



**Arizona County Clerks Association (ACCA)
Virtual Business Meeting Minutes
March 31, 2021
3:30 P.M. Zoom Meeting**

At 3:35 p.m., President Kapin convened the Arizona County Clerks Association meeting. Members participated remotely via Zoom.

Clerks Association members present remotely via Zoom were:

- Kim Kapin, ACCA President/Yavapai County Clerk
- Melissa Buckley, ACCA Vice-President/Navajo County Clerk
- Deb Schaffer, ACCA Treasurer/Maricopa County Clerk
- Natasha Kennedy, Pinal County Clerk
- Christy Isbell, ACCA Secretary/Yuma County Deputy Clerk
- Jayme Rush, Yavapai County Deputy Clerk
- Melissa Henderson, Gila County Deputy Clerk
- Marian Sheppard, Gila County Clerk
- Julie Castaneda, Pima County Clerk
- Melissa Manriquez, Pima County Deputy Clerk
- Hanna Duderstadt, Graham County Deputy Clerk
- Kelsey Pickard, Pinal County
- Kim Lemons, Cochise County Clerk
- Tim Mattix, Cochise County Deputy Clerk

President's Report -- February 4, 2021 ACCA Executive Board Meeting

President Kapin summarized the Executive Board meeting discussion held on February 4, 2021 as follows:

ACCA President's Book:

President Kapin stated on February 4, 2021 the Executive Board discussed creating a President's Book, to be passed from president-to-president and to the Executive Board members. The book would contain pertinent information for conducting officer duties, with updates entered throughout each year. *(See additional discussion regarding the President's Book under Action Item No. 1 below.)*

Continuing Education:

President Kapin stated the Executive Board is interested in continuing with educational programs and ensuring members obtain points for obtaining their CMC or MMC.

ACCA Clerks Certification Program:

President Kapin stated the Executive Board discussed the likelihood that the ACCA Certification Program would need to be held online this year. She stated 7 members are interested in obtaining accreditation.

The full ACCA membership discussed the above-referenced topics as summarized in the Action and Discussion items below.

ACTION ITEMS

No. 1. Discussion and possible action to approve the Table of Contents, as listed in Attachment A, for the President's Book.

President Kapin briefly requested comments regarding the proposed Table of Contents.

No comments being offered, President Kapin stated no vote was necessary and the Table of Contents will be finalized as presented.

No. 2. Discussion and possible action to schedule quarterly or tri-annual ACCA meetings, see Attachment B.

Discussion ensued regarding the appropriate number of annual ACCA meetings (quarterly or tri-annually), and if quarterly, whether the proposed dates/times pursuant to Attachment B would work.

Discussion indicated consensus that a tri-annual schedule was preferable. President Kapin stated she will finalize the schedule as such and forward it to the membership in order to obtain RSVPs.

No. 3. Discussion and possible action to approve ACCA Certification for 2021.

President Kapin stated 7 members are interested in obtaining ACCA Certification, possibly as an online course due to uncertainty regarding the pandemic and budget restrictions for travel expenses.

Discussion ensued and the membership indicated a consensus to offer online certification this year.

Ms. Buckley made a motion to offer continuing education online this year.

The motion was seconded by Ms. Lindsey.

Following a query by Ms. Kennedy to clarify whether the motion would be for continuing education, or ACCA Certification, Ms. Buckley amended the motion to conduct the ACCA Certification Program online instead of continuing education.

The amended motion was seconded by Ms. Lindsey and carried unanimously upon a voice vote.

No. 4. Discussion and possible action to approve a minimum of two continued education opportunities offered through ACCA

President Kapin asked whether the membership would be in favor of two (2) continuing education opportunities online, which could also earn points toward Certificated Municipal Clerk (CMC) certification or Master Municipal Clerk (MMC) certification offered by the International Institute of Municipal Clerks (IIMC). If membership is interested in continuing education opportunities, Ms. Kapin also requested suggestions for topics.

Discussion ensued as to the difficulty in organizing and conducting both the ACCA Clerks Certification Program and continuing education classes this year.

President Kapin stated since the membership has now voted to offer certification training as per the motion in Item No. 3 above, she will reach out to those who previously conducted the training. If it proves too difficult to conduct both certification and ongoing education classes this year, the focus will be on certification only, since certification is of greater importance.

Upon query by Ms. Buckley, discussion ensued whether continuing education courses are required for members to maintain their previously attained certification.

Ms. Kennedy stated she believes the membership took some action regarding this matter. She will research the minutes to confirm what, if any, action was taken.

Ms. Kapin suggested that whichever classes are organized, they could be used for continuing education, as well as points for MMC and CMC.

Discussion ensued regarding Ms. Schaffer's suggestion to conduct Open Meeting Law (OML) training from an operational standpoint.

Following discussion, the membership reached consensus to conduct training regarding the OML and Tax Deeded Property (TDP) auctions.

Ms. Buckley offered to provide assistance for the TDP auction training, and Ms. Schaffer confirmed the Maricopa County Treasurer has agreed to assist as well.

Upon query by Ms. Isbell and following discussion, the membership agreed the TDP training will be available only for ACCA members.

President Kapin confirmed that direction is to conduct training sessions regarding the OML and TDP auctions.

No. 5. Discussion and possible action to approve hardship payment of membership dues by ACCA for Counties in need and add information to Bylaws in this regard

President Kapin stated the Executive Board discussed the need to process membership dues in a timely manner via distribution of invoices and due dates for payment.

Discussion ensued regarding the proposal to approve a dues hardship payment for counties experiencing financial difficulties, and whether the membership would be in favor of the Clerks Association covering membership dues for hardship case(s).

Discussion indicated a consensus in favor of same. Members cited the importance of maintaining each county's participation in the Clerks Association.

Discussion included consideration of the following regarding a hardship policy:

- How hardship circumstances would be determined.

Suggestions included a requirement that the County Manager or Finance Department would submit a letter documenting county-wide hardship and reasons for same. The Clerks Association would decide whether to approve the hardship request.

- How to determine whether a county which applied for hardship has paid dues to other municipal associations.

Ms. Kennedy responded that new municipal association members are listed in the association newsletters. She suggested the Clerks Association could reach out to the associations for information on which counties have been registered as members.

Consensus indicated that ACCA membership should take precedence over other municipal associations.

- Whether the ACCA would cover dues for a hardship county for one, or multiple years, and whether coverage would be a loan, or gifted.

Discussion ensued regarding a previous case where the ACCA postponed a hardship county's dues. That county caught up on its dues at a later time.

Ms. Buckley suggested a one-year waiver per county, and any requests for a hardship extension could be reviewed by the membership and a decision made at that time.

President Kapin summarized the consensus as she understood it thus far: The Association would cover a dues waiver for one year under hardship condition, and; the hardship request would be submitted via a letter from the County Administrator/Manager, and would include reasons for the hardship.

Ms. Schaffer noted the Maricopa County Clerk reports directly to the Board of Supervisors, as opposed to the County Administrator/Manager.

Following discussion, President Kapin proposed the letter could be from someone responsible for the county budget, such as the Chairman or the Finance Department.

Ms. Kapin made a motion to offer a one-year waiver per county to cover membership dues due to a hardship, with an accompanying letter from executive leadership of that county, the board chairman or finance director, to include a valid reason for the hardship.

Seconded by Ms. Buckley, the motion carried unanimously upon a voice vote.

The discussion items having been addressed as noted above, President Kapin called for county announcements.

ANNOUNCEMENTS:

•Gila County –

Ms. Sheppard stated the County Manager put out an email directing everyone to come back to work from the pandemic. However, some employees continue to telework.

From April 12th through May 2nd Gila County will conduct its first online state tax deeded property auction (14 parcels) through *Public Surplus*. She expressed interest in how the other counties conduct their online auctions.

Ms. Henderson reported that after a hiatus due to the pandemic, liquor license applications are being submitted again (4 within the last month).

•Coconino County –

Ms. Daley stated Coconino County has realized a need for a hybrid meeting process. Quotes have been solicited for the necessary equipment for conducting simultaneous virtual and in-person meetings.

Ms. Daley announced that new County Manager Steve Peru starts next week, and he was the County Manager approximately 10 years ago as well.

Ms. Daley stated the county has embraced telecommuting, and some staff will continue rotating in and out of telecommuting.

Ms. Daley reported that several departments (i.e., Information Technology, Human Resources, and Emergency Management) have moved from previously leased space or buildings into county facilities, resulting in cost savings from terminated leases.

•**Yavapai County –**

Ms. Kapin responded she was hoping that after COVID, some processes would not go back to normal, such as continuing with virtual meetings whenever feasible. Yavapai County has also been analyzing facility needs in light of teleworking and virtual meetings.

•**Cochise County –**

Ms. Lemons stated the Board of Supervisors is concerned with developing standards for evaluating and monitoring employee performance in light of telecommuting.

Discussion ensued regarding this issue, and members offered the following insights:

Ms. Kapin commented that teleworking has been an opportunity to change management styles. Managers need to know the employees' assignments and whether the work is being accomplished.

Ms. Sheppard added that managers have a responsibility to communicate with telecommuters and insure they are accomplishing assigned duties within the required timeframe.

Ms. Schaffer stated Maricopa County's Human Resources department conducted some spot-checking of telecommuters. The IT security division can tell what percentage of the day an employee working from home was, for example, shopping online as opposed to conducting county business. She added that as a result of spot-checking, a couple of employees were released.

Ms. Isbell referenced a flip side of the telecommuting issue. Some employees who are working full-time onsite have expressed the opinion that telecommuters do not put in their full 8 hours. This can cause a degree of discord amongst employees.

Ms. Schaffer responded that Maricopa County has a rotating schedule. From a management standpoint, telecommuters must be managed as if they are working from their desks.

•**Maricopa County –**

Ms. Schaffer announced that Executive Assistant Amy Gabaldon's last day is today after 11 years, having been recruited by the Chairman's office.

•**Navajo County –**

Ms. Buckley stated Navajo County has completed its "back tax land sale", having sold 199 parcels and recouping \$305,000. Also, the Board of Supervisors is returning to in-person meetings on April 5th with the new board.

Discussion ensued regarding "opening up" for in-person meetings:

Ms. Buckley stated on April 13th Navajo County opens for in-person meetings with a Zoom link for the public, through April. In May they will return to full, in-person meetings.

Ms. Kapin stated Yavapai County opens next week for in-person meetings, maintaining minimal people in the room, with social distancing and masks.

Ms. Daley stated Coconino County's board room is small and CDC guidelines recommend a limit of 10 people in attendance – which accommodates the Board members and staff only. Consequently, she does not believe in-person meetings will be resumed until possibly the first meeting in August.

Ms. Schaffer stated in Maricopa County for public hearings, speakers join the meetings via webinars. Other comments are emailed to a shared mailbox. An additional shared mailbox goes to board members, and a synopsis of the emails is provided. All emails are placed in the shared folder which the board members may access. Persons who submitted email comments are notified that their comments have been shared with the board members.

Ms. Shaffer and Ms. Kapin commented that it seems that at least a full-time person is required to coordinate and run virtual meetings.

Discussion ensued regarding the Governor's recent Executive Order that masks are no longer required.

Members reported on individual practices regarding wearing of masks and social distancing since the Governor's Executive Order. Most reported that masks are still being required in county facilities, with social distancing per CDC guidelines.

There being no further business to come before the Association, President Kapin adjourned the meeting at 4:29 p.m.



Kim Kapin
President, Arizona County Clerks Association

10/6/2022

Date

KP/cpi