



Arizona County Clerk's Association (ACCA) Conference – **Minutes** August 10-11, 2023

The Arizona County Clerk's Association held a conference on August 10-11, 2023, at the London Bridge Resort, Sir Lancelot Room, located at 1477 Queen's Way, Lake Havasu City, Arizona 86403.

CALL TO ORDER: THURSDAY, AUGUST 10, 2023

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

Executive Officers Present were:

Ginny Anderson, ACCA President/Mohave County.
Leah Thomas, ACCA Vice President/Navajo County.
Kim Kapin, ACCA Just Past President/Yavapai County.
Bianca Castaneda, ACCA Treasurer/Greenlee County.
Lindsay Daley, ACCA Secretary/Coconino County

Members Present were:

Jayme Rush, Deputy Clerk Yavapai County
Amy Loper, Deputy Clerk Maricopa County
Juanita Garza, Clerk Maricopa County
Melissa Buckley, Clerk Navajo County
Sarah Hall, Administrative Assistant for Mohave County Supervisor Buster Johnson
Beth Bond, Clerk Apache County
Valerie Webber, Deputy Clerk Coconino County
Alma Schultz, Clerk Santa Cruz County
Christy Isbell, Deputy Clerk Yuma County
Sherry Grice, Assistant to County Manager Gila County
Samantha Trimble, Deputy Clerk Gila County
Lizbeth Tolano Huerta, Deputy Clerk Santa Cruz County

Members Excused were:

Natasha Kennedy, Clerk Pinal County
Kelsey Pickard, Deputy Clerk Pinal County
Hannah Duderstadt, Deputy Clerk Graham County
Dustin Welker, Clerk Graham County
Melissa Manriquez, Clerk Pima County
Katrina Martinez, Deputy Clerk Pima County
Laurie Thornbury, Clerk La Paz County
Lara Loewenheim, Deputy Clerk Cochise County
Sharon Gilman, Interim Clerk/Deputy County Administrator Cochise County

Desarae Doten, Executive Assistant/Deputy Clerk Yuma County

Guest Speakers Included, In Order of Appearance:

Buster Johnson, Mohave County Supervisor

Jacob Emmet, Legislative Liaison, County Supervisors Association

Ryan Esplin, Deputy County Attorney, Mohave County

Annie Meridith, Clerk for City of Kingman and Kelly Smith, Clerk for City of Lake Havasu

Fran McCarrol, former Maricopa County Clerk and Wendy Escoffier, former Coconino County Clerk

PRESENTATIONS:

Welcome from Mohave County Supervisor Buster Johnson

Mohave County Supervisor Buster Johnson welcomed the Clerks to Lake Havasu City. He spoke about his appreciation for Mohave County Clerk Ginny Anderson and appreciation for what Clerks do. Supervisor Johnson read a proclamation declaring Arizona County Clerks Association Day in Mohave County.

Jacob Emmett from CSA - legislative update

Jacob Emmett explained what the County Supervisors Association (CSA) is. He presented a powerpoint titled *Arizona County Clerk's Association '23 Session Recap*. He went over the key topics in his presentation including:

- Redistricting and the impact of redistricting in the state.
- Proposition 106, the new Independent Redistricting Commission.
- Six goals of redistricting including Compliance with the U.S. Constitution and the Voting Rights Act, Equal population, to the extent practicable, geographically compact and contiguous, respecting "communities of interest," using "visible geographic features, city, town and county boundaries, and undivided census tracts" as district lines (to the extent practicable), competitiveness (if doing so does not take away from other goals).
- Deadline of redrawing districts is "by February 28th" of each year that ends in 1."
- 5 members on the Commission, which should include political diversity, geographic diversity, political consistency, no lobbyists, campaign staff or elected officials, commitment to honesty and upholding public confidence and the fifth member is chosen by majority vote of four appointed.
- Recent commission members, state legislative districts and which ones are competitive.
- Turnover of elected representatives and why there was turnover.
- Statewide ballot measures and local propositions - which ones passed and which failed.
- Executive nominations with the transition in Governor - various Director roles within the state.
- Total of vetoes on bills – 143 to date by Governor, which is a record.
- Baseline budget – only responsibility of the legislature, process to get the budget done and the timeline to do so, Governor vetoed the baseline budget and then after months a compromised budget came out.

- Turnover in the legislature – including expelled, resigned and representatives who moved chambers.
- Bipartisan budget of \$17.8 billion dollars - Governor and legislature have to agree on the content of the budget- everything has to be consensus. Spent \$17.89 billion and only left \$7 million. Monies to public safety, elections, water, local projects, transportation projects and misc.
- Bills enacted: SB1061, SB1270, SB1650, SB1006- municipal notices and ordinances; posting, HB2052- counties, advertising contracts; terms; notice.
- Provided information on bills enacted and not enacted.
- Housing and homelessness – related to budget appropriations, and again what bills were not enacted related to housing and homelessness.
- Bills enacted related to water- Governor established the Governor's Water Policy Council.
- Bills enacted related to courts, public safety, criminal justice and reentry.
- Bill enacted related to public health.
- Election Bills enacted and not enacted.
- Legislative ballot referrals and looking ahead to the November 5, 2024 election: SCR 1006, SCR 1015, HCR 2033, HCR 2039.
- Upcoming events- CSA legislative summit, also a survey that will be coming out.

Coconino County Clerk Lindsay Daley asked if CSA is aware of how counties are implementing their new county supervisor district boundaries if they were effective immediately when the new boundaries were adopted or if they are effective January 1, 2025 after the terms of the current Supervisors end. Jacob Emnett answered that he is not sure and other clerks stated that theirs were effective immediately but didn't have much of a change in the old and new boundaries.

Yavapai County Clerk Kim Kapin asked a question regarding the short-term bill regarding Truth in Taxation and Jacob Emnet stated it was SB1131 and it passed.

Apache County Clerk Beth Bond asked if anyone saw an impact with signing bonuses for counties where city cops are going to counties. The other clerks responded that their counties have not experienced this.

Juanita Garza left at 9:43 and came back at 9:45 a.m.

Melisaa Buckley left the room at 9:43 a.m. and came back at 9:46 a.m.

No official action was taken.

President Ginny Anderson called for a break at 9:54 a.m. and then reconvened the meeting at 10:10 a.m.

The first presentation ended earlier than expected so President Ginny Anderson had the county clerks provide county updates until it was time for the next presentation.

ROUNDTABLE/COUNTY UPDATES:

Yavapai County Clerk Kim Kapin gave an update that Yavapai County has a new County Manager and they have transitioned the position to County Manager rather than County Administrator. She also explained that the Clerk's office is no longer its own department but rather is under the department of the Board of Supervisors and there is a redistribution of work.

Maricopa County Clerk Juanita Garza explained that constituents have been attending board meetings to comment regarding election processes. She also stated that Maricopa County has a new County Manager who has been with the county for a while prior. She spoke about how the Clerk's Office is organized with one Assistant Deputy Clerk.

Navajo County Clerk Melissa Buckley explained that Navajo County has a new County Manager, who was formerly the Assistant County Manager, the county budget was passed, and employees received a raise. She stated that they will be using Granicus software for their Board meetings and that they recently received funding for areas impacted by floods. She also noted that they recently had state representatives present to their Board at a Board meeting on election fraud.

Mohave County Clerk Ginny Anderson stated that Mohave County has its own agenda software system that their Information Technology (IT) department built, and their IT department is responsible for maintaining and running it. She also stated that they also had representatives present at their Board meeting regarding election fraud. She explained that Mohave County passed a budget and that they have an \$18 million dollar deficit, so there will not be raises for county employees and they will need to cut the budget by \$18 million.

Apache County Clerk Beth Bond stated that Apache County passed their budget, that they have a new Election Director and that the main problem the county is facing is turnover of employees. She stated that she will have 30 years of service in April.

Santa Cruz County Clerk Alma Schultz stated that Santa Cruz County has a new County Manager, that they passed their budget with employees getting a 6% pay increase; however, cost of living went up. She also explained that the county has a proposed amendment plan for the I-19 corridor. She also stated that they have been having long board meetings, with a lot of comments during the call to the public, as well as emails.

Greenlee County Clerk Bianca Castaneda explained that Greenlee County passed a budget with a 5% raise for employees. She stated that they are utilizing zoom for their meeting and their IT department runs all the equipment for the meeting and that the zoom link is not provided to the public as it is just for Supervisors and internal staff and that if the public wants to comment they have to be in the meeting in person. She

explained that their IT department does their streaming to Youtube for their board meetings. She also explained that the Sheriff is currently in a lawsuit with the County Board regarding money.

Coconino County Clerk Lindsay Daley stated that Coconino County has transitioned to a new County Manager that has been there before. She also explained that the challenge the county has been facing is the expenditure limit set by the state and that although the county has money for road projects the expenditure limit does not allow them to spend it. She also mentioned there has been a transition in District Director positions for the Supervisors and that the county has received grant funding for flood control projects as a result of the most recent fires.

No official action was taken.

PRESENTATIONS CONTINUED:

Ryan Esplin, Deputy County Attorney, Mohave County – Special District 101

Chief Civil Deputy County Attorney of Mohave County Ryan Esplin spoke about how he enjoys working with the Clerk of the Board. He provided a legal disclaimer regarding the information provided in his presentation. He presented a powerpoint titled *Special Taxing District and the Clerk of the Board*. He went over the key topics in his presentation including:

- Title 48 within the Arizona Revised Statutes are related to special districts – around for 100 years, since the state was created.
- Article 13, Section 7, of the Arizona Constitution describes special taxing districts.
- Special districts are created out of need – new community, to improve roads, build a stadium, fire protection, new park or hospital, new jail, regional public transportation.
- Difference between special districts and public utilities – underserved areas, public utilities may not be available, or too costly to construct.
- Types of special districts that may be created – fire, parks, water and sewer, irrigation, road improvement and maintenance, stadiums, theme parks, electric, pest control, hospital, flood, library, jail, water management areas, public health services, multi-county water conservation and more.
- Counties do not oversee special districts and they are their own political subdivisions – the county does not oversee the district operations, county only performs statutorily mandated duties, district sets its own tax rates and fees.
- Who governs and operates special taxing districts – elected boards or the Board of Supervisors sitting as the Board of Directors.
- Creating special districts – may be initiated by the Board of Supervisors, by district impact statement, petition to form, publishing of hearing notice needs to be done and statutory criteria needs to be reviewed.
- Powers of special districts – sue and be sued, enter into contracts, employ staff, acquire property, retain legal counsel, engineers and other professionals.

- Powers of taxing districts – incur bonds for construction projects, assess property and levy taxes, foreclose liens on real property.
- County and Clerks have a role when it comes to district – when there is a proposal for a district to be created, and when districts have to submit their annual reports and budgets to the county, when districts need to be dissolved, when the Board of Supervisors must do appointments to fill vacancies on district boards.
- County Treasurer's Office works with districts for the collection of taxes and fees, distribution of taxes.

Yavapai County Clerk Kim Kapin asked a question about the County Treasurer's Office loaning districts money if the districts cannot get a loan from a bank. She also asked if the county has to take over Domestic Water Improvement Districts if they are not being run properly.

Mohave County Clerk Ginny Anderson spoke about how Mohave County has a television district.

Coconino County Clerk Lindsay Daley spoke about there now being a National Association for Special Districts.

No official action was taken.

President Ginny Anderson called for a break for lunch at 12:04 p.m. and then reconvened the meeting at 12:30 p.m.

ROUNDTABLE/COUNTY UPDATES CONTINUED:

Yuma County Deputy Clerk Christy Isbell provided an update for Yuma County and stated that they have had a lot of turn-over especially with a front desk position, they also have a new election director. She explained that there is a broadband project being done and a new county administration building. She spoke about a contentious application that was put in for development; however, the public was concerned about hazardous waste near the Colorado River and the application was withdrawn. She stated that Yuma County passed their budget with a 6% increase for county employees. She also explained that they had a request for proposals out for preservation and digitization of records and that they may be working with Kofil Technology Inc. for this. She also explained that the County has a compression issue with positions and the county has put on hold any market study with every position. Christy stated that she has 34 years of service and plans to retire early next year.

Amy Loper left at 1:25 p.m. and returned at 1:28 p.m.

No official action was taken.

PRESENTATIONS CONTINUED:

Annie Meredith, MMC, City Clerk, City of Kingman and Kelly Williams, MMC, City Clerk, Lake Havasu City – IIMC Membership, AMCA Membership, CMC and MMC Certifications

Annie Meredith and Kelly Williams presented on the International Institute of Municipal Clerks (IIMC), Arizona Municipal Clerks Association (AMCA), the Certified Municipal Clerk (CMC) program, and the Masters Municipal Clerk (MMC) program. They presented a powerpoint titled *AMCA Membership, Education, Certification*. The topics in their presentation included:

- When AMCA was founded and membership.
- AMCA regions within Arizona.
- Membership benefits and serving on committees.
- Educational opportunities available – Athenian Dialogues.
- IIMC membership benefits.
- IIMC educational opportunities, certification programs, professional development.
- IIMC approved institutes, study abroad, Athenian leadership society, education plus program.
- Certified Municipal Clerk and Master Municipal Clerk designations and requirements.

Kim Kapin and Melissa Buckley shared their experience with the trainings they received through IIMC.

Annie and Kelly answered questions regarding the AMCA. Kelly spoke about some of the topics of trainings from the past.

Annie and Kelly presented Melissa Buckley with her Master Municipal Clerk Plaque.

No official action was taken.

President Ginny Anderson called for a break at 1:48 p.m. and reconvened the meeting at 2:11 p.m.

Fran McCarroll Retired Maricopa County Clerk and Wendy Escoffier Retired Coconino County Clerk – Clerk Burnout and Change of Leadership

Fran McCarroll and Wendy Escoffier introduced themselves. Wendy spoke about how she more recently became a town council member. Fran spoke about being a clerk for 29.5 years and about her retirement.

They each presented “their good, their bad, and their funny” experiences being clerks. Fran explained that her good was when the Board of Equalization process for the county was turned over to the state for Maricopa and Pima counties. Her bad was when the County Attorney sued the Board of Supervisors, and she sent a memo in an email that she shouldn’t have. She explained that her funny incident was when she

commented to a frustrated citizen that she is the government. Wendy explained that her good experience was implementing the Onbase agenda software system, her bad experience was firing an employee after one day, and her funny experience was having a customer tell her she was too nice to be working in government.

They led an exercise and had attendees write all that they do in their work in three minutes. They went over those tasks that the Clerks wrote down.

Wendy spoke about the work being done by Clerks is vital and how burnout can occur that can lead to energy depletion, exhaustion, negativism, and cynicism. She explained that sometimes we are not the master of our own fate. Wendy explained that burnout can occur due to being short staffed and there is a need to then decide what can and cannot get done. Fran also spoke about burnout and having continual checklists.

Wendy and Fran spoke about what to do so that one does not suffer from burnout. Wendy explained that it may be helpful to get summer student interns, have humor, create life work balance, delegate tasks to staff, turn off the cell phone, take a vacation, be really present when with family and take time to be with family. Fran also spoke about using counseling provided by the county, using the clerk organization for support, talking to other clerks for support, talking about challenges with people you trust. Fran noted that the mental load can be a lot when people do not understand all that you do and when the responsibility is great.

Fran and Wendy also spoke about change in leadership when new Supervisors are on the Board or there is a transition in management. The clerks present noted if their Boards rotate their chairmanship or if they have one chair for a long period of time. Fran explained that she instituted a welcome packet for new supervisors.

Leah Thomas left at 3:12 p.m. and returned at 3:15 p.m.

Frank spoke about change of leadership and recommended meeting the new supervisors or manager first and provide them a welcome packet and something that explains the function of the clerk's office.

Wendy also recommended making a plan financially for oneself and enjoy letting go.

Fran stated that it is important to never underestimate the difference one made and the lives one touched.

Clerks present shared what stuck with them from the advice provided, such as taking a break and turning work off.

No formal action was taken.

President Ginny Anderson adjourned the meeting for the day at 3:52 p.m.

BUSINESS MEETING:

CALL TO ORDER: FRIDAY, AUGUST 11, 2023

President Ginny Anderson called the business meeting to order at 8:46 a.m.

Executive Officers Present were:

Ginny Anderson, ACCA President/Mohave County.
Leah Thomas, ACCA Vice President/Navajo County.
Kim Kapin, ACCA Just Past President/Yavapai County.
Bianca Castaneda, ACCA Treasurer/Greenlee County.
Lindsay Daley, ACCA Secretary/Coconino County

Members Present were:

Kim Kapin, Deputy Clerk Yavapai County
Amy Loper, Deputy Clerk Maricopa County
Melissa Buckley, Clerk Navajo County
Sarah Hall, Administrative Assistant for Mohave Supervisor Buster Johnson
Beth Bond, Clerk Apache County
Valerie Webber, Deputy Clerk Coconino County
Alma Schultz, Clerk Santa Cruz County
Christy Isbell, Deputy Clerk Yuma County
Sherry Grice, Assistant to County Manager Gila County
Samantha Trimble, Deputy Clerk Gila County
Lizbeth Tolano, Deputy Clerk Santa Cruz County

Members Excused were:

Natasha Kennedy, Clerk Pinal County
Kelsey Pickard, Deputy Clerk Pinal County
Hannah Duderstadt, Deputy Clerk Graham County
Dustin Welker, Clerk Graham County
Melissa Manriquez, Clerk Pima County
Katrina Martinez, Deputy Clerk Pima County
Laurie Thornbury, Clerk La Paz County
Lara Loewenheim, Deputy Clerk Cochise County
Sharon Gilman, Interim Clerk/Deputy County Administrator Cochise County
Desarae Doten, Executive Assistant/Deputy Clerk Yuma County
Juanita Garza, Clerk Maricopa County

1. Presentation of Certified Professional Clerks plaque to Lindsay Daley, Clerk of the Board, Coconino County.

Former ACCA President, Yavapai County Clerk Kim Kapin, presented Coconino County Clerk Lindsay Daley with her plaque for becoming a Certified Professional County Clerk through the Arizona County Clerk's Association.

No official action was taken.

2. Discussion and possible action Re: Approve the October 6, 2022 meeting minutes.

Upon query by President Ginny Anderson, and with no revisions offered, the minutes were approved as follows.

MOTION (MELISSA BUCKLEY/KIM KAPIN): Approve the minutes as presented.

VOICE VOTE: The motion carried unanimously of the members present.

3. Discussion and possible action Re: planning for next year to hold a Certified Professional County Clerks Certification Program.

President Ginny Anderson spoke about how the Certified Professional County Clerks Certification program may be offered next summer since there are several new clerks.

There was no action taken on this item.

4. Discussion and possible action Re: Approve Treasurer's Report.

ACCA Treasurer/Greenlee County Clerk Bianca Castaneda stated there are just a few counties that have not paid their annual dues yet.

MOTION (MELISSA BUCKLEY/KIM KAPIN): Approve the Treasurer's Report as presented in the meeting packet.

VOICE VOTE: The motion carried unanimously of the members present.

Yavapai County Deputy Clerk Jayme Rush asked if there might be anything done for Melissa Henderson who had left, and President Anderson stated they would follow-up on her departure and if the association will do something for her.

ACCA Treasurer/Greenlee County Clerk Bianca Castaneda explained that if any clerks want to be refunded for one night of this conference, then send payment to her for the refund, as the association will pay for one night.

5. Discussion and possible action Re: Approval of conference expenditures.

President Anderson stated that the conference expenditure report is attached to the meeting packet.

MOTION (CHRISTY ISBELL/MELISSA BUCKLEY): Approve the conference expenditures as presented in the meeting packet.

VOICE VOTE: The motion carried unanimously of the members present.

6. Discussion and possible action Re: Creation of a President's Book as discussed by Executive Board on February 4, 2021.

Yavapai County Clerk Kim Kapin explained that she put together a President's Book and provided the book to President Ginny Anderson. Navajo County Clerk Melissa Buckley stated that she will put a link on the ACCA website of the President's Book.

There was no action taken on this item.

7. Discussion and possible action Re: Holding a meeting a CSA in October.

President Ginny Anderson asked if there is any interest from the Clerks to have a meeting during the County Supervisors Association's Legislative Summit October 11-13. The Clerks expressed an interest in having a meeting on the Thursday, October 12 of the summit. President Ginny Anderson stated that she will put together an agenda but will need help with agenda topics.

Yavapai County Clerk Kim Kapin stated she would like to get an update on how people are doing records and have someone speak that has been innovative with the records. She also mentioned getting information on an internal document for routing documents.

Maricopa County Deputy Clerk Amy Loper stated that she would like to get information on the process for annexation of properties from a City to a County.

President Ginny Anderson mentioned that their Recorder is not in favor of e-signatures for their document process.

Coconino County Clerk Lindsay Daley noted that she is interested in getting information from other Clerks on how they deal with contracts. Yuma County Clerk Christy Isabel, President Ginny Anderson, and Yavapai County Deputy Clerk Jayme Rush shared what they do in Yuma County for their contract routing process.

There was no action taken on this item.

8. Roundtable/County Updates

This item was initially discussed on the August 10, 2023 portion of the meeting and then continued on August 11, 2023.

Gila County Deputy Clerk Samantha Trimble provided an update for Gila County. She explained that they have a new Finance Director, Public Works Director and Human Resources Director, and that their Assessor has been suspended from office for neglect of the position. She stated that the county adopted its budget and there is a 4.9% raise for county employees. Samantha spoke about transitioning into the Clerk position. She

also stated that state representatives presented at one of their board meetings on election fraud as well.

Yuma County Clerk Christy Isbel spoke about the terms she is taking with her from the meeting including "I am the government." She also mentioned that Swagit will do transcription for minutes of board meetings. President Ginny Anderson encouraged clerks to ask questions and reach out if needed to other Clerks.

MOTION (MELISSA BUCKLEY/LEAH THOMAS): Adjourn the meeting.

VOICE VOTE: The motion carried unanimously of the members present.

The meeting was adjourned at 9:58 a.m.

**These minutes were approved at the meeting held on April 5, 2024.*