

Fme

Arizona County Clerks Association  
Conference  
June 8 – June 10, 2011  
Blue Water Resort & Casino  
Parker, Arizona

LDH  
YP

Thursday, June 9 8:30 a.m.

Present: ACCA President Wendy Escoffier, Coconino County; ACCA Vice President Melissa Buckley, Navajo County; Beth Bond, Apache County; Barbara Bracken, Mohave County; Sheri Cluff and Amberlee Mudd, Pinal County; Marian Sheppard, Gila County; Fran McCarroll and Connie Copeland, Maricopa County; Robin Brigode and Lori Godoshian, Pima County; Sue Reynolds and Christy Isbell, Yuma County; Katie Howard, Cochise County; and Donna Hale, LaPaz County.

Introductions & Welcome

President Wendy Escoffier called the meeting to order at 9:00 a.m. and welcomed everyone and thanked Donna for hosting the meeting.

Records Retention

A round table discussion was held regarding how each county handles email retention and destruction of records per statute. Robin will email the records management training that is used in Pima County. Wendy stated that the Arizona Library Archive website has information. Connie discussed the retention schedule in Maricopa County. Discussion was held on executive minutes and the approval of minutes. Navajo and Gila Counties record executive sessions. Maricopa, Coconino and Yuma approve executive session minutes. Discussion was held on Public Records Request, media, Facebook and Twitter. Connie will email out a general retention schedule. Lori will email the comprehensive plan changes that will be effective July 1.

Perpetual Minutes

A roundtable discussion was held regarding perpetual minutes and minute's approval for Special Districts.

Redistricting A-Z

A roundtable discussion was held regarding the scope of work of the redistricting process. Five counties have consultants-Greenlee, Mohave, Gila, Navajo and Pinal.

Election Process, Duties and Responsibilities

Katie discussed the election process in Cochise County. The Clerk of the Board is not required to be election certified. LaPaz, Santa Cruz and Greenlee are all COB/Election Director in their respective counties. Katie indicated that an Election Director will be hired in Cochise County.

### Special Districts

A roundtable discussion was held on special districts, fines and what department handles special districts. In Navajo County the Finance Department handles special districts. Please see statutes A.R.S. §48-261 and 48-1206 regarding formation of Fire Districts and Special District (creation vs. dissolution of special districts regarding registered voters.

Supervisor Sandy Pearce introduced herself and gave all of the clerks Tee-Shirts. Thank you Supervisor Pearce.

The roundtable discussion continued regarding special districts. Barbara discussed districts that fizzle out but have never dissolved officially and are not operating. See A.R.S. §48-264 wait five years.

### Clerk of the Board Scope of Duties and Staffing

A roundtable discussion was held on COB scope of duties and staffing. Katie indicated that she has 7 to 4 and enlarging duties. Katie has 3 board members and the county manager. Donna indicated that she has 3 board members and the county manager. Discussion continued with doing more with less.

### Clerk of the Board Position Title

A roundtable discussion was held on the Clerk of the Board Position Title. Please see A.R.S. 11-401 Enumeration of Officers. The Clerk of the Board is required by law and has statutory duties. Discussion continued regarding internal services.

### Round Table for General Topics

A roundtable discussion was held on open meeting law, minutes, agenda items that are taken out of order, luncheons and minutes for work sessions.

At 2:46 p.m. we closed discussion for the following day.

### **Friday, June 10 at 9:00 a.m.**

Present: ACCA President Wendy Escoffier, Coconino County; ACCA Vice President Melissa Buckley, Navajo County; Barbara Bracken, Mohave County; Sheri Cluff and Amberlee Mudd, Pinal County; Marian Sheppard, Gila County; Fran McCarroll and Connie Copeland, Maricopa County; Robin Brigode and Lori Godoshian, Pima County; Sue Reynolds and Christy Isbell, Yuma County; Katie Howard, Cochise County; and Donna Hale, LaPaz County.

### Roundtable Discussion on General Topics Continued:

A roundtable discussion was held on Exempt and Non Exempt time and policies on reporting time.

### Adopting & Amending Ordinances

A roundtable discussion was held on Adopting & Amending Ordinances. Sheri will share her exemption for microfilm.

### ACCA Business Agenda

Fran McCarroll moved to approve the November 17, 2010 meeting minutes, seconded by Donna Hale. Vote was unanimous.

Lori Godoshian moved to approve the conference expenditures to include reimbursement to Donna Hale for Thursday night dinner and gasoline for both boats in the amount of approximately \$3,000.00, seconded by Fran McCarroll. Donna Hale recused herself. Vote was unanimous.

Wendy Escoffier stated that there is a balance of about \$8,000.00 and discussion was held about reinstating annual dues for FY12. Wendy Escoffier will send out an email regarding reinstating dues, possibly \$200.00 per county with the possibility of the organization sponsoring the next retreat.

Discussion was held regarding scheduling the next retreat. Wendy Escoffier will contact Graham and Greenlee with a possibility in January. The next meeting may take place at AACo.

Everyone thanked Donna Hale for a great conference!!

A roundtable discussion was held regarding Tax Deeded Land.

Lori Godoshian moved to adjourn at 10:15 a.m., seconded by Fran McCarroll. Vote was unanimous.