

Executive Summary Form

Agenda Number: 6273 – Scheduled for February 8, 2022 BOS Meeting

Recommendation:

Approve an American Recovery Plan Act (ARPA) funded CHSS Finance Officer position for the term of March 2022 thru June 2024 in the amount of \$272,610 .00.

Background (Brief):

This request for a grant funded CHSS Finance Officer position for Cochise Health and Social Services (CHSS) is in alignment with Cochise County Strategic Plan Priorities 4, 5, and 6.

Priority 4 - Workforce Development: Establish structured training program for all employees

Priority 5 - Efficient Administration Practices: Continuity of Operations Plans (COOPS) for All Departments

Priority 6 - Maintain Fiscal Responsibility: Conduct an internal audit to evaluate internal controls, policies, and procedure

Cochise County Finance has a transaction-based mission. Their goal is to process financial transactions for the entire County. To address priority areas 4, 5, and 6 of the Cochise County Strategic Plan, CHSS needs Operational Fiscal Support.

This position will be tasked with developing fiscal training programs specific to internal CHSS process such as completing Contractor Expense Reports.

They will develop the CHSS internal fiscal policies, procedures and tasks needed to ensure internal controls are in place at CHSS.

The work for the CHSS Finance Officer will provide a foundation for maintaining Continuity of Operations and developing efficient administration practices within CHSS.

Fiscal Impact & Funding Sources:

The funding source for this request is the American Recovery Plan Act (ARPA).

Next Steps/Action Items/Follow-up:

Your approvals are respectfully requested.

A requisition for a grant funded CHSS Finance Officer will be submitted through NEOGov.

Impact of Not Approving:

CHSS will continue to struggle to be in compliance with the Strategic Plan for Cochise County in priorities 4, 5, and 6..