

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
Tuesday, May 22, 2018**

A work session of the Cochise County Board of Supervisors was held on Tuesday, May 22, 2018 at 11:00 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Peggy Judd, Chairman; Patrick G. Call, Vice-Chairman; Ann English, Supervisor

Staff Present: Edward T. Gilligan, County Administrator  
Kim Lemons, Deputy Clerk of the Board  
Christine J. Roberts, Civil Deputy County Attorney  
Amanda Baillie, Public Information Officer

Attendees: Carrie Langley, Health & Social Services Director  
Ray Falkenberg, H&SS Deputy Director  
Donna Rothbauer, H&SS Deputy Registrar  
Lynette Nowlan, Finance Director  
Shar Porier, Sierra Vista Herald

Chairman Judd called the meeting to order at 11:23 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**

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***INTRODUCTIONS***

***ITEMS FOR DISCUSSION***

**Board of Supervisors**

1. Discussion and possible direction of the Vital Records Fee Schedule adjustment and Staff Funding Request for Fiscal Year (FY) 2018-19.

Ms. Langley summarized the current process for obtaining Vital Records and reasons for reorganization.

Mr. Falkenberg presented the item using a PowerPoint presentation stating that Vital Records services are mandated by state statutes.

Ms. Rothbauer explained Vital Records: Birth and Death certificates provided to the public including funeral services. The department provides certified copies of those records and

make any necessary corrections and amendments in-house.

Mr. Falkenberg stated the Health and Social Services goals:

- Reintroduce same-day, walk-in service for Vital Records certificates
- Fund 100% of reorganization costs via adoption of statewide standard pricing for Vital Records services

He said the service would be provided at all five Health Department locations throughout the County and pointed out the correlation to the County Strategic Plan goals. He summarized the current and proposed structure of Vital Records staffing and how it is in line with peer counties. The reorganization does not increase the costs of the structure of the operation. Mr. Falkenberg summarized the general fund costs to implement, the proposed new fee structure and answered questions from the Board regarding the state surcharge. Mr. Falkenberg showed the costs analysis of issuing certificates and additional costs for expedited services.

Ms. Rothbauer said she can access records from the 1800's, previously that information was only available from the state. There was a short discussion about the population make up of the County, baby boomer, retirees, etc.

Mr. Falkenberg continued:

- Cochise County fees were last updated in 2011
- We are the only county that has not adopted the statewide standard fee schedule
- Cochise County issues approximately 10,000 certificates annually
- Based on that volume and a price increase of \$5 per certificate, we can expect to increase revenues by approximately \$50,000 annually
- Customer service advantages of same-day service

Mr. Gilligan gave the reasons for moving forward with the fee schedule reorganization: providing counter service countywide, maximizing automation, central processing and funding.

The department was directed to bring the item before the Board following fee schedule publishing requirements.

Chairman Judd adjourned the meeting at 11:45 a.m.

APPROVED:

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Peggy Judd, Chairman

ATTEST:

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Kim Lemons, Deputy Clerk of the Board