



**ARIZONA VETERANS' SERVICES ADVISORY COMMISSION**

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Ms. Lindsey Perry  
Auditor General  
29010 N. 44<sup>th</sup> Street, Suite 410  
Phoenix, Arizona 85018

Re: Arizona Veterans Services Advisory Commission Sunset Review

On behalf of my fellow Commissioners and myself, I am happy to respond to the sunset review.

We especially appreciated the assistance provided by the audit team to assure that the Commission understood the recommendations and requirements which we will be implementing. Their professionalism made the process a positive and informative experience.

If there are any further steps we need to take in the review process, please contact me.

Sincerely,

Joan B. McDermott  
Chairman

**Sunset Factor 3:** The extent to which the Commission serves the entire State rather than specific interests.

**Recommendation 1:** The Commission should develop and implement policies and procedures to comply with conflict-of-interest statutory requirements and recommended practices, including:

**Recommendation 1a:** Requiring all Commission members to complete an annual conflict-of-interest disclosure form that includes an affirmative statement indicating whether or not a conflict exists.

Commission response: **The finding of the Auditor General is agreed to and the audit recommendation will be implemented.**

Response explanation: **Conflict-of-Interest Forms are now obtained annually & electronically filed at the ADVS office. AVSAC Chair understands that 1 Form may have been missing in the April audit - awaiting verification that all 9 Commissioners' Forms are in the file.**

**Recommendation 1b:** Establishing a process to review and remediate disclosed conflicts.

Commission response: **The finding of the Auditor General is agreed to and the audit recommendation will be implemented.**

Response explanation: **AVSAC, in conjunction with ADVS, will confer with AZ Boards & Commissions to determine the best process to review & remediate disclosed conflicts & incorporate that process into Commission guidelines.**

**Recommendation 1c:** Maintaining completed disclosure statements of substantial interests in a special file available for public inspection.

Commission response: **The finding of the Auditor General is agreed to and the audit recommendation will be implemented.**

Response explanation: **Conflict-of-Interest Forms are available to the public by following established agency & AZ request policies. Any disclosure statements of substantial interests will be maintained in a special electronic file.**

**Sunset Factor 5:** The extent to which the Commission has encouraged input from the public before adopting its rules and the extent to which it has informed the public as to its actions and their expected impact on the public.

**Recommendation 2:** The Commission should work with the Department to ensure its compliance with all open meeting laws, including:

**Recommendation 2a:** Posting meeting agendas on the Department's website at least 24 hours before public meetings.

Commission response: **The finding of the Auditor General is agreed to and the audit recommendation will be implemented.**

Response explanation: **Meeting agendas are now being posted 24 hrs. or more before upcoming public meetings of the AVSAC.**

**Recommendation 2b:** Making meeting minutes or a recording of its public meetings available for public inspection within 3 working days following a meeting.

Commission response: **The finding of the Auditor General is agreed to and the audit recommendation will be implemented.**

Response explanation: **The ADVS Exec. Secretary now has full IT access, which allows her to assure that the minutes are available on the ADVS website within 3 working days following a meeting. Recordings of the meetings are also available for posting, should there ever be a circumstance in which minutes cannot be produced timely.**