



MEMORANDUM

Date: October 18, 2018

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

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **October 16, 2018 Board of Supervisors Agenda Item 13 – Unfinished Business – Dorothy Kret and Associates, Inc. f.k.a DK Advocates, Inc. Amendment No. 3**

During the Board of Supervisors' discussion of this item, Supervisor Miller claimed she asked staff to provide specific information she enumerated at the October 2, 2018 Board meeting and staff was not responsive to her request.

In reviewing the meeting when this contract was initially discussed on October 2, 2018, the issue raised by Supervisor Miller at the October 16, 2018 was never raised by Supervisor Miller at the October 2, 2018 meeting.

Attached are video clips of both meetings where this item was discussed. (Attachment 1) Also, the verbatim minutes of the October 2, 2018 and October 16, 2018 meetings associated with this subject are attached for your information. (Attachment 2)

As you can see, the material requested by Supervisor Miller on October 2 was provided to her in my October 9, 2018 memorandum. It directly responded to the issues raised by Supervisor Miller at the October 2, 2018 meeting. (Attachment 3) This response was provided six days before the October 16 Board meeting and she never indicated the response was inadequate.

It is unfortunate Supervisor Miller accused staff of being unresponsive since staff provided a specific response directed to her specific question from the October 2, 2018 Board meeting.

Regarding Supervisor Miller's October 16 concern, the issue raised is that DK Advocates, Inc. (DKA) was not responsive to a subrecipient monitoring desk review conducted by the Grants Management Division of Pima County Finance and Risk Management from May 2017 through July 2017. In fact, DKA completely responded to the desk review. In a letter dated July 25, 2017, Marilyn Hutzler, Division Manager of Grants Management, states that she will "mark the Action Plan as fully corrected." The matter was closed in July 2017.

Attachments

c: Jan Leshar, Chief Deputy County Administrator

ATTACHMENT 1

Attachment 1

October 2, 2018 video clip starts from 2:56:18 to 2:59:22 in this link:

http://pima.granicus.com/ViewPublisher.php?view_id=2





Board of Supervisors on 2018-10-02 9:00 AM

Index Embed

- 1. File ID 9426 Dorothy Kret and Associates, Inc., f.k.a. DK Advocates, Inc., Amendment No. 3, to provide for workforce development services and amend contractual language, no cost (CT-CS-19-113)

October 16, 2018 video clip starts from 2:14:33 to 2:19:50

http://pima.granicus.com/ViewPublisher.php?view_id=2



Board of Supervisors on 2018-10-16 9:00 AM

Index Embed

- 19. File ID 9426 UNFINISHED BUSINESS (10/2/18) ContractDorothy Kret and Associates, Inc., f.k.a. DK Advocates, Inc., Amendment No. 3, to provide for workforce development services and amend contractual language, no cost (CT-CS-19-113)

ATTACHMENT 2

1. Community Services, Employment and Training

Dorothy Kret and Associates, Inc., f.k.a. DK Advocates, Inc., Amendment No. 3, to provide Workforce development services and amend contractual language, no **cost (CT-CS-19-113)**.

Chairman Elías	We on to item 1, Community Services, Employment and Training
Supervisor Bronson	I move the item.
Chairman Elías	Second. Supervisor Miller.
Supervisor Miller	Um, Mr. Chairman, on this contract...um, the concern I have, and it's the same, if we could discuss both items 1 and 3 at the same time, if you don't mind?
Chairman Elías	That's fine.
Supervisor Bronson	Fine. I'll withdraw my motion and I'll move items 1 and 3.
Chairman Elías	Very well. I'll Second it.
Supervisor Miller	<p>Okay. Um, the concern I have with this, they're changing their name...that's fine but they have spent administrative funds but they did not report any outcomes. And, as part of the monitoring process, they stated that the outcomes were not part of the scope of the work. But, if you look at the contract on page 3, section 4.21, it states that the sub-recipient of this contract must maintain, and I'm quoting, "a monthly average caseload of 32 active participants."</p> <p>And so my concern is that we're continuing this contract, but we're not meeting the required participant outcomes. So, I'd like to get a response to that. If there's any corrective action going forward on this, because it was not addressed in the background material.</p>
Chairman Elías	Okay.
Supervisor Bronson	And then Item 3?
Chairman Elías	Mr. Huckelberry, or you want to go to...
C.H. Huckelberry	Ms. Lesher
Chairman Elías	Ms. Lesher?
Jan Lesher	<p>Mr. Chairman, Supervisor Miller, I am afraid I do not have that answer. I will be happy to get back to you. I am assuming... I am only aware of Item 1, not Item 3.</p> <p>We have a long-standing relationship with Dorothy Kret and Associates and DK Advocates, but I do not have in front of me the specific monthly reports that you are looking for. I am happy to provide that for you.</p>

Supervisor Miller	I'm sorry I did mix items 1 and 3 together. They were two different...It was 1 and 2 but yeah, so as a result of that I'd move that...I like to make a substitute... I guess we'd have to withdraw the motion to do it.
Supervisor Bronson	Well, no. You can do a substitute motion.
Supervisor Miller	But you had...okay. I'd like to make a substitute motion to continue Consent Item number 1, until we get clarification on this item.
Jan Leshner	It's fine.
Chairman Elías	Second. It's a motion and second to continue this item 1 until we receive some more information on it.
Supervisor Bronson	We need a time certain. What's the next Board meeting?
C.H. Huckelberry	Next meeting.
Chairman Elías	Next Board meeting would be fine. You can do that Ms. Leshner?
Jan Leshner	Certainly.
Chairman Elías	Thank you.
Supervisor Bronson	And is it just item 1 or item 2 or 1 and 2?
Supervisor Miller	It was item 1 where this was address...
Supervisor Bronson	Just item 1 even though...?
Chairman Elías	Just recognize you did vote in the affirmative on Item 2.
Supervisor Miller	Item No. 3.
Supervisor Bronson	No, no, no...
Chairman Elías	No. You voted in the affirmative on 2...
Supervisor Miller	Item No. 2, yes...
Chairman Elías	...because I moved the remainder of the Consent.
Supervisor Miller	Yes, yeah...I just wanted clarification on this.
Chairman Elías	Very good. I just wanted you to feel comfortable with that.

Verbatim – Board of Supervisors' Meeting of October 16, 2018

Relating to the following item:

Agenda Item No. 19, Unfinished Business, Dorothy Kret and Associates, Inc. Contract

RE: Chairman Elías
SB: Supervisor Bronson
SC: Supervisor Christy
AM: Supervisor Miller
RV: Supervisor Valadez
JL: Jan Leshar
JC: Julie Castañeda

RE: We're on to item 19 unfinished business.

SB: I'll move the item.

RE: This is a contract. Uh...um...motion and a second. The second is from me.
Discussion?

AM: Mr. Chairman.

RE: Supervisor Miller.

AM: Uh...this is the one that I had continued last time and I still didn't see in the question...an answer to the question that I asked, which was, based on the prior contract, they're just changing the existing contract number from 16-442 to 19-113. The question was from a report that we pulled down from the...uh...matrix online on the intranet. Uh...they failed to meet the outcomes of the contract. As of May, 2017, the balance still available on their reimbursement request demonstrates that they had used none of the budget for the line item for transitional job wages and work experience for youth in accordance with that contract. So there was a finding and there was no response to that finding. And I didn't...that was the question I asked last time. I still haven't gotten an answer. I guess...Jan is shaking her head that there's no answer to this.

JL: Mr. Chairman, that's not what I'm saying. I'm sorry if we misunderstood the question. What I heard at the...I'm sorry. Supervisor Miller, the last meeting there was a comment about not having past reports and records. I did not have those. We provided...[cleared throat]...excuse me, through a memorandum from Mr. Huckleberry, uh...a report of the outcomes of the contract for the current fiscal year, July and August. We also pulled um...all of the numbers for the contract for the la... the fiscal year prior, July 2017 through June of '18, um...and have that information as well, including those numbers. So if...if...I...again, this is a contract that's changing the name of the applicant.

AM: Right.

JL: Um...if there was not...[mumbling]...my understanding to the question was wanting those monthly reports and the background information.

AM: This is what I read off at the last Board Meeting and it was an Agency Corrective acsh...Action Plan off the Pima County intranet site. The uh...Performance Matrix for Grants and it was a Monitoring Review that we pulled down. D.K. Advocates failed to meet the outcomes of the contract, Section 7, Outcomes, Job Placement and Job, or Entered Employment Rate as of May 17, the balance available on their reimbursement request demonstrates that they had used none of the approved budget line item for transitional job wages and work experience. This was the question I asked. This is right out of my last Board information. And I still haven't got an answer to it. And it was listed as a finding approved by a woman named...ah...the...the plan was done by Jacqueline Andrade, approved by Marilyn Hutzler on July 5, 2017.

JL: Mr. Chairman, Supervisor Miller, we will...will...get it again. What...that is not the question I heard asked last...last meeting. I apologize if there was confusion. Um.

AM: That was the question I asked, cause I'm reading from the same document.

JL: I heard nothing about a finding at the last meeting. If that was my error. We did not hear that. I heard a request for reports and information and we thought we had responded to that. Um...I'm happy to get back to you then additional information, it sounds like for two fiscal years ago. Cause we've only provided...uh...the current fiscal year. Last fiscal year...If there's information about a finding for that other year is what I believe you're suggesting, then I'm...we will...

AM: This...yeah.

JL: ...respond to that.

AM: This was from 2017, and the problem is, is we're just changing the...uh...contract number and moving along and letting these people have outstanding corrective actions. And the person that was responsible was the owner of this agency. And now changing the name of it, it appears that there were some issues with name changes in the past on this same contract, that there were a lot of issues on that. So...but this...this here, I...I expect an answer.

RE: My recollection is similar to uh...Ms. Leshner's. I...I don't recall a discussion about a finding during our last Board Meeting. But I don't know, I...I...I...

AM: I read it...

RE: My hearing aids were being repaired, so I might have missed it, Ally, but...

AM: I read it right off this document.

RE: ...my recollection is exactly the same as...as uh...Ms. Lesher's, so...

AM: We can go back and review the video.

RE: Um...What I would say, is that uh...we have a motion and a second before us. Um...this is only a name change. I believe that that finding, if...if it does exist will be addressed at uh...the appropriate time when the contract is up.

SB: And as I recall, it's at no cost.

RE: Yes, exactly.

AM: Yeah, It's a name change...

SB: So I'm going to call the question.

AM: It's just changing it from one...

SB: Call the question, Mr. Chairman.

AM: ...name to another, but it's still an issue on the contract two years outstanding.

RE: Okay...so...well, let's...let's move ahead and vote on it. Roll call.

JC: Supervisor Bronson.

SB: Aye.

JC: Supervisor Christy.

SC: Yes.

JC: Supervisor Miller.

AM: No.

JC: Supervisor Valadez.

RV: Aye.

JC: Chairman Elías.

RE: Aye. Motion carries 4 to 1.

ATTACHMENT 3



MEMORANDUM

Date: October 9, 2018

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

From: C.H. Huckelberry,
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Board of Supervisors October 16, 2018 Agenda Item 19 – Community Services, Employment and Training**

At the October 2, 2018 meeting of the Board of Supervisors, Consent Agenda Item 1 – Community Services, Employment and Training (CSET), Dorothy Kret and Associates, Inc., formally known as DK Advocates, Inc., Amendment 3, to provide for workforce development services and amend contractual language, no cost (CT-CS-19-113) was continued to the October 16 meeting in order to provide information regarding the contract performance to date. That information is provided below.

DK Advocates Inc. (DKA) provides workforce development services to adult and dislocated job seekers. DKA was sold to Dorothy Kret and Associates, Inc. effective July 1, 2018. The purpose of the amendment before the Board is to assign the rights of the DKA contract to Dorothy Kret and Associates. The contract notes that:

Dorothy Kret and Associates, Inc. will submit monthly reports which include the number of persons served, completed, exited, placed, placed into Workforce Investment Board target industries, and the average wage at placement. A summary of work performed during the first two months of the current contract is provided below.

Adult/DW	Annual Goal		Actual thru Aug.	Difference
Enrolled	320		235	-85
Exit	256		20	-236
Placed	208		19	-189
Active	64		215	151
AWP	\$14.00		\$19.50	\$5.50

It is important to note that the figures for the "Active" category include participants in the Health Profession Opportunity Grant (HPOG) program, which is also managed by DKA. DKA has exceeded the annual goal of 64 participants in the adult/dislocated worker program by 10, as there are currently 74 active participants in this area. Also reflected in the "Active" category are an additional 141 Health Profession Opportunity Grant participants managed by DKA.

The Honorable Chairman and Members, Pima County Board of Supervisors
Re: **Board of Supervisors October 16, 2018 Agenda Item 19 – Community Services,
Employment and Training**

October 9, 2018

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Attached are reports from July and August, which are two months of the current contract. In addition to monitoring contracted agency performance on a monthly basis, and in some cases more frequently, the Performance Committee of the Workforce Investment Board also meets on a monthly basis to review performance.

CHH/mp

Attachment

c: Jan Leshar, Chief Deputy County Administrator
Arnold Palacios, Director for Community Services, Employment and Training

AJC SERVED - WIOA				AJC CLOSURES - WIOA				AJC PLACEMENTS - WIOA				Average Placement Rate (Total placements divided by Total closures)		
Served - New + Carryover				Closures - Exited the system				Placements - Adult/DW placed in a Job, Youth placed in a Job, Post Secondary Ed.						
Contracted #	Youth clients	Adult/DW /other clients	Total clients	Contracted #	Youth Closures	Adult/DW/other closures	Total closures	Contracted #	Youth placements	Adult/DW/other placements	Total placements	Contracted #	July placement rate	June placement rate
320	0	257	257	256	0	0	0	208	0	0	0	80%	0%	82%

PTS CLOSURES - WIOA				PTS PLACEMENTS - WIOA				PTS AWP		Average Placement Rate (Total placements divided by Total closures)		
Closures - Exited the system				Placements				Average Wage at Placement				
Contracted #	Youth Closures	Adult/DW/other closures	Total closures	Contracted #	Youth placements	Adult/DW/other placements	Total placements	Contracted Average Wage Percentage	Weighted Average Wage	Contracted #	July placement rate	June placement rate
256	0	13	13	208	0	13	13	\$14.00	\$19.50	80%	100%	84%

PTS CLOSURES - ALL FUNDING									
Closures - Exited the system				Placements - Adult/DW placed in a Job				Average Wage at Placement	
Contracted #	Youth Closures	Adult/DW/other closures	Total closures	Contracted #	Youth placements	Adult/DW/other placements	Total placements	Contracted Average Wage Percentage	Weighted Average Wage
N/A	0	13	13	N/A	0	13	13	N/A	\$19.50

Agency Certification: _____ Date: 8/9/2018
 Signature

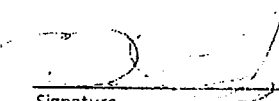
By: Betty Seery, Program Director
 Typed/printed name and title

DKA-Aug18-OneStop

AJC SERVED - WIOA				AJC CLOSURES - WIOA				AJC PLACEMENTS - WIOA				Average Placement Rate (Total placements divided by Total closures)		
Served - New + Carryover				Closures - Exited the system				Placements - Adult/DW placed in a Job, Youth placed in a Job, Post Secondary Ed.						
Contracted #	Youth clients	Adult/DW /other clients	Total clients	Contracted #	Youth Closures	Adult/DW/other closures	Total closures	Contracted #	Youth placements	Adult/DW/other placements	Total placements	Contracted #	Aug placement rate	July placement rate
320	0	235	235	256	0	0	0	208	0	0	0	80%	0%	0%

PTS CLOSURES - WIOA				PTS PLACEMENTS - WIOA				PTS AWP		Average Placement Rate (Total placements divided by Total closures)		
Closures - Exited the system				Placements				Average Wage at Placement				
Contracted #	Youth Closures	Adult/DW/other closures	Total closures	Contracted #	Youth placements	Adult/DW/other placements	Total placements	Contracted Average Wage Percentage	Weighted Average Wage	Contracted #	Aug placement rate	July placement rate
256	0	20	20	208	0	19	19	\$14.00	\$17.54	80%	95%	100%

PTS CLOSURES - ALL FUNDING									
Closures - Exited the system				Placements - Adult/DW placed in a Job				Average Wage at Placement	
Contracted #	Youth Closures	Adult/DW/other closures	Total closures	Contracted #	Youth placements	Adult/DW/other placements	Total placements	Contracted Average Wage Percentage	Weighted Average Wage
N/A	0	21	21	N/A	0	20	20	N/A	\$17.27

Agency Certification:  _____ Date: 9/10/2018

Signature

By: Betty Seery, Program Director
 Typed/printed name and title