

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
THURSDAY, DECEMBER 3, 2020**

A work session of the Cochise County Board of Supervisors was held on Thursday, December 3, 2020, at 10:30 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Thomas E. Borer, Chairman; Ann English, Vice-Chairman; Peggy Judd, Supervisor, telephonic

Staff Present: Richard G. Karwaczka, County Administrator
Sharon Gilman, Associate County Administrator
Christine Roberts, Chief Civil Deputy County Attorney
Kim Lemons, Clerk of the Board
Tim Mattix, Deputy Clerk of the Board

Attendees: Anita Baca, Housing Authority Director
Keith Buonocore, Finance Director
Vada Phelps, Executive Director, Arizona@Work Southeastern Arizona
Vickie Simmons, Deputy Director, Arizona@Work Southeastern Arizona
Dustin Welker, County Manager, Graham County
David Morgan, Citizen

Chairman Borer called the meeting to order at 10:30 a.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

ITEMS FOR DISCUSSION

Workforce Development

1. Discussion and Possible Direction regarding the Southeastern Arizona Workforce Investment Area One Stop Operator System Certification 2021 to 2023 for Cochise, Graham, and Greenlee Counties.

Ms. Vada Phelps and Ms. Vickie Simmons, both with Arizona@Work Southeastern Arizona (Agency), presented this item. Ms. Phelps summarized the Agency's annual report and noted that the Infrastructure Funding Agreements (IFA) and Memorandum of Understanding (MOU) were approved by the State of Arizona. Ms. Simmons highlighted various aspects of the Local Workforce Development Plan, IFAs for 2020 and 2021, and the MOU. Ms. Phelps reviewed the Intergovernmental Agreement (IGA), Consortia Agreement, and the annual budget. Highlights of the annual budget include salaries and employee-related expenses over \$900,000; board expenses at \$28,000; and, approximately \$1.5 million for the adult dislocated worker and youth programs. All documents reviewed by Ms. Phelps and Ms. Simmons were included in the Board meeting packet materials.

The Board asked if the Agency has sufficient funding for the people displaced due to the Covid-19 pandemic. Ms. Phelps responded that the Agency does not provide

unemployment insurance, for which the majority of people come in, but has sufficient money in the displaced worker program for those individuals.

Ms. Phelps requested that the Local Workforce Development Plan, IFAs, MOU, IGA and Consortia Agreement be placed on an agenda for formal adoption. The minutes need to show that the Board received and reviewed the budget.

In response to the Board, Ms. Phelps stated that the Agency will reach out and provide a new Board member packet to Supervisor-elect Mr. Tom Crosby.

Housing Authority

2. Discussion and possible direction regarding the corrective action for findings/concerns from the Housing Authority of Cochise County HUD monitoring visit.

Ms. Anita Baca, Housing Authority Director, presented this item. She stated that the United States Department of Housing and Urban Development (HUD) field office recently completed a remote monitoring visit. The result of the visit was five findings and three concerns, the majority of which relate to meetings with the Board and have since been cleared. For items still outstanding, Ms. Baca will begin meeting quarterly with the Board in Work Sessions, starting in early 2021 with Lead the Way training. Additionally, HUD found that the County does not have a resident Board member and as a result, the Housing Authority will send a letter to all residents to see if anyone is interested in being on the Board for housing items only. If no one responds after thirty days, the Housing Authority will apply for a letter of exemption from this requirement; if responses are received, Ms. Baca will return to the Board to see how the Board wishes to proceed.

The Board discussed previous concerns of not meeting often enough and the City of Douglas, which has a Housing Authority Board but no resident member. Ms. Baca responded that Douglas was required to have a resident member but has applied for an exemption and summarized the type of information that will be provided at the Work Sessions. At the request of the Board, Ms. Baca summarized how the Housing Authority became a part of the County. She clarified that the Housing Authority is still considered high-performing and the findings are not material findings.

Ms. Baca stated that HUD requires Housing Authorities to work with local Health Departments to test elevated levels of lead in children; due to Health Insurance Portability and Accountability Act (HIPAA) concerns, the Director of Health and Social Services and Ms. Baca decided to ask families if they receive housing assistance, rather than sharing who tested positive. Ms. Baca will clarify this with HUD and then it will be closed. Another concern of HUD is to word data in a specific way, and the Housing Authority is changing their spreadsheets in response. Last, HUD is requesting the last four digits of account numbers be included on depository form agreements, which Ms. Baca is setting up. Once all of the steps are done, the Board will be copied on a closure letter from HUD.

In response to the Board, Ms. Baca summarized that with the corrective action plan, letters of interest from residents are due by the end of January, with Lead the Way training in February; if the Board would like, there can be additional meetings and further discussions. The Board agreed to wait until the process that is in place works itself out before looking at next steps.

Ms. Baca thanked the Board for all they do for the Housing Authority, which serves nearly 600 residents.

Chairman Borer adjourned the meeting at 11:31 a.m.

APPROVED:

Thomas E. Borer, Chairman

ATTEST:

Kim Lemons, Clerk of the Board