DCIU
Empowering Partnerships For Education

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Jim Scanlon Ed.D., Interim Executive Director

Appendix A | 21-recommendation corrective-action matrix

These target dates and responsible coordinators are established to implement the recommendations of the Auditor General's report. The named coordinator is the lead for implementation, with support from appropriate Program Directors, legal counsel, IT, or Executive Office staff.

Finding 1 | Contracting and procurement documentation

ID	Recommendation	Proposed corrective action / close-out evidence	Target	Lead coordinator
1.1	Comprehensive contract register	Finalize central register for all Board approvals; record executed, cancelled, future-effective and closed status. Reconcile monthly to Board actions.	Dec. 15, 2026	Jim Scanlon
1.2	Six-year record retention	Review existing record retention policy to ensure compliance with audit recommendations.	Jan. 15, 2027	Ed Norris
1.3	Follow and evidence directives	Map every mandatory procurement control to required proof in ERP/SharePoint, then align new Administrative Guidelines.	Jan. 31, 2027	Ed Norris Brian Keiser
1.4	Document exceptions	Adopt an exception approval and justification form with substitute controls and repository linkage..	Jan. 31, 2027	Brian Keiser
1.5	Thresholds and supervisory review	Update current purchasing thresholds; require department upload verification and periodic completeness reviews.	Dec. 31, 2026	Brian Keiser

Finding 2 | Contract monitoring and payment verification

ID	Recommendation	Proposed corrective action / close-out evidence	Target	Lead coordinator
2.1	Verify performance before payment	Define controls for contract payments: documented department verification, interim transmittal, final receiving/closeout as applicable, matched invoices.	Jan. 15, 2027	Brian Keiser
2.2	Business Office training	Train purchasing, AP and departmental staff on payment-type evidence and required approval chronology.	Jan. 15, 2027	Brian Keiser
2.3	Retain monitoring evidence	Link signed transmittals, service confirmations, receiving records, ERP approvals and construction forms to searchable contract/payment files.	March 31, 2027	Brian Keiser Khalid Ayyubov

Finding 3 | Purchases below bidding threshold

ID	Recommendation	Proposed corrective action / close-out evidence	Target	Lead coordinator
3.1	Retain procurement records	Ensure requisitions, purchase orders, receipt evidence, approval history and purchasing documents are preserved for required retention periods.	March 31, 2027	Brian Keiser
3.2	Clarify mandatory procedures	Replace outdated Directive 611 language with a documented ERP-aligned purchase approval sequence, authority levels and authorized deviations	Jan. 31, 2027	Ed Norris
3.3	Train staff on approval controls	Deliver role-based training for requisition initiators, program approvers and Business Office reviewers.	Feb. 15, 2027	Brian Keiser
3.4	Evidence first-level approval	Configure a time-stamped department authorization or authorized submission step before final Business Office approval.	March 31, 2027	Brian Keiser Khalid Ayyubov

Finding 4 | Travel, retreats, events and food

ID	Recommendation	Proposed corrective action / close-out evidence	Target	Lead coordinator
4.1	Written allowable-cost guidance	Propose Board-level meeting-food standards and administrative travel/event guidance: purpose, budgets, preapproval, allowable expenses and exceptions. Possibly tie maximum to a percentage of the U.S. General Service Administration Guidelines.	Feb. 28, 2027	Jim Scanlon
4.2	Public perception and purpose	Add an explicit organizational-benefit and public-perception assessment to discretionary event approvals. Implement stated no-out-of-state-superintendent-retreat funding position.	Jan. 31, 2027	Jim Scanlon
4.3	Reject unrelated travel costs	Require advance travel cost comparison with justification for exceptions.	Jan. 31, 2027	Ed Norris
4.4	More economical recognition venues	Compare DCIU/district facilities against external venues for capacity, accessibility and total cost before contracting.	Feb. 15, 2027	Jason Glass
4.5	Employee-event cost recovery	Set event budget and attendee fee review; document authorized DCIU subsidy if any.	Feb. 15, 2027	Adrienne Marofsky
4.6	Prohibit alcohol-related public charges	Clearly define what costs are for “wait staff” when scheduling an outside venue for a DCIU function.	Jan. 15, 2027	Ed Norris
4.7	Extended-stay reimbursement	Disallow personal or unapproved early/late travel expenses, permitting preapproved documented logistical or total-cost savings exceptions..	Jan. 15, 2027	Ed Norris
4.8	Meeting-food timing	Adopt a reasonable-business-purpose standard instead of a blanket before-and-after-mealtime test; specify when service is justified and approvals.	Feb. 28, 2027	Jim Scanlon
4.9	Per-person meeting food limits	Adopt catered-meeting cost parameters and approval tiers separate from individual travel meal allowances; require cost/attendee documentation.	Feb. 28, 2027	Jim Scanlon Ed Norris