

Board of Supervisors

Patrick G. Call
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District 1

Michael J. Ortega
County Administrator

Ann English
Vice-Chairman
District 2

James E. Vlahovich
Deputy County Administrator

Richard R. Searle
Supervisor
District 3

Katie A. Howard
Clerk



AGENDA FOR WORK SESSION

Tuesday, July 12, 2011 at 1:30 p.m.

**BOARD OF SUPERVISORS EXECUTIVE CONFERENCE ROOM
1415 MELODY LANE, BUILDING G, BISBEE, AZ 85603**

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION

ROLL CALL

Members of the Cochise County Board of Supervisors will attend either in person or by telephone, video or internet conferencing.

ITEMS FOR DISCUSSION

Board of Supervisors

Discussion and direction regarding the Cochise County Health Department's recommendation to increase fees in the Office of Vital Records.

Pursuant to the Americans with Disabilities Act (ADA), Cochise County does not, by reason of a disability, exclude from participation in or deny benefits or services, programs or activities or discriminate against any qualified person with a disability.

Inquiries regarding compliance with ADA provisions, accessibility or accommodations can be directed to Chris Mullinax, Safety/Loss Control Analyst at (520) 432-9720, FAX (520) 432-9716, TDD (520) 432-8360, 1415 Melody Lane, Building F, Bisbee, Arizona 85603.

Cochise County - 1415 Melody Lane, Building G - Bisbee, Arizona 85603
(520) 432-9200 - Fax (520) 432-5016 - Email: board@cochise.az.gov
www.cochise.az.gov

"PUBLIC PROGRAMS, PERSONAL SERVICE"

DIS-311

Items For Discussion

Work Session Board of Supervisors

Health

Date: 07/12/2011

Health Fees

Submitted By: Arlethe Rios, Board of Supervisors

Department: Health

Presentation: PowerPoint

Document Signatures:

NAME Jennifer Steiger
of PRESENTER:

Recommendation:

of ORIGINALS

Submitted for Signature:

TITLE Vital
of PRESENTER: Records
Program
Coordinator

Mandated Function?:

**Source of Mandate
or Basis for Support?:**

Agenda Item Text:

Discussion and direction regarding the Cochise County Health Department's recommendation to increase fees in the Office of Vital Records.

Background:

The Office of Vital Records has determined there is a need to consider fee increases in the program to address the newly approved State Office of Vital Records' Self Sufficiency Plan. The State Office of Vital Records, as part of this plan, has raised the surcharge all counties are required to pay for every certified copy of a death/birth certificate issued from \$1 to \$5. This is an increase of \$4 for every certificate. Currently, we charge \$10 for a certified copy. The impact on Cochise County will be a loss of net income of approximately \$46,000/annually.

We are proposing an increase in fees to offset these rising expenses, and to enable us to continue to provide high quality services to our customers.

Two plans have been drafted as possible fee structures to implement. Plan 1 will hold the Cochise County Office of Vital Records harmless, and provide a modest net income increase of approximately \$11,000 to the GF. Plan 2 will hold the Cochise County Office of Vital Records harmless and provide a net income increase of approximately \$66,000/annually to the GF. Also, it is worthy to note that the State Office of Vital Records is recommending all counties go to the Plan 2 fees we have proposed, as this would keep all counties and the state fees consistent. According to ARS 36-341.A, "A local registrar may establish the local registrar's own fees..." we recommend that one of the fee plans is approved as it is within the authority of the BOS to make such changes.

Department's Next Steps (if approved):

Ensure that the BOS has a firm understanding of the rising expenses for services we provide and to obtain BOS direction on the recommendations we have made to offset rising expenses through fee increases. This will also be an opportunity to examine how these increased fees will impact the Health Department's Office of Vital Records income projections for the upcoming fiscal year, and how our fees will compare to other the counties in Arizona.

Impact of NOT Approving/Alternatives:

n/a

To BOS Staff: Document Disposition/Follow-Up:

n/a

Attachments

7.12.11 Vital Records Work Session Request Form

Work Session Request Form

Specific Topic / Wording of Agenda Item: Board discussion and direction on Cochise County Health Department's recommendation to increase fees in the Office of Vital Records.

Justification / Executive Summary:

The Office of Vital Records has determined there is a need to consider fee increases in the program to address the newly approved State Office of Vital Records' Self Sufficiency Plan. The State Office of Vital Records, as part of this plan, has raised the surcharge all counties are required to pay for every certified copy of a death/birth certificate issued from \$1 to \$5. This is an increase of \$4 for every certificate. Currently, we charge \$10 for a certified copy. The impact on Cochise County will be a loss of net income of approximately \$46,000/annually. We are proposing an increase in fees to offset these rising expenses, and to enable us to continue to provide high quality services to our customers.

Two plans have been drafted as possible fee structures to implement. Plan 1 will hold the Cochise County Office of Vital Records harmless, and provide a modest net income increase of approximately \$11,000 to the GF. Plan 2 will hold the Cochise County Office of Vital Records harmless and provide a net income increase of approximately \$66,000/annually to the GF. Also, it is worthy to note that the State Office of Vital Records is recommending all counties go to the Plan 2 fees we have proposed, as this would keep all counties and the state fees consistent. According to ARS 36-341.A, "A local registrar may establish the local registrar's own fees..." we recommend that one of the fee plans is approved as it is within the authority of the BOS to make such changes.

Proposed Outcome:

Ensure that the BOS has a firm understanding of the rising expenses for services we provide and to obtain BOS direction on the recommendations we have made to offset rising expenses through fee increases. This will also be an opportunity to examine how these increased fees will impact the Health Department's Office of Vital Records income projections for the upcoming fiscal year, and how our fees will compare to other the counties in Arizona.

Presenter:

Jennifer Steiger, Ray Falkenberg (advisory)

Required Attendees:

Board of Supervisors Members, Mike Ortega - County Administrator, Jim Vlahovich - Deputy County Administrator (Interim Health Director), Ray Falkenberg - Health Administrative Services Manager, Jennifer Steiger - Vital Records Program Coordinator.

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Others to Notify:

Board of Health Members

Date Needed:

As soon as possible

Estimated Time:

30 min.

(No longer than 1.5 hours)

Supporting Material to Be Included:

OVR Fee Increase Analysis, OVR .ppt, OVR Summary of all AZ OVR fees

Requested by:

Jennifer Steiger, Program Coordinator, Cochise County Health Department