Arizona County Clerks Association (ACCA)

Conference

June 22, 2016

Sheraton Crescent, Phoenix, Arizona

**Wednesday, June 22, 2016**

**Present:** Melissa Buckley & Donna Hurstrom, **Navajo County**; Beth Bond, **Apache County**; Marian Sheppard, **Gila County**; Christy Isbell, **Yuma County**; Arlethe Rios, **Cochise County**; Wendy Escoffier and Sharon David, **Coconino County**; Kim Kapin, **Yavapai County**; Ginny Anderson, **Mohave County**; Yvonne Pearson, **Greenlee County**; Robin Brigode, **Pima County**; and Fran McCaroll, **Maricopa County**.

**Introductions and Welcome**:

President Sheppard called the meeting to order at 9:00 a.m. She asked everyone to introduce themselves.

President Sheppard then asked the Clerks to provide updates from their counties.

Maricopa County: Ms. McCarroll said that the litigation involving Sheriff Joe Arpaio was very expensive for the County, as well as time consuming. She added that her County had new members of the Board of Supervisors’ and her staff was working on training them on procedures. She also stated that their technician assigned to deal with OnBase had resigned and noted that it could be an issue if a new tech was not hired promptly.

Navajo County: Ms. Buckley said that the County had started a wellness program that was self funded and it meant that employees could reduce their health insurance cost if they participated. She noted that a new Recorder had been apointed and the Board had to appoint a new School Superintendent. She moved on to discuss the International Institute of Municipal Clerks (IIMC) and noted that she would like to work on a certification for County Clerks, as opposed to Municipal Clerks. She added that her evaluations were now being done by the County Administrator, even though she was appointed by the Board.

Mohave County: Ms. Anderson said that the County was dealing with Personal Time Off (PTO) benefit issues and would be considering going back to sick/vacation type leave. She added that agendas for her Board were 70 items per agenda, which was very time consuming. She also discussed the municode software for tracking and filing ordinances.

Greenlee County: Ms. Pearson said that the County had just purchased election equipment from ES&S and were focused on the implementation of the new equipment for the fall elections. She added that their County runs the County Fair and Racing and have to do an annual fair audit. She noted that there was also a group of people who lived in the southern part of Apache County that wanted to secede from Apache and be annexed by Greenlee County.

Yavapai County: Ms. Kapin stated that the Fair Association in her County had gone bankrupt and there would be no County Fair. She asked the Group if they were aware of any statute requiring the County to fund a County Fair. She noted that there were current issues with property taxes for cattle growers and the Assessor had been sued. She also asked for the number of Board of Equalization appeals per each County.

Apache County: Ms. Bond said that the Board had decided to use the Community Development Block Grant (CDBG) to assist with the County Fair. She noted that they contract their Board of Equalization services to an outside consultant and only get about 15 appeals per year. She confirmed Ms. Pearson’s comment about a group in the southern part of the County wanting to secede and be annexed to Greenlee County.

Pima County: Ms. Brigode said that they had a newly elected Sheriff and that the Board was dealing with issues on assessments. She noted that as the Clerk of the Board she handled tax roll corrections and added that she was also in charge of the new Public Records Request policy. She stated that she had hired a new deputy, but still had not found a records manager for her department.

Cochise County: Ms. Rios said that all three supervisors had opponents for the general election. She noted that there was a new county administrator and he had restructured the organization chart. She discussed a culture initiative named the Legacy Project, which was submitted to the Arizona Association of Counties for an award. She said that the Board of Equalization appeals were handled directly by the Board of Supervisors with the help of a Hearing Officer who worked pro bono. She noted that the County’s Fair was run by a Fair Association, but the Board supported the effort with $25,000.

Ms. McCarroll gave a report on the Arizona Library of Archives and Public Records. She asked how records management was handled in each County and if any of the Clerks were the official records officer for their counties. She added that she had been told by the State that emails were retained under the category the topic fell under and said that the State would also be providing training on their new database, which would focus on four groups: administrative, financial, legal, and historical.

The group moved on to discuss minute requirements and current processes by each county. The group agreed that warrants in minutes were archaic and said they would discuss possible legislative change at the next meeting.

Ms. Buckley and Ms. Rios discussed their online process for the back tax land auction. Both said they were currently using Public Surplus as their vendor to handle the auction. Ms. Rios noted that in her first online auction she had sold $300,000 and was happy that the online process had streamlined the entire process. Ms. Buckley agreed that it was a great process.

Ms. Rios asked about the election function in each of the counties. She asked if each county could email her who oversaw the elections function and how many staff members were in their elections departments.

President Sheppard recessed for lunch.

President Sheppard continued the meeting at 1:00 p.m.

She said the group would be discussing ACCA business:

1. Minutes – March 25-27, 2015 & September 24-2,2015

Approved unanimously.

1. Election of Officers for 2016-2018

Ms. Bukcley was unanimously elected as President

Ms. Rios was unanimously elected as Vice President/Secretary

Ms. Meek was unanimously re-elected as Treasurer

1. Expenditures for Conference

Approved unanimously.

1. Approval of Reimbursement for Conference Expense/Other

Approved unanimously.

1. Treasurer’s Report

Ms. Meek was not available for report, but said she would email the report at a later date.

1. Schedule Next Conference

The clerks agreed that a conference should be scheduled in the spring of 2017. Ms. Anderson agreed to host in Lake Havasu and said she would coordinate logistics and send out final information to the group.

The meeting was adjourned at 4:00 p.m.