



Traci Ross <traci.ross@leapservices.org>

WASH TRACS Draft Report - Response due by 7/26/2021

6 messages

dos.sm.DCS <dos.sm.DCS@dos.ny.gov>

Thu, Jun 10, 2021 at 10:16 AM

To: "traci.ross@leapservices.org" <traci.ross@leapservices.org>, "chairman@leapservices.org" <chairman@leapservices.org>
Cc: "Garneau, Jessica (DOS)" <Jessica.Garneau@dos.ny.gov>, "Lowell, Jessica (DOS)" <Jessica.Lowell@dos.ny.gov>,
"Howard, Craig (DOS)" <Craig.Howard@dos.ny.gov>, "Denick, Cindi (DOS)" <Cindi.Denick@dos.ny.gov>, "Rosa, Manuel (DOS)" <Manuel.Rosa@dos.ny.gov>

Dear Traci Ross and Jeffrey Meyer,

Attached please find a copy of the draft report which summarizes the Triennial Review for Accountability and Compliance with Standards (TRACS) conducted on May 3-5, 2021. Please share this report with members of the board of directors. Please note that the draft report format has changed from a Word document to an Excel File to ensure accurate tracking and follow up of all required Standards and Indicators.

After our review, it is determined that your initial score is 57 out of 58 Standards, and 189 out of 195 indicators.

Please review the draft report. Those Standards and Indicators that require a response from your agency are highlighted in yellow, under the "Grantee Response" columns, for your convenience. **If additional documentation is submitted to satisfy the recommendation(s) of unmet standards and indicators included within this draft report, DCS will reassess if the Standard or Indicator is met. If the Standard or indicator is deemed met, the final score for the TRACS will be adjusted to reflect this change.**

Your agency's response is due to your DOS Program Analyst by July 26, 2021. To ensure your response is recorded as "received", please also forward a copy to the DOS central mailbox (dos.sm.dcs@dos.ny.gov). Upon receipt and review of your comments and supporting documentation, a Final Report will be issued.

Thank you for your cooperation before and during the TRACS process.

New York State Department of State

Division of Community Services

One Commerce Plaza, Albany, NY 12231

(518) 474-5741 | dos.sm.dcs@dos.ny.gov | www.dos.ny.gov **WASH 2021 TRACS Review Draft.xlsx**
257K

Traci Ross <traci.ross@leapservices.org>
To: Nancy Warnock <nancy.warnock@leapservices.org>

Wed, Jun 16, 2021 at 11:35 AM

I haven't dived into this yet, and may not today- I thought I would pass it on to you...
I am considering canceling my vacation day tomorrow and working remotely- it seems there is just too much going on...if that is the case, I will try to work on this and find what they need.

Traci Ross, Executive Director
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Cell: 518.409.5937

traci.ross@leapservices.orgwww.leapservices.org https://www.paypal.com/donate/?hosted_button_id=3CUKRERBKZPVN

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Nancy Warnock <nancy.warnock@leapservices.org>
To: Traci Ross <traci.ross@leapservices.org>

Wed, Jun 16, 2021 at 12:13 PM

Not sure what all is going on for you to cancel your vacation day. We are ok at CFS
Nancy Warnock, M.S.Ed, Director
Career and Family Services
383 Broadway Suite B003A
Fort Edward, NY 12828
Office: 518.746.2391 ext. 2359 Note: Working remotely on Mon. and Wed.-call mobile phone or email.
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Traci Ross <traci.ross@leapservices.org>
To: Nancy Warnock <nancy.warnock@leapservices.org>

Wed, Jun 16, 2021 at 12:20 PM

I will see how much I get done today!
But thanks for letting me know all is good!

Traci Ross, Executive Director
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Traci Ross <traci.ross@leapservices.org>
To: Nancy Warnock <nancy.warnock@leapservices.org>, Jeff Meyer <chairman@leapservices.org>, Dorothy Jones <dorothy.jones@leapservices.org>, Mary Jarvis-Caro <mary.jarvis-caro@leapservices.org>, Patricia Salvarezza <patricia.salvarezza@leapservices.org>

Mon, Jun 21, 2021 at 11:11 AM

Good morning-

Nancy and I have reviewed this document. There are some standards and indicators that we have not met, and may not be able to before July 26th.

1. We need to fill the public sector vacancy on the board- since our meeting is not until Aug 3rd, I am not sure we can meet this.
2. We need to fill both PC positions on the board. Since PC has not met in quite some time due to the lack of participation, HS has started to recruit for new members. PC elections happen in August, so we will not be able to meet this standard.
3. There are some Board members still missing, or out of date with conflict of interest statements. They are looking for conflict of interest policies from resigned board members- including PC appointees. We need to re-send to all members, and have them return it to us no later than July 15, however, will not be able to get the conflict of interest for resigned board members.
4. Salary comp. study of the CEO was not included in the supporting documents- we can send the study done by Delark and meet this standard.
5. We need to set up a sweep account that can handle the limits of all of our accounts in order to meet the requirement that our total balance be 100% insured by FDIC at all times.
6. We need to add language to the Fiscal Policy that speaks to procurement of leases and purchase alternatives.
7. We need to provide C&FS committee meeting minutes that speak to and address the discussion of performance of CSBG workplan.

During ELT meeting tomorrow- we will come up with a plan to get these items completed and submitted in time.

After this, I see us still scoring below perfect as it is impossible to seat three board members by July 26, and to get the signed CoI from board members who have resigned.

Traci Ross, Executive Director

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----- Forwarded message -----

From: **dos.sm.DCS** <dos.sm.DCS@dos.ny.gov>

Date: Thu, Jun 10, 2021 at 10:16 AM

Subject: WASH TRACS Draft Report - Response due by 7/26/2021

To: traci.ross@leapservices.org <traci.ross@leapservices.org>, chairman@leapservices.org <chairman@leapservices.org>

Cc: Garneau, Jessica (DOS) <Jessica.Garneau@dos.ny.gov>, Lowell, Jessica (DOS) <Jessica.Lowell@dos.ny.gov>,

Howard, Craig (DOS) <Craig.Howard@dos.ny.gov>, Denick, Cindi (DOS) <Cindi.Denick@dos.ny.gov>, Rosa, Manuel (DOS)

<Manuel.Rosa@dos.ny.gov>

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Nancy Warnock <nancy.warnock@leapservices.org>

Wed, Jun 23, 2021 at 1:45 PM

To: Traci Ross <traci.ross@leapservices.org>

I have looked through both my January BOD report and my CFS committee mtgs-I did not discuss the end result numbers of the 2020 CSBG work plan. Going forward, I now know this has to be done.

Nancy Warnock, M.S.Ed, Director

Career and Family Services

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Note: Working remotely on Mon. and Wed.-call mobile phone or email.

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