

**BOARD OF SUPERVISORS MINUTES
GILA COUNTY, ARIZONA**

Date: October 16, 2007

JOSÉ M. SANCHEZ
Chairman

STEVEN L. BESICH
Clerk of the Board

TOMMIE C. MARTIN
Vice-Chairman

By: Marian Sheppard
Chief Deputy Clerk

SHIRLEY L. DAWSON
Member

Gila County Courthouse
Globe, Arizona

PRESENT: Jose M. Sanchez, Chairman; Tommie C. Martin, Vice-Chairman; Shirley L. Dawson, Member; Steve Besich, County Manager/Clerk; Marian Sheppard, Chief Deputy Clerk; and, Bryan Chambers, Chief Deputy County Attorney.

Item 1 – Call to Order – Pledge of Allegiance – Invocation

The Gila County Board of Supervisors met in Regular Session at 10:00 a.m. this date. Steve Besich led the Pledge of Allegiance and Reverend Lyle Johnston of St. Paul’s United Methodist Church delivered the Invocation.

Chairman Sanchez advised that Vice-Chairman Martin was being interviewed at a local radio station and that she would later join the meeting.

Item 2 - Information/Discussion/Action to adopt Proclamation No. 07-06 to declare October 23-31, 2007, as Red Ribbon Week in Gila County.

Catherine Corso, Regional Director for the Arizona Youth Partnership, presented this agenda item. She requested the Board’s adoption of this Proclamation to support the efforts of the Drug and Alcohol Awareness and Prevention Community Alliance and the Gila County Meth Coalition and to declare October 23-31, 2007, as Red Ribbon Week in Gila County. Red Ribbon Week is nationally recognized and many communities throughout the nation will be participating in drug-free activities during this designated week. Chairman Sanchez requested that Jacque Griffin, Assistant County Manager/County Librarian, read aloud the Proclamation at this time. Ms. Corso introduced Carmen Casillas. Ms. Corso and Ms. Casillas represent the Drug and Alcohol Awareness and Prevention Community Alliance. Claudia DalMolin and Peggy Huggins were also recognized at the meeting as they represent the Gila County Meth Coalition. Ms. Corso introduced two reining Cinco de Mayo pageant queens that attend many functions of the Alliance, as follows: Leslie Mora, Teen Queen; and, Adette Hurtado, Young Miss Queen. The Board acknowledged the importance of Red Ribbon Week and all Board members thanked Ms. Corso and the other representatives for attending today’s meeting. Note for the record: Vice-Chairman Martin joined the meeting as Supervisor Dawson was stating the motion for this

agenda item. Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board unanimously adopted Proclamation No. 07-06. **(A copy of the Proclamation is permanently on file in the Board of Supervisors' Office.)**

Item 3 - Motion to convene as the Library District Board of Directors. Information/Discussion/Action to approve an Intergovernmental Agreement between the Gila County Library District and the Apache County Library District to share the integrated Library System; to approve a Contract Addendum to the Contract dated November 18, 2003, with GIS Information Systems, Inc., d/b/a Polaris Library Systems, for expansion of the system; and, to authorize the Chairman's signature on said documents contingent upon approval by the Apache County Library District.

Upon motion by Vice-Chairman Martin, seconded by Supervisor Dawson, the Board convened as the Gila County Library District Board of Directors in order to address this agenda item. Jacque Griffin, County Librarian/Assistant County Manager, presented this item. Ms. Griffin advised that the Gila County Library District (GCLD) currently has an Integrated Library System through GIS Information Systems, Inc., d/b/a Polaris Library Systems, which consists of hardware and software for library technical services, patron services, and public access to library databases commonly known as "Polaris" that allows communication between all libraries within the GCLD. The Apache County Library District (ACL D) has a need for such a System; however, it cannot afford one due to the small size of the ACL D. The GCLD has agreed to host the ACL D's Integrated Library System on equipment owned by the GCLD. The Intergovernmental Agreement will allow the ACL D to load its data and the Polaris software on the GCLD server and to have access to said servers for the express purpose of running the Polaris Integrated Library System. The ACL D will pay the GCLD an annual fee for said use of the Integrated Library System. There was some discussion between Ms. Griffin and the Board on the fee being paid to the GCLD and a concern expressed by Vice-Chairman Martin that adding the ACL D's data might "bog down" the GCLD's System. Ms. Griffin does not anticipate any negative affects on the GCLD's System because all of the ACL D's data is less than Gila County's data for its smallest library. She also advised that a fee in the amount of \$11,000 has been established for the 2007-08 fiscal year; however, that rate will most likely be reduced next year because the ACL D will hire its own system administrator to troubleshoot problems, etc. The ACL D will also pay Polaris for a license to utilize its Integrated Library System. She further advised that this IGA and Contract Addendum are being presented to the Apache County Board of Supervisors today for approval. She requested the Board's approval of these documents contingent upon Apache County also approving them. Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board unanimously approved the IGA and Contract Addendum, and authorized the Chairman's signature on said documents contingent upon Apache County approving same.

Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board reconvened as the Board of Supervisors.

Chairman Sanchez advised that the Board would address agenda items 6 and 7 at this time so that County Attorney Daisy Flores could attend court hearings.

Item 6 - Information/Discussion/Action to approve a one-year Lease Agreement with a renewal option between the Gila County Attorney's Office and Payson Place, LLC, c/o Valley Management of Phoenix, Arizona, which allows the County Attorney's Office to lease office space located at 616 South Beeline Highway, Suite 3, Payson, Arizona, for the period September 1, 2007, through August 30, 2008.

Daisy Flores, County Attorney, presented this item. Ms. Flores advised that the County Attorney's Office is in dire need of additional office space in Payson. Additional space has been located which is within walking distance of the Payson County Complex. The County Attorney's Office will be renting 2 offices and a larger 800 square foot area at a cost of \$550 per month which includes the cost of utilities. The larger area will also provide the Family Advocacy and the County courts a place for meetings. Ms. Flores advised that this location is a "temporary fix" for her Office. The future location of certain County offices/departments will be determined after November 6, 2007, which is the date an election will be held that will determine whether a proposed method of financing will be approved for future County infrastructure improvements. Upon motion by Vice-Chairman Martin, seconded by Supervisor Dawson, the Board unanimously approved the Lease Agreement.

Item 7 - Information/Discussion/Action to authorize the advertisement of Request for Proposals No. 3528-301-102007 for the Gila County Attorney's Office Workflow Process Automation and System Integration to provide information technology services to convert the Gila County Attorney's Office into a nearly paperless office.

Ms. Flores advised that her Office operates at 4 different locations, which makes it very difficult to prepare for court cases when there are numerous staff working on a particular court case. She stated that the benefit of implementing a computerized paperless system is that all of the data related to a particular court case will be readily accessible to any staff who is working on that case. Instead of continually issuing and retaining emails related to a particular case, the automated system will allow Ms. Flores to assign and track associated tasks. It will also provide a system to manage all of the informational files, legal documents, police reports, minute entries, pictures, etc. Law enforcement and the courts will be integrated into the automated system. The automated system will only be used for criminal cases, so the Child Support Office will not be included. At present the County Attorney's Office retains documentation on court cases for two years and storage space is rented for the criminal files, which total between 700 to 800 felony cases per year. Ms. Flores stated that there is much redundancy with regard to the paperwork and workflow processes due to the current working conditions. She advised that Deputy Attorney Rob Miller, who was present at the meeting, presented her with information regarding this automated system. Ms. Flores stated that if this request is approved by the Board of Supervisors, the Request for Proposals deadline would be November 15th. She advised that her goal is to have the automated system up and running by June 2008, and by the end of June 2009 her Office will be completely integrated and computerized. Ms. Flores entered into a discussion with the Board and Steve Besich, County Manager/Clerk, regarding the cost and source of funding for the automated system. The cost of the automated system will be \$200,000-\$300,000 and Ms. Flores advised that her Office has diversion and cost of prosecution funds available for the design and implementation of the automated system. Each Board member expressed their support of Ms. Flores and the implementation of an automated system. Upon motion by Vice-

Chairman Martin, seconded by Supervisor Dawson, the Board unanimously authorized the advertisement of Request for Proposals No. 3528-301-102007.

Item 4 - Information/Discussion/Action to adopt Resolution No. 07-10-03 for the roadway exchange of a portion of Arcadia Drive, Alhambra Heights Subdivision, as shown on Official Map No. 333, Gila County Records, Gila County, Arizona, at the request of Gila County for Beverly R. Daou and Yvonne Rodriguez, and to authorize the Chairman's signature on the Quit Claim Deeds for said exchange and transfer of ownership.

Steve Sanders, Public Works Division Deputy Director, presented this item. He advised that the Public Works Division recently completed a drainage and safety improvement project on Arcadia Drive at which time some guardrails were installed. Beverly R. Daou and Yvonne Rodriguez agreed to exchange some of their land with the County for drainage purposes. Gila County will be exchanging land it owns that is located behind the newly installed guardrails. This final Board action will conclude the land exchange by authorizing the legal documents to be executed and revisions will then be made to the related maps and right-of-ways. Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board unanimously adopted Resolution No. 07-10-03 and authorized the Chairman's signature on the Quit Claim Deeds. (A copy of the Resolution is permanently on file in the Board of Supervisors' Office.)

Item 5 - Information/Discussion/Action to accept or reject a Citizen's Petition to continue with the process to establish that portion of E. Starview Drive located in Claypool, Arizona, that gives access to tax parcel numbers 206-26-010, 206-26-011, 206-26-012 and 206-26-013, as a Country Dirt Road.

Mr. Sanders advised that when the Lemons Subdivision was first established, access to lots 10 through 12 and to another home located in the Subdivision were not included in the Subdivision. If the Board accepts the Citizen's Petition, this will conclude the first step in the process to change the private road easement for those subject parcels of land to a Country Dirt Road. Upon motion by Vice-Chairman Martin, seconded by Supervisor Martin, the Board unanimously accepted the Citizen's Petition.

Item 8 - Information/Discussion/Action to authorize the removal of tax parcel number 301-06-005K from the 2007 Board of Supervisors' property tax sale newspaper advertisement and to allow the Chief Deputy Clerk of the Board to proceed with the administrative process of selling the property to Gila County for \$1.00.

Marian Sheppard, Chief Deputy Clerk of the Board, presented this item. She advised that a few years ago, the Board of Supervisors adopted a procedure pertaining to its annual sale/auction of State-owned properties which allows Gila County or any other interested local government entity to purchase the property from the State at a cost of \$1 per parcel prior to conducting the annual sale/auction with Board of Supervisors' approval. Ms. Sheppard advised that for 2007 the County Treasurer deeded 8 parcels of land to the State of Arizona and after an internal review of the subject properties was conducted by Steve Sanders and Assessor Dale Hom, it was decided that the County would like to purchase tax parcel number 301-006-005K. This subject parcel is located on Fossil Creek Road and Mr. Sanders believes it would be in Gila County's best interest

to own that property. Ms. Sheppard also advised that, by statute, a newspaper advertisement of the newly deeded properties must be advertised in the official newspaper of the County; therefore, she requested permission to not advertise the subject parcel and to administratively proceed with the paperwork to sell this parcel to Gila County for \$1. Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board unanimously authorized Ms. Sheppard permission to not publish parcel number 301-06-005K in the Board of Supervisors' notice of annual property tax sale/auction newspaper advertisement and to proceed with the administrative process to sell the subject parcel to Gila County for \$1.

In the form of a motion, Supervisor Dawson requested that Consent Agenda item 9A be moved to the regular agenda for a discussion prior to making a motion for approval or disapproval. After Supervisor Dawson stated the motion, Vice-Chairman Martin requested that Supervisor Dawson amend her motion to include item 9E. The motion was amended by Supervisor Dawson to include item 9E, which was seconded by Vice-Chairman Martin and unanimously approved by the Board.

Item 9 - CONSENT AGENDA ACTION ITEM:

A. Approval of Amendment No. 1 to Contract No. DE070295001 between the Gila County Division of Health and Community Services and the Arizona Department of Economic Security to increase the Contract amount from \$413,540 to \$2,136,441, an increase of \$1,722,901 in WIA Title I Adult, Youth and Dislocated Worker funds, which will represent the final approved allocations for the current program year.

Supervisor Dawson referred to page 56 of the Board's informational packet and she requested that David Fletcher, Health and Community Services Division Director, explain the PY07 (Program Year 2007) youth allocation in the amount of \$542,649. She questioned the manner in which those funds could be expended, as she is especially interested in determining whether any of the subject funds could be expended for the Mofford Activity Center. The Mofford Activity Center has not yet been established; however, community efforts are underway to establish this community recreation center. Mr. Fletcher and Ms. Sheppard provided a detailed explanation regarding the purpose and regulations which outline the allocation and use of these funds. In summary, these funds are issued from the federal government under the Workforce Investment Act (WIA) to provide funding for youth, adult and dislocated worker programs. The federal government annually allocates funds for each program year to the states. Each state then distributes the funds to its WIA Local Workforce Investment Areas. Ms. Sheppard advised that she serves on the Gila-Pinal Workforce Investment Area Board of Directors on behalf of the Board of Supervisors, which serves both Gila and Pinal Counties. Under WIA regulations, each workforce investment area must undergo a request for proposals process to enter into a contract for the provision of youth services. The WIA allows workforce investment areas to directly provide services to adults and dislocated workers; however, the WIA regulates that workforce investment areas must contract out the youth services program. Central Arizona Association of Governments (CAAG) currently provides youth and adults services for the Gila-Pinal Workforce Investment Area. At the conclusion of the discussion, Steve Besich directed Mr. Fletcher to set up a meeting between Supervisor Dawson; Barbara Valencia, Gila County WIA Program Coordinator; and, Maxine Leather, CAAG Executive Director, to review the regulations

regarding the distribution of funds for youth services. Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board unanimously approved Consent Agenda item 9A.

Item 9 - CONSENT AGENDA ACTION ITEM:

E. Approval of a payment for services in the amount of \$465 to Fly-A-Way Travel.

Upon motion by Vice-Chairman Martin, seconded by Chairman Sanchez, the Board approved Consent Agenda item 9E by a 2-0 vote. Supervisor Dawson abstained from voting on this item due to a conflict of interest.

Item 9 - CONSENT AGENDA ACTION ITEM (remaining items B, C and D):

B. Approval of the September 2007 monthly departmental activity reports submitted by the Globe Regional Justice of the Peace and the Payson Regional Constable.

C. Approval of personnel reports/actions for the week of October 16, 2007.

Departure from County Service:

1. County Engineer Advisor Part Time – Public Works – 10-12-07 – Public Works – John Beene – 08-20-03 – Resigned found other employment
2. Juvenile Detention Officer – Juvenile Detention – 10-17-07 – General Fund – Kimberly Salcido – 11-12-03 – Resigned
3. Clerk Associate – Payson JP Court – 10-04-07 – General Fund – Amy Wacker – 05-12-05 – Resigned

Hire to County Service:

4. Deputy Probation Officer 1 – Probation Department – 10-15-07 – Adult Probation Services Fund – Jessica Padilla – Replacing Armand Casanova
5. Deputy Probation Officer 1 – Probation Department – 10-15-07 - Diversion Intake, JPSF, Juvenile Diversion Fees – Daniel Prather – Replacing Shannon Ramirez
6. Road Maintenance/Equipment Operator – Public Works – 10-15-07 – Public Works – Richard Whittington – Replacing Robert Amburgey

Department Transfers:

7. From Deputy Probation Officer 1 – Probation Department - To Deputy Probation Officer 2 – Probation Department – 10-15-07 – Adult Intensive Probation Supervision Fund – Raymond Dion
8. From Animal Regulation Enforcement Officer – Health Department – To Animal Regulation Enforcement Officer Senior – Health Department – 10-15-07 – Rabies Control Fund – Jerry Garlinghouse
9. From Building Maintenance Technician – Public Works – To Building Maintenance Technician Senior – Public Works - 10-15-07 – Public Works – Billy Stevens

End Probationary Period:

10. Materials Tester/Safety Representative – Public Works – Sanitary Landfills Department – 10-15-07 – Public Works - Solid Waste – Roland Boyer
11. Surveillance Officer – Probation Department – 10-15-07 – Adult Intensive Probation Supervision – Juvenile Intensive Probation Supervision – Wendra Griffin

12. Deputy Probation Officer Supervisor – Probation Department – 09-03-07 – Diversion Intake – Cynthia Romance
13. Custodian Lead – Buildings Land Department – 10-15-07 – Facilities Management Fund – Rhonda Wood

Request Permission to Post:

14. Community Services Worker – Office of Community Services – Position vacated by Jackie Duckett
15. Solid Waste Operations Worker – Public Works – Position vacated by Michael Ochoa
16. Legal Secretary – County Attorney/Payson – Position vacated by Jill Anthony

D. Approval of finance reports which lists disbursements that will be issued during the week of October 16, 2007. (separate handout)

\$336,834.93 was disbursed for County expenses by check numbers 2453 through 2455, 2629 through 2630 and 2666 through 2811. **(An itemized list of disbursements is permanently on file in the Board of Supervisors' Office.)**

Upon motion by Vice-Chairman Martin, seconded by Supervisor Dawson, the Board unanimously approved Consent Agenda items 9B, 9C and 9D.

Item 10 - At any time during this meeting pursuant to A.R.S. §38-431.02(K), members of the Board of Supervisors and the Chief Administrator may present a brief summary of current events. No action may be taken on issues presented.

Each Board member and Mr. Besich presented information on current events.

There being no further business to come before the Board of Supervisors, Chairman Sanchez adjourned the meeting at 11:25 a.m.

APPROVED:

Jose M. Sanchez, Chairman

ATTEST:

Steven L. Besich, County Manager/Clerk