

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

Date: April 22, 2008

JOSÉ M. SANCHEZ
Chairman

STEVEN L. BESICH
Clerk of the Board

TOMMIE C. MARTIN
Vice-Chairman

By: Marilyn Brewer
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; Marilyn Brewer, Deputy Clerk; and, Ramai Alvarez, 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. Vice-Chairman Martin led the Pledge of Allegiance and Pastor Chris Martin delivered the Invocation.

Item 2 - Presentation of posters and essays submitted by local students who are participating in Gila County Government Week and Earth Day activities and announcing the contest winners.

Supervisor Dawson stated that the students in Gila County were invited to participate in making posters or writing essays about Earth Day activities. Entries were received and the winners were present at the meeting. Supervisor Dawson announced the winning entries and Sharon Winters, Director of the Recycling and Landfill Management Department, passed out the awards to the students from schools within Gila County. The backpacks and activity books awarded were compliments of the Arizona Department of Environmental Quality (ADEQ) and Brian Davidson was present on behalf of ADEQ. The Frizbees were donated by the State Farm Insurance Company. Chairman Sanchez stated that on behalf of the Gila County Board of Supervisors he wanted to congratulate the students for participating in the 2008 poster/essay contest. Supervisor Dawson thanked Chairman Sanchez for allowing the presentation to be held and thanked everyone for participating.

ITEM 3 – Work Session on Strategic Planning:

A. Update on the implementation and functionality of the New World Accounting System.

Richard Gaona, Finance Department Director, passed out an informational pamphlet to the Board. He introduced some of his staff who were also present at the meeting. He stated that the County's previous 25-year-old DSA (Data System of Arizona) accounting program was very difficult to use, was a non-based Windows program needing constant repairs costing over \$100,000/year and was restricted with no growth potential for management or the Finance Department. The auditors were also complaining that the system was not able to provide a good audit both internally and externally. Gila County management wanted a user-friendly, efficient system that would provide easy access to real-time information. The Finance Department wanted to improve internal processes for having better control of activities; centralized information; flexible reporting capabilities for required county, state and federal government reports; and, to provide infrastructure to expand services. In January 2006, the Board approved the purchase of the New World accounting system with costs to date totaling \$735,953, which includes added licenses, hardware and programming enhancements, maintenance and training. A training center was also set up in the Guerrero complex for in-house training. In March 2006, the New World staff and the Finance Department began work on the Chart of Accounts and the security levels. On July 1, 2007, Gila County went live with the New World system and currently has 145 users with 285 projected users upon completion of the Human Resources levels. The users are defined as employees with a user ID and password for accessing the system. Each user can only access specific areas of information with the Finance Department determining those security levels. There are 4 divisions, 46 departments, and 35 sub-departments/programs. In the report, Mr. Gaona provided a chart showing the modules that have been purchased by the County to date, which includes the General Ledger—Journals, Summary and Detail. All departments have been trained on the General Ledger new Chart of Accounts and work is ongoing on a one-to-one basis. Over 50 employees are also trained on the Annual Budget Processing/Reporting; 73 employees are trained on the Purchasing module; and, 132 employees are trained on the Accounts Payable/Credit Card module. A brief discussion was held on how the cash from the various departments is handled and entered into the Treasurer's Office general ledger of the DSA system and then converted over to the New World system. A pilot program is currently ongoing for project management within the Community Services and Health Division and the Public Works Division. For Revenue Accounting, all of the Treasurer's Office staff has been trained. For the Financial Report Writer 50 employees have been trained and this module will produce custom reports, Crystal reports and Excel reports. The Asset Management module has just been implemented and the infrastructure information for Public Works roads, etc. has been completed. The inventory of other assets is now on an Excel spread sheets and is being entered into New World. The Grant Management, Asset Management and Integrates Inventory modules are expected to be implemented by June 30, 2008.

At 11:05 a.m., Chairman Sanchez called for a brief recess as he received an emergency phone call.

At 11:14 a.m., Chairman Sanchez reconvened the meeting.

Mr. Gaona continued his presentation on the Human Resources/Payroll Personnel Base, which, when completely implemented, will include Personnel Management, Position Control, Report Writer, Position Budgeting, Education Position Tracking and Applicant Tracking. As far as enhancements, the New World System has conducted 4 system updates since going live in July 2007. There have also been requested system enhancements to New World for various sections with monthly conference calls. Training has also been done on 3 Webinars for the latest release and year-ending processing. Future modules the County will possibly purchase include the Government Reporting, GASB 34 and the E-Suite. Future training of employees will include entering their respective timesheets and security will be set up with training for the Human Resource module. Misti Williams, Finance & Purchasing Specialist, thanked all the departments for the assistance in implementing this New World accounting system. Mr. Besich stated that in Payson he briefly sat in on a training session and was very pleased by Ms. Williams' professional training. The Board and Mr. Besich thanked Mr. Gaona and his staff for all of their hard work in getting this New World system on line. Supervisor Dawson inquired if Dennis Miller's costs were included in the cost of New World. Mr. Gaona replied they were not included as Mr. Miller's costs are for consultant fees only. Each Board member thanked Mr. Gaona for the tremendous amount of work he and his staff have done in getting the New World accounting system implemented.

B. Information Technology Department update.

Darryl Griffin, Information Technology (IT) Department Director, passed out an informational pamphlet and gave a PowerPoint presentation. He stated that the high profile projects completed by the IT Department include working with the Finance Department on implementing the New World accounting system; working with the Assessor's Office on implementing the Colorado Customs system; working with the Recorder's Office on its Eagle system; working with Elections on SB 1623; support and management of the ITV project; and, working with the County Attorney's Office on its Document Imaging and Workflow program. Direct IT initiatives included the installation of a new spam filter, more bandwidth for constituent services, on line property tax and parcel lookup, offsite backups of County data and increase management of Verizon cell phones. The future projects and concerns of the IT Department include the upcoming Yavapai GL, encrypting removable media in the event of the loss of same and addressing spyware/malware. In concluding his report, Mr. Griffin stated that his department is aware of upcoming economic concerns so they are trying to keep costs down. He also spoke briefly on blind-sided requests and stated that some departments making requests may have to help with the funding of their projects. He also gave an estimate of the major devices that

are supported by the IT Department. Supervisor Dawson inquired when Board meetings will be available for viewing on the website. Mr. Griffin advised that he is awaiting the final approval by the Board and new technology is also coming out soon, but he can start running pilot tests for streaming out to the internet. He recommended that the video of the Board meetings be put on the website later in the evening rather than during the actual meeting time because of bandwidth concerns. Each Board member thanked Mr. Griffin for the great job he and his staff have done.

No action was taken by the Board on the Work Session items 3A and 3B.

At 11:54 a.m., Chairman Sanchez called for a brief recess.

At 11:58 a.m., Chairman Sanchez reconvened the meeting.

Item 4 - Information/Discussion/Action to acknowledge and accept the terms of a Managed Pharmacy Benefit Services Agreement Consumer Card Program between the National Association of Counties (NACo) and Caremarkpcs Health, L.P. and to authorize the Chairman's signature on Exhibit C of the Agreement entitled "National Association of Counties Managed Pharmacy Benefit Services Agreement for Member County" which enables Gila County to offer the NACo Prescription Drug Discount Card Program to Gila County residents.

Supervisor Dawson stated that she serves on the National Health Subcommittee of NACo and this program began 3 years ago in 17 counties and has increased to 920 counties nationwide with great results. These prescription cards will be available to anyone at no cost to the County, the taxpayers or the consumer. The use of the card can save 22% on the cost of drugs and any prescription denied by insurance may be paid for using this card. The cards will be distributed to all pharmacies and she would like to do a County mailer to all registered taxpayers advising that these cards are available. The County will have no responsibility with this program and all the paperwork will be handled through the pharmaceutical companies with an annual report provided to the County on the number of residents using the card and the total savings. She stated, "I see no drawbacks to offering this benefit." Chairman Sanchez inquired how residents would receive the card. Supervisor Dawson stated that the card would be included in the mailing. After a brief discussion by the Board, it was decided the County would not do a mailing because of the high cost, but the cards would be distributed through all the County libraries and at all local pharmacies and any other means of placing the cards in the local communities. Supervisor Dawson also stated that no enrollment is required by the user; they simply present the card when purchasing prescriptions not covered by insurance. It will be a big benefit to the elderly for prescriptions not covered by Medicare and to prisoners upon release from jail who have no insurance coverage. Upon motion by Vice-Chairman Martin, seconded by Supervisor Dawson, the Board unanimously

acknowledged and accepted the terms of a Managed Pharmacy Benefit Services Agreement Consumer Card Program with NACo and Caremarkpcs Health, L.P. and authorized the Chairman's signature on the Agreement.

Item 5 - Information/Discussion/Action to award Request for Bids No. 020708-1 for the purchase of MC-800TR chip seal oil to be used by the Gila County Public Works Consolidated Roads Department.

Steve Stratton, Public Works Division Director, requested that this Request for Bids be awarded to Wright Asphalt Products Company, the only bidder. For the record, he reviewed the prices quoted. Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board unanimously awarded Request for Bids No. 020708-1 for the purchase of MC-800TR chip seal oil to Wright Asphalt Products Company at a cost of \$763.95/ton delivered and \$703.95/ton picked up for both the Copper and Timber Regions.

Item 6 - Information/Discussion/Action to award Request for Bids No. 030108-1 for the purchase of a portable asphalt recycling/reclaiming/trenching machine to be used by the Gila County Public Works Consolidated Roads Department.

Mr. Stratton stated that in many areas of the County there has been overlay after overlay on the roads, which has altered the drainage. With this machine the County can mill up the road and put in new road materials. He recommended that this Request for Bids be awarded to Asphalt Zipper Inc. in the amount of \$106,546.70. This item is budgeted and the cash is on hand. Upon motion by Vice-Chairman Martin, seconded by Supervisor Dawson, the Board unanimously awarded Request for Bids No. 030108-1 for the purchase of a portable asphalt recycling/reclaiming, trenching machine to Asphalt Zipper, Inc. in the amount of \$106,546.70.

Item 7 - Information/Discussion/Action to approve a Recycling Services Agreement between Phelps Dodge Miami, Inc. (PDMI) a/k/a Freeport MacMoRan Miami Operations and the Gila County Recycling and Landfill Management Department outlining recycling program services that will be provided by the County to PDMI and the assistance being provided by PDMI for the County's Recycling Program.

Sharon Winters, Director of the Recycling and Landfill Management Department, requested the approval of a Recycling Services Agreement with Phelps Dodge Miami, Inc. (PDMI) also known as Freeport MacMoRan Miami Operations. PDMI will furnish the County with a compactor to recycle plastic and the County will furnish to PDMI a recycling bin and agree to do all recycling of paper, plastic and cardboard for PDMI. PDMI has also agreed to pay the County \$2,500/year for 4 years as a supplemental fund. The first year's funds will be used to purchase the bin for PDMI and help enhance the recycling program. Upon motion by Supervisor Dawson, seconded by Vice-

Chairman Martin, the Board unanimously approved a Recycling Services Agreement with Phelps Dodge Miami, Inc. a/k/a Freeport MacMoRan Miami Operations.

Item 8 - CONSENT AGENDA ACTION ITEMS:

- A. Authorization for the Chairman to sign a CDBG (Community Development Block Grant) E-14 Re-evaluation of ERR (Environmental Review Report) form being submitted by the Gila County Housing Services Department to the Arizona Department of Housing (ADOH) for CDBG Contract numbers 125-07 and 116-08 and Winkelman Home Contract number 332-07 in order to comply with ADOH requirements.**
- B. Approval to adopt Resolution No. 08-04-05 authorizing the renewal of Gila County's membership in the Local Government Employee Benefit Trust for a period of 3 years, from July 1, 2008, through June 30, 2011, and appointing trustees to serve during the renewal period. (A copy of the Resolution is permanently on file in the Board of Supervisors' Office.)**
- C. Approval to adopt Resolution No. 08-04-06 renaming a road in Payson from Big Verde Drive to N. Flowing Springs Road. (The Rural Addressing Department has not received any objection to this road name.) (A copy of the Resolution is permanently on file in the Board of Supervisors' Office.)**
- D. Approval of the March 18, 2008, April 1, 2008, and April 8, 2008, BOS meeting minutes.**
- E. Approval of the March 2008 monthly departmental activity reports submitted by the Recorder and the Clerk of the Superior Court.**
- F. Approval of personnel reports/actions for the week of April 22, 2008.**
- Departure from County Service:
1. Deputy Attorney Senior – County Attorney – 05-02-08 – General Fund – Ramai Alvarez – DOH 09-15-03 – Moving to Tucson
 2. Community Services Worker – Health and Community Services – 04-14-08 – GEST Fund – Tracie Frantom – DOH 04-07-08 – Resigned
 3. Dietitian – Health and Community Services – 04-01-08 – Nutrition Fund – JoAnn Wegenke – DOH 04-30-07 – Grant Fund Depleted
- Hire to County Service:
4. Administration Clerk – Child Support – 04-14-08 – General Fund – Victoria Meeks – Replacing Linda Pirtle
 5. Building and Grounds Maintenance Worker – Fairgrounds Department – 04-28-08 – General Fund – Marion Faubush – Replacing Scotty Marcanti
 6. Legal Secretary – County Attorney – 04-21-08 – Attorney's Justice Enhancement Fund 100% – Karla Sipes – Replacing Lana Dever

Departmental Transfers:

7. From Recorder's Clerk – To Recorder's Clerk Senior – Recorder – 04-02-08 – General Fund – Juliane DeSpain
8. From Recorder's Clerk Senior (under filled) – To Recorders Clerk – Recorder – 04-02-08 – General Fund – Tambra Armenta
9. From Recorder's Clerk To Recorder's Officer Supervisor – Recorder – 04-02-08 – General Fund – Carolyn Kay White

End Probationary Period:

10. Community Health Assistant – Health and Community Services – 04-28-08 – WIC Fund 94% - Commodity Food Supplement Program Fund 6% - Tammy Heier
11. Deputy Probation Officer 1 – Probation Department – 04-14-08 – Diversion Intake Fund 40% - JPSF Fund 40% - Juvenile Diversion Fees Fund 20% - Daniel Prather

Position Review:

12. Change Fund Percentages – Career and Employment Specialist – Health and Community Services – 04-14-08 –From WIA Fund 25% To 50% - JTPA Title III Program Fund 75% To 50% - Leo Thomas
13. Change To Full Time – Community Services Worker – Health and Community Services – 04-28-08 – GEST Fund – Frances Ramirez

SHERIFF'S PERSONNEL ACTION ITEMS

Departure from County Service:

14. 911 Dispatcher – Sheriff's Office/Payson – 04-20-08 – General Fund- Deniece Platt - DOH 12-11-06 – Resigned
15. Detention Officer – Sheriffs Office/Globe – 04-25-08 – General Fund – Marion Faubush – DOH 01-21-08 - Resigned

G. Approval of the finance reports which lists disbursements that will be issued during the week of April 22, 2008. (separate handout)

\$1,927,684.77 was disbursed for County expenses by check numbers 207729 through 207921. **(An itemized list of disbursements is permanently on file in the Board of Supervisors' Office.)**

Upon motion by Vice-Chairman Martin, seconded Supervisor Dawson, the Board unanimously approved Consent Agenda action items 8A-8G. Supervisor Dawson also noted for the record that she does own Fly-A-Way Travel and would like approval for any payments to same to be a separate agenda item.

Item 9 - At any time during this meeting pursuant to A.R.S. §38-31.02(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 12:40 p.m.

APPROVED:

Jose M. Sanchez, Chairman

ATTEST:

Steven L. Besich, County Manager/Clerk