

Arizona County Clerks Association (ACCA)
Business Meeting
April 26, 2019
Harrah's AK-Chin; Maricopa Arizona
Meeting Rooms M1 and M2

Natasha Kennedy, called the meeting to order at 8:08 a.m.

Present:

Natasha Kennedy, President, Pinal County
Kim Kapin, Vice President/Secretary, Yavapai County
Diane Gardner, Pinal County
Jayme Rush, Yavapai County
Marian Sheppard, Gila County (left 9:10 a.m.)
Melissa "Missy" Henderson, Gila County (left 9:10 a.m.)
Fran McCarroll, Maricopa County
Deb Schaffer, Maricopa County
Christy Isbell, Yuma County
Diane Green, LaPaz County
Arlethe Rios, Cochise County (left 10:00 a.m.)
Kim Lemons, Cochise County (left 10:00 a.m.)
Lindsay Daley, Coconino County
Val Webber, Coconino County
Melissa Buckley, Navajo County (left at 9:54 a.m.)
Tara Hampton, Santa Cruz County
Tabetha Aranda, Graham County

Absent:

Beth Bond, Apache County
Ginny Anderson, Mohave County
Dustin Welker, Graham County
Kay Gale, Greenlee County
Julie Castaneda, Pima County
Donna Hudstrum, Navajo County
Desarae Doten, Yuma County

Invocation

Fran McCarroll, Clerk of the Board, Maricopa County, gave the invocation.

Pledge of Allegiance

Tabetha Aranda, Deputy Clerk, Graham County led the Pledge of Allegiance.

District Announcements

Fran McCarroll, Clerk of the Board, Maricopa County, discussed an outstanding case and stated that Arizona law gives the Board of Supervisors jurisdiction over the Sheriff's budget, but the Supervisors are not the policy makers for the Sheriff's Department. There was a discussion about the Recorder giving Elections back to the Board and/or the Board now amending the make-up of the Elections Department. Ms. McCarroll also noted that it appeared the Maricopa Association of Governments (MAG), would be conducting the census for Maricopa County.

Lindsay Daley, Clerk of the Board, Coconino County, noted that their Recorder decided to keep Elections in the Recorder's Department. She talked about seven of the cities in her area requesting a Master Plan for the Flood Control District. There was a discussion regarding Flood Control Districts in other counties.

Ms. Daley added that their Assessor was doing classification verification notices and the Treasurer was sending out penalty notices for the first time.

Tabetha Aranda, Clerk of the Board, Graham County, said her county was quiet at the moment.

Arlethe Rios, Clerk of the Board, Cochise County, stated that the county had some major changes and events. A Justice of the Peace was appointed by the Governor to the Superior Court JP position. The Cochise County Board of Supervisors then appointed one of their Board members as the new JP. Ms. Rios said there were questions about the clarity of the agenda language for the appointment, and concerns about the Board appointing one of their own. A Judge from out of the County would hear the case. A newly appointed Supervisor worked for two days and was then out for two months due to a medical emergency.

Christy Isbell, Deputy Clerk, Yuma County, informed the group that the Elections Office was recently placed under the Recorder. She noted that the Elections Director was the Clerk at one point. She added that the county just conducted second interviews for the Elections Director.

Ms. Isbell said she had recently received a call from the County Assessor regarding tax correction appeals and recounted a subsequent discussion with the County Attorney's Office. Lindsay Daley noted that Coconino contracted with a Board of Equalization (BOE) Attorney who sat with the Board during hearings. She said they also contracted with a hearing officer.

Fran McCarroll commented on the need to get certain advice from the County Attorney's Office in writing as there were occasional differences in the advice from attorney to attorney. Additionally, following the advice of the attorney provided some level of legal protection. There was a discussion about getting advice from attorneys in writing.

Marian Sheppard, Clerk of the Board, Gila County, noted that the county hired Chuck Johnson as a BOE Hearing Officer and others said they hired him as well. Ms. Sheppard said management was proposing \$10M in infrastructure projects. She talked about duplicating services in the north and south portions of their county and added that the county had a problem with jury selection. She discussed a change in management in the county.

Ms. Sheppard said they had a murder trial coming up.

Ms. Rios said she was given the Indigent Defense Coordinator to oversee and would fill-in for that position when the Coordinator was absent.

Ms. Sheppard apologized for she and Ms. Henderson having to leave early.

Missy Henderson, Deputy Clerk of the Board, noted that Gila had an active Summer Employment Youth Program that most towns were involved with. The jobs provided would be for a six-week term.

Ms. Sheppard said Gila County was also working on a program to address homeless children. One of the churches was making sure the children had food on the weekend. She noted that some of the schools were only open four days a week, thus the children needed food for three-day weekends.

Ms. Henderson said Gila County had no shelters or kitchens for the homeless. It was noted that veterans and teenagers were a large part of their homeless population.

Ms. Daley added that the homeless problem did not die down in Coconino County in the winter and the churches opened their doors to allow homeless people room to sleep.

Ms. Isbell asked if anyone dealt with the release of immigrants in their counties. She noted that Yuma County was asked to declare an emergency for the problem the immigrants posed. She said the issue did not come under the county's jurisdiction, but the county would like to help. She commented that her hiking area was full of trash and she did not know how the county would be able to accommodate the immigrants.

Ms. Sheppard and Ms. Henderson departed at 9:10 a.m.

Diane Green, Clerk of the Board, La Paz County, said the county was currently in a much different place than it was four years prior, with a new County Administrator, Finance Director and Assessor. The County Administrator was proactive and dealt well with people. Their IT Department had been revamped, the website changed, new audio-video equipment was in place and new agenda management software was purchased.

Ms. Green said the new County Administrator did not tolerate bad attitudes or gossip.

Vice-President Kapin, Clerk of the Board, Yavapai County, noted that Yavapai County had been interviewing for a new Finance Director. In addition, the county recently completed its first Citizens Academy and would be holding their second on the Verde Valley side of the County beginning August 1, 2019. She noted that the county completed budget hearings the previous day and was beginning to work with the Census Committee, headed by the Development Services Department. She mentioned that the Board was looking into building a new jail.

President Kennedy, Clerk of the Board, Pinal County, announced the resignation of Ambrelee Taylor, Deputy Clerk. She also stated that the current County Manager was scheduled to retire in October and the Board of Supervisors was looking internally first for the next County Manager. She noted that the county had their first Volunteer Appreciation Day, which was a reception and luncheon for any board and commission appointee and Eagle One, which was a veterans group. The Chairman of the Board had volunteers from his district who provided over 40 hours of volunteer time per year/per person that were also invited. There were 75 total attendees.

Ms. McCarroll asked each of the county representatives how their election department was defined. The various counties responded with short descriptions of their county's organizational structure related to Elections.

Melissa Buckley noted that she had to leave early.

Consideration to approve the Treasurer's Report

President Kennedy noted that Lindsay Daley would take the hotel room originally reserved for Ginny Anderson, Clerk of the Board, Mohave County, who was unable to attend. The total cost of the 2019 ACCA Spring Conference was \$3,186.10. Pinal County Government paid the deposit of \$700.00. The Clerk's Night Out event cost \$423.00. ACCA payables for the conference were \$2,909.84, leaving a remaining balance of \$10,883.17.

ARLETHE RIOS MOVED TO APPROVE THE TREASURER'S REPORT; SECONDED BY MELISSA BUCKLEY, PASSED UNANIMOUSLY.

Consideration to approve the Business Meeting Minutes from:

- November 15, 2017
- October 5, 2018
- December 7, 2018

President Kennedy noted that the November 15, 2017 minutes had previously been approved. Christy Isbell added that Desarai Doten was in attendance at the October 5, 2018 meeting, but arrived late.

MELISSA BUCKLEY MOVED TO APPROVE THE BUSINESS MEETING MINUTES FROM OCTOBER 5, 2018 AND DECEMBER 7, 2018, WITH NOTED CHANGES; SECONDED BY FRAN MCCARROLL; PASSED UNANIMOUSLY.

Consideration to approve the Essential ACCA Session Item(s)

- Continuing Education

FRAN MCCARROLL MOVED TO ACCEPT A 1 (ONE) TO 2 (TWO) PAGE REPORT ON A TOPIC RELATING TO CLERK'S RESPONSIBILITIES TO THE RESOURCE PAGE ON THE ACCA WEBSITE OR THE OPTION TO ATTEND 1 (ONE) ARIZONA COUNTY CLERKS ASSOCIATION CONFERENCE PER YEAR TO MAINTAIN PROFESSIONAL COUNTY CLERK CERTIFICATION STATUS; SECONDED BY KIM KAPIN; MOTION PASSED UNANIMOUSLY.

- Exhibitors and Sponsorship

There was a discussion about vendors at previous ACCA Conferences.

President Kennedy noted that Ms. Buckley informed her that vendors had been present, provided lunch for the Association and gave a presentation at prior meetings.

Ms. McCarroll added that she thought it may be a good idea if vendors were present Wednesday evening with Clerks speaking to them, if interested. She suggested that a fee to the vendors be involved.

Ms. Rush referred to the prior days notes and informed the attendees that they talked about the vendors not paying and charging the clerks \$100 - \$150 for the conference.

Ms. Hampton noted that the suggested approach would cost the ACCA. She added that when she worked with Elections, the Election Officer Association (EOA) spoke with the Arizona Association of Counties (AACO), who told the Elections Officers that they should charge the vendors more than they did. She suggested the membership look at the EOA website regarding their conference coming to Phoenix in June.

There was a discussion about vendors possibly not wanting to be in attendance for the small ACCA conferences.

President Kennedy noted that prior to the last ACCA Conference, she contacted roughly 12 vendors and let them know we had 15-25 attendees. Four to five of the vendors were interested in showing their wares.

FRAN MCCARROLL MOVED TO APPROVE THE CONCEPT to allow vendors to attend the Arizona County Clerks Association Conferences. The hosting county would locate a meeting room and determine preliminary costs for clerks only and clerks with vendor participation, to share with the Board, the Board would then share the numbers with the membership and the hosting County would put the event together.

SECONDED BY KIM KAPIN;

The concept was approved with an agreement to create Standard Operating Procedures.

Ms. Isbell asked who would make the decision to include vendors after the Board shared the information with the membership. Ms. McCarroll said the Board would.

MOTION PASSED UNANIMOUSLY.

KIM KAPIN MOVED TO APPROVE A CONFERENCE REGISTRATION FEE FOR THE MEMBERSHIP OF \$100 - \$150 AS NEEDED; SECONDED BY DIANE GREEN; PASSED UNANIMOUSLY.

- **Bylaw Changes**
 - Remove the duties of the Secretary from the Vice President position and create a fourth officer with the addition of the Secretary position.
 - Add the responsibility of tracking continuing education points to the Vice-President position.
 - Swearing-In of Officers

There was a discussion about conducting a Swearing-In Ceremony of the ACCA Board members at the County Supervisors Association Legislative Summit.

Ms. Kapin noted that she did not feel the Supervisor's Association would appreciate the Clerks interrupting their meeting for a swearing-in ceremony.

Ms. Isbell said that the ceremony would only be ceremonial. She was grateful for the award and did like to have the Clerks noticed.

President Kennedy added that the ceremony would be a way for the Clerks to be noticed by the Supervisors.

Ms. Rush thought it was more important to have the Board of Supervisors acknowledge the Clerks Certification and not the swearing-in of officers.

Diane Green agreed and said the certification acknowledgement was more important.

Ms. McCarroll talked about taking pictures of the ACCA Board.

Ms. Daley suggested sending the photos to CSA to publish in their newsletter.

There was a discussion about the hosting county having a Supervisor, County Administrator or County Manager swear in the ACCA Board at the first ACCA meeting of the year and sending the photos to CSA for publication.

SWEARING-IN AND OATH ITEM WAS TABLED UNTIL THE NEXT MEETING.

FRAN MCCARROLL MOVED TO APPROVE THE AMENDMENTS AS STATED IN V.I. CREATING FOUR (4) OFFICERS, PRESIDENT, VICE-PRESIDENT, SECRETARY AND TREASURER; CHANGES AS NOTED IN SECTION 4.B WITH THE ADDITION OF THE VICE-PRESIDENT KEEPING A RECORD OF THE CONTINUING EDUCATION HOURS FOR THE MEMBERSHIP; THE ADDITION OF SECTION C, SECRETARY POSTION AND DUTIES, WITH THE REMOVAL OF KEEPING A RECORD OF CONTINUING EDUCATION HOURS; CHANGE TO ARTICLE VI - DUES, TO MAKE DUES PAYABLE BY JULY 15TH; ALL CHANGES AS LISTED IN VII.A., NOTING THE EXECUTIVE COMMITTEE CONSISTING OF FOUR (4) MEMBERS; SECONDED BY LINDSAY DALEY; PASSED UNANIMOUSLY.

Ms. Kapin agreed to send out an inquiry as to who among the membership would like to run for Secretary and Treasurer, since Melinda Meek retired as former Treasurer. Ms. Kapin would follow-up by sending out a ballot to all voting members.

Ms. McCarroll asked if the Treasurer duties could be assigned to Ms. Hampton until a member had officially be voted in, since she was hired as Clerk of the Board and Elections Director to follow Ms. Meek. The membership approved.

Ms. Green volunteered La Paz County to host the Fall ACCA Conference.

President Kennedy noted that ACCA would be transferring to a secure hosting site for their website that may cost approximately \$150/year.

For the trainings offered on Thursday, April 25, 2019, President Kennedy said she would email an assessment to be used for points towards CMC or MMC certification.

Adjourn

There being no further business to discuss, the business meeting of the Arizona County Clerk's Association adjourned at 11:05 a.m.



Kim Kapin
Vice President/Secretary ACCA

5/17/2019

Date