

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
TUESDAY, JULY 7, 2020**

A work session of the Cochise County Board of Supervisors was held on Tuesday, July 7, 2020, at 11:15 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, telephonic

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
Amanda Baillie, Public Information Officer

Attendees: Alva Durazo, Facilities Account Clerk
Richard Karwaczka, Public Defender
Henry Meraz, Facilities Director
Niltza Flores, Associate Court Administrator
Elda Orduno, Human Resources Director
Fred Nixon, Interim Fleet Services Director
Arlthe Morrison, Facilities Assistant Director
Daniel Coxworth, Development Services Director
Daniel Duchon, Budget Manager
Jackie Watkins, Engr. & Nat. Resources Director
Brian McIntyre, County Attorney
Catherine Traywick, Treasurer
Xochitl Orozco, Attorney, Office of Legal Advocate
Marty Haverty, Solid Waste Director
Julie Morales, Risk Management Director
Jennifer Graeme, Associate H.R. Director
Sara Dent, Civil Deputy County Attorney
Judy Lynn, Emergency Mgmt Deputy Director
Amy Hunley, Clerk of the Court
Gabriel Lavine, Emergency Management Director

Chairman Borer called the meeting to order at 11:15 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

ITEMS FOR DISCUSSION

Board of Supervisors

1. Discussion and possible direction on the County Administrator recruitment process.

Vice-Chairman English asked if the Board has a good job description, does it state what the Board requires from the County Administrator, and what the person will be evaluated on, so they know the expectations of the job. She said the Board needs to work on this before we are ready to advertise. The public knows as does the County Supervisors Association (CSA).

Chairman Borer suggested a letter of interest or basic inquiry in order to know the level of interest. He also agreed with the need for a job description and evaluations and expectations.

Supervisor Judd said we need a list of wants. She referenced Wikipedia for a simple definition as a starting point. She suggested the Board do our own research and have Ms. Lemons compile a list. She also is not ready to officially advertise.

Chairman Borer again suggested a draft invitation for a letter of interest asking the perspective individual to do their own research.

Vice-Chairman English wanted to expand on the details of the process and the next steps.

Ms. Orduno said Human Resources is working on a draft job description and will submit to the Board for review. There are also three resolutions regarding the County Administrator position that may need to be changed, and she will send to the Board.

Vice-Chairman English asked about addressing the resolutions, and if legal advice was necessary.

Mr. Gilligan addressed the resolutions and said it is a history of the County Administrator and thoroughly describes the scope of the position. Announcing a letter of interest for 30 days, enables the Board to look at the current resolution and if still appropriate, keep the letter of interest at a local level. Then the Board can meet to discuss the Resolution, job description, if the position is for a manager or an administrator. There is a month until the Primary Election and to ask for a commitment from someone without their knowing who their boss will be is difficult. After the primary, and during the month of August, you will know what needs to be done before the formal recruitment, which will require at least four months; then if necessary, a solicitation of interest using social media accounts, posting on government lists and other resources. He discouraged the Board to pay a headhunter for recruitment. He said a key element for a candidate is a passion for the job and a letter of interest gives you a start in the process.

Vice-Chairman English reiterated the necessity for the Board to be prepared.

Mr. Gilligan said if the Board is comfortable in the current direction and implementation of the Strategic Plan, to use that as continuity and maintain and advance that progression. He said the current Department Directors manage their departments and the County Administrator works at a high-level to problem-solve and implement the direction of the Board.

Vice-Chairman English stated we are losing one high-level leader, but we want to keep the department directors working at the highest level as they have been, and the Elected Officials will manage their departments based on a balanced budget.

Chairman Borer asked about an interim to keep the current synergy stable.

Mr. Gilligan said after the letter of interest process, he will help with a transition plan. He stated the most invested people in the County are the Department Directors, and they want to continue working and producing at a high level. Ms. Gilman is here to oversee, manage, and support the personnel but there will be a void tying the liaison from the Board to that support network.

Mr. Gilligan brought up the complications of the pandemic and trying to recruit remotely. Ultimately, the letter of interest is a public process that cannot be secret, and the applicants need to be aware of this.

Supervisor Judd agreed with the Board's ideas.

Mr. Gilligan said the Board is announcing the opening but not solicitating for recruitment in the form of a press release.

They agreed the Clerk of the Board will compile the letters for the Board until the process moves forward to be handled by Human Resources for the recruitment process.

The Board agreed this will give them an opportunity to evaluate the potential candidates' letters.

The Board asked Ms. Lemons to work with Mr. Gilligan regarding a response to applicants and Ms. Orduno will send the resolutions and job descriptions to the Board for review.

Chairman Borer asked the Supervisors to think about who would be on the interview panel.

Chairman Borer adjourned the meeting at 12:11 p.m.

APPROVED:

Thomas E. Borer, Chairman

ATTEST:

Kim Lemons, Clerk of the Board