



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 14

Agenda Date: February 23, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor report AU21-010 of the Department of Human Services' Delegate Agencies Contract Monitoring

SUMMARY:

Audit Objective: Determine if contract administration for delegate agencies is effective to ensure compliance with key terms of contracts including accuracy of performance measures.

BACKGROUND INFORMATION:

Background

The Department of Human Services (DHS) partners with 54 delegate agencies with a combined 86 programs to provide social services to the residents of San Antonio with programs in the following categories: Children and Youth Success, Senior Independence, End Homelessness, and Strengthening Families. Programs within these categories provide a variety of services including after school education programs, homeless prevention and

intervention, domestic and child abuse prevention, financial security, at-risk youth behavior prevention, college and career readiness, and senior services.

In fiscal year 2021, DHS and the Economic Development Department (EDD) proposed \$24.3M in total allocations to delegate agencies.

Scope & Methodology

The audit scope included all delegate agencies funded in fiscal year 2021.

We conducted interviews of appropriate personnel, performed walkthroughs, reviewed policy and procedures, scorecards, contract administration plans, insurance requirements, tracking of agency performance, agency invoices, and end of contract reviews to identify controls related to monitoring of delegate agencies.

Conclusions

We determined that contract administration for delegate agencies is adequate; however, the City can further improve on shared drive user access. We recommend that the Director of the Department of Human Services remove excessive user access privileges to department shared drive.

Department of Human Services Management agreed with the audit findings and has developed positive action plans to address them.

ISSUE:

This item is for briefing only.

FISCAL IMPACT:

This item is for briefing only.

ALTERNATIVES:

This item is for briefing only.

RECOMMENDATION:

Staff recommends acceptance of the audit