

Arizona County Clerks Association  
August 6-8, 2008  
Copper Queen Hotel  
Bisbee, AZ

Present: Sue Stallworth, Yuma County, ACCA President, Beth Bond, Apache County, ACCA Vice President, Melinda Meek, Santa Cruz, ACCA Treasurer, Cindy Doane, Cochise County, Judy Dickerson, Graham County, Wendy Escoffier, Coconino County, Fran McCarroll, Maricopa County, Katie Howard, Janie Cashman, Gussie Motter and Nadine Parkhurst (Emeritus), Cochise County, Sheri Cluff, Pinal County, Darlene Fraley, Navajo County and Marian Sheppard, Gila County.

**August 7, 2008**

Introductions & Welcome

President Sue Stallworth called the meeting to order at 8:00 a.m. and introduced Cochise County Administrator Mike Ortega who welcomed everyone to Cochise County. Mr. Ortega spoke of his transition from city administration to county government and the need to be proactive not reactive.

President Stallworth welcomed all in attendance and thanked Cochise County for hosting the clerks. Introductions were made and first time attendees were welcomed and President Stallworth commented on how pleased everyone was to see Nadine and thanked Gussie for the wonderful evening everyone had at her home.

Code of Ethics

President Stallworth presented the by-laws for the Clerk's Association. A lengthy round table discussion was held regarding possible changes to the by-laws. **Marian Shepherd moved to approve the by-laws, seconded by Katie Howard.** Vote was unanimous.

President Stallworth provided a draft Mission Statement and Code of Ethics for the Clerk's Association. The Clerk's provided input and comment regarding the mission statement and the Code of Ethics wording. President Stallworth will make the requested changes and bring back before the Clerks at tomorrow's meeting for possible action.

A discussion was held regarding possible increase in membership dues. Melinda stated that all of the counties in Arizona pay membership dues even though all of them don't attend the conferences. A discussion was held regarding retired clerks and the wealth of knowledge that they have and what a contribution they are to the association and the possibility of making them honorary clerks and what would qualify as an honorary clerk. It was determined that an honorary clerk would have to have at least five years as a clerk of deputy clerk to be considered an honorary clerk.

Break 10:20 – 10:44

### How to Build an Agenda for Consent Calendar

President Stallworth stated that someone had requested this topic but she was unsure of who it was. A round table discussion was held regarding consent agendas and the deadlines and posting schedule in each county.

### Best Practices; Tax Deed Property Auctions, Electronic Agenda Processes, etc.

A discussion was held regarding back tax land sales by the board of supervisors. The clerk's discussed possible online sales and how certain issues such as orphaned property and squatters living on the property are handled in each county.

A discussion was held regarding electronic agenda processes. Sue stated that she had her new agenda software a year. A discussion was held regarding the process for compiling agendas and the posting procedures for each county.

Lunch Break Noon- 1:10 p.m.

### Continuing Education Opportunities and Succession Planning

A discussion was held regarding county procedures for new supervisor orientations. Fran McCarroll outlined the orientation process for new Supervisors for Maricopa County.

A discussion was held regarding mail logs and it was determined that only Navajo County logs in all mail received by the county.

A discussion was held regarding continuing education such as attending city clerk conferences. Katie Howard stated that she is interested in obtaining ideas for retention and attracting a quality workforce.

The conference adjourned at 2:10 p.m. President Stallworth stated that the group would reconvene at 9:00 a.m. with the legislative update.

### **August 8, 2008**

President Stallworth introduced and welcomed Todd Madeksza, Director of Legislative Affairs for the County Supervisors Association. Mr. Madeksza stated that the new 2008 Legislative Summary was available online in electronic version and provided an update and overview of the current legislative issues.

Mr. Madeksza provided an overview of the new minute publication law and that it will become effective September 26, 2008.

A discussion was held regarding the four day work week that the state is considering and that it would take action by the legislature for the counties to go to a shortened work

week. President Stallworth asked Mr. Madeksza to research the four day work week for the counties within the statutes. President Stallworth thanked Mr. Madeksza for the work he does on behalf of the counties.

President Stallworth presented the corrected code of ethics. **Katie Howard moved to approve as amended, seconded by Fran McCarroll.** Vote was unanimous. President Stallworth stated that she would send it out in electronic format to all of the clerks.

#### ACCA Business Meeting Agenda

Minutes from the 2007 Summer Conference: **Marian Sheppard moved approval, seconded by Fran McCarroll.** Vote was unanimous.

Treasurer's Report: Melina Meek provided an update on the status of the account and that the balance is approximately \$6,000 after the Bisbee Conference.

Schedule Next Conference-Topics to Consider: A round table discussion was held regarding topics for the next meeting. One suggestion was to discuss the Board of Equalization and its role. Fran stated that she could host in July or August but it will be hot.

Katie Howard thanked everyone for coming to Bisbee and special thanks were extended to Gussie Motter for her great food and hospitality.

The conference was adjourned at 1:00 p.m.