



Snohomish County Council

Committee: COW
ECAF: 2021-0958
Proposal: Mot. 21-412

Analyst: Heidi Beazizo
Date: 11/10/2021

Consideration:

Motion directs Council staff to issue a Notice to Proceed for a Performance Audit of the Office of Public Defense and the Snohomish County Public Defender's Association.

Background

On November 9, 2021, Council adopted the 2022 budget via Ordinance 21-093. The Budget included a condition that a performance audit be completed prior to the hiring of additional staff at the Snohomish County Public Defender's Association (PDA).

The Performance Auditor scoped the audit and estimated the audit cost at \$60,000; the scope is attached to the ECAF as Attachment A. The Auditor indicated that the audit could be reasonably completed by April 30, 2022. The impacted departments have requested the audit be expedited if possible.

To complete the audit early in 2022 and based on the availability of funds in the 2021 Council budget, the audit can begin in 2021.¹

Current Proposal

Scope: Direct Council staff to issue a Notice to Proceed for the Surface Water Management Rates and Services Performance Audit to be completed by April 30, 2022.

Duration: Upon commencement through April 30, 2022.

Fiscal Implications: \$60,000

2021 Budget: YES (\$15,000)

2022 Budget: YES (\$45,000)

Handling: Expedite

Approved-as-to-form: N/A

Risk Management: N/A

Executive Recommendation: N/A

Attachments: Attachment A (Scope document for audit)

Amendments: N/A

Request: To assign to COW and place on the COW agenda at Admin on November 15, 2021 for Council to consider taking action.

¹ Pursuant to 4.26.130(2), a motion is not needed to transfer less than \$25,000 between programs in the same department. An ECAF has been created and routed to Finance to transfer the necessary funds to cover 2021 expenses related to the Performance Audit.

PROPOSED AUDIT (2021)

Propose Audit Engagement

Performance Audit of the Office of Public Defense

Audit Objective

Determine the efficiency and effectiveness of the Office of Public Defense, including the sufficiency of staffing to support key functions and responsibilities and the adequacy of OPD's oversight of contracted services.

Audit Scope

Existing practices, including a review of activities during Calendar Years 2018-2021.

Audit Approach

The following applies to both the Office of Public Defense (OPD) and the Snohomish County Public Defender's Association (SCPDA):

- Conduct interviews with management and staff of Office of Public Defense and the Snohomish County Public Defenders Association to identify key roles and responsibilities and to gain a high-level understanding of business processes, systems, resource allocation, and workload management.
- Request and review relevant documents, such as strategic plans, mission and goals, financial reports, budget-to-actual reports, workload allocation and monitoring tools, among others.
- Review policies and procedures, laws, codes, rules, and regulations impacting the OPD, and evaluate the methods employed by the office to monitor and ensure compliance with all required performance metrics and thresholds.
- Request and review reports, key performance indicators, and metrics used by OPD and SCPDA and reported to the County Executive Office and County Council to measure and assess the performance of the OPD and its ability to fulfill its mission and objectives.
- Identify any backlogs, quality concerns, overtime usage, or other indicators of potential resource limitations and the impact on OPD's ability to fulfill its responsibilities.
- Review practices to verify established processes are followed, requirements met, and controls working as intended.

Preliminary Proposed Budget

We propose to complete this audit engagement with a budget of \$60,000.