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ERIE COUNTY COMPTROLLER
HON. STEFAN I. MYCHAJLIW

January 6, 2016

David Palmer, Commissioner
Erie County Department of Personnel
95 Franklin Street 6th Floor
Buffalo, New York 14202

Dear Commissioner Palmer:

The Erie County Comptroller's Office, Division of Audit and Control, will commence an audit of the family/maternity-related leave policies and procedures for the period January 1, 2013 through December 31, 2015.

We would like to hold an entrance conference with you and other staff as you deem necessary. We will contact you shortly to confirm the time, place and location of the meeting. At this meeting we will be discussing the following:

- a. The scope and objectives of the audit.
- b. Explanation of how findings will be handled.
- c. Documents needed.
- d. Communication of progress and problems.

We would also like to discuss working hours, access to records and determine contact personnel with whom we will be working.

Should you have any questions, please contact me at 858-8843.

Thank you.

A handwritten signature in black ink, appearing to read "Scott Kroll".

Scott Kroll, Deputy Comptroller of Audit

CC: Hon. Stefan I. Mychajliw, Comptroller
Hon. Mark C. Poloncarz, County Executive
Hon. Erie County Legislature
Robert W. Keating, Director, Budget and Management
Erie County Fiscal Stability Authority