

Arizona County Clerks Association (ACCA) Conference  
June 20-22, 2018  
Fairfield Inn & Suites, Sierra Vista

**Present:** Melissa Buckley, President, Navajo County; Arlethe Rios, Vice-President/Secretary, Cochise County; Beth Bond, Apache County; Wendy Escoffier, Coconino County; Marian Sheppard and Melissa Henderson, Gila County; Diane Green, La Paz County; Fran McCarroll-Wolcott and Deb Schaffer, Maricopa County; Natasha Kennedy and AmberLee Taylor, Pinal County; Kim Kapin, Yavapai County; and Christy Isbell, Yuma County.

Introductions and Welcome:

President Buckley called the meeting to order at 8:30 a.m. Arlethe Rios then introduced County Administrator Ed Gilligan who gave an inspirational opening message of how Clerks and Wine Makers are a lot alike due to their patience and passion for their job.

1. Accreditation Program – August 22-24, 2018 in Phoenix

President Buckley said she wanted to finalize the document that would guide the newly presented Arizona Certified Professional County Clerk Program. She went over each section and after a group discussion, with changes made to the Objectives, Program Fee, Certification Requirements/Process, and Knowledge/Skills Topics.

Ms. Kapin moved to approve the certification program as discussed; Ms. Sheppard seconded the motion and it carried unanimously.

Lunch at 11:45 a.m. to 12:45 p.m.

2. Continued education for clerks

President Buckley said that her and some fellow clerks were members of the International Institute of Municipal Clerks (IIMC) and had worked or were working on becoming a Certified Municipal Clerk (CMC) or a Master Municipal Clerk (MMC). She also said that there were other certificates that could be earned through IIMC or the local chapter of the Arizona Municipal Clerks Association (AMCA).

3. County Updates

Ms. Kapin, Yavapai County, said that in her County citizens had voted to keep the Jail District tax in place.

Ms. Sheppard, Gila County, said that her County was currently facing a law suit for a farm winery liquor license and would be sharing with the group any changes made to that process resulting from this lawsuit.

Ms. Bond, Apache County, said that two members of her three-member board were currently running for the position of Navajo Nation President and one had recently resigned to run for a

legislative office. The board had recently appointed a new supervisor and in 2018 her county went to one meeting a month.

Ms. McCarroll, Maricopa County, said that the Arizona Liquor Board had recently approved Clerks of the Board signing off on special event liquor licenses, which in some counties had already been a process; the County had also signed a Memorandum of Understanding (MOU) with the Diamondbacks for a stay until 2028; she discussed Open Meeting Law (OML) situations in executive session and having scripts for the Board to run meetings.

Ms. Buckley, Navajo County, discussed her County's endeavor for a jail district.

Ms. Rios, Cochise County, discussed the new joint communications center, special districts administration, and the logistics for staff for board members.

Ms. Escoffier, Coconino County, said that they had an interim county manager; there had been a jail district lawsuit that was immigration related; she went over some payment/boundary issues with the flood control district; a possible ballot initiative to have a merit selection of judges; and the restructuring of the Board, County Administrator, and Clerk of the Board offices.

Ms. Green, La Paz County, said that the new County Administrator was doing very well; the County had been able to get the expenditure limit increased; noted that there currently was not any clerk of the board staff except herself; and that the county had done some upgrades in their technology.

Ms. Kennedy, Pinal County, said that her county was dedicating a budget for technology and professional development and funding a marketing strategy. She added that the Board had recently approved five new positions for each of their districts with the title district managers. She congratulated Ms. Taylor for finishing her Certified Public Manager (CPM) course.

#### Legislative Changes to existing Statutes

Ms. Buckley said that the only statute under review was 11-217 and she discussed the proposed changes:

1. "written" on section A
2. delete "and the public libraries in the county" on section C
3. delete section D.

Ms. Buckley said that she would follow up with the County Supervisors Association to see if the changes were viable.

The clerks agreed to share information regarding the following topics:

1. Leave Policies
2. Board Procedure Policies
3. Records Management
4. Special District Policies
5. Liquor License Process
6. Lobbyist Report Filings

President Buckley adjourned the meeting at 4:11 p.m.

Friday, June 22, 2018

President Buckley called the meeting to order at 9:06 a.m.

Vice-President Rios moved to approve the minutes. Ms. Kapin seconded the motion and it carried unanimously.

Ms. McCarroll moved to approve the expenditures by the association. Ms. Sheppard seconded the motion and it carried unanimously.

President Buckley stated that the association had a balance of \$11,000 and there would be an expenditure of about \$3,000 for the conference.

She added that the county clerk's accreditation program would be held on August 22-24, 2018 in Phoenix. She noted that the association would be presented with their completion certificates at the County Supervisors Association Summit in October and an association meeting would also be held at that time.

Pinal County agreed to host the next conference. Ms. McCarroll moved to approve Pinal County hosting, Ms. Sheppard seconded the motion and it carried unanimously.

President Buckley adjourned the meeting at 9:11 a.m.