

Arizona County Clerks Association (ACCA) Conference
May 10-12, 2017
London Bridge Resort, Lake Havasu

Wednesday, May 10, 2017

The meeting began at 4:30 p.m. on this date for a “meet and greet” for those Clerks that could attend; however, no official business was addressed.

Thursday, May 11, 2017

Present: Marian Sheppard, Gila County; Kim Kapin, Yavapai County; Melinda Meek, Santa Cruz County; Beth Bond, Apache County; Wendy Escoffier, Coconino County; Kim Lemons, Cochise County; Deb Schaeffer, Maricopa County; Ginny Anderson, Hannah Blake and Sarah Hall, Mohave County; Melissa Buckley, Navajo County; and Diane Green, La Paz County.

Introductions and Welcome:

President Buckley called the meeting to order at 8:30 a.m. Ginny Anderson then introduced Supervisor Buster Johnson who gave a humorous opening message based on his observations of a “typical day in the life of a Clerk of the Board” that was well received by all.

Presentation:

Risa Williams, Officer, Arizona Department of Liquor License & Control (ADLLC)

Risa stated her background and said she is available to host local training for at least 12 individuals and there will be additional training available in Tucson. She gave a comprehensive presentation that covered the following topics:

Department of Liquor Update – “Government operates at the speed of business” while being responsible. Goal is to approve licenses within 80 days. Answer Person available 8 to 5, Monday – Friday at 602-542-5141.

Revised Liquor License Application Form – Reduced from 11 to 5 pages

Secure File Transfer Process (SFTP) – Brief overview of how the process works and how to submit Local Governing Board (LGB) decisions. Risa listed the statistics of current use: 38 out of 91 local governing boards are now using, eliminating wasted processing time and cost savings from paper, postage, and payroll (staff hours). Contact information to help with SFTP is available on their website, azliquor.gov.

Special Events – Still only 10 days each year that ADLLC tracks. New information will be available August, 2017; Wine Festivals will be the same as Special Events. PowerPoint covers the 4 options for running event.

2017 Legislative Session – Risa covered the changes to the following: *Acquisition of Control (AOC)* one fee for all AOCs if multiple are filed at one time; *Special Events* 30 days per unlicensed location based on

address at location, Special Event Contractor must be on application; and 501C Number for non-profit; *Craft Distiller 2* Remote Tasting Rooms, if licensed premise do not need to go to LGB; *Shared Tasting Rooms* Must be held by different people, Separate Premise, Common area for tasting and consuming, No stacking with any other license, Both responsible for violations; and *Age of Server* 18 years old to serve or sell alcoholic beverage at on sale establishment.

Electronic Liquor Licensing & Investigations (ELLI) –a new computer system for the state will be in operation early in 2018.

Risa answered questions regarding possible reasons for applications disapprovals and reiterated hosting local trainings. The group thanked Risa for her time.

County Updates:

Mohave County: Ginny Anderson – 1 new Supervisor and Superior Court Judge. Ginny stated they are currently going through the budget approval process; building a 30 million courthouse; Minutes are transcribed verbatim, except executive session and audio/video are available for the public.

Maricopa County: Deb Schaffer said although they have a new Sheriff the existing lawsuits were transferred; Deputy Treasurer is now Treasurer; Elections is under Recorder; Intranet reorganization has affected the agenda workload; and a Legal Class Verification process has the Board staff dealing with penalties assessed.

Apache County: Beth Bond – 2 new Supervisors; are currently working on the budget; and there is a possibility the Power Plant may close.

Santa Cruz County: Melinda Meek – 1 new supervisor; working on the budget approval process.

Gila County: Marian Sheppard – 2 new Supervisors; the County Administrator resigned, was replaced by the Deputy County Administrator who has since resigned and they are currently interviewing for that position; new Finance Director and Deputy Finance Director; Budget process is going good, may receive a COLA this year.

Cochise County: Kim Lemons stated that Arlethe was sorry she had to miss the conference, she is attending a meeting with the Arizona Department of Veterans Services Advisory Commission regarding her reappointment; new County Administrator; 1 new Supervisor; Katie Howard retired as Elections Director with Martha Rodriguez acting as Interim; new Recorder and School Superintendent. Currently working on a Compensation Plan based on a six-level broad-banded, market-based pay structure consolidating 322 existing job classifications into six bands.

La Paz County: Diane Green – new Interim County Administrator; 1 new Supervisor; new Assessor and Elections Director; Diane said the Board office has 2 administrators with her acting as Interim Clerk and there was a Reduction in Force (RIF) of 30 employees county-wide.

Navajo County: President Buckley – new Treasurer and Recorder; new Deputy Clerk of the Board; the Finance Director is now at Gila County; they use AgendaQuick for agenda creation/management. Last

auction sold 120 parcels for a total of \$171,000; loss of 33 positions, Juvenile Center moved to Pinal and Child Support Enforcement office closed; with a 10% cut to all department budgets; Melissa is administrating the White Mountain Lakes Special District with the BOS acting as Directors; BOS gives \$60,000 annually to the Fair Association reduced to \$40,000 this year.

Coconino County: Wendy Escoffier – 1 new Supervisor; new Emergency Manager; county employees will receive up to a 5% salary increase (2.5 COLA and 2.5 Merit-based on performance evaluation); received a NACo achievement award for their Special Districts Outreach Program; started video streaming of board meetings in January; the City of Flagstaff is going to start charging the County for parking; and they implemented a Candidate Government 101 for newly elected officials that covers topics such as Budget.

Yavapai County: Kim Kapin – 1 new Supervisor; new Assessor; conducting a classification and compensation evaluation; working on the budget for BOS and Special Districts; after five years moving from a Paid Time Off (PTO) system back to separate accrual/accounting of vacation and sick leave; sold 1 parcel for \$640.00; and the BOS wants each department to develop and participant in a comprehensive citizen education outreach program.

Presentation:

Richard Thompson, Hyland Agenda Management

Tracy Flores, Databank Account Manager

Presentation during lunch was sponsored by Databank and Hyland. Wendy explained that she solicited information from several agenda management companies and agreed to be beta-tester with Hyland.

Richard used a PowerPoint Presentation along with handouts to go through the agenda management software using Coconino County's workflow process as an example. Additional handouts from Wendy covering rules for agenda management and submitting agenda items/presentations further emphasized the process. The group participated by asking questions about specifics of the review process and document routing/tracking, referencing their process and agenda management software.

The group thanked Richard and Tracy for their presentation.

Legislative Session Update:

Kristin Cipolla, Senior Legislative Liaison, County Supervisors Association

Kristin stated her background with CSA and gave an overview of the 53rd Legislative Session: 122 days long; new house and senate legislators and the transition from the previous session. She highlighted several of the county-related laws submitted, and if they were enacted or vetoed and when they become effective. Additional bills the group was interested in were also covered. Some of the bills discussed included: SB 1063 PSPRS; SB 1442 CORP; HB 2404 initiatives, signature collection; HB 2244 initiative petitions; SB 1316 jail districts; HB 2477 civil forfeiture; report information; and HB 2286 TNT.

The group thanked Kristin for her time.

President Buckley said the ACCA used to be affiliated with CSA and there is interest in reestablishing that affiliation along with meeting with Craig Sullivan as a possible champion for bills presented by the Clerk's Association.

Because of time constraints the group had a general discussion regarding the remainder of agenda items that had not been covered including Special Districts Formation; Open Meeting Law; Records Retention Personnel/Center; Clerk of the Board Job Description/Pay and the ACA Certification Program: OML presentations from Coconino and Yavapai Counties were distributed and on the topic of board vacancies, the group reiterated that the quorum stays the same. Kim Kapin asked about combined special districts; consensus was statutes are clearly defined for separate districts: water, road maintenance, so on. President Buckley said she would email the group an example of the file system they use in Excel that details records retention/destruction dates with links to documents. She said although each department tracks their records she is the keeper of all department forms. President Buckley also compiled the Clerk's Job Descriptions from all the counties and distributed.

In regards to the ACA Certification Program, as Constitutional Officers, there was a discussion about possibly expanding the title of "Clerk" to include "Director" and having CSA sponsor the program. President Buckley presented a draft of the program and asked the group to review and email any comments/revisions to her in order to discuss at the June 14th affiliate meeting in Flagstaff.

President Buckley recessed the meeting at 4:15 p.m.

Friday, May 12, 2017

President Buckley called the meeting to order at 8: 45 a.m.

Melissa said there will be sets of minutes to approve at the next ACCA conference – June 2016 and May 2017.

Melinda detailed the conference expenditures: \$1814.58 for lodging and \$198.45 for dinner Thursday night. The association paid for 1 room for 2 nights for each county and one dinner; lunch was sponsored and Mohave County Supervisors Gary Watson and Buster Johnson paid for the cruise. Ginny moved to approve the expenditures which was seconded by Wendy and passed unanimously. Ginny moved to approve the reimbursement for conference expenses/other, also seconded by Wendy and passed unanimously. Treasurer's balance after this conference is \$7,642.80.

President Buckley gave the details of the affiliate meeting as part of AACo in Flagstaff on June 14th including topics, lodging costs, and meeting room reservations/time.

The possibility of the Fall 2017 Conference being held in Cochise County was suggested. Expenditures the association pays and what the hosting County is responsible for were covered. Kim Lemons said she would discuss with Arlethe and get back with the group via email.

The meeting was adjourned at 9:00 a.m.