

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, May 3, 2017**

A work session of the Cochise County Board of Supervisors was held on Tuesday, May 3, 2017 at 10:00 a.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 (telephonic)

Staff Present: Edward T. Gilligan, County Administrator
Lynette Nowlan, Finance Director
Arlethe G. Rios, Clerk of the Board

Attendees: Joel Larson, Legal Defender (Item 1)
Mark Suagee, Public Defender (Item 1)
Amy Hunley, Indigent Defense Administrator (Item 1)
Dee Putnam, Administrative Manager, Public Defender (Item 1)
Adam Ambrose, Justice of the Peace, Precinct 1 (Item 2)
Michael Skiles, Justice of the Peace, Precinct 6 (Item 2)
Alma Vildosola, Justice of the Peace, Precinct 2 (Item 2)
Mayela Teran, Court Employee, Justice of the Peace, Precinct 2 (Item 2)
Eric Silverberg, Court Administrator (Item 2)
Mary Ellen Dunlap, Clerk of the Superior Court (Item 2)
James Conlogue, Presiding Judge, Superior Court (Item 2)
Patricia G. Munoz, Chief Probation Officer (Item 2)
Tracey Romero, Human Resources Director, Court Administration (Item 2)
Niltza Flores, Court Division Director (Item 2)
Donna Reed, Court employee, Justice of the Peace, Precinct 4 (Item 2)
Donna Brown, Court employee, Justice of the Peace, Precinct 4 (Item 2)
Fran Ranacelli, Chief Deputy, Clerk of the Court's Office (Item 2)
Armando Arias, Chief Deputy, Adult Probation (Item 2)
Jennifer Strearman, Business Manager, Clerk of the Court's Office (Item 2)
Anita Nelson, Court employee, Justice of the Peace, Precinct 3 (Item 2)
Tilly Leon, Court employee, Justice of the Peace, Precinct 2 (Item 2)
Mark Dannels, County Sheriff (Item 3)
Thad Smith, Chief Deputy, County Sheriff's Office (Item 3)
Sam Farris, Patrol Commander, Sheriff's Office (Item 3)
Kenny Bradshaw, Jail Commander, Sheriff's Office (Item 3)
Brian McIntyre, County Attorney (Item 4)
Britt Hanson, Chief Civil Deputy County Attorney (Item 4)
Eric Petermann, Sierra Vista Herald

Chairman English called the meeting to order at 10:00 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

INTRODUCTIONS

ITEMS FOR DISCUSSION

Board of Supervisors

1. Budget Work Session - Discussion of County budget for Fiscal Year 2017-2018 specifically: the Indigent Defense, Legal Defender & Public Defender Departments.

Mr. Larson gave an update on case loads from the previous year and noted that due to a full staff, work flow in both the Legal Defender's Office and the Public Defender's Office does not seem stressful. He added that their role is still reactive to what the County Attorney's Office files.

Chairman English asked if there were any changes to the budget and/or capital needs.

Mr. Larson said that the request was to keep the budget the same. If possible he did think it was prudent to ask for an additional \$15,000 for experts needed for capital cases. He said that staff was currently using temporary employee wages and vacancy savings to cover these costs. He noted that he did not have requests for capital improvements or equipment and liked to use the County surplus for any additional needs.

Chairman English noted that the Indigent Defense Coordinator had expended higher costs, but those costs were dependent on cases and were hard to track from year to year.

Mr. Gilligan said that all three departments were going to begin to pool funds for expert witnesses in order to address the increase in costs due to need. He noted that departments would also be receiving money for training and development.

Mr. Suagee brought up the CARE court system and noted that in order for that system to continue to be a success it would eventually need more funding.

Chairman English said that in order to discuss funding for that system all interested parties would have to be involved.

Mr. Gilligan said that he appreciated the collaboration from the group and looked forward to working together toward a successful employee compensation plan.

Break from 11:00 a.m. to 1:00 p.m.

2. Budget Work Session - Discussion of County budget for Fiscal Year 2017-2018 specifically: Court Administration, Justice Courts (1-6), Superior Court, Adult/Juvenile Probation, and the Clerk of the Superior Court's Office.

Supervisor Judd called in at 12:58 p.m.

Chairman English went over the purpose of the work session and said that employee compensation would not be discussed.

Mr. Eric Silverberg, Court Administrator, gave an update on staff and on projects from the previous year.

Judge James Conlogue, Superior Court Presiding Judge said that the law library would now be called a self help center.

Mr. Gilligan said that he would be scheduling a work session in the near future to discuss the law library/self help center.

Chairman English thanked Judge Conlogue and Mr. Silverberg for the update and moved on to the justice courts.

Adam Ambrose, Justice of the Peace, Precinct 1, said that he was asking for the same funding as the previous year and the same expenditures from the court enhancement funds.

Alma Vildosola, Justice of the Peace, Precinct 2 said she wanted to request a full time clerk due to the court consolidation agreement with the City of Douglas, since the work load had increased at a rate of 200 more filings per month and was also requesting a part time clerk for one year out of general fund to clean up old cases from the city.

Mr. Gilligan said that he would work with staff to look at the agreement and see what was decided to deal with the transition.

Chairman English said that one position should be funded that will be covered by revenues coming in.

Judge Conlogue said it was the County's responsibility to clear those files and thought it was prudent to have a position dedicated to the clean up.

Chairman English said that it had to be clear that it would be a temporary position for a finite period of time.

Ms. Anita Nelson, Head Clerk for Justice Precinct 3, said she would be speaking on behalf of Judge Bruce Staggs. She noted that the remodel of the parking lot had improved general customer service. She stated that Judge Staggs requested court enhancement funds to fence the parking area as well as another position to help with increased filings, which included cleaning up records needed for the Motor Vehicle Division. She also noted that there was issues with the State software.

Mr. Gilligan said that the revenue would cover a new position.

Judge Conlogue said that the issues with the State software were troubling because the State required that a specific software to be used, but there were many difficulties with the system. He noted that contractors familiar with the system were hired and were helping improve the system and ensure conversions were smoother.

All the Justice Courts were in support of transitioning over to the State's software system.

Ms. Niltza Flores, Justice Courts Budget Manager, said she would be representing Justice Precinct 4 and 5. She said that for Justice Precinct 4 Judge Ward was requesting funding for two chief clerk positions for three months to ensure a smooth transition. He was also requesting a part time position to address work load and paying out the outgoing chief clerk's sick and vacation leave from court enhancement funds.

Judge Conlogue said that succession planning was critical to continued excellent service.

Ms. Flores said Justice Precinct 5 was not requesting any additional funding and would use already budgeted court enhancement funds to install equipment for the hearing impaired.

Michael Skiles, Justice of the Peace, Precinct 6, said that there were no changes to his budget. He added that he felt his revenue stream was now able to support funding his extra position out of court enhancement funds and no longer having the general fund pay for it. He thanked the Board for their support.

The Board thanked Judge Skiles for his work and collaboration.

Ms. Patricia Munoz, Chief of Adult Probation and Juvenile Services, gave a status on the departments she oversees. She noted that the juvenile cases were decreasing and adult probation had increased. She added that she would be initiating discussions with the State on ensuring salaries for probation officers were equal in every County. She also requested carpet and video equipment.

Mr. Gilligan said he would work with staff to ensure these requests were taken care of.

Ms. Mary Ellen Dunlap, Clerk of the Superior Court, said she was asking for the left over money from her last decision package to carry over to the upcoming fiscal year.

Chairman English asked about the turnover rate in her office.

Ms. Dunlap said that it was currently at 51% and she noted that she hoped that the new compensation structure would assist with retention. She then gave an update on the status of her office. She also stated that she was requesting two part time positions and could cover one position with a grant.

Mr. Gilligan said he would work with Ms. Dunlap to address staffing issues and work load.

Ms. Dunlap said that she also wanted to request funding for the maintenance and upgrades needed for the OnBase program as well as electronic seals needed for her office.

Mr. Gilligan said he would work with Ms. Dunlap to address the other requests presented today.

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

Chairman English announced that work sessions were informative briefings of the Board of Supervisors and not open for public comment. She noted that compensation would not be part of the budget discussions as that is a separate topic altogether. She acknowledged those in attendance in support of the Sheriff and thanked them for their participation.

Chief Deputy Smith gave an overview of the current year budget and highlighted their main

revenue and expenditure lines. He projected that the office would come in under budget. He also discussed employee related expenses and grants.

Chairman English asked about the maintenance agreement for the new radios.

Chief Deputy Smith said that they were still in the testing phase and would not have final costs until that phase was over. He moved on to requests and said that the major request was the funding of the Sheriff's Office compensation package.

Chairman English said that the Board would not be discussing compensation.

Chief Deputy Smith continued and said that they would need a total of \$1,300,000 for compensation.

Sheriff Dannels said that the other two requests for funding involved equipment, but that his main priority was employee compensation. He added that he felt that his staff had done their part to keep the budget balanced by coming in under budget every year; applied for grants; received private foundation monies; and they were also upset that the State shifts costs to the County. He moved on to a tax rate increase, which had not happened since 1993, and noted that all other County entities had increased their taxes in order to properly fund operations.

Chairman English stated that operating a business meant that the Board had to address the needs of all groups, which meant all County employees, not just the Sheriff's Office. She said that the Board would hold a meeting to discuss compensation in detail and noted that there would be money set aside for this purpose.

Supervisor Judd said that this was not the time to discuss compensation and noted that she appreciated the presentation.

Chairman English added that the Board has made a commitment to address compensation and said that moving everyone to the same compensation plan and structure would be the best option to ensure all employees are addressed. She noted that it was a difficult decision to fund two pay plans that were not aligned with the Board's philosophy on employee compensation.

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

Mr. McIntyre said that he did not have any additional requests as long as the budget was funded at the same level.

Mr. Gilligan said he would be working with all leaders in the organization to allow them to make more decisions related to budget, specifically compensation for their employees.

Mr. McIntyre gave the Board an update on changes required by the State that would impact County processes and affect several departments.

Chairman English said she agreed that departments had to be conscious of how they impact each other.

Mr. Hanson said he would give the Board an update on the civil division of the Attorney's Office. He began by stating that the public records requests process was going well and noted changes in staff. He also requested an increase in the budget for training.

Mr. McIntyre said he would also request funding for training on the criminal side and added that he was in favor of the new compensation structure, which put everyone in one pay band.

Mr. Gilligan said that the attorney group as a whole would be one of the first groups that would just be in one band instead of several tiers to simplify the entire system.

Mr. Hanson brought up the issue of his division representing special districts, which required a lot of time and did not bring in that much revenue. He added that in addition the revenue collected from services to special districts from the civil division were going to the general fund and he would respectfully request that those are kept in the civil division in order to help with costs associated with that service.

Mr. Gilligan agreed that those revenues should stay in the civil division's budget.

The Board thanked Mr. McIntyre and Mr. Hanson for the update.

Chairman English adjourned the meeting at 5:02 p.m.

APPROVED:

Ann English, Chairman

ATTEST:

Arlethe G. Rios, Clerk of the Board