

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 - Second Read
 - 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

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">○ Director - Rick Hauan○ Superintendent – Shauna Bilyeu○ Outreach – Kris Ching, Carol Carrothers○ Business Office Director – Kai Matthews |
| 11:00am | Policy Review Second Read
2021 Library Information and Technology Programs
2022 Electronic Resources and Internet Safety
2106 Program Compliance |
| 11:45am | Public comments

To further support social distancing, the Board of Trustee's will accept written public comments only. Submit your comments to: erica.rader@cdhy.wa.gov no later then Wednesday, September 23 rd , 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)
 Shauna Bilyeu, Superintendent (360) 418-0402 (shauna.bilyeu@cdhl.wa.gov)

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

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/1st 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/1st 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.

Nancy Fitta, Chair
CDHY Board of Trustees

Richard Hauan
CDHY Executive Director

Date

Date

Superintendent's Report
September 16.2020

- **Enrollment:** Enrollment is currently at 108 prek-12th 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 2nd. 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/1st 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

18th. 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 24th, 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
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DEAF AND HARD OF HEARING YOUTH
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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
CELL: (360) 607-4814

About the Business Office

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 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 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 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 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 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 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.

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.

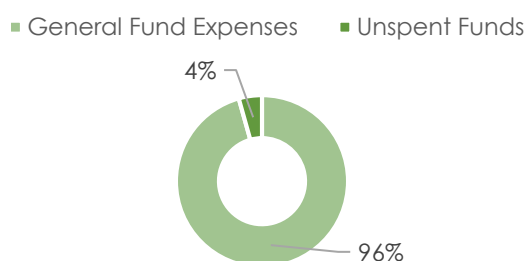
Grant Management (In-Process). Starting early in fiscal year 2020 and currently under implementation with program staff, grant management processes are relatively new to CDHY. Partially prompted by the \$1.14 million in grant resources received as apart of the merging the Washington Sensory Disability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

CDHY General Fund Expenses & Unspent Resources
(% of total Budget)



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

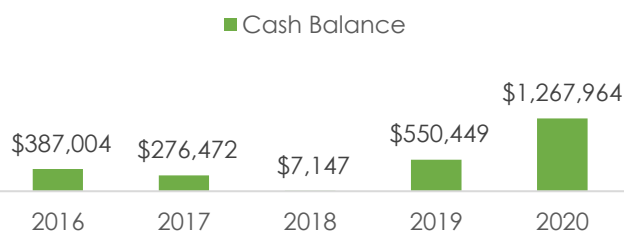
School for the Deaf and the suspension of statewide travel by the Outreach Services segment.

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.

CDHY Account (19H) Cash
Balance as of 9/1



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
	Total Revenue	\$19,043	\$45,563	\$785,399

Managements Discussion and Analysis (MD&A)

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

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, or telephone (360) 407-9329, or Drew Zavatsky, Procurement Risk Assessment Administrator, Department of Enterprise Services by email 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
2020 Recommendation	\$50,000	\$50,000	\$50,000
Agency 2020 Request	\$200,000	\$200,000	\$250,000
2016 Delegation	\$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.

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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.

Audit Period: 07/01/2014 – 06/30/2015	Report Ref. No.: 47439	Finding Ref. No.: 2015-001
Finding Caption: The Washington State Center for Childhood Deafness and Hearing Loss lacked adequate internal controls over its local fund cash receipts.		
Background: 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.		
Status of Corrective Action: (check one) <input checked="checked" type="checkbox"/> Fully Corrected <input type="checkbox"/> Partially Corrected <input type="checkbox"/> Not Corrected <input type="checkbox"/> Finding is considered no longer valid		
Corrective Action Taken: <i>The Center has implemented the following to improve the control structure over local fund cash receipting:</i> <ul style="list-style-type: none">• Establish procedures for local fund accounts and cash receipting• Recruit and train additional fiscal staff to support adequate segregation of duties• Require the Business Director review monthly reconciliations• Improve processes to ensure compliance with applicable chapters in SAAM		

Audit Period: 07/01/2014 – 06/30/2015	Report Ref. No.: 47439	Finding Ref. No.: 2015-002
Finding Caption: 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.		
Background: 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"> • One purchase of \$149 for alcohol • 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 • Four purchases made at restaurants totaling \$670 which were not supported by itemized receipts • Ten purchases totaling \$47,297 were not pre-approved • One purchase that cost \$20,544 was accounted for in the wrong fiscal year. • Four purchases of gift cards totaling \$600 were made. State policies do not permit credit cards to be used to purchase gifts. 		
Status of Corrective Action: (check one) <div> <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 </div>		
Corrective Action Taken: The Center has implemented the following to improve the control structure and ensure compliance over purchase card charges: <ul style="list-style-type: none"> • Develop written policies and procedures that govern the use of agency issued credit card • Recruit and train additional fiscal staff to support adequate segregation of duties • Collect signed credit card user agreements for all card custodians • Improve processes to ensure that sufficient documentation is collected for all purchases 		

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.

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:	www.cdhy.wa.gov

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	PublicRecords@sao.wa.gov
Main telephone	(564) 999-0950
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov



Agency Recommendation Summary

In accordance with the Office of Financial Management memo "Agency Savings and Coronavirus Relief" the Washington Center for Deaf and Hard of Hearing Youth (CDHY) submits this proposal as apart of a collective effort to conserve the state general fund resources.

Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Operating Expenditures						
Fund 001 - 1	\$0	(\$550)	(\$550)	\$0	\$0	\$0
Total Expenditures	\$0	(\$550)	(\$550)	\$0	\$0	\$0

Decision Package Description

In accordance with guidance from the Office of Financial Management CDHY submits this policy level request to reduce its general fund appropriation. Savings from this proposal are recognized by:

- 1.) Reductions in resources reserved for variable compensation and goods and services costs.
- 2.) Savings from student travel expenses, which have been reduced due to the remote learning practices implemented at the Washington School for the Deaf.
- 3.) Savings from Outreach staff travel.
- 4.) Reductions in contingency resources utilized by the administrative services division.

Assumptions and Calculations

Expansion or alteration of a current program or service:

The request will not expand or alter any current program or service.

Detailed assumptions and calculations:

The following represent line item adjustments in the agency budget. Reduction amounts are limited to savings over a six - eight month period for certain costs related to student services.

Line Item / Cost Component	Object	Reduction Amount	Impact:
Agency Salary Reserves	A	\$ 50,000	Limits ability to absorb variable payroll costs (OT/Call Back)
Agency Goods & Services Reserves	E	\$ 175,000	Limits ability to absorb variable goods and services costs.
Student Day Transportation	N	\$ 75,000	Reduces funding for day transportation costs.
Student Weekend Transportation	N	\$ 150,000	Reduces funding for weekend transportation costs.
K-12 Outreach Travel	G	\$ 40,000	Reduces K-12 Outreach travel resources.
B-5 Outreach Travel	G	\$ 20,000	Reduces B-5 Outreach travel resources.
Agency Contingency	E	\$ 40,000	Eliminates standard contingency resources.
		\$ 550,000	

Workforce Assumptions:

Workforce assumptions for this proposal are limited to variable compensation costs related to overtime, call back, and on call usage being nearly non-existent for key service programs.

Strategic and Performance Outcomes

Strategic framework:

There are no direct implications to strategic initiatives from this proposal.

Performance outcomes:

There are no performance measure impacts related to this proposal.

Other Collateral Connections

Puget Sound recovery:

This proposal has no connection to Puget Sound recovery efforts.

Legal or administrative mandates:

This proposal is not in response to any legal or administrative mandates but at the direction of the Office of Financial Management.

Intergovernmental:

There are no intergovernmental impacts associated with this request.

Stakeholder response:

There are no non-governmental stakeholders impacted by this proposal.

Changes from current law:

There are no needed changes to existing laws, rules or contracts associated with this proposal.

State facilities impacts:

There are no impacts to state facilities or workplace needs associated with this proposal.

State workforce impacts:

There are no impacts to existing collective bargaining agreements associated with this agreement.

Reference Documents

[AgencySavingsAndCoronavirusReliefFundJuly282020.pdf](#)

IT Addendum

Does this Decision Package include funding for any IT-related costs, including hardware, software, (including cloud-based services), contracts or IT staff?

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Obj. A	\$0	(\$50)	(\$50)	\$0	\$0	\$0
Obj. E	\$0	(\$215)	(\$215)	\$0	\$0	\$0
Obj. G	\$0	(\$60)	(\$60)	\$0	\$0	\$0
Obj. N	\$0	(\$225)	(\$225)	\$0	\$0	\$0

Agency Contact Information

Kai Matthews
(360) 607-4814
kai.matthews@cdhy.wa.gov



WA St. Center for Child Deafness
2019-21 Second Supplemental Budget Session
Policy Level - FC - Agency Furlough & COLA Savings

Agency Recommendation Summary

In accordance with the Governor's directive 20-08 Agency Furlough and Salary Savings, the Washington Center for Deaf and Hard of Hearing Youth submits this proposal as a part of a collective effort to conserve resources in the state general fund.

Fiscal Summary

Fiscal Summary <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Operating Expenditures						
Fund 001 - 1	\$0	(\$130)	(\$130)	\$0	\$0	\$0
Total Expenditures	\$0	(\$130)	(\$130)	\$0	\$0	\$0

Decision Package Description

In accordance with the Governor's directive 20-08 CDHY submits this policy level request for compensation related savings in response to the fiscal impact of the COVID-19 pandemic. Savings are accomplished by two separate actions:

- 1.) Agency Furlough: Administrative staff and other non-direct service staff have undergone furloughs for an accumulated 8 days spanning July 2020 through November 2020.
- 2.) General Wage Increase Cancellations: Three percent pay increases initially budgeted for exempt management staff will not be implemented.

Assumptions and Calculations

Expansion or alteration of a current program or service:

The request will not expand or alter any current program or service.

Detailed assumptions and calculations:

There are no detailed assumptions for this proposal.

Workforce Assumptions:

The following tables outline the estimated savings by activity and respective positions within those activities.

Furlough Savings:

Savings are based on actual savings between July 2020 and August 2020, projected out until November

Activity/Position	A - Salaries	B - Benefits	Net Savings	Savings (\$1,000's)
ADMINISTRATION			\$ -	
ADMIN ASSISTANT 3 - ADMIN	\$2,010	\$412	\$2,422	\$2
DIRECTOR OF BUSINESS AND OPERATIONS	\$2,991	\$614	\$3,605	\$4
DIRECTOR OF HUMAN RESOURCES	\$3,019	\$619	\$3,638	\$4
EXECUTIVE ASSISTANT	\$2,033	\$1,326	\$3,359	\$3
FISCAL ANALYST 1 - LOCAL ACCOUNTS	\$1,026	\$210	\$1,236	\$1
FISCAL ANALYST 3 - ACCOUNTS PAYABLE	\$1,553	\$319	\$1,872	\$2
FISCAL ANALYST 3 - ACCOUNTS RECEIVABLE	\$1,142	\$234	\$1,377	\$1
FISCAL ANALYST 3 - PAYROLL	\$1,663	\$341	\$2,005	\$2
NON-Classified Position	\$4,638	\$1,074	\$5,712	\$6
PRGRM SPECIALIST 5 - LEAN	\$1,810	\$371	\$2,181	\$2
PROCUREMENT AND SUPPLY SPEC 4	\$1,439	\$295	\$1,734	\$2

ADMINISTRATION Total	\$23,324	\$5,815	\$29,139	\$29
Activity/Position	A - Salaries	B - Benefits	Net Savings	Savings (\$1,000's)
MAINTENANCE				
ADMIN ASSISTANT 3 - FAMT	\$1,104	\$227	\$1,331	\$1
BUILDINGS AND GROUNDS SUPERVISOR C	\$1,768	\$362	\$2,130	\$2
CUSTODIAN 1 - CLARKE	\$649	\$133	\$782	\$1
CUSTODIAN 1 - COTTAGES	\$810	\$166	\$976	\$1
CUSTODIAN 1 - KASTEL	\$819	\$168	\$986	\$1
CUSTODIAN 1 - NORTHROP	\$790	\$162	\$952	\$1
CUSTODIAN 2 - LEAD/DIVINE	\$848	\$174	\$1,022	\$1
GRD&NRS SRV SP 4	\$1,001	\$205	\$1,207	\$1
MAINT MECHANIC 2	\$2,457	\$504	\$2,961	\$3
MAINTENANCE Total	\$10,246	\$2,101	\$12,347	\$12
Activity/Position	A - Salaries	B - Benefits	Net Savings	Savings (\$1,000's)
ON CAMPUS				
ADMIN ASSISTANT 3 - ELEMENTARY	\$978	\$201	\$1,179	\$1
ADMIN ASSISTANT 3 - SECONDARY	\$1,532	\$314	\$1,847	\$2
INSTRUCTIONAL ASSISTANT 2 - LEAD	\$2,058	\$422	\$2,480	\$2
PRINCIPAL - SECONDARY	\$0	\$0	\$0	\$0
SUPERINTENDENT	\$3,554	\$823	\$4,377	\$4
ON CAMPUS Total	\$7,989	\$1,729	\$9,718	\$10
Activity/Position	A - Salaries	B - Benefits	Net Savings	Savings (\$1,000's)
OUTREACH				
DIRECTOR OF OUTREACH SERVICES	\$2,209	\$453	\$2,662	\$3
PROGRAM SPECIALIST 2	\$1,118	\$229	\$1,348	\$1
PROGRAM SPECIALIST 5	\$1,713	\$351	\$2,065	\$2
STATEWIDE OUTREACH PROGRAM MANAGER	\$1,481	\$304	\$1,785	\$2
OUTREACH Total	\$6,522	\$1,338	\$7,859	\$8
Activity/Position	A - Salaries	B - Benefits	Net Savings	Savings (\$1,000's)
RESIDENTIAL				
ADMIN ASSISTANT 3 - LIFE	\$1,234	\$253	\$1,487	\$1
DIRECTOR OF RESIDENTIAL SERVICES	\$1,569	\$322	\$1,890	\$2
RESIDENTIAL Total	\$2,803	\$575	\$3,378	\$3
Activity/Position	A - Salaries	B - Benefits	Net Savings	Savings (\$1,000's)
STATEWIDE				
IT CUS SUPPORT - JOURNEY	\$481	\$99	\$579	\$1
IT SYSTEM ADMIN - JOURNEY	\$1,178	\$242	\$1,420	\$1
IT SYSTEM ADMIN - SPECIALIST	\$1,191	\$244	\$1,435	\$1
RESERVE BALANCE TO ESTIMATE	\$29,000		\$29,000	\$29
STATEWIDE Total	\$31,849	\$584	\$32,434	\$32
Net Savings	\$82,732	\$12,143	\$94,875	\$95

Cancelled General Wage Increase:

Savings are based the difference between current compensation costs and projected costs assuming the 3% COLA was granted to exempt management staff.

EXEMPT POSITIONS	A - Current Compensation Costs			B - With Assumed 3% COLA			Savings	Rounded
	Annual Salary	Variable Benefits	Total Cost	+ COLA Salary	Variable Benefits	Total Cost		
DIRECTOR OF BUSINESS AND OPERATIONS	\$ 103,000	\$ 21,125	\$ 124,125	\$ 106,090.08	\$ 21,759	\$ 127,849	\$ 3,724	4
DIRECTOR OF HUMAN RESOURCES	\$ 103,944	\$ 21,319	\$ 125,263	\$ 107,062.32	\$ 21,958	\$ 129,021	\$ 3,758	4
DIRECTOR OF OUTREACH SERVICES	\$ 98,246	\$ 20,150	\$ 118,396	\$ 101,193.05	\$ 20,755	\$ 121,948	\$ 3,552	4
DIRECTOR OF RESIDENTIAL SERVICES	\$ 72,245	\$ 14,817	\$ 87,062	\$ 74,412.02	\$ 15,262	\$ 89,674	\$ 2,612	3
EXECUTIVE ASSISTANT	\$ 70,000	\$ 14,357	\$ 84,357	\$ 72,100.08	\$ 14,788	\$ 86,888	\$ 2,531	3
NON-CLASSIFIED POSITION	\$ 159,696	\$ 36,986	\$ 196,682	\$ 164,486.88	\$ 38,095	\$ 202,582	\$ 5,900	6
PRINCIPAL - ELEMENTARY / BILINGUAL	\$ 91,510	\$ 21,194	\$ 112,703	\$ 94,254.89	\$ 21,829	\$ 116,084	\$ 3,381	3
PRINCIPAL - SECONDARY	\$ 94,785	\$ 21,952	\$ 116,737	\$ 97,628.67	\$ 22,611	\$ 120,239	\$ 3,502	4
STATEWIDE OUTREACH PROGRAM MANAGER	\$ 51,000	\$ 10,460	\$ 61,460	\$ 52,530.00	\$ 10,774	\$ 63,304	\$ 1,844	2
SUPERINTENDENT	\$ 122,388	\$ 28,345	\$ 150,733	\$ 126,059.64	\$ 29,195	\$ 155,255	\$ 4,522	5
Totals		Total A	\$ 1,177,519	Total B		\$ 1,212,844	\$ 35,326	35

B - A = \$35,326

Strategic and Performance Outcomes

Strategic framework:

There are no direct implications to strategic initiatives from this proposal.

Performance outcomes:

There are no performance measures impacted by this request.

Other Collateral Connections

Puget Sound recovery:

This proposal has no connection to Puget Sound recovery efforts.

Legal or administrative mandates:

This proposal is in response to the governor's directive 20-08. A copy of this directive has been included in the attached documents section for reference.

Intergovernmental:

There are no intergovernmental impacts associated with this request.

Stakeholder response:

There are no non-governmental stakeholders impacted by this proposal.

Changes from current law:

There are no needed changes to existing laws, rules or contracts associated with this proposal.

State facilities impacts:

There are no impacts to state facilities or workplace needs associated with this proposal.

State workforce impacts:

There are no impacts to existing collective bargaining agreements associated with this agreement. Short term impacts related to compensation and benefits are reflected in the fiscal/funding portions of this request.

Reference Documents

[20-08 Furloughs and General Wage Increases \(tmp\).pdf](#)

IT Addendum

Does this Decision Package include funding for any IT-related costs, including hardware, software, (including cloud-based services), contracts or IT staff?

No

Objects of Expenditure

Objects of Expenditure <i>Dollars in Thousands</i>	Fiscal Years		Biennial	Fiscal Years		Biennial
	2020	2021	2019-21	2022	2023	2021-23
Obj. A	\$0	(\$92)	(\$92)	\$0	\$0	\$0
Obj. B	\$0	(\$38)	(\$38)	\$0	\$0	\$0

Agency Contact Information

Kai Matthews
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JAY INSLEE
Governor



STATE OF WASHINGTON

OFFICE OF THE GOVERNOR

P.O. Box 40002 • Olympia, Washington 98504-0002 • (360) 902-4111 • www.governor.wa.gov

DIRECTIVE OF THE GOVERNOR
20-08

June 17, 2020

To: Washington State Executive and Small-Cabinet Agencies

From: Governor Jay Inslee

A handwritten signature in blue ink, reading "Jay Inslee".

Subject: Furloughs and General Wage Increases

The worst global pandemic in more than a century has significantly impacted our State's economy. Unemployment has skyrocketed at an unprecedented pace since March as COVID-19, and the State's response to it, affected nearly every sector of the economy.

Not surprisingly, state revenue collections are also plummeting. Federal stimulus money and substantial state reserve funds will help cushion the blow to our budget, but even if we spend all our state reserves, we are still projected to face a multi-billion dollar shortfall for the remainder of this and next biennia.

In addition to my previous direction to agencies to capture savings where possible and implement a freeze on hiring, equipment purchases and personal service contracts, we must do more.

Accordingly, I am directing all agencies under my authority to pursue the following measures:

- Implement a furlough of one day a week as soon as possible, but no later than June 28, 2020, through July 25, 2020, in positions where a relief employee is not required.
- Furlough employees where a relief employee is not required once a month from August 1, 2020, through November 30, 2020.
- Offer voluntary furlough options to positions where a relief employee is not required beyond the days described above.
- Seek an approved plan under the SharedWork program with the Employment Security Department for furloughed employees.

I will monitor savings associated with furloughs and will direct further furloughs as necessary through the remainder of the fiscal year.

I urge separately elected officials, the Legislature, courts, independent boards and commissions, and higher education institutions to follow these necessary measures as well.

Given the size of the budget shortfall, furloughs alone will not be enough.

I am further directing that agencies under my authority not implement the 3% general wage increase scheduled for July 1, 2020, for non-represented state employees in Exempt Management Service and Washington Management Service, and non-represented exempt employees making more than \$53,000 a year.

I am directing the Office of Financial Management (OFM) to issue detailed guidance to state agencies on the implementation of this directive. The guidance from OFM will establish criteria for exceptions to this directive.

I recognize the additional sacrifice I am asking of our employees and the potential impact on services. I do not make this decision lightly. But, by taking these steps now, we can better capture savings and hopefully avoid more austere measures which could have devastating and long-term impacts on state government.



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555

CORRECTED

July 28, 2020

TO: Agency Directors

FROM: David Schumacher
Director

A handwritten signature in blue ink, appearing to be "DS", written over the printed name "David Schumacher".

SUBJECT: AGENCY SAVINGS AND CORONAVIRUS RELIEF FUND

We appreciate the hard work that you have undertaken to find savings starting in fiscal year 2020 and continuing in fiscal year 2021. You have worked to identify 15 percent savings options, furlough employees, and freeze hiring, personal service contracts, and equipment purchases.

In addition, agencies have invested tremendous effort and incurred significant costs in responding to the pandemic. The information provided in May and June on the costs has helped with the initial distribution of the federal stimulus funds. We need to continue the work of responding to the virus and seeking reimbursement for those costs.

Savings

Although the 15 percent savings options are informative, much of those savings, if taken, would be implemented through revised appropriations in a supplemental and possible early action budget. We need to continue to work cooperatively as a state team to do more now to help address General Fund-State and other fund shortfalls, including the transportation budget, in the current and next biennia.

The Office of Financial Management has asked agencies to submit allotments to move their savings from suspension of the general wage increase for certain employees and implementation of furloughs to reserve status. I am writing to ask you and your staff to continue working with your assigned [OFM budget analyst](#) to identify, quantify and implement additional immediate savings related to the freeze on hiring, personal services contracts and equipment purchases and other operating budget items for General Fund-State and other accounts in fiscal year 2021.

Suggested savings include:

- Identify under-expenditures, premium adjustments and efficiencies
- Use other funds in lieu of General Fund-State whenever possible
- Eliminate travel and other discretionary activities
- Identify programs or services that do not meet your core mission
- Look for opportunities to immediately realize savings through program changes that may be proposed in the 2021-23 budget requests
- Reduce programs
- Delay implementation of programs

Please be aware that statutorily required and directed activities may not be discretionary and cannot be postponed, delayed, or eliminated without prior approval from OFM and the Legislature. However, if you believe savings can be realized from a statutorily required activity, please first contact your assigned assistant attorney general and then your OFM analyst.

At this time, do not reduce program eligibility or caseloads. Any savings information will inform OFM and the Legislature on an early action budget, but do not take these savings before you receive authorization.

When deciding upon savings, consider the impact on equitable outcomes for Washingtonians. Be aware of the communities that would be affected by the proposal and how disparities would be impacted.

Submit allotment amendments using the Quarterly Adjustments packet purpose type to place your target amounts from the attachments in “reserve” status with the following titles:

1. “Hiring, contract, and equipment purchase freezes”
2. “FY 21 Savings” for additional savings which may be implemented immediately.

Coronavirus Relief Funds

By **August 15**, complete the attached spreadsheet to identify any General Fund-State and dedicated account expenses related to the pandemic response so that we can optimize the use of federal funding and lessen the state’s financial impact of COVID-19. The time period for the actual and estimated expenses is **March 1, 2020 through December 30, 2020**. Include costs for staff who are substantially dedicated to public health and safety COVID-19 response (see page 1 of the [Coronavirus Relief Fund Frequently Asked Questions](#) and page 3 of the [Coronavirus Relief Fund Guidance for State, Territorial, Local, and Tribal Governments](#)), and indicate whether you have applied for FEMA-Public Assistance or when you will apply for reimbursement of those expenses. The requests for federal funds previously submitted will also help inform decisions, and this information may update the existing requests.

See the attached **Guidance on Coronavirus Relief Fund and FEMA-Public Assistance** for basic information. The federal website and the Military Department can provide additional information.

If federal funding from the CARES Act or FEMA-Public Assistance is provided to reimburse General Fund-State or the specified dedicated accounts, place the funds in reserve status by submitting an allotment amendment using the “Operating Allocation” packet purpose type.

Although this applies to cabinet agencies, all agencies are urged to participate.

Guidance on Coronavirus Relief Fund and FEMA-Public Assistance

[FEMA Eligible Assistance](#) (works best in Chrome or Firefox)

Under the COVID-19 Emergency Declaration described in the link above, FEMA may provide assistance for emergency protective measures including, but not limited to, the following, if not funded by the HHS/CDC or other federal agency. *While some activities listed may be eligible for funding through HHS/CDC, final reimbursement determinations will be coordinated by HHS and FEMA. FEMA will not duplicate any assistance provided by HHS/CDC:*

Management, control and reduction of immediate threats to public health and safety:

- Emergency Operation Center costs
- Training specific to the declared event
- Disinfection of eligible public facilities
- Technical assistance to state, tribal, territorial or local governments on emergency management and control of immediate threats to public health and safety

Emergency medical care:

- Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility
- Related medical facility services and supplies
- Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
- Use of specialized medical equipment
- Medical waste disposal
- Emergency medical transport

Medical sheltering (e.g., when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs):

- All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures
- Non-congregate medical sheltering is subject to prior approval by FEMA and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency
- Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines

Other activities:

- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
- Movement of supplies and persons
- Security and law enforcement
- Communications of general health and safety information to the public
- Search and rescue to locate and recover members of the population requiring assistance
- Reimbursement for state, tribe, territory and/or local government account overtime costs

Coronavirus Relief Fund Use of Funds

A state government, Tribal government, and unit of local government shall use the funds provided under a payment made under this section to cover only those costs of the State, Tribal government, or unit of local government that:

1. are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
2. were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government;
3. incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

General categories of COVID-19 spending

- a. Amount transferred to other governments;
- b. Payroll for public health and safety employees;
- c. Spending on budgeted personnel and services diverted to a substantially different use in Covid-19 response;
- d. Spending to improve telework capabilities of public employees;
- e. Spending on medical expenses;
- f. Spending on public health expenses;
- g. Spending to facilitate distance learning;
- h. Spending providing economic support;
- i. Spending on expenses associated with the issuance of tax anticipation notes; and
- j. Amount spent on items not listed above.

WASHINGTON CENTER FOR DEAF AND HARD OF HEARING YOUTH

Policy: **2021**

Date:

SUBJECT: **Library Information and Technology Programs**

Approved by:

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:

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: