



**Arizona County Clerks Association (ACCA)
Clerks' Conference
October 6, 2022**

The Arizona County Clerks Association held its 2022 Annual Conference on October 6, 2022, at the Casino Del Sol located at 5655 W Valencia Road in Tucson, Arizona.

CALL TO ORDER:

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

Executive Officers present were:

Kim Kapin, ACCA President/Yavapai County Clerk.
Melissa Buckley, ACCA Vice-President/Navajo County Clerk.
Natasha Kennedy, ACCA Just-Past President/Pinal County Clerk.
Ginny Anderson, ACCA Treasurer/Mohave County Clerk.
Christy Isbell, ACCA Secretary/Yuma County Deputy Clerk.

Members present were:

- Alma Schultz, Clerk - Santa Cruz County.
- Amy Loper, Deputy Clerk - Maricopa County.
- Beth Bond, Clerk - Apache County.
- Bianca Figueroa, Clerk - Greenlee County.
- Diane Green, Clerk - La Paz County.
- Hanna Duderstadt, Clerk - Graham County.
- Jayme Rush, Deputy Clerk - Yavapai County.
- Juanita Garza, Clerk - Maricopa County.
- Katrina Martinez, Clerk – Pima County.
- Kelsey Pickard, Deputy Clerk - Pinal County.
- Leah Thomas, Deputy Clerk - Navajo County.
- Lizbeth Tolano, Deputy Clerk - Santa Cruz County.
- Melissa (Missy) Henderson, Chief Deputy Clerk - Gila County.
- Melissa Manriquez, Clerk - Pima County.

Members excused were:

Lindsay Daley, Clerk - Coconino County.
Tim Mattix, Clerk - Cochise County.
Valerie Webber, Deputy Clerk – Coconino County.

Guest speakers included, in order of appearance:

Danee Garone, Staff Attorney - Arizona State Ombudsman's Office.
Risa Williams, Detective - Arizona Department of Liquor Licenses & Control.
Collen Connor, Deputy County Attorney - Yavapai County.
Jayme Rush, Deputy Clerk, Yavapai County.
Kevin Costello, Deputy County Attorney - Pinal County

President Kapin welcomed everyone and acknowledged difficulties the Clerks have experienced during the past couple of years, as impacted by the pandemic. A great many extra board meetings were conducted state-wide throughout the pandemic. This included implementing processes for conducting remote meetings via Zoom, Microsoft Teams, or other remote meeting methods and many extra agenda items.

BUSINESS MEETING:

No. 1: President's Report - Kim Kapin, President, Arizona County Clerks Association.

Ms. Kapin stated elections will be held today for new Executive Board Officers. Officer terms are for two (2) years and will commence on January 3, 2023.

President Kapin thanked the current officers for their "unending assistance" during the past two (2) years: Vice-President Melissa Buckley, Treasurer Ginny Anderson, and Secretary Christy Isbell. President Kapin presented gifts of appreciation for each officer.

Current officers extended their thanks to Ms. Kapin for her dedication as President during her two-year term as well.

Later in the day, Ms. Anderson presented a gift of appreciation to outgoing President Kapin, expressing the membership's appreciation for Ms. Kapin during her tenure as President.

No. 2: Approve Minutes of December 10, 2020, March 31, 2021, and September 29, 2021.

Upon query by President Kapin and no revisions offered, the minutes were approved as follows.

MOTION (KENNEDY/ANDERSON): Approve the minutes as presented.

VOICE VOTE: The motion carried unanimously of the members present.

No. 3: Approve Treasurer's Report - Ginny Anderson, Treasurer, Arizona County Clerks Association

Treasurer Anderson stated there are no changes to the Treasurer's Report as presented in the conference packets, and that all past bills are paid.

Treasurer Anderson stated association checks were ordered, containing just the association name and without addresses. This practice expedites a smooth transition upon election of new officers, and negates the need to order new checks when transitioning to new officers.

MOTION: (BUCKLEY/THOMAS): Approve the Treasurer's Report as presented.

VOICE VOTE: The motion carried unanimously of the members present.

No. 4: Discussion and possible action regarding appointment of new officers.

President Kapin reviewed the criteria for serving on the Executive Board. Interested candidates must have filled the position of either County Clerk of the Board or Deputy Clerk for a minimum two (2) years, and must have attended a previous Association Conference. She explained that while the Association bylaws describe each officer's duties, the duties can change throughout the year. Ms. Kapin stated incumbent officers are available to provide assistance for newly elected officers as needed, and she encouraged new officers to reach out to incumbents at any time.

The election of officers proceeded as follows.

•Election of President:

President Kapin called for nominations for President.

Vice-President Buckley nominated Ginny Anderson, of Mohave County.

Ms. Anderson accepted the nomination.

MOTION (KENNEDY/BOND): Elect Ms. Anderson as President.

VOICE VOTE: The motion carried unanimously of the members present.

•Election of Vice-President:

President Kapin called for nominations for Vice-President.

Ms. Anderson nominated Leah Thomas, of Navajo County.

Ms. Thomas accepted the nomination.

MOTION (BUCKLEY/ANDERSON): Elect Ms. Thomas as Vice-President.

VOICE VOTE: The motion carried unanimously of the members present.

•Election of Treasurer:

Treasurer Anderson encouraged members to volunteer for the position, noting that filling Treasurer's duties does not consume a great deal of time.

President Kapin called for nominations.

Ms. Kennedy nominated Missy Henderson, of Gila County.

Miss Henderson respectfully declined the nomination for personal reasons.

Ms. Anderson nominated Bianca Figueroa, of Greenlee County.

Ms. Figueroa accepted the nomination.

MOTION (ANDERSON/FIGUEROA): Elect Ms. Figueroa as Treasurer.

VOICE VOTE: The motion carried unanimously of the members present.

•Election of Secretary:

President Kapin stated she sent a query to Ms. Lindsay a few days ago, asking if she would accept the nomination for Secretary. Having not received a response

to date and Ms. Daley unable to attend today's conference, President Kapin stated she will reach out to Ms. Daley before end-of-day and report back for later action. Consequently, action to elect a Secretary was delayed until later, in hopes of contacting Ms. Lindsay.

Note: Following the lunch break, President Kapin stated she was able to contact Ms. Daley, who confirmed she would accept the nomination. (See the motion and unanimous vote of the members present, entered into the minutes following the lunch break.)

PRESENTATIONS:

No. 1: Open Meeting Law (OML) and Public Records Requests - Danee Garone, Staff Attorney, Arizona Ombudsman.

Mr. Garone reviewed the OML as outlined in the PowerPoint presentation. Key topics were:

- The Arizona State Ombudsman's role.
- OML – Defined.
- Who must comply – Public bodies defined, including standing committees, special committees, advisory committees, sub-committees.
- Statutory requirements of OML.
- Enforcement authority.
- Public body requirements.
- Meeting – Defined.
- Quorum – Defined.
- Remote meetings.
- Disclosure statement – Where meetings must be posted.
- Notice of meeting requirements – Contents, posting requirements.
- Recess & reconvene.
- Social events, seminars.
- The agendas.
- Current events.
- Meeting location pitfalls.
- Public's rights.
- Calls to public, pitfalls.
- Meeting etiquette.
- Executive Sessions – agenda & notice; who may attend; pitfalls; personnel matters; confidential information; legal advice.
- Executive Sessions – two (2) new reasons for same (2020 adoption by legislature).
- Executive Session Minutes – content, designated access, confidential.
- Minutes/recordings of open meetings – content, access for public inspection; meeting recording retention schedule.

- Electronic communications.
- Emergency Meetings – definition; may discuss/decide with less than 24 hour notice; provide notice as soon as possible; announce in public and in minutes, reasons for emergency action; post notice stating emergency session occurred as per a normal agenda within 24 hours after meeting.
- Subcommittees & Advisory Committees.
- Circumvention of OML – guidelines as to serial communications, polling members, email/electronic communications.
- When in doubt – Resolve in favor of openness: ARS § 38-431.09.
- Potential OML violation – guidelines, ratification ARS§38-431.05, penalties ARS §48-431.07(A).

No official action was taken.

Arizona Public Records Law – ARS §§ 39-121 to 161:

Mr. Garone reviewed Arizona Public Records Law as outlined in his PowerPoint presentation. Key topics were:

- Public Records defined ARS §41-151.18.
- Definition - what is not a public record.
- Government records open to public inspection -- transparency.
- Entities covered by Public Record Law – defined.
- Handling record requests – guidelines: determining whether record is a public record; three (3) exceptions to record disclosure, listed.
- Electronic records – defined.
- Metadata – defined.
- Personnel and disciplinary records ARS § 39-128.
- Records sent/received on personal devices or accounts – AG Opinion No. I17-004.
- Records Management – guidelines, requirements, retention, destruction.
- Duty to make/maintain appropriate records ARS § 39-121(B).
- Duty to have Records Management Program ARS §41.151.14(A).
- Duty to preserve records ARS § 39-121.01(C).
- General Retention Schedules: <https://azlibrary.gov/arm/retention-schedules>.
- Duty to submit custom retention schedules – need for, defined.
- Retention of email.
- Identity theft protection ARS §44-7601.
- Felonies – Class 4 (officers); Class 6 (employees) ARS §38-421 - definitions.
- Caution on keeping records too long – pitfalls.
- Public record requests – guidelines; reasons for withholding records: confidential by law, privacy, best interest of State (defined).
- Confidential records – defined, examples; privacy guidelines & case examples; requests for confidentiality.
- Custody of records – defined.

- Point of contact requirement ARS §39-171, effective 09-24-2022.
- Ongoing requests for records – guidelines ARS § 39-1121.01(D)(1).
- Criminal penalties ARS §39-124.
- Redactions, guidelines.
- Rights to appeal via Superior Court if records are denied ARS §39-121.02.
- Fees for records – May impose copying fee for time, equipment, personnel used to reproduce copies (per page cost); May charge for postage; Fee for commercial purpose.
- Commercial Purpose ARS § 39-121.03.
- Free copies – when copies are free ARS § 39-127
- Frequent requestors – guidelines.

Mr. Garone provided a list of additional public records law resources:

- Ombudsman's website: www.azoca.gov
- Arizona Department of Library Archives & Public Records website: www.azlibrary.gov
- Title 2/Chapter 3/Article 3 Arizona Administrative Code (A.A.C. R2-3-301 et seq.)
- Case law
- Attorney General Opinions: www.azag.gov or <http://azmemory.lib.az.us>
- Arizona Agency Handbook, Chapter 6, www.azag.gov

No official action was taken.

President Kapin recessed the conference at 10:45 a.m. and reconvened the conference at 10:52 a.m.

No. 2: Arizona Liquor License Law - Risa Williams, AZ Department of Liquor.

Ms. Williams provided introductory comments regarding the liquor license process as summarized below.

Ms. Williams stated liquor license laws and forms, etc., change every year. Currently there are 120 new forms on the state's website.

Ms. Williams offered the following information:

- All liquor license forms should be date-stamped upon receipt.
- The state's goal for processing applications is to complete them within two (2) weeks.
- Recommendations of denial should be forwarded to the state on a *priority* basis.
- Applications submitted to local governing entities prior to submission to the state should be reviewed by local entity to ensure the correct forms were used. (The state kicks incorrect forms back to the local entity.)
- Next week a new detective will be on board for Yuma and Mohave Counties.
- The state's Liquor Licensing Division is "finally fully staffed". New employees are currently in training, and Ms. Williams requested patience during the training cycle.
- License costs have increased, with liquor licenses essentially constituting a "quota market".
- Ms. Williams provided the following list of questions to ask applicants in order to determine whether a liquor license is required:
 - *Is an association hosting a no cash bar event? (If yes, then a *Bring Your Own Beer [BYOB] License* is likely required.)
 - *Is there a charge for providing entertainment? (If yes, then a Special Event License is required.)
 - *Is consumption of liquor on the premises to be allowed? (If yes, then a liquor license of "some sort" is required.)
 - *Is an unlicensed facility being rented for a private party? (If yes, the *host* provides alcohol for the guests. If the event at the rented facility is for a *private party by invitation only*, no license is required. Note that a fundraiser event is not a private party, and a Special Event License is required.)
- *Secure File Transfer* process – Ms. Williams encouraged everyone to register for the transfer process, since this automation saves time for everyone. The state also has a central mailbox because the transfer links expire after 7 days. Ms. Williams briefly reviewed Secure File Transfer guidelines.

- *Bring Your Own Beer Licenses (BYOB)* have a once-per-year, \$50 fee requirement; require certification of occupancy and a diagram; and applications must be submitted annually.
- Special Event Licenses -- Ms. Williams briefly reviewed the application process and changes to the new Special Event form. The state needs to receive the applications at least 10 days in advance of the event. Just cause for any late submissions *must* be provided.
- Legislative changes – Ms. Williams summarized a few legislative changes to the liquor license application process. The two (2) examples she cited were:

*Multiple-date, Special Event applications at a single location may be submitted for the entire year on a single application. Subsequent event date changes at the same licensed location do not require additional approval of the local governing body.

*The 320-foot restriction for proximity to churches requirement was removed. Now, the 320-foot restriction applies only to schools.

State *Cub Program* – Ms. Williams briefly reviewed the program:

The state recruits teenagers ages 16 to 19 from across the State of Arizona who have driver's licenses, to serve as under-age buyers. Local entities who suspect an establishment is selling alcoholic beverages to under-age children should contact the state. The state may dispatch designated Cub personnel to test under-age sales at the subject facility. Participation in the Cub Program requires that participants must appear to be under age 21 and have no facial or neck tattoos, etc.

Duty Officer assistance for applicants –

Ms. Williams reported the state has a designated duty office to assist the public with their liquor license applications. Applicants may call 602-542-5141, 8:00 a.m. to 5:00 p.m. Monday through Thursday for assistance. A liquor license hotline is also available: 877-668-5345.

Ms. Williams entertained a brief question and answer session.

No legal action was taken.

Association members participated in a working lunch at 12:00 p.m.

Following a short recess after lunch, President Kapin reconvened the conference at 12:40 p.m.

No. 4: Discussion and possible action regarding appointment of new officers: *(Continued from earlier in the day.)*

•Election of Secretary:

Upon confirmation from President Kapin that she contacted Ms. Daley during the lunch break and Ms. Daley having accepted the nomination as Secretary, the election commenced as follows.

Ms. Bond nominated Ms. Daley of Coconino County as Secretary.

MOTION (GARZA/BUCKLEY): Appoint Ms. Daley as Secretary.

VOICE VOTE: The motion carried unanimously of the members present.

No. 3: New Clerk and Election Legislation, Collen Connor, Deputy County Attorney, Yavapai County.

Ms. Connor stated Clerks have certain election duties, scattered throughout the Arizona Revised Statutes, particularly in Title 16; throughout Titles 11 and 15 regarding the schools; and some duties in Title 48 regarding special taxing districts.

New legislation included over 100 election bills introduced at the beginning of the legislative session, many under the Speaker of House. The Speaker assigned them to "every committee", knowing this would cause some bills to be killed. However, many of the bills continued throughout the legislative session, even up until the end.

Ms. Connor gave a PowerPoint presentation on 2022 election law updates. Key topics are listed below.

- SB1460, Call of Elections; Redistricting.
- SB 1008, Recounts, timeframes, recount margin; Clerk issuance of certificates of election following recount.
- SB1362, Early ballot on-site voting on election day.

Ms. Connor gave a brief review of two (2) "miscellaneous" bills:

- SB 1460, Groundwater basin elections ARS §45-415(F).
- HB 2012, County Improvement Districts ARS §48-903(A).

No legal action was taken.

President Kapin recessed the conference at 1:18 p.m., then reconvened the conference at 1:43 p.m.

No. 4: Board of Equalization (BOE) - Jayme Rush, Deputy Clerk, Yavapai County.

Ms. Rush distributed a hand-out covering expanded details of her PowerPoint presentation. Topics reviewed were:

General Information:

- What can be appealed - ARS §42-16051.
- Definitions - Full Cash Value; Limited Property Value.
- Board of Equalization (BOE) defined ARS §42-16105.
- Who serves as the BOE - ARS §§42-1101; 42-16102.
- How the BOE operates - ARS §42-16105.

Notice Types:

Ms. Rush reviewed the various notice types and the Assessor Level and BOE Level requirements for each type as listed below:

- Notice of Value Appeals (NOVs) -- Assessor Level ARS §42-15101; BOE Level ARS §42-16105.
- Notice of Change Appeals -- Assessor Level ARS §42-15105; BOE Level ARS §42-16105(C).
- Personal Property, Business Personal Property and Un-Affixed Mobile Homes -- Assessor Level ARS §42-19006; BOE Level ARS §19052.
- Notice of Proposed Correction -- Assessor Level ARS §42-16252; BOE Level ARS §42-16252.
- Notice of Claim ARS §42-16254 -- Assessor Level ARS §42-16254; BOE Level ARS §42-16254.

Filing Appeals in Tax Court:

Ms. Rush reviewed the appeals process for the following: Notices of Valuation or Notices of Change; Personal Property; and Notices of Claim.

No legal action was taken.

No. 5: *Excess Proceeds* from Tax Deeded Property A.R.S. 42-18303 - Kevin Costello, Deputy County Attorney, Pinal County.

Mr. Costello gave a PowerPoint presentation. Topics reviewed are listed below.

The tax Lien Sale process:

- Sale of Tax Liens ARS §42-18112.
- Assignment to State if no bids were received ARS §42-18113.
- Successful Purchaser ARS §42-18122.
- Distribution of Monies ARS §42-18123.

Deeding Property to the State:

- Application for Treasurer's Deed ARS §42-18261.
- Issuance of Treasurer's Deed ARS §42-18267.

Sale of Land Held Under Tax Deed:

- Auction & Sale of land held by state under tax deed; disposition of proceeds ARS § 42-18303

Dispossessed Property Owner Analysis:

- Legislative History, SB 1099.
- Existing movement to protect homeowners.
- Nature of the state's interest – Defined, case history Pinal County v. Pomeroy.

Movement to Protect Tax Payers:

- Case History of a Washington, D.C. case to settle claims for homes taken by the tax-lien program.

Process for providing payment:

- Determine if owner is entitled to excess.
- Send letter to owner with W-9 Form.
- After receipt of W-, obtain check from Treasurer; send a check to owner.
- County Finance Department keeps spreadsheet of all properties with an excess and payments made.

Mr. Costello entertained a brief question-and-answer period.

No legal action was taken.

President Kapin called for a recess at 3:17 p.m., and reconvened the conference at 3:32 p.m.

No. 6: Presentation of Certified Professional Clerks plaque to Lindsay Daley, Clerk of the Board, Coconino County.

President Kapin stated Ms. Daley was unable to attend the conference today, and presented Ms. Daley's plaque in absentia, which will be forwarded to her under separate cover.

No. 7A: Roundtable.

•Membership Dues:

Ms. Kapin announced the deadline for membership dues payment was in July and suggested those in arrears to make payments right away.

Ms. Anderson stated three (3) counties are in arrears. They were notified and responded that the checks are "in the mail".

•Future Conference Planning:

*Three-day Annual Conference:

Ms. Buckley opened discussion regarding the possibility of conducting an annual 3-day conference. Previous conference schedules had members arriving late on a Wednesday, with a meet-and-greet that evening; conference all day Thursday; and the business meeting Friday morning followed by adjournment around noon for travels home. Previous discussions also explored the possibility of a March conference in Mohave County (possibly in Lake Havasu), however no decisions were made at that time.

*Certified Professional County Clerk Training:

Ms. Kennedy stated the association has quite a few new Clerks now and suggested conducting Certificated Professional County Clerk training again next year, perhaps in August or September.

President Kapin stated per the bylaws, qualifications for attaining certification include having served in a Clerk office for 2 years. However, a person may attend certification classes prior to attaining 2 years of service. Certification would be through the County Supervisors Association (CSA).

Ms. Kapin requested that members submit suggestions for certification courses.

•Newly elected Executive Board terms:

President Kapin stated the Executive Board member terms are for two (2) years, and new terms commence on January 1, 2023. Incumbent officers are available to provide assistance to the new officers, and President Kapin encouraged them to reach out to the incumbents any time.

•Call to the Public:

Ms. Kennedy asked whether the counties allow call to public comments to be extended longer than three (3) minutes. Most members responded that three (3) minutes is the norm. However, chair persons often allow the time limit to be extended.

•House Bill (HB) 2070:

Upon query by Ms. Kennedy, lengthy discussion ensued as to whether House Bill 2070 is now in effect. One aspect of this bill would require agendas to include what time the public would have access to the meeting place.

Ms. Buckley stated she was not aware of this, and most of the membership present concurred. Ms. Buckley accessed the bill online and stated she would forward it to everyone.

No. 7B: County Updates:

•**Maricopa County –**

Ms. Garza stated Mohave County is preparing for the November election. Filling vacancies has been difficult. The Clerk office currently has one (1) open position, and the front desk position is difficult to fill. In addition, one (1) of the board members is resigning.

•**Apache County –**

Ms. Bond stated things are “pretty quiet” for them for the time being. However, the November election is coming soon, and they have many position vacancies.

•**Pima County –**

Ms. Manriquez stated Pima County has a new County Administrator. In addition, Ms. Manriquez and her Deputy Clerk are both new to their positions.

Pima County is in the process of conducting a county-wide compensation study to include every employee's job functions. The County has been under-staffed since the pandemic, with many vacant positions. Support positions are difficult to fill.

The County has been experiencing a substantial increase in permit requests, such as fireworks and liquor license applications (i.e., particularly special events and extensions of premises).

The County is upgrading its sports complex with a new soccer field section and adding an ice arena, among other upgrades. August 2027 is the target completion date.

•**Navajo County --**

Ms. Buckley stated that, as with all the counties, they are busy preparing for the November election.

The Clerk's Office has experienced turnover of two (2) Executive Secretaries since the last conference. However, the position is again filled and seems to be working out well.

The redistricting process is completed, and Holbrook has been split between two (2) districts.

The County also has a project to procure a web casting system, hopefully to include an IT person. The County currently uses Liberty Recording for voice recording and Zoom, and it is not working well. Ms. Buckley asked whether the other counties do web casting and whether they solicited proposals for same.

Discussion ensued amongst the members regarding each of their respective web casting practices.

Ms. Isbell stated Yuma County's Communications Division processed a request for proposals, and she will provide the Communication Director's contact information to Ms. Buckley for additional information regarding the process.

•**Mohave County --**

Ms. Anderson stated Mohave County's Information Technology (IT) Department is developing an internal agenda software process. Employee retention has been an issue, and the County currently has 100 open positions.

The Mohave County Sheriff and County IT departments are working together to implement a free, in-house "Take Me Home Program" similar to one in San Diego County. The program will provide assistance to vulnerable persons such as senior citizens, Alzheimer victims, and small children. Photos and descriptions can be uploaded, and guidelines for handling vulnerable person situations will be available. Mohave County is willing to share the program with other counties, and Ms. Anderson she will forward additional information regarding the program to the Clerks.

•**Pinal County –**

Ms. Kennedy stated the County's boards and commissions are now required to use the agenda management system, and 9 out of 14 commissions are doing so. Via this system, all agendas will be in a centralized location.

The Board of Supervisors has been extremely supportive of the "Cursive Project" which is now completed. All previous cursive minutes are now searchable in text form.

Ms. Kennedy now has two (2) Deputy Clerks, one for agenda management and the second for records management. Ms. Kennedy also has an additional, new assistant.

•**Gila County -**

Ms. Henderson stated Samantha (Sam) Trimble, new Deputy Clerk, started employment this week.

Last year's fires and floods have taken a toll, and with the continuing rains they are still experiencing flooding situations.

After two (2) years, an 80-acre "Veterans Retreat Project" on an old ranger station site acquired by the County is nearly complete. They are grateful for ARPA funding for this, and for other projects.

•**Santa Cruz County -**

Ms. Schultz reported Lizeth Tolano was promoted to the Deputy Clerk position. The County is having a difficult time retaining attorneys. The redistricting project is complete, resulting in a split into two (2) legislative districts. And, finally, they are receiving "tons" of public record requests for tax roll records.

•**Greenlee County -**

Ms. Figueroa stated ARPA funds have been set aside for housing development and the purchase of 120 acres for home construction. Housing needs are a big issue in Greenlee County. Both the County Administrator and Deputy County Administrator handle many things on Ms. Figueroa's behalf. This frees Ms. Figueroa to handle elections, since that takes a great deal of time. The County also has a new Economic Development Director, who has many new ideas.

•**Yuma County –**

Ms. Isbell stated a lot of high-level position turn-over has been experienced in Yuma County, such as: The County Administrator retired in early June, and the previous Deputy Administrator was appointed as Administrator. The County Recorder resigned and a replacement was appointed to fill the remainder of the incumbent's term. A new Facilities Management Director was appointed last week.

In the Clerk division, it has long been difficult to retain front desk personnel, and the Records Technician in the Clerk Division is retiring in December after 20 years. The replacement was appointed, and she starts employment in November.

•**Yavapai County –**

Ms. Kapin reported on Yavapai County staffing. The County Recorder, Election Director and Election Director's assistant all resigned. The new Assistant Recorder was appointed, and recruitment is pending for an Elections Director. The County Administrator will retire in January, and the replacement has been hired and will start employment on December 1st. The Assistant County Administrator also retired and one of the County Counsels was appointed as the replacement. This is working out well, providing valuable consistency since this person was the Board's Counsel for many years. The Clerk Office is losing an Administrative Assistant, and they will be recruiting for this position.

Last year a classification and compensation study was conducted using Evergreen, and merit and class/compensation raises were approved/implemented. The lowest-end employee salaries were also increased to a reasonable rate of pay. However, by the time raises were implemented, with the cost of living at 9%, living expenses are now higher than at the time of the study.

In other news: A county-wide ERP system project is in the works this year. Health Services will have a new building. Due to the pandemic, they were sharing a facility with the health clinic. The County conducted an online tax deeded property sale for the first time, with over 200 properties up for sale. A total of 186 properties were sold, bringing in over \$600,000 in revenue.

There being no further business to come before the Association, President Kapin adjourned the conference at 4:27 p.m.

Kim Kapin
President, Arizona County Clerks Association

Date