

Clerk of the Board of Supervisors Office

"Preserving the Past, Preparing for the Future"

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"BOARDS AND COMMISSIONS"



PINAL COUNTY, ARIZONA
"We enrich lives beyond expectation"

The Clerk of the Board office generally performs a number of miscellaneous duties such as processing applications, preparing agenda memos for appointments by the Board of Supervisors, certifications, administration of oaths, and providing Boards and Commissions support. Some of these tasks must be conducted in accordance with state statutes, while others may be carried out in accordance with policies established within the Boards and Commissions Bylaws.

Pinal County has a number of Boards and Commissions tasked with various aspects of county affairs. Some may be organized for a temporary purpose, while others are permanent and function with the county government on a regular basis. Located on the county website at [Click Here](#) you shall find helpful information that shall include a list of all Boards and Commissions, to include the authority, membership requirement, term, power, members and staff contact. This information assist the Clerk of the Board in maintaining board membership by renewal of terms or application of prospective new members to avoid board vacancies.

Boards and Commissions require the services of personnel from county departments and may require administrative support services from the Clerk of the Board. The Audit Committee is the only Board that require administrative support services from the Clerk of the Board Office. All other Boards and Commissions are supported by said Department of authority. The duties associated with such support are as follows:

1. Preparing Agendas
2. Attending meetings
2. Taking minutes and keeping records
3. Taking notes for summaries and minutes
4. Filing and preserving material for the record
5. Mailing correspondence and notices
6. Website updates
7. Publication and Posting requirement
8. Invoice processing
9. Open Meeting Law Training

The mission of the Clerk of the Board office is to record and maintain orderly and accessible records of all County Board of Supervisors actions including appointments made by the Board and the actions of those appointees serving on Pinal County Boards and Commissions. To encourage and stimulate agenda management across the county the Clerk of the Board encourages all Boards and Commissions to utilize Novus agenda management for meeting notices of posting, agendas with supporting documents, summaries and minutes. This allows public access to all Boards and Commissions agendas, summaries and minutes in a centralized location on the county website at [Click Here](#) rather than searching each sites of the various boards. Novus will allow distributing of document imaging for Microfilming for records repository to preserve all of the permanent Minutes Records pursuant to schedule Number [GS-1016 Rev.1](#). More importantly this will maintain the history of our Supervisors' appointees' actions and the boards' history in general.

Currently the Boards and Commissions Appointment Management responsibilities of the Clerk's Department include:

1. Maintain the County Boards & Commission Database on the County website.
2. Administer oath of office
3. Upon Board approval add appoints to the COB Project departmental shared calendar, where expiration terms are uploaded and the COB staff is notified 30 days prior to all expiring appointment. COB will notify the Board of vacancies, term expirations, and resignations of the various Boards. (Effective 2018)
4. Issue a "Certificate of Appointment" (Effective 2020)
5. Yearly volunteer recognition appreciation reception for all Boards and Commissions members, further recognizing those members who have completed their terms of office or have reached certain landmark dates such as five or ten years of service, with a "Certificate of Appreciation" (Effective 2019)

What's NEW! CURRENT PROJECTS, NOT FINAL

1. Maintain historical legislation and general information about each Boards and Commissions by requesting all Boards and Commissions utilize Novus agenda management. The Clerk of the Board Office oversee account securities, train users, and provide support for Novus.(Effective October 1, 2021)
2. Document imaging for Microfilming for records repository to preserve all of the permanent Minutes Records pursuant to Arizona State Library Archives, & Public Records Schedule Number [GS-1016 Rev.1](#). (Current project, scheduled for implantation around 2022)

SUPERVISOR APPOINTMENTS

The Supervisor appoints members to serve on various county Boards and Commissions. More information on and copies of the enabling legislation for these boards are available under each Board on the county website at

<https://www.pinalcountyyaz.gov/bos/cob/Pages/BoardsCommissions.aspx>

Agenda items are required for all appointments so the minutes may reflect all appointments made by each individual Supervisor. Appointment agenda items are added to the agenda by the Clerk of the Board Office.

Supervisor District Appointments: (Supervisor Nominate/BOS Confirm)

- Adjustments and Appeals Board
- Audit Charter Committee
- Law Enforcement Merit Council
- Merit System Commission
- Planning and Zoning Commission
- Transportation Advisory Committee

Supervisor District Appointments: (Announcement Only)

- Citizens Advisory Committee
- Open Space and Trails Advisory Commission

Board of Supervisors Appointments (Staff Normally Nominate/BOS Confirm)

- Agriculture Extension Board
- Air Quality Control Hearing Board
- Building Board of Appeals/Advisory Board
- Industrial Development Authority

Board of Supervisors Appointments (By Application Process Overseen By COB)

- Water Augmentation Authority

Chairman or Designee Appointments

The Chair of the Board of Supervisors, or his/her designee upon approval by the Board of Supervisors, is a member of the following:

- Correctional Detention Officer Retirement Board
- Correctional Dispatcher Retirement Board
- Public Safety Retirement Board

RECORDS MANAGEMENT

Arizona State Library Archives, & Public Records Schedule [GS-1016 Rev.1](#) will address all aspects of the Boards and Commissions record management requirements as it relates to meeting notice of postings, agendas with supporting documents, summaries and minutes.

Each Boards and Commissions Clerk/Secretary maintains their own Records. All Arizona State Library Archives, & Public Records forms shall be submitted pursuant to A.R.S. 41-151-14 to the Pinal County Records Management Division for processing and execution by Pinal County designated Records Officer Liaison (RO) Natasha Kennedy, Clerk of the Board of Supervisors.

What is a Permanent Historical Record? Records are considered permanent if they have enduring administrative, fiscal or legal value to the county or if they possess significant secondary research value beyond those for which they were created.

What is a Non-Historical documents in which the retention period requirement has been satisfied may be destroyed by completing the Certificate of Records Destruction Form link below.
https://azlibrary.gov/sites/default/files/records_certificate_of_records_destruction_6_2020.pdf

Boards and Commissions: Permanent Historical documents shall be retained by one of the following:

- Physical paper of records in said department of authority vault
- By the Clerk of the Board office document imaging of Microfilm and billed to the department of authority (current project, awaiting document conversion at which time will submit documentation to the state for approval) Form Link forthcoming upon state approval
- Or they may be transferred to the Arizona State Library Archives, & Public Records upon completion of the Record Transfer Form link below.
https://azlibrary.gov/sites/default/files/Permanent_Record_Transfer_Form_fillable.pdf

TRAINING

Open Meeting:

Arizona Revised Statutes Title, §38-431.01G requires “A person elected or appointed to a public body shall review the open meeting law materials. The following are two links for your reference:

- [Arizona Ombudsman](#)
- [Arizona Attorney General Chapter 7: Open Meetings](#)
- [Arizona Attorney General Open Meeting Law Statutes, Opinions, and Common Questions](#)

Additionally the Open Meeting Law Training Video link below is important information to appointed officials that is mandated by the State of Arizona. This is information that has a direct bearing on how the county shall conduct its Boards and Commissions business.

Open Meetings Law Training Video: [Click Here](#)

Public Records:

Understanding the importance of the Boards and Commissions obligations regarding public records. Training will provide statutory provisions to achieve a cooperative, efficient and satisfactory outcome on all public records request.

Public Records Training Video: [Click Here](#)