

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
SPECIAL/EXECUTIVE MEETING HELD ON  
TUESDAY, AUGUST 11, 2020**

A special meeting of the Cochise County Board of Supervisors was held on Tuesday, August 11, 2020 at 1:30 p.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  
Christine Roberts, Chief Civil Deputy County Attorney  
Kim Lemons, Clerk of the Board

Attendees: Joe Casey, IT Chief Information Officer

Chairman Borer called the meeting to order at 1:30 p.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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***ACTION***

**Board of Supervisors**

1. Initial discussion of those who have submitted a letter of interest for the position of County Administrator.

Pursuant to A.R.S. § 38-431.01(A)(1), the Board may go into executive session.

Chairman Borer asked if an executive session was necessary.

Mr. Gilligan said it is only necessary if the Board wanted to discuss specific individuals who had submitted Letters of Interest or general nature or content of letters. Process and possible next steps could be handled in open session.

Chairman Borer suggested staying in open session.

The Clerk of the Board noted that individuals who submitted letters had not been contacted about a possible executive session discussion about them.

The Board agreed that all applicants would be given the same consideration.

Mr. Gilligan said the announcement was for potential interested parties to research and consider their personal education, background, and work experience to submit a letter. As County Administrator, a very strong background of professional experience and educational preparation in management, finance, and public administration is essential.

There was a short discussion about criteria and the Board determined they received a pool of qualified individuals from the letters.

Mr. Gilligan said 17 individuals submitted and among those, there was a good number that were qualified. He said in the past for director recruitments he would schedule a 10- to 15-minute telephone conversation with individuals. He would ask a couple of basic questions and give a timeline for recruitment, to let them know the County is interested.

The Board, administration and staff discussed the challenges of interviewing now with the possibility of a new Board in January 2021. Possible considerations were suggested that could be addressed in a contract.

After a short discussion about the process, the Board agreed on introductory phone conversations with the 17 potential candidates, by Mr. Gilligan, Ms. Gilman and Ms. Orduno. They also agreed to ask each person the same questions and record their answers.

Mr. Gilligan said after the initial conversations, his involvement would end. He added they could report to the Board by Monday, and go into executive session if necessary, to discuss the next steps.

The Board agreed to meet on Monday, August 17, to review the report.

Chairman Borer adjourned the meeting at 2:15 p.m.

APPROVED:

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Thomas E. Borer, Chairman

ATTEST:

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Kim Lemons, Clerk of the Board