



Maricopa County Workforce Development Board – Audit Workgroup Meeting Minutes

Tuesday, December 17, 2019 at 2:30 p.m.

WDB Staff Office - 701 W Jefferson St. 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, Lee Ann Bohn, Vanessa Andersen

Members Absent: N/A

Guest/Staff Present: Elizabeth Cole, Patricia Wallace, Isabel Creasman, Nancy Avina

Call to Order

Meeting was called to order by Audit workgroup lead, Mark Lashinske, at 2:31 p.m.

Roll Call – WDB Liaison, Nancy Avina, took roll. Quorum was present.

Lead Remarks – Lead, Lashinske provided brief remarks on workgroup timeline, process and purpose. Brief discussion was held on the understanding/purpose of workgroup.

Approval of October 30, 2019 meeting minutes*

Lead, Lashinske asked for a motion to approve the previous meeting minutes. Drew Thorpe made a motion. Gregg Ghelfi seconded the motion. All were in favor. The motion carried.

Review of process and protocol

Lead, Mr. Lashinske, began the discussion by explaining the purpose of the agenda item. He shared thoughts on his role as the Lead and clarified the hat everyone wears on the workgroup and collaborating as a team. Lead Lashinske, shared expectations relative to protocol. Discussion was held on protocol and communication between the workgroup and what is allowable under Open Meeting Law. Concerns with process and protocol were discussed with regards to change in direction from the previously approved documents as submitted by Assistant County Manager, Lee Ann Bohn. Ms. Bohn shared her perspective on misinformation received from the State and Workforce Arizona Council Staff; and expressed frustration with the misguidance. Continued discussion held on issues of process and protocol. Ms. Bohn expressed loss for patience from Maricopa County leadership regarding what appears to be differential application of standards across all local areas. Specifically, Ms. Bohn noted that the City of Phoenix and Mohave’s agreements were approved by DES even though they have the same structure as Maricopa County. Mr. Lashinske expressed protocol and process were broken in the communications received from Ms. Bohn. Continued discussion held to clarify issues and concerns. The workgroup discussed potential next steps with the previously approved documents and the newly proposed documents as submitted by Ms. Bohn. Mr. Gregg Ghelfi noted that regardless of which version is submitted for approval, the final set of documents will need to be approved by the MCWDB and the BOS. The workgroup discussed requesting an official response from DES regarding how local area structure standard is applied across all local areas.

Review pending action items*

Lead, Mr. Lashinske, stated the motion from previous meeting of sending the structure, shared governance agreement, and bylaws to legal and DES concurrently. He then presented two options to the workgroup (1) the workgroup waits for legal feedback or (2) the workgroup rescinds the previously stated action. Discussion was held on potential next steps, DES pre-approval of the initial set of documents and lack of uniform standard. The committee also discussed the second set of draft documents provided by Ms. Bohn and concerns that these documents do not address the DOL Audit report findings. Committee members expressed being at an impasse. Clarification response is needed from DES regarding structure.

Gregg Ghelfi made a motion to rescind the action from the previous meeting of submitting the structure, shared governance agreement and bylaws documents to legal and DES concurrently. Lee Ann Bohn seconded the motion.

In favor: Lee Ann Bohn, Gregg Ghelfi

Opposed: Drew Thorpe, Vanessa Andersen, Mark Lashinske

Motion did not carry.

Documents previously submitted to legal and DES will remain active while the workgroup looks at the possible alternative. Lead, Mr. Lashinske, shared next steps in reporting to the board.

Status update on structure, shared governance agreement and bylaws

Lead, Mr. Lashinske, requested a status update on the structure, shared governance agreement and the bylaws. Lead, Mr. Lashinske, apologized for not following protocol in requesting a status update from Ms. Bohn and requested WDB staff provide an update on the three (3) items submitted to DES and Legal. Executive Director, Patricia Wallace, informed the committee that on November 4th, documents were submitted to legal and DES. DES provided preliminary approval of these documents a week later; there are two (2) remaining pending documents for certification- the local plan and career services contract. WDB staff has not heard back from legal. Lead, Mr. Lashinske, requested that WDB staff reach out to legal to obtain a status update. Discussion held on legal and BOS review; legal review is needed before the boards can vote. Workgroup Member, Drew Thorpe, summarized occurrences and requested a counter argument be provided to support alternative proposal as submitted by Ms. Bohn.

Mr. Lashinske asked for a motion to have all 3 (shared governance agreement, bylaws, and structure) second opinion documents submitted by Ms. Bohn to be reviewed by DES and submitted by WDB staff. Lee Ann Bohn made a motion. Drew Thorpe seconded the motion. Board Liaison restated motion. Discussion held on timeline. Ms. Bohn clarified if the workgroup would like to review the documents first; the workgroup stated trust in submitting them as is as a second option. Once reviewed by DES, the workgroup will convene to review documents during the second week in January. Next steps were further discussed. Ms. Bohn inquired on the career services contract draft prepared by the service provider and if it should also be submitted. Mr. Thorpe stated the workgroup has a few additional weeks to review.

In favor: Mark Lashinske, Drew Thorpe, Gregg Ghelfi, Lee Ann Bohn, Vanessa Andersen

Opposed: none

Motion carried.

Discussion on Next Steps/Action Items

Next steps briefly summarized by Ms. Wallace.

New Business

Lead Lashinske expressed new business for consideration based on observations on the MCWDB:

- Audit – Has the MCWDB had a financial audit of WIOA funding for 2017, 2018, 2019? Ms. Bohn explained WIOA funding is part of the annual single audit conducted by the State Auditor General. Mr. Lashinske requested a copy of the summaries. Ms. Bohn will provide to WDB staff.
- Signed Lease Agreement – Mr. Lashinske requested a copy of the signed lease agreement. Ms. Bohn will provide to WDB staff. Discussion held on objective of the Audit workgroup.
- Whistle Blower/Open Policy - Is there a policy covering the public/stakeholders who may want to talk about issues? Discussion held.

Call to the Public

Lead, Mr. Lashinske, asked for public comment. MCWDB Board Member in attendance, Elizabeth Cole, shared comments from a new member perspective and recommended a re-orientation for MCWDB members on their responsibilities to ensure all members are under the same understanding.

Lead, Mr. Lashinske, provided closing remarks wishing everyone happy holidays.

Adjournment

Lead Lashinske adjourned the meeting at 3:54 p.m.

**For additional information, contact MCWDB Staff, at: mcwdb@maricopa.gov.*