



**BOARD OF COUNTY COMMISSIONERS
OFFICE OF THE COMMISSION AUDITOR**

M E M O R A N D U M

TO: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

FROM: Charles Anderson
Commission Auditor

A handwritten signature in black ink, appearing to read "Charles Anderson", is written over the printed name.

DATE: October 20, 2015

SUBJECT: Supplement to Board Directives

In addition to the Board Directives Quarterly Report ending September 30, 2015, attached is *Supplemental Information* reflecting actions taken up to October 12, 2015.

Attachment

Board of County Commissioners
Directives Report
(Supplement)

This is supplemental information to the quarterly report ending September 30, 2015, showing an additional five (5) board directives that were completed after the reporting period.

The directives database is maintained by the Clerk of the Board and updated by the responsible department. As part of our review process, the Office of the Commission Auditor verifies the accuracy of status details associated with directives and refers to designated assignees for appropriate action(s), if necessary.

Assigned to	Completed
MARQUEZ, Edward	1
OSTERHOLT, Jack	2
SPRING, Michael	2
TOTAL	5

AGENDA INFO	BODY	REQUESTER	PRIME	ASSIGNED TO	DUE DATE	STATUS
11A14 140341 TAXI INSPECTION STATIONS	BCC 4/8/2014	Sosa		Jack Osterholt	7/1/2015	Complete – CLOSED 10/5/15 The requested report was prepared by the Department of Regulatory and Economic Resources.SG
INSTRUCTIONS DIRECTING THE MAYOR OR DESIGNEE TO PREPARE A REPORT WITHIN SIXTY DAYS REGARDING NECESSARY STEPS TO INCREASE THE EFFECTIVENESS OF THE COUNTY'S TAXICAB INSPECTION PROCESS						
7A 150622 SUNSET REVIEW OF LIVING WAGE COMMISSION	EPC 4/16/2015	Cava		Ed Marquez	5/6/2015	Complete –CLOSED 10/1/15 10/01/15 MM- On May 14, 2015, a meeting was held between Commissioner Levine-Cava and Gary Hartfield, Division Director, Small Business Development Division in the Internal Services Department to discuss the Living Wage Commission. During the meeting, Mr. Hartfield provided information on the functions of the Living Wage Commission, including information on Small Business Division staff support to the Living Wage Commission - as requested under the directive. Furthermore, there were discussions on the number of Living Wage violations and a report was issued on June 4, 2015 listing a number of Living Wage violations since the legislation was enacted.
INSTRUCTIONS COMMISSIONER LEVINE CAVA REQUESTED DEPUTY MAYOR RUSSELL BENFORD TO PREPARE AND SUBMIT A REPORT REGARDING STAFFING AT THE LIVING WAGE COMMISSION. SHE ASKED MR. BENFORD TO ALSO INCLUDE RECOMMENDATIONS TO THE ECONOMIC PROSPERITY COMMITTEE AS TO WHAT COULD BE DONE TO IMPROVE AND SUPPORT THE COMMISSION.						
11A5 140985 PASSENGER MOTOR VEHICLE INSPECTION STATION	BCC 6/3/2014	Heyman		Jack Osterholt	7/10/2015	Complete – CLOSED 10/5/15 The requested report was prepared by the Department of Regulatory and Economic Resources.SG
INSTRUCTIONS DIRECTING THE MAYOR OR DESIGNEE TO PREPARE A REPORT WITHIN SIXTY DAYS REGARDING NECESSARY STEPS TO INCREASE THE EFFECTIVENESS OF THE COUNTY'S INSPECTION PROCESS REGARDING PASSENGER MOTOR VEHICLES						
151386 DISCUSSION REGARDING STRATEGIC PLAN	SPGO 6/15/2015	Sosa		Michael Spring	7/31/2015	Complete – CLOSED 10/6/15 On 10/6/15 Assistant Director of MDPLS Ray Baker contacted Commissioner Sosa's staff (Betty Aguirre and Vivian Castro) to provide requested information on computer classes for seniors and the technology used. See attached. - LL
INSTRUCTIONS COMMISSIONER SOSA ASKED MS. MOON FOR A REPORT ON THE NUMBER OF COMPUTER CLASSES OFFERED FOR SENIOR CITIZENS, INCLUDING WHERE CLASSES WERE OFFERED AND WHETHER NEW TECHNOLOGY WAS BEING INCORPORATED INTO THAT PROGRAMMING. SHE ALSO ASKED THAT LIBRARY SYSTEM HOURS OF OPERATION ALONG WITH USAGE DATA BE REPORTED.						

AGENDA INFO	BODY	REQUESTER	PRIME	ASSIGNED TO	DUE DATE	STATUS
2A 151386 DISCUSSION REGARDING STRATEGIC PLAN	SPGO 6/15/2015	Zapata		Michael Spring	7/31/2015	Complete – CLOSED 10/7/15 On 10/7/15 Assistant Director of MDPLS Ray Baker emailed Commissioner Zapata's staff (Dan Chatlos) to advise that: In tracking program participants at MDPLS programs, the branches provide a combination of raw headcount data, and, also provide names and e-mail addresses for participants that registered for a class or program and/or submitted a program evaluation form. For those participants that choose to provide contact information, that information is added to the Library's marketing database and used to notify our mailing list population of upcoming events or other Library-related information. We do not currently track unique library program participants, rather, we use the participation levels in specific programs/classes to gauge the success of each program/class and whether or not that program/class requires additional marketing efforts or is serving the target markets effectively. In the month of August, systemwide, we had 17,900 attendees at our programs/classes, compared to 15,147 during the month of August last year. Programs include book readings, yoga classes, Lego classes, language classes, computer classes, etc., targeted at a wide and varied range of age groups and interests. -LL, 10/7/15

INSTRUCTIONS CHAIRMAN ZAPATA ASKED MS. MOON TO INDICATE THE NUMBER OF UNIQUE/NEW LIBRARY PARTICIPANTS OUT OF THE TOTAL NUMBER OF PROGRAM PARTICIPANTS