

WYOMING OFFICE OF THE ATTORNEY GENERAL DIVISION OF VICTIM SERVICES

Dave Freudenthal
Governor

Bruce A. Salzburg
Attorney General

Sean Brazzale
Deputy Director

Julie L. Tennant-Caine
Director

Speaking as One Voice for Crime Victims

June 24, 2011

Crook County Attorney VW Program
Dee McGirr, Coordinator
P.O. Box 397
Sundance, WY 82729

Dear Ms. McGirr,

An on-site review was conducted June 8 & 9, 2011 in accordance with the Wyoming Division of Victim Services (DVS) monitoring policies which entails on sites shall be conducted at least one time every twenty-four (24) months and in years when no physical on-site is conducted, a desk review shall be conducted. The review was conducted to assess the implementation and administration of the grants awarded by the DVS, gain better insight into the services provides to crime victims and to provide technical assistance.

During the on-site review the following grants were reviewed and the following activities were identified for each grant:

2010-VA-GX-0086 – Victim of Crime Act Grant – Funding is used for a portion of VW Coordinators salary that provides direct services to victims of crime such as court notification, understanding of the criminal justice system and crime victims' compensation assistance. **Program volunteers provide direct services as needed.**

SFY 2011& 2012 State Victim Witness Funds – Funding is used for a portion of VW Coordinators salary that provides basic services to victims of all crime such as crisis intervention, court accompaniment, victims' compensation, referrals and assisting with rights of victims speaking to employer's, creditors and others as needed per case. The remaining amount (26.5%) is used for operating expenses, emergency financial assistance, staff training, publications and outreach.

SFY 2011 & 2012 State Funds for Salaries- Funding is used to support the VW Coordinators salary.

SFY 2011& 2012 State Funds for Salary Assistance - Funding is used to support the VW Coordinators salary.

SFY 2011 & 2012 State Surcharge Funds: Funding is used for a portion of VW Coordinators salary with the remaining 20% is used for emergency financial assistance.

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The on-site review is arranged into 5 categories for review and necessitates interviews with key personnel including the Supervisor, Coordinator, Fiscal Agent and grant funded personnel.

Supervisor - Overview of Program Mission & Organization: Joe Baron, Supervisor

Coordinator - Program Policy Review: Dee McGirr, VW Coordinator

Coordinator/Grant Funded Personnel - Program Personnel & Volunteer Review: Dee McGirr, VW Coordinator

Coordinator - Program Client Procedures & Practices Review: Dee McGirr, VW Coordinator

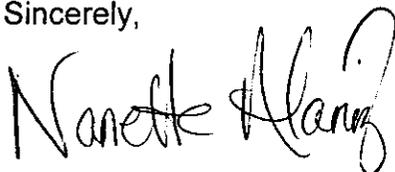
Fiscal Agent - Program Financial Review: Connie D Tschetter, Crook County Clerk

During the on-site review the following activities were conducted.

1. Reviewed all Policies and Procedures Manuals
2. Reviewed all staff & volunteers files.
3. Reviewed client files with all personally identifying information redacted who received services from August 1, 2010 through November 30, 2010.
4. Reviewed a detailed and summary General Ledger accounting records, by grant for all expenditures charged to the awards mentioned above.
5. Reviewed a list by grant of all expenditures incurred by approved budget.
6. Reviewed fiscal documentation for the period between July 1, 2010 and November 30, 2010. Including receipts, invoices, purchase orders, travel authorization forms, travel vouchers, time cards, and payroll registers.
7. Reviewed documentation to support the source, timing, and amount of any cash or in kind match amounts provided for grant.

Findings for Corrective Action: No corrective actions are required.

Sincerely,



Nanette Alaniz
Regional Program Manager

cc: Sean Brazzale, Deputy Director, DVS
Joe Baron, Supervisor

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