



Audit of the Interlocal Agreement for Public Health Services

May 14, 2021

Mark S. Swann, City Auditor

Mayor

Eric Johnson

Mayor Pro Tem

Adam Medrano

Deputy Mayor Pro Tem

B. Adam McGough

Council Members

Carolyn King Arnold

Tennell Atkins

Adam Bazaldua

Paula Blackmon

David Blewett

Jennifer S. Gates

Lee M. Kleinman

Cara Mendelsohn

Omar Narvaez

Jaime Resendez

Casey Thomas, II

Chad West



Executive Summary

Objective and Scope

The objectives of this audit were to determine if:

- The Interlocal Agreement is administered and monitored by the City to ensure compliance with the agreement requirements.
- The City wrote the Interlocal Agreement in the best interests of the City.

The scope of the audit included management operations during the term of the Interlocal Agreement, specifically from October 1, 2019, through March 31, 2021.

What We Recommend

No reportable recommendations were identified.

Background

The City of Dallas and Dallas County entered into the *Interlocal Agreement for Public Health Services* (Interlocal Agreement), for the Dallas County Health and Human Services Director (Health Authority) to act on behalf of the City as its health authority for the limited purposes stated in the Interlocal Agreement. The City's Director of the Office of Emergency Management administers the Interlocal Agreement and coordinates with the Health Authority on the Health Authority's duties and tasks. For the services to be provided by Dallas County, the City agreed to pay no more than \$20,000 during the two-year Interlocal Agreement term at \$10,000 per year.

In the event of a public health disaster involving the City, the City and Dallas County may act in a unified command structure in accordance with the Standard Operating Procedure, *Health Emergencies Unified Command* that is attached to the Interlocal Agreement. The purpose of the unified command is to ensure effective communication between the City and Dallas County, a coordinated response to a public health emergency and the efficient utilization of local, state, and federal resources and assistance.

What We Found

Focusing on the use of the Interlocal Agreement in response to the novel Coronavirus public health emergency, the Interlocal Agreement and specifically the Standard Operating Procedure, *Health Emergencies Unified Command*, the City administered and monitored the Interlocal Agreement to ensure compliance with the agreement requirements.

The Interlocal Agreement was written in the best interests of the City.

Objectives and Conclusions

1. Is the Interlocal Agreement administered and monitored by the City to ensure compliance with the agreement requirements?

Yes. In response to the the novel Coronavirus public health emergency, the Interlocal Agreement and specifically the Standard Operating Procedure, *Health Emergencies Unified Command*, the City administered and monitored the Interlocal Agreement to ensure compliance with the agreement requirements.

2. Did the City write the Interlocal Agreement in the best interests of the City.

Yes. The Interlocal Agreement was written in the best interests of the City.

Appendix A: Methodology

Methodology

To accomplish our audit objectives, we performed the following steps:

- Interviewed personnel from the City.
- Reviewed policies and procedures, federal and state compliance requirements, applicable Administrative Directives, and best practices guidance.
- Performed various analyses and reviewed documents as needed to support conclusions.
- Considered risk of fraud, waste, and abuse.
- Considered all five internal control components of the *Federal Internal Control Standards*.

This performance audit was conducted in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based upon our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

Major Contributors to the Report

Dapo Juba, MBA, CISA – Auditor

Jamie Renteria – Auditor

Shino Knowles, CPA – In-Charge Auditor

Rory Galter, CPA – Audit Manager

Appendix B: Management's Response

Memorandum



DATE: May 4, 2021
TO: Mark S. Swann, City Auditor
SUBJECT: Response to Audit of the Interlocal Agreement for Public Health Services

This letter acknowledges the City Manager's Office and the Office of Emergency Management received the *Audit of the Interlocal Agreement for Public Health Services*

We recognize the importance of ensuring that the interlocal agreements the City enters into are in the best interest of the residents of Dallas. Additionally, we understand it is essential to implement a robust contract monitoring program around each contract. We concur with the City Auditor's observation that the City administered and monitored the interlocal agreement to ensure compliance.

Sincerely,

A handwritten signature in black ink, appearing to read 'T.C. Broadnax'.

T.C. Broadnax
City Manager

C: Kimberly Bizer Tolbert, Chief of Staff
M. Elizabeth Reich, Chief Financial Officer
Jon Fortune, Assistant City Manager
Rocky Vaz, Director, Office of Emergency Management

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