

Anne Cook

From: Anne Cook <annecook@coquilleiha.org>
Sent: Monday, September 10, 2018 12:10 PM
To: Dale Herring (daleherring@coquilleiha.org); Debbie Dennis (debbiedennis@coquilleiha.org); Lyman Meade (lymanmeade@coquilleiha.org); Marcy Chytka (marcychytka@coquilleiha.org); Scott Felton (scottfelton@coquilleiha.org); Scott Platter (scottplatter@coquilleiha.org); Tracey Mueller (traceymueller@coquilleiha.org)
Cc: 'Jimmy Willis (jwillis1969@gmail.com)'
Subject: FY 2018 Self-Monitoring Assessment

As most of you know, we're doing this year's self-monitoring a little differently. CIHA staff will perform the onsite review and Jimmy will review the staff's work and finalize the report.

Below are the schedule and assignments. We've had to postpone the review to accommodate other activities, so the schedule is a bit more compact than usual. Please be sure to block out adequate time on your calendar.

- 10/1-5 – AC/DD/DH/MC prep documentation and preliminary checklists
- 10/8-10 – DH/LM/SF/SP/TM complete reviews and independent checklists
- 10/11 – MC prep draft report and forward to AC
- 10/12 – AC review draft report and forward to JW, DD forward checklists and documentation to JW
- 10/15-18 – JW finalize draft and forward to AC, AC prep Board/Council materials
- 10/24-25 – JW/AC present to Board/Council

Assignments:

<u>Section</u>	<u>Preparer</u>	<u>Reviewer</u>
APR/IHP	AC	LM
Environmental Review	AC	LM
Organization & Structure	AC	LM
Procurement & Contracting	DD	DH
Labor Standards	DD	DH
Maintenance & Inspections	DD	TM
Section 504 Accessibility	DD	TM
Admissions & Occupancy	DH	SP
Lead-Based Paint	DH	SP
Financial Management	MC	SF/LM

Reviewers, please don't worry about not knowing a lot about the areas you will be reviewing. That's on purpose. It's the best way to get an "arm's length" review within a small organization. The checklists are pretty straightforward and the preparers can help with anything that isn't clear. We can consult with Jimmy if needed as well.

Thank you all for your help with this. We'll get together to discuss as a group before beginning the review.

Anne