

Arizona County Clerks Association (ACCA) Minutes
ACCA/AACO Affiliate Meeting
Wednesday, June 21, 2000 1:00 P.M. to 5:00 P.M.
Scottsdale Radisson Resort
Maricopa Room
7171 North Scottsdale Road, Scottsdale, Arizona

Counties Represented:

Apache	Nita Morris
Cochise	Nadine Parkhurst
Coconino	Steve Peru
Gila	Marian Shepherd and Theresa Ortega
Greenlee	Kay Gale
La Paz	Donna Hale
Maricopa	Fran McCarroll
Navajo	Judy Jones
Pima	Lori Godoshian and Robin Brigode
Santa Cruz	Melinda Meeks
Yavapai	Bev Staddon

Guest:

Santa Cruz Jeanette Martinez

A. Business Meeting

1. Lori Godoshian, ACCA President welcomed everyone present and thanked them for their participation at this meeting.
2. Treasurer's Report
In her absence, Karon Simmons submitted the Treasurer's Report reflecting a current balance of \$4,207.57 for approval. Questions were raised regarding the line item *Anticipated Revenue Dues from 1 or more County* when the listing of *Dues Received as of June 20, 2000*, did not include Pinal, Maricopa, Yavapai, and Mohave. A motion was made by Judy Jones, seconded by Kay Gale and unanimously carried, to approve the Treasurer's Report with the condition that either the Anticipated Revenues or Dues Received entries be amended on the next Treasurer's Report to be presented at the Summer Retreat.
3. Minutes
The minutes of the January 13, 14 and 15, 2000, Winter Retreat, held at La Tierra Linda, in Tucson, Arizona were reviewed. A motion was made by Donna Hale, seconded by Bev Staddon and unanimously carried, to approve the minutes.

B. Review and discussion of SB 1392

Steve Peru distributed the Arizona State Senate Fact Sheet for SB 1392 and a CSA memorandum which summarized changes to the Open Meeting Law. The new legislation will become effective on July 18, 2000. Steve reviewed the changes in the law with the group and asked if this had been introduced to their respective Boards? A discussion was held regarding the Supervisor's inability to respond to issues and agenda items that generically read Roundtable or Board Business.

C. Discussion on Executive Session Minutes

Judy Jones asked how other Clerk's prepare their Executive Session Minutes. Most Counties prepare written minutes, while a couple only retain a tape recording and do not transcribe them. It was agreed that both were acceptable and it was dependent on the Clerk's preference. It was reported the Auditor General will listen to the tapes as well as read the written minutes.

The discussion then revolved around the length of time the executive session minutes are retained in the different Counties and the average number of executive sessions held. The numbers ranged from 10 a year to three a meeting.

D. Procedure for the placement of items on Board agendas

Melinda Meeks explained situations she was encountering and asked the procedure the other County Clerks were following for placement of items on Board agendas. Pima, Yavapai and La Paz distributed information regarding this issue. Some Counties have adopted resolutions and others followed formal procedures to place items on Board agendas.

Discussion was held on the preferences of the Chair of the different County Board's and the processes used regarding the information provided for each agenda item was shared.

E. Placing Public Records on the Internet

Bev Staddon explained her concerns regarding placement of public records on the Internet. Specifically, when A.R.S. 16-163 regarding the sealing of voter registration records for certain individuals is invoked and the same information for that individual can be found using the Assessor's Internet data. Shouldn't those records also be sealed for protection of the individuals? Bev provided handouts of the data that can be retrieved from the Yavapai County Assessor's website. Some Counties concurred this information could be found on their website also.

Bev will share any information she receives at the AACO session they are conducting on Public Records and the Internet.

F. Records Management

Fran McCarroll stated she would like to get information regarding how other Counties manage their records, but asked if this could be held over to the Summer Retreat in September. She is currently undertaking the management of all County contracts and has specific questions she will bring to the September meeting.

G. Summer Retreat - Pinetop, Arizona; September 21 through September 23, 2000

Discussion started with menu selection. It was agreed upon that Thursday evening would be order in pizza. Breakfasts would be similar to the offering at last year's retreat. Friday lunch would be cold cuts/cheese/breads and cold salads of some sort. Friday evening we will visit a local restaurant. Everyone enjoyed the Christmas tree last year.

Lori will call Sierra Springs and check on reserving The Barn in case extra room is needed. She will also check to see if any of the couches fold out in The Pueblo and if Sierra Springs is now offering Bar/Restaurant services.

It was decided that Lori will send out the Registration Invoices to the members and contact the Treasurer to let her know what plans are being made.

Agenda items offered for the Retreat are: Records Management (Fran), Establishing Homepage/Internet Standards, Orientation for New Board Members, Explanation of Agenda Central (Maricopa County) Update on Minute Legislation, and Review of the Clerk's Duties as outlined in the Statutes.

Having guest speakers at the retreat was discussed and several ideas were suggested. Nadine Parkhurst's suggestion of inviting Doug Muell from Arizona Counties Insurance Pool was very well received and she will contact Mr. Muell to see if he would be available. It was the consensus of the group that paying a fee for a guest speaker would be acceptable.

H. Roundtable Discussion

Donna Hale discussed an issue arising in her County regarding a Domestic Water Improvement District and the people within the district wanting the Board of Supervisors to remove all authority from the Board of Directors and take over operations.

Steve Peru asked the group if anyone had inquiries from BOS candidates regarding job descriptions, voting records of current Supervisors, County budget monies spent by district, etc. He asked how others were handling questions of this nature. He stated that if the information was something his office had to compile, he informed the requestor the information was not available in the format requested.

Most Clerk's concurred with his statement and agreed the only job description was the reference in the statute.

I. Adjournment

As there was no further business, the motion to adjourn was made at 4:40 p.m. by Steve Peru, seconded by Kay Gale and unanimously carried.

Minutes respectively submitted:

Robin Brigode, Vice President/Secretary