



**Arizona County Clerks Association
Virtual Business Meeting Minutes
Thursday, December 10, 2020
4:00 P.M. Google Meet**

CALL TO ORDER

At 4:00 p.m. President Kapin called the meeting to order via electronic conferencing as an informal holiday get-together, and noted that no official action of the Clerks Association will be taken.

Members present were:

- Christy Isbell, Deputy Clerk – Yuma County
- Deb Shaffer, Deputy Clerk – Maricopa County
- Fran McCarroll, Clerk – Maricopa County
- Juanita Garza, Interim Clerk – Maricopa County
- Kim Kapin, Clerk – Yavapai County
- Kim Lemons, Clerk – Cochise County
- Marian Sheppard, Clerk – Gila County
- Melissa Buckley, Clerk – Navajo County
- Melissa Henderson, Deputy Clerk – Gila County

IN HONOR OF FRAN McCARROLL:

Ms. Kapin stated the Arizona County Clerks Association scheduled today's meeting in order to honor Fran McCarroll, who has served as the Maricopa County Clerk of the Board of Supervisors for 30 years and is retiring later this month.

Ms. Kapin and Association members expressed their heartfelt appreciation to Ms. McCarroll for her friendship and dedicated mentorship during her tenure as Maricopa County's Clerk of the Board, and as a valued and founding member of the Clerks Association.

Upon query as to her plans, Ms. McCarroll stated she is "*. . . Clerk of the Board of Maricopa County until December 28th, at which time I switch to Clerk of the Board of Supervisors Consultant. Last night the Board appointed Juanita Garza as the Interim Clerk until such time as a new Clerk is appointed.*" She added that Ms. Garza might very well be appointed as County Clerk. Ms. Garcia has worked in the Clerks office for 15 years and already knows 90% of the job.

On behalf of the Clerks Association, Ms. Garza presented Ms. McCarroll a crystal vase containing a bouquet of red roses. Ms. McCarroll read the engraving: *“Presented to Fran McCarroll -- Clerk, Mentor, Friend from 1991 to 2020 from the Arizona County Clerks Association”*.

Association members expressed how greatly Ms. McCarroll will be missed, not only as professional mentor, but also a dear friend. It was noted that in the 1990s Ms. McCarroll, as a founding member of the Arizona County Clerks Association, was instrumental in accomplishing its formation. Members specifically noted that Ms. McCarroll has unfailingly made herself available at any time no matter her busy schedule, as mentor and friend and has willingly shared her wealth of knowledge.

Ms. Buckley stated on December 9th the Maricopa County Board of Supervisors honored Ms. McCarroll for her 30 years of service. A letter on behalf of the Clerks Association, signed by Ms. Buckley as the Clerks Association Vice-President Elect, was read into the record during this meeting. A video of the meeting in honor of Ms. McCarroll may be viewed on the Maricopa County website.

Ms. McCarroll expressed her appreciation for all the Clerks Association members, past and present. She stated it has been an honor to serve Maricopa County and the Clerks Association.

ANNOUNCEMENTS

Members reported on Clerk activities as briefly summarized below, particularly as to how everyone is managing in light of the impact of COVID-19.

Yuma County – Ms. Isbell reported on the struggle to keep up with everything due to the impact of COVID-19, while simultaneously accomplishing the myriad of normal duties. Association members all acknowledged the impact has been tremendous for everyone. As Ms. Sheppard stated: “We literally do not have a moment!”

Navajo County – Ms. Buckley reported she has joined the EOC Team and is learning the MTX System (a vaccination portal). Navajo County begins administering vaccinations next week. The swearing in ceremony for elected officials may be delayed until January, or may possibly be cancelled due to social distancing requirements. Oaths of office, annual financial disclosure statements and the many end-of-year tasks are being processed.

Gila County – Ms. Sheppard reported that Gila County Supervisor Tommie Martin passed away unexpectedly in December, which was an extremely difficult time for everyone. The Board of Supervisors is currently recruiting for Supervisor Martin’s replacement and hopes to make an appointment in early January. The appointment will be made by vote of the remaining Board members and the Clerk of the Board. The appointee would serve a two-year term and could run for the position during the next general election.

Maricopa County – Ms. McCarroll spoke regarding the County’s several election lawsuits, the confidential nature of many issues Clerks deal with, and the importance of ensuring compliance with the open meeting law.

Additional discussion ensued as briefly summarized below:

- Discussion regarding the myriad “Clerkdom” responsibilities as enumerated by the nearly 200 statutes referencing Clerk of Board duties. Ms. Kapin recently emailed the list of statutes to Association members.
- Members noted the fact that Clerk of the Board is the only position required by state law that is not an elected position.
- The value of the Clerks Association not only as a professional network and resource, but also a “friendship group” whose members understand clerk language, duties, and responsibilities and who provide professional and personal support and mentoring for each other.

ADJOURNMENT:

No official action having been taken and with final best wishes for Ms. McCarroll as she transitions into retirement, Ms. Kapin adjourned the meeting at 5:00p.m.



Kim Kapin
President, Arizona County Clerks Association

10/6/2022

Date