

Arizona County Clerks Association (ACCA)
Conference
March 25-27, 2015
Little America/Fort Tuthill, Flagstaff, Arizona

Wednesday, March 25, 2015

The meeting began at 4:30 p.m. on this date for a "meet and greet" for those Clerks that could attend; however, no official business was addressed.

Thursday, March 26, 2015

Present: Marian Sheppard, Gila County; Ana Wayman-Trujillo and Barbara Fox-Thomas, Yavapai County; Melinda Meek, Santa Cruz County; Beth Bond, Apache County; Wendy Escoffier and Sharon David, Coconino County; Arlethe Rios, Cochise County; Lauri Kline, Gila County; Fran McCarroll Wolcott, Maricopa County; Ginny Anderson, Mohave County (March 25-26 only); Melissa Buckley, Navajo County; and, Sheri Cluff and Amberlee Mudd, Pinal County.

Introductions and Welcome:

President Sheppard called the meeting to order at 8:30 a.m. She asked everyone to introduce themselves and stated that the agenda item for the approval of the July 2013 minutes would be addressed tomorrow, March 27, 2015. She then introduced Todd Madeska from the County Supervisors Association (CSA). Mr. Madeska spoke briefly about current legislation and the concerns that the State budget being proposed contains budget shifts that will shift millions of dollars of obligations to the counties. He then proceeded to review the list of bills that CSA is watching, especially the proposed Notice of Value legislation. Mandy Metzger, Coconino County District 4 Supervisor and Board of Supervisors' (BOS) Chairman, arrived at the meeting at this time, so Mr. Madeska's update was tabled for later discussion.

Wendy introduced Supervisor Metzger. She welcomed everyone and spoke on how the Clerks have such a tremendous job especially with the large size of some counties. Supervisor Metzger concluded by stating that she was happy to host the Clerks' meeting in Coconino County. Mr. Madeska then continued with his update. He touched base on the Open Meeting Law bill. There was discussion on this bill and posting and taking minutes at quorums outside of regular board meetings. Discussion also ensued on how the Clerks could post the minutes from the various boards and commissions on their county's website.

Vice President Ana Wayman-Trujillo asked about the Assessors' bill that had been introduced which proposed to move the tax cycle to a one-year tax cycle. Mr. Madeska replied that bill had been held. There was talk about whether or not this bill will come back and how to mediate it if it does, and the possibility of asking to have the State Board of Equalization take over more duties for counties if the counties wanted to contract to have that done.

President Sheppard then asked the Clerks to provide updates from their counties.

Gila County: President Sheppard stated that Gila County's half-cent sales tax proposal on transportation passed. She went on to say that Gila County is working on their county's infrastructure. Gila County received a grant to build a bridge across Tonto Creek and that the Board was considering a property tax increase and looking at purchasing new and updated election equipment.

Apache County: Beth Bond added information regarding the half-cent sales tax.

Mohave County: Ginny Anderson spoke on water issues their county was having and added that the Board of Supervisors were working with the Fish and Wildlife Administration in regards to a hatchery.

Navajo County: Melissa Buckley mentioned that there were two new supervisors in Navajo County. She went on to explain that, per statute, she had to vote with the BOS on one appointment. She explained how the process ensued and how interesting it was. Ms. Buckley went on to talk about the question as to whether or not those who serve on the Navajo Nation board can simultaneously be elected or appointed to other elected positions within the county and about the board letterhead policy in Navajo County.

Judy Wissen, Coconino County Parks Director, arrived at this time, so the County updates were put on hold. The attendees introduced themselves. Ms. Wissen introduced herself and explained what her job duties entail for Coconino County. She mentioned that Coconino County utilizes public/private partnerships for the betterment of Coconino County. She went on to explain how the Parks Department brings many benefits to the residents, as well as economic benefits. She listed many of the amazing accomplishments such as the Partnership for Artist in Residency Program, and the restoration plans they are working on for Fort Tuthill to make it a year-round destination. Ms. Wissen then explained that Flagstaff Extreme was open and that there were plans in the future for a larger equestrian center, and that all of the projects and upgrades would not be possible without the eight-cent sales tax that was passed by the county residents, and which has generated 33 million dollars for parks and other projects. Ms. Wissen was thanked for her update and time.

Lunch was served at which time President Sheppard asked to resume the county updates.

Yavapai County: Ana mentioned she would like to learn more about how attachments for the minutes and handouts during BOS meetings are handled. She also mentioned that Yavapai County will be moving to Wednesday meetings starting in 2016.

Cochise County: Arlethe Rios told the group that her county is looking for a new County Administrator and she is working closely with her board on this process. Ms. Rios then went on to explain that she is working on streamlining their records management process as they are keeping their records in hard copy. She said she was also working on refocusing their culture to be more customer service oriented, and to have better management, employee quality of work life and external relations, but one of the most exciting items they are working on is the Legacy Project. She explained what the project entailed and mentioned that it would instill pride in their employees and County departments would have the chance to showcase what they do, their history, and what their employees do. Ms. Rios then asked

about e-signatures and what guidelines are acceptable. It was suggested that she look at the administrative code to see for the State's accepted guidelines.

Coconino County: Wendy talked about the many positions that are open or have just been filled within her county. She went on to explain about the electronic poll books that are not being used for their elections. She mentioned that her county is implementing electronic time sheets and that Coconino County is coming up on its 125th anniversary. Ms. Escoffier ended by explaining how Coconino County funds its Health District. Ms. Bond asked questions regarding the structure of a County Health District. There was additional talk about the board of deposit and then how counties handle their call to the public.

Maricopa County: Fran McCarroll Wolcott spoke on how counties have to deal with expenditure limitations. She went on to explain how the expenditure limitation process worked and why keeping tax rates so low for years is now having adverse ramifications on funding. Fran updated everyone on her new supervisors. There was discussion on constables and what the criteria was to have one in each district. There was talk about how the Clerk is required to vote when a new supervisor is appointed to the BOS. Fran then explained the statute regarding how a Clerk is required to vote when a new supervisor is appointed to the BOS, which states, "the remaining board members and clerk shall vote," and she added there is no law that requires them to explain their vote. There was discussion about keeping the minutes as a permanent record. Fran reminded everyone that the State Department of Library, Archives and Records will digitize and put the minutes on silver copy at no charge. There was more discussion about the executive minutes; how they are confidential and why the auditors can statutorily review them without a court order.

Pinal County: Sheri Cluff spoke about a 2% cut in their county's current budget and that there has been some talk about bigger cuts and a tax rate hike. There was additional discussion regarding electronic signatures and specifically how to utilize them for the agenda, the rules to let proclamations and resolutions on an agenda, and contracts and other documents that are signed by the BOS and how they are retained for record.

Ana asked a question about precinct committeemen lists and which department specifically keeps track of those lists. All of the counties responded that their Elections Department performed that duty.

Melissa asked about how liquor licenses were handled in individual counties and if they are noticed as a public hearing as statute states a hearing will be held, but does not say it will be a public hearing. President Sheppard explained that she has been informed by the State that if the BOS conducts a public hearing and recommends approval of the license, the State typically will accept that recommendation; however, a hearing will be conducted by the State Board if anyone objects to the approval of the license.

President Sheppard recessed the 4:35 p.m. this date.

Friday, March 27, 2015

President Sheppard called the meeting to order at 8:30 a.m.

The minutes were read and Wendy moved to approve the July 2013 minutes, which was seconded by Fran, and was passed with a unanimous vote. Treasurer Melinda Meek gave an update on expenditures for the conference and said there was approximately \$5905.00 in the account as of March 26, 2015, but that did not include the registration money for this meeting. She went on to say that Greenlee County did have to cancel at the last minute, but since it was late and the reservations had been made they wanted the Association to keep the money for those expenses. It was brought up that the ACCA Bylaws mentioned that in the case of a late cancellation for a conference, one-half of the payment could be reimbursed to Greenlee County. Wendy motioned to refund one-half of Greenlee County's registration fees, which was seconded by Melissa, and was passed with a unanimous vote.

There was discussion on scheduling the next conference. It was suggested that Pima County host the next conference due to their limited travel budget. Melissa mentioned that the next Arizona Association of Counties (ACCo) conference would be held in June in Marana. President Sheppard said she would reach out to Robin Brigode, Pima County Clerk, to see if it was feasible to hold the next conference in Marana.

Julie Lancaster from Lancaster Consulting entered the room. Wendy introduced Ms. Lancaster and explained she would be speaking and coaching the Association on servant leadership/time and energy management. Ms. Lancaster spoke on how dynamic our group was and went on to explain "energy management" and "self-care" and how learning exercises on these two subjects could help the Clerks in their "dynamic" and "hectic" jobs.

The group participated in several exercises on energy management and self-care. Ms. Lancaster spoke more on how to handle the many difficult situations that occur while performing our jobs. The group thanked Ms. Lancaster and she left the meeting.

There was a brief discussion on the topics that Ms. Lancaster had discussed with the group. Fran suggested that it might be beneficial in the future to have a coach speak with the group on how to respond to the question on "What is the Clerk's job?"

President Sheppard presented Wendy with a gift from ACCA in appreciation for all of her hard work as past ACCA President.

The meeting was adjourned at 11:15 a.m.