

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

Date: October 28, 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 (via video conferencing); 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. Marian Sheppard led the Pledge of Allegiance and Reverend Rula Colvin of St. Paul’s United Methodist Church delivered the Invocation.

Chairman Sanchez announced that Vice-Chairman Martin would participate in today’s meeting via video conferencing from her office in Payson.

Item 2 - Information/Discussion/Action to approve the County Attorney’s Policy for Hire and Progressive Promotion of Attorneys and Legal Secretaries and implementation of said Policy.

County Attorney Daisy Flores stated that approval of this policy would allow attorneys, after 2 years of experience, and legal secretaries, after 4 years of experience in the County Attorney’s Office to advance from the entry level to the second level. This was the County Attorney’s policy until Public Sector Personnel Consultants completed the market study salary survey for the County a couple of years ago. With the noted amount of experience, Ms. Flores believes those employees have met all of the qualifications required to advance, based on her discretion, to the next tier. For the current fiscal year’s budget, there would be 2 attorneys that are currently eligible to advance, another attorney in a few months and 1 legal secretary at the end of the fiscal year. There would be no impact to the County Attorney’s budget, as this was previously budgeted. Ms. Flores stated that the primary reason for this request is that these employees with this amount of experience are the most vulnerable

“to poaching by other offices” and she would like to retain these important staff members in order to do the job effectively. Supervisor Dawson inquired if Mr. Flores had reviewed this with the Personnel Department as far as how this fits with the County’s salary study and the step program or was Ms. Flores removing her office from the study’s recommendations? (For clarification purposes, the Board of Supervisors adopted Public Sector Personnel Consultant’s recommended changes which were incorporated into the County’s Position Classification and Compensation Plan.) Ms. Flores advised that she worked with the Personnel Department to develop this policy and format over a period of a couple of months. She also advised that the County Attorney’s Office is not removing itself from the Plan, but is simply allowing that in the existing tiers or steps, these employees would be allowed to advance from one tier or step to the next tier or step based on the number of years of experience. Supervisor Dawson stated, “I guess I’m not understanding. We have a logical progression in the salary study that was done. What is the conflict between the progress they would make according to the chart that everybody else in Gila County follows and Ms. Flores’ department?” Ms. Flores explained that in her office, for example, “you have legal secretaries at different levels that are at different grades. So a legal secretary that is at an entry level grade would advance on our basic salary chart at step increments. What this does is allow the legal secretary to go up to the next grade, which is where they would be based on their experience because that’s where they fit in our hierarchy of either Legal Secretary 1, Legal Secretary 2 or Legal Secretary 3 based on years of experience. I do not believe this is stepping out of the salary schedule. I’m not sure if Supervisor Dawson would like to ask staff who are present how they view this plan?” Steve Besich, County Manager/Clerk, stated, “Basically what we are doing is going back to the old promotion schedule of 2 years, 4 years, etc., but the positions are still paid. There is a Legal Secretary 1, which is entry level and all Ms. Flores is asking is that when she takes somebody who has limited experience and puts them in at level 1 then after 48 months be allowed to submit a payroll authorization that would promote this person from a level 1 to a level 2. It’s basically a promotion schedule, not tinkering with the grade and step levels of the positions that have been graded by Public Sector.” Vice-Chairman Martin stated, “As long as we’re not breaching the intent of the salary study, I don’t have a problem with this. I’m not clear on whether or not we are doing that. It doesn’t seem like we are doing that. It makes me wonder if we need to make this adjustment in one area; do we need to revisit this and make an adjustment everywhere and by doing that, does that breach the study?” Chairman Sanchez stated that it is a legitimate concern. He stated, “We have made allowances in the study for adjustments at certain times and in my view this might be one of those adjustments that was not anticipated...it doesn’t violate the intent of the level and step.” Vice-Chairman Martin agreed, but stated, “This just raises the question if we need to take a look across the board. Do we need to be making this adjustment in other places?” Chairman Sanchez stated, “...This may be a good point to take a look at those things.” Supervisor Dawson inquired if this is something that Birdie DeNero, Personnel

Director, is making the decision on alone or if she was recommending this to the Board? Supervisor Dawson wanted to ensure that the adopted changes as recommended by Public Sector would remain intact and that regardless of the number of other departments within the County, this would be okay. Supervisor Dawson questioned this because, as she stated, originally a committee comprised of a representative from each of the County's departments participated in Public Sector's original market salary survey study and gave input. She wanted to know if that committee was still meeting and did the committee concur with this decision or does the committee see this as "opening Pandora's box" for everyone who has 2 years of experience in a certain job? She stated, "If so, then we are looking at something outside of the Public Sector salary study." Ms. DeNero stated, "When this idea of a progression promotion was first presented to the Board, it did have a wider range of audience or participation, specifically the Public Works Roads Department, and now that has been narrowed down to the County Attorney's Office." Ms. DeNero stated, "I don't know who was involved in the initial committee, but they (clarified by Ms. DeNero as referring to Steve Besich, John Nelson, Marian Sheppard and Jacque Griffin) have reviewed this policy that I have brought to the Board 3 times now, which is exactly the policy that Ms. Flores is working with. But Ms. Flores has refined it to narrow it down just for the attorneys" [and legal secretaries]. (For the record: Ms. DeNero's proposed policy has never been adopted by the Board.) Ms. DeNero continued, "To answer your question is yes that team or that group (referring to the 4 people noted above) has reviewed this particular policy." Chairman Sanchez stated, "I think this has the assurance that this has been looked at by a working group. When the new Board is seated after the first of the year, there is a February or March window in the Public Sector salary survey that allows for concerns to be looked at and addressed. Our survey was a market based salary survey and as the market changes certainly ours is a working document and it allows for that." Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board unanimously approved the County Attorney's Policy for Hire and Progressive Promotion of Attorneys and Legal Secretaries and implementation of said Policy.

Item 3 - Information/Discussion/Action to consider a request by the Friends of Arizona Archives to contribute funds to the dedication event planning committee for the Polly Rosenbaum Archives and History Building dedication ceremony to be held on January 15, 2009.

Chairman Sanchez read aloud the letter of request detailing the levels of sponsorship that are available, which include contributions of the following: 1) platinum--\$5,000; gold--\$2,000; silver--\$1,000; bronze--\$500; and Friends of Arizona Archives--\$100. Chairman Sanchez stated, "I believe this is an opportunity to showcase the Gila County name and the name of Polly Rosenbaum and that she was from Gila County and represented this district." He also stated that Jacque Griffin, Assistant County Manager/Librarian, has

offered to be the contact person for the dedication ceremony to be held at 1901 W. Madison, Phoenix. Vice-Chairman Martin inadvertently thought the dedication had already taken place; however, Chairman Sanchez advised her that it will be held on January 15, 2009, and recently a tour of the building was held. Vice-Chairman Martin stated that she is delighted that Polly Rosenbaum is being honored and "I think Gila County should be stepping up to the plate...I want to sponsor at the platinum level." Supervisor Dawson stated, "Polly did a lot of things for Gila County and should be memorialized for her efforts." Upon motion by Vice-Chairman Martin, seconded by Supervisor Dawson, the Board unanimously approved the "platinum" level contribution in the amount of \$5,000 for the dedication event planning committee for the Polly Rosenbaum Archives and History Building dedication ceremony.

Item 4 - Information/Discussion/Action to consider a request by the Globe-Miami Regional Chamber of Commerce and Economic Development Corporation to contribute funds for the second Southern Gila County Leadership Academy to be held in the Spring of 2009.

Chairman Sanchez reviewed a letter of request stating that last year Gila County donated \$1,250 to help meet the expenses of the Southern Gila County Leadership Academy. Supervisor Dawson stated that she believes the Academy is an essential program, which she brought to southern Gila County after reading about the success of the Payson Leadership Academy and she feels it is very worthy of support. Vice-Chairman Martin stated that she supports the Academy; however, she would like the funds to be drawn from the Supervisor's Constituent Services Fund rather than from the County's General Fund. Mr. Besich advised that if funds are contributed, Gila County would be listed as a sponsor. He wanted this item placed on the Board's agenda for discussion as to whether the contribution would come from Gila County as one entity or by an individual Supervisor. He inquired if Supervisorial Districts 2 and 3, respectively Chairman Sanchez's and Supervisor Dawson's Districts were going to split the cost. After continued discussion, it was the consensus of the Board that each Supervisor would split the cost by equally contributing funds from their Constituent Services Fund. Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin with the condition that the contribution be equally split and paid for from the 3 Supervisorial Districts' Constituent Services Funds, the Board unanimously approved a contribution for the second Southern Gila County Leadership Academy in the amount of \$1,250.

Item 5 - Information/Discussion/Action to authorize transferring the title of an abandoned vehicle ("as is") that is in possession of the Sheriff's Office to the Town of Miami for its senior center.

Sheriff John Armer advised that last April the Sheriff's Office seized a 1999 Dodge Van with a number of illegal aliens inside and subsequently applied for an abandoned title in the name of Gila County. Those vehicles are normally

sold at an auction-and typically do not bring in more than a few hundred dollars. This van has over 100,000 miles on it. He stated it would mean more to the citizens in the County's constituency in usage than the amount of money generated when the vehicle was sold. The Town of Miami has a use for the van for the senior center because the van is handicap-equipped. The van does have some mechanical problems, but the Town of Miami is willing to accept it "as is" and will deal with those problems. Sheriff Armer requested that the Board sign the title and transfer ownership of the van from Gila County to the Town of Miami. Supervisor Dawson requested that the Town of Miami make sure there is recognition on the vehicle that this is a confiscated vehicle donated because of illegal activities to possibly deter others from illegal activity. Sheriff Armer stated that he agreed and would address that in the transfer. He also stated that forfeitures for a narcotics situation would require the vehicle to be used for specific purposes, but because this vehicle was picked up with a load of illegal aliens, it has no strings attached as to how it is to be used. Upon motion by Vice-Chairman Martin, seconded by Supervisor Dawson, the Board unanimously authorized transferring the title of an abandoned 1999 Dodge Van, Model GSS, ("as is") from the Gila County Sheriff's Office to the Town of Miami for its senior center.

Item 6 - Information/Discussion/Action to approve a one-year Professional Services Contract No. 1005-104/10-2008 between Gila County and Jesse McGill whereby floodplain and data mapping will be provided in the not to exceed amount of \$20,250.

Steve Stratton, Public Works Division Director, stated that in the past the Board has requested that building permitting be expedited as much as possible so a part-time person was hired to work in the Floodplain Management Department with the Floodplain engineer. Jesse McGill has been on the County payroll since March 16, 2005; however, he has recently relocated to Nevada. Mr. Stratton stated that it is not easy to replace a person with this amount of expertise and he considers Mr. McGill to be a valuable asset. Mr. McGill will continue to do this job via a computer and VPN telecommute, with checks and balances in place with the Floodplain engineer, and Mr. Stratton requested that the Board approve this one-year Professional Services Contract. This would eliminate Mr. McGill's current half-time position. Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board unanimously approved Professional Services Contract No. 1005-104/10-2008 with Jesse McGill in the not to exceed amount of \$20,250.

Item 7 - Information/Discussion/Action to approve Gila County Order No. LL-08-05, an application submitted by Albert F. Keehn for a person to person transfer of a Series 6 bar license at the Sportsman's Chalet located in Strawberry, Arizona, with an interim permit to operate.

Marian Sheppard, Chief Deputy Clerk, requested approval of Gila County Order No. LL-08-05, an application for a person to person transfer of a Series 6 bar license with an interim permit to operate that was submitted by Albert K. Keehn for the Sportsman's Chalet located in Strawberry, Arizona. She stated that the County has an internal review process and upon reviewing the application, the Health Department and Planning and Zoning Department have both approved the application and no public objections have been received. She stated that if the Board approves the application, it will be forwarded to the Arizona Department of Liquor Licenses and Control for a final decision. Upon motion by Vice-Chairman Martin, seconded by Supervisor Dawson, the Board unanimously approved Gila County Order No. LL-08-05.

Item 8 - CONSENT AGENDA ACTION ITEMS:

- A. Approval of Amendment No. 1 to State Housing Fund Agreement No. 550-08 between the State of Arizona Department of Housing and Gila County Division of Health and Community Services increasing the Agreement by \$36,609 for a total award of \$126,704, which will allow the Community Action Program to continue providing eviction prevention services to eligible clients.**
- B. Approval of Amendment Nos. 1 and 2 to an Intergovernmental Agreement (Contract HG861141) to replace the Special Terms and Conditions section of the Agreement and Price Sheet of which said Agreement provides WIC services.**
- C. Approval to adopt Resolution No. 08-10-07 which authorizes the adoption of the revised Gila County Housing Services Program Guidelines in relation to an application being submitted for FY 2008 State Housing funds; Resolution No. 08-10-08 which authorizes the submission of an application in the amount of \$500,000 for HOME Owner Occupied Housing Rehabilitation federal funding with certifications that said application meets the community's housing and development needs; and Resolution No. 08-10-09 which authorizes the submission of an application in the amount of \$250,000 for Owner Occupied Emergency Repair federal funding with certifications that said application meets the community's housing and development needs. (A copy of each Resolution is permanently on file in the Board of Supervisors' Office.)**
- D. Authorization of the Chairman's signature on a Copier Maintenance Agreement with Interstate Copy Shop to extend the Agreement from 9/26/08 to 9/25/09 at a cost of \$783 for maintenance and repairs on a Konica copier located at the Recycling and Landfill Management Department.**

E. Approval of a Document Conversion Services Contract between Gila County and Lin-Cum, Inc. for the purpose of archiving minutes and documents for the Board of Supervisors for the period 9/15/08 through 9/14/09.

F. Approval of the September 30, 2008, BOS meeting minutes.

G. Approval of personnel reports/actions for the week of October 28, 2008.

Departure from County Service:

1. Andria Johnson – Purchasing – Accounting Clerk – 06-18-08 – General Fund - DOH 05-27-08 - Resigned

End Probationary Period:

2. Joe Kline – Health and Community Services – Environmental Health Specialist Sr. – 11-10-08 – Health Service Fund

Position Review:

3. David Fletcher – Health and Community Services – Director – 10-13-08 – Change in Fund Code – From 7% 2013 WIA Fund - To 7% 2014 WIA Fund
4. JenDean Sartain – Health and Community Services – Deputy Director – 10-13-08 – Change in Fund Code – From 5% 2013 WIA Fund – To 5% 2014 WIA Fund
5. Bree’na York - Health and Community Services – Fiscal Services Manager – 10-13-08 – Change in Fund Code – From 50% 2013 WIA Fund – To 50% 2014 WIA Fund
6. Denise Dickison - Health and Community Services – Administrative Assistant – 10-13-08 – Change in Fund Code – From 85% 2013 WIA Fund – To 85% 2014 WIA Fund
7. Judy Smith - Health and Community Services – Manager Community Services – 10-13-08 – Change in Fund Code – From 50% 2013 WIA Fund – To 50% 2014 WIA Fund
8. Patricia Chavez - Health and Community Services – Administrative Clerk Sr. – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
9. Mary Dixon - Health and Community Services – Career and Employment Specialist – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
10. Dave Ferrell - Health and Community Services – Career and Employment Specialist Sr. – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
11. Judy Gonzales - Health and Community Services – Administrative Clerk Sr. – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund

12. Diana Russell - Health and Community Services – REPAC Program Manager – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
13. Celina Salinas - Health and Community Services – Career and Employment Specialist – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
14. Donna Smith - Health and Community Services – Career and Employment Specialist Sr. – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
15. Christina Throop - Health and Community Services – Deputy REPAC Program Manager – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
16. Dana True - Health and Community Services – Accounting Clerk Sr. – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
17. Joanne Zache - Health and Community Services – Accountant – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
18. Barbara Valencia - Health and Community Services – WIA Program Manager – 10-13-08 – Change in Fund Code – From 100% 2013 WIA Fund – To 100% 2014 WIA Fund
19. Michele Epperson – Finance – Payroll Specialist – 10-13-08 – Change in Fund Code – From 50% 2013 WIA Fund – To 50% 2014 WIA Fund

H. Approval of the finance reports which lists disbursements that will be issued during the week of October 14, 2008. (separate handout)

\$496,580.84 was disbursed for County expenses by check numbers 212526 through 212689. **(An itemized list of disbursements is permanently on file in the Board of Supervisors’ Office.)**

Supervisor Dawson wanted to note that items in the Consent Agenda will increase the budget money that is coming into the County. On item 8A, there is an increase to the Health Department of \$70,000 and on item 8C the Housing Services is requesting to apply for an additional \$750,000. Supervisor Dawson stated, “I encourage these applications and am grateful that the funds are being awarded even though there are some people, who when this money goes into the growth of the County budget, criticize us as if we are doing some horrible thing to the taxpayers. This money, as you look at the housing rehabilitation programs that are going on is a great investment, as well as offering help to the Health Department.” Upon motion by Supervisor Dawson, seconded by Vice-Chairman Martin, the Board unanimously approved Consent Agenda action items 8A-8H.

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 11:23 a.m.

APPROVED:

Jose M. Sanchez, Chairman

ATTEST:

Steven L. Besich, County Manager/Clerk