



Arizona County Clerk's Association (ACCA) Virtual Meeting Minutes April 5, 2024

The Arizona County Clerk's Association held a virtual meeting via Zoom software.

CALL TO ORDER: Friday, April 5, 2024

Vice President Leah Thomas called the meeting to order at 12:06 p.m.

Executive Officers Present were:

Vacant, ACCA President.

Leah Thomas, ACCA Vice President/Navajo County.

Vacant, ACCA Just Past President.

Bianca Castaneda, ACCA Treasurer/Greenlee County.

Lindsay Daley, ACCA Secretary/Coconino County.

Members Present were:

Jayme Rush, Clerk Yavapai County

Juanita Garza, Clerk Maricopa County

Melissa Buckley, Clerk Navajo County

Natasha Kennedy, Clerk Pinal County

Melissa Manriquez, Clerk Pima County

Samantha Trimble, Deputy Clerk Gila County

Sharon Gilman, Interim Clerk/Deputy County Administrator Cochise County

Katrina Martinez, Deputy Clerk Pima County

Kelsey Pickard, Deputy Clerk Pinal County

Laurie Thornbury, Clerk La Paz County

Members Excused were:

Hannah Duderstadt, Deputy Clerk Graham County

Amy Loper, Deputy Clerk Maricopa County

Dustin Welker, Clerk Graham County

Valerie Webber, Deputy Clerk Coconino County

Lara Loewenheim, Deputy Clerk Cochise County

Desarae Doten, Executive Assistant/Deputy Clerk Yuma County

Beth Bond, Clerk Apache County

Alma Schultz, Clerk Santa Cruz County

Christy Isbell, Deputy Clerk Yuma County

Lizbeth Tolano Huerta, Deputy Clerk Santa Cruz County

BUSINESS MEETING

Action Items

1. Discussion and possible action Re: Appointment of ACCA President and Past President.

Vice President Leah Thomas explained that with Ginny Anderson leaving her position as Clerk for Mohave County, the Association will need to elect a new President for the Association. She went over the requirements to be President of the Association. She asked if there were any nominations for President.

Melissa Buckley asked if anyone is interested in serving as President. She stated that Leah Thomas is currently serving as Vice President, Bianca Castaneda is serving as Treasurer, and Lindsay Daley is serving as Secretary.

No members volunteered or commented that they would like to step into the position of President.

Natasha Kennedy made a recommendation that Jayme Rush be the President.

Jayme Rush explained that having just become the Clerk for Yavapai County, she is at capacity and in need of hiring staff so is not able to step into the President position at this time.

Melissa Buckley stated that she would like to nominate Natasha Kennedy to be the President if Natasha is willing.

Natasha Kennedy explained that she is involved with the Arizona Municipal Clerks Association at this time, however, is willing to accept the role of President with the Association.

MOTION (MELISSA BUCKLEY/JAYME RUSH): Nominate Natasha Kennedy from Pinal County as President of the Association.

VOICE VOTE: The motion carried unanimously of the members present.

The members discussed the position of Past President being vacant with Kim Kapin leaving her position as Clerk with Yavapai County. The members determined they would leave the Past President position vacant at this time.

2. Discussion and possible action Re: Approval of Minutes.

Upon query by Vice President Leah Thomas, the minutes were approved as follows.

MOTION (JUANITA GARZA/MELISSA BUCKLEY): Approve the minutes as presented, changing the wording "three assistant deputy clerks to one assistant deputy clerk on page 4," under Maricopa County's report.

VOICE VOTE: The motion carried unanimously of the members present.

3. Discussion and possible action Re: Clerk's Distribution List.

Vice President Leah Thomas explained that Christy Isbell has been maintaining the clerk distribution list; however, because Christy is retiring in the next month someone else will need to maintain the list.

Natasha Kennedy stated that she thought it should be part of the duties of the Secretary position. Secretary Lindsay Daley agreed.

MOTION (NATASHA KENNEDY/LINDSAY DALEY): Maintenance of the Clerk Distribution List be assigned as a duty of the Secretary position.

VOICE VOTE: The motion carried unanimously of the members present.

4. Recognition of Christy Isbell's Retirement on May 1, 2024.

Melissa Buckley spoke about getting a retirement gift for Christy Isbell with her retirement coming up.

Discussion Items

1. Discussion on holding an ACCA Certified Professional County Clerk Program Certification.

Vice President Leah Thomas explained that a request has been made to have an ACCA training this year and asked members if they think a certified professional training can be done this year for people to become certified as Arizona County Clerk's under the ACCA.

President Natasha Kennedy stated that the Association should plan for next year and some training can be included in what is offered to the association members when they meet in October for the County Supervisors Association Legislative Summit.

Sharon Gilman of Cochise County stated she is interested in the certification training and Juanita Garza of Maricopa County stated she and Amy Loper are also interested in the training for certification.

Vice President Leah Thomas stated that the ACCA certified professional training can be worked on to offer for next year.

2. Discussion regarding Clerk's Training/Business Meeting at the 2024 CSA Legislative Summit in Pinal County.

President Natasha Kennedy explained that the CSA Legislative Summit in October will be hosted by Pinal County. She stated there will be training provided for clerks during that time and some of the topics will include open meeting law, public records and liquor licenses. She requested that members email her with any topics they may like training on.

Melissa Buckley stated that record retention is an issue for her right now and she noted another topic can include legislation coming out of this session. She also noted that any information on how counties are using DocuSign would be helpful as well as what resources counties are using for record retention such as rolling cabinets. Melissa Buckley also stated she is interested in learning whether other counties are codifying their ordinances.

Secretary Lindsay Daley and Jayme Rush stated they would also be interested in learning about codification of county ordinances.

President Natasha Kennedy noted that she went through a codification process for ordinances of Pinal County and would send out information on that.

Vice President Leah Thomas adjourned the meeting at 12:29 p.m.