

# Washington Center for Deaf and Hard of Hearing Youth



September 25, 2020

***Washington Center for Deaf and  
Hard of Hearing Youth***  
Board of Trustees Special  
Meeting Packet

- Agenda
- Board of Trustees contact information

**AGENDA ITEMS**

- Board meeting minutes
- Reports
  - Director – Rick Hauan - To be provided verbally at Board meeting
  - Superintendent – Shauna Bilyeu
  - Outreach – Kris Ching, Carol Carrothers
  - Business Office Director – Kai Matthews
- Policies
  - 2021 Library Information and Technology Programs
  - 2022 Electronic Resources and Internet Safety
  - 2106 Program Compliance

**Washington Center for Deaf and Hard of Hearing Youth**  
**Board of Trustees Special Meeting**  
**September 25, 2020**

**Due to social distancing, the meeting will be available on-line only to the public:**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81878065844>

**To request access to the Board Meeting please email [erica.rader@cdhy.wa.gov](mailto:erica.rader@cdhy.wa.gov)**

**Agenda**

- |         |  |
|---------|--|
| 10:00am | Call meeting to order and determine a quorum is present. Approve minutes from the August 20, 2020 Board Meeting.   |
| 10:15am | Reports: <ul style="list-style-type: none"><li>○ Director - Rick Hauan</li><li>○ Superintendent – Shauna Bilyeu</li><li>○ Outreach – Kris Ching, Carol Carrothers</li><li>○ Business Office Director – Kai Matthews</li></ul>  |
| 11:00am | Policy Review Second Read<br>2021 Library Information and Technology Programs<br>2022 Electronic Resources and Internet Safety<br>2106 Program Compliance  |
| 11:45am | Public comments<br><br>To further support social distancing, the Board of Trustee's will accept written public comments only. Submit your comments to: <a href="mailto:erica.rader@cdhy.wa.gov">erica.rader@cdhy.wa.gov</a> no later then Wednesday, September 23 <sup>rd</sup> , 2020, 5:00 pm. |
| 12:00pm | Meeting adjourned  |

# WASHINGTON STATE CENTER FOR CHILDHOOD DEAFNESS & HEARING LOSS

## BOARD OF TRUSTEES

Rick Hauan, Director (360) 418-0400 ([rick.hauan@cdhl.wa.gov](mailto:rick.hauan@cdhl.wa.gov))  
 Shauna Bilyeu, Superintendent (360) 418-0402 ([shauna.bilyeu@cdhl.wa.gov](mailto:shauna.bilyeu@cdhl.wa.gov))

<b><i>Voting Members</i></b>	<b><i>Address</i></b>	<b><i>Cong Dist.</i></b>	<b><i>Contact Information</i></b>	<b><i>Date Apptd.</i></b>	<b><i>Term Expires</i></b>	<b><i>E-Mail/Fax</i></b>
Maria Christianson	3796 Brown Road Ferndale, WA 98248	1	(360) 402-0162 Text	11/18/13	07/01/23	<a href="mailto:maria.christianson@cdhl.wa.gov">maria.christianson@cdhl.wa.gov</a>
Allie "AJ" Joiner	15806 18 <sup>th</sup> Ave. W., B 102 Lynnwood, WA 98087	2	(425) 329-8433 VP	08/30/06	07/01/25	<a href="mailto:allie.joiner@cdhl.wa.gov">allie.joiner@cdhl.wa.gov</a>
Nancy Sinkovitz	6403 NE 75 <sup>th</sup> Street Vancouver, WA 98661	3	(360) 910-0338	10/01/14	07/01/25	<a href="mailto:nancy.sinkovitz@cdhl.wa.gov">nancy.sinkovitz@cdhl.wa.gov</a>
Nita Kamphius	635 S. Hawaii Place Kennewick, WA 99336	4	(509) 539-0962 (cell)	07/23/18	07/01/23	<a href="mailto:nita.kamphuis@cdhl.wa.gov">nita.kamphuis@cdhl.wa.gov</a>
Char Parsley	3427 W. 7 <sup>th</sup> Avenue Spokane, WA 99224	5	(509) 315-2128 VP (509) 329-8535 Text	03/16/07	07/01/21	<a href="mailto:char.parsley@cdhl.wa.gov">char.parsley@cdhl.wa.gov</a>
Jennifer Acuna	105 National Avenue N. Bremerton, WA 98312	6	(360) 865-2375 (cell) (360) 478-6886	12/17/19	07/01/24	<a href="mailto:jacuna@oesd114.org">jacuna@oesd114.org</a>
Ariele Belo, Vice Chair	1625 19 <sup>th</sup> Avenue Seattle, WA 98122	7	(206) 388-1275 TTY (206) 452-7955 (Video & Voice)	01/30/07	07/01/21	<a href="mailto:ariele.belo@cdhl.wa.gov">ariele.belo@cdhl.wa.gov</a>
Sidney Weldele-Wallace,	19501 SE 332 <sup>nd</sup> Place Auburn, WA 98092	8	(253) 833-6487 (253) 833-9111 ext. 4705 (253) 569-8000 cell	06/27/02	07/01/21	<a href="mailto:sidney.weldele@cdhl.wa.gov">sidney.weldele@cdhl.wa.gov</a>
Nancy Fitta, Chair	512 63 <sup>rd</sup> Ave Ct NE Tacoma, WA 98422	9	(253) 517-1070 (253) 922-0539 (253) 376-0414 cell	05/01/13	07/01/25	<a href="mailto:nancy.fitta@cdhl.wa.gov">nancy.fitta@cdhl.wa.gov</a>
Wes Henson	7137 Mirasett St. SW Olympia, WA 98512	10	(360) 628-3639	11/20/19	07/01/24	<a href="mailto:wesley.henson@cdhl.wa.gov">wesley.henson@cdhl.wa.gov</a>

# Agenda Items

**\*\*WASHINGTON STATE CENTER FOR  
DEAF AND HARD OF HEARING YOUTH  
Board of Trustees Meeting\*\*  
August 20, 2020**

*\*\* In response to restrictions due to COVID-19 pandemic, this meeting was  
conducted via videoconferencing.*

**Board Members**

District	Board Member Name	Officer	Present	Absent
1	Maria Christianson		X	
2	Allie Joiner		X	
3	Nancy Sinkovitz		X	
4	Nita Kamphuis			Excused
5	Char Parsley		X	
6	Jennifer Acuña		X	
7	Ariele Belo	Vice-chair		Excused
8	Sidney Weldele-Wallace		X	
9	Nancy Fitta	Chair	X	
10	Wes Henson		X	

**Leadership Staff**

Name	Title	Present	Absent
Rick Hauan	Executive Director	X	
Shauna Bilyeu	Superintendent	X	
Tsering Cornell	Legal Counsel	X	
Erica Rader	Recorder	X	
Kai Matthews	Director, Business Operations	X	
Jessica Sydnor	Director, Human Resources	X	
Kris Ching	Director, Outreach, Birth-5	X	
Carol Carrothers	Director, Outreach, K-12	X	

**Interpreters**

Name
Emily Dahl
Tammy Adams

**Registered Guests**

Name	Role
No Guests Present	

**Board Business**

Nancy Fitta, chair, called the Board meeting to order at 3:00PM. It was determined a quorum was present.

## **Approval of meeting minutes**

1. Board Meeting Minutes from July 28, 2020 were reviewed.
2. Char indicated she was present at the July 28, 2020 meeting and the minutes indicate she was absent. Erica will correct to reflect her presence.

Sidney Weldele-Wallace moved to approve the July 28, 2020, meeting minutes with the corrections made. Allie Joiner seconded the motion. The motion was voted on and approved.

## **Safe Start Reopening Plan**

Shauna referred to the School Reopening Plan which is in the Board packet. This a new requirement this year which is required to be filed with OSPI two weeks prior to the first day of school. Shauna indicated she developed this plan in collaboration with the Executive Leadership Team and the Safe Start Committee after reviewing many plans from other districts across the state. The Reopening Plan calls for opening the school year with Pre-K, Kindergarten/1<sup>st</sup> grade for 4 days a week on a rotating schedule. Taking equity and access for all students into consideration, no residential students are placed in the Pre-K, Kindergarten/1<sup>st</sup> grade programs. Parents have been contacted and we only have one parent who is still deciding if they want to send there child to campus for school. Our school SLC's will provide transportation to students who need it.

- Q.** Nancy Fitta inquired if the Board needed to approve this plan before it was sent to OSPI as they do in public schools?
- A.** Rick indicated we are structured differently than local school districts since we are a school and a state agency. The governing authority remains under the Executive Director who is appointed by the Governor, which is different then public schools. So we have already submitted this plan to OSPI.
- Q.** Maria inquired what will happened to the staff who worked in the cottages?
- A.** Shauna indicated we are going to open the cottages virtually to all students for social and emotional support similar to what we did last spring.
- Q.** Sidney inquired as to what we are doing with the trades department as to the attestation come October?
- A.** Shauna indicated we will not have students back on campus in October. Once we begin integrating students back to campus we will have SLC's doing temp checks of students getting on the buses. We also have a screening app called Qualtrics for the attestation.
- Q.** Allie inquired when we get to 10/31/2020 will we have a lottery to see who gets to come back to school?
- A.** Shauna indicated we have tried a lottery before and it didn't work. We have to provide equality and full access to education.

## **Budget Requests for Fiscal Year 2021-2024**

### **Kai Matthews, Director of Business Operations & Technology**

Kai indicated in page 38 of the Board Packet you will see the decision packages to be voted on. There are two decision packages for our operating budgets. We are not requesting new money per OFM guidance in those packages. There are also two decision packages for Capital Projects.

Guidelines from OFM require that our budget request incorporate the 15% budget reduction exercise we developed in the spring into our operating budget requests. You will find that is the first decision package. The second budget request transfers legislative funding for the Interpreter Mentor program from OSPI to CDHY. OSPI is in support of the transfer.

- Q.** Allie inquired of Carol about the bill sent up for educational interpreters and whatever happened with that bill.
- A.** Carol indicated it moved to the Governors office for signature but didn't get signed due to COVID-19, but we will try again next year.

Kai indicated the two decision packages for capital projects include one package for \$50 million for a new school and PE building. Kai indicated we will ask for the money even though we may not get it. The second package is for minor works and small repairs which include:

- Repairs to the lower level parking lot
- The HVAC system
- Update to the fiber internet system
- Pump house repair at the football stadium

Rick indicated that there has been a lot of social media buzz about WSD shutting down. We are not shutting down WSD. We are doing everything in our power to keep us open and growing. We need to stay strong and united and let everyone know that we are here for the children and families.

- Q.** Allie inquired about the letter sent by Randy. She indicated that there are a lot of people that don't understand what is involved and not sure how we want to respond to his letter. It seems that we need to communicate with the deaf community. It's a complicated issue and the Board is doing the best it possibly can.

Jessica clarified "Randy" to which Allie is referring is actually Randall Smith, a former student of WSD.

- A.** Rick indicated that he did respond to Randall and copied the Board on his reply. He also inquired of Allie if she had any recommendations in mind on how to reach out to the deaf community.



- Q.** Allie indicated with COVID it's more of a challenge, and indicated when we can we should have meetings throughout the state we should attend in person. That would be a good first step, but would have to happen later on since it would be a challenge right now with COVID. We could try and get out a letter or a blog/vlog.
- Q.** Char indicated that maybe the school and staff can come up with a blog/vlog to indicate what the issues involved are, and let them know we are in this together and show everyone we are working together to continue services. We could ask deaf agencies and Deaf centers across the state to help get the word out. Char also indicated there is CDHY Facebook page that doesn't look associated with WSD or CDHY.
- A.** Rick indicated he will look into the CDHY Facebook page and attempt to remedy the information sharing.

## **PUBLIC COMMENTS**

No public Comments

## **Adjournment**

Seeing no objection, the meeting adjourned at 3:40PM.

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Nancy Fitta, Chair  
CDHY Board of Trustees

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Richard Hauan  
CDHY Executive Director

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Date

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Date

Superintendent's Report  
September 16.2020

- **Enrollment:** Enrollment is currently at 108 prek-12<sup>th</sup> grade students and 4 WaCAD students. Staff have been working hard to reach out to families and ensure that everyone is “connected” through technology, but a few students are in the process of moving or are not responding, so numbers may still fluctuate a little. We have 4 “new” students that are attending on a provisional acceptance basis. This means that while we are in virtual operations students may join classes, but once we return to in-person services, students will go through a diagnostic evaluation period.
- **Campus Updates:** We met with the architectural team selected for the demolition project, Schreiber Starling Whitehead Architects, on September 2<sup>nd</sup>. We will begin this project by “potholing” in places around campus to assess exactly where and what utilities are underground in early October. We are working on cleaning out all four buildings to ready them for demolition. We have set an internal date of full vacancy by December 1. There are a number of things that we need to do before actual demolition occurs: in addition to general abatement, we need to move water lines, move the fire panel, add generators as back-up and identify places for staff to park once the main staff parking lot becomes unavailable in January. Demolishment of the buildings is scheduled to occur in April 2021 and is planned to only take around three weeks. This is exciting, but stressful in these unique times.
- **Academic/Residential Updates:**
  - Preschool and Kindergarten/1<sup>st</sup> grade classes are up and running on campus in a hybrid fashion. We are also offering in person evaluation services and meal deliveries for families that have requested it. I am super proud of how various departments have pulled together to provide safe in-person services where we can. Upper elementary and secondary classes are running remotely and they have been doing a fantastic job of adjusting to the “new normal.”
  - We are working with the Department of Health to determine when we can resume in-person services for all grades, and will make a determination whether to extend remote operations beyond Oct. 31 in mid-October
  - In addition to classes, the residential department has set up Virtual ASP (VASP), virtual tutoring and virtual ILS classes. These are optional, but attendance is growing. We are working on opening up VASP to non-WSD students ages 12 and under. We are hoping to give students a taste of what WSD has to offer. The age limit is due to safety reasons. The residential department has been very creative with VASP and I am excited to see where they go with their offerings; some of them include cooking, fishing, art, story time and girls group, to name a few. SLCs are also offering conversational ASL practice to staff that would like to improve their ASL skills and 1:1 tutoring for students.
  - Cognia, our regional accreditation office, has extended our accreditation through fall of 2022, however at the time of this report we have not heard if CEASD will extend their accreditation.
- **School Events:**
  - International Deaf Awareness Week kicked off with a DEAF Dutch Brother fundraiser again! For every drink purchased, Dutch Brothers donated \$1 to DEAF on September

18<sup>th</sup>. This is such a great fundraiser! During the following school week (September 21-25), there were recorded messages from the ASL bilingual department and others such as the Mayor's office and Patty Murray's office. We are so lucky to have such good community support! In addition to the Dutch Brothers fundraiser, we also had Give More 24! On September 24<sup>th</sup>, run by DEAF as well as a Papa Johns fundraiser for the whole month of September. We are grateful for the myriad of ways people can support our school.

○

**Washington State Center for  
Deaf & Hard of Hearing Youth  
Board of Trustees Meeting**

**Report by Carol Carrothers**

**Date August 20 - September 18, 2020**

***What activities/projects have you been doing since our last meeting?***

Several meetings worked with Pasco District about their DHH program.

Have taken in 11 new evaluation requests in September, getting these set up.

Working with our new higher, Tara Slinn on meeting each member of the Outreach Team and learning their area of expertise on the Outreach Team.

Setting up Professional Development Statewide for school district personnel. We have audiology, social/emotional, behavior, psychology, ASL, listening and spoken language, multilingual children, classroom strategies and speech language communication. Clock hours available for a one hour workshop, no cost.

***What is on your horizon (include dates)?***

October two afternoon professional development on Wednesday.



Washington Center for Deaf and Hard of Hearing Youth  
Fiscal Year 2020 Business Office Report  
September 2020



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SAO – Accountability Audit	



STATE OF WASHINGTON  
WASHINGTON CENTER FOR  
DEAF AND HARD OF HEARING YOUTH  
611 Grand Blvd., S-26, • Vancouver, Washington 98661-4918 • (360) 696-6525  
Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

September 18, 2020

To: Board of Trustees, WA Center for Deaf and Hard of Hearing Youth

Subject: Fiscal Year 2020 Year End Business Office Report

Dear Board of Trustees,

Enclosed you will find the CDHY 2020 business office report. I am very proud and excited to provide this document for your review. Broadly speaking from the fiscal and administrative perspective last years results are comparatively phenomenal when compared with prior years. Below are just a few talking points around the 2020 results.

- For every \$1 in CDHY's general fund budget, 96¢ was spent delivering services.
- The CDHY Account Revenue increased by 70% from fiscal year 2019 to \$785,000.
- The CDHY account balance as of September 1, 2020 is at a historic high of \$1.2 million and anticipated to continue to grow.

Fiscal year 2020 may be most remembered for the challenges presented to our agency and various stakeholders however, it is vital that we recall the progress made and success that is yet to come.

As always if there are any questions please don't hesitate to reach out for more information.

Kai Matthews /s/  
Director of Business Operations  
WA Center for Deaf & Hard of Hearing Youth  
Washington School for the Deaf  
[kai.matthews@cdhy.wa.gov](mailto:kai.matthews@cdhy.wa.gov)  
CELL: (360) 607-4814

## About the Business Office

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**Services.** The CDHY business office comprises of a team of six administrative professionals that collectively provide the following services:

- Budget and Financial Oversight
- General Accounting and Reporting\*
- Purchasing & Procurement
- Contract Development, Administration, and Consultation
- Grant Development and Coordination
- Specialized Program Support

\*Excludes Payroll Functions

### *Budget and Financial Oversight.*

CDHY has an appropriated budget of over \$30 million for the 19-21 biennium. Budget and financial oversight services focuses on the agency's financial health from a "big picture" perspective, with consideration to both short and long term impacts of various decisions.

### *General Accounting and Reporting.*

General accounting services are all about the flow of money into, and out of CDHY's budget. The emphasis for these services are accurate, timely, and useful accounting information that are fully in compliance with the State Administrative and Accounting Manual (SAAM), and other accounting authoritative guidance.

### *Purchasing and Procurement.*

Purchase and procurement services are all about providing the resources needed to accomplish the agency mission, at the best price and in full compliance with Washington State procurement laws and regulations. Often a complex area with much nuance, procurement services strives to demonstrate sound financial stewardship in a manner that promotes fair and efficient allocation of tax payer dollars.

### *Contract Development, Administration, and Consultation.*

Contracting services is a blend of all other services combined with risk management practices. These services are typically delivered by at least two members of the business office team, program staff, and direct consultation with CDHY's partner at the Attorney Generals Office.



### *Grant Development and Coordination.*

Due to the merging of the Washington Sensory Disability Services (WSDS) program, grant services have expanded rapidly in fiscal year 2020. These services center on the exchange of money from outside entities (OSPI in particular) to CDHY for the completion of work that serves deaf, deaf-blind, and blind students. In fiscal year 2020 CDHY received over \$1.1 million in grants.

### *Specialized Program Support.*

Specialized program support refers to the “one off” services business office provides in an administrative capacity. These services includes: treasury services for WSD local student accounts, Related Services administrative support, National School Lunch Program support, Payroll accounting support, and other general administrative services that fit within the business office service model.

### *Notes to Services – Strategic Partnerships.*

The Business Office recognizes various growth and compliance areas where there is a need to partner with external subject matter experts and secondary review services. In addition to our partnership with the Attorney General Office (AGO), the Business Office maintains a strategic partnership with various units at the Department of Enterprise Services (DES). These valuable partnerships provide CDHY access to statewide subject matter experts in nearly all service areas, and also acts as means to “sound wall” ideas, ensure compliance, consult on legal/regulatory interpretations, and maintain key services in the event of operational disruptions.

## Washington Center for Deaf and Hard of Hearing Youth – Business Office Support Team



### **Alina Auv**

Fiscal Analyst I

Support Areas: General Campus Support, Student Accounts, Club Accounts, General Accounting

[alina.auv@cdhl.wa.gov](mailto:alina.auv@cdhl.wa.gov) Video Phone: 360-326-0289

*"Since I just started working here at CDHY, it has been a whole new experience because everything is 110% accessible to communication with staff, coworkers, and students. After all of these years being a mainstreamed student, and working with hearing people, this place is the missing centerpiece that I get the opportunity to experience for just being a Deaf person."*



### **Tarin Goodman**

Business Office Admin Assistant

Support Areas: General Administration Support

[tarin.goodman@cdhl.wa.gov](mailto:tarin.goodman@cdhl.wa.gov) Phone: 360.418.4330

*"I enjoy the learning experiences and knowing that I'm part of a team helping kids across Washington."*



### **April Jacobus**

Fiscal Analyst III

Support Areas: Outreach Services, Contract Administration, General Accounting and Revenue Management

[april.jacobus@cdhl.wa.gov](mailto:april.jacobus@cdhl.wa.gov) Phone: 360.418.4283

*"Coming from a County job to CDHY has been an adventure and I am so excited to be part of the team. I am truly honored to be working with the staff and students, as everyone has been welcoming and eager to assist in my learning ASL. Looking forward to the future and my career at CDHY."*



### **Kai Matthews**

Director of Business Operations

Support Areas: Agency Budget and General Business Operations

[kai.matthews@cdhy.wa.gov](mailto:kai.matthews@cdhy.wa.gov) Office Phone: 360.418.4326 Cell Phone: 360.607.4814

*"I love the diverse challenges CDHY offers, every day is different and makes me adapt to get the job done!"*



### **Elena Oseguera**

Fiscal Analyst III

Support Areas: General Campus Support, Accounts Payable, General Accounting, Deposits, Student Accounts

[elena.oseguera@cdhl.wa.gov](mailto:elena.oseguera@cdhl.wa.gov) Video Phone: 360.553.4630

*"I find it very rewarding to work with deaf and hard of hearing students, families and CDHY staff. I have fond memories of my happy childhood experiences at a deaf school for 12 years. So, being here on campus makes me feel like I am home. As a staff at CDHY, I feel very lucky to be working in such supportive work environment in the Business Office."*



### **Harry Speelman**

Procurement Specialist

Support Areas: Purchasing, Travel Support, Purchase Card Administration

[harry.speelman@cdhl.wa.gov](mailto:harry.speelman@cdhl.wa.gov) Phone: 360-418-0413 Cell Phone: 360-608-2997

*"I like the variety and challenges of my job duties."*



As of February 2020



Transparency

Trust

Accountability

Equality & Equity

Inclusive

Teamwork

## Program Support Initiatives.

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**Summary.** During fiscal year 2020 the business office initiated a number of process improvements with the intent of providing higher quality of administrative services to internal program staff, students, and vendor partners. Please note the following is not all inclusive and pending project timelines are subject to change.

**Contracted Services.** Applying lean methodologies in conjunction with fiscal expertise the contracting process used by the Statewide Outreach team underwent a drastic transformation this year. By removing excess processing steps, simplifying forms, and engaging with Outreach staff in a new way the new contract process has:

- Reduced contract development and renewal lead time.
- Increased the frequency and ease of deploying services by consultants.
- Rapidly increased the billing and collection for services.
- Simplified shared information needs.
- Created a clear, systematic means to analyze revenue and service data.

**Management Level Financial Training.** Financial management has played a major part in how CDHY has function as an agency in recent years. In an effort to ensure leadership is engaged at all levels in terms of financial management, new and existing leadership team members with budget authority are now provided a fiscal orientation designed to:

- Support a basic understanding of department budgets and processes.
- Provide a foundation for reading financial reports, and communicating issues to ensure accuracy of financial projections.
- Help build lists and resources for future budget request development.

**Travel Reimbursement (In-Process).** At the start of the year travel expenses were reimbursed to employees using standard paper forms which often took in excess of two weeks to process. With the assistance of the business office in the partial implementation of the Travel Expense Management System (TEMS) CDHY has:

- Reduced reimbursement timelines to less than 10 days on average.
- Nearly eliminated all calculation errors for TEMS submissions.

- Drastically reduced hard copy documentation in terms of creation and storage.
- Created a systematic means to set up and expand TEMS use in the future.

Note that currently TEMS is utilized by administrative support staff, statewide outreach team members, and the board of trustees. Rollout of TEMS for the WSD campus will be reengaged once standard travel is allowed.

**Electronic Payment System (Pending).** The business office will begin preliminary planning for the implementation of an electronic payment system in fiscal year 2021. With the intent to modernize cash receipting, the electronic payment system will take anywhere from six to ten months to plan, test, and implement. This system will:

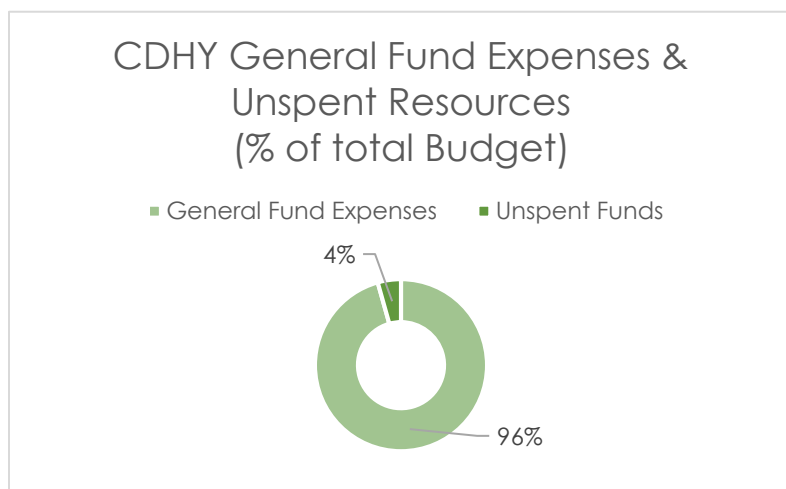
- Reduce cash receipt time by up to five business days.
- Nearly eliminate the receipt of paper checks processed in the mail.
- Allow for easier cash processing for all cash transactions CDHY conducts.

**Grant Management (In-Process).** Starting early in fiscal year 2020 and currently under implementation with program staff, grant management processes are relatively new to CDHY. Partially prompted by the \$1.14 million in grant resources received as apart of the merging the Washington Sensory Disability Services program (WSDS) the new grant management process:

- Clarifies roles and responsibilities between program staff and business office team members.
- Provides consistent reporting and information about grant resources to individuals tasked with managing grant resources.
- Ensures timely, accurate reporting and withdrawals of grant funds from funding entities.
- Allows for a collaborative process between program staff and business office support when seeking new grant funding.

## Fiscal Year 2020 Highlights

**General Fund Resources.** The state general fund accounts for 98% of the CDHY's total budget resources and is the primary source of payments for agency expenses. Expense monitoring of general fund payments is critical for two reasons: first spending too much is against the law, and spending too little means we have not put tax payer's money to work (which could result in

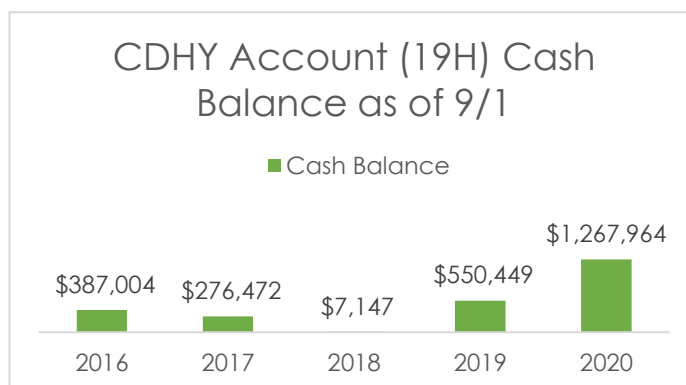


budget reductions). For fiscal year 2020 CDHY as a whole spent 96% of our total general fund budget. This figure is excellent news, despite being lower than our goal of 98% – 100%. The COVID-19 pandemic slowed our ability to spend money due to the suspension of traditional education services at the Washington

School for the Deaf and the suspension of statewide travel by the Outreach Services segment.

*Note: For fiscal year 2020 CDHY's general fund budget is \$14.4 million with the agency spending a total of \$13.8 million to deliver services to deaf and hard of hearing youth, their families, and educators statewide. CDHY will return roughly \$630,000 to the state general fund.*

**CDHY Account Revenue.** The CDHY (19H) Account is used for depositing revenue related to agency activity from various sources to advance the agency mission, make strategic investments, and expand services under our legislative mandate. Historically revenues from this account have been utilized to address budget shortfalls however, citing improved fiscal practices, revised fee schedules, and improved administrative processes the 19H account will



now be used as a strategic instrument in CDHY's long term service delivery plans. As of September 1, 2020 the CDHY account ended the year with an all time high balance of \$1.2 million, which is more than double the previous year, and more than 17,500% from the 2018 low.

## Agency Budget Results

**Expenses by Fund (Account).** CDHY operations are paid for by resources out of numerous accounts. Below is a summary of account activity for fiscal year 2020.

### Appropriated Accounts

Account & Title	Budget	Expenses	Variance
001 General Fund - Campus	\$ 12,319,000	\$ 11,826,437	\$ 492,563
001 General Fund - Outreach	\$ 2,144,000	\$ 2,004,495	\$ 139,505
489 Pension Fund Stabilization	\$ 364,000	\$ 364,000	\$ -
Total Appropriated Accounts	\$ 14,827,000	\$ 14,194,932	\$ 632,068

\*Appropriated accounts have set budget amount.

### Non-Appropriated Accounts

Account & Title	Budget	Expenses	Variance
19H CDHY Account	\$ 65,791	\$ -	\$ 65,791
03K Industrial Insurance Refund	\$ 45,953	\$ 45,953	\$ -
Total Non - Appropriated Accounts	\$ 111,744	\$ 45,953	\$ 65,791

\*Non-Appropriated accounts have a budget amount that varies based on the account.

**Expenses by Organization Segment.** Resources allocated to the various accounts CDHY uses to finance the agency operations are divided up into organizational segments. These segments reflect individual service departments that collectively make up CDHY's accounting structure.

Segment	Title	Budget	Expenses	Variance	% Variance
ACAD	Academic Services	4,886,912	4,971,509	(84,597)	-1.7%
ADMN	Administrative Services	1,462,360	1,331,073	131,287	9.0%
AGEN	Agency Wide Expenses	1,497,856	1,213,276	284,580	19.0%
FAMT	Facilities & Maintenance	812,609	840,909	(28,300)	-3.5%
FOOD	Nutrition Services	410,696	412,916	(2,220)	-0.5%
LIFE	Student Life Services	2,327,899	2,379,118	(51,219)	-2.2%
OUTR	Outreach Services	2,101,697	1,857,148	244,549	11.6%
TECH	Technology Services	629,803	572,453	57,350	9.1%
TRNS	Transportation Services	739,412	662,482	76,930	10.4%
Total		14,869,244	14,240,885	628,359	4.2%

**Expenses by Program Index.** Each organization segment consists of multiple departments that each have a program index. Below is a summary of each program index used by CDHY for the operating budget and their respective budget results.

Academic  
Services

Program Index	Title	Budget	Expenses	Variance
2000	Superintendent's Office	\$172,496	\$165,631	\$6,865
2100	Contingency/Capacity	\$60,000	(\$29,507)	\$89,507
2200	Academic Administration	\$422,318	\$433,906	(\$11,588)
2220	Academic Certificated Staff	\$2,216,070	\$2,232,135	(\$16,065)
2230	Teacher Assistant	\$940,372	\$1,043,185	(\$102,813)
2250	Library	\$130,096	\$127,755	\$2,341
2260	Curriculum & Development	\$183,040	\$187,488	(\$4,448)
2290	Related Services	\$762,520	\$810,917	(\$48,397)
	Academic Services Total	\$4,886,912	\$4,971,509	(\$84,597)

Administrative  
Services

Program Index	Title	Budget	Expenses	Variance
1000	Director's Office	\$400,127	\$350,603	\$49,524
1100	Business Office/HR	\$1,000,633	\$853,128	\$147,505
1110	Business Office Clearing	\$0	\$107,644	(\$107,644)
1300	Board of Trustees	\$21,600	\$19,697	\$1,903
1400	Contingency/Capacity	\$40,000	\$0	\$40,000
	Administrative Services Total	\$1,462,360	\$1,331,073	\$131,287

Agency Wide  
Expenses

Program Index	Title	Budget	Expenses	Variance
3000	Agency Wide Expenses	\$841,238	\$525,612	\$315,626
3100	Interpreting	\$306,250	\$350,820	(\$44,570)
3500	Central Service Costs	\$350,368	\$336,844	\$13,524
	Agency Wide Expenses Total	\$1,497,856	\$1,213,276	\$284,580

Facilities &  
Maintenance

Program Index	Title	Budget	Expenses	Variance
2600	Facilities Administration	\$279,797	\$333,119	(\$53,322)
2620	Maintenance	\$228,576	\$229,749	(\$1,173)
2630	Custodial	\$304,236	\$278,041	\$26,195
	Facilities & Maintenance Total	\$812,609	\$840,909	(\$28,300)

Nutrition Services

Program Index	Title	Budget	Expenses	Variance
2700	Nutrition Services Administration	\$175,451	\$162,534	\$12,917
2720	Nutrition Services Staff	\$235,245	\$250,382	(\$15,137)
	Nutrition Services Total	\$410,696	\$412,916	(\$2,220)



Student Life  
Services

Program Index	Title	Budget	Expenses	Variance
2300	Residential Administration	\$305,432	\$333,371	(\$27,939)
2320	Student Life Counselors	\$1,432,518	\$1,423,177	\$9,341
2340	Athletics/Recreation	\$174,333	\$158,713	\$15,620
2343	Electives	\$0	\$151	(\$151)
2350	Volunteers	\$0	(\$224)	\$224
2360	Nurses	\$214,040	\$238,162	(\$24,122)
2400	Post High School Coordinator	\$201,576	\$225,768	(\$24,192)
	Student Life Services Total	\$2,327,899	\$2,379,118	(\$51,219)

Outreach  
Services

Program Index	Title	Budget	Expenses	Variance
1541	Outreach Technology	\$25,000	\$38,572	(\$13,572)
3105	Interpreting - Outreach	\$31,500	\$38,640	(\$7,140)
4000	Outreach Administration	\$218,657	\$232,059	(\$13,402)
4100	Contracted Outreach Services	\$0	\$120,194	(\$120,194)
4110	Outreach Staff	\$1,275,844	\$931,092	\$344,752
5100	Early Learning Staff	\$550,696	\$449,483	\$101,213
6000	WA Sensory Disability Services	\$0	\$47,109	(\$47,109)
	Outreach Services Total	\$2,101,697	\$1,857,148	\$244,549

Technology  
Services

Program Index	Title	Budget	Expenses	Variance
1500	Technology	\$502,231	\$499,676	\$2,555
1520	Technology Recurring	\$110,572	\$52,779	\$57,793
1550	Technology Student Learning	\$17,000	\$19,998	(\$2,998)
	Technology Services Total	\$629,803	\$572,453	\$57,350

Transportation  
Services

Program Index	Title	Budget	Expenses	Variance
2520	Day Student Transportation	\$220,000	\$192,736	\$27,264
2530	Weekend Transportation	\$488,796	\$442,234	\$46,562
2540	Drivers	\$20,616	\$23,779	(\$3,163)
2550	Fuel Costs/Bus Maintenance	\$10,000	\$3,733	\$6,267
	Transportation Services Total	\$739,412	\$662,482	\$76,930

**Expenses by Object.** All expenses paid by various departments are reported using unique accounting “objects”. Each object represents a type of expenditure that is entered into the accounting system.

Object	Title	Budget	Expenses	Variance	% Variance
A	Salaries and Wages	\$8,583,481	\$8,567,740	\$15,741	0.2%
B	Employee Benefits	\$3,447,435	\$3,454,308	(\$6,873)	-0.2%
C	Professional Service Contracts	\$0	\$442,445	(\$442,445)	0.0%
E	Goods and Services	\$2,725,932	\$1,676,466	\$1,049,466	38.5%
G	Travel	\$353,200	\$286,023	\$67,177	19.0%
J	Capital Outlays	\$269,365	\$355,781	(\$86,416)	-32.1%
N	Benefits & Client Services	\$610,406	\$646,872	(\$36,465)	-6.0%
S	Interagency Reimbursements	(\$1,120,575)	(\$1,188,750)	\$68,175	-6.1%
		\$14,869,244	\$14,240,885	\$628,359	4.2%

**Revenue by Fund (Account).** CDHY collects and deposits revenues from various activities. Most revenues are deposited into the 19H account. Below is a summary of the revenue activity for FY2020. Additional details about revenue sources can be found in management's discussion and analysis.

segment:	Account	001 - General Fund	03K - L&I Refund	19H Account
	Not Specified	\$19,043	\$45,563	\$28,364
	Academic Services	\$0	\$0	\$206,849
	Agency Administration	\$0	\$0	\$10,000
	Agency Wide Services	\$0	\$0	\$1,321
	Facilities & Maintenance	\$0	\$0	\$3,090
	Nutrition Services	\$0	\$0	\$6,256
	Outreach Services	\$0	\$0	\$505,070
	Transportation Services	\$0	\$0	\$24,450
	<b>Total Revenue</b>	<b>\$19,043</b>	<b>\$45,563</b>	<b>\$785,399</b>

## Managements Discussion and Analysis (MD&A)

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**About this section.** The purpose of the management discussion and analysis section is to provide “the story” behind the agency budget results. This narrative does not address all aspects of the results however, it does offer explanations at the highest level that have current year, and future impacts.

### **Fund Level.**

The general fund (account 001) – The state general fund accounts for 97.5% of appropriated resources allocated to CDHY. The general fund is also the primary operating account for the State of Washington and is primarily funded by use tax revenue, and federal allocations. The general fund is very sensitive to the economy and given the current COVID-19 impacts CDHY anticipates a negative budget outlook for future fiscal years. This may restrict plans for future program expansions.

Note that CDHY currently projects an exceptionally large positive budget variance, as COVID-19 related changes have stop some standard expenses (travel, staffing needs, and contracted transportation services). Current estimates project over 8% of unused general fund authority for FY 2021.

Revenue - There is nearly \$20,000 in recorded revenue in the general fund in FY 2020. All of this revenue is related to prior period accounting corrections that have to be recorded as revenue. CDHY has no legal authority to spend any revenue the agency deposits into the general fund.

The CDHY account (19H) – The CDHY account is all purpose account used for conducting agency business. In fiscal year 2020 there were no expenditures made from the CDHY account.

Revenue - \$785,000 has been deposited into the 19H account in fiscal year 2020. An impressive 70% increase over the prior year. Over 60% of this revenue was generated by services provided by the Statewide Outreach team. Over 25% of revenue is sourced for educational service contracts that WSD has entered into for partnership students.

## Revenue Summary

Outreach Services		% of Totals
Consulting Revenue	\$344,558	43.9%
Consulting Fee Waivers	(\$14,034)	-1.8%
Itinerant Placement Revenue	\$202,910	25.8%
Total Revenue	\$533,434	67.9%
WSD Services		
Academic Services	\$206,849	26.3%
Transportation Services	\$24,450	3.1%
Facility Rental	\$3,090	0.4%
Food Sales	\$6,256	0.8%
Interpreting Revenue	\$1,321	0.2%
Total Revenue	\$241,965	30.8%
Administration		
Donations & Other	\$10,000	1.3%
Total Revenue	\$10,000	1.3%
Total Revenue	\$785,399	100.0%

Forward looking estimates for 19H account revenue are bleak for fiscal year 2021 with an estimated drop in service revenue of at least 70% for the first two months of the fiscal year.

Pension Fund Stabilization Account (Fund 489) – The pension fund stabilization account are resources set aside to relieve the cost of retirement and benefits cost from the state general fund. This account incurs expenses of \$364,000 each fiscal year in the current biennium. In the 21-23 biennium the costs paid for by this account will revert back to the state general fund.

Industrial Insurance Premium Refund Account (03K) – Resources from this account are solely used for workplace safety related expenses. For fiscal year 2020 \$45,953 was allocated to CDHY. Due statewide funding available resources in this account have decreased to around \$1,500 for fiscal year 2021.

## **Organizational Level Results.**

Academic Services – Academic services ended the year with a negative budget variance of \$84,597. Overall this amount is immaterial to the segments \$4.8 million budget, and stems from additional teacher's aides needed to support expanded enrollment at the WSD campus program.

Administrative Services – Administrative services contributed a positive \$131,287 budget impact for fiscal year 2020. The bulk of savings are the result of:

- Delayed hiring of the new executive assistant.
- Restructuring of the business office for great efficiency and savings.
- Less than anticipated expenses related to whistleblowers and audits.
- Unused agency contingency resources.

Savings from the administrative services segment are expected to continue into fiscal year 2021, with vacancy savings from unfilled positions and lower anticipated general operating expenses.

Agency Wide Expenses – Agency Wide Expenses which includes the interpreting department ended the year with the largest positive budget variance of \$284,580. These savings are the results of unused resources allocated for unpredictable personnel expense, as well as year budget allocations from the legislature.

Excess budget resources in this segment are expected to continue as additional compensation costs typically budgeted most likely will not be realized.

Facilities and Maintenance – Unexpected repairs drove the facilities department over budget for the year. The overspend of \$28,300 is minor, and easily offset by savings in other segments.

Nutrition Services – Initial estimates for compensation costs in addition to back fill needs pushed the nutrition services department over budget by \$2,220. Similar to the facilities department this overage is minor and easily offset by savings in other departments.

Student Life Services – With an overspent budget, the \$51,219 overage is caused by backfill needs related to staff involuntary absences, and additional coverage needs for student activities. In fiscal year 2021 this segment is expected to generate material savings due to the suspension of the traditional residential program. This budget overage is minor, and is offset by savings in other departments.

Outreach Services – Outreach services produced a budget surplus of \$244,549. The bulk of this surplus is due to over estimations of certain compensation costs, and additional funded provided in the fiscal year 2020 supplemental budget that were inadvertently allocated to the outreach department.

Technology Services – Technology Services ended the year with a positive \$57,350 budget balance. A portion of this positive balance is due to over estimations on certain technology related services with remainder due to the suspension of certain expenditures by executive order of the Governor.

Transportation Services – Initially expected to have a \$100,000+ overspend, COVID-19 impacts in March of 2020 suspended travel and associated expenses for the WSD campus program resulting in a positive budget variance of \$76,930.

### **Object Level.**

Top 10 CDHY Expenditures:

Object Code	Description	Expense Amount
AA	State Classified (Employee Pay)	\$ 7,442,184
BD	Health, Life & Disability Insurance	\$ 1,572,485
BB	Retirement and Pensions	\$ 1,136,764
AC	State Exempt (Management Pay)	\$ 936,235
NB	Client Services	\$ 520,028
BA	Social Security Tax	\$ 504,275
CZ	Other Professional Services	\$ 442,445
EA	Supplies and Materials	\$ 305,479
EC	Utilities	\$ 257,390
JC	Furnishings & Equipment	\$ 177,355
	Total Top Expense Items	\$ 13,294,639

*Note that budgeted comparison data is not available for object level expenditure due to how expenses are allocated.*

## External Compliance Reviews & Audits

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The following pages are excerpts and reports detailing external reviews by regulatory bodies. Included in these reports are notes from the Department of Enterprise Services for the 2020 procurement risk assessment, and the Washington State Auditors Office for the 2020 accountability audit.



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

March 5, 2020

Rick Hauan, Superintendent  
Washington Center for Deaf and Hard of Hearing Youth  
611 Grand Boulevard  
Vancouver, WA 98661

Subject: 2020 Delegated Authority and Procurement and Contracting Risk Assessment

Dear Superintendent Hauan:

On December 18, 2019 the Center for Deaf and Hard of Hearing Youth (CDHY) provided its responses to the Department of Enterprise Services' (DES) 2020 Procurement Risk Assessment Tool (Tool). DES analysts subsequently worked with Kai Matthews, Director of Business Operations, to review and assess CDHY's responses.

**2020 Delegated Authority**

Delegated authority is based on CDHY's procurement needs, and the determination that the overall procurement risk level for CDHY is Medium High. Details regarding the assessment are in the attached Summary. Effective the date of this letter, the delegated authority for goods and services described below is granted until CDHY is otherwise notified by DES, or a revised delegation is granted.

- General Commodities - \$50,000 per purchase event
- Services - \$50,000 per projected amount of initial contract term
- Information Technology goods or services - \$50,000 per projected amount of initial contract term.

As a condition of its 2020 Delegated Authority, CDHY must consult with the DES Policy Team before conducting a competitive solicitation.

Your agency has unlimited authority to procure goods and services if the purchase is made directly from a DES master contract or a master contract from a cooperative purchasing program approved by DES. If a master contract requires a second tier competition that is to be conducted by your agency, then the thresholds described above apply.



### **Next Procurement Risk Assessment Review**

An agency's delegated purchasing authority, and any conditions or exceptions, remain effective until its next assessment. Based on CDHY's Medium High risk level, the next assessment will occur in approximately one and a half years.

### **Process for Notification of Agency Procurement Changes**

In the event there is substantive change in the information provided (such as agency mission, structure or major initiatives) that would impact procurement activities, including a change to key staffing, please advise DES in writing as soon as practicable, but no later than thirty (30) business days from the effective date of the change.

Your agency has fourteen (14) business days upon receipt of this letter to notify DES if you disagree with the findings and/or level of delegation. A meeting will be scheduled to discuss your specific agency concerns.

If you have questions or concerns, please contact Jaime Rossman, Interim Assistant Director, Contracts and Procurement, by email [Jaime.Rossman@des.wa.gov](mailto:Jaime.Rossman@des.wa.gov), or telephone (360) 407-9329, or Drew Zavatsky, Procurement Risk Assessment Administrator, Department of Enterprise Services by email [Drew.Zavatsky@des.wa.gov](mailto:Drew.Zavatsky@des.wa.gov) or telephone (360) 407-7915.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Chris Liu', with a large, stylized loop at the end.

Chris Liu  
Director

cc: Jaime Rossman, Interim Assistant Director, Department of Enterprise Services  
Drew Zavatsky, Procurement Risk Assessment Administrator, Department of Enterprise Services

Attachments: CDHY 2020 Procurement Risk Assessment Tool, 2020 Procurement Risk Assessment Summary

March 5, 2020

## 2020 Procurement Risk Assessment Summary

Agency: Center for Deaf and Hard of Hearing Youth (CDHY) FTE: 123

2020 Risk Level: Medium High

2016 Risk Level: High

Analyst(s): Drew Zavatsky, Zoë Mroz

### Executive Summary

CDHY is a small agency that acquires its goods and services through master contracts, direct buy, and competitive solicitations. The risk level is decreased because CDHY manages some procurement related risks well; however, current procurement professionals are relatively new to the Agency, training is not complete, and the Agency needs to establish a track record for its procurement risk management practices.

### Delegated Authority

	Commodities	Services	IT
<b>2020 Recommendation</b>	\$50,000	\$50,000	\$50,000
<b>Agency 2020 Request</b>	\$200,000	\$200,000	\$250,000
<b>2016 Delegation</b>	\$50,000	\$50,000	\$50,000

### Condition

CDHY must consult with the DES Policy Team before conducting a competitive solicitation.

### Summary of Risk

The overall risk level of Medium High was determined based on an analysis of CDHY Risk Assessment Review – Appendix A.

Effective procurement risk management practices include:

- Organizing Internal Procurement Requests: CDHY has a purchase approval process for procurements.
- Quality Control: CDHY has a review process for purchases that exceed the direct buy limit.
- Broad use of master contracts: the majority of spend is through master contracts.

Specific areas for improvement include:

- Training: CDHY staff have not completed all required DES procurement coursework. CDHY is advised to coordinate with the DES Training Development Team to ensure that all staff complete relevant training in a timely manner.

- Reporting practices: CDHY does not have a system of accounting that identifies whether an IT contract is from a master contract list, was competitively solicited, or exempt from competitive solicitation. In general, the new procurement staff are not fully aware of the details of contracts which predate them.

### **Timing of Next Procurement Risk Assessment**

An agency's delegated purchasing authority, and any conditions or exceptions, remain effective until its next procurement risk assessment. Higher risk agencies will be assessed with greater frequency.

Based on CDHY's Medium High risk rating, the next assessment will occur in approximately one and a half years.



**Office of the Washington State Auditor**  
**Pat McCarthy**

**Accountability Audit Report**

**Washington Center for Deaf & Hard of  
Hearing Youth**

**For the period July 1, 2015 through December 31, 2019**

**Published August 13, 2020**

**Report No. 1026811**





**Office of the Washington State Auditor  
Pat McCarthy**

August 13, 2020

Rick Hauan, Director  
Washington Center for Deaf & Hard of Hearing Youth  
Vancouver, Washington

**Report on Accountability**

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Agency operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the Agency's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff, and we value your cooperation during the audit.

Sincerely,

Pat McCarthy  
State Auditor  
Olympia, WA

***Americans with Disabilities***

*In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at [webmaster@sao.wa.gov](mailto:webmaster@sao.wa.gov).*

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## AUDIT RESULTS

### Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Agency operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

### About the audit

This report contains the results of our independent accountability audit of the Washington Center for Deaf & Hard of Hearing Youth from July 1, 2015 through December 31, 2019.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.310, which requires the Office of the State Auditor to examine the financial affairs of all state agencies. Our audit involved obtaining evidence about the Agency's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the time period of July 1, 2015 through December 31, 2019, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Local fund cash receipting
- Use of credit cards
- Internal controls over electronic fund transfers



STATE OF WASHINGTON  
WASHINGTON CENTER FOR  
DEAF AND HARD OF HEARING YOUTH  
611 Grand Blvd., S-26, • Vancouver, Washington 98661-4918 • (360) 696-6525  
Administration FAX (360) 696-6291 • Business Office FAX (360) 418-0418

## SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

### Washington Center for Deaf & Hard of Hearing Youth July 1, 2015 through December 31, 2019

This schedule presents the status of findings reported in prior audit periods.

<b>Audit Period:</b> 07/01/2014 – 06/30/2015	<b>Report Ref. No.:</b> 47439	<b>Finding Ref. No.:</b> 2015-001
<b>Finding Caption:</b> The Washington State Center for Childhood Deafness and Hearing Loss lacked adequate internal controls over its local fund cash receipts.		
<b>Background:</b> The Center did not have establish written policies and procedures over its local fund accounts and cash receipting processes. Employee responsibilities over local fund cash receipts were not adequately segregated and the Center did not perform an independent review over the monthly bank reconciliations or other daily receipting activities. The audit found deposits of local funds were not deposited timely in accordance with the State Administrative and Accounting Manual. Funds were held for more than 24 hours and the Center did not have a daily deposit waiver from the Office of the State Treasurer to authorize weekly deposits of local fund accounts.		
<b>Status of Corrective Action: (check one)</b> <input checked="" type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected <input type="checkbox"/> Finding is considered no longer valid		
<b>Corrective Action Taken:</b> <i>The Center has implemented the following to improve the control structure over local fund cash receipting:</i> <ul style="list-style-type: none"><li>• Establish procedures for local fund accounts and cash receipting</li><li>• Recruit and train additional fiscal staff to support adequate segregation of duties</li><li>• Require the Business Director review monthly reconciliations</li><li>• Improve processes to ensure compliance with applicable chapters in SAAM</li></ul>		



<b>Audit Period:</b> 07/01/2014 – 06/30/2015	<b>Report Ref. No.:</b> 47439	<b>Finding Ref. No.:</b> 2015-002
<b>Finding Caption:</b> The Washington State Center for Childhood Deafness and Hearing Loss lacked adequate internal controls over and did not comply with state policies related to credit cards.		
<b>Background:</b> The Center did not maintain sufficient internal policies and procedures over credit cards. Employee responsibilities over purchase card activities were not adequately segregated and the Center did not ensure all Credit Card User Agreement Forms were completed by employees who utilized credit cards. During the audit, 51 credit card transactions totaling approximately \$273,000 were examined and found: <ul style="list-style-type: none"> <li>• One purchase of \$149 for alcohol</li> <li>• Six purchases totaling \$46,927 which were not supported by adequate documentation to show meals with meetings had advance approval and did not include lists of who the meals were paid for</li> <li>• Four purchases made at restaurants totaling \$670 which were not supported by itemized receipts</li> <li>• Ten purchases totaling \$47,297 were not pre-approved</li> <li>• One purchase that cost \$20,544 was accounted for in the wrong fiscal year.</li> <li>• Four purchases of gift cards totaling \$600 were made. State policies do not permit credit cards to be used to purchase gifts.</li> </ul>		
<b>Status of Corrective Action: (check one)</b> <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Fully Corrected         </div> <div> <input type="checkbox"/> Partially Corrected         </div> <div> <input type="checkbox"/> Not Corrected         </div> <div> <input type="checkbox"/> Finding is considered no longer valid         </div> </div>		
<b>Corrective Action Taken:</b> The Center has implemented the following to improve the control structure and ensure compliance over purchase card charges: <ul style="list-style-type: none"> <li>• Develop written policies and procedures that govern the use of agency issued credit card</li> <li>• Recruit and train additional fiscal staff to support adequate segregation of duties</li> <li>• Collect signed credit card user agreements for all card custodians</li> <li>• Improve processes to ensure that sufficient documentation is collected for all purchases</li> </ul>		

## RELATED REPORTS

### **Financial**

We perform an annual audit of the statewide basic financial statements, as required by state law (RCW 43.09.310). Our opinion on these financial statements is included in the Comprehensive Annual Financial Report (CAFR) prepared by and available from the Office of Financial Management.

The CAFR reflects the financial activities of all funds, organizations, institutions, agencies, departments and offices that are part of the state's reporting entity. That report is issued by the Office of Financial Management in December of each year and can be found at [www.ofm.wa.gov](http://www.ofm.wa.gov).

A summary of the audit for the period ending December 31, 2019, can be found at <https://www.sao.wa.gov/about-audits/about-state-government-audits/>.

### **Federal programs**

In accordance with the Single Audit Act, we annually audit major federal programs administered by the state of Washington. Rather than perform a single audit of each agency, we audit the state as a whole. The results of that audit are published in a report issued by the Office of Financial Management in March of each year.

### **Special investigations**

The State Auditor's Office issued a report pursuant to the State Employee Whistleblower Act (Chapter 42.40 RCW). That report is available on our website, <http://portal.sao.wa.gov/ReportSearch>.

## INFORMATION ABOUT THE AGENCY

The Washington Center for Deaf and Hard of Hearing Youth (CDHY) was established to provide statewide leadership for the coordination and delivery of educational services to children who are deaf or hard of hearing.

The Center's governing Board of Trustees and its Executive Director are appointed by the Governor. CDHY's three primary responsibilities established by RCW 72.40.015 are: (1) Manage and direct the supervision for the state school for the deaf (Washington School for the Deaf – WSD); (2) Provide statewide leadership and support to for the coordination of regionally delivered educational services in the full range of communication modalities, for children who are deaf or hard of hearing (direct, consultative and evaluation services); (3) Collaborate with appropriate public and private partners for the training and professional development of educators serving children who are deaf or hard of hearing (professional development).

CDHY is the agency to which WSD belongs. The CDHY Board of Trustees oversees all program and operations at WSD. The Superintendent of WSD reports to the CDHY Executive Director and participates at the table for all board meetings. The Superintendent is a member of the Governor's statewide Deputy Directors council for all state agencies. For state fiscal year 2019, the approved operating allotment was \$11,564,000 and \$22,584,000 for the 2017-2019 biennium.

Contact information related to this report	
Address:	Washington Center for Deaf & Hard of Hearing Youth 611 Grand Boulevard, Suite 26 Vancouver, WA 98661-4918
Contact:	Kai Matthews, Director of Business Operations
Telephone:	(360) 696-6525
Website:	<a href="http://www.cdhy.wa.gov">www.cdhy.wa.gov</a>

*Information current as of report publish date.*

### Audit history

You can find current and past audit reports for the Washington Center for Deaf & Hard of Hearing Youth at <http://portal.sao.wa.gov/ReportSearch>.

## ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

Contact information for the State Auditor's Office	
Public Records requests	<a href="mailto:PublicRecords@sao.wa.gov">PublicRecords@sao.wa.gov</a>
Main telephone	(564) 999-0950
Toll-free Citizen Hotline	(866) 902-3900
Website	<a href="http://www.sao.wa.gov">www.sao.wa.gov</a>

## **WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH**

Policy: **2021**

Date:

SUBJECT: **Library Information and Technology Programs**

Approved by:

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Nancy Fitta, Chair, Board of Trustees

Per RCW 72.40.015, one of the primary functions of the Washington Center for Deaf and Hard of Hearing Youth (Agency) is to manage and direct the supervision of the Washington School for the Deaf (WSD). The purpose of the WSD library information and technology programs is to support student mastery of essential academic learning requirements and state standards in all subject areas. The programs will provide a broad, flexible array of services, resources, and instruction.

The Teacher-Librarian, through the library information and technology programs, will collaborate as an instructional partner and information specialist to help all students meet the content goals in all subject areas.

Additionally, the Teacher-Librarian's duties may include, but are not limited to, integrating information and technology into curriculum and instruction; providing instruction to students and staff regarding use of emerging learning technology; providing instruction to students as to appropriate use of computers and mobile devices at school; helping teachers and staff access and use information ethically; instructing students in digital citizenship; promoting a culture of reading within the school community; and providing individual support and guidance for students.

Cross References:

2020 - Course Design, Selection and Adoption of Instructional Materials

2020P - Procedure - Course Design, Selection and Adoption of Instructional Materials

Legal References:

RCW 72.40.015 – Center for Deaf and Hard of Hearing Youth-Functions

RCW 28A.320.230 - Instructional Materials —  
Instructional materials committee

RCW 28A.320.240 - School Library Media  
Programs — Stocking of libraries — Teacher -  
Librarians

WAC 392-204-005, 009, 020, 025, 055 Library  
Media Centers:

WAC 392-204-005 Purpose and authority

WAC 392-204-009 Definitions

WAC 392-204-020 School library media program

WAC 392-204-025 Services

WAC 392-204-055 Other sources

Adoption Date:  
Revised Dates:

## **WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH**

Policy: **2022**

Date:

SUBJECT: **Electronic Resources and Internet Safety**

Approved by:

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Nancy Fitta, Chair, Board of Trustees

The Center for Deaf and Hard of Hearing Youth (Agency) Board of Trustees recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

### **Electronic Resources**

Therefore, the Agency will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the Agency's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The Agency's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The Executive Director or designee will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The Superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of Agency electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on Agency property and related to Agency activities.

### **Internet Safety**

To help ensure student safety and citizenship with electronic resources, all students will be educated about internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

To promote internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the internet, the Executive Director or designee is authorized to develop or adopt internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The Superintendent or designee in evaluating such procedures and instructional materials should consider electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of Agency internet safety measures, all Agency-owned electronic resources, including computer networks and Wi-Fi, in all Agency facilities capable of accessing the internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the internet, the Agency cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the internet from school facilities for educational purposes, Agency staff will make a reasonable effort to supervise student access and use of the internet. If material is accessed that violates Agency policies, procedures or student guidelines for electronic resources or acceptable use, Agency staff may instruct the person to cease using that material and/or implement sanctions consistent with Agency policies, procedures, guidelines, or student codes of conduct.

Cross References:

4400 - Election Activities  
2020 - Course Design,  
Selection and Adoption of  
Instructional Materials

Legal References:

RCW 72.40.015 – Center for Deaf and Hard of  
Hearing Youth-Functions  
18 USC 2510-2522 Electronic Communication  
Privacy Act  
Pub. L. No. 110-385 Protecting Children in the 21st  
Century Act

Adoption Date:

Revised Dates:



## **WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH**

Policy: **2106**

Adopted:

SUBJECT: **Program Compliance**

Approved by:

\_\_\_\_\_  
Nancy Fitta, Chair, Board of Trustees

Annually, on or before October 1, the Executive Director or designee will determine if the Washington Center for Deaf and Hard of Hearing Youth (Agency) is in compliance with the following program requirements:

- A. Appropriate measures are taken to safeguard all student and Agency permanent records against loss or damage;
- B. Provision is made for the supervision of instructional practices and procedures;
- C. Current basic instructional materials are available for required courses of study;
- D. A program of guidance, counseling and testing services is maintained for students in all grades offered by the Agency;
- E. A learning resources program is maintained;
- F. The physical facilities of each building are adequate and appropriate for the educational program offered;
- G. There is adequate provision for the health and safety of all students within the custody of the Agency;
- H. A current policy statement pertaining to the administration and operation of the Agency is available online or in the administrative office including, but not limited to, policies governing the school building and classroom visitation rights of non-students;
- I. The Agency is in compliance with the statutes which prohibit unequal treatment of individuals on the basis of race, sex, creed, color, honorably discharged veteran, sexual orientation, presence of any sensory, mental

or physical disability or the use of a trained service animal by a person with a disability and national origin; in activities supported by common schools;

- J. Within Washington School for the Deaf, the Superintendent has determined that appropriate student discipline is established and enforced. The Superintendent has conferred with the certificated employees in the school building to develop and/or review building disciplinary standards and the uniform enforcement of those standards;
- K. High School Graduation requirements and rules will conform to OSPI and statutory requirements. The Executive Director and the Superintendent regularly review these requirements. WSD graduation requirements will be adjusted as necessary and presented to the Board of Trustees no later than the end of the school year prior to implementation of any changes.

Cross References: 2020 – Course Design, Selection and Adoption of Instructional Materials

Adoption Date:  
Revised Dates: