

MINUTES

ARIZONA COUNTY CLERKS ASSOCIATION (ACCA)

FEBRUARY 2-4, 2005

CLERKS' WINTER RETREAT – YUMA, ARIZONA

Present:

Fran McCarroll, President, Maricopa County	fmccarro@mail.maricopa.gov
Melinda Meek, Treasurer, Santa Cruz County	mmeek@co.santa-cruz.az.us
Donna Hale, VP/Secretary, La Paz County	dhale@co.la-paz.az.us
Beth Bond, Apache County	bbond@co.apache.az.us
Nadine Parkhurst, Cochise County	nparkhurst@co.cochise.az.us
Gussie Motter, Cochise County	gmotter@co.cochise.az.us
Anna Whorton, Coconino County	awhorton@co.coconino.az.us
Barbara Bracken, Mohave County	barbara.bracken@co.mohave.az.us
Lori Godoshian, Pima County	lori.godoshian@pima.gov
Robin Brigode, Pima County	robin.brigode@pima.gov
Sheri Cluff, Pinal County	sheri.cluff@co.pinal.az.us
Melinda Meek, Santa Cruz County	mmeek@co.santa-cruz.az.us
Sue Stallworth, Yuma County	ssallworth@co.yuma.az.us
Christy Isbell, Yuma County	Christy.Isbell@co.yuma.az.us

Special Guests: Casey Prochaska, Chairman/District 3 Supervisor
Ralph Ogden, Sheriff
Dunia and Cindy – Yuma Support Staff

During Dinner Meeting on February 3rd:
Supervisor Russell McCloud
Supervisor Lenore Stuart

February 2, 2005

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Arrivals at the hospitality suite at the Best Western InnSuites, Room 280

Sue, Christy and Staff had beautiful baskets for everyone consisting of fruits, dates, cookies and literature. Round table discussion ensued along with a light supper.

February 3, 2005

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Fran noted that the message about the retreat was mistakenly not passed on to Kathy Hieb of Navajo County. She asked for updated email addresses from those present and would contact those that are not present in order to obtain an all-inclusive listing. She would then forward that information on to everyone.

On behalf of the Clerks, Fran thanked Sue, Christy and Staff for the wonderful accommodations. Sue and Christy briefly discussed their office, number of staff (8) and noted that they support the following offices: County Administration, Board of Supervisors (5 member board), Budget Strategic Office, Legislative Affairs, Channel 77 and they will soon support Risk Management.

Fran gave the Clerks' an update on Judy Jones and her retirement and Anna updated everyone on Steve Peru's health. She noted that he had been seriously ill for several months, had a spleen removed and is undergoing chemotherapy; however, he was back at work and doing much better. A get well/best wishes card was circulated for Steve.

Summer Retreat

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Apache and Gila offered to combine forces for the Summer Retreat. Beth indicated that although Marian could not make it to this meeting, they had discussed previously about hosting a retreat. Beth talked about the possibility of hosting it at Greer Lodge, approximately 40 miles south of Pinetop. She will check dates in July and August and will forward the information to everyone.

History of Formation

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How the Association started was discussed by Fran and Nadine. Fran indicated that she attended meetings in Phoenix once a month, then they became bi-monthly. Meetings stopped for a period of time and then Fran picked it up and started organizing the association again in 1991. She noted that Judy Jones from Navajo County started the two-day retreat, a day to get there and then a full day meeting. From there, it evolved to where it is today – a wonderful gathering of Clerks', Deputy Clerks' and staff, where information and experiences are shared. Fran noted that this was a wonderful tool for new and seasoned Clerks' to understand their roles and to learn how other counties handle issues that they all have to statutorily comply with.

Oaths of Office/Swearing in Ceremony

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Discussion about elected officials taking the oath of office prior to officially taking office was discussed and how it was handled in various counties. A.R.S. §38-232 reflects that they shall be sworn in at least one day before commencement of the term of office.

Yuma County Supervisor District 3/Chairman Casey Prochaska

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Supervisor Prochaska welcomed everyone to Yuma County. She extended appreciation to Sue and Christy for their outstanding jobs in running the office. She noted that she has been a supervisor for 12 years and recognized the importance of County Clerks, likening them to the "glue" that holds the office together. She briefly described the importance of civility among the Board members and how important it is to get along in order to earn the respect of the people.

Fran extended appreciation to Supervisor Prochaska in defining the role of the Clerk. She noted that during these retreats, it is very apparent that certain qualities makes a good clerk – particularly the care that goes into their jobs to make their respective Boards look good. Fran described some special attributes of certain clerks and their expertise in certain aspects of their jobs.

By-Laws

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Fran distributed copies of the ACCA By-Laws and discussed the various articles. She noted that the officers are elected at the first meeting of even numbered years; therefore, elections will take place in 2006. Also, dues were \$100.00 annually payable in January of each year (or when billed by the Treasurer). The only amendment suggested was under *Article VIII (C) Meetings*, adding the word "email" to the way action can be taken by the majority of the membership counties.

Motion by Melinda Meek, second by Anna Whorton, to amend the By-Laws, Article VIII (C), Meetings, by adding the word "email" to the section on action taken by the membership counties, as well as hold a summer retreat in July or August, 2005, hosted by Beth (Apache) and Marian (Gila).

Proposed Clerk's Website

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Fran asked if the Clerks' were interested in creating a Clerk's Website. Several counties indicated they have a Clerk's website on their respective county's website and listed some of the items on their websites. For example, Lori indicated that on their Pima County Clerk's website, they have *Procedures for Drafting Pima County Ordinances and Resolutions*. She distributed this handbook to those present. Pima County also has listed on this site their records management program, holiday schedules, county policies, listings of boards and commissions, fireworks display listing, etc. Fran indicated that Maricopa County has a new Clerk's website (www.maricopa.gov/clk_board), which lists meeting dates, agenda, minutes, board and commissions listing, ordinances, licenses & permit information, forms, etc.

After further discussion, it was felt that the Clerks' will work on their own websites and need not create one collectively.

AACo Meetings

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Fran asked about the relationship between ACCA and AACo. Discussion ensued about having meetings in conjunction with AACo. She indicated that they can have some Clerks' meetings in conjunction with AACo, if it is possible to get together at that time. It was noted that some of the Clerks' attend AACo due to election official meetings and others attend for networking purposes. Fran thought that perhaps this gathering could be a fellowship type of meeting rather than a formal meeting of the Clerks' Association.

Melinda noted that AACo typically meets in June and November of each year.

Treasurer's Report

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Melinda gave the Treasurer's Report noting a current balance as of February 1, 2005, of \$8,535.55. She noted that this did not include the Yuma Retreat expenses nor the annual dues that she recently billed.

Sue stated that Yuma County authorized an expenditure to absorb some of the costs of this retreat. She noted that they had rented a van for \$275 to tour the Yuma Historical Prison and for use to go together to the dinner location.

Motion by Nadine Parkhurst, second by Anna Whorton to approve paying for the van rental in the amount of \$275. Motion passed unanimously.

Motion by Beth Bond, second by Lori Godoshian, to accept the Treasurer's Report. Motion passed unanimously.

Yuma County Sheriff, Ralph Ogden

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Sheriff Ogden was introduced to those present noting that he has served as the Sheriff of Yuma for the past 12 years, was Chief Deputy for 12 years, and has a total of 35 years in the department.

Sheriff Ogden discussed Homeland Security and the role of Sheriff as it relates to the Board of Supervisors. He noted that he would never put the Board of Supervisors in a position of embarrassment and likes to ensure they have complete and accurate information.

He also briefly discussed NACo and that he is the Steering Committee Chairman for the Sheriff's subcommittee. He talked about the impact September 11, 2005, has had on numerous aspects of homeland security and defense and national security. He wanted to warn those present not to let their guard down and to be ever vigilant of their surroundings. He noted that it would be an opportune time for terrorists to attack due to people getting lax. He stressed the importance of representatives on regional boards to attend the meetings. Money is available, however because there is no proxy ability and if they do not show up, things get bogged down because no action can be taken. His words of wisdom: Keep guard up, be ever vigilant, keep new employees apprised as to what to do if something does occur. He explained that even though the nuclear power plant is in Maricopa County, it is only 15 miles from the Yuma County line. He cited various scenarios that could be anticipated should there be an attack on the plant.

Fran asked Sheriff Ogden about tips for security in the work place.

Sheriff Ogden stated that if there are security devices in place, they should be used by everyone. He cited examples of security device exceptions and how several people, depending on their ranking, did not have to comply, then others join in and soon you have numerous individuals accessing buildings without going through security check points. He also stated that if the Clerks' have a folder on tips, i.e., what to do during a bomb scare, ensure that numbers are updated on who to call, update charts, exhibits, etc. particularly if remodeling has taken place. He stated that everyone should be aware of atypical situations and that terrorists are not being caught by the Federal Government, but by local law enforcement because citizens are reporting atypical situations.

Lori (Pima) inquired as to the terrorist alert notification and why does it go up?

Sheriff Ogden indicated that there is a constant flow of intercepted information and the government sides on the side of caution.

Sheriff Ogden also talked about the criminal justice system and how important it is to educate people to try and do something different because "you can't keep spending money the way we are".

Discussion ensued as to the high cost of turnover in law enforcement personnel and how it happens to all counties.

Nadine (Cochise) indicated that the County is conducting a feasibility study to see about joint dispatching operations with Sierra Vista.

Christy (Yuma) noted the importance of keeping good records in order to be reimbursed for an actual emergency.

After Sheriff Ogden left the meeting, discussion ensued as to various security measures at some counties and ways to increase awareness at the respective county offices; i.e., reporting things out of the ordinary and updating charts.

Report on the Arizona Newspaper Association (ANA) Pilot

It was noted by several counties that this website is not user friendly and it was used just for agenda and public meeting notices.

Sue (Yuma) stated that Mr. Fearing told her they were not set up for accepting minutes.

Anna (Coconino) indicated that the ANA website did not have links with all newspapers.

It was noted that most counties' minutes are on their individual websites and until the ANA website was improved, they were not interested in utilizing it.

Other aspects of minutes were discussed. Fran noted that if there are attachments to the minutes, she refers to them as "Exhibits" and then they do not have to be published. A notation is made that copies are on file in the Clerk of the Board's office.

Beth (Apache) asked about an individual's submitting documentation "for the record" and how did others handle this?

Fran indicated that she makes a notation in the minutes that the item was received and anything tied to the minutes are stamped as "Permanent Record" and is stored in a permanent file.

County History

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Fran shared historical items from her county: the original county flag – 14 stars for 14 counties (prior to La Paz County being formed in 1983); a copy of the petition to the Governor to make the County of Maricopa; acts/resolution of the territory of Arizona (1871) and other historical artifacts. She also shared a thesis on the creation of Maricopa County by a college student written in 1998.

Miscellaneous

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Sue (Yuma) indicated that Kevin Tunell, Yuma County's Public & Legislative Affairs Director, could not be in attendance due to a conflict; however, he put together a Legislative Tracking Report dated January 28, 2005, listing bill text and legislative "fact sheets".

Sue asked if other counties had flex schedules for their staff?

Nadine (Cochise) stated that her office worked on a flex schedule and noted how important it was to her staff. She noted that it is up to each department head on whether or not they wish to use flex scheduling. She also encourages her employees to try and make appointments on their flex days off so they are not gone when needed during the week.

Fran (Maricopa) also utilized flex scheduling at times and discussed the pros and cons.

Lori and Robin (Pima) stated that they utilize it at times, but the employees also had to be flexible with what was best for the office. If the employees did not reciprocate when needed, then they would go back to an 8-5 shift.

Discussion ensued about addendums to Agendas and who authorizes them. In Pima County, a Board member or the County Administrator can do an addendum. Several other counties indicated the Clerk of the Board and the County Administrator can do an addendum.

Consent agendas were discussed briefly and Mohave and Maricopa Counties put Planning and Zoning items on consent, when there is no opposition. Nadine noted that in Cochise County they do a Power Point presentation and approve "as listed", but they do not read the P&Z items.

Red Hat Society – by Fran

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Fran gave a brief history of the Red Hat Society, noting that several women got together and went out for fun. They wore flamboyant colors, purple clothes and a red hat. The rules are that a member has to be 50+ in age to wear the purple and red; if younger than 50, the colors are pink and lilac. There are

no other rules. She is a member of one chapter in the Phoenix area and indicated that dues are paid, birthday cards are sent to members and each member plans events. The society she is in comes up with once a month events and they try to keep expenses down. If anyone was interested in starting one in their area, they can obtain information at www.redhatsociety.com.

Clerk's Certification Program

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Fran stated that she has not had the ability to follow up on the Clerks' Institute but did talk with Nicole Waldren at CSA and discussed an ASU extension program. She will continue to follow through on this and bring something to the next meeting. She briefly mentioned the premise behind this program to those that were not in attendance at the 2004 Summer Conference. She indicated that classes would be offered for Continuing Education Credits (CEC) for Clerks' and their staff. She cited examples such as the Open Meeting Law and Bev Staddon's (Yavapai) field of expertise (Special Districts), agendas, minutes, record keeping, tracking boards, commissions and committees and the criteria for membership, i.e., certain residential requirements, political parties, and other components to boards and commissions. The Clerks' spend a lot of time sharing and researching and it would be ideal if a procedural booklet could be compiled. She noted that certain items are statutory and are handled administratively, yet counties do things differently. She felt having a curriculum and setting standards and bench marks would be possibilities.

Fran mentioned that NACRC (National Association of County Recorders, Election Officials and Clerks (of the Court), added Clerks to Boards and Commissions to their membership. Fran stated that there are many organizations with appropriate materials and they just need to be found. She cited an example such as Tim Delaney holding a seminar on the Open Meeting Law. It was also noted that a module on "Dealing with the Media" would be helpful.

Recess

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The meeting recessed until that evening whereby a shuttle was taken to the historic Old St. Paul's Church where a wonderful catered dinner and musical entertainment led by Omero Chavez was enjoyed by all. Special thanks to Supervisor McCloud and Supervisor Stewart and all the Yuma staff that were present to help make this such an enjoyable evening.

Friday, February 4, 2005, 9:00 a.m.

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Tax Deed Property Sales

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Dunia (Yuma) indicated that she handles the tax deed land sales for Yuma County and wanted to hear how other counties handled the auction.

Information was distributed by the various counties on their tax deed land sales.

The basics were described whereby the Treasurer strikes the property off the tax roll and deeds it to the State of Arizona, the County holds the property in trust for the State, but the State allows the County to sell it. The property cannot be sold until it has been offered for sale at least once and the law states that a list has to be made available to the public by November 1st of each year.

Nadine indicated that they hold the Cochise County land auction on a Saturday and ask successful bidders to put 20% down. The balance of the money owed has to be in the office by the following Monday and if the balance is not submitted, the county keeps the 20% down. She also noted that personal and business checks are accepted.

Nadine also noted that her County tries to combine parcels to make bigger parcels to make it more saleable and they do not sell "parcels" but rather "units".

Several counties noted that "all sales are final" and "as is" are words indicated on the forms used at land auctions. In tracking the property Fran indicated that she staples a copy of the new deed to the Treasurer's Deed.

Dunia stated that the Recorder's Fee and deed preparation fee are over and above the bid amount collected by Yuma County.

Beth stated that Apache County tacks on a \$50 administrative fee and Anna stated that Coconino's was \$100 and was part of the minimum bid.

Anna indicated that their auction information is posted on their website: www.co.coconino.az.us/bos/taxdeed.asp . She sells parcels off of the website every Friday and they go on the subsequent Board meeting agendas.

Liquor License Applications

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Charges for handling liquor license applications were discussed. Charges by some counties as follows:

<u>County</u>	<u>Special Event</u>	<u>Regular/Premise Extension</u>
Pima	\$25	
Yuma	\$ 5	\$ 80
Cochise	-0-	\$100
Pinal	-0-	\$100-150
Maricopa	\$350 (Temp. Use Permit)	

Indigent Burials

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Nadine stated that she has a legal opinion dated January 26, 2005, about indigent burials and how cremations are now allowed. Cochise has a service take care of indigent burials and the Clerk has the Indigent Burial Roster. Yuma has the Public Fiduciary take care of indigent burial information.

Board of Deposit

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Fran indicated that the Board of Deposit is the Board of Supervisors.

Lori stated that in Pima the Board of Supervisors sits as the Board of Deposit when the banking contract comes before the Board, and the statutes defines who is eligible to bid. Robin noted that the State Banking Department in Arizona is defunct; however, there are two websites that list 95 institutions that qualify in the State of Arizona, which includes credit unions.

Maricopa, La Paz and Coconino counties all indicated that their respective Treasurer's handles the bidding process and submits an agenda item to the Board of Supervisors for approval.

Organizational Charts

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Organizational Charts were distributed among the Counties. It appeared that only one Clerk (Mohave) answers to the County Administrator, whereby all other Clerks' answer to the Board of Supervisors.

Maricopa County's org chart was very elaborate – depicting various administrative divisions by color.

Organizational structures of the various counties were discussed briefly.

Cochise County Agenda Central

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Nadine explained Agenda Central, noting that a SQL central server was necessary to run the program and that it was a web based system. She explained Agenda Central to those that were unfamiliar with it. She noted that there is further development of the system in which after the board meeting they will be able to send the action by the Board to all departments and it will automatically put the result on the web as well.

When asked if Cochise County was willing to share the program, Nadine invited those interested to visit, along with an IT representative, to see how the program operates and if they have the technological capabilities to be able to run it. She stated that they are playing with the idea of future sale of an approximate price of \$5,000 plus other costs. She further explained that the program was developed for Cochise County and some conversion may be necessary to adhere to the respective needs of the counties.

Fran explained Maricopa's version of Agenda Central, noting that it is different from Cochise County's.

Pima County stated that Board action is summarized and anybody can obtain the information on their website.

Fran noted that Cochise County is truly a paperless agenda whereby Nadine's Board must access all their documents through computers. Lori noted that everything in Pima is computerized but they distribute hard copies for the Board members.

Future Meeting - Days of the Week

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Lori asked that the Clerks' Retreats be held like this one was, on Wednesday through Friday, rather than what they have done in the past of Thursday through Saturday. Everyone present appeared to agree with this change.

Adjournment

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The Clerk's Winter Retreat adjourned at 11:00 a.m. on Friday, February 4, 2005.

Donna J. Hale
Vice President/Secretary