



Maricopa County Workforce Development Board – Audit Workgroup Meeting Minutes

Friday, August 23, 2019 at 2:00 p.m.

MCWDB Staff Office

701 W Jefferson Street, Ste. 104, Phoenix AZ, 85007

WebEx: <https://mcwdb-1095-9b71.my.webex.com/meet/mcwdb>

Phone: +1-510-338-9438; Access Code/Meeting ID: 625 125 871

Members Present: Mark Lashinske, Drew Thorpe, Gregg Ghelfi (Ph), Lee Ann Bohn, Vanessa Andersen
Members Absent: n/a
Guest/Staff Present: Karen Nelson Hunter, Patricia Wallace, Isabel Creasman, Nancy Avina

Call to Order/Welcome/Introductions

Meeting was called to order by Audit workgroup lead, Mark Lashinske, at 2:02 p.m. Brief remarks were given by Mr. Lashinske including on the meeting.

Roll Call

WDB Liaison, Nancy Avina, took roll. Quorum of the workgroup was present.

Approval of August 12, 2019 Meeting Minutes

Lead, Lashinske asked for a motion to approve the previous meeting minutes. Drew Thorpe made a motion. Vanessa Andersen seconded the motion. All were in favor; motion carried.

Review Action Items from Previous Meeting

The workgroup reviewed action items from the previous meeting and provided an update on each.

1. **Provide a copy of the State’s Conflict of Interest policy to the workgroup** – policy provided.
2. **Karen Nelson-Hunter will reach out to DOL to clarify how relationship/partnership is defined** – Ms. Nelson-Hunter reached out to Carol Padovan at DOL and informed no verbal/writing clarification was provided. Reference was made to WIOA Law and policies; requirements in the law that require working in partnership means, neither party can overrule the other and decisions need to be made together. Discussion was held. Cadence and method of communication between the CEO and local board was discussed (to be addressed in the SGA).
 - a. **Is there an administrative entity in WIOA** – Ms. Nelson-Hunter informed there is no administrative entity under WIOA.
3. **Karen Nelson-Hunter to get contracts for Yavapai, Yuma and Cochise regarding the fiscal agent.** – Ms. Nelson-Hunter informed no governance agreement in the State met all requirements therefore, could not provide a good example. Discussion was held on where other local areas delegated their fiscal agent (i.e. private industry councils).
4. **Karen Nelson-Hunter to follow up with Workforce Arizona Council Manager, Ashley Wilhelm, to determine what is needed by November to demonstrate resolution of Conflict of Interest, firewalls, board staff, compliance, fiscal SGA., etc.** – Ms. Nelson-Hunter informed the Workforce Arizona Council Manager cannot provide guidance on leeway on time, on behalf of the committee. Guidance was provided on what is needed and the expectation.
5. **Request clarification from DES of level at which a sufficient structural firewall exists.** – Ms. Nelson-Hunter referred the workgroup to the conflict of interest policy. Additionally, guidance was provided in ensuring structure is resolved as well as, reporting in the shared governance agreement. BOS Liaison, Lee Ann Bohn inquired on a few scenarios. Ms. Nelson-Hunter provided guidance.
6. **Submit to Board of Supervisors re-categorization of non-profit board member from Business representative to Workforce representative.** – Item complete and on the 9/4/2019 Board of Supervisors agenda.
7. **WDB staff to provide up to three plans on options for structure solutions with appropriate firewalls.** – WDB staff provided a presentation with different options for structure.

Review Options for Structure

The workgroup reviewed various structure options for Maricopa County via PowerPoint presentation. Extensive discussion and clarification was held throughout. Other possible scenarios discussed. Considerations were made on the best structure for the local area. Discussion included:

- Compliance Function – internal vs. external. WIOA Law requirement cannot have someone within the same program monitoring
- Importance of showing the Board connection to the Board of Supervisors as partners
- Cost of fiscal agent in the different scenarios and reporting. SGA will need to be specific and delegation will need to be described
- The difference between Budget and Fiscal agent
- Timeline concerns and possibility of an extension from the State Council
- If an interim and long-term solution is proposed, do two SGA's need to be created for each

Workgroup members considered the best option per discussion held. Option 1 was considered, if no extension could be provided as an interim step, option 2 would be the ideal if state would agree to allow us to go down that path and extend the timeline. The workgroup discussed beginning to work on the SGA.

Determine Next Steps/Action Items

1. Review and complete revision of Shared Governance Agreement that includes cadence and method of reporting between parties.
2. Staff to identify itemized list that need to be addressed in the SGA and prepare a draft.
3. Schedule next meeting in 2 weeks to review a first draft of the SGA.

Call to the Public

No public comment.

Adjournment

Workgroup Lead, Mr. Lashinske adjourned the meeting at 4:10 p.m.

**For additional information, contact Nancy Avina, Board Liaison at nancy.avina@maricopa.gov.*