

El Dorado County Auditor-Controller's Response

Case 21-06 Hotel Emergency Housing for Homeless Western Slope

Finding F2 - Hotel Emergency Housing

HHSA, Probation, and the Auditor-Controller's Office do not have written procedures detailing the credit card payment process for emergency homeless hotel stays, including the process and procedures to be followed if there is hotel damage or unauthorized charges from the stay.

Response

The Auditor-Controller agrees with Finding F2.

Finding F4 - Hotel Emergency Housing

HHSA and Probation were under the impression they were unable to use credit cards for hotel stays. While no written procedures on this matter were found, the perception was strong enough for these departments not to use credit cards for hotel stays and instead, send approved invoices to the Auditor-Controller's Office for payment by check to the hotel vendor.

Response

I am unable to respond to Finding F4. I do not know what Probation or HHSA believes. However, neither of the Department Heads have ever talked to me or emailed me, asking me for a change in my alleged prohibition of credit card use.

Recommendation R2 — Hotel Emergency Housing

The Auditor-Controller's Office should establish written procedures for processing credit card payments for emergency homeless hotel stays, including the process and procedures to be followed if there is hotel damage or unauthorized charges from the stay, and distribute throughout County departments. These written procedures should be distributed by September 30, 2022.

Response

The recommendation requires further analysis. This recommendation is not necessary if HHSA and Probation enter into contracts with the hotels that are utilized for emergency housing.

Recommendation R4 - Hotel Emergency Housing

The Auditor-Controller's Office should provide the CAO, HHSA, and Probation with a quarterly report of approved hotel vendors or whenever the list is changed. This quarterly reporting should begin by September 30, 2022.

Response

The recommendation will not be implemented because it is not warranted. A list of all approved vendors (including hotel vendors) is on the Auditor-Controller's website. This list is used for departments to request approval for specific vendors (including hotel vendors). The Auditor-Controller's Office reviews and approves vendors daily. The only vendors not approved are vendors that may require withholdings due to liens, non-resident withholding due to being an out of state vendor, or an out-of-state vendor requiring use tax. Every local hotel vendor requested by a department has been approved to date.