

Nadine Parkhurst.  
Kay Gale

Clerk's Retreat  
Feb 22-24, 2001  
La Paz County

**Arizona County Clerks Association (ACCA)  
2001 Winter Retreat Meeting Minutes  
Blue Water Resort, Parker, Arizona - La Paz County  
February 22, 23, and 24, 2001**

**Counties Represented:**

Cochise	Nadine Parkhurst and Maria Marsh
Gila	Marian Shepherd
Greenlee	Kay Gale
La Paz	Donna Hale
Maricopa	Fran McCarroll
Navajo	Judy Jones
Pima	Lori Godoshian and Robin Brigode
Pinal	Karon Simmons and Sheri Cluff

**Guest(s) Present:**

Dean Wolcott  
Gene Fisher

**A. Roundtable Discussion**

1. Current events in your office/County  
Everyone shared events within their County. Topics discussed included: newly elected officials, employee evaluations, compensation programs, cable franchise fees, fiber optic activity and charges, personnel issues and land sales.
2. Introduce your guest!  
Judy introduced Fred Grugel, Marian introduced Lex Shepherd and Kay introduced Larry Gale. It was a pleasure to meet them all.

**B. Welcoming Remarks from Chairman Gene Fisher, La Paz County Board of Supervisors**

The Honorable Chairman Fisher greeted our group and welcomed us to La Paz County. He shared current and upcoming issues that will greatly impact La Paz County and other areas of the State. Chairman Fisher also provided informational packets regarding La Paz County.

**C. Business Meeting**

1. Treasurer's Report  
A motion was made by Judy Jones, seconded by Marian Shepherd and unanimously carried, to approve the Treasurer's Report and establish a cancellation policy that retains \$50.00 of the registration fee once it has been paid to the Treasurer.

2. Minutes

The minutes of the September 21, 22 and 23, 2000, Summer Retreat conducted at Sierra Springs Ranch in Pinetop/Lakeside, Arizona, were reviewed. A motion was made by Judy Jones, seconded Kay Gale and unanimously carried to approved the minutes as presented.

**D. Legislative Issues**

Dean Wolcott, Attorney, presented and discussed some of the more controversial proposed legislation that may affect our offices. Those issues included:

**SB1134** which would rework the duties and responsibilities of the County Treasurer. It would introduce new investment options, change annual reporting requirements and enable the Board of Supervisors to impose penalties for late reporting.

**HB2330** would change the special taxing district budget submission deadline to August 15. All present agreed this would not work with the other statutory deadlines the Counties are required to meet for budget issues and tax levies.

**HB2942 and SB1446** would make changes to the Open Meeting Law regarding presentation of a brief summary of current events. This new language, however, would exclude the County Administrator/Manager and limit it only to members of a public body. It would also let members of the Board of Supervisors respond to any item at Call to the Public, not just criticism.

**HB2357** addresses County ordinance authority. Mr. Wolcott felt this would make the authority broader and explained this arose from a specific problem encountered in one of the Counties.

**SB1367** discusses exemptions from the requirements to report certain expenses. Should this pass, the Board of Supervisors will be required to hold a public hearing to adopt a "Gift Policy."

**HB2209** changes the requirement that a Board of Adjustment member live in the unincorporated area of the district he represents.

**E. Roundtable Discussion**

1. Tracking/follow-up of Board Member requests

Judy shared the document she created to track Board member requests made at their meetings for new/additional information from other departments. Fran also presented her document. Most everyone agreed they keep track of these requests, however, most felt it was not the Clerk's responsibility to keep on top of the departments to produce the information.

2. Staff Training and Development

Donna opened the discussion by saying the training/development programs attended by her staff were expensive and poorly done. She asked if anyone had suggestions. Alternatives offered were Arizona Government Training Services (AGTS); International Institute of Municipal Clerk's Website; Seven Habits of Job Skills by Steven Coney. Lori said she would check with Pima County Human Resources as they offer good in-house staff training.

A question arose regarding internal staff meetings. Some offices conducted meetings weekly, others were monthly. Fran explained the "Word a Week" procedure she had set up and stated it seemed to boost morale.

3. Making Electronic Agenda/Addendum Back-Up Material available for the Supervisors, County Manager, County attorney and the Clerk of the Board

Donna indicated she will soon be ready to start investigating methods of providing agenda/addendum materials in an electronic format. Lori stated she is presently in the process of setting up this process and is meeting with key players to work out a strategy that would be the most cost effective for the department.

4. Redistricting

Discussion centered around the June 5 deadline and when the Counties would get the final census figures. The process was explained. Donna stated there was to be a conference call on Monday, February 26, 2001, with the Secretary of State's Office to discuss specifics of this project. Nadine questioned the filing of the June 5 supervisorial redistricting information with the Justice Department when you may have to amend it in December as the precincts are addressed. Why not have one submission in December as there are no Supervisor elections this fall?

Everyone discussed the issue of the State monies for election reform and upgrade. The amount of money suggested for allocation seems to be very insignificant when you consider the costs of software and equipment.

The issue of under-voting and over-voting was discussed.

5. Personnel Issues

Everyone shared on-going issues and suggestions were shared. One common thread seems to be the inability to find personnel who fit as our offices are very diverse and demand a certain level of responsibility from staff.

6. Special Taxing Districts

This issue was not discussed.

7. Board of Deposit

Everyone talked about the role, if any, they undertook for the County's bank servicing agreement. Some Boards sat as the Board of Deposit while others approved the agreement in Regular Session.

8. Date/Place of AACo Affiliate Meeting  
The AACo Conference will be in Phoenix during June. A date of June 20th was suggested. Further details on the conference and if we will have an affiliate meeting will be decided at a later date.
9. Date/Place of Summer 2001 Retreat (Flagstaff)  
Everyone agreed that Flagstaff would be a good location for the retreat. Proposed dates of August 16 - 18 and August 23-25, 2001 were suggested. Lori will contact Steve for preliminary information.
10. Other Items for Discussion
  - A. Signature Stamps  
The subject of who possesses the Chairman and the Clerk of the Board signature stamps within the County was introduced. The question of a policy regarding this issue was discussed. No one believed they had a policy. It was agreed that the Clerk of the Board should be made aware of any County department that is duplicating these stamps.
  - B. Clerk of the Board Job Description  
It was proposed that at the next meeting everyone share the job description they are currently working from and that a new, uniform description be formulated and customized for each County Clerk's duties.
  - C. Association By-Laws  
Everyone agreed it was time to review the ACCA By-Laws. This will be discussed at the next meeting.
  - D. Visit the Legislature  
Everyone unanimously concurred they would like to attend a Legislative Session again this year. Fran will check the Legislative calendar. Any Thursday in March seemed to meet the various schedules.

**F. Adjournment**

As there was no further business, without objection the meeting was adjourned.

Minutes respectively submitted:

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Robin Brigode, Vice President/Secretary