

Arizona County Clerks Association
March 19 – 21, 2008
Francisco Grande Hotel
Casa Grande, AZ

Present: Sue Stallworth, Yuma County, ACCA President, Beth Bond, Apache County, ACCA Vice President, Melinda Meek, Santa Cruz, ACCA Treasurer, Cindy Doane, Cochise County, Judy Dickerson, Graham County, Yvonne Pearson, Greenlee County, Stefanie Kunze and Wendy Escoffier, Coconino County, Dona Hale, La Paz County, Fran McCarroll, Maricopa County, Katie Howard, Cochise County, Sheri Cluff and Karon Simmons, Pinal County, Barbara Bracken, Mohave County, Darlene Fraley, Navajo County and Marian Sheppard, Gila County.

March 20, 2008

Introductions & Welcome

President Sue Stallworth called the meeting to order at 8:05 a.m. and introduced Pinal County Chairman David Snyder who welcomed the clerks to Pinal County.

President Stallworth welcomed all in attendance and thanked Karon and Sherri for hosting the clerks. Introductions were made and first time attendees were welcomed and President Stallworth commented on the fact that all but two counties were present and was pleased with the turnout.

Barbara Bracken asked about public notice requirements and a general discussion was held the clerks commented on the practice in their county.

Katie Howard asked about agenda software and which counties have or are going to be implementing it. A general discussion was held regarding Agenda Quick vs. Novis and the cost and ability of each of them. Sue Stallworth said that she would recommend Agenda Quick. Fran McCarroll spoke about Agenda Plus and the cost involved with implementing that particular program in her county.

Legislative Update

President Stallworth welcomed Todd Madeksza, Director of Legislative Affairs for the County Supervisors Association to provide an overview of the current legislative issues..

Mr. Medeksza provided an overview of how a bill becomes a law and how a strike everything amendments work.

Mr. Medeksza outlined the 2008 CSA legislative agenda and some of the key issues facing the counties.

A lengthy discussion was held regarding the County Minute Bill. Mr. Madeksza stated that the newspapers do not seem to be posed to fight it as long as the minutes are made

available to the public. Fran McCarroll stated that it would be good to place the minutes on the web so we will have the argument that that are already being made available to the public.

Mr. Madeksza provided an overview on the annexation issue (HB2113) of the cities notifying the counties when an annexation occurs; that the issue of only one notice being sent is a problem and it would be much better to send one notice to the county recorder and one notice to the clerk of the board.. A general discussion was held regarding how each of the counties are currently being notified. A discussion was also held regarding the debit card acceptance (HB2378) at the county level, (HB2822) regarding pest control, (HB2451) election security provisions. Barbara Bracken asked about (HB2723) community facilities districts. Mr. Madeksza responded by providing a brief overview how it is funded by sales tax from tourism dollars. The Clerk's thanked Mr. Madeksza for the work he does on behalf of the counties.

Break 10:15 to 10:30 a.m.

A discussion was held regarding mission statements and the Clerk's By-laws. President Stallworth encouraged all of the Clerks to review the Association's By-laws and possibly add a mission statement and asked that the Clerk's email any changes to her. Katie Howard stated that she would like to see the retreat renamed to conference in the future. The clerks agreed that retreat should be changed to conference and a discussion was held regarding the title Clerk and their many responsibilities. Fran McCarroll stated that in the Statutes, Clerks are referenced 365 times.

A lengthy discussion was held regarding posting notices and how each county handles meeting postings for their boards.

Lunch Break

2:00 p.m. Lisa Maxwell, Director of the Arizona State Library, Archives and Public Records addressed the Clerks and provided a power point presentation on Arizona's public record laws. Ms. Maxwell also included what the Library of Archives can provide to the counties. Ms. Maxwell also provided a recent change in the requirements that executive session minutes now must be retained for 10 years. Ms. Maxwell provided answers to numerous questions regarding retention requirements.

Meeting was adjourned until 9:00 a.m. the following day.

March 21, 2008

9:00 a.m. President Stallworth welcomed everyone back for the Friday morning session and welcomed Mr. Tim Delaney with the Center for Leadership , Ethics and Public Service. Mr. Delaney's presentation outlined the importance of the leadership role of the county clerk and public service ethics.

11:00 a.m. Business Meeting Agenda:

Meeting Minutes Marian Sheppard moved to approve the minutes from the August 9-10, 2007 Clerks Conference as corrected, seconded by Barbara Bracken. Vote was unanimous.

Treasurer's Report Melinda Meek provided the Treasurer's Report and clarified that it did not include the costs of the current conference. The balance was \$8,233. Wendy Escoffier moved to authorize payment of the expenses for the Spring Conference from the Association's funds, seconded by Donna Hale. Vote was unanimous.

Next Conference Discussion regarding the next conference and Cochise County volunteered to host July 23-25, 2008 in Bisbee.

A round table discussion was held regarding ideas for the next conference agenda:

- By-laws Update
- Code of Ethics
- Continuing Education Opportunities
- Info Sharing
- Book Club
- Best Practices
- Special Districts

The Clerks held a discussion regarding AgendaQuick (electronic agenda software), appointment of special deputy clerks for limited duties, and contracting with the state of conduct of Board of Equalization hearings.

The conference was adjourned at 1:00 p.m.