



**Arizona County Clerks Association
Virtual Business Meeting Agenda
Monday, October 19, 2020
1:00 P.M.
Google Meet**

CALL TO ORDER - ROLL CALL

ACTION ITEMS

1. Discussion and possible action RE: Approval or Disapproval of the August 21, 2020, Business Meeting Minutes. Attachment
2. Discussion and possible action RE: Ratification of the Executive Board action in appointing Natasha Kennedy to fill the vacancy of Treasurer through December 31, 2020.
3. Discussion and possible action RE: Approval or Disapproval of the Treasurer's Report. Attachment
4. Discussion and possible action RE: Approval or Disapproval of the Website upgrade and creation of the ACCA discussion/resources form. Attachment
5. Discussion and possible action RE: Approval or Disapproval of the ACCA Academy Scholarship. Attachment
6. Discussion and possible action RE: Approval or Disapproval to amend the By-Laws to consider all Deputy Clerks the opportunity to serve on the Executive Board. Currently, the By-Laws only allows the Deputy Clerk Acting as a Clerk to serve. All other Deputy Clerks not serving as Clerk may serve on the Executive Board upon serving as Deputy Clerk for two consecutive years. Title confirmation from the County Human Resources Department will be required.
7. Discussion and possible action RE: Approval or Disapproval to amend the By-Laws Article V - Officers Section 4 Duties. Attachment
8. Discussion and possible action RE: Approval or Disapproval of Kim Kapin candidate for President. Term of two consecutive years, January 1, 2021 through December 31, 2022.
9. Discussion and possible action RE: Approval or Disapproval of Melissa Buckley, candidate for Vice President. Term of two consecutive years. January 1, 2021 through December 31, 2022.
10. Discussion and possible action RE: Approval or Disapproval of Fran McCarroll, candidate for Treasurer. Term of two consecutive years, January 1, 2021 through December 31, 2022.
11. Discussion and possible action RE: Approval or Disapproval of Christy Isbell, candidate for Secretary. Term of two consecutive years, January 1, 2021 through December 31, 2022.



DISCUSSION ITEMS

1. Discussion regarding the 2020 CSA Legislative eSummit October 21-23, 2020
2. Discussion regarding Membership Dues. Attachment

ANNOUNCEMENTS

1. County Announcements.

ADJOURNMENT



**Arizona County Clerks Association
Virtual Business Meeting Minutes
Friday, August 21, 2020
1:00 P.M. Google Meet**

CALL TO ORDER - ROLL CALL

Natasha Kennedy called the meeting to order at 1:22 p.m.

Members in Attendance:

Natasha Kennedy, President, Clerk, Pinal County
Kelsey Pickard, Deputy Clerk, Pinal County
Melissa Buckley, Immediate Past President, Clerk, Navajo County
Leah Thomas, Deputy Clerk, Navajo County
Kim Kapin, Vice President, Clerk, Yavapai County
Jayme Rush, Yavapai County, Deputy Clerk, Yavapai County
Fran McCarroll, Clerk, Maricopa County
Deb Schaffer, Deputy Clerk, Maricopa County
Christy Isbell, Deputy Clerk, Yuma County
Marian Sheppard, Clerk, Gila County
Missy Henderson, Deputy Clerk, Gila County
Julie Castaneda, Clerk, Pima County
Lindsay Daley, Clerk, Coconino County
Val Webber, Deputy Clerk, Coconino County

Members Absent:

Dustin Welker, Clerk, Graham County
Kim Lemons, Clerk, Cochise County
Diane Green, Clerk, La Paz County
Derek Rapier, Clerk, Greenlee County
Ginny Anderson, Clerk, Mohave County
Tara Hampton, Clerk, Santa Cruz County
Beth Bond, Clerk, Apache County

A quorum was present.

PLEDGE OF ALLEGIANCE

Kim Kapin lead the Pledge of Allegiance

ACTION ITEMS

1. Discussion and possible action RE: Approval or Disapproval of the October 28, 2019, Business Meeting Minutes

Ms. Kapin suggested changes to the second sentence in the minutes to read – The bank account is 26 years old. Due to their being no current Board members in the Association who opened the account, there is a five step process to continue with it, or Melinda Meek, immediate past Treasurer and retired Clerk, could close the account and send the association the cashier's check.

Ms. Kapin also noted an additional M in Action Item 7, to be deleted.

Ms. Sheppard noted that her name was spelled Marian and asked that it be changed from the Marion spelling in several places in the minutes.

Motion to approve the October 28, 2019, Business Meeting Minutes, with corrections, by Kim Kapin; Seconded by Melissa Buckley; passed unanimously.

2. Discussion and possible action RE: Approval or Disapproval of the Treasurer's Report.

Ms. Kennedy noted that Melinda Meeks closed the old account and received a cashier's check for \$10,883.13 made out to the Arizona County Clerks Association. She noted that the new account may be open the following week and reviewed the Treasurer's Report, for which there was \$10,883.13 from the old account, \$1,237.74 in the new account, plus \$1,800.00 from membership deposits to date, for a grand total of \$12,120.87.

Regarding the expenditures on the report, Ms. Buckley asked about the Casa Grande Newspaper expenditure. Ms. Kennedy explained that now that the Association was registered with the state, one of the requirements was that the Articles of Incorporation be published in the newspaper.

Ms. McCarroll asked about the \$40.00 ACC expenditure. Ms. Kennedy explained that the payment was to register ACCA with the state.

Ms. McCarroll asked about the Amazon expense. Ms. Kennedy explained that it was for the Clerks' Week Bingo Event.

Motion to approve the Treasurer's Report by Kim Kapin; Seconded by Lindsay Daley; passed unanimously.

3. Discussion and possible action RE: Approval or Disapproval of the Treasurer's duties to

include submittal of the Annual Report to the Arizona Corporation Commission and amend bylaws as necessary. The Annual Report is due on February 5, 2021 and on the anniversary of that date each subsequent year.

Ms. Kennedy noted that the Annual Report for ACCA had to be filed with the Corporation Commission each year now that the Association had been registered and asked that the task become part of the Treasurer's duties.

Ms. Kapin noted that she would like to revise the duties of all board members and put an item on the next agenda.

Ms. Buckley noted that the minutes from the last minutes indicated that the Past President would be a part of the Executive Board. She said the addition needed to be made in the bylaws.

Motion to approve the Treasurer's duties to include submittal of the Annual Report to the Arizona Corporation Commission and amend bylaws as necessary by Kim Kapin; Seconded by Marian Sheppard; passed unanimously.

4. Discussion and possible action RE: Approval or Disapproval of ACCA Secretary Appointee..

Ms. Kennedy asked Ms. Kapin if she had received any applications for the Secretary position. Ms. Kapin said she had not but would be happy to fill the position for the remainder of the term.

Motion to appoint Kim Kapin as ACCA Secretary by Fran McCarroll; Seconded by Lindsay Daley; passed unanimously.

5. Discussion and possible action RE: Approval or Disapproval on the ACCA Certified Professional County Clerk Program Certification requirements for those Clerks that attended the 2018 Program but were not eligible for the certification due to the years of experience requirement.

Ms. Kennedy noted that Lindsay Daley attended the ACCA Certified Professional County Clerk Program Certification in 2018. Ms. Kennedy added that Ms. Daley received a certification for attendance but was unable to obtain certification as a Professional County Clerk due to the years of service requirement and asked for comments from the membership.

Ms. Buckley said that as soon as Ms. Daley's years of service were completed, she should be eligible to receive certification as a Professional County Clerk. Ms. McCarroll and Ms. Isbell also agreed.

Ms. Daley informed the members that she was officially appointed as the Clerk of the Board on September 11, 2018, and had worked with the former Clerk previous to that.

Ms. Kapin noted that the years of service requirement included a letter from her Human Resources Director noting that Ms. Daley had a minimum of two years of experience in a

County Clerk of the Board's Office. Up to six months of this experience may be obtained from work in other County government offices/departments. Ms. Daley said she would send the letter to Ms. Kennedy.

Motion to approve the ACCA Certified Professional County Clerk Program Certification to Lindsay Daley upon proof of experience requirement being met and an active ACCA membership by Kim Kapin; Seconded by Christy Isbell; passed unanimously.

DISCUSSION ITEMS

1. Discussion 2020 Virtual ACCA Certified Professional County Clerk Program.

Ms. Kennedy presented the item and asked if the association wanted to move forward with this program since an in-person training was not a possibility in this time of COVID.

Ms. Buckley felt the virtual training would take away from the bonding experience between the attendees during the training and was not in favor of a virtual program. Ms. Isbell and others agreed.

Ms. Daley and Ms. Kapin added that their counties made large cuts in travel and training for the coming year and virtual training would be beneficial. Ms. Kapin noted that it would be beneficial to obtain virtual training to gain more information than a member currently had.

Ms. McCarroll was not in favor of a virtual conference, as there would be minimal interaction between the attendees. She added that there was a different dynamic when the members were together. She suggested that the Association might consider creating scholarships for those in need, for the next certification program, using money from the ACCA account.

Ms. Sheppard agreed and added that there was a large balance in the account.

Ms. Kennedy gave direction to place an item on the next agenda to discuss the amount of money to be given as scholarships for the next Certification Program and qualifications for that scholarship.

2. Discussion regarding attendance at the 2020 Legislative Summit October 21-23, 2020, and ACCA Business Meeting.

Ms. Kapin noted that the County Supervisor Association (CSA) Legislative Summit was scheduled to be held in Prescott in October of 2020. However, CSA recently sent out a survey to members describing changes to the event due to COVID and asked that they respond by saying whether they would like to appear in person or virtually. The CSA Executive Board was due to meet soon to discuss the matter and Ms. Kapin would report back to the ACCA members when she heard anything.

Ms. Kennedy said we should get membership feedback for a date and time in October to host

the Annual Meeting to hold the elections for the next Board.

Ms. McCarroll suggested that a section be included on the email asking who would be willing to serve and in what capacity. She thanked everyone for the work they had done for the association and noted that Ms. Isbell had been so competent in keeping our distribution list up to date.

Ms. Buckley said she was willing to serve, but not as Secretary.

3. Discussion regarding County Clerks Manual and Resource Guide

Ms. Kennedy asked if any of the Clerks had a manual for new board members.

Ms. McCarroll said their County Manager set up a series of get acquainted meetings with the department directors and new supervisors. The Clerk's Office created a welcome packet with information regarding the agenda. She said she would share it with the association. Ms. McCarroll suggested that a repository be created for the information given to the new board members that all ACCA members could access. She also noted that CSA held a new supervisor orientation.

Ms. Castaneda said they had information for new board members on the Clerk's website under Organizational Introduction.

Ms. Kapin also noted that the Clerk's Office created an Orientation Book for each new Supervisor, that was currently being updated.

Ms. Kennedy suggested saving the information on the ACCA website.

4. Discussion regarding website updates.

Ms. Kapin noted that she had been remiss in updating the website and noted that the board members and their duties needed updating, as well as updating the resource page. She suggested information such as Board of Equalization and Special District procedures be added to the page. In addition, she asked if any of the official information regarding ACCA should be kept on the website for future boards.

Ms. Kennedy said she set up the website with an Arizona county clerk email. She added that all board members would have the email and password. The Treasurer had a record of that account and it was a part of the Board documentation.

Ms. McCarroll asked if the website was just for the members or if anyone could access it. She thought that it would be for members and suggested that members could gather responses to emails in specific folders on the site i.e. County Seal and Special District information. She noted that the responses she received over the years had been valuable.

Ms. Kapin thought a member's portion to the website would be helpful but admitted she could use some training on administering the website.

Ms. Rush said it was her understanding that the ACCA website was set up in such a way that members could log into a members-only portion that would contain all of our resource material and “private” information.

Ms. Kennedy said the website was originally set up for public access and it was a free program. She noted that the site was able to have the members-only option, but it had not been purchased. She had set up subject matter folders containing information based on responses received in our emails.

It was decided to place an item on the next agenda to approve the purchase of the members-only portion of the website. Ms. Buckley said she could help with the website after a quick training.

Ms. Schaffer suggested publishing the agenda and minutes on the website, even if it is the public facing site. Ms. Kennedy said the old minutes that she received from Ms. McCarroll had been uploaded to the site and the Board could upload the agenda and minutes in the future.

Ms. McCarroll suggested creating a new position on the Board who would be responsible for website updates and place it on the next agenda; the position could be a Secretary II or Historian position.

There was a discussion about amending the requirements for Board positions to include Deputy Clerks with a minimum number of years in the position/office and placing that item on the next agenda. Various members agreed.

Ms. Kennedy did a virtual walk-through of the website.

The members thanked Natasha for the work she did to create a fantastic website.

5. Discussion regarding AMCA and IIMC online training.

Ms. Kennedy noted that during this time of COVID, many virtual education opportunities were available for CMC and MMC points. Ms. Kapin added that IIMC recently sent out their new schedule of classes that included the number of points for each class.

6. Discussion reading Records Management.

Ms. Kennedy asked how many Clerks had the Records Management department or division under their umbrella.

Ms. Isbell and Ms. Castaneda said they were responsible the Record Management division.

Ms. Schaffer said there was a difference between the countywide records and the Clerk of the Board records. Maricopa County, Gila and Yavapai managed the Board records, but not the County records.

Pima County had a Management of Information and Records Division which was responsible for all departments and was under the Clerk of the Board's Office.

Ms. Isbell noted that they were looking for an entire records management system and asked if anyone had information they could offer her. There was discussion about a total electronic record management system and the ability to search for old documents that were hand-written.

Ms. Kennedy talked about the opportunity for digital records management. She noted that a previous employer had a company retype all the hand-written minutes, which was very expensive, but well worth it. They had many requests for older documents.

7. Discussion regarding Membership Dues.

There was a discussion about membership dues and the attachment of those who paid was shown: Apache, Cochise, Gila, La Paz, Maricopa, Navajo, Pima, Pinal and Yavapai.

Ms. Isbell noted that the dues from Yuma County were being processed.

ANNOUNCEMENTS

1. County Announcements.

Ms. Castaneda noted that they would have three new board members.

Ms. Isbell said they may have two new members.

Ms. Kapin said they would have at least two new board members and were working on a new Criminal Justice Center.

Ms. Webber said they would have two new board members.

Ms. Kennedy said they would have two new board members.

Ms. Isbell said she was unable to attend the Open Meeting Law online training that Ms. Kennedy organized with the Ombudsman's Office. She asked about the portion of the training which noted that the Supervisors should not be giving independent reports, but that one member should give a report for all of the Supervisors.

Ms. Kapin commented that she had the same question about that training. She said the board attorney suggested that the County Administrator give the update for all Supervisors but said it should be fine if each supervisor gave their own updates if there was not discussion amongst the board regarding the items.

Ms. Kennedy noted that their County Manager gave the updates for the board.

Ms. McCarroll said all board members and the County Manager gave updates with no cross-talk.

Ms. Webber said the board members gave their own updates from one agenda item and the County Manager gave an independent update from another agenda item.

Ms. McCarroll added that their office migrated from one meeting management system to a new system and they had a very short amount of time to train and start new meetings during what was supposed to be a down time. She said they were now using Hyland OnBase for their agendas and had to convert all of their legacy documents. She added that they had not had an in-person meeting since mid-March. She noted that they used two different webinar systems, one for regular meetings and one for executive sessions.

ADJOURNMENT

Ms. Kennedy adjourned the meeting at 2:23 p.m.



Treasurer Report: October 19, 2020

Date	Description	Deposits	Expenditures
17-Sep-20	Wells Fargo Bank - Open Business Account	\$ 2,000.00	
	Account open with the following counties membership: Apache, Cochise, Gila, La Paz, Maricopa, Navajo, Pima, Pinal, Yavapai & Yuma = \$2,000.00		
18-Sep-20	Check 0001 Kim Kapin: FOR: Gift for Arlethe Morrison		\$ (89.86)
18-Sep-20	Check 0002 Marian Sheppard: FOR Gift Arlethe Morrison		\$ (56.00)
18-Sep-20	Check 0003 Pinal County: FOR: Register ACCA with the State, Required ACCA Publishing, Gift Cards for Clerk Weeks Clerk-Bingo Event		\$ (202.40)
18-Sep-20	Check 0004 Natasha Kennedy: FOR ACCA Federal EIN Filing & Setup		\$ (214.00)
2-Oct-20	Deposit: \$10,884.13 Cashier Check from pervious account closing and \$200 Dues for Santa Cruz	\$ 11,084.13	
Total		\$ 13,084.13	\$ (562.26)

Account Balance \$12,521.87



Upgrade Your Site with a Premium Plan

14 Day Money Back Guarantee on All Premium Plans

Website Plans
Great for showcasing a professional site

Business & eCommerce Plans
Essential for accepting online payments

		<div>BEST VALUE</div> Pro	Unlimited	Combo
		VIP	Entrepreneurs & Freelancers	For Personal Use
		First Priority Support	Complete Online Branding	
		\$39/month	\$23/month	\$18/month
		Select	Select	Select
Custom Domain	ⓘ	✓	✓	✓
Free Domain for 1 Year	ⓘ	✓	✓	✓
Remove Wix Ads	ⓘ	✓	✓	✓
Free SSL Certificate	ⓘ	✓	✓	✓
Storage Space	ⓘ	35GB	20GB	10GB
Video Hours	ⓘ	5 Hours	2 Hours	1 Hour
				30 Minutes



ACCA Academy Scholarship Program

Scholarship will cover expenses for one registration per County and accommodations for one room for up to two nights at the host hotel. For those Clerks and Deputy Clerks that meet the certification requirements, this scholarship will not include the cost of certification plaque or mission statement plaque.

Requirements: Must be an active ACCA Clerk of the Board or Deputy Clerk of the Board, current dues paid. Preference will be given to the Counties that have cut training/travel.

Applications will be accepted through the registration deadline. To submit your application, please complete the attached form. Scholarships will be determined by the Executive Board.

Applicant Information:

Full Name _____ Job Title _____

Mailing Address _____

City _____ State Arizona Zip Code _____

Phone () _____ County _____

Email Address _____

Are you an active ACCA member? ☐ Yes ☐ No

Has your County cut travel/training? ☐ Yes ☐ No (Applicant must show proof from their County)



Certification Requirements/Process:

Certification is available to active ACCA Clerks of the Board and Deputy Clerks of the Board. Certification will be awarded based on a combination of experience, training and agreement to uphold the ACCA code of ethics. An applicant seeking certification must be current on annual ACCA dues and submit a letter from Human Resources regarding the minimum of 2 years of experience in a County Clerk of the Board's Office. Up to 6 months of this experience may be obtained from work in other County government offices/departments.

Bylaw's: Executive Board recommendations:

Duties

A. President

The President or designee shall:

- a) Study the President's book
- b) be the executive officer of the Association
- c) preside at all meetings,
- d) have the general supervision of all business of the Association;
- e) receive approval from the Executive Board for all purchases
- f) work with Executive Board to create yearly goals and budget (with input from Association)
- g) work with the Executive Board and Association to coordinate meetings, set the agenda, and give appropriate meeting notice; call special meetings when needed
- h) sign all documents which the Association has authorized;
- i) poll the membership regarding attendance at meetings and call for proxies as necessary.
- j) with the help of the executive board, create a Presidents book of vital information i.e. bank numbers and passwords, social media passwords and instructions, bylaws, certifications of members, list of members and contact information, association goals, list of past officers, contacts for future trainers
- k) transfer all documents to the succeeding President

B. Vice-President (delete hyphen in all Vice President references)

The Vice-President shall

- a) act in the absence of the President;
- b) be responsible for election of Executive Officers
- c) be responsible for the website and addition of resource material
- d) be responsible for such other duties as assigned by the President of the Association.
- e) ~~shall~~ record and keep certification and continuing education hours
- f) act in the absence of the Secretary
- g) transfer all website and continuing education hours to the succeeding Vice President

C. Secretary

The Secretary shall

- a) perform all duties incidental to the Office of the Secretary
- b) take minutes at all meetings, and networking events when requested
- c) be responsible for typing draft minutes and submitting them to the President for the next agenda; amending minutes as approved and filing and posting on website
- d) ~~responsible for Minutes, Bylaws, and Agendas~~
- e) be responsible for updating bylaws as voted
- f) be responsible for filing agendas and posting on website

- g) ~~be responsible for keeping minutes of this Association and submitting the minutes to the President for distribution.~~
- h) transfer all hardcopy records to the succeeding Secretary

D. Treasurer

The Treasurer shall:

- a) ensure the treasury books are open to the full Association membership
- b) create and submit a Treasurer's report for each agenda to the President one week prior to the agenda distribution
- c) have charge, custody of, and be responsible for, all financial records and funds of this Association, with approval of the Executive Board;
- d) send invoices for membership to all Counties
- e) receive, deposit and account for all dues, assessments, donations or earnings of the Association;
- f) pay all bills of the association as approved by the Executive Board;
- g) ~~be responsible for such other duties as may be assigned by the President of the Association.~~
- h) Submittal of the Annual Report to the Arizona Corporation Commission. The Annual Report is due on 2/5/2021 and on the anniversary of that date each subsequent year.
- i) work with the Executive Board to create and present an annual budget
- j) perform all duties incident to that of the Treasurer
- k) transfer all materials and documents to succeeding Treasurer

E. Immediate Past President

The Immediate Past President shall:

- a) assist Executive Board with smooth transfer of duties and procedures
- b) assist Executive Board with continued education of Association members
- c) assist Executive Board with Social Media needs
- d) assist Executive Board with certification of new members

Vacancy in office is filled by appointment of the Executive Board and approved by the majority vote of the Association.



20/21 Membership Received:

Apache
Cochise
Gila
Greenlee
La Paz
Maricopa
Navajo
Pima
Pinal
Santa Cruz
Yavapai
Yuma

