

Prop O 2013-14 Performance Audit Implementation Plan.

8/18/15

Only Objectives with improvement recommendations are listed.

Objective	Goal	Action	Target Implementation Date	Status	Final Implementation Date
4	Compliance with Ballot Language	-- Adjust staffing allocation based on individual positions rather than department-wide.	FY 2015-16	Complete	May 2015
7	District and Professional Services Staffing Plan for the Bond Program	Staff will revise the staffing plan to more accurately correlate in-house staffing costs to Prop O. -- Collect data from other districts on time-card and/or time certification policies	May - Jul 2015	Complete	Jul 2015
8	Program Management Effectiveness	-- Implement time data collection	FY 2015-16	In progress - discussion with auditors	
9	Design and Construction Schedules Cash Flow	Staff will prepare a cash flow when needed. TBD		on hold	
10	Design and Construction Costs and Budgets	Financial reports will be updated. Staff will work with a CBOC sub-committee to modify reports: -- CBOC approves sub-committee members -- Sub-committee meetings -- Produce revised reports	Jun 17. 2015 Jul - Aug 2015 Sep 2015	Jul 22. 2015 in progress waiting for direction	
12	Change Order Procedures	Financial and change order reporting will be updated. -- Financial Reporting; See objective 10 -- Expand CO explanations	Sep 2015 May 2015	waiting for direction Complete	May 2015
13	Claim Avoidance Procedures	Procedures will be added. Add procedures to the Project Management Plan	Jan 2016		
15	Best Practices in Procurement	Awarding bids was noted as compliant in the oral presentation to the Board. Procurement and ranking recommendations are current practice.	na	na	na
16	Delivered Quality Analysis	Design manual be implemented for design professionals. Update procedures in the Project Management Plan	Jan 2016		
18	Effectiveness of Bond Communication Program	Updating the master plan, isolating Prop O dollars, expanding change order reporting and updating communication will be implemented -- Staff will work with a CBOC sub-committee and to modify reports (see objective 10) -- Staff will work with the Board of Trustees Facilities Subcommittee to modify the Capital Facilities Financing Plan (CFFP) format. -- Grants and Communications will eliminate unused communications platforms	Sep 2015 Jan 2016 Aug 2015	waiting for direction tentatively Sep 2015	
21a	Special Focused Analysis	Comply with district change order policies, documentation and standards. Comply with district policies	Jul 2014	Complete	Jul 2014