



ECLEG MAR25/11 PM 2:13

County of Erie

MARK C. POLONCARZ

COMPTROLLER

March 25, 2011

GA

James Melton
Senior Executive Assistant – County Executive
95 Franklin Street, the 16th Floor
Buffalo, New York 14202

Re: Review of Erie County's Six Sigma Program

Dear Mr. Melton:

Pursuant to a request of the Erie County Fiscal Stability Authority, the Erie County Comptroller's Office is commencing a review of Erie County's Six Sigma Program ("Six Sigma") for the period January 1, 2008 through December 31, 2010.

We will select six completed Six Sigma projects. Our objectives of this review will be:

- ✓ To describe each Six Sigma project selected and the project objectives;
- ✓ To determine whether the anticipated goal(s) were achieved;
- ✓ To determine the costs associated with completing the project;
- ✓ To determine how the County of Erie benefitted from the project, through either increased efficiency, waste elimination and/or the amount of cost savings.
- ✓ If we can determine if any additional savings can be obtained from a project, we will describe our findings;
- ✓ If a project has no savings, and we believe that is an error, we will describe our findings.

The team initially assigned to this project will be composed of David Kinda, Chuck Buell, Frank Belliotti, Kim Kajdasz and Judy Paul.

I suggest that we meet at your office as soon as possible to review our procedures and information needs. If there are specific areas or projects that you would like us to examine, please feel free to bring them to our attention. Please contact me at 858-8430 or via e-mail at szukalam@erie.gov to confirm a meeting date and time. Thank you in advance for your assistance and cooperation.

Sincerely yours,

Michael R. Szukala, MBA CIA

Deputy Comptroller – Audit

cc: Hon. Christopher C. Collins, Erie County Executive
Erie County Legislature ✓
Gregory Gach, Director, Budget & Management
Erie County Fiscal Stability Authority

8D-3