

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
TUESDAY, JANUARY 5, 2021**

A work session of the Cochise County Board of Supervisors was held on Tuesday, January 5, 2021, at 10:30 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Ann English, Vice-Chairman; Tom Crosby, Supervisor; Peggy Judd, Supervisor, telephonic

Staff Present: Richard G. Karwaczka, County Administrator
Sharon Gilman, Associate County Administrator
Christine Roberts, Chief Civil Deputy County Attorney
Kim Lemons, Clerk of the Board
Tim Mattix, Deputy Clerk of the Board

Attendees: Daniel Duchon, Budget Manager
Brian McIntyre, County Attorney
David Stevens, County Recorder
Cathy Traywick, County Treasurer
Lisa Marra, Elections Director
Henry Meraz, Facilities Director
Alicia Thompson, Health & Social Services Director
Anita Baca, Housing Authority Director
Elda Orduno, HR Director
Jennifer Graeme, Associate HR Director
Xochitl Orozco, Attorney III, Legal Advocate Office
Sara Dent, Legal Defender
Marty Haverty, Public Works Director
Julie Morales, Risk Management Director
Rita Shipley, Superior Court Budget/Finance Director
Jackie Watkins, Eng & Natural Resources Director
Dale Jones, Registered Land Surveyor
Teresa Murphy, Right-of-Way Agent I
Bradley Simmons, Civil Engineer I

Vice-Chairman English called the meeting to order at 10:41 a.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

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 relating to Orientation for the Board of Supervisors - topics include: County Overview; Your Guide to County Policies; County Budget in Brief; Open Meeting Law Basics; and Board of Supervisors Meeting Schedule and Processes.

Mr. Karwaczka, Ms. Gilman, Mr. Duchon, Ms. Roberts, and Ms. Lemons presented this item. Mr. Karwaczka noted that an Orientation Session will be held every four years, and gave a high-level overview of various aspects of the County, including Special Districts, the County organizational chart, and the role of the County Administrator including the relationship with the long-term strategic goals set by the Board.

The Board and staff discussed the County organizational chart, including the statutory roles and responsibilities between the Board and the County Treasurer, and the statutory relationship between the Board and all officers. Mr. Karwaczka noted that the Orientation materials reflect the current practice, which the Board may adjust.

Ms. Gilman presented an overview on County policies and noted that the policies are available on the County's website. She reviewed the various policy categories, and gave a high-level overview of the following policies: Travel, Purchasing Card (Pcard), Board of Supervisors Community Enhancement Funds, Organizational Expectations and Standards of Conduct, and Merit Rules.

The Board and staff discussed various aspects of the policies.

Mr. Duchon presented an overview of the budget using a PowerPoint presentation. He discussed the budget cycle and budget statutes and legal considerations, and detailed each fund in the County's All Funds Budget and the various revenues making up the General Fund.

The Board and staff held a detailed discussion that included: Special District tax levies, and the Board's role with and level of responsibility for Special Districts; resources for individuals with concerns about Special District tax levies, including the Arizona Tax Research Association; state shared revenues received by the County; requesting funding reimbursement assistance from the state Legislature, such as for juvenile detention costs charged by the state; and, the portion of Court and juvenile detention salaries and costs paid by the state.

Ms. Roberts presented a brief overview with basics of the Arizona Open Meeting Law. She discussed requirements for ensuring the public can observe public meetings, such as properly noticed agendas, and reviewed the information required to be in agendas and meeting minutes. She also discussed the quorum for the Board being two members and the need to not communicate or gather in any format not properly noticed; and, Executive Sessions and their confidentiality.

The Board and staff discussed the Open Meeting Law allowing members to respond to criticism during Call to the Public; staff posting a weekly Public Notice of events and non-County meetings at which a quorum of Supervisors may be present; and, notifying staff at least 24 hours prior to attending an event or non-County meeting so there is time to properly notice it.

Supervisor Crosby left the meeting at 11:52 a.m. and returned at 11:54 a.m.; the Board paused the Orientation Session during this time.

Ms. Lemons presented an overview of the Board of Supervisors' meeting schedule and process. She discussed a quorum of members and the importance of notifying her if unable to attend a meeting; the timing of posting agendas; Regular Meetings' order of business; Special Meetings; Executive Sessions; and, Work Sessions.

The Board and staff discussed various aspects of the Regular Board Meeting agenda and Robert's Rules of Order.

Vice-Chairman English adjourned the meeting at 12:16 p.m.

APPROVED:

Ann English, Vice-Chairman

ATTEST:

Kim Lemons, Clerk of the Board