



**Andy Beshear**  
GOVERNOR

## EDUCATION AND LABOR CABINET

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January 10, 2024

Jon Dougherty, Chair  
BGADD Workforce Development Board  
Education Director, Amtek  
2421 Fortune Drive, Suite 150  
Lexington, KY 40509

Tiffany Reeves, Workforce Director  
BGADD Workforce Development Area  
699 Perimeter Drive  
Lexington, KY 40517

Dear Mr. Dougherty and Ms. Reeves:

Thank you for your responses to the Workforce Innovation and Opportunity Act Title 1B PY21 Comprehensive Monitoring Report issued on May 15, 2023. All findings have been accepted and resolved. While these responses have been accepted, the Cabinet reserves the right to review files of this cohort, as well as all participant files for ongoing compliance purposes.

If you have any questions, please contact Jim Beyea via email at [jim.beyea@ky.gov](mailto:jim.beyea@ky.gov) or [oetmonitoringteam@ky.gov](mailto:oetmonitoringteam@ky.gov).

Sincerely,

Jim Beyea  
Assistant Director

Attachment(s): BGADD PY21 Final WIOA Comprehensive Monitoring Review

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# **WIOA Comprehensive Monitoring Review**

**BGADD LWDB**

**May 15, 2023**

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## **Monitoring of the BGADD Local Workforce Development Area**

The BGADD Local Workforce Development Area was monitored by the monitoring team staff on May 15, 2023. Department of Workforce Development (DWD) monitoring staff included Anita Doster, Amanda Cummins, and Donna Burke. The team reviewed Workforce Innovation and Opportunity Act (WIOA) Title 1B programs, specifically Adult, Dislocated Worker (DW), and Youth relating to Program Year 2021. Also, a comprehensive financial review was conducted of all referenced programs.

A closing conference was held on August 30, 2023. A brief review of monitoring was given by Jim Beyea, Anita Doster, Amanda Cummins, and Donna Burke.

The purpose of the monitoring review was to analyze information regarding the above-noted formula programs and grants operated by BGADD's LWDB in order to:

- determine if the programs are meeting their goals and objectives;
- assess whether the programs are operating in accordance with federal, state, and local requirements, and
- identify promising practices.

For purposes of this monitoring review, a finding could denote noncompliance with the following:

- applicable laws and regulations;
- relevant Office of Management and Budget (OMB) circulars;
- uniform administrative requirements;
- state policies and directives; and/or
- local policies and procedures.

The monitoring team appreciates the time and information provided by BGADD's LWDB staff. This report is critical to the continuous improvement of the workforce system leading to better services and outcomes for jobseeker and employer customers.

## **Title 1B Executive Summary**

The following is a description of findings and observations found when monitoring WIOA Title 1B Programs:

The Program monitor(s) identified one (1) finding and no observations, and the financial monitor identified six (6) findings and no observations during the PY21 Comprehensive Monitoring Review. The findings identified within this report are indicative of operational or quality issues worthy of attention and/or follow-up.

A finding requires immediate attention and corrective action, up to and including a corrective action plan. An observation may be a concern that, if left unaddressed, may result in future finding(s). An observation may also be a concern in which a written clarification from the LWDB could alleviate the concern. The operational challenges identified in the observations are related to those activities for which the Commonwealth has a strategy or an initiative, but for various reasons, the action is incomplete or insufficient.

Incorporated in this summary is a list of applicable findings and observations for each program based on the Comprehensive Monitoring Review. Following the summary are the individual program details.

### **Program Monitoring Summary**

#### **Finding(s):**

1. Violation of Follow-Up Policy

#### **Observation(s):**

No observations.

### **Financial Monitoring Summary**

#### **Finding(s):**

1. Monthly reports submitted past due date.
2. Discrepancy in amounts on DFBI and OET forms for drawdowns.
3. Missing mapquest for drawdowns.
4. Missing documentation in Work Systems for drawdown requests.
5. Drawdown document discrepancies in Work Systems
6. Fiscal internal control

#### **Observation(s):**

No observations.

# **PROGRAM MONITORING DETAILS**

## **FINDING(S)**

### **Finding (1):**

Violation of Follow-Up Policy

### **Issue(s):**

1. Dislocated Worker:
  - a. Workforce Case #001341411. Employer address and employer phone number were not entered in KEE Suite for the 1<sup>st</sup> Employment Outcome.
  - b. Workforce Case #003444732. Employer address, employer phone number, and start date were not entered in KEE Suite for the 1<sup>st</sup> Employment Outcome nor in Case notes.

### **Citation(s):**

Bluegrass Local Workforce Development Area Policy Manual BGWIOA-R20-O20 Follow-Up Procedure:

- a. Staff must contact participant within 30 days of completion of training or support service to confirm employment status.
- b. If participant is employed, staff must obtain the participant's new job title, wage, employer name, employer address, and employer phone number.
- c. Staff will contact employer to confirm that participant is employed.
- d. Staff will document in State-directed system the confirmation of employment.
- e. Upon confirmation of employment the participant and participant's employer must be contacted no less than every 90 days from the first day of employment.

### **Instance(s):**

2/15 (13%)

### **Required Action:**

LWDB must comply with the LWDB's Follow-Up Policy # BGWIOA-R20-O20. LWDB must ensure that all staff have reviewed the Local Follow-Up Policy. A sign off confirmation must be submitted to DWD within 30 days of the receipt of this report to attest this finding has been resolved.

### **LWDB Response:**

LWDB has included the current version of the Follow-Up Policy, BWIOA-R22-O20, which was effective as of May 10, 2022 for the monitors review. LWDB confirmed that the policy is current on the posted website, <https://bgwib.us/policies>. The current version of the policy states that "Staff must exhaust all efforts to contact the participant within 30 days of completion of training or support service to confirm employment status." LWDB will continue to stress to the DSP staff the importance of making every effort to obtain and enter follow-up employment information. LWDB has provided training to DSP staff on December 12, 2023. Please see attached sign in sheet and agenda.

**DWD Response:**

DWD accepts LWDB's response. Finding is resolved.

## **FINANCIAL MONITORING DETAILS**

### **FINDING(S)**

**Finding (1):**

Monthly reports submitted past due date.

**Issue(s):**

Reports for grants 270AD22, 272DW22, and 274YT22 were submitted past the due date into Work Systems for the monthly reporting.

**Citation(s):**

Kentucky Career Center Policy 16-013 states, "Local Workforce Development Areas (LWDAs) must submit all financial information by the 20<sup>th</sup> calendar day following the last day of the month into the WORKS system. Should the 20<sup>th</sup> calendar day of the month fall on a weekend, the information must be entered by close of business day Monday. Failure to enter all financial information necessary to produce monthly reports will result in delays of processing reimbursement requests and require corrective action."

**Instance(s):**

Widespread

**Required Action:**

LWDB must ensure all monthly financial reports are submitted by the due date each month. DWD suggests Calendar reminders and/or utilize an excel spreadsheet as a tracking device.

**LWDB Response:**

WIOA financial officer and Workforce director attended Local Workforce Development Area Director and Fiscal Training October 26- 27. 2023. The LWDA has also taken the recommendation of monitoring team and have added calendar reminders and are utilizing a spreadsheet for tracking.

**DWD Response:**

DWD accepts LWDB's response. Finding is resolved.

**Finding (2):**

Discrepancy in amounts on DFBI and OET forms for drawdowns.

**Issue(s):**

On drawdown dated 10/1/2021, the following discrepancies were discovered:

Grant Number	DFBI-105	OET-105	Difference
271DW20	\$2,477.92	\$2,455.09	\$22.83
271DW21	\$179,328.25	\$179,351.09	\$22.84

**Citation(s):**

Policy 16-025, it states, "All grant program funds drawn from the Commonwealth must match the program funding stream of the expenditures to be reimbursed."

**Instance(s):**

Widespread

**Required Action:**

It is highly recommended to ensure all data matches when submitting drawdown requests to the state. Always double check work and calculations prior to submitted these requests to avoid the risk of these drawdowns being denied.

**LWDB Response:**

The LWDB acknowledges that the drawdown requests must match the data submitted to the State. The LWDA is further verifying all data matches through additional internal controls.

**DWD Response:**

DWD accepts LWDB's response. Finding is resolved.

**Finding (3):**

Missing mapquest.

**Issue(s):**

Drawdowns dated 10/1/2021, 5/4/2022, 8/23/2022, and 9/30/2022 all contained missing mapquest for travel requests.

**Citation(s):**

In reference to 200 KAR 2:006, it states, "Mileage for in-state travel shall be based on the "Kentucky Official Highway Map", MapQuest website, Google Maps website, or similar web mapping service. Out-of-state mileage shall be based on the most recent edition of the "Rand McNally Road Atlas", MapQuest website, Google Maps website, or similar web mapping service."

A pdf document showing these issues is in Attachment A to this report.

**Instance(s):**

Widespread

**Required Action:**

Local area must include all required travel documentation when submitting travel reimbursements for drawdowns. Training must be given to all staff regarding this finding on this report and a sign-in sheet for this training and the training syllabus/documents must be completed and forwarded to DWD within 30 days of receipt of this report to attest this finding has been resolved.

**LWDB Response:**

The LWDB acknowledges that all submitted travel documentation must be correct. The LWDB provided training to all staff on Dec. 12th please see attached sign in and Agenda. The LWDB completed a step-by-step training of travel form reimbursement completion covering documentation required. The LWDB also established a tertiary check of all travel documentation by financial officer to ensure all Mapquests are present prior to drawdown submission.

**DWD Response:**

DWD accepts LWDB's response. Finding is resolved.

**Finding (4):**

Missing documentation in Work Systems for drawdown requests.

**Issue(s):**

Drawdowns dated 10/1/2021, 5/4/2022, 8/23/2022, and 9/30/2022 contained missing backup documentation in Work Systems when these drawdown requests were made.

A pdf document showing these issues is in Attachment A to this report.

**Citation(s):**

Guidance Number: No. 1, replacing Policy No. 16-025 states, "DFBI requires the LWDBs to submit supporting documentation for the following categories:

- Travel
- Meal Expenses
- Legal Fees
- Consulting Fees
- Board Meetings

Please note: for all categories listed above, the supporting documentation MUST also be inclusive of the contractors and sub-contractors. In signing the DFBI-105, there is an acknowledgement that the local grant sub recipient or local fiscal agent will be disbursing the grant funds associated with the submitted draw request for workforce activities at the direction of the LWDB."

**Instance(s):**

Widespread

**Required Action:**

Local area must include all required documentation has been uploaded into Work Systems when submitting reimbursements for drawdowns to avoid any potential denials of requests. Training must be given to all staff regarding this finding on this report and a sign-in sheet for this training



and the training syllabus/documents must be completed and forwarded to DWD within 30 days of receipt of this report to attest this finding has been resolved.

**LWDB Response:**

The LWDB acknowledges the need for additional training. This training was provided to all staff on Dec. 12<sup>th</sup>; please see attached sign in and Agenda. The LWDB completed a step by step training of travel form reimbursement completion, meal expense reimbursement, board meetings, etc. The LWDB also provided training on 200 KAR2:006 ; Secretary’s Order 21\_103.pdf (ky.gov) ; Regulation on Travel (ky.gov) ; State Employee Travel - Finance and Administration Cabinet (ky.gov) ; and Per Diem Rates | GSA . The LWDB has also set in place additional review of documentation prior to uploading into Work Systems. Please see attached Sign in sheet and Agenda.

**DWD Response:**

DWD accepts LWDB’s response. Finding is resolved.

**Finding (5):**

Drawdown document discrepancy in Work Systems.

**Issue(s):**

Backup documentation uploaded into Work Systems did not match the amounts on drawdowns dated 10/1/2021, 5/4/2022, 8/23/2022, and 9/30/2022 when these requests were submitted.

A pdf document showing these issues is in Attachment B to this report.

**Citation(s):**

Guidance Number: No. 1, replacing Policy No. 16-025 states, “ DFBI must be provided adequate information to cross match the documentation to the amounts in the request prior to the request being approved for processing in the State's accounting system. All grant program funds drawn from the Commonwealth must match the program funding stream of the expenditures to be reimbursed.”

**Instance(s):**

Widespread

**Required Action:**

Local area must include all required documentation when submitting reimbursements for drawdowns that matches the amounts on the required forms when submitting a drawdown request. Training must be given to all staff regarding this finding on this report and a sign-in sheet for this training and the training syllabus/documents must be completed and forwarded to DWD within 30 days of receipt of this report to attest this finding has been resolved.

**LWDB Response:**

The LWDB acknowledges the need for correct documentation to be submitted. The LWDB has set in place additional review of documentation prior to submitting reimbursement for drawdown. The Financial officer and Director attended the Oct. 2023 training which provided exceptional resources and guidance to ensure the local areas fully understand the required documentation to be uploaded prior to submitting reimbursements for drawdowns. The LWDB provided training to all staff on Dec. 12<sup>th</sup> please see attached sign in sheet and agenda. Additional information is included with the

attached spreadsheet which goes line by line through each item in this list on Attachment B. Regarding the conference travel documentation for the 5/4/22 drawdown, all has been reconciled as part of the 6/30/22 audit and an applicable credit was issued."

**DWD Response:**

DWD accepts LWDB's response. Finding is resolved.

**Finding (6):**

Fiscal Internal Control

**Issue(s):**

It was discovered Bluegrass contained no fiscal internal control policy to ensure the structure and management of WIOA funds. The State requested this policy and the policy submitted was in draft form.

**Citation(s):**

20 CFR 683.220 states: "Recipients and sub recipients of WIOA title I and Wagner-Peyser Act funds must have an internal control structure and written policies in place that provide safeguards to protect personally identifiable information, records, contracts, grant funds, equipment, sensitive information, tangible items, and other information that is readily or easily exchanged in the open market, or that the Department or the recipient or subrecipient considers to be sensitive, consistent with applicable Federal, State and local privacy and confidentiality laws. Internal controls also must include reasonable assurance that the entity is:

- (1) Managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award;
- (2) Complying with Federal statutes, regulations, and the terms and conditions of the Federal awards;
- (3) Evaluating and monitoring the recipient's and subrecipient's compliance with WIOA, regulations and the terms and conditions of Federal awards; and
- (4) Taking prompt action when instances of noncompliance are identified."

**Instance(s):**

Widespread

**Required Action:**

It is required for Bluegrass to complete the fiscal internal control policy and ensure it is enforced throughout their organization. Once this policy has been approved and implemented, the State requires for this policy to be submitted. Once the State has received this policy, this finding will be resolved.

**LWDB Response:**

The LWDB acknowledges the need for a fiscal internal control policy. Policy was set in place on December 13, 2023. A copy of the policy, F001-N1023, is included in the forms sent to the monitor for review.

**DWD Response:**

DWD accepts LWDB's response. Finding is resolved.

## **PROMISING PRACTICES**

- The State recognizes BGADD's ability to accurately complete the KEE Suite WIOA eligibility form.
- The State recognizes BGADD's consistent updating of Measurable Skills Gains and Individual Employment Plans as needed.

**END OF REPORT**

**ATTACHMENT A  
MISSING DOCUMENTATION**

<b>DRAWDOWN DATE</b> <b>10/1/2021</b>	<b>DOCUMENTS</b> <b>REQUESTED</b>
Dana Pope	Requested Mapquest
Keshia Newell	Requested Mapquest
Keshia Newell	Requested Mapquest
Keshia Newell	Requested Mapquest
Kevin Moore	Requested Mapquest
Larry Travis Hoskins	Requested Mapquest
Leslie Bullock	Requested Mapquest
Leslie Bullock	Requested Mapquest
Leslie Bullock	Requested Mapquest
Shanna Kiner	Requested Mapquest
Terri Jo Dionne	Requested Mapquest
Todd Blanton	Requested Mapquest

<b>DRAWDOWN DATE</b> <b>5/4/2022</b>	<b>DOCUMENTS</b> <b>REQUESTED</b>	<b>AMOUNTS</b>
Missing documentation for SETA training & NAWP conference.		
NAWDP	3/29/22	\$13.30
NAWDP	3/29/22	\$28.50
Hotel Effie Sandestin	3/29/22	\$141.37
NAWDP	3/29/22	\$221.87
Hotel Effie Sandestin	03/29/22	\$324.48
Hotel Effie Sandestin	03/29/22	\$427.09
Hotel Effie Sandestin	03/29/22	\$529.72
Hotel Effie Sandestin	03/29/22	\$632.33
Hotel Effie Sandestin	03/29/22	\$734.94
Social Media Strategies Summit	03/29/22	\$811.80
Hotel Effie Sandestin	03/29/22	\$292.83
NAWDP	03/29/22	\$459.58
Hotel Effie Sandestin	03/29/22	\$672.14
Hotel Effie Sandestin	03/29/22	\$884.70
Hotel Effie Sandestin	03/29/22	\$1,097.29
Hotel Effie Sandestin	03/29/22	\$1,309.85
Hotel Effie Sandestin	03/29/22	\$1,522.41
Social Media Strategies Summit	3/29/2022	\$1,681.62
Hotel Effie Sandestin	3/29/2022	\$10.10
NAWDP	3/29/2022	\$15.85
Hotel Effie Sandestin	3/29/2022	\$23.20
Hotel Effie Sandestin	3/29/2022	\$30.55
Hotel Effie Sandestin	3/29/2022	\$37.89
Hotel Effie Sandestin	3/29/2022	\$45.24
Hotel Effie Sandestin	3/29/2022	\$52.59

<b>DRAWDOWN DATE</b>	<b>MISSING DOCUMENTS</b>	<b>AMOUNTS</b>
<b>8/23/22</b>		
Hannah Phillips Feb 2022	Mileage reimbursement. Only cover expense page was in documents. No detail page or MapQuest pages.	\$167.20
Destiny Hall Feb 2022	Mileage reimbursement missing expense detail page	\$29.04
Misty Seitz Nov/Dec 2121	Mileage reimbursement missing uploaded documents for \$186.56	\$186.56
enterprise 6/19/22	No supporting docs in DRAW	\$119.14
enterprise 6/19/22	No supporting docs in DRAW	\$8.51
expedia 6/1/22	No supporting docs in DRAW	-\$14.21
expedia 6/1/22	No supporting docs in DRAW	-\$40.77
expedia 6/19/22	No supporting docs in DRAW	\$246.79
expedia 6/1/22	No supporting docs in DRAW	-\$6.86
expedia 6/1/22	No supporting docs in DRAW	-\$19.68
expedia 6/1/22	No supporting docs in DRAW	-\$14.70
expedia 6/1/22	No supporting docs in DRAW	-\$42.18
amy glasscock 6/8/22	No supporting docs in DRAW	\$185.81
amy glasscock 6/8/22	No supporting docs in DRAW	\$8.23
amy glasscock 6/8/22	No supporting docs in DRAW	\$403.46
amy glasscock 6/8/22	No supporting docs in DRAW	\$2.06
amy glasscock 6/8/22	No supporting docs in DRAW	\$100.86
amy glasscock 6/8/22	No supporting docs in DRAW	\$4.41
amy glasscock 6/8/22	No supporting docs in DRAW	\$216.14
rolando thacker 6/19/22	No supporting docs in DRAW	\$35.77
rolando thacker 6/25/22	No supporting docs in DRAW	\$22.23
amy glasscock 6/25/22	No supporting docs in DRAW	\$5.55
rolando thacker 6/25/22	No supporting docs in DRAW	\$11.91
amy glasscock 7/25/22	No supporting docs in DRAW	\$16.62
amy glasscock 7/25/22	No supporting docs in DRAW	\$1.19
amy glasscock 7/25/22	No supporting docs in DRAW	\$34.43
robin richmond 7/25/22	No supporting docs in DRAW	\$59.36
KESHIA NEWELL 12/31/21	No supporting docs in DRAW	\$26.22
KESHIA NEWELL 12/31/21	No supporting docs in DRAW	\$23.37
KESHIA NEWELL 12/31/21	No supporting docs in DRAW	\$60.65
KRISTIN HOWARD 12/31/21	No supporting docs in DRAW	\$81.18
DESTINY HALL 12/31/21	No supporting docs in DRAW	\$25.60
WILLIAM LADD 12/31/21	No supporting docs in DRAW	\$8.73
DESTINY HALL 12/28/21	No supporting docs in DRAW	\$47.01
JENNIFER HAYES 12/21 - 01/22	No supporting docs in DRAW	\$80.09
KESHIA NEWELL 12/30/21	No supporting docs in DRAW	\$35.13
KHATIRAH MALIK 12/27/21	No supporting docs in DRAW	\$86.78
TODD BLANTON 12/16/21	No supporting docs in DRAW	-\$71.41
BRITTNEY VIARS 3/31/22	No supporting docs in DRAW	\$36.78

CHRISTIE HOSKINS 4/6/22	No supporting docs in DRAW	\$35.06
DAVID ANDREW KING 4/4/22	No supporting docs in DRAW	\$59.21
ERIN MEADE 3/30/22	No supporting docs in DRAW	\$167.96
HANNAH PHILLIPS 4/11/22	No supporting docs in DRAW	\$45.60
HANNAH PHILLIPS 4/26/22	No supporting docs in DRAW	\$33.20
JENNIFER HAYES 4/1/22	No supporting docs in DRAW	\$109.06
KESHIA NEWELL 4/11/22	No supporting docs in DRAW	\$31.71
KESHIA NEWELL 4/11/22	No supporting docs in DRAW	\$23.95
KESHIA NEWELL 4/21/22	No supporting docs in DRAW	\$58.38
KHATIRAH MALIK 3/31/22	No supporting docs in DRAW	\$87.86
KRISTIN HOWARD 4/4/22	No supporting docs in DRAW	\$88.67
MISTY SEITZ 3/30/22	No supporting docs in DRAW	\$81.47
SHANNA KINER 3/30/22	No supporting docs in DRAW	\$77.99
TODD BLANTON 4/5/22	No supporting docs in DRAW	\$118.00
WILLIAM LADD 4/4/22	No supporting docs in DRAW	\$43.88
WILLIAM LADD 4/8/22	No supporting docs in DRAW	\$15.54

<b>DRAWDOWN DATE</b>	<b>MISSING</b>	<b>AMOUNTS</b>
<b>9/30/22</b>	<b>DOCUMENTS</b>	
JENNIFER HAYES 5/31/22	No supporting docs in DRAW	\$79.78
BRITTNEY VIARS 5/11/22	No supporting docs in DRAW	\$49.30
BRITTNEY VIARS 5/31/22	No supporting docs in DRAW	\$83.01
BRITTNEY VIARS 3/31/22	No supporting docs in DRAW	\$3.70
CRYSTAL DEAN 4/29/22	No supporting docs in DRAW	\$39.15
CRYSTAL DEAN 5/27/22	No supporting docs in DRAW	\$21.03
DAVID ANDREW KING 5/2/22	No supporting docs in DRAW	\$98.35
DAVID ANDREW KING 5/26/22	No supporting docs in DRAW	\$104.53
DYLAN ARNETT 5/18/22	No supporting docs in DRAW	\$51.00
DYLAN ARNETT 5/27/22	No supporting docs in DRAW	\$7.66
ERIN MEADE 4/29/22	No supporting docs in DRAW	\$206.63
ERIN MEADE 5/27/22	No supporting docs in DRAW	\$15.95
HANNAH PHILLIPS 5/7/22	No supporting docs in DRAW	\$112.93
HANNAH PHILLIPS 5/19/22	No supporting docs in DRAW	\$71.41
HANNAH PHILLIPS 5/27/22	No supporting docs in DRAW	\$66.22
JENNIFER HAYES 5/25/22	No supporting docs in DRAW	\$94.15
KAYLA DELONG 5/31/22	No supporting docs in DRAW	\$50.41
KAYLA DELONG 4/27/22	No supporting docs in DRAW	\$128.50
KAYLA DELONG 5/27/22	No supporting docs in DRAW	\$94.64
KESHIA NEWELL 4/29/22	No supporting docs in DRAW	\$42.78
KESHIA NEWELL 5/6/22	No supporting docs in DRAW	\$45.31
KESHIA NEWELL 5/20/22	No supporting docs in DRAW	\$43.86
KESHIA NEWELL 5/29/22	No supporting docs in DRAW	\$69.60
KHATIRAH MALIK 5/2/22	No supporting docs in DRAW	\$76.85
KRISTIN HOWARD 4/28/22	No supporting docs in DRAW	\$122.53
KRISTIN HOWARD 5/26/22	No supporting docs in DRAW	\$154.79
LARRY TRAVIS HOSKINS 5/31/22	No supporting docs in DRAW	\$12.36
MISTY SEITZ 5/31/22	No supporting docs in DRAW	\$127.60

MISTY SEITZ 5/31/22	No supporting docs in DRAW	\$140.65
SAWYER MURPHY 5/31/22	No supporting docs in DRAW	\$52.93
SHANNA KINER 5/31/22	No supporting docs in DRAW	\$85.91
SHANNA KINER 5/31/22	No supporting docs in DRAW	\$14.97
SHANNA KINER 5/31/22	No supporting docs in DRAW	\$17.40
TODD BLANTON 5/31/22	No supporting docs in DRAW	\$66.97
TODD BLANTON 5/31/22	No supporting docs in DRAW	\$107.00
TRAVIS HOSKINS 5/31/22	No supporting docs in DRAW	\$12.85
WILLIAM LADD 5/31/22	No supporting docs in DRAW	\$55.35
WILLIAM LADD 5/31/22	No supporting docs in DRAW	\$8.15
WILLIAM LADD 5/31/22	No supporting docs in DRAW	\$47.94
WILLIAM LADD 5/31/22	No supporting docs in DRAW	\$18.04
DAVID ANDREW KING 8/31/22	No supporting docs in DRAW	\$21.47
Qdoba-SETA Meals 8/31/22	No supporting docs in DRAW	\$4.86
Meade, Erin-SETA Mileage 8/31/22	No supporting docs in DRAW	\$16.32
KAITLYN ESTES 8/4/22	No supporting docs in DRAW	\$22.37
Personal Car Mileage - 60850 8/31/22	No supporting docs in DRAW	\$92.39
Shanna Kiner-Aug-22 Mileage 8/31/22	No supporting docs in DRAW	\$9.07
HANNAH PHILLIPS 8/11/22	No supporting docs in DRAW	\$9.72
TODD BLANTON 8/11/22	No supporting docs in DRAW	\$23.38
DAVID ANDREW KING 8/31/22	No supporting docs in DRAW	\$34.71
Qdoba-SETA Meals 8/31/22	No supporting docs in DRAW	\$7.86
Personal Car Mileage - 60850 8/31/22	No supporting docs in DRAW	\$149.32
HANNAH PHILLIPS 8/11/22	No supporting docs in DRAW	\$15.72
TODD BLANTON 8/11/22	No supporting docs in DRAW	\$37.79

**ATTACHMENT B  
DRAWDOWN DISCREPANCIES**

DRAWDOWN DATE	ISSUE	DISCEPANCY
10/1/2021	Larry Travis Hoskins-backup doc totals to \$24.65. Drawdown request totals to \$24.64	Off \$0.01
10/1/2021	Leslie Bullock - backup doc totals to \$113.52. Drawdown request totals to \$113.53.	Off \$0.01
8/23/2022	David Andrew King - Mileage was reimbursed at \$0.49 vs \$0.53 for July 2022. 108 miles x \$0.49 = \$52.92 and 108 miles x \$0.53 = \$57.24	Underpaid \$4.32
8/23/2022	Brittany Viars - Nov 2021 Mileage - Documents uploaded total \$52.24 but expense cover page is \$53.24	Off \$1.00
8/23/2022	Keisha Newell - mileage reimbursement Cover page for Dec has a total of \$36.52 but detail page for Nov has a total of \$77.44	Off \$40.92
8/23/2022	William Ladd - February 2022 mileage reimbursement Cover page for Jan has a total of \$7.92 but detail page for Feb has a total of \$167.20	Off \$159.28
9/30/2022	Parlour Pizza - SETA Meal \$110 for 10 staff and @ \$11/meal. Lunch in non-high city of Louisville is \$10 instead of \$11.	Overbilled \$10
9/30/2022	Dylan Arnett - 2 dinner meals @\$23 and 2 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10.	Overbilled \$12
9/30/2022	Hanna Ciccarelli - SETA 2 dinner meals @\$23 and 2 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10.	Overbilled \$12
9/30/2022	Kathy Jo Ruth - SETA 2 dinner meals @\$23 and 2 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10.	Overbilled \$12
9/30/2022	Jeffrey Mullins - SETA 2 dinner meals @\$23 and 2 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10.	Overbilled \$12
9/30/2022	Jennifer Hayes - SETA 2 dinner meals @\$23 @high area rate instead of non-high rate of \$18.	Overbilled \$10
9/30/2022	Alyssa Conley - SETA 2 dinner meals @\$23 and 1 lunch @ \$11 @high area rate instead of non-high rate of \$18 and \$10.	Overbilled \$11
9/30/2022	Alisha Gooch - SETA 2 dinner meals @\$23 and 2 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10.	Overbilled \$12
9/30/2022	Trina Bustle - SETA 2 dinner meals @\$23 and 2 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10.	Overbilled \$12
9/30/2022	Misty Seitz - SETA 2 dinner meals @\$23 and 1 lunch @ \$11 @high area rate instead of non-high rate of \$18 and \$10.	Overbilled \$11
9/30/2022	Ryan Torres - SETA 2 dinner meals @\$23 and 1 lunch @ \$11 @high area rate instead of non-high rate of \$18 and \$10.	Overbilled \$11
9/30/2022	Brittany Viars - SETA 2 dinner meals @\$23 and 2 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10.	Overbilled \$12
9/30/2022	Addison Fry - SETA 2 dinner meals @\$23 and 1 lunch @ \$11 @high area rate instead of non-high rate of \$18 and \$10.	Overbilled \$11
9/30/2022	Todd Blanton - SETA 2 dinner meals @\$23 @high area rate instead of non-high rate of \$18.	Overbilled \$10
9/30/2022	Kayla Delong - SETA 2 dinner meals @\$23 and 1 lunch @ \$11 @high area rate instead of non-high rate of \$18 and \$10.	Overbilled \$11
9/30/2022	Alicia Mullins - SETA 2 dinner meals @\$23 and 2 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10. Overbilled \$12.	Overbilled \$12



9/30/2022	Hannah Phillips - SETA 2 dinner meals @\$23 @high area rate instead of non-high rate of \$18.	Overbilled \$10
9/30/2022	Kevin Moore - SETA 2 dinner meals @\$23 and 2 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10.	Overbilled \$12
9/30/2022	Tiffany Warren - SETA 2 dinner meals @\$23 and 3 lunch meals @\$11 in Louisville @high area rate instead of non-high rate or \$18 and \$10.	Overbilled \$13
9/30/2022	Erin Meade - SETA 2 dinner meals @\$23 and 1 lunch @ \$11 @high area rate instead of non-high rate of \$18 and \$10.	Overbilled \$11
9/30/2022	David Andrew King - July 12-14, 2022 Mileage uploaded docs total \$52.92. Jul mileage rate is \$0.53 not \$0.49. Should have been reimbursed \$57.24.	Underpaid \$4.32
9/30/2022	Khatirah Malik - June 2022 Mileage uploaded docs total \$89.76. June mileage rate is \$.49 not \$.44.	Underpaid \$10.20