

Public Disclosure Commission

Agency 082

Audit Report	Finding Number	Finding and Corrective Action Status	
1031671	2022-001	<p>Finding:</p> <p>Corrective Action:</p> <p>Completion Date:</p> <p>Agency Contact:</p>	<p>The Commission paid lump sum retention payments to staff before agreement terms were met.</p> <p>To address the audit recommendations, the Commission:</p> <ul style="list-style-type: none"> • Reviewed WAC 357-28-095 to ensure proper interpretation and understanding. • Reviewed internal policies to ensure future retention bonuses will only be dispersed retroactively, after the relevant period(s) of service have been rendered by the affected employee(s). • Briefed all agency managers and the Commission Chair on the audit finding and the need to structure future retention bonuses differently to comply with state rule. <p>As noted in the response to the audit finding, the Commission relied on expert advice from the Department of Enterprise Services Small Agency Human Resources business partner. Going forward, the Commission will ensure advice received from our business partner is vetted with adequate review and understanding of the state rules or other guidance as appropriate.</p> <p>To further address the audit recommendations, the Department of Enterprise Services has taken the following corrective action:</p> <p><i>The Department of Enterprise Services Small Agency HR Support team takes pride in providing accurate, timely interpretation of rules and WACs. Once notified of the audit finding at the Commission, we immediately ensured that advice given from that point forward to other agencies was in alignment with the interpretation in the auditor's report. As a corrective action, we have implemented a team vetting approach in reviewing rules and WACs that may not be clear, prior to giving advice to a small agency. If any uncertainty remains, we bring in our Labor and Personnel AAG for final guidance. We understand the importance of the advice our team provides to many small agencies and appreciate this opportunity to learn and grow with our partners.</i></p> <p>January 2023, subject to audit follow-up</p> <p>Jana Greer Administrative Officer PO Box 40908 Olympia, WA 98504-0908 (360) 753-1985 Jana.Greer@pdc.wa.gov</p>