

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
Tuesday, March 19, 2019**

A work session of the Cochise County Board of Supervisors was held on Tuesday, March 19, 2019 at 10:00 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Peggy Judd, Chairman; Ann English, Vice-Chairman
Absent: Thomas E. Borer, Supervisor
Staff Present: Edward T. Gilligan, County Administrator
Sharon Gilman, Associate County Administrator
Britt W. Hanson, Chief Civil Deputy County Attorney
Kim Lemons, Deputy Clerk of the Board
Elda Orduno, Civil Deputy County Attorney
Amanda Baillie, Public Information Officer
Attendees: Daniel Duchon, Budget Manager
Amadee Ricketts, Library Director
Lori Kilpatrick, Citizen

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 Strategic Plan specifically discussing Workforce Development and the Library District building donation.

Mr. Gilligan began by giving an overview of the first two years of the County's three-year transition to a market-based Compensation Plan and explained the general principle for every position that has an established market salary based on factual data.

Mr. Duchon, Budget Manager continued with an overview of the Prior and New Models for compensation. He stated the milestones past and future; explained how the simplified pay

band system works; Employee Related Expenses (EREs); and said he will be meeting with managers and elected officials to discuss.

Mr. Gilligan and Mr. Duchon used County departments as examples to show the variations of salaries in relation to market value and how EREs and retirement plans impact specific offices. They outlined the sources for data, and the mid-size counties used as comparators. Main sources were the Arizona Association of Counties and inputting data in Excel and the PayScale software program. That data will eventually be merged into the ADP system.

Mr. Duchon explained the process for finding the market median, using departments figures as examples.

Mr. Gilligan said the budgeted salary allocations for departments will be based on these market figures and managers and elected officials will have this data to determine how to distribute. The current one-size-fits-all performance evaluation tool is challenging, combined with the differences in measurables used by each department.

Ms. Gilman said managers want to use goals as a measure, plus meeting with employees more than annually to manage those goals. The Workforce Development team is working on cross-fitting those measures with the ADP performance evaluation tool..

Mr. Gilligan said the County is also working on a management training and development program.

Mr. Duchon said the market trends and values will be reanalyzed and adjusted as needed to stay within market ranges.

Mr. Gilligan concluded that this discussion will continue through this year's budget process.

Mr. Amadee Ricketts gave the background of the proposed donation of the Elfrida Library building. Established in 2003, the building is owned and maintained by the Elfrida Citizens Alliance (ECA) and they want to donate the building and surrounding land to Cochise County and the adjacent Elfrida Community Center to the Elfrida Fire District. The area is currently zoned RU-2 (two-acre minimum lot size). The parcel could be rezoned as R-36 (36,000 square foot minimum lot size) if all parties agree and the Board of Adjustment approves the change. Building needs: The library building is a metal structure in good condition, with a new HVAC unit but it does not have a restroom or plumbing. Preliminary research indicates that this would cost roughly \$44,000 (\$33,750 for a 150 square foot addition, \$3,000 for a septic system, and \$6,500 for plumbing and fixtures).

Vice-Chairman asked about budget options for funding the addition.

Mr. Gilligan said the maintenance costs will be low and with the nominal addition costs, the site will be vastly improved. He recommended the addition be budgeted as a Facilities Department project and the Library District cover the cost of maintenance.

Vice-Chairman English asked if the aesthetics of the building and surrounding landscape could be addressed at the same time, to make the library branch more inviting as a destination.

Ms. Ricketts thought that could be accomplished at a low cost and with other possible funding sources available.

Vice-Chairman English suggested that the area be surveyed for ease of agreement for the three entities involved.

The Board directed Mr. Gilligan and the Ms. Ricketts to move forward within a \$50,000 budget and present as an agenda item for approval.

Chairman Judd adjourned the meeting at 11:30 a.m.

APPROVED:

Peggy Judd, Chairman

ATTEST:

Kim Lemons, Deputy Clerk of the Board