

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
TUESDAY, MAY 10, 2022**

A work session of the Cochise County Board of Supervisors was held on Tuesday, May 10, 2022, at 1:30 p.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

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

Staff Present: Richard G. Karwaczka, County Administrator
Sharon Gilman, Deputy County Administrator
Christine Roberts, Chief Civil Deputy County Attorney
Tim Mattix, Clerk of the Board
Camila Rochin, Public Information Officer

Attendees: Timothy Dickerson, Presiding Judge, Division IV
John Schow, Court Administrator
Trevor Ward, Justice of the Peace, Precinct 4
Amy Hunley, Clerk of the Superior Court
Daniel Duchon, Budget Manager

Chairman English called the meeting to order at 1:30 p.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. Budget Work Session - Discussion of County Budget for Fiscal Year 2022-2023 specifically: Court Administration, JP, Superior Court, Adult Probation, Juvenile Detention, and the Clerk of the Superior Court's Office.

Judge Dickerson presented this item. He summarized the Judicial Branch's mandated services and noted the impact of increased illegal border activity. The Judicial Branch needs skilled and experienced staff. He presented a Judicial Salary Survey conducted by Mohave County. The Judicial Branch is requesting that employees below market level receive a pay increase to the bottom level of market pay and employees with seven years or more of experience be increased to the midpoint. The total cost for Fiscal Year 2022-2023 is \$972,628; this will not be the annual budget increase amount as some probation positions are funded by the state. He compared judicial salaries to other County positions, stressing the Court Assistant and Probation Officer positions. He reviewed estimated inflation and unemployment percentages, and discussed the Judicial Branch's history of budget reductions.

Mr. Schow summarized the importance of concentrating on employees. He discussed Clerk of the Court and Probation staff falling behind comparative staff in other departments and offices. He compared qualifications and salaries between Probation Officers and the Sheriff's Office, and summarized the duties and achievements of the Adult Probation division.

Ms. Hunley discussed difficulties in hiring and retaining staff in the Clerk of the Superior Court's Office, including a vacant Finance Manager position and Court Assistants. She noted loss of staff to other County departments and offices. The Board and Ms. Hunley discussed the staff turnover rate.

Judge Ward reviewed the duties of Court Assistants in the Justice Courts and noted that all are cross-trained for all functions. The Justice Courts face the same challenges as the Clerk of the Superior Court's Office. He compared starting salaries to those in private industries, and noted that Sierra Vista faces additional challenges due to more opportunities in the area.

The Board discussed the Cochise County market survey; the Board allocating a certain amount of funding to Elected Offices and the Elected Official determining how to use it; inflation; potential signing and retention bonuses; the strong working relationship with the Judicial Branch; and, difficulties of comparing the County to other counties such as Mohave, which are growing.

In response to the Board, Mr. Duchon stated that the County's expenditure limitation will be reduced by approximately \$750,000. Mr. Karwaczka discussed mandatory new expenses that the County is facing due to legislative actions, and stressed that conversations with the Judicial Branch are ongoing.

Chairman English adjourned the meeting at 2:21 p.m.

APPROVED:

Ann English, Chairman

ATTEST:

Tim Mattix, Clerk of the Board