



# BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 12/5/2023

\*= Mandatory, information must be provided

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

**\*Title:**

Review and edits to Pima County, Arizona Board of Supervisors Policy E 36.1

**\*Introduction/Background:**

Pima County Community & Workforce Development (CWD) reviews and processes applications for Outside Agency funding, and summarize proposals for the Outside Agency Review Committee, which makes recommendations for award to the Board of Supervisors. To update language, staff are proposing revisions to Pima County, Arizona Board of Supervisors Policy E 36.1 – Review of Requests and Monitoring of Contracts for Discretionary Funds Allocated to Outside Agencies for Economic Development.

**\*Discussion:**

Pima County, Arizona Board of Supervisors Policy E 36.1 is to be reviewed for continuance by 12-31-2023. CWD has reviewed the policy and is proposing revisions in regards to formatting, grammar, identifying the role of the Outside Agency Citizen Review Committee, and removal of the Sunset Provision.

**\*Conclusion:**

CWD will maintain the responsibility of continuing to review the policies and propose revisions as changes occur.

**\*Recommendation:**

It is recommended that the Pima County Board of Supervisors approve the modifications to the Pima County, Arizona Board of Supervisors Policy E 36.1 as outlined above, to become effective upon adoption.

**\*Fiscal Impact:**

No additional fiscal impact is anticipated.

**\*Board of Supervisor District:**

1    2    3    4    5    All

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Department Director Signature: *Cheryl DePom Director*   Date: 11/21/2023

Deputy County Administrator Signature: *[Signature]*   Date: 22 Nov 2023

County Administrator Signature: *[Signature]*   Date: 11/22/23



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

<b><u>Subject:</u></b> <b>Review of Requests and Monitoring of Contracts for Discretionary Funds Allocated to Outside Agencies for Economic Development, Health and Social Services</b>	<b>Policy Number</b>	<b>Page</b>
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### Purpose

1. To establish a policy for the processing, review, evaluation and determination of priorities for funding of requests from Outside Agencies for services related to Economic Development, Health, Social Services.
2. To establish a policy and minimum requirements for the monitoring and auditing of discretionary fund contracts for Economic Development, Health and Social Services.

### Background

Requests and suggestions for the use of discretionary Outside Agency funds are received directly by the Board of **Supervisors (BOS)**, the **Manager County Administrator**, and various departments and by the Community & Workforce Development **Department (CWD)** ~~Department~~ as part of the annual proposal process. The **CWD Department** reviews the proposals and monitors the contracts but without clear ~~Board~~ **BOS** policy regarding the allocations or the monitoring process. To ensure that these items are received, considered, and monitored in an organized and uniform manner, a policy regarding their processing, review and monitoring is adopted.

### Policy

1. The **CWD "Outside Agency" (OA)** program shall be administered by the Community & Workforce Development ~~Department~~ **(CWD)**.
2. The ~~Outside Agency~~ **CWD OA** budget shall be determined annually by the ~~Board~~ **BOS** in accordance with regular County budget process. The ~~Outside Agency~~ **CWD OA** account shall be part of the General Fund.
3. ~~Outside Agency~~ **CWD OA** funds shall be allocated by the ~~Board~~ **BOS** pursuant to written proposals and ~~Department Recommendations~~ **CWD recommendations**. Proposals shall meet ~~Department~~ **CWD** standards and shall stipulate the purpose, goals and objectives of the program, and shall define quantitative service units and present and justify the proposed budget.
4. ~~The Department~~ **CWD** shall review proposals at least once biennially, normally in the third fiscal quarter. In special circumstances ~~the Department~~ **CWD** may accept and review additional proposals during the year. If the review uncovers a service need of exceptional urgency or importance, ~~the Department~~ **CWD** may refer it for immediate consideration.



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### Policy Con't

5. Department **CWD** staff shall review and summarize proposals. and **The Outside Agency Citizen Review Committee** shall rank them **the proposals** and make recommendations to the manager **County Administrator** regarding the priority and level of funding. The ~~Department~~ **CWD** shall formulate its recommendations in accord with the following priorities: –services which will eliminate or diminish the need for regular County operated services; –proposals which will match and attract additional federal, state or private funds into the County; –economic development services which create new job opportunities; and such other priorities as may be established by the ~~Board~~ **BOS**.
6. In formulating its recommendations, the ~~Department~~ **CWD** shall consider the following parameters: –the availability of alternative funds for the proposal; –the number of units of service proposed; –the cost, cost per unit, cost benefit and efficiency of the proposal; –equitable geographical distribution of the services provided; –the experience and track record of the proposer; –the leverage or value of additional funds or resources attracted by the proposal; –the need and demand for the services proposed; –the legal authority of the County to provide the service proposed; –the impact of the service on the demand for other County services; –any weighing or ranking of service priorities which is established by the ~~Manager~~ **County Administrator** or the ~~Board~~ **BOS**.
7. OA funds shall only be distributed via contractual agreements which are based on the proposal, comply with pertinent Arizona Statutes, clearly define the purpose, work statement, budget, and service units to be provided, and which include clauses which limit the County's exposure and liability.
8. The ~~Department~~ **CWD** shall monitor the contracts to assure compliance and provision of service and shall require regular reports of expenditures and of the units of service provided. The ~~Department~~ **CWD** shall require compliance with A.R.S. §11-624 regarding financial audits and may specify additional audit and reporting requirements.
9. The ~~Department~~ **CWD** shall summarize and report to the County ~~Manager~~ **Administrator** and the ~~Board~~ **BOS** annually or as often as they shall require regarding OA expenditures and performance.



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## **Policy Con't**

10. Payment to the contractor shall normally be on a cost reimbursement basis. Continued reimbursement shall depend upon reasonable progress toward meeting the service objectives. Advances may be made to the agency. Such advances shall be a debt owed to the County which is to be repaid by the contractor. The ~~Community & Workforce Development~~ **CWD** Director shall determine the legitimacy of costs, the reasonableness of progress and the need for the amount of advances.
  
11. ~~The Department~~ **CWD** shall be funded for the staff needed to review proposals and prepare recommendations, and to write and monitor contracts and perform other duties related to the program.

## **Responsible Departments**

1. County Manager **Administrator**
2. Community & Workforce Development Department

## **Sunset Provision**

This policy will be reviewed for continuance by ~~12-31-23~~.

Adopted Date:     April 23, 1991  
 Revised Date:     April 6, 2021  
                          **December 5, 2023**  
 Effective Date:     April 6, 2024  
                          **December 5, 2023**