

Arizona County Clerk's Association  
November 17, 2011  
AACo Annual Conference and Tradeshow  
Paradise Valley, AZ

**Thursday, November 17 8:49 a.m.**

Present: ACCA President Wendy Escoffier, Coconino County; ACCA Vice President Melissa Buckley, Navajo County; ACCA Treasurer Melinda Meek, Santa Cruz; Beth Bond, Apache County; Barbara Bracken, Mohave County; Sheri Cluff and Amberlee Mudd, Pinal County; Marian Sheppard, Gila County; Fran McCarroll, Maricopa County; Robin Brigode and Mary Jo Furphy, Pima County; Donna Hale, LaPaz County; Judy Dickerson, Graham; Ana Wayman-Trujillo, Yavapai; Yvonne Pearson, Greenlee; and Jessica Leiser, Coconino County Legislative Analyst.

Introductions & Welcome

President Wendy Escoffier called the meeting to order at 8:49 a.m. and welcomed everyone. Wendy asked that we complete our business portion of the meeting first.

ACCA Business Meeting

- a) Minutes: Donna Hale made a motion to approve the minutes dated June 8-10, 2011; motion seconded by Yvonne Pearson. Vote unanimous approving the motion.
- b) Expenditures for November 2011 Conference: Yvonne Pearson indicated that DoubleTree will bill AACo for the conference room set-up and then it will be sent to Melinda Meek. Robin Brigode made a motion to allow Melinda Meek, Treasurer to pay the expenditures for the November 2011 Conference; motion seconded by Fran McCarroll. Vote unanimous approving the motion.
- c) Treasurer's Report: Melinda Meek gave a Treasurer's Report, reporting that there is a balance of \$5,223.46.
- d) Discussion/Action regarding ACCA Dues: Discussion was held on whether or not to reinstate dues. Everyone agreed that we do need to reinstate dues. Fran McCarroll suggested that we reinstate dues at \$100.00 per year for the FY13 beginning July 1, 2012 with conferences to be paid for by the Arizona County Clerk's Association. More discussion was held. Donna Hale made a motion to reinstate dues at \$100.00 per year for the FY13 beginning July 1, 2012 with conferences to be paid for by the Arizona County Clerk's Association; motion seconded by Wendy Escoffier. Vote unanimous approving the motion.
- e) Schedule Next Retreat: Discussion was held. Apache, Gila and Navajo will get back to the group regarding the possibility of hosting the next retreat.

9:00 a.m. Group Discussion on Topics

**Possible A.R.S. Adjustments:**

**SBOE-State Board of Equalization Legislature**

In 2013 the State Board will dissolve. Wendy discussed the training by the State. Discussion was held on budget for BOE. Jessica Leiser informed the group on the hearing officer education legislation. Discussion regarding a possible change in legislature (A.R.S. §42-16103):

A. In fulfilling the responsibilities of the board of equalization, the board of supervisors, by a majority vote, may appoint a hearing officer to review petitions filed under section 42-16105.

B. An appointed hearing officer must meet the qualifications prescribed by the county board of equalization that at a minimum shall include experience in at least one of the following areas:

1. Real estate appraisal or sales.
2. Hearing property valuation appeals at the county or state level.
3. Arbitration.

C. At least annually each hearing officer appointed pursuant to this section shall attend valuation review classes provided by the state board of equalization.

Fran proposed that we change C to mirror A, another suggestion is to add "D. The decision of the hearing officer is final without recommendation and approval by the board of supervisors."

Discussion was held to add (per Resolution). This may be a possible change for next year.

Also discussion on possibly changing "C." to: "At least annually each hearing officer appointed pursuant to this section shall attend valuation review classes AS DETERMINED BY THE COUNTY BOARD OF EQUALIZATION ~~provided by the state board of equalization.~~"

Discussion held, most counties did not like this language.

Discussion on A.R.S. §48-251 F: (F. The board of supervisors of each county shall submit annually by March 31 a report on compliance with the requirements of this section to the president of the senate, the speaker of the house of representatives and the governor. The annual report shall include a listing of all those districts required to comply with the requirements of this section, the districts in compliance and not in compliance with the requirements and an analysis of the sufficiency of each district report.)

Wendy discussed the Board's authority. Fran charges the noncompliance fee; Sheri indicated that the Treasurer charges the noncompliance fee in Pinal County. Does the State do anything with the reports? The records are permanent records 3 years after the District dissolves.

Robin discussed A.R.S. §48-261 mailing of creating of district and A.R.S. §48-851 mailing. We all agreed that this is costly.

**Executive Session Minutes:**

Executive Session Minutes – pursuant to 7.8.3 (last paragraph of section) of the AZ Agency Handbook, "Hence, the best practice is for public bodies to tape record or keep detailed minutes of executive sessions in order to ensure that they are prepared to meet their burden of proof in the event a lawsuit is filed."

Discussion: Keep for 10 years from the date of recording. The only thing that should be in the minutes is the direction that the Board decides. Some counties approve the executive session

minutes some do not. The admonition should go in the minutes. Apache, Maricopa and other counties do not record executive sessions. Discussion on who should be in the executive sessions.

**Use of iPads, readers, etc. for meeting packets:**

Discussion: Coconino uses On Base; Greenlee uses laptops; Santa Cruz uses laptops; Gila uses Agenda Quick; LaPaz and Navajo paper packets. There is a 3 year retention period on Board packets.

**Communication/inconsistencies in procedure/practice relating to Department of Liquor License and Control:**

Robin has experienced problems and is now using correspondence. Tucson office has closed. Marian has experienced some problems with the Boards decision not getting there. Fran has a former employee who is now employed with the DLLC.

**Other:**

Discussion was held on scanning with a retention period of 10 years and under.  
Discussion was held on what to Record in the Records Office.

Thank you to Yvonne for hosting!!

At 10:47 a.m. Yvonne made a motion to adjourn; motion seconded by Sheri. Vote unanimous approving the motion.