

**ACCA Minutes**  
**November 15, 2017**  
**Crowne Plaza San Marcos Golf Resort**  
**Chandler, AZ**

**Attendees:**

Marian Sheppard, Gila County	Sharon David, Coconino County
Beth Bond, Apache County	Lindsey Dailey, Coconino County
Melissa Buckley, Navajo County	Arlenthe Rios, Cochise County
Melinda Meek, Santa Cruz County	Fran McCarroll, Maricopa County
Wendy Escoffier, Coconino County	

Eric Scott and Jennifer St. John

**County Updates**

**Melissa Buckley, Navajo County**

- The new County Manager is Glen Gephart who was previously the Public Works Director
- Melissa attended the CSA summit – it was very interesting to see the presentation and discussion of legislative issues.

**Marian Sheppard, Gila County**

- Gila has 2 new Board members
- New County Manager is James Menlove who was previously the Finance Director

**Beth Bond, Apache County**

- The County Manager has retired and the Finance Director is currently serving as the Co. Manager
- Two of their 3 Board members are new.

**Melinda Meek, Santa Cruz County**

- There have been 9 new County Managers in the last 18 months in the 15 counties

**Wendy Escoffier, Coconino County**

- Jimmy Jayne is now at Coconino County as the Director of Special Initiatives
- Coconino has one new Supervisor

**Fran McCarroll, Maricopa County**

- Maricopa County has two new Supervisors of the 5
- Joy Rich is the new County Manager

**Arlenthe Rios, Cochise County**

Several new positions including a new County Administrator and PIO Officer  
The County is changing the Performance Evaluation criteria/form

Several Clerks commented on experiences with BOE hearings and use of Hearing Officers. There was also a discussion about minutes for BOE hearings. There is no set pattern for these minutes; they can be quite detailed or simply final statements or determinations.

In response to a question, it was determined that the Board of Supervisors **not** the Board of Equalization (BOE) should be the one to appoint Hearing Officers for the BOE.

### **Handling Notice of Claims Training**

Jim Jellison, ACIP Attorney

Mr. Jellison provided a handout:

"Service of Process Issues for Clerks of the County Boards of Supervisors."  
(copy attached to these minutes – Attachment 1)

Pages 2 & 3 (re: the Rules of Civil Procedure) outline who is to be served for a governmental entity. Page 4 lists "Alternative Means of Service." The basic ARS reference regarding a claim against a public entity is: ARS §12-821.01

Mr. Jellison reviewed a number of points related to proper service including when service by mail is acceptable. He noted that the requirements regarding a Notice of Claim only apply to state law claims. Federal claims can be filed without a prior Notice of Claim.

Examples of Service of Process issues were also outlined in the handout and discussed by the group. Service in "official capacity" as opposed to "individual capacity" is also addressed on page 7 of the handout.

Fran McCarroll indicated that she has an Oath of Office for staff in her office which indicates that they are "Special Limited Duty Deputy Clerks," which allows them to accept service also. In addition, they have a handout which indicates that they accept service, but "this might not be the proper entity to serve."

(Special Limited Duty Deputy Clerk Oath – Attachment 2)

("You may not be serving the right entity" – Attachment 3)

### **New Statutory Requirements: Election Proclamation**

#### **HB 2538**

ARS §16-222 and ARS §16-223 currently have a compressed a time frame for calling a special election, and there was uncertainty about if all counties or only certain counties had to publish the proclamation.

Below is a copy of the House Bill which passed this session. ARS §16-222 adjusts the time frames and ARS §16-223 addresses who has to publish the proclamation – time frames and where published. (HB 2538 is below)

Be it enacted by the Legislature of the State of Arizona:

Section 1. Section 16-222, Arizona Revised Statutes, is amended to read:

**16-222. Vacancy in the office of United States senator or representative**

A. When a vacancy occurs in the office of United States senator or representative in Congress by reason of death or resignation, or from any other cause **AND EXCEPT AS PROVIDED IN SUBSECTION D OF THIS SECTION**, the vacancy shall be filled at the next general election. At such AN election the person elected shall fill the unexpired term of the vacated office.

B. For a vacancy in the office of representative in Congress, if the next general election is not to be held within six months ~~from~~ AFTER the date of the occurrence of the vacancy, the governor shall call a special primary election and a special general election to fill the vacancy. The governor shall call the special primary election and establish its date within seventy-two hours after the office is officially declared vacant. Notwithstanding sections 16-313, 16-351 and 16-542, for a candidate for office at an election held pursuant to this subsection, the following apply:

1. The special primary election shall be held ~~no~~ NOT less than ~~eighty~~ ONE HUNDRED TWENTY nor more than ~~ninety~~ ONE HUNDRED THIRTY-THREE days after the occurrence of the vacancy, and the special general election shall be held not less than ~~fifty~~ SEVENTY nor more than ~~sixty~~ EIGHTY days after the special primary election.

2. Nomination papers and nomination petitions shall be filed ~~no~~ NOT later than thirty days after the date of the proclamation calling the election.

3. Any court action challenging the nomination of a candidate shall be filed ~~no~~ NOT later than 5:00 p.m. on the fifth business day after the last day for filing nomination papers and petitions.

4. The superior court shall hear and render a decision within five days after the filing of the action.

5. Beginning fifteen days before the date of the election, the county recorder or other officer in charge of elections shall mail early ballots within forty-eight hours after receipt of a complete and correct early ballot request from persons qualified to vote.

C. For a vacancy in the office of United States senator, the governor shall appoint a person to fill the vacancy. That appointee shall be of the same political party as the person vacating the office and, **EXCEPT AS PROVIDED IN SUBSECTION D OF THIS SECTION**, shall serve until the person elected at the next general election is qualified and assumes office. If the person vacating the office changed political party affiliations **AFFILIATION** after taking office, the person who is appointed to fill the vacancy shall be of the same political party that the vacating officeholder was when the vacating officeholder was elected or appointed to that office.

**D. IF A VACANCY IN THE OFFICE OF UNITED STATES SENATOR OCCURS MORE THAN ONE HUNDRED FIFTY DAYS BEFORE THE NEXT REGULAR PRIMARY ELECTION DATE, THE PERSON WHO IS APPOINTED PURSUANT TO SUBSECTION C OF THIS SECTION SHALL CONTINUE TO SERVE UNTIL THE VACANCY IS FILLED AT THE NEXT GENERAL ELECTION. IF A VACANCY IN THE OFFICE OF UNITED STATES SENATOR OCCURS ONE HUNDRED FIFTY DAYS OR LESS BEFORE THE NEXT REGULAR PRIMARY ELECTION DATE, THE PERSON WHO IS APPOINTED SHALL SERVE UNTIL THE VACANCY IS FILLED AT THE SECOND REGULAR GENERAL ELECTION HELD AFTER THE VACANCY OCCURS, AND THE PERSON ELECTED SHALL FILL THE REMAINING UNEXPIRED TERM OF THE VACATED OFFICE.**

~~D.~~ E. For a vacancy in the office of representative in Congress that occurs simultaneously with at least one hundred additional vacancies in the office of representative in Congress as prescribed by 2 United States Code section 8, a special general election to fill the vacancy in this state shall be held ~~no~~ NOT more than forty-nine days after the declaration of the vacancy unless a regularly scheduled general election or previously scheduled special general election is held within seventy-five days after the declaration of the vacancy.

Sec. 2. Section 16-223, Arizona Revised Statutes, is amended to read:

**16-223. Issuance of proclamation for special election by governor; publication by clerks of boards of supervisors**

A. Within ten days after a vacancy occurs in the office of representative in Congress, if a special primary and special general election are required by section 16-222, the governor shall issue a proclamation containing a statement of the time of the special primary election and the special general election and the offices to be filled.

B. The governor shall transmit a copy of the election proclamation to the officer in charge of elections and the clerk of each board of supervisors of ~~the several counties~~ EACH COUNTY THAT IS REQUIRED TO PARTICIPATE IN THE SPECIAL ELECTION.

C. The clerk of the board of supervisors OF EACH COUNTY THAT IS REQUIRED TO PARTICIPATE IN THE SPECIAL ELECTION, WITHIN FIVE DAYS AFTER RECEIVING THE PROCLAMATION PRESCRIBED IN SUBSECTION B OF THIS SECTION, shall publish a copy of the election proclamation in an official newspaper of the county at least five days before the special primary election and at least five days before THE SPECIAL GENERAL ELECTION AND SHALL POST ON A COUNTY-OPERATED WEBSITE A NOTICE STATING THE DATES OF THE SPECIAL PRIMARY ELECTION AND the special general election.

**(EMERGENCY NOT ENACTED)**

**Sec. 3. Emergency**

This act is an emergency measure that is necessary to preserve the public peace, health or safety and is operative immediately as provided by law.

**ACCA Certification Program**

Melissa Buckley and Wendy Escoffier provided a handout regarding the proposed ACCA Certification Program  
(Certification Program – Attachment 4)

In the discussion of the proposed program, the following suggestions were offered:

- In the Objectives and Definitions sections, change “education” to “knowledge, skills and experience”
- Possibly add a \$25.00 fee per class in addition to the \$50 application and \$50 Certification fees
- *Government 101* should be changed to *County Government 101*
- The two topics *County Government 101* and *History of the County Clerk of the Board* could be combined into one session instead of two
- One additional topic was added: *Accepting Service*

There was also a suggestion that the Association might consider issuing a certificate for each ACCA meeting that a member attends.

**Board of Equalization Training** (George Shook)

- Valuation or classification issues are handled at BOE.
- It is the County's responsibility in the valuation process to review valuation appeals – it is the BOS sitting as the BOE.
- Hiring a Hearing Officer (HO) is often easier, especially in the smaller counties
- The State Board of Equalization (SBOE) can contract with smaller counties for hearings

- The SBOE can only send "State" appointees to other counties for hearings
- The bottom line objective of the hearings is to get the valuation correct, especially in respect to similar properties, similarly situated.
- There was a review of the topics that are reviewed in HO training each year which includes new statutes related to valuation or the appeals process

Some History and rule changes related to SBOE:

- 1992 – Hearings were held in all counties
- 1994 – SBOE created at first 3 persons sitting as a "hearing board"
- Pima and Maricopa Counties appoint 10 hearing officer each to hear the cases from their counties
- Now, cases under 3 million in valuation can be heard by only one member
- The main training for HO is in June each year.
- Supervisors can attend the training session if they so desire

One Statute that was discussed was ARS §42-16102. (below)

42-16102. County board of equalization

*A. In each county with a population of less than five hundred thousand persons according to the most recent United States decennial census, the board of supervisors constitutes a county board of equalization. The clerk of the board of supervisors shall serve as the clerk of the board of equalization.*

*B. A county board of equalization shall not be established in any county with a population of five hundred thousand persons or more.*

*C. The board of supervisors, by a majority vote, may contract with the state board of equalization to review and hold hearings and make decisions on petitions filed under section 42-16105.*

There being no further business, the meeting was adjourned.

Minutes Respectfully Submitted:



Fran McCarroll, Clerk  
Maricopa County BOS

***SERVICE OF PROCESS ISSUES FOR CLERKS OF  
COUNTY BOARDS OF SUPERVISORS***

**James M. Jellison** */w/ Counties Insurance Pool.*  
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## **A. The Duties Of Appointed County Clerks**

A.R.S. § 11-241 provides the statutory duties of an appointed Clerk of an Arizona County Board of Supervisors as follows:

The board of supervisors shall appoint a clerk of the board, who shall:

1. Record all proceedings of the board.
2. Make full entries of the board's resolutions and decisions on all questions concerning the raising of money for and allowance of accounts against the county.
3. Record the vote of each member on every question upon which there is a division or at the request of any member present.
4. Sign all orders made and warrants issued by order of the board for the payment of money.
5. Record the reports of the county treasurer of the receipts and disbursements of the county.
6. Preserve and file all accounts acted upon by the board.
7. Preserve and file all petitions and record the actions of the board thereon.
8. Record all orders levying taxes.
9. *Perform all other duties required by law or rule or order of the board.*

## **B. The Arizona Rules Of Civil Procedure On Service Of Counties And The Role of County Clerks**

Arizona Rule of Civil Procedure 4.1(h) provides the method of personal service on governmental entities and specifically designates the Clerk of the Board of Supervisors as the sole receiving agent for an Arizona County.

**Serving a Governmental Entity.** If a governmental entity has the legal capacity to be sued and it has not waived service under Rule 4.1(c), it may be served by delivering a copy of the summons and the pleading being served to the following individuals:

- (1) for service on the State of Arizona, the Attorney General;
- (2) *for service on a county, the Board of Supervisors clerk for that county;*

- (3) for service on a municipal corporation, the clerk of that municipal corporation; and
- (4) for service on any other governmental entity:
  - (A) the individual designated by the entity, as required by statute, to receive service of process; or
  - (B) if the entity has not designated a person to receive service of process, then the entity's chief executive officer(s), or, alternatively, its official secretary, clerk, or recording officer.

### **C. The Arizona Rules Of Civil Procedure On Service Of Individuals**

Arizona Rule of Civil Procedure 4.1(d) provides the method of personal service on individuals.

**Serving an Individual.** Unless Rule 4.1(c), (e), (f), or (g)<sup>1</sup> applies, an individual may be served by:

- (1) delivering a copy of the summons and the pleading being served to that individual personally;
- (2) leaving a copy of each at that individual's dwelling or usual place of abode with someone of suitable age and discretion who resides there; or
- (3) delivering a copy of each to an agent authorized by appointment or <sup>(1)</sup> by law <sup>(2)</sup> to receive service of process.

“Authorized by appointment” means the individual actually appointed another person as his or her agent to accept service of process.

“Authorized by law” means that a legislative enactment exists allowing for service of process on an individual upon a designated agent.

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<sup>1</sup> 4.1(c) provides for the voluntary and express waiver of service;  
4.1(e) provides the method for serving a minor (under age 16);  
4.1(f) provides the method for serving a minor who has a guardian or conservator;  
4.1(g) provides the method for serving a person adjudicated as incompetent or has a guardian or conservator.



**D. Do The Arizona Rules Of Civil Procedure Provide  
Alternatives To Personal Service?**

Arizona Rule of Civil Procedure 4.1(k) provides for alternative means of service, other than personal service, as follows:

**Alternative Means of Service.**

(1) *Generally.* If a party shows that the means of service provided in Rule 4.1(c) through Rule 4.1(j) are impracticable, the court may--on motion and without notice to the person to be served--order that service may be accomplished in another manner.

(2) *Notice and Mailing.* If the court allows an alternative means of service, the serving party must make a reasonable effort to provide the person being served with actual notice of the action's commencement. In any event, the serving party must mail the summons, the pleading being served, and any court order authorizing an alternative means of service to the last-known business or residential address of the person being served.

(3) *Service by Publication.* A party may serve by publication only if the requirements of Rule 4.1(l), 4.1(m), 4.2(f), or 4.2(g) are met and the procedures provided in those rules are followed.

*A plaintiff's alleged delivery of a notice of claim to police officers via certified mail did not strictly comply with the statutory requirement that notices of claim be personally delivered to each defendant or to their authorized agent, and any excusable neglect on plaintiff's part does not preclude dismissal. Simon v. Maricopa Medical Center 225 Ariz. 55, 234 P.3d 623 (App. 2010).*

**E. What Does All This Service Stuff Have To Do  
With Notices Of Claim?**

A.R.S. § 12-821.01 is Arizona's statute regarding the requirement to provide a pre-litigation notice of claim by a person or persons who assert a claim against a public entity, public school, or a public employee. A.R.S. § 12-821.01(A) provides the following:

Persons who have claims against a public entity, public school or a public employee ***shall file claims*** with the person or persons authorized

to accept service for the public entity, public school or public employee ***as set forth in the Arizona rules of civil procedure*** within one hundred eighty days after the cause of action accrues. The claim shall contain facts sufficient to permit the public entity, public school or public employee to understand the basis on which liability is claimed. The claim shall also contain a specific amount for which the claim can be settled and the facts supporting that amount. Any claim that is not filed within one hundred eighty days after the cause of action accrues is barred and no action may be maintained thereon.

#### Things to know about Notices of Claim in Arizona:

- Pre-requisite to lawsuit alleging ***state law*** causes of action (*i.e.*, negligence, breach of contract, *etc.* – does not apply to federal claims);
- Purpose is to give entity/employee a chance to consider the claim, and possibly resolve the dispute before litigation;
- Must be served within 180 days of claim accrual (knowledge of damage and knows or should have known how and by whom damage was caused);
- Must contain sufficient facts to understand the basis for liability;
- Must contain a specific amount – or sum certain – that will settle the claim and facts supporting that amount;
- ***Must be properly served on both the public entity and public employee in order to maintain a lawsuit against both;***
- If a notice of claim is not properly filed within the statutory time limit, a plaintiff's claim is barred by statute. ***Actual notice and substantial compliance do not excuse failure to comply with the statutory requirements*** of A.R.S. § 12-821.01(A). *Falcon ex rel. Sandoval v. Maricopa County*, 213 Ariz. 525, 527, 144 P.3d 1254, 1256 (2006) *Salerno v. Espinoza*, 210 Ariz. 586, 589, 115 P.3d 626, 629 (App. 2005).

## F. HOW DO THESE SERVICE ISSUES PLAY OUT IN AN ACTUAL LAWSUIT?

*Example 1:* Sheriff's Deputies accused of assault and battery in the course of an arrest. Plaintiff serves a notice of claim on the County

Clerk for the County and on a Sheriff's Administrative Clerk for the Sheriff's Office and the Deputies. They didn't authorize the Admin Clerk.

What are the legal issues – what is the outcome? Should the plaintiff have served the Sheriff?

non-jural entity  
County

This was ok.  
Admin Clerk.

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*Example 2:* Sheriff's Detention Staff accused of delayed medical treatment in the jail. Notice of Claim addressed to HR/Risk. Clerk's Office accepts service of the notice of claim.

What are the legal issues – what is the outcome? What if HR/Risk Manager had accepted service?

Process Server

Claim wasn't directed to Bos  
Got (routed around.) – NOC was not directed to the county.

*Practice Pointer:* In *Strickler v. Arpaio*, 2012 WL 3596514 at \*3 (D.Ariz. 2012), the court held that service of a notice of claim upon the individual deputy **in his official capacity** was ineffective where the process server provided the notice to an MCSO receptionist, and where the receptionist claimed authority to accept service. Without facts that the receptionist was authorized by the individual to act as his agent, however, the receptionist's agreement to accept service of process on the individual employee's behalf was not sufficient to constitute service.

*Practice Pointer:* Should County Clerks only accept service on behalf of the County and/or Board Of Supervisor? — Yes

notice of claim to a Co. depr.

## G. ISSUES REGARDING SERVICE OF FEDERAL COMPLAINTS

1983 complaints.

Federal Rules of Civil Procedure 4(e)(1)&(2) and 4(j)(2) generally provide for service of complaints upon Counties and individuals in the manner prescribed by state law.

## official capacity / individual capacity

For federal claims brought under 42 U.S.C. §1983, it matters whether an individually named defendant is sued in his or her “official capacity” or “individual capacity.” A civil suit against a governmental official in their official capacity is really a suit against the governmental entity itself. *Hafer v. Melo*, 502 U.S. 21, 25 (1991) (citing *Kentucky v. Graham*, 473 U.S. 159, 166 (1985)).

*Practice Pointer:* Beware of accepting service on behalf of other Elected Officials, or former Elected Officials, who might be sued in their individual capacities only, or in their combined official and individual capacities. I have argued that an “official capacity” federal claim must be served on the entity, and that service on the individual is not effective.

“A suit against a governmental officer in his official capacity is equivalent to a suit against the governmental entity itself. *Gomez v. Vernon*, 255 F.3d 1118, 1126 (9<sup>th</sup> Cir.), *cert. denied*, 534 U.S. 1066 (2001). Thus, the real party-in-interest in an official-capacity suit is the governmental entity and not the named official. *Hafer v. Melo*, 502 U.S. 21, 25 (1991) (citing *Kentucky v. Graham*, 473 U.S. 159, 166 (1985)).

Because Plaintiffs have named Peyton as a Defendant in his “official capacity,” the proper procedure for service is upon the governmental entity, and, accordingly, is guided by Fed.R.Civ.P. 4(j). *McRee v. Goldman*, 2011 WL 4831199, p. 3 (N.D. Cal. 2011); *Carter v. Seventh Judicial Dist. Of Idaho*, 2009 WL 1635389 p. 6 (D. Idaho 2009).

Federal Rule 4(j)(2), provides in pertinent part:

(2) A state, a municipal corporation, or any other state-created governmental organization that is subject to suit must be served by:

(A) delivering a copy of the summons and of the complaint to its chief executive officer; or

(B) serving a copy of each in the manner prescribed by that state’s law for serving a summons or like process on such a defendant.

Under Arizona state law, service upon a County is effective *only* upon service of the Clerk of the County Board of Supervisors. Ariz.R.Civ.P. 4.1(h)(2).

Here, Plaintiffs’ affidavit of service as to Peyton, in his official

capacity, makes clear that service was not effected on Cochise County as required by Fed.R.Civ.P. 4(j)(2) and Ariz.R.Civ.P. 4.1(h)(2). Plaintiffs have failed to show service on Defendant Peyton in his “official capacity” within the timeframe required by the Court’s November 2014 Order.”

#### **H. ACCEPTING SERVICE OF STATE LAW COMPLAINTS ON BEHALF OF INDIVIDUALS AND THE POTENTIAL IMPACT ON REMOVAL TO FEDERAL COURT**

- 30 Days To Remove A State Law Complaint To Federal Court
- Why we want to be in Federal Court?
- *Example 1*: How accepting service on behalf of individually named defendants can impact the ability to remove to federal court.

**OFFICIAL APPOINTMENT AND OATH OF OFFICE**  
**Limited Duty Special Deputy Clerk**

Pursuant to A.R.S. § 11-409, I, **Fran McCarroll, Maricopa County Clerk of the Board**, do hereby constitute and appoint \_\_\_\_\_ **name** as a lawful **Limited Duty Special Deputy Clerk** to act as if the Clerk of the Board were present in all matters related to service of process for claims and lawsuits. This appointment to be effective on \_\_\_\_\_ **date** , with no additional compensation.

\_\_\_\_\_  
Fran McCarroll, Clerk of the Board

I, the undersigned, hereby execute this document in compliance with A.R.S. § 38-231:

OFFICERS AND EMPLOYEES REQUIRED TO TAKE LOYALTY OATH; FORM; CLASSIFICATION; DEFINITION

A. In order to ensure the statewide application of this section on a uniform basis, each board, commission, agency and independent office of this state, and of any of its political subdivisions, and of any county, city, town, municipal corporation, school district and public educational institution, shall completely reproduce this section so that the form of written oath or affirmation required in this section contains all of the provisions of this section for use by all officers and employees of all boards, commissions, agencies and independent offices.

B. Any officer or employee who fails to take and subscribe to the oath or affirmation provided by this section within the time limits prescribed by this section is not entitled to any compensation until the officer or employee does so take and subscribe to the form of oath or affirmation prescribed by this section.

C. Any officer or employee having taken the form of oath or affirmation prescribed by this section, and knowingly at the time of subscribing to the oath or affirmation, or at any time thereafter during the officer's or employee's term of office or employment, does commit or aid in the commission of any act to overthrow by force, violence or terrorism as defined in section 13-2301 the government of this state or of any of its political subdivisions, or advocates the overthrow by force, violence or terrorism as defined in section 13-2301 of the government of this state or of any of its political subdivisions, is guilty of a class 4 felony and, on conviction under this section, the officer or employee is deemed discharged from the office or employment and is not entitled to any additional compensation or any other emoluments or benefits which may have been incident or appurtenant to the office or employment.

D. Any of the persons referred to in article XVIII, section 10, Constitution of Arizona, as amended, relating to the employment of aliens, are exempted from any compliance with this section.

E. In addition to any other form of oath or affirmation specifically provided by law for an officer or employee, before any officer or employee enters upon the duties of the office or employment, the officer or employee shall take and subscribe the following oath or affirmation:

STATE OF ARIZONA, COUNTY OF MARICOPA

I, \_\_\_\_\_ **Name** do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution and laws of the State of Arizona, that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of **Limited Duty Special Deputy Clerk** according to the best of my ability, so help me God (or so I do affirm).

\_\_\_\_\_  
(signature of officer or employee)

F. For the purposes of this section, "officer or employee" means any person elected, appointed or employed, either on a part-time or full-time basis, by this state or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educational institution or any board, commission or agency of any county, city, town, municipal corporation, school district or public educational institution.

Subscribed and sworn (or affirmed) to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 201 \_\_\_\_\_ .  
(SEAL)

\_\_\_\_\_  
Notary Public

I hereby certify that the above appointment was approved by the Board of Supervisors at a meeting held on:

\_\_\_\_\_, 201

\_\_\_\_\_  
CLERK, BOARD OF SUPERVISORS



Office of the Board of Supervisors  
Fran McCarroll, Clerk of the Board

**Notice of Claim/Service of Process  
Disclaimer**

Please be advised that when you request a claim form or file a claim at the Clerk of the Board's Office, we cannot comment as to whether or not your claim is proper or valid, nor can we guarantee that you are filing properly for your particular situation. We are not able to provide legal advice. You may want to consult an attorney regarding your claim or service of process.

## Arizona County Clerks Association Accreditation (or Certification) Program

### **Objectives**

Recognizing the knowledge required to function as a county clerk, chief deputy and/or deputy clerk is highly specialized and there are only 15 County Clerks of the Board of Supervisors in the State of Arizona, the membership of the ACCA desires to establish minimum knowledge for the position(s). This accreditation program will serve to provide education in topics related to the clerk's function to assist new clerks and, also will assist counties with succession planning by identifying candidates who meet minimum education standards.

### **Definitions:**

Accreditation – the act of granting credit or recognition in order to prove or meet a general standard of knowledge.

Education Topics – Knowledge and/or topics deemed essential to the function of county clerk of the board of supervisors.

### **Sponsoring Organization:**

The Arizona County Supervisors Association has agreed to sponsor the ACCA Accreditation process by reviewing and approving accreditation certificates, providing a location for monthly trainings in conjunction with monthly CSA meetings, assisting with providing knowledgeable presenters for education topics, and positively promote the program to the board of supervisors from each county.

### **Application Fee:**

\$50.00 Application Fee to register for the program

\$50.00 Certification Fee pays for Certificate and Plaque

### **Accreditation Requirements/Process**

Accreditation will be awarded based on a combination of experience and training. An applicant seeking accreditation must be current on annual dues.

*A letter or application form submitted for review to be awarded the accreditation*

### **Experience:**

Following are the employment experience acceptable for ACCA Accreditation

- Clerk, Chief Deputy or Deputy Clerk of the Board of Supervisors for a minimum of 4 years.



## Education Topics

- Clerk of the Board ARS Required Duties
  - Agendas/Minutes/Open Meeting Law
  - Posting/Web-posting requirements
  - Executive Session
  - Resolutions/Ordinances
- *Records Management – AZLAPR provided training*
  - *Archives/Historical Records*
  - *Records retention/destruction*
- *Ethics*
- *Government 101*
- *History of county clerk of the board*
- *Tax Deeded Land*
- *Board of Equalization*
- *Fire Districts/Special Districts – AFDA training is acceptable*
- *Budget/Budget Adoption/ARS/Treasurer's Reports*
- *Accepting Service.*