



# PIMA COUNTY BOARD OF SUPERVISORS

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**Stephen W. Christy**  
Supervisor, District 4

## MEMORANDUM

**DATE:** July 11, 2024

**TO:** Melissa Manriquez  
Clerk of the Board

**FROM:** Steve Christy   
District 4 Supervisor

**SUBJECT:** Addendum Item

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Please place the following item on the Addendum to the Agenda for the Board of Supervisors meeting of July 16, 2024.

### **BOARD OF SUPERVISORS**

#### **Catholic Community Services Contract - Procurement Concern**

**Discussion/Direction/Action regarding an update from the County Administrator addressing the issues outlined in her memorandum to the Board of Supervisors dated May 17, 2024, including but not limited to the following:**

**“As matters such as this must be reported to our federal funder, and out of an abundance of caution and for full transparency, I am alerting you to this incident and assure you we are taking the matter seriously. As such, I have asked for the following:**

- Grants Management & Innovation to review with CCS all of its vendor contracts to ensure full compliance with SSP reimbursement requirements;**
- Ask the County Attorney’s Civil Division to review the matter for implications to the overall CCS contract and any possible repercussions with the federal government.”**

**(District 4)**

Thank you.



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# MEMORANDUM

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Date: May 17, 2024

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

From: Jan Lesker   
County Administrator

Re: **Catholic Community Services Contract - Procurement Concern**

During a recent review of its finances and contracts, our asylum seeker sheltering partner and subrecipient Catholic Community Services (CCS) determined and disclosed to Pima County that one of its vendors providing services to the Casa Alitas Drexel shelter was working without a contract in violation of County and federal procurement rules for the Federal Emergency Management Agency Shelter Services Program grant (SSP). CCS has taken disciplinary action against the employees involved in hiring the vendor and alerted the County about the lack of required procurement procedures and contracting.

I have met with CCS leadership and believe it is taking the appropriate corrective actions and I am appreciative of their immediate notification.

CCS Chief Executive Officer Elena Dwyre sent me this statement about the issue:

*Catholic Community Services recently discovered, in an internal review of accounts, that we had been overcharged for services by a contractor for one of our programs. Upon further investigation we learned that two employees with that program had violated our conflict of interest and purchasing policies. Those employee relationships were quickly terminated, the contractor relationship was likewise discontinued, and program partners were promptly notified of the issue. We have begun the steps needed to rectify the billing issues. Additional steps have been taken to improve training and tightening of purchasing oversight, to ensure this situation will not repeat itself.*

As matters such as this must be reported to our federal funder, and out of an abundance of caution and for full transparency, I am alerting you to this incident and assure you we are taking the matter seriously. As such, I have asked for the following:

- Grants Management & Innovation to review with CCS all of its vendor contracts to ensure full compliance with SSP reimbursement requirements;
- Ask the County Attorney's Civil Division to review the matter for implications to the overall CCS contract and any possible repercussions with the federal government.

The Honorable Chair and Members, Pima County Board of Supervisors  
Re: **Catholic Community Services Contract - Procurement Concern**  
May 17, 2024  
Page 2

I will keep you apprised of the results of those inquiries.

JKL/dym

c: The Honorable Laura Conover, Pima County Attorney  
Carmine DeBonis, Jr., Deputy County Administrator  
Francisco Garcia, MD, MPH, Deputy County Administrator & Chief Medical Officer  
Steve Holmes, Deputy County Administrator  
Shane Clark, Director, Office of Emergency Management  
RK Kelly, Director, Grants Management & Innovation  
Ellen Moulton, Director, Finance & Risk, Management  
Baird Greene, Chief Deputy County Attorney  
Sam Brown, Chief Civil Deputy, Pima County Attorney's Office