



Maricopa County Workforce Development Board – Audit Workgroup Meeting Minutes

Wednesday, September 25, 2019 at 11:30 a.m.

Modern Industries

4747 E Beautiful Ln Phoenix, AZ 85044

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, Lee Ann Bohn, Vanessa Andersen

Members Absent: Drew Thorpe

Guest/Staff Present: Karen Nelson Hunter, Ashley Wilhelm, Patricia Wallace, Isabel Creasman, Nancy Avina

Call to Order/Welcome/Introductions

Meeting was called to order by Audit workgroup lead, Mark Lashinske, at 11:42 a.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 23, 2019 Meeting Minutes*

Mr. Lashinske asked for a motion to approve the previous meeting minutes. Gregg Ghelfi made a motion. Lee Ann Bohn seconded the motion. All present were in favor; motion carried.

Discuss Shared Governance Agreement

In relation to the Shared Governance Agreement and previous meeting action item, Ms. Bohn provided a functional organization chart handout. A question was brought forth regarding ensuring all action items from previous meeting were followed up on or completed; Mr. Lashinske indicated that could be done during the discussion of next steps. The workgroup reviewed the functional org. chart and discussed separation of functions, costs and risks. Technical assistance was provided by Karen Nelson Hunter on conflict of interest, firewalls and creating separation. Extensive discussion was held on scenarios of structure and potential solutions. Ms. Bohn asked Ashley Wilhelm to share, in writing, the DOL clarification on structure as received by the State; clarification received from DOL can also be found in the State policy.

Ms. Nelson Hunter and Ms. Wilhelm gave preliminary feedback/comments on the draft Shared Governance Agreement as provided by Ms. Bohn; policy unit at DES will be do the official review. Discussion was held on items required for re-certification. Patricia Wallace and Drew Thorpe are working on a contract service agreement, request was made to provide a draft copy to the workgroup by the end of the week.

Preliminary feedback received, included:

- Definitions Section – Clarify service providers, sub recipients and contractors. All title 1-B is a sub recipient; if determining eligibility, they are considered a sub recipient. Also, clarify fiscal agent vs. grant recipient.
- Place Federal law throughout for clarity (i.e. fiscal agent functions as provided in WIOA).
- Roles – Ensure no one is taking the roles of someone else. Some roles cannot be delegated.
- Add one clause/phrase everywhere.
- Career Services Section - Clarify the how, if it is just a selection. What is the formal process?
- Performance Accountability clarification – External entity needed. Monitoring and EO function will need to be worked on to determine an appropriate structure and if appropriate function under board staff.
- Budget oversight clarification – Board sets entire budget. The how of the budget process needed and fiscal agent role clarification. Additional discussion on the budget process held.

- Conflict Resolution Section - Discussion on the ultimate conflict resolution party; the workgroup discussed the ACA.
- Core Partner agreement – MOU/IFA needs to be revised for re-certification; policy indicates what needs to be included on the MOU and approval process.

Discussion on Next Steps/Action Items

The Workgroup discussed next steps and the process; WDB staff will merge current WDB draft SGA and Ms. Bohn’s draft SGA as well as, send a draft career services contract and an additional agreement drafted. Potential changes to the organization, send to Ms. Nelson Hunter prior to executing to confirm. Mr. Lashinske provided closing comments.

Action Items resulting from meeting:	Assigned to:
1. Provide DOL guidance provided to the state on Structure.	Ashley Wilhelm
2. Merge current two (2) draft versions of SGA and email to State and Workgroup for feedback.	WDB Staff
3. Complete draft Service Provider Contract and email to State and Workgroup for feedback.	Patricia Wallace and Drew Thorpe
4. Provide any other draft agreements being developed to the workgroup for consideration.	Patricia Wallace and Drew Thorpe
4. Work on determining appropriate structure for monitoring and EO function.	Patricia Wallace and Drew Thorpe

Call to the Public

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

Adjournment

Workgroup Lead, Mr. Lashinske adjourned the meeting at 12:34 p.m.

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