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# CITY OF LAUDERHILL



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CITY CLERK  
Andrea M. Anderson

Kennie Hobbs, Jr.  
City Manager

## MEMORANDUM

DATE: August 25, 2025

TO: Honorable Mayor and Members of the City Commission

FROM: Kennie Hobbs, Jr., City Manager

SUBJECT: Status Update – Health and Human Services Grant (HHS)

Dear Mayor and Commissioners,

Over the past nine months, under the direction of Deputy City Manager/Finance Director Sean Henderson, staff has made tremendous advances in the area of Grants Administration. Attached is a status update on the Health and Human Services (HHS) and Lauderhill Health and Prosperity Partnership (LHPP) grants, provided by Zach Davis-Walker, Director of Intergovernmental Affairs. In addition, Mrs. Karen Pottinger, Deputy Finance Director, has provided a financial summary with updated balances for the HHS and LHPP grants.

Below is a summary report highlighting critical points for your convenience:

### **HHS Grant**

- **Funding Reimbursement** – I am happy to announce that, as a result of the diligent review and submission of past-due program and financial reports by Deputy Finance Director Karen Pottinger and her staff, the City has received full reimbursement of the \$1.6 million owed from the expired HHS grant.

As you may recall, on June 18, 2021, the City was awarded \$3.8 million to support COVID-related activities. Since the grant was reimbursable, the City was required to expend its own funds and then seek reimbursement from the federal government. As of the grant's expiration on June 30, 2023, the City had expended \$3.3 million and submitted reimbursement requests totaling the same amount, which have been received to date. Grants Staff, which was managed at the time by staff in the City Manager's Office, submitted required reports, seeking reimbursements totaling \$1.7 million, which was received. However, expenditures in the amount

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of \$1.6 million made between April 1, 2023 and June 30, 2023 were not submitted after the expiration date of the grant, June 30, 2023, which was due by July 30, 2023.

On December 9, 2024, Karen Pottinger, with the assistance of the remaining grants staff received access to the Payment Management System and submitted the required Financial Reports and requested reimbursement for funds expended prior to the established grant deadline. A reimbursement of \$1.6 million was received in June 2025 and recorded as part of the City's July 2025 bank reconciliation.

Please note, as of March, 2025, Grants Staff was transferred from the City Manager's Office to the Finance Department and will oversee all grants in accordance with Resolution 25R-04-89, approved by the Current Commission on April 28, 2025.

### **Forensic Audit**

On June 18, 2025, the City issued a Request for Proposal for forensic auditing services, to which 13 firms responded. A preliminary review has been conducted by a review committee and presentation will be held on Wednesday, September 3. The committee will select five firms to move forward for presentations before the full Commission on September 8, 2025, at which point the Commission will select a firm to perform a forensic audit of all revenues and expenditures related to the HHS and LHPP grants.