

**Arizona County Clerks Association (ACCA)**  
**2000 Summer Retreat Meeting Minutes**  
**Sierra Springs Ranch, Pinetop/Lakeside, Arizona**  
**September 21, 22 and 23, 2000**

**Counties Represented:**

Cochise	Nadine Parkhurst and Maria Marsh
Coconino	Steve Peru
Greenlee	Kay Gale
La Paz	Donna Hale
Maricopa	Fran McCarroll
Navajo	Judy Jones
Pima	Lori Godoshian and Robin Brigode
Santa Cruz	Melinda Meeks

**Guest(s) Present:**

Dean Wolcott  
Doug Muell

**A. Roundtable Discussion**

"What's Happening in Your County"

Everyone shared current events within their counties. Bev Staddon sent an email outlining events in Yavapai County.

**B. Behavioral Interviewing Presentation**

Mr. Doug Muell, Loss Control Manager for the Arizona Counties Insurance Pool, conducted a morning presentation on Behavioral Interviewing.

**C. Business Meeting**

1. Treasurer's Report

The motion to approve the Treasurer's Report, as submitted, was made by Nadine Parkhurst, seconded by Kay Gale and unanimously carried.

2. Minutes

The minutes of the January 13, 14 and 15, 2000, Winter Retreat conducted at La Tierra Linda Guest Ranch in Tucson, Arizona, were reviewed. A motion was made by Judy Jones, seconded by Donna Hale and unanimously carried to approved the minutes as presented.

**D. Legislative Issues**

Dean Wolcott, Attorney, discussed the recent changes to the Open Meeting Law. He pointed out major revisions which included the following: the definition of executive sessions, who may attend and how they should be noticed on the agenda; reporting of executive sessions; call to the public authorization; the notification of "County Manager Summary" on the agenda; and the proper release of executive session information.

Dean also discussed the changes regarding requirements for joint agreements involving the Greater Arizona Development Authority. He briefly discussed HB 2069 regarding electronic transactions which will impact the Finance and Procurement Departments of the County and HB 2242 concerning electronic notary services.

**E. Roundtable Discussion**

1. Records Management

This item was not discussed at the meeting.

2. Orientation for new Board Members

Each county shared what process they will use to educate new Board Members on the function of the Clerk's Office and other County business. Everyone concurred this would be a good opportunity to promote the office.

3. Establishing Homepage/Internet Standards

Everyone agreed this will be a good idea once everyone has been established on-line. Discussion on this item will be introduced at a later date.

4. Explanation of Agenda Central

Fran McCarroll gave an overview of Maricopa County's new Agenda Central software and its features. She provided handouts that summarized the entire program.

5. Other Items for Discussion

A. New Software for Cochise County

Nadine Parkhurst provided handouts for LaserFische. She also explained the new software used for Board of Equalization. It provides petition tracking, scheduling, off-site decisions and email results to the appellant. She also described the software being used to issue Bills of Sale and Deeds at the time of the Land Auction.

B. Maricopa County - Managing for Results

Fran McCarroll shared the information she has put together for her office. She provided handouts of the *Activities and Purpose Statement and Services Provided* that was formulated for the new Managing for Results Program.

6. Date/Place of Winter 2001 Retreat

Many possibilities were discussed for the retreat. Donna Hale suggested La Paz County and all present agreed it would be nice to travel to all the counties and accepted her offer to host. She will gather information and forward it to the President. The tentative date of February 22, 2001 was discussed. Everyone will check their calendars and a census will be made later in the year.

7. Dates/Place of Summer 2001 Retreat

In the spirit of traveling to other counties, several possibilities for a new location for the Summer Retreat were discussed. All agreed that a cool weather location was best, and Flagstaff was suggested as a host location. The location will be decided at the Winter Retreat.

F. Adjournment

As there was no further business, without objection the meeting was adjourned.

Minutes respectively submitted:

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Robin Brigode, Vice President/Secretary