

**ARIZONA COUNTY CLERK'S ASSOCIATION
CONFERENCE
July 17 – July 19, 2013
10084 Riverside Drive
Parker Arizona 85344
AGENDA**

Thursday, July 18

Present: ACCA President Wendy Escoffier, Coconino County; ACCA Vice President Melissa Buckley, Navajo County; ACCA Treasurer Melinda Meek, Santa Cruz; Kim Lemons, Cochise County; Marian Sheppard, Gila County; Donna Hale, La Paz County; Fran McCarroll Wolcott and Connie Copeland, Maricopa County; Robin Brigode and Mary Jo Furphy, Pima County; AmberLee Mudd, Pinal County; Ana Wayman-Trujillo, Yavapai; Sharon David, Coconino County; and Laurie Kline, Gila County.

Introductions & Welcome

President Wendy Escoffier called the meeting to order at 8:30 a.m.
D.L. Wilson, La Paz County Chairman of the Board welcomed everyone to La Paz County.

County Updates

Coconino County has one new Supervisor and the new County manager will start on August 5; they have had an interim management team for 18 months.

Maricopa County had two new Supervisors elected – Max Wilson resigned and appointed a new Supervisor. They have three new Supervisors.

La Paz County has two new Supervisors.

Pinal County has four new Supervisors and an Interim County Manager; they just went from 3 to 5 member board. All new Elected Officials except for one.

Gila County has one new Supervisor, a new Assessor and a new County Attorney.

Pima County has one new Supervisor.

Yavapai County has three new Supervisors and a new County Administrator; they just went from a 3 to 5 member board.

Navajo County has two new Supervisors.

Santa Cruz County has the same three Supervisors and one new Elected Official, Treasurer.

Cochise County has the same three Supervisors and one new Elected Official. Katie has retired as Clerk of the Board and they will be hiring to fill her position.

ACCA Bylaws review

Robin Brigode made a motion to strike the second sentence of Article V Section 1 "The President must be a Clerk of the Board of Supervisors"; motion seconded by Anna Wayman-Trujillo. Vote unanimous approving the motion.

Melinda Meek made a motion to change the second sentence in Article VI to read "Dues are payable in July of each year"; motion seconded by Marian Sheppard. Vote unanimous approving the motion.

See bylaws attached.

Records Management/Records Manager appointment

Discussion was held on Records Management. Please see the attached documents from Ana.

Ana discussed that Yavapai County has put in policy that each department has designated a custodian of record.

Discussion was held regarding cost of copies. – Melissa will email out the Arizona Counties Fees Schedule.

Ana will email out the presentation from ASLAPR.

Executive meetings retention schedule is 3 years. Most counties DO NOT record executive sessions.

Lunch

Remarks were given by King Clapperton, District II Supervisor, La Paz County.

Tax Deeded Land Auctions/Sales Process

Melissa gave a presentation on Navajo County's process of On Line Auction. Please see the attached presentation.

Discussion was held regarding ARS §42-18124

42-18124. Compromising taxes, interest and penalties; omission of tax or fund from action for collection

A. If it appears to the board of supervisors that any property is not worth the amount of taxes, interest, costs and penalties due or that the tax lien on the property would not sell for that amount, the board may **compromise** the taxes, interest and penalties with the owner or with the holder of a certificate of purchase that was issued pursuant to section 42-18118.

In some counties the County Engineer and Assessor look over the back tax land list to see if the County may want that parcel. Pursuant to statute counties may sell real property to the county or a city, town or special taxing district in the county. See ARS §42-18303 E

42-18303. Auction and sale of land held by state under tax deed; disposition of proceeds

E. The board of supervisors may accept an offer from, and sell real property held by this state by tax deed to, the county or a city, town or special taxing district in the county for a public purpose related to transportation or flood control. The board of supervisors shall convey the deed and apportion the monies received in the transaction in the manner prescribed by this section.

Melissa will invite Public Surplus to our next meeting.

Training Opportunities for County Clerks & Succession Planning

Discussion was held regarding training opportunities for County Clerks.

The Certified Municipal Clerk / IIMC (International Institute of Municipal Clerks) annual membership fee is about \$150.00 and you have to be a member for 2 years before you can apply. You also have to have 60 education points and 50 experience points. Points can come from being an officer, years as a Clerk, years in government, annual conference hours as well as AACo Conference hours.

Further discussion was held on AMCA, ARMA (American Records Management Association), CPM (Certified Public Managers), and MPA programs / Master of Administration.

Discussion was held regarding our own County Clerk Certification. Wendy will email everyone the "History of the Clerks". Wendy will also email out some topics for certification.

Fran will email everyone the 365 statues that name the clerks, a document that was given out at a conference a long time ago.

Ana will take on coming up with a curriculum for our own certification.

County Supervisors Association Update

Discussion on HB 2200 county fire department; authorization; SB 1292 FDs; treasurers; authorization; and HB 2212 legal holiday; counties; courts.

Other Topics

Fran – EROB

Pima County - Drafting Ordinances & Resolutions updating.

<http://www.pima.gov/cob/DraftingManual.pdf>

ACCA Business Meeting

- a) Minutes - June 2012: Wendy Escoffier asked that the minutes be changed on the first page, last sentence to read "Pima and Coconino Counties re-appoint their clerk every **4 years**. Donna Hale made a motion to approve the minutes with the correction; motion seconded by Fran McCarroll. Vote unanimous approving the motion.
- b) Expenditures for Conference: Robin Brigode made a motion to pay for the conference expenditures; motion seconded by Melissa Buckley. Vote unanimous approving the motion.
- c) Approval of reimbursement for conference expenses/other: Fran McCarroll made a motion to reimburse all conference expenses/other; motion seconded by Donna Hale. Vote unanimous approving the motion.
- d) Treasurer's Report: Melinda Meek reported that we have a balance of \$3,582.59 which includes the \$1,000.00 deposit on the house, but it does not include the registration of \$1,400.00 or the additional \$1,250.00 for the house. She further reported that invoices for dues will be sent out in July. Donna Hale made a motion to approve the Treasurer's report; motion seconded by Sharon David. Vote unanimous approving the motion.
- e) Selection of President, Vice President and Treasurer: Robin Brigode nominated Melinda Meek as Treasurer; motion seconded by Marian Sheppard. Vote unanimous approving the motion. Wendy Escoffier nominated Marian Sheppard as President; motion seconded by Melinda Meek. Vote unanimous approving the motion. Fran McCarroll nominated Ana Wayman-Trujillo as Vice President-Secretary; motion seconded by Marian Sheppard. Vote unanimous approving the motion.
- f) Schedule Next Conference: Discussion about possible dates of the next conference; no time in January or February, possibility of March. Pima County will check rates and available dates at the La Tierra Linda Guest Ranch in Tucson. Coconino County & Yavapai County will check rates in Sedona. Navajo County will check rates at Bison Ranch.

Business meeting adjourned at 3:50 p.m.