

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
Tuesday, October 22, 2019**

A work session of the Cochise County Board of Supervisors was held on Tuesday, October 22, 2019 at 11:00 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Thomas E. Borer, Chairman; Ann English, Vice-Chairman; Peggy Judd, 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  
Amanda Baillie, Public Information Officer

Attendees: Elda Orduno, HR Director  
Jennifer Graeme, Associate HR Director  
Kenny Reeves, Attorney's Office Administrator  
Carrie Langley, Health & Social Services Director  
Gabe Lavine, Emergency Services Director  
Daniel Duchon, Budget Manager  
Philip S. Leiendecker, Assessor  
Cathy L. Traywick, Treasurer  
Maria C. Pitzlin, Chief Deputy Treasurer  
Thad Smith, Chief Deputy Sheriff's Office  
Julie Morales, Risk Management Director  
Ruben Miranda, Fleet Services Director  
Dan Coxworth, Development Services Director  
Teresa Garcia, Engineering & NR Administrative Mgr  
Jackie Watkins, Engineering & NR Director  
Carolyn Umphrey, Sierra Vista Council Member  
Rachel Gray, Sierra Vista Mayor Pro Tem  
Keith Buonocore, Finance Director

Chairman Borer called the meeting to order at 11:00 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**

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## **INTRODUCTIONS**

## **ITEMS FOR DISCUSSION**

### **Human Resources**

1. Discussion and possible direction regarding proposed policy revisions to align with the Board's Strategic Plan Priority Four: Workforce Development, which include: Workers Compensation, Election Worker, Emergency Declaration and Resources, Education Reimbursement, Documenting Employee Performance, and Traumatic Event Counseling.

Ms. Gilman presented this item and said that she had been working with staff and directors on these policies for approximately six months resulting in the drafts being presented today: Workers Compensation, Traumatic Event Counseling for Peace Officers & Public Safety Employees, Education Reimbursement, Documentation of Employee Performance, Election Poll Workers and Emergency Declaration & Resources.

Ms. Morales presented the current and proposed changes to the Workers Compensation Policy, with the Risk Management Department being responsible for investigation, prevention training and actions for return to work.

There was a discussion about Workers Comp claims, the implementation and process for TriageNow with an emphasis on getting employees back to work as soon as possible.

Ms. Orduno presented a new policy, Traumatic Event Counseling that was developed to meet statutory requirements. She outlined the licensed counseling eligibility for Peace Officers and Public Safety employees; reporting obligation to the state; training program developed to education eligible employees; confidentiality of counseling requests; stressed the importance of supervisors to encourage employees to participate and how it will also be addressed in New Employee Orientation.

Ms. Gilman presented the changes to the Education Reimbursement, previously Tuition Reimbursement. She outlined the current and proposed changes to the policy: salary cap; reimbursement percentage related to salary; \$2500 annual allowance and coverage changes; no distinction between part- and full-time employees; no pay back plan, course related to documented goals among others.

There was a short discussion about the coverage of book costs and administration was asked to consider request.

Ms. Gilman presented a new policy, Documentation of Employee Performance. She gave the history of performance reviews focused on ranking measures that are usually done annually. This policy recommends shorter time span between goals check-ins to provide immediate feedback and keeping written records of performance that are conveyed to HR. HR will aid in the development of an evaluation document specific to the department and train supervisors in order to have successful evaluations.

Mr. Gilligan added accuracy needs to be a big part of evaluation with a focus on goal setting and measurables with concrete objections and records keeping. Also, training managers, getting feedback and building on that training platform for consistency.

Ms. Gilman presented the current and proposed Election Poll Workers Policy changes that help enhance employees to work elections.

Mr. Gilligan stated that these changes are necessary to ensure elections are executed properly. The policy has been simplified and the appointing authority determines who can work.

Ms. Gillman outlined the current and proposed Emergency Declaration and Resources policy changes. Specific important changes are the Emergency Management Director coordinates with departments regarding allocation of resources and only appropriately trained personnel shall be called upon in emergencies.

Mr. Lavine clarified that one way to capitalize county employees are as reception center coordinators providing the public with information.

The Board asked Ms. Gilman about timeline for policy approval to come to the Board.

Ms. Gilman said all policies will be posted on the website for comments through a website form. The Traumatic Event Counseling policy will be on the November 5, 2019 Board agenda for approval and all others on a December Board agenda for approval effective January 2020.

Chairman Borer adjourned the meeting at 12:20 p.m.

APPROVED:

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Thomas E. Borer, Chairman

ATTEST:

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Kim Lemons, Deputy Clerk of the Board