PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
SPECIAL MEETING HELD ON
Tuesday, March 29, 2016

A special meeting of the Cochise County Board of Supervisors was held on Tuesday, March 29, 2016 at 9:00 a.m. at the Plaza Restaurant, 1190 W. Rex Allen Drive, Willcox, Arizona.

Present: Richard R. Searle, Chairman; Patrick G. Call, Vice-Chairman; Ann English, Supervisor

Staff Present: James E. Vlahovich, County Administrator
Edward T. Gilligan, Deputy County Administrator
Arlethe G. Rios, Clerk of the Board

Chairman Searle called the meeting to order at 9:06 a.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

PLEDGE OF ALLEGIANCE

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

ACTION

Board of Supervisors

1. ***DISCUSSION and POSSIBLE DIRECTION on the FOLLOWING:***
   1. Past Year Accomplishments and Current Projects
   2. Budget Status and Significant Budget Issues
   3. County Administration/Board Office
   4. Update on Elected Office Projects
   5. General Employee Issues, Including Employee Recognition, Compensation, and One-time Distributions and Alternatives
   6. Current and Upcoming Issues for Specific Departments and Offices, Including IT, Elections, Board, Library District, HR, Facilities, Solid Waste, Community Development, Finance, Health, Emergency Services and IDC
   7. Jim's Journal
   8. Individual Supervisor Suggestions for Future Projects/Issues for Board Staff to Research

   Mr. Vlahovich said he would be covering several topics. He began with current public records requests from local journalists. He moved on to the list of accomplishments and projects and said some were ongoing and some were already done. He noted that he would go over the list in detail later in the meeting. He gave an update on the budget and covered the revenues.

   Chairman Searle asked if it was on the same level as compared to previous years.

   Mr. Vlahovich said that it was on track and noted the Highway User Revenue Fund (HURF) was higher than the previous year. He said he had no concerns and added that staff is currently preparing for the upcoming fiscal year budget and would be completing executive summaries for the Board's review. He noted that the second round of Decision Packages for the current fiscal year would be presented to the Board on April 26.

Supervisor English said that she was concerned that projects were not getting done each fiscal year and then stayed on for future fiscal years and that might impact that year's expenditure limit.

Mr. Vlahovich said that with Mr. Ruben Miranda, Internal Services Administrator, was overseeing the Facilities Department and hiring a new facilities director, he thought things were going to change for the better. He said that he wanted to create a work plan for the department to keep things updated and to give the Board a snapshot of facilities projects.

Supervisor English asked about the use of inmate crews.

Mr. Gilligan said that staff was working on a project list with timelines and then would come up with a plan to better use inmate crews more efficiently.

Chairman Searle asked about the Willcox jail remodel and the Bowie Court project.

Mr. Gilligan gave an update and noted that staff would move into a formal project management program, where projects were monitored and reviewed.

Mr. Vlahovich moved on to the employee one time distribution and said there were funds available and he would be scheduling it for May. He said it would include the judicial departments and the Sheriff's office. He noted that on April 12 he would be meeting with the Board to discuss the environmental consultant funds and added that he would be recommending a budget of $75,000 for that purpose for the upcoming fiscal year.

He continued with the budget process and said that budget work sessions would be scheduled soon so that the Board could meet with individual departments. He added that departments would have several documents prepared in advance for the Board to review and ask questions.

Supervisor English said that she wanted to make sure the work sessions were meaningful.

Mr. Vlahovich moved on to the administrator positions and noted that having a community development position was ensuring the continuity for the Solid Waste Department until a director could be hired.

Vice-Chairman Call said the County needed an experienced Solid Waste Director to ensure the budget and operations were handled well.

Mr. Vlahovich went over the budget committee suggestions and focused on cell phone plans, virtual offices, and a centralized travel desk.

Chairman Searle asked how the County's cell phone contract compared to other counties.

Mr. Gilligan said he would reach out to other counties to see what kind of cell phone contracts they had.

Ms. Rios presented two options for formal meeting procedures. She added that there would be a decision package submitted for Kevlar to be placed in the hearing room and noted that she would be coordinating with a vendor to come and review the audio system.

Supervisor English said that she thought the second choice would work better for the County.

Mr. Vlahovich said that staff would be bringing several policies for approval forward during the summer. He also asked the Board if they had any other issues or concerns regarding the Board Office or County Administration.

Supervisor English said that she thought it was time that the County put a bid out for health insurance.

Mr. Gilligan said that staff would be conducting research, but had already found that the County's co-pays were much higher than other entities. He said that staff was also working on the vehicle use policy that would be vetted through the administrative team.

Chairman Searle asked why it was being redone.

Mr. Vlahovich said that with the current plan the departments rely on the Accident Risk Review Board (ARRB) to handle discipline and that function needs to be driven by the departments.

Mr. Gilligan stated that the process would be simplified, which would make it easier for the departments to take responsibility. He added that the new process would also have more severe consequences for those employees who frequently are involved in accidents; the process will ensure employees are held accountable.

Vice-Chairman Call asked that it be made clear that the new process applies to all County employees, including those employees who work for elected officials.

Mr. Vlahovich said that data would be collected and used to make better decisions.

Mr. Gilligan added that the new process was a huge effort to reduce incidents and ensure that directors have good information to make good decisions. He said that Mr. Miranda is also researching the purchase of vehicles that have more safety features and implementing training that is interactive as well as incentive programs.

Ms. Rios discussed employee recognition and said that earlier this year the Applause Program had been implemented to recognize and reward employees who showed excellence in customer service or went above and beyond to complete their duties.

Mr. Vlahovich said that he would also be recognizing the Facilities Department for saving over $600,000 on a building project. He noted that the County needed to strengthen the computer usage policy. He said that hiring Mr. Raber as the new Information Technology (IT) Director would ensure many IT projects were completed countywide.

Mr. Gilligan discussed the strategic plan refresh and said that this year would be a bridge year and that he planned to align the strategic plan with the election cycle, so the Board could plan for their mission during their time in office.

The Board agreed that although the current plan was well done it did not have buy in from line staff.

Vice-Chairman Call said that the strategic plan has to be part of every employee's every day duties and asked that the Board be updated on the progress of the strategic plan update.

Supervisor English said that the strategic plan should also be used as part of the budget process.

Mr. Vlahovich and Mr. Gilligan said that it would be County Administration's responsibility to ensure all employees were in tune with the strategic plan and that it was used by directors and managers to make decisions.

Mr. Vlahovich updated the Board on the County Fair and said that the County would still support the Fair by paying the Cochise County Fair Association $25,000.

He moved on to an update from the Arizona Counties Insurance Pool (ACIP) and said there were still concerns over the coverage at the jail. He said that Commander Kenny Bradshaw, Jail, and Sheriff's Office had received permission from the State to use retired detention officers. He added the County also had commutation insurance for employees driving to work.

He said that he was also working on finishing the web mapping function on the website, but noted that Mr. Phil Leiendecker, County Assessor, had expressed some concerns over sharing property owner information.

Ms. Rios said that she had taken a poll of the other counties and all but one were already sharing property owner information through their web maps.

Mr. Vlahovich continued with succession planning. He said that Ms. Karen Riggs, Community Services Administrator would be retiring soon and he and Mr. Gilligan would begin working through the process. She suggests looking for her replacement as the community services administrator.

Chairman Searle asked about the Court Consolidation Agreements with the cities.

Mr. Vlahovich said that Ms. Noack was working on it.

Supervisor English said that the costs had to be equal to everyone.

Mr. Vlahovich said that he would also look for other opportunities to partner with the cities.

Mr. Gilligan moved on to personnel. He noted that there would be a work session to discuss changes to the compensation plan.

The Board shared their concerns about the lack of creativity and innovativeness in the Human Resources Department.

Mr. Gilligan said he would address with staff.

The Board asked about the evaluation process.

Mr. Vlahovich said that there would be changes to that process as well. He said staff would also work on updating several Human Resource policies.

Supervisor English voiced her concerns with the Elections Department. She stated that she thought that function would come under the Clerk of the Board.

Mr. Vlahovich said he and staff would discuss and come up with a plan to present to the Board. He also gave an update on the regional communication center, community development services, and the Cochise County Recharge Network.

Mr. Gilligan gave an update on public legal services, public support services, facilities capital project list, technology and financial services, and facilities current issues.

Vice-Chairman Call directed staff to set up a follow up meeting to discuss the internet use policy.

The Board thanked staff for the update.

Chairman Searle adjourned the meeting at 3:10 p.m.

APPROVED:

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Richard R. Searle, Chairman

ATTEST:

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Arlethe G. Rios, Clerk of the Board