

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
TUESDAY, APRIL 18, 2024**

A work session of the Cochise County Board of Supervisors was held on Tuesday, April 18, 2024, at 2:00 p.m. in the Board of Supervisors' Hearing Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

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

Staff Present: Richard G. Karwaczka, County Administrator  
Sharon Gilman, Deputy County Administrator  
Christine Roberts, Chief Civil Deputy County Attorney  
Lara Loewenheim, Deputy Clerk of the Board

Attendees: David Thorn, Presiding Judge, Division III  
Terry Bannon, Judge, Division VI  
Janis Poppe, Justice of the Peace, Precinct 1  
Amy Hunley, Clerk of the Court  
Rita Shipley, Division Director of Superior Court Budget and Finance  
Armando Arias, Chief Adult Probation Officer  
Sarah Graves, Chief Juvenile Probation  
Robert Coronado, Chief Court Security  
Monica Miranda, Finance Director  
Juan Frisby, Budget Manager

Chairman English called the meeting to order at 2:02 p.m.

**ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION**

Members of the public may also [attend this meeting](#) via Microsoft Teams computer or mobile app, or via phone by calling 602-609-7513 or 888-680-6714, Conference ID 451 968 338#. If you have trouble accessing this meeting remotely, call 520-432-9200 for direction.

**Work Sessions are a time for County staff to inform and discuss agenda items with the Board of Supervisors and public comments will not be taken.**

***INTRODUCTIONS***

***ITEMS FOR DISCUSSION***

**Board of Supervisors**

1. Budget Work Session - Discussion of County Budget for Fiscal Year 2024-2025 specifically: Court Administration, Justice of the Peace, Superior Court, Adult Probation, Juvenile Detention, and the Clerk of the Superior Court's Office.

Judge Thorn, Presiding Judge and staff presented this item using a PowerPoint presentation and responded to questions from the Board throughout. Judge Thorn,

provided an overview of the Court System and introduced staff. He discussed challenges each division faces due to increase in crime.

Janis Poppe, Justice of the Peace, Precinct One, outlined three key topics for discussion: funding for the weekend programs, staffing issues in certain justice courts, and the need for staff wage increases. He emphasized the importance of the judicial branch in upholding individual rights and explained the need for funding to maintain weekend court proceedings efficiently, particularly regarding victim rights.

Amy Hunley, Clerk of the Court, requested a salary adjustment for Deputy Clerks. Ms. Hunley stated the Clerk's office plays a pivotal role as the official record keeper for the Superior Court, handling a myriad of complex cases and assisting approximately 22,000 customers annually. Ms. Hunley stated their responsibilities range from processing legal documents to summoning jurors, issuing licenses, and maintaining crucial records. Ms. Hunley stated that Deputy Clerks are tasked with processing approximately 100,000 documents each year, ensuring the completeness and accuracy of the court record.

Robert Coronado, Chief Security, stated the team consists of one part-time and 20 full-time armed certified officers. He noted that security ensures the safety of all judicial officers, court personnel, and customers. He explained the responsibilities, mandated by the Arizona Supreme Court's Judicial Code of Administration, include maintaining security standards and handling various security duties.

Armando Arias, Chief Adult Probation Officer, stated the division offers pre-sentence and pre-trial services to defendants, overseeing approximately 730 probationers within Cochise County and providing assistance to an additional 422 probationers across other counties in Arizona. Mr. Arias touched upon three key areas: pre-sentence unit, out-of-county caseload, and community supervision.

Sarah Graves, Deputy Chief Juvenile Probation Officer, stated Juvenile Court Services division is a multifaceted effort aimed at addressing the needs of youth involved in the court process and ensuring justice for victims. Ms. Graves stated the detention process involves screening and transport, with detained youth being transported to an out-of-county facility for holding and court processes.

Terry Bannon, Judge of the Superior Court, Division VI, stated there were 148 new petitions filed in juvenile court, which is 50 more than the previous year. Judge Bannon stated the crimes being seen are notably serious, including physical and sexual assaults, possession and trafficking of child pornography, and human smuggling cases. Judge Bannon stated the detention rate remains low, largely due to the efforts of juvenile probation officers who carefully evaluate cases for detention. Judge Bannon noted there have been efforts to minimize detention numbers through cooperative efforts and proactive measures, such as outreach to schools to prevent juveniles from entering the justice system.

The Board and staff discussed the major issues with border safety and immigration cases.

Rita Shipley, Budget and Finance Director for the Superior Courts, expressed gratitude to the county for their Fiscal Year 24 funding, especially for reclassifying court support staff, leading to a fully staffed court justice for the first time in her tenure. Ms. Shipley anticipated challenges for Fiscal Year 25, including a funding deficit from the Administrative Office of the Courts (AOC) for probation funding and a projected state funding shortfall. Ms. Shipley highlighted various funding requests, including temporary judges' funding, clerk salary increases based on a market study, and support staff salary increases to maintain competitiveness. Ms. Shipley noted requests were made for a

new clerk position funded from special revenue funds and moving court enhancement fund positions to the general fund. Ms. Shipley stated that there was a request for building enhancements for the Sierra Vista Justice Court. Ms. Shipley stated the total general fund request amounted to \$694,900 and respectfully urges the approval of as many funding requests as possible.

The Board and Staff discussed the budget and the Legislature.

Chairman English adjourned the meeting at 3:27 p.m.

APPROVED:

---

Ann English, Chairman

ATTEST:

---

Sharon Gilman, Interim Clerk of the Board