

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
Tuesday, April 18, 2017**

A work session of the Cochise County Board of Supervisors was held on Tuesday, April 18, 2017 at 1:00 p.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Ann English, Chairman; Patrick G. Call, Vice-Chairman; Peggy Judd, Member (telephonically)

Staff Present: Edward T. Gilligan, County Administrator  
Britt W. Hanson, Chief Civil Deputy County Attorney  
Arlethe G. Rios, Clerk of the Board  
Lynette Nowlan, Finance Director

Attendees: Melissa Wirthlin, JP5 Constable  
Joe Casey, Information Technology Director  
Terry Hudson, Procurement Director  
Ruben Miranda, Fleet Services Director  
Jay Howe, Facilities Director  
Carol Schneider, Finance Department  
Michelle Ziatz, Facilities Business Manager  
Ashley Harper, Administrative Assistant, JP5 Constable's Office

Chairman English called the meeting to order at 1:10 p.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**

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***INTRODUCTIONS***

***ITEMS FOR DISCUSSION***

**Board of Supervisors**

1. Budget Work Session - Discussion of County budget for Fiscal Year 2017-2018 specifically: the Information Technology (IT) & Financial Services Administrative group.

Ms. Nowlan went over the Finance budget. She gave an overview of the Finance Department's duties. She noted that she was requesting an increase of \$6,000 for her budget in order to address \$3,500 for salary adjustments due to the implementation of the

compensation plan and for financial training to enhance staff's familiarity with new requirements for auditing financial statements. She moved on to the goals she wanted to focus on during the upcoming fiscal year: accounts payable processes, financial training for all County departments, research automated payroll.

Vice-Chairman Call noted that many departments within the County operate on different schedules and asked if one time keeping system would accommodate different schedules.

Mr. Gilligan said that any platform chosen would be accommodating to the different jobs he County has. He noted that employees would be able to login on their desktop, mobile phone, or kiosks placed in the outlying areas of the County.

Ms. Nowlan said that automating the payroll process would free up many employees to focus on other tasks and pool resources.

Chairman English asked why the Finance Department was still using so much paper in their processes instead of digitizing paperwork.

Ms. Nowlan said she agreed with Chairman English and would begin to work on digitizing processes in her office.

Chairman English excused herself at 1:30 p.m. to attend a different meeting.

Mr. Gilligan stated that staff would be researching electronic time keeping systems and should be able to budget for them and have an implementation plan within a month.

Vice-Chairman Call moved on to the Procurement Department budget.

Mr. Hudson gave an overview of his department's duties and said the department had focused on filling vacancies over the last year. He noted that updating processes was critical moving forward, as well as training departments on procurement and credit card processes. He also said that during their last surplus auction they had collected \$110,000. He planned on updating the procurement policy to include federal changes and said that while comparing staff and duties, he believed they needed another administrative person.

Mr. Gilligan said that through partnerships of the different administrative groups another department might be able to help with the administrative duties in procurement. He asked if maybe the additional position in procurement should be for a contracts administrator.

Mr. Hudson said that buyers usually like to administer the contracts they helped put together. He added that a common misconception was that procurement manages contracts, but it is actually the departments responsibility.

Mr. Gilligan said he would support the procurement department in their training of staff. He noted that procurement is also going to start providing services for other entities.

Vice-Chairman Call said he supported partnerships and assisting others as long as the County was recuperating our costs.

Vice-Chairman Call moved on to the IT Department.

Mr. Casey did an overview of the IT Department and handed out a packet that detailed the current functions. He gave an update on the Office 365 implementation, OnBase software support, Geographic Information System (GIS) services being contracted to a vendor, and the Treasurer's software system. He noted that service demands would continue to increase

in the future due to more use of technology in all aspects of County Government.

Mr. Casey said that security had become a big concern and he would be working towards a more secure system, which would mean additional funds needed for contractual services.

Mr. Gilligan said that the new jobs in IT would focus on global IT services.

The Board thanked staff for the update.

2. Budget Work Session - Discussion of County budget for Fiscal Year 2017-2018 specifically: the Internal Services Administrative group.

Mr. Miranda said he would discuss fleet services. He said that currently departments were using around 5.3 million miles annually. He stated that vehicle replacements had been pushed out further for cost savings purposes and staff was also downsizing to smaller vehicles. He noted that staff had found efficiencies in using smaller vehicles and also re-purposing vehicles no longer used for their original purpose and added that the Fleet Department was acquiring more equipment with technology to assist employees to become more efficient and effective. Due to lower fuel costs the department was able to give some of the contingency money back to the general fund and lower the rates for the next fiscal year.

Mr. Gilligan noted that some departments would use fuel savings to help them transition their staff into the new employee compensation plan, which focuses on basing salaries on market value.

Mr. Miranda said that he was always looking at ways to save money, while providing quality and safe vehicles to all employees. He also suggested revising the processes for giving employees personal mileage reimbursement. He added that staff was keeping costs down on the heavy fleet side and selling old vehicles in the surplus auction. He expressed his concern for some of the vehicles coming in from the Sheriff's Office that were donated because his staff has no input into the type of vehicle and it makes it difficult for his mechanics to work on their vehicles.

Vice-Chairman Call moved on to the Facilities Department.

Mr. Howe said that he had struggled to get through this year's budget, but was prepared for next fiscal year and was working on a capital budgeting system. He added that staff would now be working on annual inspections and record checking to ensure all equipment was maintained and up to date.

Mr. Miranda said that all facility related funding requests from departments are being routed through facilities so that we can decide what can be covered by the facilities budget and what projects will have to be covered by other funding sources. He noted that jobs would also be completed during the fiscal year they are assigned to and avoid having funding requests that last more than one budget cycle.

Chairman English rejoined the meeting at 3:00 p.m.

Chairman English asked about the asset inventory.

Mr. Howe said that the Risk Management Division keeps a good list, but there is also a spreadsheet that tracks maintenance items with maintenance schedules included. He noted that staff was also reusing supplies that were being phased out.

Ms. Nowlan said that funding requests that are facilities related are now being routed

through Facilities to see if they can include in their capital improvement plan or if they need to be separate requests.

Mr. Gilligan said that staff is working to stay ahead of schedule and have a more proactive approach when dealing with facilities related issues.

The Board thanked staff for their continued work.

3. Budget Work Session - Discussion of County budget for Fiscal Year 2017-2018 specifically: the Constable's Office.

Chairman English asked Constable Wirthlin about staffing in her office.

Constable Wirthlin said that currently it was her and one more staff member, but she would be hiring another position. She added that she had shifted money around to accommodate expenses and noted that there were equipment and supplies that were needed: vests, firearms, and radios.

Ms. Nowlan said that she had some questions regarding the Constable's budget and would like to meet with Constable Wirthlin to discuss further.

Constable Wirthlin said she could meet with Finance and thought it was appropriate. She noted that she would work with the Constable's Association to receive the appropriate certifications and qualifications to perform her duties and said that the association would cover all training costs.

Chairman English thanked Constable Wirthlin for the information and suggested the meeting with Finance be scheduled soon.

Chairman English adjourned the meeting at 4:07 p.m.

APPROVED:

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Ann English, Chairman

ATTEST:

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Arlethe G. Rios, Clerk of the Board