



MEMORANDUM

Date: January 27, 2021

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

From: C.H. Huckelberry 
County Administrator

Re: **Administrative Procedure 22-83 Fraud, Waste and Abuse Procedures**

Adopted in June 2018, Administrative Procedure 22-83, empowers County employees to anonymously report fraud, waste and abuse concerns. Pima County's Fraud, Waste and Abuse Program (Program) provides a consistent framework for all relevant parties to manage and investigate complaints. A third party vendor hosts the Program and assigns the reporter a unique code or "report key". This unique code allows the administrator of the Program the ability to communicate with the reporter while providing the reporter anonymity and eliminating the possibility of retribution.

The Finance and Risk Management Department's Internal Audit section is responsible for administering the Program.

Given three new Board of Supervisors members, it is appropriate to provide all members with a copy of the procedure. The procedure outlines the reporting process used by employees who suspect there is fraud, waste, or abuse occurring in the County.

Additionally, the procedure delineates that concerns related to personnel matters or other employee related issues should not be reported via the Program. These concerns should be reported in accordance with the applicable Board of Supervisor's Policies and Administrative Procedures.

During the timeframe of June 2020 thru December 2020, five complaints were received through the program hotline. Four of those complaints were employee related issues and one was returned to the reporter due to lack of information.

For concerns that come through the Fraud, Waste and Abuse Program related to personnel matters or other employee-related issues, those concerns are sent to the Human Resources Director for review and action. The Employment Rights Section of Human Resources has four dedicated Employment Rights Compliance Officers, as well as a Human Resources Supervisor and Deputy Director who field, evaluate, and resolve such concerns. In general, any employee who has a concern related to personnel or other employee-related work issue has several options in which to bring it to the County's attention to include:

The Honorable Chair and Members, Pima County Board of Supervisors
Re: Administrative Procedure 22-83 Fraud, Waste and Abuse Procedures
January 27, 2021
Page 2

- In-person interview with Employment Rights in Human Resources
- Phone interview with Employment Rights at 724-8028
- Fax at 724-8253
- An Employee's written statement dropped off at the Human Resources front desk
- Email at Employment_Rights_Intake@pima.gov
- Email at HR.Reception@Pima.Gov
- Via an interview in an investigation on a different matter
- From management, when they receive a verbal or written complaint from an employee
- Via training – an employee discussing their allegations with a trainer during a break in training
- Via employee associations
- Via the "form" online "Contact Human Resources" Human Resources Feedback Form at [Contact Human Resources](#)

CHH/anc

Attachment

c: Jan Leshar, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services