

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
TUESDAY, DECEMBER 13, 2022**

A work session of the Cochise County Board of Supervisors was held on Tuesday, December 13, 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, telephonic; 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

Attendees: Dr. Alicia M. Thompson, Health & Social Services Director
Natalie Johnson, Environmental Health Director
Rafael Melendez, Deputy Finance Director

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. Discussion and possible direction regarding Cochise Health & Social Services, Environmental Health Services Division, as follows:
 - Environmental Health Fee Schedule;
 - Resolution to correct errors in a previous resolution regarding the adoption of the Food and Drug Administration (FDA) Food Code and Arizona Department of Health Services (ADHS) delegation agreement; and,
 - Request for additional Environmental Health Services Division staff.

Natalie Johnson gave an overview of the agenda and presented using a PowerPoint presentation. Ms. Johnson went over Arizona Revised Statute (A.R.S.) § 36-187 outlining how they are allowed to recoup costs of doing inspections and cannot exceed reasonable cost to provide those inspections.

Rafael Melendez presented revenues versus expenses, which showed that they are expending more than they are collecting in all areas, but it is improving. Dr. Thompson reiterated that per the A.R.S, they are allowed to charge a reasonable cost to provide the services, plus administrative expenses. Ms. Johnson explained that cost analysis included travel time, mileage and staff time and did not include cost of equipment and sampling testing. Dr. Thompson stated that they are very comfortable with the cost of performing the work.

Ms. Johnson displayed a slide with the proposed fees for Profit and Non-Profit food establishments showing the actual cost to provide the services, current fees, proposed fees and percent of cost. Non-Profits receive a 50% reduction which began last year. Ms. Johnson displayed a slide showing other fees related to lodging, pools and spas which were unchanged last year. In response to the Board, Ms. Johnson stated that mobile home parks are inspected for sewage, landscaping, food safety, cleanliness and bathroom functionality and cleanliness.

Mr. Melendez displayed a slide showing the number of inspections that need to be completed versus how many have been completed. He stated that the difference is due to staffing shortages. In response to the Board, Ms. Johnson explained the risk inspection levels are based on how many inspections are required. Mr. Melendez stated that they are 849 short of how many inspections should be completed. Dr. Thompson stated that this is a conservative estimate as they cannot project how many inspections will be required. In response to the Board, Dr. Thompson stated that last year the Board agreed to raise the rates by one-fifth of the cost.

In response to the Board, Ms. Gilman stated that American Rescue Plan Act (ARPA) funds were used to give fee waivers of approximately \$120,000 to small businesses and non-profits beginning in January 2022 and will expire December 31, 2022.

In response to the Board, Ms. Johnson stated while some businesses have closed, they are receiving plan reviews for new businesses as well. Mr. Melendez stated that the number of inspections does not reflect the number of establishments, as many establishments could take multiple inspections. The Board, Ms. Johnson and Dr. Thompson discussed efficiencies.

In response to the Board Dr. Thompson detailed data about for-profit food establishments and the associated risk category. Ms. Johnson stated that they currently have 4 inspectors and discussed required qualifications and the time to train someone. Ms. Johnson has been working on building a relationship with Cochise College to make them aware of opportunities that they could have with Cochise Health and Social Services.

Dr. Thompson stated that the proposed fee increase amounts to approximately \$27,000 in additional revenue.

In response to the Board, Ms. Johnson stated they meet with other County Environmental Engineers monthly and other counties are working on fee increases. Mr. Melendez stated that the cost of a Level 1 sanitarian would be approximately \$62,000 and a level 2 is approximately \$67,000. More inspectors do not mean more revenue; and the general fund would still have to pick up the cost difference. Ms. Johnson states that risk 4 inspections are a priority.

The Board discussed raising fees by two-fifths rather than one-fifth this year and the possible addition of 1 full-time exempt position (FTE).

Ms. Johnson reviewed clerical errors and corrections to the Food Code Resolution. Ms. Johnson stated that there will not be any changes at the state level as the state has just adopted the Federal Drug Administration (FDA) Food code.

The Board directed Environmental Health to fix the errors in the Food Code Resolution, change the environmental fee schedule to a two-fifths increase, add 1 FTE and bring it to the Board for more discussion.

Supervisor Crosby stated he would not support fee increases.

Chairman English adjourned the meeting at 2:34 p.m.

APPROVED:

Ann English, Chairman

ATTEST:

Tim Mattix, Clerk of the Board