From: Strzalka, Amy (SAO)
To: Ehlinger, Carol (SAO)
Subject: Homeward Bound
Date: Tuesday, July 17, 2018 9:52:00 AM
Attachments: Response to SAO report .docx
Homeward Bound Loan Follow-Up.docx

Here is the letter from the Councilmember and the summary of our work that we had sent him. Melody sent an email requesting to meet in person to discuss, and is holding the time on your calendar.

-----Original Message-----
From: Schneider, Melody (SAO)
Sent: Monday, July 16, 2018 8:37 AM
To: Strzalka, Amy (SAO) <strzalkaa@sao.wa.gov>
Subject: FW: City of Port Townsend State Audit Exit Conference Invitation

Hi Amy,

Attached is the response from the Councilman for the City of Port Townsend. Not sure if we need to respond to him or not.

Thank you,

Melody Schneider
Assistant State Auditor
600 Kitsap Street Suite 201
Port Orchard WA 98366
360-895-6133

-----Original Message-----
From: Robert Gray <RGray@cityofpt.us>
Sent: Monday, July 16, 2018 8:04 AM
To: Schneider, Melody (SAO) <schneiderm@sao.wa.gov>
Subject: Re: City of Port Townsend State Audit Exit Conference Invitation

Good morning. Attached is my response to your report on my concerns expressed at the entrance conference. At the entrance you asked if we had any concerns to be covered during the fieldwork on the city audit. I wouldn't have voice my concerns if I didn't fully expect that the work conducted and subsequent reporting on those concerns would reflect the high audit standards association with the work of the SAO. You will see that I don't believe it did.

?Robert Gray Member, Port Townsend City Council

From: Schneider, Melody (SAO) <schneiderm@sao.wa.gov>
Sent: Tuesday, July 10, 2018 11:00 AM
To: Robert Gray
Subject: RE: City of Port Townsend State Audit Exit Conference Invitation

Hello Mr. Gray,

Please find attached our report that addresses the questions you had raised during the entrance conference. We will also go over these during the exit conference. Please let me know if you have any questions.

Thank you,

Melody Schneider
Assistant State Auditor
600 Kitsap Street Suite 201
Port Orchard WA 98366
360-895-6133

-----Original Message-----
From: Robert Gray <RGray@cityofpt.us>
Sent: Monday, July 9, 2018 11:45 AM
To: Schneider, Melody (SAO) <schneiderm@sao.wa.gov>
Subject: Re: City of Port Townsend State Audit Exit Conference Invitation

?Dear Assistant State Auditor Schneider,

If it's within your audit procedures, I was wondering if I could get a preliminary briefing by you or by a member of your staff on the area of concern that I raised at the entrance conference. It was my concern about the processing of loans to the non-profit entity Homeward Bound. We could do that in person, by phone, or by email depending on your schedule.

A short summary of your review and conclusions regarding this subject would be appreciated.

Thank you,

Robert Gray

360-643-3793

From: Schneider, Melody (SAO) <schneiderm@sao.wa.gov<mailto:schneiderm@sao.wa.gov>>

Sent: Monday, July 9, 2018 10:35 AM

To: Deborah Stinson; Robert Gray; Ariel Speser; Amy Howard; Pamela Adams; Michelle Sandoval; David Faber

Cc: Nora Mitchell; Sheila Danielson; David Timmons

Subject: City of Port Townsend State Audit Exit Conference Invitation

Dear Council Members:

We have completed our audit of the City of Port Townsend for the fiscal year 2017and wanted to share our preliminary results with you. We are inviting you to attend an exit conference with your staff that we have scheduled for 3:30pm on Friday, July 27, 2018 at City Hall.

We believe participation at the exit conference by you and others charged with the management and governance of the City is an essential part of our audit process. It gives you an opportunity to hear our conclusions and discuss with us the resolution of any audit issues.

Please note that if a quorum of council members attend the exit conference, the City is responsible for ensuring requirements of the Open Public Meetings Act are met.

If you have any questions or matters that you would like to discuss with us before the exit conference, feel free to contact me by email at schneiderm@sao.wa.gov<mailto:schneiderm@sao.wa.gov>.

Sincerely,

Melody Schneider

Assistant State Auditor

600 Kitsap Street Suite 201

Port Orchard WA 98366

360-895-6133

CITYOFPT NOTICE REGARDING PUBLIC DISCLOSURE:

Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56).

The information contained in all correspondence with a government entity may be disclosable to third party requesters under the Public Records Act.