



Department of Administration
Community Block Grant Administration
November 8, 2001

John O. Norquist
Mayor

David R. Riemer
Director

Juanita Hawkins
Administration-Block Grant Director

File: Right Alt.
2001

cc: J.H.

Deborah Darden
Right Alternative Family Service Center
4455 W. Congress Street
Milwaukee, WI 53218

Re: Termination of Contract for Cause

Dear Ms. Darden:

Please be advised that the file for Termination of Contract for Cause (Right Alternative Family Services Center) will be scheduled for the November 20th, 2001 Community Development meeting. The public meeting will be held at 1:30 p.m. in Room 301-B, City Hall.

Per the attached letter from W. Martin Morics, the City Comptroller's staff has been unable to carry out their charge and conduct an audit, as requested by the Community Development Policy Committee.

Sincerely,

Juanita Hawkins
Director

attachment

cc: Ald. Marvin Pratt
Ald. Donald Richards
Ald. Angel Sanchez
Ald. Marlene Johnson-Odom
Ald. Paul Henningsen
Ald. Michael Murphy
Ald. Willie Hines
Ald. Rosa Cameron
Anita Paretti
Steven Mahan
Board of Directors, Right Alternative



W. Martin Morics, C.P.A.
Comptroller

John M. Egan, C.P.A.
Deputy Comptroller

Michael J. Daun
Special Deputy Comptroller

Anita W. Paretti, C.P.A.
Special Deputy Comptroller

Office of the Comptroller

October 23, 2001

Ref: Revenue & Cost Division

Alderman Donald F. Richards
Community Development Committee
200 East Wells Street, Room 205
Milwaukee, WI 53202

Dear Alderman Richards:

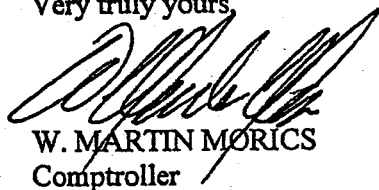
Re: Right Alternative Family Service Center

At the October 9, 2001 Community Development Committee Meeting, the matter of defunding Right Alternative Family Service Center was laid over for one month. In that time, your Committee requested the City Comptroller's staff to perform a fiscal site review of Right Alternative and issue a report thereon.

Our office has attempted twice to schedule a date for our audit, but the Executive Director, Deborah Darden, has most recently told us that she did not want our office in until after October 25th. We understand that she is to meet with Alderman Pratt on that date.

We will thus be unable to carryout our charge and conduct our audit and prepare a report for your October 30, 2001 Community Development Committee Meeting. Should your office and the Committee wish to have our report available for its meeting, we will need to be given immediate access to Right Alternative's fiscal records. If your Committee wishes to lay this matter over until access is granted, and a report can be prepared, please let us know and we will proceed accordingly.

Very truly yours,



W. MARTIN MORICS
Comptroller

WMM:ANL:jmp

cc: Ald. Marvin Pratt
Ald. Angel Sanchez
Ald. Marlene Johnson-Odom
Ald. Paul Henningsen

Ald. Michael Murphy
Ald. Willie Hines
Ald. Rosa Cameron
Juanita Hawkins - CBGA
Deborah Darden - Right Alternative

Ref: ANL248

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Dorothy M. Mahnke, 3270 Yale
Court, Brookfield 53005, Lot 38
Outlot 2-4 Stanford Place,
\$398,000.

Edward R. and Judy M. Pollex
to Thomas P. and Cecile A.
Wudy, 15900 W. Blue Mound
Road, Brookfield 53005, Lot 24
Deer Haven, \$389,333.

Timothy J. and Nancy Nelson
to Randall S. and Sherry M.
Kohn, 2418 Nagawicka Road,
Hartland 53029, Lot 1 CSM No.
2578, \$384,000.

George F. and Liane H. Seyk to
Thomas and Amber Balistreri,
N32W23255 Fieldside Road, Pe-
waukee 53072, Lot 131 Five
Fields, \$372,000.

Applebrook Inc. and Paul H.
Apfelbach to James J. Jr. and
Patricia A. Hayden, 20985-A
Black Walnut Lane, Brookfield
53045, (no description shown),
\$369,000.

Herget & Plavsic Inc. to David
M. and Leeann M. Skinner, 918
Woods Drive, Hartland 53029,
Lot 54 Outlot 1-2/4-7 River Re-
serve, \$359,666.

Dan L. and June L. Pape to
Robert C. and Kelly M. Ole-
jniczak, 2841 Burton, Wauke-
sha 53188, Lot 17 Brendon Way,
\$349,666.

Tobias S. and Mary K. Peabody
to Chet H. Bradeen, 1170 Baw-
den Circle, Brookfield 53045,
Lot 9 High Meadow Estates,
\$346,000.

John and Mabel D. Revocable
Trust to Keith J. and Lisa M.
McTaggart, 2000 Arrowhead
Circle, Elm Grove 53122, Lot 3
Block 4 Tonawanda, \$341,000.

George C. and Linda D. Staleos
to Jeffrey S. and Suzanne M.
Ellington, W236N3369 Field-
side Court, Pewaukee 53072,
Lot 23 Five Fields, \$337,333.

Roger G. and Gayle A. Perry to
W.W. and Amy J. Hampel,
W305N6568 Beaver View Road,
Merton 53056, Lot 8 part 9
Block 4 Beaverwood, \$314,666.

Ida V. Miller Estate to Robert J.
Jr. and Laura L. Miller, P.O. Box
68, Oconomowoc 53066, Sec. 2
8 17, \$305,000.

Gerald N. and Annette M.
Barth Revocable Trust to Du-
ane A. and Marie E. Filtz, 13170
Burlawn Court, Brookfield
53005, Lot B CSM No. 1392,
\$305,000.

Kenneth J. and Sharon K. Hel-
bing to Terrance C. and Diane
M. Gard, 540 River Bluff Circle,
Oconomowoc 53066, Lot 46
Oconomowoc River Bluff,
\$302,000.

Judith Dalexander to Jason S.
Katcha, N1W29528 Hermie
Lane, Delafield 53188, Lot 5
Bryn Estates, \$300,000.

Michael V. and Laura J. Bucaro
to Jonathan E. and B.D.
Fredrick, 12750 W. Bobwood
Road, New Berlin 53151, Lot 2
CSM No. 4731, \$300,000.

Thomas C. Jr. and Patti Ander-
son to Scott H. and Myrna L.
Tomter, 1675 Starbridge Drive,
Brookfield 53005, Lot 1 Star-
bridge, \$300,000.

RELOCATIONS

Lakeside Manufacturing Inc
will move in mid-2002 to a
building currently under con-
struction in a new industrial
park on Electric Avenue in West
Milwaukee. The company's cur-
rent facility is at 1977 S. Allis St.
Milwaukee. Lakeside Manufac-
turing makes fabricated stain-
less steel equipment for the
food service, health care and
material handling industries.

In Place Machining Co. Inc.,
1929 N. Buffum St., Milwaukee
53212, \$70,072, case #01TW
007472, 10/29/01.

Marion Dental Professionals,
4302 N. 76th St., Milwaukee
53222, \$10,050, case #01TW
007483, 10/29/01.

Marion Dental Professionals,
4302 N. 76th St., Milwaukee
53222, \$10,028, case #01TW
007484, 10/29/01.

M.B. Beitler Management
Corp. of Wisconsin, 181 W.
Madison Ave. Suite 3900, Chica-
go, Ill. 60602, \$16,164, case
#01TW 007488, 10/29/01.

M.B. Beitler Management
Corp. of Wisconsin, 181 W.
Madison Ave. Suite 3900, Chica-
go, Ill. 60602, \$16,194, case
#01TW 007489, 10/29/01.

Neurological Surgery SC, 3033
S. 27th St. No. 201, Milwaukee
53215, \$21,464, case #01TW
007492, 10/29/01.

Neurological Surgery SC, 3033
S. 27th St. No. 201, Milwaukee
53215, \$39,245, case #01TW
007493, 10/29/01.

Orthotic Prosthetic Center
Inc., 2400 W. Villard Ave., Mil-
waukee 53209, \$27,673, case
#01TW 007497, 10/29/01.

Orthotic Prosthetic Center
Inc., 2400 W. Villard Ave., Mil-
waukee 53209, \$27,614, case
#01TW 007498, 10/29/01.

Right Alternative Family Serv-
ices, 4455 W. Congress St., Mil-
waukee 53218, \$14,052, case
#01TW 007509, 10/29/01.

Trendy Inc./Optimum Re-
source, 1225 W. Mitchell St.
Suite 218, Milwaukee 53204,
\$32,377, case #01TW 007522,
10/29/01.

003111, 10/29/01.
Lakeland Inc., N11W24440
Blue Mound Road, Waukesha
53188, \$14,052, case #01TW
003121, 10/29/01.

O.E. Butterfield Inc., 1335 Ellis
St., Waukesha 53186, \$11,009,
case #01TW 003136, 10/29/01.

Psychpartners Inc., 17500 W.
Liberty Lane, New Berlin 53146,
\$15,807, case #01TW 003154,
10/29/01.

Psychpartners Inc., 17500 W.
Liberty Lane, New Berlin 53146,
\$15,774, case #01TW 003155,
10/29/01.

Ram Technology Inc., 18C
Dolphin Drive Suite 200,
Waukesha 53186, \$20,998,
#01TW 003156, 10/29/01.

Software Configuration S
tion, 12700 W. Blue Moun
Road, Elm Grove 53122,
\$15,737, case #01TW 00316
10/29/01.

Software Configuration Sc
tion, 12700 W. Blue Mound
Road, Elm Grove 53122,
\$15,704, case #01TW 003164,
10/29/01.

STATE TAX LIENS — RELEASES

Milwaukee County
All Ways Contractors Inc., 2140
Pilgrim Parkway, Elm Grove
53122, \$28,663, case #99TW
003996, 10/29/01.

Waukesha County
R&W Roofing Inc., W220S7460
Carol Drive, Muskego 53150,
\$10,695, case #01TW 002377,
10/29/01.

Business Journal - NOV. 9, 2001



W. Martin Morics, C.P.A.
Comptroller

Anita W. Paretti, C.P.A.
Deputy Comptroller

Anne M. Bahr
Special Deputy Comptroller

Michael J. Daun
Special Deputy Comptroller

Office of the Comptroller
September 10, 1999

Ref: Revenue & Cost Division

Ms. Deborah Darden, Executive Director
Right Alternative Family Service Center
4455 West Congress Street
Milwaukee, WI 53218

Dear Ms. Darden:


Re: Fiscal Site Review
of the CDBG Project
1998-1999

We have reviewed the records of Right Alternative Family Service Center for the period of January 1, 1998 through March 31, 1999 under the CDBG Contract. Our review included tests of the accounting records and other review procedures, as we considered necessary under the circumstances. The costs incurred by Right Alternative Family Service Center were reviewed with the provisions of the contract. Our review findings are attached. A written response to these findings is required within 30 days of the date of this letter.

With the exception of the findings attached, nothing came to our attention to cause us to believe that the costs claimed for the period listed above were not eligible under the contract.

If you have any questions, please call Tessie Santos at 286-2860.

Very truly yours,


W. MARTIN MORICS
Comptroller

WMM:TVS:tvS

Attachment

cc: Mr. Michael Soika - CBGA

Ref: FSRAURAFSC

September 10, 1999

The following comments and recommendations are respectfully submitted for your consideration:

1. Unresolved Findings:

addressed

In our letter dated July 6, 1999, we noted that the Agency had consistently failed to comply with the City of Milwaukee's Policy and the grant contract in regard to the requirement that only "Paid Costs" be submitted for reimbursement. Based on our current fiscal site review, the Agency continued to claim costs for reimbursement from the City before they are actually paid to the vendors and/or creditors. Most of these checks represented deposits of Income Withholding Taxes. These checks were held from 2½ months to 11 months before actual payment was made.

Right Alternative Family Service Center must cease the practice of holding checks. Costs will not be reimbursed until proof of payment is verified.

2. Payroll:

addressed

The review of payroll for pay periods ending 01-03-98, 07-04-98 and 01-02-99 revealed that time cards of employees were not approved by the immediate supervisor. We also noted that the Agency did not generate a General Ledger in 1998 and 1999.

Right Alternative Family Service Center must review and approve time reported by employees paid for by the Community Development Block Grant. In addition, the General Ledger must be generated on a regular basis in order to provide timely information on the financial status of the Agency.

The following check #'s for health insurance payments were not documented by an invoice. Furthermore, there was no breakdown as to who was covered for the particular periods.

<u>Check #</u>	<u>Date</u>	<u>CDBG Portion</u>
7815	03-08-98	\$1,383.06
8003	05-11-98	517.10
8100	06-08-98	790.55
8272	07-30-98	502.33
8361	09-03-98	502.33
8390	09-14-98	502.33
8565	10-29-98	1,004.66
8659	11-30-98	502.33
8843	02-01-99	1,004.61

Unresolved

Right Alternative Family Service Center must produce the invoices to support the above check #'s. Furthermore, the Agency must break down the amounts as to who was covered according to the employee's percentage of effort paid for by the Community Development Block Grant.

For the 1st quarter of 1999, the Agency claimed gross amounts of payroll and did not provide proof of deposit of the state withholding taxes.

State taxes unresolved

Right Alternative Family Service Center must provide proof of deposit of the state withholding taxes for the 1st quarter of 1999. Otherwise, the state taxes withheld from CDBG employees will be deducted from the request for reimbursement on your next cost report. In addition, in order to claim gross pay on cost reports, taxes must be paid in the month in which the payroll is paid. The Agency has consistently failed to pay taxes in a timely manner. Therefore, Right Alternative will no longer be allowed to claim gross payroll when submitting cost reports to the City.

Claiming Gross Pay if taxes not paid in month - unallowable

3. Cash Disbursements:

The review of 5 samples tested revealed that invoices were paid without proper authorization and approval by the Executive Director.

add resolved

Right Alternative Family Service Center must review and approve invoices before actual payment is made for good internal control.

Office of the Comptroller
WMM:TVS:tv
September 10, 1999
Ref: FSRAURAFSC