



**Audit Services
Third Quarter 2005
Status Report on Findings Resolution**

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**Status Report on Findings Resolution
As of Third Quarter 2005
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When updating this document quarterly, all items noted as resolved on the prior matrix will be dropped. ‘Completed’ comments are the representations of management. ‘No Response’ comments indicate Management declined to comment on, or respond to, this quarter’s report. Updated information will be obtained each quarter from the responsible party within the applicable department.

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Managing Light Vehicles at County Departments

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
The County Manager establish County-wide criteria for monitoring vehicles and distribute appropriate guidance to department directors.	County Manager	4 th Quarter 2004	Mike Press	The County Manager is currently evaluating internal and external best practices for monitoring light vehicles and developing standardized tracking criteria. Once minimum criteria is established, the CMO office will determine a common methodology for capturing the information, utilizing either existing commercial software programs or an in-house solution that is based on the size and scope of the department. Once in place, the reporting tool will be used to make replacement decisions.	12/31/2005
<p>Additional Comments: The criteria should include as a minimum –</p> <ul style="list-style-type: none"> • Vehicle cost • Date purchased • Vehicle mileage updated on a regular basis • Scheduled vehicle maintenance costs • Unscheduled vehicle maintenance costs • Vehicle operating costs 					

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Managing Light Vehicles at County Departments (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
The County Manager establish a county-wide reporting system for the fleet vehicle information with assigned responsibilities and defined accountability.	County Manager	4 th Quarter 2004	Mike Press	Refer to comment on page 1	12/31/2005
Department directors establish monitoring systems that capture at a minimum: <ul style="list-style-type: none"> • Vehicle cost • Date purchased • Vehicle mileage updated on a regular basis • Scheduled vehicle maintenance costs • Unscheduled vehicle maintenance costs • Vehicle operating costs 	County Manager	4 th Quarter 2004	Mike Press	Refer to comment on page 1	12/31/2005
Additional Comments:					

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Management of the County's Automated Financial and Human Resources System

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<p>Establish a system for assessing needs of users, inventorying needs, and prioritizing workload based on needs:</p> <ul style="list-style-type: none"> • Review business processes to determine to what extent they can be reengineered to use the Aspire system • Review and determine the need for auxiliary systems 	County Manager	2 nd Quarter 2005	Mike Press	<p>The County Manager has established, through the use of Business Process Owners Groups, a system for assessing needs of users, inventorying needs, and prioritizing workload based on needs:</p> <ul style="list-style-type: none"> • Identified several business processes to leverage the use of the ASPIRE system. Selected individuals to form Business Process Owners (BPO) to reengineer these processes. Continue to evaluate and re-engineer processes • Initiated an inventory of auxiliary systems. Visiting with selected agencies and departments to determine the need for auxiliary systems and ASPIRE data accommodations 	04/2006
Additional Comments:					

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Management of the County's Automated Financial and Human Resources System (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<ul style="list-style-type: none"> • Establish a process for identifying and fulfilling user needs for management and operational reports • Establish training programs and training requirements for ASPIRE users • Identify and provide appropriate training to improve the skills of the ASPIRE team 	County Manager	2 nd Quarter 2005	Mike Press	<ul style="list-style-type: none"> • Process is established through a BPO group for identifying, prioritizing, and fulfillment of management and operational reports • Training requirements and training programs are underway through the use of a newly formed ASPIRE Training Team which comprise of trainers from a variety of agencies/departments • Identified and provided training for specific ASPIRE team members, continue to identify and provide training to ASPIRE Team. ASPIRE Manager obtained project management certification 	04/2006
Additional Comments:					

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Management of the County's Automated Financial and Human Resources System (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
Prepare a strategic plan for progress that addresses the results of needs assessments. The plan should include: <ul style="list-style-type: none"> • Objectives • Goals • Performance Measures • Expected Outcomes • Assessment of priorities 	County Manager	2 nd Quarter 2005	Mike Press	The County Manager has initiated a strategic plan process which addresses the objectives, goals, performance measures, expected outcomes and the assessment of priorities. Strategic plan is in draft form, and addresses objectives, goals, performance measures, and expected outcomes.	09/2005 04/2006
Additional Comments:					

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Management of the County's Automated Financial and Human Resources System (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
Direct all department directors to ensure their departments are in compliance with purchasing procedures and the related control procedures, and accounting and budget policies for encumbrance of funds.	County Manager	2 nd Quarter 2005	Mike Press	An assessment of compliance by all departments has been initiated. The County manager will direct department directors to ensure their departments are in compliance following this assessment.	09/2005 01/2006
Additional Comments:					

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Management of the County's Automated Financial and Human Resources System (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
Direct resolution of the iProcurement process to ensure the ASPIRE system processes requisitions without interruption.	County Manager	2 nd Quarter 2005	Tom Franzen	Procurement process final recommendations draft in progress.	04/2006
Additional Comments:					

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Processing Construction Contract Change Orders

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
<p>Require all consultants to maintain a quality control system sufficient to ensure change orders for Johnson County projects are accurate, complete, in the best interest of Johnson County, and comply with contract provisions.</p>	<p align="center">County Manager</p>	<p align="center">2nd Quarter 2005</p>	<p align="center">Doug Smith Joe Waters Mac Andrew</p>	<p>Johnson County Legal Services has drafted standard language that will be inserted in all construction and service contracts requiring contractors to implement a quality control system to insure the County's ability to recover overcharges within 12 months of closing the project. This will allow time for auditing and recovery without requiring excessive durations for closing project accounts. The suggested language has been submitted to Wastewater, Public Works and Facilities for review and comment.</p>	<p align="center">08/31/2005 12/31/2005</p>
<p>Additional Comments:</p>					

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Processing Construction Contract Change Orders (Continued)

Audit Comment	Department	Date Comment Appeared	Responsible	Management Action Plan & Management Comments	Resolution Date
Ensure quality control procedures include provisions for recovering overcharges when appropriate.	County Manager	2 nd Quarter 2005	Doug Smith Joe Waters Mac Andrew	Johnson County Legal Services has drafted standard language that will be inserted in all construction and service contracts requiring contractors to implement a quality control system to insure the County's ability to recover overcharges within 12 months of closing the project. This will allow time for auditing and recovery without requiring excessive durations for closing project accounts. The suggested language has been submitted to Wastewater, Public Works and Facilities for review and comment.	08/31/2005 12/31/2005
Additional Comments:					