

October 31, 2005

Dr. Georges Metellus, M.D., M.P.H.
Program Manager
8260 N.E. 2nd Avenue
Miami, Florida 33138

RE: Center for Haitian Studies, Inc.

We have reviewed the Center for Haitian Studies (CHS) documentation of expenditures prepared pursuant to the General Funds Contract for HIV/AIDS awareness programs for the quarters ended March 31, 2005 and June 30, 2005.

On September 23, 2004, the Board of County Commissioners approved Ordinance 04-167, the 2004-05 Miami-Dade County Countywide Budget Ordinance, which included a Community Based Organization (CBO) contract award of \$125,000 for C.H.S.

The objective of this review was to ensure the ethical and appropriate use of funds allocated to Center for Haitian Studies. To achieve this objective, we reviewed performance and compliance to targets established in the Scope of Services. This review consisted principally of inquiries of personnel and analytical procedures applied to financial and programmatic data. It was substantially less detailed in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole.

The Scope of Services requires the Center for Haitian Studies to:

- ◆ increase the time availability of clinical services to a total of 26 hours per week;
- ◆ deliver three (3) meals per day to twenty-one homebound HIV-AIDS infected clients;
- ◆ maintain records of total number of clients who received individual psychosocial counseling services each month; and

- ◆ maintain records of total number of group counseling sessions provided each month during the period under review including the number of clients in each group counseling session.

Observations

1. Provision of clinical services was abandoned by CHS due largely to the client's lack of interest. The main reason for the lack of interest was that the medical doctor contracted by CHS was only registered to provide services under the Ryan White program at Southshore Hospital. At the time of the review, Southshore Hospital was in the process of going out of business. This made it difficult for the clients to receive follow-up and pharmacy visits. The center plans to revise the scope of services to place more emphasis on case management rather than clinical service.
2. A review of timecards (October 2004 through April 2005) showed that the Case Manager worked full time to fulfill the provisions of the scope of services requiring CHS to increase case manager's hours of availability to provide prevention case management.
3. We were favorably impressed with the documentation maintained by CHS on delivery of meals to at least twenty-one homebound HIV-AIDS infected clients. CHS operates a well equipped kitchen that prepares the meals. The drivers obtained signatures from clients at the time of delivery. A weekly log showing a reconciliation of number of meals delivered and received, signed by both the kitchen staff and the delivery driver, was also maintained by CHS.
4. CHS has requested the Miami-Dade County Office of Business and Strategic Management (OSBM) to revise the scope of services to place more emphasis on the counseling and testing for HIV instead of provision of psychosocial services. The Center started providing counseling and testing services in May 2005 and maintained documentation.
5. Our review showed that CHS staff is in the process of organizing group counseling sessions to satisfy the provision of the scope of services.

The table below shows expenditures up to June 30, 2005.

Salaries	\$12,168.52
Meals	\$26,220.00
Indirect Cost	\$ 5,758.29
Total	\$44,146.81

Conclusion

At the time of this review, Center for Haitian Studies had received the full award amount and had accomplished the activities outlined in the Scope of Services for the quarters ended March 31, 2005 and June 30, 2005.

Based on our limited review, we were not aware of any material deficiencies pertaining to the operations of Center for Haitian Studies programs.

Thank you for the courtesies and cooperation extended to our staff during the review process. If you have any questions or need clarification, please contact Horace Nwachukwu at (305) 375-4354.

Sincerely,

Charles Anderson, CPA
Commission Auditor

Cc: Honorable Carlos Alvarez, Mayor
Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners
George Burgess, County Manager
Chris Mazzella, Inspector General
Jennifer Glazer-Moon, Director, Office of Strategic Business Management
Cathy Jackson, Director, Audit and Management Services Department