courtesy and cooperation extended to us by Portland Model Cities personnel during the examination and would be pleased to discuss our findings and recommendations.

PORTLAND MODEL CITIES PROGRAM  
THE HEALTH PLANNING COUNCIL AND  
COMPREHENSIVE HEALTH PLANNING ASSOCIATION FOR  
THE METROPOLITAN PORTLAND AREA

CONTRACT NUMBER 12669

SCHEDULE OF PROGRAM COSTS  
FOR THE PERIOD FROM JULY 31, 1969 THROUGH JUNE 15, 1971

	<u>Actual Costs</u>	<u>Revised Budget</u>	<u>Overrun (Underrun)</u>
<u>Contract Period: July 31, 1969 through July 31, 1970:</u>			
Personnel	<u>\$ 6,796</u>	<u>\$ 7,000</u>	<u>\$(204)</u>
<u>Contract Period: August 1, 1970 through June 15, 1971:</u>			
Personnel	4,080	4,398	(318)
Travel - Local	4	100	( 96)
Travel - Out-of-town	201		201
Reimbursement to the City for services rendered under prior contract	* 547	547	
	<u>4,832</u>	<u>5,045</u>	<u>(213)</u>
	<u>\$11,628</u>	<u>\$12,045</u>	<u>\$(417)</u>

\*These costs were not reflected in the Project's books.

See accompanying notes.

PORTLAND MODEL CITIES PROGRAM  
THE HEALTH PLANNING COUNCIL AND  
COMPREHENSIVE HEALTH PLANNING ASSOCIATION FOR  
THE METROPOLITAN PORTLAND AREA

CONTRACT NUMBER 12669

NOTES TO SCHEDULE OF PROGRAM COSTS  
FROM JULY 31, 1969 THROUGH JUNE 15, 1971

NOTE 1 - ORGANIZATION AND CONTRACTUAL RELATIONSHIP:

The Health Planning Council (from July 31, 1969 through May 31, 1970) and the Comprehensive Health Planning Association (from June 1, 1970 through June 15, 1971) for the Metropolitan Portland Area were funded by the Portland Model Cities Program under contracts totaling \$12,045 to provide a health planner to develop a comprehensive health planning program for the Portland Metropolitan Area.

The Portland Model Cities Program provided the Project with the 50 percent local share matching funds which were utilized to obtain grants from the Department of Health, Education and Welfare totaling \$11,498.

NOTE 2 - METHOD OF ACCOUNTING:

Accounting records of the Health Planning Council and Comprehensive Health Planning Association for the Metropolitan Portland Area are maintained on a cash basis.

NOTE 3 - RECONCILIATION OF SCHEDULE OF PROGRAM COSTS WITH COSTS REPORTED TO THE CITY OF PORTLAND:

Program costs through June 15, 1971 reported by the Project to the City of Portland (includes \$547 reimbursement to the City for services rendered under prior contract, which were not recorded in the Project's books).	\$11,090
Plus: net additional program costs not invoiced to Model Cities by the Project.	538
	<u>\$11,628</u>

# Comprehensive Health Planning Association

## for the Metropolitan Portland Area

Richard A. Rix, *Executive Director* • Marquam Plaza Bldg., Room 102, 2525 S.W. Third, Portland, Oregon 97201 • Phone 503/224-2560  
Dale Wineberg, *President*

January 5, 1973

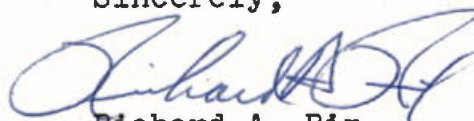
Mr. Elvin D. Roberts  
Admin. Management Coordinator  
Portland Model Cities  
5329 N. E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Roberts:

At your request, the Comprehensive Health Planning Association for the Metropolitan Portland Area is requesting reimbursement for \$538.31 from the City of Portland for work performed by Mr. Henry Woods for the first action year of the contract agreement between CHPA and Model Cities.

Attached is a copy of a letter to you dated October 10, 1972 detailing the amount owed as specified in the first action year audit by Model Cities.

Sincerely,



Richard A. Rix  
Executive Director

ds

Attachment





October 30, 1972

Mr. Dale W. Wineberg  
President  
Board of Directors  
Comprehensive Health Planning Association  
for the Metropolitan Portland Area  
2525 SW Third Avenue  
Portland, Oregon 97204

Dear Mr. Wineberg:

The reply to our request that a response be made to the audit findings prepared by the City Demonstration Agency's (CDA) auditors, University Information Systems, is acceptable.

A recommendation will be made to Commissioner Goldschmidt to grant a waiver to the Comprehensive Health Planning Association so that a reimbursement of \$531.31 may be issued to your agency. Once the Commissioner approves this recommendation, an ordinance will be created authorizing the City to make payment to you.

Since the CDA is in the process of making recommendations to the Commissioner, involving all of its operating agencies, an ordinance will not be created for a single agency but, rather, for all agencies so that the City Council will not have to pass separate ordinances on an individual basis.

Any questions you may have regarding this decision may be directed to Mr. Elvin Roberts, Administrative Management Coordinator for this agency.

Sincerely,

Charles Jordan  
Executive Director

cc:  
Comm. Goldschmidt  
A. Raubeson  
~~E. Roberts~~  
B. Jones  
R. Rix  
A. Branch (cc: of O/A response)  
Official files (2)  
Director  
gc

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NOV 1 1972  
ADMINISTRATION

To The Metropolitan Portland Area

Richard A. Rix, Executive Director • Marquam Plaza Bldg., Room 102, 2525 S.W. Third, Portland, Oregon 97201 • Phone 503/224-2560  
Dale Wineberg, President

October 10, 1972

Mr. Elvin D. Roberts  
Admin. Management Coordinator  
Portland Model Cities  
5329 N. E. Union Avenue  
Portland, Oregon 97211

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OCT 12 1972

MODEL CITIES

Dear Mr. Roberts:

I have been trying to track down the information on Mr. Woods' employment as health planner in Model Cities-CHPA during the period June-August 1970.

It is our information that during this period Mr. Woods spent all of his time in the Model Cities offices. The responsibility which CHPA had during this time was paying his salary.

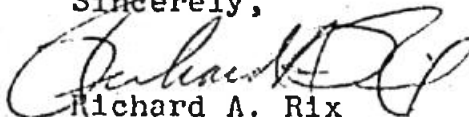
The enclosed minutes of a CHPA Board of Directors meeting, August 12, 1970, indicate that CHPA paid Mr. Woods' full salary because of the lack of available funds in Model Cities. The minutes also indicate that even though Mr. Woods was paid by CHPA, he was considered an employee of Model Cities for on job supervision. This seems logical because during this time, CHPA had no staff. Similarly, since CHPA was a new organization, having been incorporated in May 1970 with a totally new Board of Directors, the matter of books and payroll records had not been accomplished.

From the information available per Mr. Woods and Mr. Sly, Mr. Woods was on the job working in Model Cities for June, July and part of August 1970. He was given vacation pay for two weeks in August and he worked the first part of August.

Based upon this information, \$1,369.97 was paid by CHPA to Mr. Woods and CHPA did not request reimbursement for one-half of the funds per the contract agreement. Thus, CHPA should be entitled to receive \$538.31 for one-half reimbursement of wages to Mr. Woods.

I have tried to find out as much information as possible. If you have any further questions, please let me know and I will do my best to answer them.

Sincerely,

  
Richard A. Rix  
Executive Director

Enclosures

47

COMPREHENSIVE HEALTH PLANNING ASSOCIATION  
FOR THE METROPOLITAN PORTLAND AREA

See page 3

Board of Directors Meeting

Wednesday, August 12, 1970

Minutes

A meeting of the Board of Directors of the Comprehensive Health Planning Association for the Metropolitan Portland Area was held on Wednesday, August 12, 1970 in Room 36 of the State Office Building, 1400 S. W. Fifth Avenue, Portland, Oregon. The meeting was called to order at 7:45 p.m. by President Richard A. Sly.

Members present were: Richard A. Sly, President  
Kenneth C. Ross, Secretary  
John W. Bussman, M.D.  
Commissioner Donald E. Clark  
John H. Donnelly, M.D.  
Walter P. Enders, M.D.  
Herbert Goodman, D.D.S.  
Albert M. Lewis, M.D.  
Solomon Menashe  
Mrs. Hope Runnels, R.N.  
Mrs. Martha E. Warren

Others: Mrs. Juanita Brown  
Paul D. Lairson, M.D.

Minutes of the previous meeting were approved.

Mr. Ross distributed copies of the following material: bylaws of the organization, minutes of previous meetings, roster of Board membership and completed applications for membership in the Association.

Relative to membership on the Board of Directors it was announced that Mrs. Juanita Brown has been invited by Mr. Sly to represent Model Cities on the Board of this Association to replace Mr. Ellis Casson who has resigned. Her appointment will be subject to ratification by the Board of Model Cities.

Information was given that Dr. E. W. Saward, Board member, has moved from the City and replacement for him needed to be considered. Dr. Donnelly moved that Dr. Paul Lairson of Kaiser Foundation replace Dr. Saward. The motion was seconded by Mr. Ross and passed.

The question arose as to whether or not business could be officially transacted at this time since there was not a quorum of the members of the Board present. Provisions of the bylaws were reviewed in seeking answers to questions such as: What constitutes a quorum for voting on membership applications? for electing the Officers

of the Association? for electing members of the Executive Committee apart from the Officers? and for ratifying action of the Executive Committee relative to selecting an executive director?

It was suggested there could be various interpretations to articles of the bylaws which deal with the matter of what constitutes a quorum for transaction of business. Mr. Sly feels the business of this Association could be held up if a majority of the Board members were required to constitute a quorum to transact business at any one meeting.

According to the present plan for Board membership there are to be 35 duly designated members. Therefore eighteen or more Board members would be needed to constitute a quorum.

Some legal interpretation of the bylaws regarding what constitutes a quorum was believed needed. Then, too, a question arose as to whether or not all the 35 Board members had been duly elected by the membership as provided for in the bylaws.

Mr. Sly indicated that if elections were not proper he could be questioned relative to the legality of signing checks. Speaking further on this subject, Mr. Sly took the position that the members of the Board must be willing to act on the assumption that they are within the legal bounds of the intent of the bylaws.

Mr. Sly explained that there had been some questions raised regarding the validity of the election of the members of the Executive Committee and Board of Directors at the reconvened Annual Meeting of this Association held on June 29, 1970. His chief concern is whether or not the members of the Executive Committee (in addition to Officers) were duly elected according to the provisions of the bylaws. These members are as follows:

Daniel K. Billmeyer, M.D.  
Ellis Casson  
Commissioner David Eccles  
Mrs. Vera Katz  
Albert Lewis, M.D.

In order to clarify this matter, it was moved, seconded and carried that the above named persons be ratified for membership on the Executive Committee.

Further consideration was given the bylaws and Dr. Donnelly moved that Article XI of the bylaws be implemented to bring about an amendment of Article IV, section 4.5 to specify that a quorum shall consist of members of the Board of Directors duly designated in attendance at any duly convened meeting. Dr. Bussman seconded this motion and the motion was carried.

The matter of sending proxies to Board meetings was also questioned. Following some reactions to this, Commissioner Clark made a motion that a Director be allowed to send a proxy to a Board meeting after giving notice to the Board of such intent. Motion was seconded by Mrs. Warren and carried.

In response to questions regarding the financial condition of the Association, Mr. Sly reported that the Health Planning Council for the Metropolitan Portland Area upon its dissolution made available office equipment and furnishings together with their remaining assets to this new Association. In line with a decision made by the Executive Committee of our Association, the office equipment is to remain at the former address of the Health Planning Council for the present and we will pay a rental fee of \$250.00 a month.

The Governor's office of Comprehensive Health Planning, through Mr. S. Charles Bocci, has made available the services of Mrs. Elaine Timmer on a temporary part-time basis to handle some telephone calls and mail needing attention. It was felt, too, that an answering service might be used to help facilitate business of the Association until regular staff was employed.

It was further explained that a grant of \$70,000.00 has been received from the U. S. Department of Health, Education and Welfare but this will require matching local funds before it can be used. Thus far, contributions have been received from Standard Insurance Company in the amount of \$500.00 and from the National Hospital Association in the amount of \$1,000.00. Dr. Donnelly indicated that Multnomah County has budgeted \$1,000.00 for the Comprehensive Health Planning Association.

Mr. Sly stressed the need to obtain local matching funds. He has contacted some persons to help with raising money and plans to talk with UGN in seeking names of potential persons to assist with fund raising.

Contributions in the form of "in kind" services have been made by the Oregon Tuberculosis and Respiratory Disease Association, Georgia Pacific Corporation, the office of Mr. Sly, and the Standard Insurance Company. None of these, as yet, have filed vouchers certifying this "in kind" contribution which can be used as a credit for matching money. Thus far, \$7,000 has been drawn against the account of this Association to pay the salary for Mr. Henry Woods, health planner with the Model Cities program.

The question of continuing to pay part of Mr. Woods' salary was discussed at length. Information was given that some time ago Mr. Woods had been employed by the former Health Planning Council and Model Cities as the health planner for the Model Cities program. Half of his salary was to be paid by funds from the Department of Health, Education and Welfare channeled through the former Health Planning Council, and the remaining half to be paid from the Federal agency, Housing Urban Development, (HUD) which finances the Model Cities agencies. Mr. Sly has conferred with the City Attorney's office in Portland, which administers the HUD funds and he has learned that there are no funds through that source to continue paying salary for Mr. Woods. If Mr. Woods is to continue, it appears that he needs to look to this Association, as the successor of the Health Planning Council, to underwrite his salary. Mr. Woods is considered an employee of Model Cities and has had only liaison responsibilities with the former Health Planning Council.

It was the consensus that the shortage of funds being experienced by the Association at the present time makes it impossible to assume responsibility to pay Mr. Woods' salary for any definite period of time.

Mr. Sly stated that Mr. Breuer had been requested to draw up a contract to clarify the situation regarding funds between Model Cities and this organization relative to Mr. Woods' salary. This legal document is to be signed by both Model Cities and our Association. There was the feeling that such a contract would be of no value, however, if HUD did not have the funds to comply with the provisions of such a contract.

In view of these circumstances, a motion was made by Dr. Enders that the Comprehensive Health Planning Association authorize payment of one month's salary to Mr. Woods to give him time to consider other plans. Motion was seconded by Dr. Lairson and was carried.

On motion it was voted that Mr. Woods be advised regarding the action taken at this meeting - which in essence terminates any arrangement this Association might have or might not have had to continue to pay one-half of his salary.

The matter of selecting an Executive Director for this Association was scheduled for discussion at this meeting and Mr. Sly introduced the subject by explaining the process which had been followed. During the period when Dr. Billmeyer was serving as President pro tem of this Association, Mr. Sly was appointed to serve as Chairman of a committee to make recommendations to the Board regarding candidates for the position of Executive Director. Serving with Mr. Sly was Mr. Kenneth Ross and Mr. Guy Frazier, Personnel Manager of Tektronix. At the outset there were forty four applications received from persons interested in the position, as outlined in a job description which the Board had previously ratified. These applicants were carefully screened by the committee and arrangements were made for the three applicants who appeared to be the best qualified to be interviewed by the Executive Committee.

The Executive Committee is now recommending the appointment of Mr. Richard A. Rix to the position of Executive Director. Mr. Rix has the degree of Master of Business Administration from Cornell University and has had considerable experience in health planning programs. He is currently the Executive Director of the Health Planning Council of Iowa. Several members of the Executive Committee spoke in support of Mr. Rix for this position. Following the decision on the part of the Executive Committee to recommend Mr. Rix for this position, a letter was sent to him in this regard and his acceptance has been received.

Considerable attention was directed to the matter of whether or not there would be sufficient funds to employ an Executive Director at this time. Mr. Rix, it was explained, is fully aware of the circumstances here as regards to the lack of local matching money and he has agreed to accept this position with the understanding that payment of his salary and expenses are entirely dependent on the success of raising the necessary local matching

money. It was reported he indicated confidence that matching money would be forthcoming in this community and was willing to come here knowing of the financial circumstances. On the basis of the recommendation of the Executive Committee and the discussion at this meeting, a motion was made and seconded that the Board of Directors approve the appointment of Mr. Richard Rix as Executive Director of this Association. Motion was carried.

Steps will now be taken to consider with Mr. Rix arrangements relative to the approximate date he can assume his position here, plans for location of a permanent office for the Association and other matters needing consideration.

The question of approving memberships in this Association was raised. There are a number of applications requiring acceptance at the present time. In addition to the list presented at the meeting, Mrs. Juanita Brown and Miss Ruth Peffley have submitted applications for membership. Dr. Goodman made a motion that the persons listed, together with Mrs. Brown and Miss Peffley, be accepted to membership subject to review by the Executive Committee to determine there is a proper balance between consumers and providers of services. The motion was seconded by Dr. Lairson and was carried.

There being no further business the meeting adjourned at 9:45 p.m.

K. C. Ross

\*\*\*

1705 18th St., N.E.  
Salem, Oregon 97303

October 5, 1972

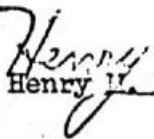
Richard Rix, Executive Director  
CIRA  
2525 S.W. Third Ave.  
Portland, Oregon

Dear Dick:

Following an exhaustive search of my records, the enclosed copies of data are all that I could find. I hope they may be of some help.

Sorry that I could not find more information.

Sincerely,

  
Henry H. Woods



July 31, 1970

PAYROLL DATA RE HENRY M. WOODS

For June and July, 1970

Paid to Mr. Woods:

June - \$1,067.49  
  
July - 400.00  
  
total as of 7/28 \$1,467.49

Deductions to be made:

	June	July
Fed. Withholding tax	\$168.20	\$150.10
Social Security	51.98	51.98
SIAC	.46	.44
State Withholding tax	45.10	45.10
sub-totals:	<u>\$265.74</u>	<u>247.62</u>
	247.62	
grand total:	<u><u>\$513.36</u></u>	

Gross due for June & July: \$2,166.00

less deductions of 513.36  
1,652.64

less amount paid 1,467.49  
total due on 7/31/70: \$ 185.15

vacation - 2 wks  $\rightarrow$   $\$541.50$   $\otimes$

$$\begin{array}{r} 541.50 \\ \hline 1,083.00 \end{array}$$

$\otimes$   $\frac{6 \text{ days}}{1 \text{ wk}} + 8 \frac{1}{4}$  =  $\$330.30$

$$\hline \$71.80$$

$$\begin{array}{r} 167.00 \\ 22.50 \\ \hline \$189.50 \end{array}$$

SIAC 32 - 16 emp -

$$\frac{541.50}{28} \sqrt{1083} - 38 \frac{70}{100} \times 21 = 812.70$$

$$\begin{array}{r} 541.50 \\ \hline 271.20 \end{array}$$

$$\begin{array}{r} 32490 \\ 541.50 \\ \hline 866.40 \end{array}$$

6/11

$$\frac{11}{6} \sqrt{54.54} \times 541.50 = 295.22$$

THE CITY OF  
**PORTLAND**



**OREGON**

DEPARTMENT OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY

ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

May 29, 1975

Ms. Delores Sharp  
Comprehensive Health Planning  
Association  
5201 SW Westgate Drive  
Room #114  
Portland, Oregon 97221

Delores:

Pursuant to our meeting of May 28, 1975, attached is a draft of the approximate dates and hours CHPA rendered consultant services to the Portland Model Cities Program as derived from the Health Working Committee minutes.

Please make any corrections necessary and send Model Cities a finalized statement at your earliest convenience.

Thank you,

Greg Muller

Enclosure (2)

GM/rcc

# CONSULTANT SERVICES RENDERED TO MODEL CITIES

TIME PERIOD	NATURE OF SERVICES	APPROXIMATE TIME DEVOTED IN CONSULTATION BY:		
		Executive Director	Director Project Review	Health Manpower Planner
June 1973	Family Planning Grant		6 Hours	
June 1973	Setting health service priorities for Model Cities area	5 Hours		
June 1973	Health Consultant Trainee	4 Hours		20 Hours
July 1973	Hypertension Project			10 Hours
September 1973	Re-organization of CHPA (emphasis on roll of Model Cities)	16 Hours		
October 1973	Change of chairperson for Health Working Committee	4 Hours		
October 1973	Review commitment procedure of Health Working Committee		8 Hours	
October 1973	Hypertension screening			12 Hours
November 1973	Hypertension screening			8 Hours
November 1973	Additional support for Health Planner in Model Cities	12 Hours		

## CONSULTANT SERVICES RENDERED TO MODEL CITIES

TIME PERIOD	NATURE OF SERVICES	APPROXIMATE TIME DEVOTED IN CONSULTATION BY:		
		Executive Director	Director Project Review	Health Manpower Planner
January 1974	Funding for Multi-Service Center/Medical Dental Clinic		10 Hours	
January 1974	NE Community Mental Health Project	12 Hours		12 Hours
January 1974	Funding from Multnomah Co., for Dentistry System	4 Hours		4 Hours
February 1974	Holliday Park Hospital (Certificate of Need)		50 Hours	
February 1974	County's roll in Human Resource origination		4 Hours	2 Hours
March 1974	Cascade Family Planning and Family Practice Project		10 Hours	
March 1974	Portland Metro Health		4 Hours	
March 1974	Program for Model Cities representation on CHPA Commission	4 Hours		
April 1974	Project Review Albina Health Care Commission .		4 Hours	
June 1974	Budget Cut - Multnomah County	4 Hours		
June 1974	Part-time Health Consultant Trainee			8 Hours
	Total Hours	65 Hours	96 Hours	76 Hours



September 3, 1975

DEPARTMENT OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY

ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

Richard A. Rix, Director  
Comprehensive Health Planning  
Association  
Westridge Gardens II, Suite 114  
SW Westgate Drive  
Portland, Oregon 97221

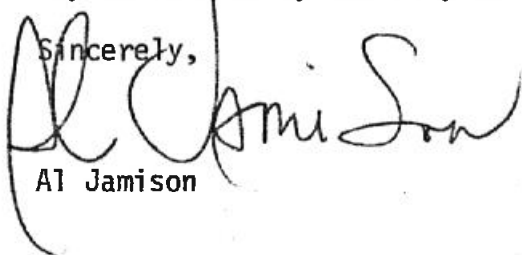
Dear Mr. Rix:

With the City of Portland's Bureau of Financial Affairs' acceptance of Model Cities' recommendation concerning the findings of Andrew L. Branch & Company's audit for the period from June 16, 1973 through June 30, 1974, it has been determined that Project Comprehensive Health Planning Association has an ending figure due from the City of \$138.71.

A warrant for the \$138.71 will be forthcoming, with the payment by the City of this amount, the account between the City of Portland and Comprehensive Health Planning Association will be in balance for the audit period ending June 30, 1974.

The above reconciliation is an interim statement and is not based upon a comprehensive final audit by the U.S. Department of Housing and Urban Development (HUD). In the event that HUD should select your program for a close-out audit, the final adjusting figure may be revised by the City to reflect the results of the HUD audit.

Sincerely,

  
Al Jamison

CC: Commissioner Charles Jordan  
Ken Hammon, Finance Officer  
Official Files/Model Cities  
Administration/Model Cities

P.S. Please find enclosed copies of the Department of Finance's letters, the first, requesting additional information; the second, final acceptance of Model Cities' audit recommendations.

Muller  
**PORTLAND**



**OREGON**

BUREAU OF  
FINANCIAL AFFAIRS

K. M. HAMMON  
FINANCE OFFICER

1220 S.W. FIFTH AVE.  
PORTLAND, OR 97204  
503 248-4000

July 17, 1975

MEMORANDUM

TO: Commissioner Jordan

FROM: Ken Hammon, Finance Officer *K.H.*

SUBJECT: COMPREHENSIVE HEALTH PLANNING ASSOCIATION (CHPA) AUDIT

The response and supplemental report by the Portland Model Cities Agency to the audit by Andrew L. Branch & Co., P.S. on Comprehensive Health Planning Association (CHPA), covering the period June 16, 1973 through June 30, 1974, is acceptable to the Bureau of Financial Affairs.

In accordance therefore with the procedures and responsibilities to be carried out in responding to each annual audit conducted on Model Cities' projects, we hereby accept Model Cities' solutions and recommendations, subject to HUD's final determination.

KMH:le  
CC: Marino Bual

RECEIVED  
JUL 21 1975

PORTLAND MODEL CITIES AGENCY

INTEROFFICE MEMORANDUM

DATE: June 24, 1975

TO: Ken Hammon, Finance Officer  
City of Portland

FROM: Al Jamison, Director  
Model Cities

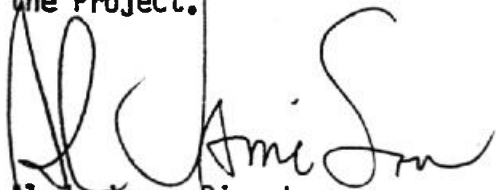
RE: Audit/Comprehensive Health Planning Association  
(CHPA) Supplemental Report

Responding to your letter dated April 22, 1975, the following addresses the questioned consultant fees of the audit performed on CHPA for the period June 16, 1973 through June 30, 1974.

CHPA has furnished Model Cities with a more comprehensive statement describing the consultant fees (Attachment A - Supplement). It should be noted that in relationship to the annual salaries of the consultants, the chargeable time each consultant devoted to the Project is well above the amount invoiced to Model Cities.

Model Cities is of the opinion that the statement provided by CHPA fulfills the minimum documentation prescribed under Chapter 7 of CDA Letter No. 8, Part II, issued June 1969. Model Cities recommends acceptance of the consultant fees as eligible expenses.

With acceptance of this finding the underpayment of \$138.71 noted by the auditors will be unchanged. Model Cities recommends reimbursement of this amount to the Project.



Al Jamison, Director  
Model Cities

AJ/PE:ah

cc: Richard A. Rix  
Commissioner Charles Jordan  
Andrew L. Branch & Co.  
George Yerkovich/Auditor's Office  
Administration Model Cities  
Official Files



# for the Metropolitan Portland Area

Richard A. Rix, Executive Director • Westridge Gardens II, Suite 114, 5201 S.W. Westgate Drive, Portland, Oregon 97221 • Phone 503/297-2241  
Robert H. Elsner, President

June 18, 1975

Mr. Al Jamison, Director  
Model Cities Agency  
5329 N. E. Union Avenue  
Portland, Oregon 97211

Reference: Final Audit of Comprehensive Health Planning  
Association for the Metropolitan Portland Area  
for the Period June 16, 1973 through June 30,  
1974 (Close of Project)

Dear Mr. Jamison:

The following is a revised, more thorough, response to the finding included in referenced audit:

## Finding #1 - Consulting Fees

The documentation and scheduling of at least the \$1,130 for CHPA supportive services for the period June 16, 1973 - June 30, 1974 is as follows:

### CHPA CONSULTANT SERVICES RENDERED TO MODEL CITIES

<u>Time Period</u>	<u>Nature of Services</u>	<u>Approximate Time Devoted In Consultation By:</u>		
		<u>Executive Director</u>	<u>Project Review Director</u>	<u>Health Manpower Planner</u>
June 1973	Emanuel Hospital Family Planning Grant		6 hours	
June 1973	Setting health service priorities for Model Cities Area	5 hours		
June 1973	Health Consultant Trainee	4 hours		20 hours
July 1973	Hypertension Project			10 hours
Sept 1973	Reorganization of CHPA (emphasis on role of Model Cities)	16 hours		
Oct 1973	Change of chairperson for Health Working Committee	4 hours		

ATTACHMENT A- SUPPLEMENT

Mr. Al Jamison

June 18, 1975

Page Two

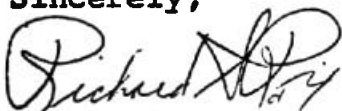
Time Period	Nature of Services	Approximate Time Devoted In Consultation By:		
		Executive Director	Project Review Director	Health Manpower Planner
Oct 1973	Review commitment procedure of Health Working Committee		8 hours	
Oct 1973	Hypertension screening			12 hours
Nov 1973	Hypertension screening			8 hours
Nov 1973	Additional support of Health Planner in Model Cities	12 hours		
Jan 1974	Funding for Multi-Service Center/Medical Dental Clinic		10 hours	
Jan 1974	N.E. Community Mental Health Project	12 hours		12 hours
Jan 1974	Funding from Multnomah Cty. for Dentistry Syst.	4 hours		4 hours
Feb 1974	Holladay Park Hospital (Certificate of Need)		50 hours	
Feb 1974	County's role in Human Resources origination		4 hours	
Mar 1974	Cascade Family Planning & Family Practice Proj.		10 hours	
Mar 1974	Portland Metro Health Grant Review		4 hours	
Mar 1974	Program for Model Cities representation on CHPA	4 hours		
Apr 1974	Project Review Albina Health Care Commission		4 hours	
June 1974	Budget Cut - Multnomah County	4 hours		
June 1974	Part-time Health Consultant Trainee			8 hours

Mr. Al Jamison

June 18, 1975  
Page Three

<u>Time Period</u>	<u>Nature of Services</u>	<u>Approximate Time Devoted In Consultation By:</u>		
		<u>Executive Director</u>	<u>Project Review Director</u>	<u>Health Manpower Planner</u>
Total hours		65 hours	96 hours	76 hours
Total yearly salary		<u>\$25,820</u>	<u>\$16,500</u>	<u>\$15,000</u>
Total consultant services in salary rendered to Model Cities		<u>\$806.65</u>	<u>\$761.28</u>	<u>\$547.96</u>
				<u><u>\$2,115.89</u></u>

Sincerely,


Richard A. Rix  
Executive Director

RAR:ds

A-3

## for the Metropolitan Portland Area

Richard A. Rix, Executive Director • Westridge Gardens II, Suite 114, 5201 S.W. Westgate Drive, Portland, Oregon 97221 • Phone 503/297-2241  
Robert H. Elsner, President

B-45-02B  
02A

March 7, 1975

Mr. Al Jamison, Director  
Model Cities Agency  
5329 N. E. Union Avenue  
Portland, Oregon 97211

Reference: Final Audit of Comprehensive Health Planning  
Association for the Metropolitan Portland Area  
for the Period June 16, 1973 through June 30,  
1974 (Close of Project)

Dear Mr. Jamison:

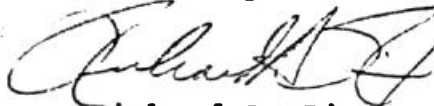
The following response to the finding included in referenced  
report is provided:

### Finding #1 - Consulting Fees

The documentation and scheduling of the \$1,130 for CHPA support-  
tive services for the period June 16, 1973 - June 30, 1974 is as  
follows:

	<u>Executive Director</u>	<u>Director Project Review</u>	<u>Health Manpower Planner</u>
	<u>\$25,820/yr.</u>	<u>\$16,500/yr.</u>	<u>\$15,000/yr.</u>
Attendance at Model Cities Health Working Committee Meetings and Providing Consultation and Coordina- tion Services for Project Review	\$400	\$515	
Allied Health Manpower Education Training Programs	—	—	\$215
			<u>\$1,130</u>

Sincerely,



Richard A. Rix  
Executive Director

ATTACHMENT B SUPPLEMENT

RECEIVED  
MAR 11 1975

THE CITY OF  
**PORTLAND**

April 22, 1975



**OREGON**

BUREAU OF  
FINANCIAL AFFAIRS  
K.M. HAMMON  
FINANCE OFFICER

1220 S.W. FIFTH AVE.  
PORTLAND, OR. 97204  
503/248-4000

MEMORANDUM

TO: Al Jamison, Director  
Model Cities

FROM: Ken Hammon, Finance Officer *K.H.*

SUBJECT: COMPREHENSIVE HEALTH PLANNING ASSOCIATION AUDIT

The response/resolution by Model Cities Agency to the audit performed by Andrew L. Branch & company, P.S. for the period June 16, 1973 through June 30, 1974, was reviewed by the Grants Accounting Section in accordance with the procedures and responsibilities to be carried out after each annual audit.

Finding No. 1 - Consultant Fees

Model Cities recommends acceptance of consulting fees as eligible cost. However:

1. The expense, according to the Auditor's finding, has not been, and could not be audited;
2. The documentation submitted by the Operating Agency to Model Cities Agency shows only the distribution of the budgeted amount of \$1,130;
3. The documentation submitted has no appropriate supporting papers such as invoices, contracts, travel vouchers, etc., evidencing the nature and propriety of each payment as prescribed in Chapter 2, Paragraph 5c, and Chapter 4, Paragraph 12i of CDA Letter No. 8, Part II, June 1969.
4. If the amount of \$1,130 consisted of services performed, the minimum documentation prescribed under Chapter 7 of CDA Letter No. 8, Part II, June, 1969 should show:
  - a) name and address of person or organization that performed the service;
  - b) dates services were performed;
  - c) nature of services performed; and
  - d) contract or invoice amount.

**RECEIVED**

APR 23 1975

A1 Jamison  
April 22, 1975  
Page 2

Acceptance of Model Cities recommendation will create a contingent liability to the General Fund amounting to \$1,130 unless the expense could be substantiated by appropriate documents acceptable to HUD auditors.

Please provide response to the above point in question in accordance with the procedures and responsibilities to be carried out for each audit.

KH/le  
CC: Marino Bual

RECEIVED  
APR 23 1975

**MEMORANDUM**

**DATE:** March 21, 1975

**TO:** Ken Hammon, Finance Officer  
City Hall, Room 209  
Portland, Oregon

**FROM:** Al Jamison, Director  
Model Cities Agency

**RE:** Comprehensive Health Planning  
Association (CHPA)

The following is a report concerning the audit by Andrew L. Branch and Company, P.S. of CHPA. The audit covers the period from June 16, 1973, through June 30, 1974. The findings that were brought forth by the auditors concern only compliance of costs of the Project with the terms of the contract between the Project and the City of Portland. This is because Model Cities' findings of the Project was discontinued as of June 30, 1974.

**Finding No. 1 - Consulting Fees**

The Project has submitted to Model Cities a report showing how the \$1,130 amount for consulting fees were determined (Attachment A). Since these expenses were also previously listed in CHPA's original budget, (Attachment B). Model Cities recommends acceptance of the consulting fees as an eligible expense. (Attachment C).

**Finding No. 2 - Other**

The auditors noted a net underpayment of \$138.71 by the Portland Model Cities Program from the inception of CHPA to the close out of the Project. Model Cities concurs with the auditors' final figure and recommends reimbursement of this amount to the Project.

AJ:GM:rc

**CC:** Richard A. Rix (2)  
Commissioner Charles Jordan  
Andrew L. Branch & Company  
George Yerkovich/Auditor's Office  
Administration/Model Cities  
Official Files/Model Cities

**MEMORANDUM**

**DATE:** March 21, 1975

**TO:** Ken Hammon, Finance Officer  
City Hall, Room 209  
Portland, Oregon

**FROM:** Al Jamison, Director  
Model Cities Agency

**RE:** Comprehensive Health Planning  
Association (CHPA)

The following is a report concerning the audit by Andrew L. Branch and Company, P.S. of CHPA. The audit covers the period from June 16, 1973, through June 30, 1974. The findings that were brought forth by the auditors concern only compliance of costs of the Project with the terms of the contract between the Project and the City of Portland. This is because Model Cities' findings of the Project was discontinued as of June 30, 1974.

**Finding No. 1 - Consulting Fees**

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**Finding No. 2 - Other**

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AJ:GM:rc

**CC:** Richard A. Rix (2)  
Commissioner Charles Jordan  
Andrew L. Branch & Company  
George Yerkovich/Auditor's Office  
Administration/Model Cities  
Official Files/Model Cities



Richard A. Rix, Executive Director • Westridge Gardens II, Suite 114, 5201 S.W. Westgate Drive, Portland, Oregon 97221 • Phone 503/297-2241  
Robert H. Elsner, President

March 7, 1975

Mr. Al Jamison, Director  
Model Cities Agency  
5329 N. E. Union Avenue  
Portland, Oregon 97211

Reference: Final Audit of Comprehensive Health Planning  
Association for the Metropolitan Portland Area  
for the Period June 16, 1973 through June 30,  
1974 (Close of Project)

Dear Mr. Jamison:

The following response to the finding included in referenced  
report is provided:


Finding #1 - Consulting Fees

The documentation and scheduling of the \$1,130 for CHPA support-  
tive services for the period June 16, 1973 - June 30, 1974 is as  
follows:

	<u>Executive Director</u>	<u>Director Project Review</u>	<u>Health Manpower Planner</u>
	<u>\$25,820/yr.</u>	<u>\$16,500/yr.</u>	<u>\$15,000/yr.</u>
Attendance at Model Cities Health Working Committee Meetings and Providing Consultation and Coordina- tion Services for Project Review	32 1/2 hr \$400	65 hr \$515	30 hr
Allied Health Manpower Education Training Programs			\$215

\$1,130

Sincerely,

  
Richard A. Rix  
Executive Director

RECEIVED  
MAR 11 1975



Attachment B

**BUDGET JUSTIFICATION**  
(CATEGORIES 20 THROUGH 79)DATE March 30, 1973PROJECT NO. 11-02PROJECT TITLE Health Coordinating and Planning

CATEGORY CODE	DESCRIPTION OF ITEM AND BASIS FOR VALUATION	ITEM TOTAL	CATEGORY TOTAL
20	<b>Auditing (CDA)</b>  CHPA Supportive Services Executive Director Personal Health Services Planner Institutional Health Services Planner Manpower Health Services Planner	  400 300 215 215	    1,130
30	<b>Travel, Local</b>  5,000 miles @ \$.10 per mile	  500	  500
35	<b>Travel, Out of Town</b>  American Public Health Assn. (San Francisco) Travel (Air Fare to and from) \$126 *Expenses \$235 National Consumer Conference (San Francisco) Travel \$126 Expenses \$235 AACHP Annual Meeting (St. Louis) Travel \$246 Expenses \$232  *Includes registration fees and expenses related to the conference	  361  361  478	       1,200
40	<b>Supplies</b>  Office - \$50/month x 12 months Health Literature - \$30/month x 12 months	  600 360	   960

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MAY 14 1973

Attachmnet C

March 21, 1975

Mr. Richard A. Rix  
Comprehensive Health Planning  
Association  
2525 S.W. Third Avenue  
Portland, Oregon 97201

Dear Mr. Rix:

Your report dated March 7, 1975, setting forth documentation and scheduling of questioned consulting fees has been received and reviewed by Model Cities. This letter is to formally acknowledge acceptance of the fees as eligible expenses.

Sincerely,



Al Jamison  
Director



DEPARTMENT OF  
PUBLIC SAFETY

CHARLES JORDAN  
COMMISSIONER

MODEL CITIES  
AGENCY

ALONZO JAMISON, JR.  
DIRECTOR

5329 N.E. UNION AVE.  
PORTLAND, OR. 97211  
503/288-8261

February 12, 1975

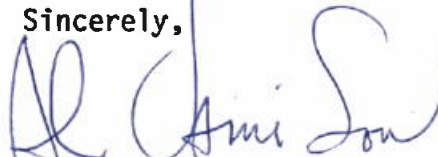
Mr. Richard A. Rix  
Comprehensive Health Planning Assn.  
2525 S. W. 3rd Avenue  
Portland, Oregon 97201

Dear Mr. Rix:

I am sure that by now you have received the final audit report prepared by the auditing firm of Andrew L. Branch & Company, P.S., on Comprehensive Health Planning Association For the Metropolitan Portland Area for the period from June 16, 1973 through June 30, 1974.

As is normal in audit procedures, please address the findings and respond in writing, to my attention, within fifteen (15) calendar days from the date of this letter, outlining the progress made to date and plans to resolve those matters of concern included in the report.

Sincerely,



Al Jamison, Director

AJ/PE/nv

cc: Andrew L. Branch & Co.  
Bob Jones

Administration/Model Cities ✓  
Evaluation/Model Cities  
Official files/Model Cities

ANDREW L. BRANCH & CO., P.S.  
Certified Public Accountants  
2611 South Dearborn Street  
Seattle, Washington 98144  
(206) 323-5995

February 5, 1975

Mr. Al Jamison  
Executive Director  
Portland Model Cities Agency  
5329 N.E. Union Avenue  
Portland, Oregon 97211

Dear Mr. Jamison,

Please find enclosed one (1) copy each of the final audit report for the following Portland Model Cities Program Projects.

<u>Project Name</u>	<u>Period</u>
Comprehensive Health Planning Association for the Metropolitan Portland Area	June 16, 1973 through June 30, 1974 (Close of Project)
Multnomah Association for Retarded Children, Inc.	June 16, 1973 through June 30, 1974
Albina Art Center Project	October 8, 1973 (Inception) through September 30, 1974 (Close of Project)
Albina Art Center - Summer 74 - Project	July 1, 1974 (Inception) through September 30, 1974 (Close of Project)

Sincerely,

*Andrew L. Branch & Co., P.S.*

Andrew L. Branch & Co., P.S.,

ALB/ht

Enclosures (3)

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**AUDIT OF**  
**COMPREHENSIVE HEALTH PLANNING ASSOCIATION FOR THE**  
**METROPOLITAN PORTLAND AREA**  
**A PORTLAND MODEL CITIES PROGRAM PROJECT**  
**FINAL REPORT**  
**FOR THE PERIOD FROM JUNE 16, 1973 THROUGH JUNE 30, 1974**  
**(CLOSE OF PROJECT)**  
**CONTRACT NUMBER 13481**

**Prepared by:**

**ANDREW L. BRANCH & CO., P.S.**  
**Certified Public Accountants**  
**2611 South Dearborn Street**  
**Seattle, Washington 98144**  
**(206) 323-5995**

**RECEIVED**  
**FEB 10 1975**

# TABLE OF CONTENTS

	<u>Page</u>
INTRODUCTION	1
SCHEDULE OF PROGRAM COSTS FOR THE PERIOD FROM JUNE 16, 1973 THROUGH JUNE 30, 1974 (CLOSE OF PROJECT)	1
ACCOMPANYING NOTES TO THE SCHEDULE OF PROGRAM COSTS	2
AUDIT FINDINGS AND RECOMMENDATIONS	4

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ANDREW L. BRANCH & CO. ,S.  
Certified Public Accountants  
2611 South Dearborn Street  
Seattle, Washington 98144  
(206) 323-5995

January 20, 1975

Commissioner Charles Jordan  
Commissioner of Public Safety  
City Hall  
Portland, Oregon 97204

and

Mr. Robert H. Elsner,  
President of the Board of Directors,  
Comprehensive Health Planning Association  
for the Metropolitan Portland Area  
5201 Southwest Westgate Drive  
Portland, Oregon 97221

Dear Commissioner Jordan and Mr. Elsner:

We have examined the books and records of the Comprehensive Health Planning Association for the Metropolitan Portland Area for the period from June 16, 1973 through June 30, 1974 for the purposes of: (1) determining compliance with provisions of the contract between the City of Portland and the Comprehensive Health Planning Association for the Metropolitan Portland Area; (2) evaluating the internal controls, including a review of the accuracy and condition of the accounting records; and (3) determining the eligibility of expenditures as recorded. The examination was made in accordance with generally accepted auditing standards and accordingly included such tests of the accounting records and such other auditing procedures as were considered necessary in the circumstances, including those prescribed in CDA Letter No. 8, Part II, dated June 1969.

Based on our examination of the books and records of the Comprehensive Health Planning Association for the Metropolitan Portland Area, discussions with various Project personnel and Portland Model Cities Program personnel, it is our opinion that the Project has complied with provisions of the contract in all material respects; the accompanying Schedule of Program Costs was prepared in conformity with accounting procedures prescribed by the Department of Housing and Urban Development (HUD) and the costs reimbursed by the Portland Model Cities Program to the Project were eligible costs (except those mentioned at Note 3) in accordance with contract terms and Chapter 4 of CDA Letter No. 8, Part II, dated June 1969, in all material respects.

*Andrew L. Branch & Co., P.S.*  
Andrew L. Branch & Co., P.S.

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PORTLAND EL CITIES PROGRAM  
COMPREHENSIVE HEALTH PLANNING ASSOCIATION  
FOR THE METROPOLITAN PORTLAND AREA  
CONTRACT NUMBER 13481

SCHEDULE OF PROGRAM COSTS FOR THE PERIOD FROM  
JUNE 16, 1973 THROUGH JUNE 30, 1974  
(CLOSE OF PROJECT)

<u>Category</u>	<u>Actual Costs</u>	<u>Revised Budget</u>	<u>Overrun (Underrun)</u>
Salaries	\$12,901	\$13,148	\$ (247)
Contracted Services	1,130	1,130	-
Travel - Local	495	1,000	(505)
Travel - Out of Town	412	700	(288)
Consumable Supplies	<u>92</u>	<u>460</u>	<u>(368)</u>
	<u>\$15,030</u>	<u>\$16,438</u>	<u>\$(1,408)</u>

See accompanying notes.

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PORTLAND MODEL CITIES PROGRAM  
COMPREHENSIVE HEALTH PLANNING ASSOCIATION  
FOR THE METROPOLITAN PORTLAND AREA  
CONTRACT NUMBER 13481

NOTES TO SCHEDULE OF PROGRAM COSTS  
FOR THE PERIOD FROM JUNE 16, 1973 THROUGH JUNE 30, 1974  
(CLOSE OF PROJECT)

NOTE 1 - ORGANIZATION AND CONTRACTUAL RELATIONSHIP

The Health Coordinating and Planning Project was established to develop a plan that could be feasibly implemented to improve health conditions in the Model Neighborhood by providing adequate and accessible medical, dental, and mental health services administered by a reliable and well-organized health care delivery system.

The Project was administered by the Comprehensive Health Planning Association for the Metropolitan Portland Area under a \$16,438 contract with the City of Portland for the period from June 16, 1973 through June 30, 1974. The Portland Model Cities Program provided the Project with the local share of matching funds which were utilized to obtain grants from other Federal funding sources.

NOTE 2 - METHOD OF ACCOUNTING

The accounting records for the Project are maintained on a modified cash basis.

NOTE 3 - INELIGIBLE EXPENSES

The following ineligible expenses have been incurred by the Project and invoiced to the Portland Model Cities Program in the Travel - Local cost category since inception of the Project:

THIRD ACTION YEAR

Costs incurred for meals	\$ 76.95
--------------------------	----------

FOURTH ACTION YEAR

Costs incurred for meals	<u>75.70</u>
--------------------------	--------------

\$152.65

The above expenses have been excluded from the total of Adjusted Program Costs reported in each appropriate action year audit report.

NOTE 4 - RECONCILIATION OF SCHEDULE OF PROGRAM COSTS WITH COSTS REPORTED TO THE CITY OF PORTLAND

Program costs for the period June 16, 1973 through June 30, 1974 (Close of Project) reported by the Project to the City of Portland

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\$15,057

Less: Adjustments disclosed during the examination	<u>(27)</u>
Total Adjusted Program Costs	15,030
Less: Amount received from the City of Portland	<u>15,057</u>
Net overpayment due to the City of Portland for the Fourth Action Year	(27)
Net underpayment due from the City of Portland for the Second and Third Action Years (\$724 underpayment and \$558 overpayment respectively)	<u>166</u>
Total Net underpayment due from the City of Portland for the Second, Third, and Fourth Action Years	<u>\$ 139</u>

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