PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
RETREAT HELD ON
Tuesday, September 20, 2016

A retreat of the Cochise County Board of Supervisors was held on Tuesday, September 20, 2016 at 9:00 a.m. in the Blue Room, Copper Queen Hotel, 11 Howell Avenue, Bisbee, 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 9:05 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

ITEMS FOR DISCUSSION

Board of Supervisors

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 to include Goals and Objectives for the County Administrator to accomplish
4. General Employee Issues, Including Compensation and Benefits
5. 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
6. Board Transition Process
7. Individual Supervisor Suggestions for Future Projects/Issues for Board Staff to Research

Mr. Vlahovich gave an overview of the agenda and said he would discuss some topics in detail, while other topics would just be a brief update since the Board had previously been briefed.

He went over the County's Revenues:

- State Shared revenues – budgeted $12.7 million; received $12.44 million
- County ½ cent – budgeted $7.2 million; received $6.67 million
- Real Property Taxes – budgeted 22.89 million; received $22.71 million
- Penalties/Interest/Delinquencies – budgeted $1.15 million; received $3.87 million
- Personal Property Taxes – budgeted $740,822; received $625,600
- County Vehicle License Tax (VLT) – budgeted $3.5 million; received $3.69 million

- Highway User Revenue Funds (HURF) – budgeted $7.6 million; received; $7.92 million
- Highways VLT – budgeted $1.7 million; received $1.98 million

Supervisor English said that although this was good information for the Board, the only thing the Board could have an effect on is real property taxes.

Mr. Vlahovich said that buying local is always encouraged by the County and added that next year's budget preparation would begin with quarterly budget meetings for the Board by staff to brief them on the current financial status.

Chairman Searle said in order to move through the agenda he would note the topic and the other Board members would decide if they needed more information or had any questions.

County Administration/Board Office

- Engaged in State and Federal land management issues
- Worked on water recharge projects/Cochise County Recharge Network (CCRN)
- Provided comments to County Supervisors Association (CSA)/Legislative Policy Committee on a number of legislative proposals
- Created Elected Official Organization Chart
- CSA Budget Tour

Vice-Chairman Call said that under County Administration/Board Office – he wanted to note he had directed Mr. Vlahovich to take the lead in all major discussions with Fort Huachuca because he thought it was appropriate for the County Administrator to be present during those discussions.

Supervisor English asked if Ms. Mary Darling, Consultant, would still be playing a role in dealing with land and water issues.

Mr. Vlahovich said that she will not be attending as many meetings and staff will be more involved in the issues she works on.

Supervisor English asked if Chairman Searle's appointments as a Board representative would be discussed.

Ms. Rios said that she would send the Board the current list of memberships.

Chairman Searle said if there were any changes the Board wanted to make they should notify Ms. Rios so she could add to a Board agenda.

Supervisor English asked that she receive updates on the Cochise County Recharge Network, as some of their work affects her district.

Vice-Chairman Call said he could get her a copy of the minutes and recommended that Mr. Vlahovich update her on any critical issues, as he is a member.

Personnel

- Hired a Chief Technology Officer, Facilities Director and Finance Director
- Board approval to implement salary structural changes as part of the Compensation Plan rollout
- External Application System Implementation rollout; internal rollout to follow
- New World System Modules (Personnel Actions, Employee Event Tracking)

Mr. Gilligan said that projects are moving along.

Vice-Chairman Call said that the priority should be the employee compensation plan.

Chairman Searle asked about the Library Director recruitment.

Mr. Gilligan said that he needed to set final interviews, but wanted some direction from the Board regarding their involvement in the process.

Supervisor English said that a work session would be helpful so that the Board can prioritize what they think the Library mission should be.

Mr. Gilligan said that he would work on getting a work session scheduled before moving forward with interviews.

Chairman Searle voiced his concern over the length of the recruitment process.

Mr. Gilligan said that he had been in contact with the applicants throughout the process.

Vice-Chairman Call asked what the organization chart looked like for the Information Technology (IT) Department.

Mr. Vlahovich said the Mr. Raber was the IT Director, but was also the administrator for the Financial and Technological Services Division. He added that the department was currently going through reorganization and the Board would be presented with the final organization chart at a Board meeting.

He also said that the entire division was being looked at to decide on the best organization.

Supervisor English said that the procurement function could fall under the Finance Department.

Mr. Gilligan said that this would be looked at, as well as changing the job titles to match professional procurement titles.

Vice-Chairman Call said that a work session on financial/technological services division would be helpful so that the Board understands what services that division provides.

Supervisor English said that she would also like to see the protocol for internet usage.

Mr. Vlahovich said that he could add that to the policies going before the Board in November.

Community Development (Highways & Floodplain, P & Z & Solid Waste)

- Solid Waste privatization/system analysis to explore and implement cost savings ideas; tipping fee increase to $64/ton to better fund the SW system effective 9/15/2016
- Zoning Regulation update
- Arizona Department of Emergency Management work/reimbursement

The Board did not have any specific questions on the Community Development section.

Financial and Technological Services (IT, Finance, Procurement & Financial Services Manager)

- Internet access protocol
- Network Security Analysis

Vice-Chairman Call asked if there had been any issues with the new internet restrictions.

Mr. Gilligan said that there had been no issues and explained the current process for employees to request access to a blocked website.

Internal Services (Fleet & Facilities)

- Custodian privatization effort
- Favorable Arizona Counties Insurance Pool (ACIP) inspections
- Facility-related Decision Packagess approved and being addressed (Douglas Service Center HVAC, Douglas Hospital and Tovreaville roof repairs)
- Sheriff's Office Evidence Storage cleanup
- Northrop Grumman at BDI
- South Eastern Arizona Communications (SEACOM) Center purchase
- Facilities Project Log

Supervisor English asked about the Northrop Grumman presence at the Bisbee/Douglas International Airport.

Mr. Vlahovich said that the Board had approved a lease agreement to allow Northrop Grumman to have a presence at the airport.

Supervisor English said that she was not told about this ahead of time.

Mr. Vlahovich said he would make sure Supervisor English was made aware of all major projects occurring in her district.

Supervisor English asked for the length of the contract with Northrop Grumman.

Mr. Vlahovich said he would get that information for her.

Public Legal Services (Public Defender, Legal Defender & Indigent Defense)

- PD and LD are fully staffed – no longer overloading cases to contract attorneys
- Recent cultural shift where offices are working more closely together

The Board did not have any questions on the Public Legal Services Division.

Public Support Services (Health and Social Services, Library & Housing)

- Moved Office of Emergency Services to the Health Department
- Internal reorganization of the Health Department; two deputy directors
- Douglas Service Center employee fitness center
- Hired new Health Department Accreditation Coordinator

Vice-Chairman Call asked if there was a fitness center in each service center.

Ms. Rios said that the only service center that did not have a fitness center was in Willcox and health staff was working to resolve this.

Vice-Chairman Call said that he wanted to ensure that the Board was being informed of all major things in the County. He noted that the County Administrator had to prioritize the information shared with the Board.

Mr. Vlahovich moved on to the Ongoing Projects.

Budget

- FY 2016/17 Budget process; addressing long-standing Facility needs
- Budget Committee work
- Meetings with Department Directors in October to better manage departmental budgets and identify potential savings/salary monies and revenues

- Expenditure limit work session on September 27 to explore options
- Microwave radio maintenance costs
- SEACOM ongoing maintenance costs
- Willcox/Sierra Vista jail coverage

Supervisor Searle asked for an update on the status of the microwave project.

Mr. Vlahovich said that there was an issue with the budget, as the maintenance agreement had not been a part of the original contract.

Mr. Gilligan said that there was also an issue with access to the frequencies needed to complete the project. He said that staff was moving forward to address these issues and would keep the Board up to date on the progress.

Vice-Chairman Call said that he wanted solutions on how to address the expenditure limit. He added that he knew there was an issue, but he wanted staff to be able to make a decision that would alleviate the problem, not recognize that there is a problem.

Mr. Vlahovich said that he would ensure staff had detailed information on the expenditure limit.

Plans/Policies

- Strategic Plan update
- Facility Use Policy
- Vehicle Use Policy
- Sick Leave Payout Policy
- Grants Management Policy
- Workplace Violence Policy – policy and program training/implementation
- Drug and Alcohol Policy
- Inmate Work Policy to include use of inmates and associated training
- Computer Usage/password complexity
- Board Security Policy

Mr. Gilligan said that the objective was to get all the policies in front of Board in November.

Supervisor English said she wanted to ensure that the strategic plan was a meaningful document and should be the basis of budgetary decisions.

Mr. Gilligan said that he would take a different approach to compiling the next strategic plan and the Board would be very involved.

Supervisor English asked about changes to the sick leave payout policy.

Mr. Gilligan said that the change was to clarify and make it consistent with state law.

County Administration/Board Office

- Court consolidation agreements/jail costs
- Records Committee: Retention/Destruction & public access module
- Water recharge projects/Cochise County Recharge Network (CCRN)
- Grants Management (airports, Community Development Block Grant (CDBG)), Tourism, Public Information Officer (PIO), Marketing/awards, Economic Development, Workforce development contract, Legislative proposal analyses
- Residential Water Well Grant Donation Program
- Employee roundtables
- Employee recognition

- SEACOM Intergovernmental Agreement & fire district issues – upcoming work session
- Babocomari RID legislative changes
- Law Library changes/upcoming work session
- Mandated Services update
- Restoration to competency issues
- County Fair

Mr. Vlahovich said that he wanted to go over Ms. Lisa Marra's duties with the Board and get direction on their priorities. He added that he would be removing airport grants, economic development, workforce development, and tourism from Ms. Marra's duties.

Supervisor English asked for an update on the Babocomari special district.

Mr. Vlahovich said that staff was working on a legislative proposal and once completed, he would share with the Board before submitting to Senator Gail Griffin.

Ms. Rios asked the Board for direction at participation of the County Fair. She explained that every year it was becoming more difficult to staff booths and she wanted direction from the Board on how they wanted to continue to support the County Fair function.

The Board directed Ms. Rios to continue financial support, but no longer staff booths.

Personnel

- Employee Compensation
- Succession plan for Community Development Services Administrator
- Recruitments: Elections Director, Health Director, Library Director, Solid Waste Director, Planning Division Manager
- Management training
- Willcox Service Center employee fitness center
- Staff development for mid-level managers/Dr. Church
- Safety Program: Confined Space Program, Respiratory Protection Program, Ongoing Bloodborne Pathogen Implementation/Training
- Safety Sensitive review
- Unemployment costs
- Health benefit survey
- FLSA changes to exempt employees

Mr. Vlahovich moved said he was looking for ways to fund the employee compensation plan by having discussions with departments on what cuts could be made to their budget for items that were not necessary.

Supervisor English said that the most important thing to remember is that long term funding had to be planned for.

Mr. Vlahovich said he would also like to fund a leadership academy.

The Board asked Mr. Vlahovich to share plan specifics with them in order to make a decision.

Community Development Services (Highways & Floodplain, P & Z & Solid Waste)

- Revised residential and commercial permitting process; commercial permit application revisions should roll out by Oct 1
- Babocomari RID finalization
- Violations Hearing Officer replacement
- Subdivision Assurance Agreement protocol

- Assessing Horseshoe Draw, Bella Vista and Riverstone for future recharge projects
- Fry Townsite cleanup efforts
- Davis Road
- Sierra Vista transfer station pilot project
- Cell 4 design is expected to be complete by end of October and bidding in November/December with construction by January 2017
- Recycling pilot probation program
- Inert material pilot program in Douglas
- Driver incentive program
- Three seemingly viable Solid Waste Director applications

Vice-Chairman Call asked that he be included in all discussions related to the CCRN.

Supervisor English asked about inert material at the Douglas transfer station.

Chairman Searle said that the entire transportation structure for the Solid Waste system had to be addressed.

Mr. Gilligan said that the Solid Waste Director interviews would be scheduled after Ms. Riggs was back from vacation.

Financial and Technological Services (IT, Finance, Procurement & Financial Services Manager)

- Network security/SonicWall
- Network security analysis
- IT reorganization
- Treasurer's Data Input System implementation/more interactive
- New World modules/enhancements
- E-timesheets
- Office 365
- Network Operation Center and server room security
- Elections support/PowerProfile
- Wireless access points/guest access
- Fire alarm monitoring
- Outside payroll support
- Microwave project
- Business manager rollout
- SEACOM
- Website improvements
- Web mapping project
- IT Audit preparation
- Cell phone usage analysis
- Desktop printer/copier analysis
- Document Storage (OnBase)

Supervisor English asked why so many of the County’s software were underutilized.

Mr. Vlahovich said that Mr. Raber is currently in the process of identifying all modules that the County has paid for and are not being used.

Mr. Gilligan noted that in order to implement many of the modules a programmer was needed and that vacancy had not been filled yet. He noted that staff was also researching outside payroll support to assist with efficiency.

Vice-Chairman Call asked for an update on SEACOM.

Mr. Vlahovich said that there was a meeting with the City of Sierra Vista within the next few weeks to discuss protocols, roles of different entities, and agreements that would have to be signed.

Vice-Chairman Call directed staff to take the lead in meeting with various entities to understand their missions and priorities.

Internal Services (Fleet & Facilities)

- Expanding BDI Airport Contractor Lease Agreements (i.e., Northrop Grumman)
- Fleet Services vehicle & equipment downsizing
- Vehicle radio builds – Creative Communications
- ACIP remediation of county building issues
- Sale/lease of Old Douglas Hospital and then Tovreaville
- Clerk of the Court renovation
- Willcox Airport – beacon tower, lighting and signage
- Willcox Jail and JP improvements – pending permits
- Foothills remodel/Colonia de Salud
- HVAC remediation on Sheriff's Office (SO) evidence vaults (SO Admin) and Douglas Service Center (system balancing)
- Vehicle/Equipment Driver/Operator Safety Program
- Assessment of county facilities(utilities/infrastructure/occupancy)
- BDI water infrastructure improvements/well #8
- Old Bisbee High School boiler
- New Roofs for Buildings B, E, F & G at the Melody Lane Complex
- SEACOM
- Facilities Project Log
- Inmate work program

Chairman Searle asked for the status of the Douglas hospital.

Mr. Gilligan said that there is a buyer who is interested and the County Attorney's Office is working with Facilities in order to finalize a sale.

Mr. Vlahovich gave an update on all the other County buildings.

Vice-Chairman Call said that the jail area of the Foothills Center was a concern.

Mr. Vlahovich said he would have staff look into it.

Public Legal Services (Public Defender, Legal Defender & Indigent Defense)

- Indigent Defense analysis – private attorney contracts and fee schedule revisions, evaluating the need for additional attorneys in PD and LD and possibly hiring a Indigent Legal Services Manager
- Work with HR to develop a pre-certified pool of attorney applicants

Supervisor English noted that there was a better relationship between the public defender and legal defenders' offices.

Mr. Gilligan said that the new organization structure had been a great help to those departments.

Public Support Services (Health & Social Services, Library & Housing)

- National Accreditation for Health Department
- COOP process - departmental template/table top exercise/implementation
- Emergency drills, etc.
- Hiring Library Director and determining future direction

- Hazard Mitigation Plan – multijurisdictional; update every 5 years; $45,000 grant
- Housing Authority transition to a County Department
- Health Director hiring
- Jail medical privatization

The Board did not have any questions on the Public Support Services.

Mr. Vlahovich went over his goals and objectives.

Supervisor English asked to be given a more detailed report on who would be taking the lead on each goal. She said she wanted to know what Mr. Vlahovich' s priorities were and what timelines were involved in order to measure success.

Mr. Vlahovich said he would provide more detail and he also added that he would give at least a six month notice for his retirement.

The Board said they would address the recruitment process at the time of Mr. Vlahovich' s retirement.

Vice-Chairman Call said he wanted to discuss how the County could assist the City of Douglas on the Border Crossing project.

Supervisor English said that they had helped with some projects, but the City of Douglas was in the process of hiring a project manager that would take care of the final steps for this project.

Vice-Chairman Call asked about employee gift clauses.

Mr. Gilligan said he could check details with the County Attorney's Office and added that staff was working on what is considered a gift for an employee and what should be considered part of their compensation.

Chairman Searle adjourned the meeting at 1:50 p.m.

APPROVED:

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Richard R. Searle, Chairman

ATTEST:

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Arlethe G. Rios, Clerk of the Board