

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, August 13, 2018**

A work session of the Cochise County Board of Supervisors was held on Tuesday, August 13, 2018 at 10:00 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 (telephonic); Ann English, Supervisor

Staff Present: Edward T. Gilligan, County Administrator
Britt W. Hanson, Chief Civil Deputy County Attorney
Kim Lemons, Deputy Clerk of the Board
Amanda Baillie, Public Information Officer

Chairman Judd 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. Discussion and possible direction regarding the County's Organizational Structure.

Chairman Judd started the discussion to initiate a solution for her request for staff support in her district.

Mr. Gilligan stated that this would be a good time to evaluate the Board office structure. He gave a general statement about administrative support and different functions and described the organization chart that was approved several years ago. The administrative teams are working well and one director from each attends the Executive Leadership Team meetings. The Special Districts component of the Elections Department is now administered by the Clerk of the Board office. It is logical that the Clerk of the Board team report to the county Administrator since he is in the office daily. He suggested that the Emergency Services Coordinator move from the Health Department back to the Board office and benefit from that administrative support.

There was a short discussion about who the Board members go to for administrative

support; the functions of the Clerk of the Board; and who that person and her staff reports to. Operationally the Clerk of the Board meets with the County Administrator not the Board of Supervisors.

Mr. Gilligan outlined how the Board office can be structured based on the Board's direction.

Chairman Judd described her reasons for requesting staff support. The Board discussed establishing parameters relative to administrative help to support the Board; how to include records management; and support for the County Administrator.

The Board and Mr. Gilligan agreed that the Clerk of the Board will report to the County Administrator and the Clerk will administer the functions of that office as directed. The Board will still have access to the Clerk or other staff as needed.

Mr. Gilligan suggested having an intern or volunteer as support in the Board's districts. The Board was receptive to the suggestion, but the details would need to be worked out through Human Resources.

Mr. Gilligan announced the hiring of an Associate County Administrator, Sharon Gilman, starting on August 27, 2018.

The Board requested the Organizational Chart be added to a future Strategic Plan meeting for discussion.

Chairman Judd adjourned the meeting at 10:45 a.m.

APPROVED:

Peggy Judd, Chairman

ATTEST:

Kim Lemons, Deputy Clerk of the Board