



Maricopa County Workforce Development Board – Audit Workgroup Meeting Minutes

Wednesday, October 30, 2019 at 1:30 p.m.

MCWDB 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: Karen Nelson Hunter, Valerie Beckett, Elizabeth Cole (Ph), Patricia Wallace, Isabel Creasman, Nancy Avina

Call to Order/Welcome/Introductions

Meeting was called to order by Audit workgroup lead, Mark Lashinske, at 1:33 p.m. Mr. Lashinske provided brief remarks thanking everyone for their work.

Roll Call

WDB Liaison, Nancy Avina, took roll. A full workgroup was present.

Approval of October 21, 2019 Meeting Minutes*

Mr. Lashinske asked for a motion to approve the previous meeting minutes. Gregg Ghelfi made a motion. Vanessa Andersen seconded the motion. Point of clarification was brought forth, in adding point of discussion on the need to add a WDB finance position. WDB Staff will make the revisions to the meeting minutes. All were in favor of approving meeting minutes with recommended revision. Motion carried.

Review Action Items to date*

The workgroup briefly reviewed action items from the previous meeting. All action items have been completed.

Review, discuss and possible approval of structure solution that addresses conflict of interests, firewalls and separation of duties*

The workgroup reviewed and discussed the proposed County structure. Chairman of the MCWDB, Drew Thorpe, provided an update on meeting with Assistant County Manager, Shelby Sharbach regarding structure. Ms. Sharbach can facilitate the fiscal agent under her organization if the board stays within the County structure; other alternatives were provided, including the Arizona Community Foundation if the board goes 501-c3. The current structure will be revised to reflect the Fiscal Agent under the Maricopa County Department of Finance. Ultimate decision-making authority on structural changes lies with the County Manager. The workgroup discussed the Board of Supervisors Liaison role. Liaison role is not an official role. For clarity it will be removed with the understanding that the CEO will accomplish their work through their staff. Connection/Communication between the CEO and MCWDB and other revisions to the org. chart were discussed. WDB staff will make revisions.

Lead, Mr. Lashinske asked for a motion to accept the organization chart, Attachment A, to be presented to the board at the next board meeting. Drew Thorpe made a motion. Vanessa Anderson seconded the motion. Discussion was held on appropriate next steps. Discomfort was expressed regarding forwarding documents to the board without legal review first. Based on the discussion the motion was amended and then rescinded. Attachment A will be approved and submitted as a package not a standalone.

Continued review, discussion and possible approval to recommend documents tied to the DOL audit report*

The workgroup continued their review of the documents tied to the DOL audit report.

Shared Governance Agreement (SGA) and Addenda – The workgroup continued their review each point of feedback provided by Ms. Bohn and WDB staff and discussed revisions to the SGA and Addenda. Management Analyst, Isabel Creasman revised the documents during the meeting once consensus was reached and members were comfortable with the language.

Review included brief discussion on:

- Who is responsible for the Infrastructure Funding Agreement? Funding piece is a joint agreement. MOU is more of a MCWDB responsibility to gather all partners and develop implementation.
- Fiscal agent roles and conflict of interest.
- Fiscal agent reporting relative to budgets and audits. Interest in seeing the single audit expressed.

Bylaws – The Audit workgroup reviewed each point of feedback provided by Ms. Bohn and WDB staff and discussed revisions. Management Analyst, Isabel Creasman revised the draft bylaws during the meeting once consensus was reached and members were comfortable with the language.

Brief discussion was held on whether a recommendation for re-certification of the MCWDB will be put forward without a service agreement. Karen Nelson Hunter informed approval will not be recommended without it however, progress will be presented to the Council; the methodology was shared.

Lead, Mr. Lashinske asked for a motion to accept the structure, the shared governance agreement, and the bylaws and send as a package to legal. A recommendation was made to also send to DES, concurrently; brief discussion held. Mr. Lashinske restated the motion and the recommendation to accept the three (3) items in the package to be sent to legal, as well as DES.

Gregg Ghelfi made a motion. Drew Thorpe seconded the motion. No further discussion held. All were in favor; the motion carried.

Career Service Contract – Career Service Contract review was tabled. Discussion was held on a plan for next steps regarding the career service contract. Based on the current provider in place and in terms of an RFP process, a recommendation was made to sit down with the service provider and review a scope of work document with expectations and hold a discussion of what can and cannot be done. Discussion on incremental funding held; a question was brought forth regarding MCWDB interest in incremental proposals from the service provider.

Clarification was provided on Audit workgroup tasks. The Audit workgroup is responsible for all components of the board's recertification in addition to the DOL monitoring report. Clarification was also provided that the IFA and MOU is not part of board's recertification and technical assistance will be received from the State in the future.

Chairman Thorpe expressed, the board would be happy to look additional incremental proposals. The board may also be proposing additional programs too. Discussion held on push/pull approach. Tom Colombo to work on the first proposal, and then board will propose.

Lead, Lashinske requested staff to work on an agenda and then schedule a dates to meet new expectations.

Other – No other documents reviewed.

Discussion on Next Steps/Action Items

The Workgroup discussed next steps.

Action Items resulting from meeting:	Assigned to:
Send revised documents to legal and DES	WDB Staff
Work on next meeting agenda and schedule next meeting	WDB Staff

New Business

No new business discussed.

Call to the Public

Mr. Lashinske asked for public comment. No public comments made.

Adjournment

Workgroup Lead, Mr. Lashinske adjourned the meeting at 3:29 p.m.

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