



County of Allegheny

Office of the Controller

PERFORMANCE AUDIT REPORT
ON CONTRACT COMPLIANCE
WITH CONTRACT #218936
BETWEEN TRINITY SERVICES GROUP, INC.
AND ALLEGHENY COUNTY (JAIL) FOR THE PERIOD
JUNE 28, 2018 THROUGH JUNE 27, 2019

July 20, 2020

Chelsa Wagner
Controller

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COUNTY OF ALLEGHENY

OFFICE OF THE CONTROLLER

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June 5, 2020

Mr. Orlando Harper
Warden
Allegheny County Jail
950 Second Avenue
Pittsburgh, PA 15219

Mr. David M. Miller
Chief Operating Officer
Trinity Services Group, Inc.
477 Commerce Boulevard
Oldsmar, FL 34677

PERFORMANCE AUDIT REPORT
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BETWEEN TRINITY SERVICES GROUP, INC.
AND ALLEGHENY COUNTY (JAIL) FOR THE PERIOD
JUNE 28, 2018 THROUGH JUNE 27, 2019

Dear Warden Harper and Mr. Miller:

We have conducted a performance audit to evaluate the compliance of Trinity Services Group, Inc. ("Trinity") with the terms and provisions of its Allegheny County contract #218936 for food services at the Allegheny County Jail. Our performance audit covers the period from June 28, 2018 through June 27, 2019 and was performed in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

The results of our procedures revealed several instances of noncompliance with the terms and provisions of contract #218936, which suggests that the contract monitoring conducted by the Allegheny County Jail's management is not sufficient. We also determined that the Allegheny County Jail is due \$2,889 from Trinity attributable to overbilled meals and unpaid sales commissions. The detailed results of our performance audit are included in the attached report.

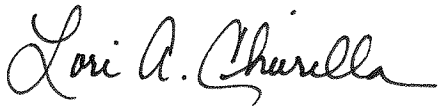
Warden Harper and Mr. Miller
June 5, 2020

We would like to thank the management and staff of Trinity Services Group, Inc. and the Allegheny County Jail for their courtesy and cooperation during the performance of our procedures.

Kind regards,

A handwritten signature in cursive script, appearing to read "Chelsa Wagner".

Chelsa Wagner
Controller

A handwritten signature in cursive script, appearing to read "Lori A. Churilla".

Lori A. Churilla
Assistant Deputy Controller, Auditing

cc: Honorable Patrick Catena, President, County Council
Honorable Robert J. Macey, Vice President, County Council
Honorable Rich Fitzgerald, Allegheny County Executive
Mr. William D. McKain, County Manager, Allegheny County
Ms. Jennifer Liptak, Chief of Staff, County Executive
Ms. Mary C. Soroka, Director, Office of Budget and Finance
Mr. Kenneth J. Varhola, Chief of Staff, County Council
Ms. Sarah Roka, Budget Manager, County Council

I. Introduction

The Allegheny County Jail is located at 950 Second Avenue in the City of Pittsburgh. The Jail currently houses over 2,000 men and women. Inmates are housed in 35 living units (“pods”) and each standard pod has 56 cells on two levels. Most cells are designed for double occupancy. The average length of inmate incarceration is approximately 58 days. In 2018, the Jail operated with a budget of approximately \$81 million.

Allegheny County entered into contract #218936 with Trinity Services Group, Inc. (“Trinity”) for the provision of food services at the Allegheny County Jail. Specification #8037 has been incorporated into the contract by reference. Contract #218936 with Trinity had an initial term of one year, from June 28, 2018 through June 27, 2019. Allegheny County has the sole option to extend the term of the contract for up to four consecutive one-year periods and has already exercised its option to extend the contract for one of the additional one-year option periods, extending the contract term through June 27, 2020.

Under contract #218936, Trinity is responsible for performing the daily tasks of planning, organizing, directing, managing, supervising, and controlling the various food service operations at the Allegheny County Jail. This includes but is not limited to food purchasing, development of cycle menus, food preparation, meal preparation and delivery, maintenance and sanitation. Under the contract, Trinity is to prepare and serve three meals per day, breakfast, lunch and dinner seven days per week, and provide snacks three times daily. Trinity is also to provide one General Manager, one Food Service Director, two assistant Food Services Managers, and four front-line supervisors per shift (who supervise up to 70 assisting inmates). The table below illustrates how Trinity is to be compensated for the food services that it provides to the Allegheny County Jail under contract #218936.

Average # of Meals Ordered	Quantity	Price
Under 2400	1	\$1.100
2400-2499	1	\$1.085
2500-2599	1	\$1.072
2600-2699	1	\$1.059
2700-2799	1	\$1.049
2800-2899	1	\$1.040
2900-2999	1	\$1.031
3000-3099	1	\$1.023
3100-3199	1	\$1.015
3200-above	1	\$1.009
1/3 Pint Orange Juice for Juveniles at the Jail (not to exceed \$.30)	1	\$0.270
Medical Diets Diabetic and Pregnant (Avg. 65-70 day)	1	\$1.059
Staff Meal (price to include salad bar)	1	\$1.059
Hot Dogs (100% Beef with Bun and Condiments)	1	\$0.700
Behavior Modification Program Commission (Minimum 30%)	1	30.00%

I. Introduction

The behavioral modification program, commonly known as Trinity Take-Out (TTO) is an incentive program meant to reward positive behavior. Qualifying inmates may purchase one of the menu items that are prepared fresh in the Jail kitchen one day each week. The menu items include: meatball sub meal, double cheeseburger meal, chili cheese tater tots meal, chicken breast sandwich meal, chili cheese dog meal, and a dozen cookies. Meal prices range from \$10.99 to \$18.29. A dozen cookies is \$7.29. Trinity also charges a \$1.95 processing fee on all orders.

The County's food services costs under contract #218936 for the period from June 28, 2018 through June 27, 2019 were \$3,235,347. The breakdown of these costs is as follows:

Inmate meals	\$ 2,689,099
Staff meals	228,405
Sack meals	160,681
Diet meals	80,617
Hot Dogs and crackers	31,311
Juvenile meals	22,422
Special event functions	8,585
Diabetic snacks	8,576
Water by the case	4,357
Call backs	1,294
Total	<u>\$3,235,347</u>

II. Scope, Objectives, and Methodology

Objective

Our objective was to evaluate the compliance of Trinity Services Group, Inc. (“Trinity”) with the significant contract compliance requirements of contract #218936.

Scope

Our audit procedures covered the period from June 28, 2018 through June 27, 2019. We conducted the performance audit in accordance with *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Methodology

Methodologies used to accomplish our objectives included, but were not limited to the following:

- Reviewed contract #218936, and the corresponding Specification #8037, Food Management Program: Allegheny County Jail and Shuman Juvenile Detention Center.
- Interviewed Allegheny County Jail personnel to gain an understanding of contract operation, including internal control we deemed significant to our audit objectives.
- Identified payments made under the contract in JDEdwards, the County’s accounting software.
- Interviewed Allegheny County Jail and Trinity personnel regarding compliance with contract provisions.
- Interviewed inmates of the Allegheny County Jail regarding meal quality and the overall provision of food services at the facility.
- Reviewed selected Trinity policies, insurance certificates, menus, meal counts, complaints, invoices, and other documents relevant to compliance.
- Applied procedures to assess Trinity’s compliance with the significant compliance requirements contained in contract #218936.
- Our audit also included an assessment of internal controls that are significant within the context of our audit objectives. Any significant findings related to internal control are included in the findings and recommendations.

II. Scope, Objectives, and Methodology

We provided a draft copy of this report to the Warden of Allegheny County Jail and Trinity Services Group, Inc. for response. Their responses begin on pages 22 and 26, respectively.

III. Findings and Recommendations

Finding #1

Jail Management Has Not Adequately Monitored Trinity's Compliance with the Contractual Requirements

Criteria:	Allegheny County Jail management is responsible for monitoring Trinity's compliance with the terms and provisions of food services contract #218936.
Condition:	<p>Based on the results of our procedures, monitoring of Trinity's compliance with the significant provisions of contract #218936 did not occur or was inadequate. Specifically, the Allegheny County Jail:</p> <ul style="list-style-type: none">• did not apply procedures to ensure that Trinity's weekly invoices for meals were based on the daily meal counts, and therefore did not identify that it had been overbilled \$1,663 for meals during the contract period (see Finding #2).• has not taken adequate measures to ensure that the meal count process will result in accurate meal counts supported by adequate documentation, which limits its ability to ensure that it is paying Trinity for the proper number of meals (see Finding #2).• has not developed and instituted a process for tracking Trinity's sales of Trinity Take-Out (TTO) program meals to help ensure that Trinity's reported sales of those meals are accurate (see Finding #3).• did not take steps to ensure that Trinity paid the full 30% of commissions due on TTO program sales, and as a result, did not identify that it had been underpaid \$1,226 in TTO program sales commissions during the contract year (see Finding #3).• did not determine that Trinity had not taken action on a significant number of inmate food service complaints within 72 hours as required (see Finding #4).• did not determine that Trinity did not have its food service workers submit to semi-annual health examinations at its own expense as required (see Finding #5).• did not obtain appropriate documentation from Trinity indicating that its employees working at the Jail passed a drug screen as a condition of their employment (see Finding #5).
Cause:	The responsibility for monitoring Trinity's compliance with contract #218936 was not assigned to a specific Allegheny County Jail employee or employees and an effective monitoring process was not established.

III. Findings and Recommendations

Effect: A failure to effectively monitor compliance with the terms of a service contract can result in a failure to identify deficiencies in the service being provided. A contractor can view a lack of effective contract monitoring as an opportunity to lower its cost by providing substandard services, lower its cost by failing to provide certain services, or engage in other activities for its benefit that may be detrimental to the purchaser. With respect to the monitoring of contract #218936, the lack of effective monitoring has resulted in the Jail overpaying for the food services provided and not receiving all of the sales commissions to which it was entitled.

Recommendations: We recommend that the Allegheny County Jail's management:

- Assign and clearly communicate the responsibility for monitoring Trinity's compliance with the significant provisions of contract #218936 to a specific employee or employees, and periodically follow up with those employees to assess whether compliance is being achieved.
- Require those employees assigned monitoring responsibilities to develop and utilize checklists that address each of the significant contract compliance requirements.

Management's
Response:

The Allegheny County Jail response begins on page 22 of this report.

III. Findings and Recommendations

Finding #2

Trinity Overbilled the Jail \$1,663 for Meals

Criteria:	Provision #1 of contract #218936 indicates that the costs of the goods and services to be provided under the contract are described in Attachment A to the contract (see chart on page 3 of the Introduction).
Condition:	We judgmentally selected a sample of 10 weeks during the contract period. We then examined Trinity's invoices and the meal counts for those weeks to determine whether the number of meals invoiced by Trinity was supported by the meal counts for each meal, and whether the meals were being invoiced at the cost per meal established in Attachment A to the contract. While we observed that all the meals were invoiced at the cost per meal established in Attachment A to the contract for the 10 weeks that we tested, we noted that the Jail was overbilled by 1,516 meals, at a cost of \$1,663, during those 10 weeks based on the meal counts. As we conducted our testwork we also observed that neither Trinity nor Jail personnel signed off on the meal counts.
Cause:	The overbillings were largely attributable to the meal counts being transcribed incorrectly from the daily meal counts sheets to the summary sheets used to prepare the weekly invoices.
Effect:	Trinity has not fully complied with Provision #1 of contract #218936 and owes the Jail \$1,663 attributable to the overbillings.
Recommendations:	<p>We recommend that the Allegheny County Jail's management:</p> <ul style="list-style-type: none">• Reconcile the meals invoiced weekly by Trinity to the meal counts for those weeks to verify the propriety of the invoices.• Ensure that both a Jail employee and a Trinity employee signs off on the meal counts each day. <p>We recommend that Trinity's management:</p> <ul style="list-style-type: none">• Immediately pay the Allegheny County Jail the \$1,663 which it is owed for the overbilled meals.• Ensure that both Trinity and the Allegheny County Jail sign off on the meal counts daily.

III. Findings and Recommendations

- Design and implement procedures to ensure that the Jail is not overbilled for meals

Management's
Response:

The Allegheny County Jail and Trinity Services Group, Inc. responses begin on pages 22 and 26 of this report, respectively.

III. Findings and Recommendations

Finding #3

Trinity Owes the Jail \$1,226 in Unpaid Sales Commissions on Take-Out Program Meals

Criteria:	Specification #8037 incorporated into contract #218936 by reference indicates that “the Food Service Provider shall offer a behavior modification incentive program... Program should include fresh food items. The Food Service Provider shall pay a minimum of 30% commission on overall sales.”
Condition:	Trinity reported Trinity Take-Out (TTO) program sales during the contract period of \$98,512 to the Allegheny County Jail. Trinity has paid the Allegheny County Jail TTO program commissions of \$28,328 based on those sales, \$1,226 less than the \$29,554 in commissions that the Jail was due. We also observed that the Jail has no procedures in place to verify the TTO program sales reported by Trinity.
Cause:	Most of the underpayment of TTO program sales commissions was attributable to the fact that Trinity paid no commissions on sales made during the first five weeks of the TTO program. The remainder of the underpayment was due to math errors. Purchasers of TTO program meals contact Trinity directly to make their purchases. TTO program meals sold are not being tracked by Jail personnel as they leave the kitchen.
Effect:	Trinity has not fully complied with contract #218936 and Specification #8037 incorporated into the contract by reference and owes the Allegheny County Jail \$1,226. The Jail also has no assurance that Trinity has reported all TTO program sales.
Recommendations:	<p>We recommend that the Allegheny County Jail’s management:</p> <ul style="list-style-type: none">• Develop and institute a process for tracking Trinity’s sales of TTO program meals to help ensure that Trinity’s reported sales of those meals are accurate.• Ensure Trinity pays the full 30% of commissions due on TTO program sales going forward. <p>We recommend that Trinity’s management:</p> <ul style="list-style-type: none">• Immediately pay the Allegheny County Jail the \$1,226 which it is owed.

III. Findings and Recommendations

- Ensure Trinity pays the full 30% of commissions due on TTO program sales going forward.

Management's
Response:

The Allegheny County Jail and Trinity Services Group, Inc. responses begin on pages 22 and 26 of this report, respectively.

III. Findings and Recommendations

Finding #4

Inmate Food Service Complaints Have Not Been Addressed Timely by Trinity as Required

Criteria:	Specification #8037 incorporated into contract #218936 by reference indicates that “all inmate complaints relating to food service shall be acted upon by the supplier within 72 hours after having received the complaint.”
Condition:	We randomly selected a sample of 25 inmate food service complaints from the 309 inmate food service complaints received by the Allegheny County Jail during the contract year. The Warden tracks the dates on which inmate complaints were assigned to Trinity for response. Upon reviewing the documentation made available by the Allegheny County Jail we determined that Trinity did not act upon 18 of the 25 sampled complaints (72%) within 72 hours of their receipt. Due to missing documentation, we were also unable to determine whether three (3) of the complaints were ultimately addressed satisfactorily and whether four (4) other complaints were acted upon timely by Trinity.
Cause:	We were advised that Trinity’s Food Service Manager was aware of the Allegheny County Jail’s complaint handling policy which intends to achieve a complaint turnaround time of 10 days. However, the Food Service Manager was not aware of the food service contract requirement for Trinity to act on complaints within 72 hours.
Effect:	Trinity has not fully complied with contract #218936 and Specification #8037 incorporated into the contract by reference.
Recommendations:	<p>We recommend that the Allegheny County Jail’s management:</p> <ul style="list-style-type: none">• Retain all documentation pertaining to inmate complaints.• Ensure that Trinity routinely acts upon inmate food service complaints within 72 hours going forward as required. <p>We recommend that Trinity’s management:</p> <ul style="list-style-type: none">• Ensure that Trinity routinely acts upon inmate food service complaints within 72 hours going forward as required.
Management’s Response:	The Allegheny County Jail and Trinity Services Group, Inc. responses begin on pages 22 and 26 of this report, respectively.

III. Findings and Recommendations

Finding #5

Employment Screening and Health Examination Requirements Applicable to Trinity's Food Service Workers Have Not Been Met

Criteria:	Specification #8037 incorporated into contract #218936 by reference indicates that "supplier personnel shall submit to semi-annual health examinations at the supplier's expense" and that the "supplier shall provide to the County Jail appropriate documentation stipulating that any and all of the supplier's employees passed a drug screen as a condition of employment." In addition, Allegheny County Jail Policy #18, <i>Hiring Policy/Background Checks</i> , indicates that it is policy to conduct criminal background checks on contracted employees prior to their being allowed entry into the facility.
Condition:	Trinity has not required its food service personnel to submit to semi-annual health examinations at its own expense and has not provided the Jail with appropriate documentation indicating that its employees working at the Jail passed a drug screen as a condition of their employment. The Jail's management could also not produce documentary evidence indicating that criminal background checks on Trinity's food service employees working in the Jail were completed.
Cause:	We were advised that Trinity's Food Service Manager was not aware of the food service contract requirement for Trinity to have its food service personnel submit to semi-annual health examinations at its own expense. In addition, Trinity was not attentive to the requirement to provide the Jail with appropriate documentation indicating that its employees working at the Jail passed a drug screen as a condition of their employment. Although the Warden advised us that the Jail is prohibited by law from retaining documentation of background checks performed on Trinity's food service employees working in the Jail, documentation was either not prepared to serve as evidence that the checks had been performed or was not retained.
Effect:	Trinity has not fully complied with contract #218936 and Specification #8037 incorporated into the contract by reference. The Jail also has no documentary evidence to demonstrate that it has complied with Jail Policy #18.
Recommendations:	<p>We recommend that the Allegheny County Jail's management:</p> <ul style="list-style-type: none">• Ensure that Trinity routinely requires its food service personnel to submit to semi-annual health examinations at

III. Findings and Recommendations

its own expense by obtaining supporting documentation from Trinity.

- Obtain appropriate documentation from Trinity indicating that its employees working at the Jail have passed a drug screen as a condition of their employment.
- Ensure that criminal background checks are completed for any person(s) considered for any employment at the Jail as required by Jail Policy #18 and obtain/prepare and retain documentation to evidence that these checks have been conducted.

We recommend that Trinity's management:

- Ensure that Trinity routinely requires its food service personnel to submit to semi-annual health examinations at its own expense and provides supporting documentation to the Jail.
- Provide the Jail with appropriate documentation indicating that Trinity's employees working at the Jail have passed a drug screen as a condition of their employment.

Management's
Response:

The Allegheny County Jail and Trinity Services Group, Inc. responses begin on pages 22 and 26 of this report, respectively.

III. Findings and Recommendations

Finding #6
**The SafeServ Certificate Program
Has Not Been Implemented**

Criteria:	Specification #8037 incorporated into contract #218936 by reference indicates that the “supplier shall provide a certified SafeServ instructor at the Jail in order to make available to the inmates the SafeServ Certificate Program as part of the Jail’s vocational rehabilitation program... SafeServ is an educational program developed by the National Restaurant Association to educate food service workers about food safety. Successful completion of the program should result in the participants receiving SafeServ certification, at a minimum.”
Condition:	We were informed that Trinity has a certified SafeServ instructor available. However, the Jail has not implemented the SafeServ Certificate Program as part of its vocational rehabilitation program.
Cause:	We were advised that in the past, when a different food services provider was providing food services at the Jail, the Jail had made the SafeServ Certificate Program available exclusively to inmates involved in food service at the Jail. However, due to high inmate “turnover” (inmates being released, transferred to other correctional facilities, or losing the privilege to work in food service), few inmates actually completed the program. As a result, the Program was discontinued. The Program had never been made available to inmates other than those who worked in food service at the Jail, as was originally intended.
Effect:	While Trinity asserts that a certified SafeServ instructor is available, the SafeServ Certificate Program has not been made part of the Jail’s vocational rehabilitation program.
Recommendation:	We recommend that the Allegheny County Jail’s management make the SafeServ Certificate Program a part of the Jail’s vocational rehabilitation program.
Management’s Response:	The Allegheny County Jail response begins on page 22 of this report.

IV. Conclusion

During the audit, we identified deficiencies across several significant aspects of the provision of food services at the Allegheny County Jail. Trinity's management should implement the recommendations we have provided, and work with the management of the Allegheny County Jail to improve the provision of food services at the facility. The results of our audit procedures also demonstrate that the management of the Allegheny County Jail needs to initiate more robust monitoring of contract #218936 to help ensure that Allegheny County receive the greatest benefit for its tax dollars.

1. Allegheny County Jail Menu US - WEEK 1

Regular/Regular

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
B R E A K F A S T	1 Cup Cold Cereal 2 Each Breakfast Sausages 1/2 Cup Oven Brown Potatoes 1 each Muffin Square 48ct 1 Oz Whipped Margarine 2 Packet Sugar 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 1 Each Pancake Syrup 2 each Pancakes 2 Each Breakfast Sausage 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 2 Each Breakfast Sausages 1/2 Cup Lyonnaise Potatoes 1 Each Biscuit 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 2 Each Breakfast Sausage 1 each Muffin Square 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 1 each Muffin Square 48ct 1 Oz Breakfast Turkey Ham 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 2 Each Breakfast Sausages 1/2 Cup Oven Browned Potatoes 1 Each Biscuit 48ct 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 1 each Muffin Square 48ct 2 Each Breakfast Sausage 1/2 Cup Lyonnaise Potatoes 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee
L U N C H	4 Oz Bread 2 slice Cheese Slice 2 Oz T.Ham 1 Cup Cajun Potatoes 1/2 Cup Seasoned Corn 1 Each Mustard 1 each Cake 48ct 8 Fl Oz Sweet Tea	1 1/4 Cup Turkey ala King 1 Cup Pasta 1/2 Cup Lettuce Salad 1 Each Biscuit 54ct 1/2 Oz Salad Dressing 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Sweet Tea	2 Oz Turkey Ham 2 slice Cheese Slice 1/2 Cup Lettuce Salad 4 Oz Bread 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 2 Each Mustard 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea	2 each T. Hot Dog 1 Cup Ranch Beans 1/2 Cup Lettuce Salad 2 each Hot Dog Bun 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 2 Each Ketchup 2 Each Mustard 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea	1/2 Cup Italian Meat Sauce 1 Cup Seasoned Pasta 1/2 Cup Seasoned Green Beans 2 Oz Garlic Bread 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea	2 slice Cheese Slice 2 Oz Turkey Bologna 1/2 Cup Creamy Cole Slaw 1 Oz Chips 4 Oz Bread 2 Each Mustard 1 each Cake 48ct 8 Fl Oz Sweet Tea	1 Fl Oz BBQ Sauce 1 Each Chicken Patty 1 Cup Macaroni & Cheese 1/2 Cup Lettuce Salad 2 Oz Bread 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea
D I N N E R	1/2 Cup Sloppy Joe 1 Cup Cottage Fries 1/2 Oz Salad Dressing 1/2 Cup Lettuce Salad 2 Oz Bun 8 Fl Oz Fruit Drink w/ Vit C	1 Each Chicken Patty 1 Cup Mashed Potatoes 3 Fl Oz Country Gravy 1/2 Cup Carrots 1 Each Biscuit 48ct 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	1 each Kielbasa 1 Cup Red Beans & Rice 1/2 Cup Creamy Cole Slaw 1 Each Cornbread 48ct 1/2 Oz Whipped Margarine 1 each Cake 54ct 1 pkt Fruit Drink w/ Vit C	1 slice Cheese Slice 1 Each Charbroil Patty 1/2 Cup Lyonnaise Potatoes 1/2 Cup Seasoned Mixed Vegetables 2 Oz Bun 1 Each Ketchup 2 Each Mustard 1 each Cake 48ct 8 Fl Oz Fruit Drink w/ Vit C	3 Fl Oz Poultry Gravy 3 Oz Roast Turkey 1 Cup Seasoned Rice 1/2 Cup Seasoned Carrots 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Fruit Drink w/ Vit C	1 Each Fish Fillet Brd 1 Cup Cajun Potatoes 1/2 Cup Seasoned Mixed Vegetables 1 Each Cornbread 48ct 1/2 Oz Whipped Margarine 1 Each Tartar Sauce 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	8 Oz Hearty Meat Gravy 1/2 Oz Salad Dressing 1 Cup Mashed Potatoes 1/2 Cup Lettuce Salad 1/2 Cup Seasoned Diced Carrots 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Fruit Drink w/ Vit C

Maui Williams ROKS 9/1/2017

1. Allegheny County Jail Menu US - WEEK 2

Regular/Regular

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
B R E A K F A S T	1 Cup Hot Cereal 2 Each Breakfast Sausages 1/2 Cup Oven Browned Potatoes 1 each Muffin Square 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 1 Each Pancake Syrup 2 each Pancakes 2 Each Breakfast Sausage 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 2 Each Breakfast Sausages 1/2 Cup Oven Browned Potatoes 1 Each Cinnamon Biscuit 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 1 Oz T.Ham 1 each Muffin Square 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 2 Each Breakfast Sausages 1/2 Cup Cottage Fries 1 Each Biscuit 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 1 each Muffin Square 48ct 2 Each Breakfast Sausage 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 2 Each Breakfast Sausages 1 Each Biscuit 48ct 1/2 Cup Lyonnaise Potatoes 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee
L U N C H	2 slice Cheese Slice 2 Oz T.Ham 1 Cup Baked Beans 1/2 Cup Creamy Cole Slaw 4 Oz Bread 2 Each Mustard 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea	1 1/4 Cup Turkey ala King 1 Cup Seasoned Rice 1/2 Cup Seasoned Green Beans 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Sweet Tea	2 slice Cheese Slice 2 Oz Turkey Bologna 1/2 Cup Lettuce Salad 4 Oz Bread 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 2 Each Mustard 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea	3 Oz Meatloaf 1 Cup Pasta with Sauce 1/2 Cup Seasoned Peas 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea	1 each Polish Sausage 1 Cup Au Gratin Potatoes 1/2 Cup Lettuce/Cabbage Salad 1 Each Cornbread 48ct 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea	3 Oz Meatballs 1 Cup Italian Pasta Salad 1/2 Cup Seasoned Beans 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cookie Square 48ct 8 Fl Oz Sweet Tea	1/2 Cup Coney Sauce 2 each T. Hot Dog 1 Cup Oven Brown Potatoes 2 each Hot Dog Bun 1/2 Oz Whipped Margarine 2 Each Mustard 2 Each Ketchup 1 each Cake 48ct 8 Fl Oz Sweet Tea
D I N N E R	3 Oz BBQ Turkey 1 each Hamburger Bun 1 Cup Cottage Fries 1/2 Cup Lettuce Salad 1/2 Oz Salad Dressing 1 each Cake 48ct 8 Fl Oz Fruit Drink w/ Vit C	1 Each Chicken Patty 3 Fl Oz Poultry Gravy 1 Cup Seasoned Pasta 1/2 Cup Carrots 1 Each Cornbread 48ct 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	1 Each Charbroil Patty 1 slice Cheese Slice 1 Cup Cajun Potatoes 1/2 Cup Seasoned Mixed Vegetables 2 Oz Bun 1/2 Oz Whipped Margarine 1 Each Ketchup 1 Each Mustard 1 each Cake 48ct 1 pkt Fruit Drink w/ Vit C	8 Oz Chili Con Carne 1 Cup Seasoned Rice 1/2 Cup Creamy Cole Slaw 1 Each Cornbread 48ct 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Fruit Drink w/ Vit C	1/2 Cup Italian Meat Sauce 1 Cup Seasoned Pasta 1/2 Cup Seasoned Carrots 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Fruit Drink w/ Vit C	3 Fl Oz LF Onion Gravy 1 Each Salisbury Steak 1 Cup Seasoned Rice 1/2 Cup Seasoned Cabbage 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Fruit Drink w/ Vit C	1 1/4 Cup T.Ham Macaroni & Cheese 1/2 Cup Lettuce Salad 1/2 Cup Green Beans 1 Each Cornbread 48ct 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C

Maury Williams RON LO 9/1/2017

1. Allegheny County Jail Menu US - WEEK 3

Regular/Regular

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
B R E A K F A S T	1 Cup Cold Cereal 2 Each Breakfast Sausages 1/2 Cup Oven Browned Potatoes 1 each Muffin Square 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 2 Each Breakfast Sausages 1/2 Cup Lyonnaise Potatoes 1 Each Biscuit 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 1 each Muffin Square 48ct 1 Oz Breakfast Turkey Ham 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 1 each Muffin Square 48ct 1 Oz Breakfast Turkey Ham 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 2 Each Breakfast Sausages 1 Cup Cottage Fries 1 Each Biscuit 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 1 each Muffin Square 48ct 2 Each Breakfast Sausage 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 1/2 Cup Lyonnaise Potatoes 2 Each Breakfast Sausages 1 Each Biscuit 48ct 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee
L U N C H	1 Each Charbroil Patty 2 slice Cheese Slice 1 Cup Pasta Salad 1/2 Cup Lettuce Salad 2 Oz Bun 1 Each Mustard 1 Each Ketchup 1/2 Oz Salad Dressing 1 each Cake 48ct 8 Fl Oz Sweet Tea	3 Oz Roast Turkey 3 Fl Oz Poultry Gravy 1 Cup Mashed Potatoes 1/2 Cup Seasoned Mixed Vegetables 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Sweet Tea	2 slice Cheese Slice 2 Oz Turkey Salami 1 Cup Potato Salad 1/2 Cup Creamy Cole Slaw 4 Oz Bread 1/2 Oz Whipped Margarine 2 Each Mustard 1 each Cake 48ct 8 Fl Oz Sweet Tea	10 Oz Chili Con Carne 1/2 Cup Fluffy Rice 1/2 Cup Seasoned Corn 1 Each Cornbread 48ct 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Sweet Tea	2 Oz T.Ham 2 slice Cheese Slice 1 Cup Italian Pasta Salad 1/2 Cup Marinated Carrots 4 Oz Bread 2 Each Mustard 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Sweet Tea	1 1/4 Cup Turkey Rice Casserole 1 Cup Creamy Cole Slaw 1 Each Biscuit 48ct 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Sweet Tea	3 Oz Meatloaf 3 Fl Oz Brown Gravy 1 Cup Seasoned Rice 1/2 Cup Seasoned Carrots 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea
D I N N E R	1 Each Kielbasa 1 Cup Cajun Potatoes 1/2 Cup Seasoned Corn 1 Each Cornbread 48ct 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	10 Oz Pizza Casserole 1/2 Cup Seasoned Carrots 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	1 Cup Pasta 1/2 Cup Italian Meat Sauce 1/2 Cup Lettuce Salad 1/2 Cup Seasoned Green Beans 2 Oz Garlic Bread 1/2 Oz Salad Dressing 1 each Cookie Square 54ct 1 pkt Fruit Drink w/ Vit C	3 Fl Oz Poultry Gravy 1 Each Chicken Patty 1 Cup Mashed Potatoes 1/2 Cup Creamy Cole Slaw 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	1 Each Kielbasa 1 Cup Pinto Beans 1/2 Cup Lettuce Salad 2 Oz Bread 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	1 Each Fish Fillet Brd 1 Cup Cottage Fries 1/2 Cup Seasoned Mixed Vegetables 2 Oz Bread 1/2 Oz Whipped Margarine 1/2 Oz Tartar Sauce 1 each Cake 48ct 8 Fl Oz Fruit Drink w/ Vit C	3 Oz T.Ham 1 Cup Spicy Macaroni & Cheese 1/2 Cup Baked Beans 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C

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1. Allegheny County Jail Menu US - WEEK 4

Regular/Regular

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
B R E A K F A S T	1 Cup Hot Cereal 2 Each Breakfast Sausages 1 Cup Breakfast Potatoes 1 Each Biscuit 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 2 each Pancakes 1 Oz Breakfast Turkey Ham 2 Packet Sugar 1 Oz Whipped Margarine 1 Each Pancake Syrup 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 2 Each Breakfast Sausages 1 each Muffin Square 48ct 1/2 Cup Oven Browned Potatoes 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 1 each Muffin Square 48ct 1 Oz Breakfast Turkey Ham 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 2 Each Breakfast Sausage 1 each Muffin Square 48ct 2 Packet Sugar 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Cold Cereal 1 each Muffin Square 48ct 1 Oz Breakfast Turkey Ham 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee	1 Cup Hot Cereal 2 Each Breakfast Sausages 1/2 Cup Breakfast Potatoes 1 Each Biscuit 48ct 1 Oz Whipped Margarine 1 each (8floz) 1% Milk 8 Fl Oz Coffee
L U N C H	2 Oz T.Ham 4 Oz Bread 2 slice Cheese Slice 1 Cup Cajun Potatoes 1/2 Cup Seasoned Corn 1 Each Mustard 1 each Cake 48ct 8 Fl Oz Sweet Tea	2 each T. Hot Dog 2 each Hot Dog Bun 3/4 Cup Ranch Beans 1 Cup Potato Salad 2 Each Mustard 2 Each Ketchup 1 each Cake 48ct 8 Fl Oz Sweet Tea	1 each Hamburger Patty 1 slice Cheese Slice 1 Cup Oven Brown Potatoes 1/2 Cup Lettuce Salad 2 Oz Bun 1/2 Oz Whipped Margarine 1 Each Mustard 1/2 Oz Salad Dressing 1 Each Ketchup 1 each Cake 48ct 8 Fl Oz Sweet Tea	1/2 Cup Sloppy Joe 1/2 Cup Creamy Cole Slaw 1/2 Cup Seasoned Mixed Vegetables 2 Oz Bun 1 each Cake 48ct 8 Fl Oz Sweet Tea	10 Oz Pizza Casserole 1/2 Cup Seasoned Green Beans 2 Oz Garlic Bread 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea	1 Each Salisbury Steak 3 Fl Oz Brown Gravy 1 Cup Mashed Potatoes 1/2 Cup Seasoned Mixed Vegetables 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Sweet Tea	2 slice Cheese Slice 2 Oz Turkey Deli Meat 1 Cup Italian Pasta Salad 1/2 Cup Seasoned Peas & Carrots 4 Oz Bread 1/2 Oz Whipped Margarine 2 Each Mustard 1 each Cookie Square 54ct 8 Fl Oz Sweet Tea
D I N N E R	1 Each Chicken Patty 1 Cup Pasta with Sauce 1/2 Cup Glazed Carrots 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	10 Oz Turkey ala King 1 Cup Seasoned Rice 1 Each Biscuit 48ct 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	3 Fl Oz Brown Gravy 3 Oz Meatloaf 1 Cup Cottage Fries 1/2 Cup Lettuce Salad 2 Oz Bread 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 1 each Cookie Square 54ct 1 pkt Fruit Drink w/ Vit C	1 Each Polish Sausage 1 Cup Baked Beans 1/2 Cup Seasoned Carrots 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	1 1/4 Cup T.Ham Macaroni & Cheese 1 Cup BBQ Beans 1/2 Cup Lettuce Salad 1 Each Cornbread 48ct 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	1 1/4 Cup Pasta w/Meat Sauce 10 Oz Spaghetti Hotdish 1/2 Cup Seasoned Green Beans 1/2 Cup Lettuce Salad 2 Oz Garlic Bread 1/2 Oz Whipped Margarine 1/2 Oz Salad Dressing 1 each Cookie Square 54ct 8 Fl Oz Fruit Drink w/ Vit C	1/2 Oz Tartar Sauce 1 Each Fish Fillet Brd 1 Cup Red Beans & Rice 1/2 Cup Creamy Cole Slaw 2 Oz Bread 1/2 Oz Whipped Margarine 1 each Cake 48ct 8 Fl Oz Fruit Drink w/ Vit C

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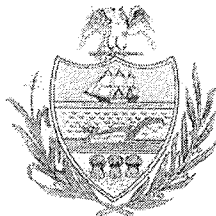
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COUNTY OF



ALLEGHENY

RICH FITZGERALD
COUNTY EXECUTIVE

The Honorable Chelsa Wagner
Allegheny County Courthouse
104 Courthouse
436 Grant Street

7/8/20

12:45

AW

Re: Performance Audit Report on contract Compliance with contract # 218936 between Trinity Services Group, Inc. and Allegheny County (Jail) for the period June 28, 2018 through June 27, 2019

Controller Wagner:

Thank you for the opportunity to respond to your report. Please see the following responses to your findings & recommendations.

FINDING # 1

Recommendation 1:

Assign and clearly communicate the responsibility for monitoring Trinity's compliance with the significant provisions of contract #218936 to a specific employee or employees and periodically follow up with those employees to assess whether compliance is being achieved.

ACJ Response: The ACJ Administration, Manager of Administration and the Finance Manager shall ensure compliance to this contract.

Recommendation 2:

Require those employees assigned monitoring responsibilities to develop and utilize a checklist that address each of the significant contract compliance requirements.

ACJ Response: The ACJ Administration, Manager of Administration and the Finance Manager shall develop a process to monitor this contract.



ORLANDO L. HARPER, WARDEN
ALLEGHENY COUNTY JAIL
950 SECOND AVENUE • PITTSBURGH, PA 15219
PHONE (412) 350-2000 • (412) 350-2032
WWW.ALLEGHENYCOUNTY.US

FINDING # 2

Recommendation 1:

- *Reconcile the meals invoiced weekly by Trinity to the meal counts for those weeks to verify the propriety of the invoices.*

ACJ Response: ACJ Fiscal Team shall begin periodic reviews of meal count sheets to ensure they agree to invoiced meal counts.

Recommendation 2:

- *Ensure that both a Jail employee and a Trinity employee signs off on the meal counts each day*

ACJ Response: We shall ensure a Trinity employee and a correctional officer sign off on the meal counts daily.

FINDING # 3

Recommendation 1:

- *Develop and institute a process for tacking sales of TTO program meals to help ensure that Trinity's reported sales of those meals are correct.*

ACJ Response: We shall ensure a Trinity employee and a Correctional Officer count all Trinity Take Out meals and both the Trinity employee and the Correctional Officer shall sign off on the meals delivered to the pods.

Recommendation 2:

- *Ensure trinity pays the full 30% of commissions due on TTO program sales going forward.*

ACJ Response: ACJ began verifying TTO commission payments beginning in January 2019 by comparing periodic weekly gross sales reports to the commission checks sent to the jail. The finance manage will perform weekly review of TTO sales to ensure commission payments are accurate.

FINDING #4

Recommendation 1

Retain all documentation pertaining to the inmate complaints.

ACJ Response: We have maintained this documentation for several years now.

Recommendation 2

Ensure that Trinity routinely acts upon inmate food service complaints within 72 hours going forward as required.

ACJ Response: We shall ensure the complaints are answered within 72 hours

FINDING #5

Recommendation 1:

Ensure that Trinity routinely requires its food service personnel to submit to semiannual health examinations at its own expense by obtaining supporting documentation from Trinity.

ACJ Response: ACJ management will require Trinity employees to submit semi-annual health examination results.

Recommendation 2:

Obtain appropriate documentation from Trinity indicating that its employees working at the jail have passed a pre-employment drug screen as a condition of employment.

ACJ Response: ACJ management will require Trinity food service employees to complete a pre employment drug screen as a condition of employment.

Recommendation 3:

Ensure that criminal background checks are completed for any person considered for any employment at the jail as required by Jail policy #18 and obtain/prepare and retain documentation to evidence that these checks have been completed.

ACJ Response: The ACJ already provide criminal background checks for all that work at the ACJ. We will maintain documentation that we are allowed to maintain.

FINDING #6

Recommendation 1:

We recommend that the Allegheny County Jail's management make the Safe SERV Certificate Program a part of the jail's vocational rehabilitation program.

ACJ Response: ACJ is committed to making the Safe Serv Certificate Program a success and will incorporate into our vocational rehabilitation program in the very near future.

The Allegheny County Jail would like to thank the audit team for their professionalism while conducting the audit. We will continue to strengthen our control environment related to our contract with Trinity Food Service, Inc. so that the ACJ will be better positioned to achieve its mission and goals.

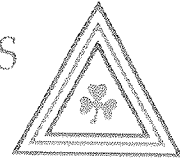
Please contact me at 412-350-2025 or Orlando.Harper@AlleghenyCounty.us for any additional comments or concerns.

Orlando L. Harper

Orlando Harper, Warden

July 8, 2020

Date



July 15, 2020

Controller Chelsa Wagner
104 Courthouse
436 Grant Street
Pittsburgh, PA 15219

Re: Trinity Response to County Audit of Allegheny County Prison

Controller Wagner, below are Trinity Service Group responses to the Audit conducted at Allegheny County Prison:

Finding #2

Trinity Overbilled the Jail \$1663 for Meals

- Review of Finding completed by Trinity Business Analyst.
 - Results of review currently in process to finalized overpayment amount that Trinity does owe to Allegheny
 - The amount of over billed meals will be deducted from August 2020 meal invoice.
- Meals counts to be provided by Trinity for Administration review on Weekly basis.
 - Trinity to keep record of signed off Meal count reviews

Finding #3

Trinity Owes the Jail \$1226 in Unpaid Sales Commissions

- Review of Finding completed by Trinity Business Analyst.
 - Results of review currently in process to finalized commission underpayment amount that Trinity does owe to Allegheny
 - Commission Payment to be made to Jail by August 1
- Commission Payments to be reviewed by Trinity Management and Jail Administration representative monthly to ensure accuracy of reporting.
 - Counter-signed copies of TTO Sales and Commission payments to be retained by Trinity staff.

Finding #4

Inmate Food Service Complaints Have Not Been Addressed Timely by Trinity as Required

- Trinity Management to respond to Complaints with 72 hours of *receiving the grievance*.
 - Grievance Tracking form to maintained by Trinity Management.



TRINITY SERVICES
GROUP, INC.

Finding #5

Employment Screening and Health Examination Requirements Applicable to Trinity's Food Service Workers Have Not Been Met

- Trinity Management to ensure all annual health screening are completed
 - Tracking form to be maintained by Trinity Management to ensure compliance and provide documentation of completion of annual screenings and examinations.

Thank You,

Richard Green

District Manager, Trinity Services Group

Mobile : 610-663-5317

richard.green@trinityservicesgroup.com