



## Maricopa County Workforce Development Board – Audit Workgroup Meeting Minutes

**Monday, September 23, 2019 at 8:30 a.m.**

Rummel Construction

22655 N. Miller Road F100 Scottsdale, Arizona 85255

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

### **Call to Order/Welcome/Introductions**

Meeting was called to order by Audit workgroup lead, Mark Lashinske, at 8:35 p.m. Brief leading remarks were given by Mr. Lashinske.

### **Roll Call**

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

### **Approval of September 6, 2019 Meeting Minutes**

Mr. Lashinske asked for a motion to approve the previous meeting minutes. Lee Ann Bohn 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:

- Karen Nelson Hunter provided checklists to the workgroup via email.
- Ms. Bohn sent an email on Thursday with various documents attached (to be discussed below).
- Meeting with the Fiscal Agent and the Chairman of the MCWDB, Drew Thorpe has been scheduled and is currently being evaluated to see if the meeting is necessary, given their scheduled presentation to the MCWDB.
- Regarding the roles and responsibilities of the Fiscal Agent, Ms. Nelson Hunter provided a reference to regulation 20 CFR 679.420.

### **Discussion on Next Steps/Action Items**

Assistant County Manager, Ms. Bohn, provided an overview on Board of Supervisor (BOS) briefings on the status of re-certification, DOL audit findings and risks of de-certification. The BOS is aware of the MCWDB interest in pursuing a 501-c3 option; Ms. Bohn expressed concern with not having enough time to become a 501-c3 entity and informed on a meeting between Ms. Bohn, Mr. Thorpe and County civil attorneys. Ms. Bohn further informed that a formal solicitation and a 3 to 400,000-dollar annual contract would be required to pursue Mr. Thorpe's interest of initially moving staff to a 501-C3 structure and could not be accomplished by the November deadline. Ms. Bohn expressed, that from a timing perspective, the focus should be on getting re-certified within the current structure and then, pursuing what the future looks like for the MCWDB. Ms. Bohn indicated she took the checklists provided by Ms. Nelson Hunter and re-wrote the Shared Governance Agreement (SGA) to try to speak to the issues of the audit and conflict of interest policy. DES informal review of the draft SGA was requested at the direction of the BOS and any issues would be worked through with the parties involved thereafter. Ms. Bohn expressed interest in getting the agreement approved by the BOS and MCWDB on their October 23<sup>rd</sup> meeting.

Discussion on the review of the draft SGA occurred. Ms. Nelson Hunter expressed confusion as to whether the agreement emailed was an agreed upon document by both the BOS and MCWDB, and indicated that prior to reviewing the document, wanted to ensure that it was indeed a shared and agreed upon SGA by both parties. Mr. Lashinske shared concerns with the email received and expressed his perception on issues with the process and

protocol not being followed. Ms. Bohn informed on her understanding of the August 23<sup>rd</sup> meeting action item to re-write the SGA and her attempts made to engage with other parties. Ms. Bohn further expressed concerns with other actions taken outside of that meeting. Workgroup member, Vanessa Andersen expressed the workgroup need to reconvene to have all attendees present, as she could not speak on behalf of the other parties. Workgroup member, Gregg Ghelfi, expressed his concerns on the lack of progress.

Mr. Lashinske referred to previous meetings' action items. Organizational chart provided by Ms. Bohn reviewed. Mr. Lashinske asked Ms. Nelson Hunter, if it was an acceptable document. Ms. Nelson Hunter indicated she had several questions/concerns regarding the chart provided and would be helpful if the chart was explained to better understand. Discussion and clarification was held on the organizational chart. During clarification, Ms. Nelson Hunter pointed out compliance staff cannot be WDB staff, and indicated some areas outsource the compliance piece. Ms. Nelson Hunter encouraged members to reach out to other boards to see what they are doing. The workgroup discussed internal controls and levels of separation; examples and alternatives to resolve partnership issues discussed.

Ms. Bohn suggested taking the draft SGA and having the audit workgroup, the MCWDB or MCWDB staff provide feedback and amend it so that a version could be submitted to Ms. Nelson Hunter for feedback. Mr. Lashinske recommended Ms. Bohn work with Mr. Thorpe on issues and include Ms. Nelson Hunter. Mr. Lashinske pointed out, if no response is obtained then take to the MCWDB and call a special meeting. Discussion on setting expectations, concerns on lack of progress and risk held. Mr. Ghelfi expressed need for concrete steps and actions moving forward based on the short timeline; suggestions were provided on next steps.

Options previously suggested were restated, (1) Lee Ann Bohn, Drew Thorpe, Karen Nelson Hunter and anyone else able to meet, meet and revise the draft SGA provided or (2) take to MCWDB if no engagement occurs. The workgroup discussed making meeting timeline changes if necessary. Additionally, the workgroup discussed meeting on Wednesday after the MCWDB meeting to begin reviewing changes to the draft SGA, a timeline and possibly calling a special meeting for potential approval. Ms. Bohn requested from Ms. Nelson Hunter, a preliminary review of the draft SGA submitted if possible, to be able to address potential issues during the meeting on Wednesday. Mr. Lashinske reiterated the goals of the Wednesday's meeting would be to (1) agree on where the workgroup is at; and (2) see if the regular MCWDB meeting can be rescheduled sooner to vote on an agreed draft SGA and the forward to the BOS. Brief discussion held on logistics.

Additional clarification was requested on reporting structure, clarification was provided by Ms. Bohn. Request was also made by Mr. Lashinske to create a functional org. chart as his interest is seeing where each required party lies, not specific individuals. Ms. Bohn will be adding the information requested to the org chart.

#### **Call to the Public**

Mr. Lashinske asked for public comment; no public comments made.

#### **Adjournment**

Workgroup Lead, Mr. Lashinske adjourned the meeting at 9:36 a.m.

*\*For additional information, contact MCWDB Staff, at: [mcwdb@maricopa.gov](mailto:mcwdb@maricopa.gov).*