



# MEMORANDUM

Date: April 19, 2024

To: The Honorable Chair and Members  
Pima County Board of Supervisors

From: Jan Leshner  
County Administrator

Re: **Additional Information from April 16, 2024 Board of Supervisors (BOS) Meeting  
Agenda Items 43 and 44**

During the April 16, 2024 BOS meeting Supervisor Christy requested a more detailed explanation to the above referenced items. Please see the attached response from County Attorney's Office.

JKL/je

Attachment

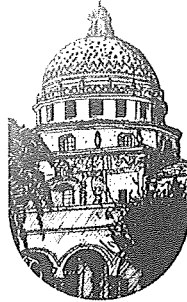
c: The Honorable Laura Conover, Pima County Attorney  
Carmine DeBonis, Jr., Deputy County Administrator  
Francisco García, MD, MPH, Deputy County Administrator and Chief Medical Officer  
Steve Holmes, Deputy County Administrator

APR 19 2024 11:37 PM CLK OF BD

RM

**Laura Conover**  
Pima County Attorney

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**MEMORANDUM**

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**TO:** Jan Leshner, County Administrator

**FROM:** Nicole Heath, Legal Administrator *Nicole Heath*

**DATE:** April 19, 2024

**RE:** Additional Information from April 16, 2024, Board of Supervisors Meeting Agenda Item 43 & 44

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During the April 16, 2024, Board of Supervisors meeting, Agenda Item 43 and 44 successfully passed. However, Supervisor Christy inquired as to the details behind the retroactive comment on the BOSAIRs for each item. The comment states: "Due to employee turnover the Grant Modification was not processed through Grants Management Innovation Department".

The turnover referenced is on behalf of the Pima County Attorney's Office (PCAO). The grant modification was submitted through the grants system in May 2023, but the paperwork with signatures to route through Grants Management & Innovation (GMI) and ultimately to the Board of Supervisors did not occur. The oversight was not discovered until January 2024 when PCAO began working with our partners at GMI for a resolution. Upon further investigation, the oversight occurred during a departure timeframe of key PCAO staff. Internal verification processes have been implemented to prevent this oversight from reoccurring in the future.

We recognize and accept the error on our part and have been moving forward with continuous quality improvement projects.

C: Laura Conover, County Attorney  
Baird Greene, Chief Deputy County Attorney