

**ARIZONA@WORK – SOUTHEASTERN ARIZONA**  
**CONSORTIA AGREEMENT**

This agreement is entered into for the purpose of continuing to have a single recognized entity to administer and operate programs to serve Adults, Dislocated workers and Youth under Title I-B of the Federal Workforce Innovation and Opportunity Act (WIOA) of 2014.

Cochise County Board of Supervisors will serve in the roles of chief elected Officials (CEO), Fiscal Agent for Cochise County, Graham County and Greenlee County and act as grant recipient and signatory.

This Agreement incorporated changes to comply with newly adopted Workforce Arizona Council policy which required specific inclusions in the Agreement.

**Liability of Funds:**

Cochise County has been designated by Cochise, Graham and Greenlee Counties Boards of Supervisors to serve as Chief elected Officials and Fiscal Agent for ARIZONA@WORK- Southeastern Arizona, based on the allocation and population.

This agreement provides Cochise County the authority to administer WIOA funds and assign resources to meet the needs of each County. Therefore, Cochise County, as CEO fiscal agent shall be liable for any disallowed or misused or WIOA funds. Chief Elected Officials in Cochise county are liable in their official capacity and are not personally liable for any misuse of WIOA funds.

**Fiscal Agent Designation:**

WIOA Services:

Cochise County in its role as CEO and Fiscal Agent and the Local Workforce Development Board will jointly ensure that services are delivered in accordance with WIOA, including subsequent amendments, and related regulations including State, Federal and Workforce Arizona council policies.

WIOA Records:

The Local Workforce Development Board of Directors shall maintain and secure, in accordance with established policies and procedures, all records required by Federal, State and local regulations to operate the WIOA programs.

WIOA Reporting:

The Local Workforce Development Board shall be responsible for all required reporting of WIOA activities, performance and expenditures. The Local Workforce Development

Board shall be responsible for all participating tracking and reporting activities required by Federal, State and WIOA administration and shall provide annual performance reports to the Cochise County Board of Supervisors with information on the actual service levels.

**WIOA Performance Measures:**

The Local Workforce Development Board will be accountable for all required performance indicators, as established by the Governor and policies established by the State.

**Local Board budget approval:**

A budget will be developed in conjunction with the Cochise Board of Supervisors and the annual budget will present to the consortium for review and recommendations as required under WIOA 107(d)(12)(A) and 20 CFR 679.370(o) for the purpose of carrying out the duties of the Local Board. This budget does not include program operations. The approved minutes of the Local Board and the Chairman of the Cochise County Board of Supervisors will be the documentation of approval of the budget. The purpose of the budget is to allow the carrying out of the duties required by the Local Workforce Board.

**Participating Chief elected Officials:**

Cochise County: Tom Crosby  
Vice-Chairman, District 1

Kathleen Gomez  
Member, District 2

Frank Antenori  
Chairman, District 3

Graham County: Paul David  
Vice-Chairman, District 1

John Howard  
Member, District 2

Clay Mack  
Chairman, District 3

Greenlee County: David Gomez  
Chairman, District 1

Ron S. Campbell

Vice Chairman, District 2

William Wearne  
Chairman, District 3

**Designation of a Chief Elected Official:**

The Chief Elected Official (CEO) Chairman, in Cochise County acts as lead for Title I-B funds in the Local Workforce Area and required to approve and provide guidance if requested, on the Local Workforce Development Board activities. The Chief Elected Official (CEO) Chairman is elected on an annual basis by the Cochise County Board of Supervisors. Per Arizona Revised Statute 11-216 who, in addition to his other duties, shall sign all orders and warrants of the board.

Frank Antenori, District 3, Chairman  
Chief Elected Official  
Cochise County Board of Supervisors  
1415 Melody Lane, Building G  
Bisbee, AZ 85603  
Phone: (520) 432-9200  
[fantenori@cochise.az.gov](mailto:fantenori@cochise.az.gov)

**Amendment or change to the written consortia agreement:**

The agreement will be changed or amendments will be added upon agreement of all parties in writing as necessary including how an election may affect this existing agreement. All amendments or changes will be maintained at the local administrative entity office and available for monitoring.

The effective date of this agreement shall be upon signature by all parties to the agreement, whichever occurs first. This agreement is annually and automatically reviewed for an indefinite duration, or until such time that, a member should decide to terminate its membership. Any member may withdraw by giving 180 days written notice to Cochise County, SEAZLWDBB and other members of the Consortium. In such cases, all pertinent terms of the agreement shall continue in effect for the remaining members.

Cochise County shall continue as the Grant Recipient for an indefinite period, or until all parties to the Agreement, which the other's concurrence, determine to modify the agreement.

ARIZONA@WORK SOUTHEASTERN ARIZONA shall continue as the Administrative entity for an indefinite period or until all parties to the agreement, with the other's concurrence, determine to modify the agreement.

Modifications to this Agreement shall be written amendments and signed by all parties.

The SEAZLWDBB will assist the Chairman of the Cochise County Board of Supervisors to ensure Local Board representation is fair and equitable across the local area.

- A. Majority Local Business Representatives (more than 50%)
- B. Labor and apprenticeship required Community Based Organizations and other youth-related optional (20% min.)
- C. Education and Training – Title II and high education required – Local education and Community Based Organizations helping barrier individuals (optional)
- D. Government, Economic and Community Development – Eco/Dev, Wagner-Peyser and Vocational Rehabilitation required; philanthropic and others optional.

The nominating organization will submit a document or letter to the Board of Supervisors signed by the Chief Operation Officer or his designated staff identifying the individual to be nominated and acknowledge the nominee's optimum policy making authority or as identified by job title, including a resume or work history.

The Board of Supervisors will advise the nominee and SEAZLWDBB by letter of the appointment.

The appointed Board Member will advise SEAZLWDBB and resign if they no longer hold the position that made them eligible.

### **Communication:**

Periodically, the SEAZLWDB will develop a Strategic Plan with regard to the administration of WIOA services within the Consortium as may be required by either the Arizona Department of Economic Security (DES) WIOA Administration and/or the Governor's County on Workforce Policy. Upon completion of the Strategic Plan and prior to submittal to DES, the SEAZLWDB will provide a copy of the plan for review by the respective Board of Supervisors for all counties in the Consortium. Graham and Greenlee Counties may then submit a letter of recommendation for approval or submit recommendations for revision. Final approval of the plan shall require approval of counties in the Consortium by their respective Boards of Supervisors.

The Local Boards and Board of Supervisors will meet once a year.

Cochise County, through its Administrative entity, SEAZLWDB, shall develop programs, services and budgets for all member counties of the Consortium within the constraints of WIOA, inclusive of Adult, Youth and Dislocated Worker Services. SEAZLWDB shall ensure the delivery of effective programs that provide the most

beneficial mix of services to eligible residents and private or public employers within the Consortium.

Contact persons for the member counties and SEAZLWDBB, under this agreement are as follows:

County Administrators:

Sharon Gilman, Cochise County Administrator  
1415 Melody Lane, Bisbee AZ 85603

Dustin Welker, Graham County Manager  
921 Thatcher Blvd., Safford, AZ 85546

Derek Rapier, Greenlee County Manager  
P.O. Box 908, Clifton, AZ 85533

Vada Phelps, SAWD Executive Director  
Staff to the Board  
900 Carmelita Drive, Sierra Vista, AZ 85635

IN WITNESS WHEREOF, the parties hereto have affixed their signature to this Agreement titled Southeastern Arizona Workforce Development Board Consortia Agreement and Cochise, Greenlee and Graham Counties.

**COCHISE COUNTY BOARD OF SUPERVISORS:**

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Chairperson

DATE

**ARIZONA@WORK – SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD:**

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RON CURTIS – PRESIDENT/CHAIRMAN

DATE

IN WITNESS WHEREOF, the parties hereto have affixed their signature to this Agreement titled Southeastern Arizona Workforce Development Board Consortia Agreement and Cochise, Greenlee and Graham Counties.

**GREENLEE COUNTY BOARD OF SUPERVISORS:**

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Chairperson

Date

**ARIZONA@WORK – SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD:**

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RON CURTIS – PRESIDENT/CHAIRMAN

Date

IN WITNESS WHEREOF, the parties hereto have affixed their signature to this Agreement titled Southeastern Arizona Workforce Development Board Consortia Agreement and Cochise, Greenlee and Graham Counties.

**GRAHAM COUNTY BOARD OF SUPERVISORS:**

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Chairperson

DATE

**ARIZONA@WORK – SOUTHEASTERN ARIZONA WORKFORCE DEVELOPMENT BOARD:**

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RON CURTIS – PRESIDENT/CHAIRMAN

DATE