

MINUTES

ARIZONA COUNTY CLERKS ASSOCIATION (ACCA)

JULY 29 – 31, 2004

CLERK'S SUMMER RETREAT – PINETOP, NAVAJO COUNTY

Present: Fran McCarroll, President, Maricopa County
Melinda Meek, Treasurer, Santa Cruz County
Donna Hale, Vice President/Secretary, La Paz County
Beth Bond, Apache County
Nadine Parkhurst, Cochise County
Gussie Motter, Cochise County
Marian Sheppard, Gila County
Kay Gale, Greenlee County
Yvonne Pearson, Greenlee County
Barbara Bracken, Mohave County
Judy Jones, Navajo County
Bev Staddon, Yavapai County
Carolyn Dicas, Yavapai County
Christy Isbell, Yuma County

Special Guests: Dean Wolcott, retired Maricopa County Deputy Attorney
Morning of July 30th:
Jerry Brownlow, Navajo County Supervisor
Jimmy Jayne, Navajo County Manager
Nicole Waldron, CSA

Prior to the start of the meeting, Nadine and Gussie spoke about the Cochise County Tourism Council comprised of seven (7) contributing entities including cities, towns and County. They distributed a beautifully constructed brochure, pamphlet and postcard that is being funded through the Tourism Council with the primary goal being to market the region, not just a specific location. A recent marketing study reflected that for every \$1 spent in tourism marketing, \$7 was returned to the general fund.

Nadine gave a brief history on the origination of the Tourism Council 20 years ago originally comprised of the Chambers of Commerce and people representing tourist attractions. Ten years ago they formalized Intergovernmental Agreements between the County and the cities.

She further noted that the Tourism's budget is \$100,000 along with eligible matching grants from the AZ Office of Tourism in the amount of \$83,000.

Nadine noted that Gussie has the personality and enthusiasm to get the Council to work together and accomplish established goals with an admirable result.

Welcome & Introductions

President McCarroll had everyone pick numbers out of a bowl and a door prize was awarded to the winner of the picked number. Number 9 was the winner and Donna Hale won a great looking and useful, black encased maglight keychain from Cochise County. Thanks to Nadine and Gussie for this terrific gift! (Later in the meeting another drawing took place and a second maglight keychain was awarded to lucky winner, Beth Bond.)

Navajo County Supervisor Brownlow welcomed everyone to his County and spoke accolades about Judy taking them through some tough times and were very appreciative of all she has done for Navajo County.

County Manager Jimmy Jayne welcomed everyone on behalf of Chairman DeSpain and also spoke very highly of Judy Jones, who will be retiring mid-September. He noted that by working together, County Managers and County Clerks can help address county issues throughout the state. He expressed support and appreciation for County Clerk's.

Business Meeting

Treasurer's Report:

Treasurer Meek noted that there is a current balance, as of July 28th, of \$9,596.34. This includes a \$822 deposit for the Sierra Springs Ranch, however, the balance due had not yet been deducted.

Approval of Minutes:

March 25-27 Rex Ranch, Santa Cruz County, Spring Retreat

Fran noted a change on Page 3 regarding liquor licenses and the requirement of the Maricopa County P&Z Department for Special Use Permits and a fee of \$350; she noted this is for special event applications and temporary extension of premises permit applicants only.

Motion by Kay Gale, second by Melinda Meek, to approve the minutes as amended. All in favor, motion passed unanimously.

Electronic Agendas:

It was noted that Maricopa and Cochise have electronic agenda capability. (Perhaps Pima did as well, however, Lori and Robin were unable to attend.)

Fran discussed the basics of Agenda Central and the importance of training all departments. She noted that all agenda items must have the County Manager approval prior to reaching the Clerk's office. The Clerk then sends all items to the legal and finance departments. Items can also be routed to the County Engineer, Risk Management, etc., dependent upon the topic. Wherever the item is routed to, that department must approve or deny. Should they deny, a reason must be indicated (reject notes). She also noted that there is a level of security at each level of Agenda Central. She also indicated that backup documents do not travel electronically. A draft agenda is then created, with staff doing minor adjustments, such as department numbers, etc.

In answer to some questions, Fran noted that her Board does not work from computers, they get hard copies of the documents. All departments and managers work off of Agenda Central, however. She further noted that the cost of implementation is not specific but they had five IT personnel work on it. She also explained the process after a meeting noting that options include whether an item has been approved, amended, continued, etc.

Nadine and Gussie then presented their version of Agenda Central. They brought a laptop and did a "hands-on" demonstration of the web based program. Although Nadine had visited Maricopa County and previewed their system, she realized it would not work for her County. They had looked at canned programs as well but then decided to work with Cochise County's IT Department and was able to come up with a different type of program whereby all items are scanned into the system. Like Maricopa, they also route to various departments and emails are sent to departments when there are

questions and they are notified if an item is rejected. Nadine noted that the deadline to submit is Friday at 5:00 pm. for the meeting on the second Monday following the deadline. The system then creates a draft of the agenda, given to the County Administrator.

Conversely to Maricopa County, the Cochise County Board does not want any paper and the entire process is done electronically with the Board having their own laptops to proceed through the agenda. All documents can be viewed a week prior to the meeting and can be accessed from their homes. Nadine noted that only the Clerk can change or modify an agenda item. The system automatically lists the item as "approved" and the Clerk's office will manually change to "modified", "tabled", etc. which takes approximately 5 minutes. An email is then sent to each department on the status of their agenda items.

Nadine's next goal is to have the minutes formatted from the data base. This is still in the preliminary stages.

Nadine stressed the importance of training all departments thoroughly and all departments must have the ability to scan documents. They also created a Procedures Manual for the departments.

Many counties were interested in Nadine's program and inquired as to whether Cochise County would be willing to sell the program.

Nadine will check into that possibility. She also stressed that many things must change regarding the way agendas are done currently in counties. She noted that the agenda is done in alpha order and many ideas about agendas need to change in order for this program to work. She noted that it may not fit everybody's needs exactly and could be modified but the major structure cannot change.

Legislative Review

Dean Wolcott presented the following legislative update:

| | |
|---------|--|
| SB1036: | More money into the budget, increase in inmate cost for food to \$2 per day |
| SB1049: | Codifies position of presiding JP (however, does not define powers of JP) |
| SB1050: | Designation of election precincts & polling places; BOS can consolidate precincts & polling places if there are no candidates; schools can no longer use the excuse of "a disruption of normal school activities" for not allowing a polling place at their facility |
| SB1076 | Amends statute on JP Pro Tems; last year AZ Supreme Court said a part time pro tem had to be a lawyer, this bill requires a constitutional change. |
| SB1197 | (Inherent to Maricopa County) Says you can not condemn a leasehold interest unless you have the ground with it (underlying property). |
| SB1336 | Increases annual salaries for elected County officers |
| HB2008 | ASRS – marriage penalty is abrogated, no penalty if married and elects to pay family coverage |
| HB2049 | All political subdivisions can join in the ASRS (special taxing districts, etc.) |
| HB2052 | Not effective until June 2005, ASRS, i.e., can't increase salaries by 30%+ within 3 years of retiring or political subdivision have to reimburse ASRS the unfunded liability |
| HB2056 | Local fire district's requirement to enter into IGAs to provide fire services for county islands (however, no mechanism for counties to bill subdivisions) |
| HB2070 | Provides definition of "rezoning ordinance" |
| HB2088 | (Inherent to Maricopa) relating to Brownfields, allows county to include more area for redevelopment |
| HB2109 | Contributions made by employers to corrections officer retirement plan |
| HB2259 | Duties of County Treasurer, realigning and recodifying stale dated warrants. Allows |

warrants to be paid within one year of being deemed void.

HB2278 Certifications of assured water supply, allows transfer (BOS & P&Z out of picture)

HB2306 Allows for reimbursement expenses to the County for fire districts (creation, reorganization, elections, etc. costs). Effective 8/2/05

HB2382 Restricted use of Social Security Numbers (counties can use last 4 numbers only) (1/1/05)

HB2433 Formation of a special health care district (population of 1 million+)

HB2502 One percent of goods and services must be secured from the AZ Industries for the Blind

HB2560 Extension of time that fire district must submit their budget estimate to the BOS (August 1st instead of July 10th)

HB2565 Indigent burials, authorizes cremation

HB2681 Applies to counties who operate hospitals (prohibits hospital district from perfecting liens)

Per Diem Rates for Travel

Several counties brought their per diem rates and/or travel policies and distributed them among the clerks. Some of the rates were as follows:

| | <u>Per mile</u> | | <u>Breakfast</u> | <u>Lunch</u> | <u>Dinner</u> | <u>Total</u> |
|------------|-----------------|--------|------------------|--------------|---------------|--------------|
| Gila | \$.375 | Meals: | \$5.00 | \$7.50 | \$12.50 | = \$25.00 |
| La Paz | \$.375 | Meals: | \$5.00 | \$6.00 | \$15.00 | = \$26.00 |
| Yavapai | \$.345 | Meals: | \$7.00 | \$7.50 | \$15.00 | = \$29.50 |
| Cochise | \$.30 | Meals: | \$7.00 | \$7.50 | \$15.00 | = \$29.50 |
| Santa Cruz | | Meals: | \$6.00 | \$8.00 | \$16.00 | = \$30.00 |
| Navajo | \$.345 | Meals: | \$7.00 | \$7.50 | \$15.00 | = \$29.50 |
| Mohave | \$.375 | Meals: | \$6.00 | \$8.00 | \$16.00 | = \$30.00 |
| Apache | | Meals | \$6.00 | \$6.50 | \$15.50 | = \$28.00 |

Several Counties had "out-of-state" per diems listed as well.

Fireworks Permits

Several counties brought their Fireworks Permits forms. There are no fireworks permits issued in Cochise, Apache and Greenlee. ARS §36-1603 relates to the permit being applied for in writing not less than five (5) days prior to the event.

Kay mentioned that ACIP requires the counties be named as an Additional Insured on Certificates of Insurance.

Presentation and Discussion

Nichole Waldron, from CSA, talked about the Yavapai Pilot Project with the Arizona Newspapers Association (ANA). She knew the Clerks had been talking for years about eliminating the minutes/warrants publication requirements. She noted that this requirement to publish in the official newspaper in the respective counties dates back to 1909. The most recent change occurred in 1996 when they were successful in getting the requirement for verbatim minutes to a summary of the minutes. She also noted that the warrant amount to be published used to be anything over \$200 but was increased to \$1,000.

Nichole stated that the ANA was developing a more user friendly website (www.ananews.com). Their goal is to feature all minutes from all counties over the last three month period in its own section of the

website. Yavapai partnered with ANA and has been placing their notices and agendas on the ANA website. She explained that ANA is proud of this website and is encouraging everyone to participate.

Nichole would like to see CSA help the Clerks work with ANA and make this idea successful. After that, there may be room to negotiate with ANA and the individual newspapers, by making it clear that it is an economic hardship to continue to publish minutes and warrants.

Bev Staddon explained the "Agenda Smart Search" service is available to Yavapai County subscribers (no fee). She noted that the agendas for the BOS meetings and P & Z Commission meetings are uploaded to an ANA website. There is a "Smart Search" link that allows a person to enter up to three sets of search criteria. If an item on an agenda matches the search criteria, an email with the agenda link is automatically sent to the subscriber. There is also a "manual search" link listing all the meetings which the subscriber would select a meeting they are interested in.

Bev indicated that she has been working with John Fearing at the ANA to create the public service. She asked the clerks to think about a proposal -- in lieu of publishing, perhaps the counties would be receptive to paying an annual minutes fee for the upkeep and maintenance of the website.

Nicole was going to conduct a survey through NACO to see what other state is required to publish BOS minutes. Also, how many newspapers receiving funds from the counties are not in compliance with the statutory requirements.

The blurb at the beginning of the minutes: "These minutes published at taxpayers' expense and NOT as a public service announcement by this newspaper", was discussed and agreed to as a terrific idea.

However, Nicole asked that the counties hold off on publishing the blurb until further negotiations with the ANA on the publication requirement.

She felt that the more empirical data they gather to show that this requirement is unnecessary and outdated, and is no longer reflective of a technological society, the better.

Nicole noted that cities were successful in making this publication an option, because they would print on utility bills that taxpayer monies were utilized for publishing requirements.

Kay noted that next year the Department of Revenue would no longer be printing tax bills and this may be a way for the counties to communicate that message as well.

Nicole mentioned that CSA has filed paperwork on a nonprofit organization, County Government Institute, to be able to seek grant funding for special research projects. They are publishing Articles of Incorporation and the goal is to be a 501(c)(3) organization by November.

This matter was discussed at length

Fran asked if there was something the counties could do to let the ANA know that this is a concerted effort.

Nadine asked Nicole about issuing a press release and perhaps Nicole could draft one and the counties could utilize the same format, informing the public about agendas and minutes being on the ANA website

It was also mentioned that all the clerks should call John Fearing, 602/261-7655, x105 or email: j.fearing@ananews.com, indicating support for the placement of county agendas and minutes on the website.

Nicole will contact all the counties the following week regarding this matter.

ACCA Institute

Fran noted that the Municipal Clerks Institute is an annual program that allows clerks to become Certified Municipal Clerks by going through a 4 year program and meeting other criteria. Some of the ACCA clerks are CMCs. Fran stated that she thought of an idea of having a clerk's certification program with classes inherent to clerks' duties.

She asked for ideas on goals to be accomplished through this endeavor and what classes could be offered.

Kay mentioned utilizing Tanis Salant from the University of Arizona.

Other ideas included determining what college classes could be used for basic courses. Other ideas involved contacting Peggy O'Sullivan from ASU who is in charge of the Certified Public Manager's Program. Nadine noted that the criteria for a CPM is 300 hours of study and that 75 employees of Cochise County are CPMs.

Nicole discussed the new county government organization and how different types of training opportunities or certifications could be made available to the county employees, which could be taken advantage of by the clerks.

Gussie noted that County Clerks had a more defined area of expertise and felt that the CPM program was too broad.

Fran thought that the prospect of a goal was, "if you complete this set of criteria, you will be made a Certified County Clerk".

Some classes that could be offered: Open Meeting Law, Records Management, Records Retention, How to Deal with the Press, dealing with different personalities, a brief, basic course in business correspondence, agenda issues, how to manage elected officials, statutory mandates, special districts, practical applications of technology, etc.

Judy asked Nicole if the County Government Institute could be used for special clerks training. Nicole stated that it would be very applicable to County Government and they could possibly make a clerks module their pilot project.

This idea was discussed in length with ideas ranging from basic courses for everyone and more specific courses dealing with respective county positions.

Everyone seemed to concur with the idea that these courses would benefit not only clerks, but deputy clerks and anyone in the office with high potential.

Nicole mentioned that CSA is conducting the orientation training for elected officials for two days around January 5th or 6th, 2005. She also noted that January 10, 2005 was the first day of the new Legislative Session.

Some of those present were interested in attending the Supervisor Orientation and wondered if the clerks would be invited?

Nicole indicated that it was for Supervisors only but would check with Executive Director Sally Bender about inviting the clerks.

Next Retreat

Christy indicated that she and Sue Stallworth would be happy to host the February 3-5, 2005 retreat in Yuma. She indicated that they may have to do so at a hotel, such as the Shilo Inn, but that it had a conference center and she would look into the various aspects of holding the retreat there.

Beth (Apache) and Marian (Gila) are going to co-host in August 2005 at Kohl's Ranch in Payson.

Summary

CSA will contact John Fearing and then will contact all the clerks.

Moving forward with the idea of a Clerks Institute Certificate Program, working with CSA and bringing back a formulated plan.

Nadine will check with her Board about selling the agenda software to other counties.

Gussie is going to come up with a Team Motto or Pep Song (must be a ground-bound cheer).
(You had to be there to appreciate this one).

Appreciation was shown to Judy with a beautiful bracelet and card. Judy is now the Clerks official "Clerk Emeritus", and will be welcome at all future meetings.

Checkout

Rather than adjourning, the Clerks "checked out" of official business on Saturday, July 31, 2004, at 9:15 a.m.

Donna J. Hale, Vice President/Secretary
8/09/04