

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

Date: November 29, 2016

MICHAEL A. PASTOR

Chairman

MARIAN E. SHEPPARD

Clerk of the Board

TOMMIE C. MARTIN

Vice-Chairman

By: Marian Sheppard

Clerk of the Board

JOHN D. MARCANTI

Member

Gila County Courthouse

Globe, Arizona

PRESENT: Michael A. Pastor, Chairman; Tommie C. Martin, Vice-Chairman; John D. Marcanti, Member; Don E. McDaniel, Jr., County Manager; Bradley Beauchamp, Gila County Attorney; Jefferson R. Dalton, Deputy Gila County Attorney, Civil Bureau Chief; and, Marian E. Sheppard, Clerk of the Board.

GUESTS: Tim Humphrey, Supervisor-elect for Supervisorial District 2, and Woody Cline, Supervisor-elect for Supervisorial District 3.

Item 1 – CALL TO ORDER - PLEDGE OF ALLEGIANCE

The Gila County Board of Supervisors met in a work session at 10:00 a.m. this date in the Board of Supervisors' hearing room. James Menlove led the Pledge of Allegiance.

Item 2 – REGULAR AGENDA ITEMS:

A. Information/Discussion regarding the powers and duties, financial responsibilities, personnel requirements, open meeting law restrictions, and decision making process of the Gila County Board of Supervisors.

Chairman Pastor read aloud this agenda item and called on Vice-Chairman Martin to give her comments. Vice-Chairman Martin expressed her pleasure in having the newly elected Supervisors present – Tim Humphrey, Supervisor-elect for Supervisorial District 2, and Woody Cline, Supervisor-elect for Supervisorial District 3. Vice-Chairman Martin commented that she, too, was looking forward to the Board of Supervisors' (BOS) orientation.

Don McDaniel, County Manager, advised that the information compiled for today's meeting is primarily for the newly elected Supervisors. He added that the BOS orientation will be presented in 3 segments; today, on December 6th

during the BOS Regular Meeting, and on December 13th during the BOS Special Meeting.

Chairman Pastor advised that he met with Supervisor-elect Cline a couple times during the past two weeks and once with Supervisor-elect Humphrey to share some information with regard to the role and duties of a County Supervisor. When Chairman Pastor was first elected, he wished he had a Gila County organizational chart with pictures of department heads and elected officials along with their phone numbers, similar to the chart provided by the Arizona County Supervisors Association. He added that when he was newly elected 12 years ago, the County was undergoing major changes with regard to the management of County roads. At that time each Supervisor managed road maintenance and repairs for those roads located within their Supervisorial District. It was later learned that there was a great amount of liability on the Supervisors, so all functions pertaining to road maintenance/repairs were consolidated into the Gila County Roads Department under the Public Works Division. Supervisor Marcanti commented that when he was newly elected he already had government experience serving on the Globe City Council and other boards at which time he received a book that explained parliamentary procedure, laws, etc. He stated at that time he had responsibility for a budget of \$3M, so undertaking the responsibility for the County's budget of \$96M was "a lot to grasp." He also mentioned the problems in having County roads under each Supervisor. Chairman Pastor talked about the importance of following the Arizona Revised Statutes (A.R.S.) and suggested that the best approach for the new Supervisors would be to rely on staff. He added that the County Manager works directly for the BOS and stated, "He is probably the key component to the whole system. Make sure to follow a process in order for him to run the County for you. Our responsibility as Supervisors is policy." Vice-Chairman Martin commented she wished she would have known the other boards, commissions, and committees that the Supervisors would be required to act as governing board members. She cautioned the newly elected Supervisors to not take action immediately on the old stories or issues that will be coming from individuals who are disgruntled, but rather to talk to staff in order to gather all of the facts before taking on a matter. She reiterated that the County Manager works for the BOS, and added that "everyone else works for the County Manager or an elected official." She cautioned the newly elected Supervisors that the only person they can fire individually is their administrative assistant, and that it takes a majority vote of the BOS to fire the County Manager. Chairman Pastor said that he has always relied on the County attorneys for good advice.

Mr. McDaniel proceeded to review the statutes that directly apply to counties and the BOS, which is located in Title 11 of the A.R.S.

Chairman Pastor recessed the meeting at 11:20 a.m. and reconvened the meeting at 11:46 a.m. for a quick lunch break. Jacque Sanders, Assistant

County Manager/Librarian, provided an overview of the content of the Gila County website and demonstrated the various links to information. Vice-Chairman Martin briefly talked about the County's Open Outdoor Fire Ordinance. Supervisors-elect Humphrey and Cline entered into a question and answer period with Board members regarding the Gila County Road Blading Schedule that is located on the website, especially with regard to the process for grading roads whenever there is a major weather event. Ms. Sanders read aloud the disclaimer statement on the Road Blading Schedule, which states that in those types of situations, adjustments will be made to the Schedule. Supervisor-elect Cline asked for clarification on the type of maintenance provided on Forest Service roads, which was done.

Mr. McDaniel proceeded to review management's role and responsibilities and he stated that the BOS is the elected authority to represent the people and provide the services they need and which the BOS is authorized to provide. He stated that the role of the County Manager is to implement the policies set by the BOS; carry out the Board's directive; and, to manage and control County staff. He stated, "You are the CEOs (Chief Executive Officers) to a \$94M enterprise; \$49M is General Fund dollars." He advised that with the County having 600 employees and all of the related day-to-day operations, the key is for management to know and understand the policies of the BOS. He commented that one of the Leadership Principles of the County is that staff will follow County policy, which is the reason that staff is integrally involved in all processes and department heads attend all regular meetings of the BOS. Mr. McDaniel briefly covered the Arizona Open Meeting Law as it relates to communication amongst Board members. Supervisor-elect Cline stated, "From my standpoint, we are only as strong as a board. We are stronger as a county, not just north and south." Supervisor-elect Humphrey inquired about the status of recruiting a new County Manager since Mr. McDaniel has submitted his resignation letter notifying the BOS of his intention to retire. Mr. McDaniel commented that it was his intent to submit his resignation letter while the existing Board was in place in order to rely on their experience in recruiting a new County Manager, and to involve the newly elected Supervisors in the hiring process. He advised that hiring a new County Manager will be the number one priority at the beginning of the new year. He explained that the BOS orientation was being provided at this time because he feels that it is even more important for the newly elected Supervisors to have an understanding of County government. Mr. McDaniel stated that his retirement letter includes an offer to continue working to help transition in the new County Manager. Vice-Chairman Martin complimented Mr. McDaniel on the good working relationship he has developed with other elected officials of the County, which she said was not good in prior years. She mentioned that Mr. McDaniel had previously stated that he would like to retire from the County not later than March 2017. Chairman Pastor also complimented Mr. McDaniel on his many accomplishments, which include improving the morale of County employees and improving the reputation of Gila County as he believes that Gila County is

known as one of the more efficient running counties in Arizona. Mr. McDaniel advised that all positions in Gila County government have a job description, which is very detailed regarding the work to be done; however, he recommended that the BOS concentrate more on the type of behaviors that it wants from the new County Manager to decide what is important. He added, "For the record, I'm at a point in my life and career where I've done just about all I can do. I think the County deserves more and better, and that somebody new here can take it to the next level. What I'm concerned about is losing some ground that we've built because we've come a long way in 6 to 7 years in some key areas with regard to how the place is run that made a difference and I just hope that those key factors are held..."

Mr. McDaniel referred to tab number 4 of the BOS Orientation Binder, which was the Gila County Strategic Plan and proceeded to review it. He advised that when the Strategic Plan was developed, it involved all elected officials, department heads with the BOS, and a facilitator was hired to help with the process. He recommended that the new BOS engage in writing an amendment to the Strategic Plan or develop a new one. He reviewed the County's financial sustainability and advised that when he joined the County in 2000, it was probably the most financially sound county in Arizona. He gave all of the credit to John Nelson, who was the former Finance Director and Deputy County Manager. He cautioned the new BOS to have the controls in place to manage the resources so they don't dwindle. He stated, "Every budget (cycle), we have always reduced the amount of (employee) FTE (full-time equivalency), so we can continue to provide them with salaries and benefits they need to be productive workers here. Supervisor-elect Cline expressed a concern for some County employees that receive a low salary and questioned if there are processes in place to address and possibly adjust certain salaries. Mr. McDaniel stated that beginning in 2012, the County implemented a two-stage employee performance appraisal process whereby salary raises have been given twice yearly; the first increase was given at a certain percentage of the employee's salary based on the employee's performance rating, and the second increase was given six months later based on the Consumer Price Index for a cost of living adjustment. He proceeded to provide information on the process for the Compensation and Classification Study that was conducted in 2014. He stated, "If you agree as a board that there are still employees who are below a manageable wage, I would recommend getting a consultant in to evaluate that, but I don't recommend doing a new study."

Mr. McDaniel called on James Menlove, Finance Director, to present the annual budget process, which was done. The process for the BOS to select yearly capital improvement projects was also reviewed. Supervisors-elect Humphrey and Cline both requested a more detailed explanation of the County's rainy day (reserve) fund, which was done.

Chairman Pastor recessed the meeting at 1:42 p.m. for a short break and reconvened the meeting at 1:55 p.m.

Mr. McDaniel called upon Shelley McPherson, Human Resources Director, to explain the County's Authorized Position List, recruiting and hire process, and Merit System Rules and Policies, which was done. Supervisor-elect Humphrey requested a more detailed explanation of the Compensation and Classification Plan study results and he inquired if another study needed to be done. Ms. McPherson explained that the Plan is continually being reviewed and adjustments to pay ranges are made at various times based on an algorithm tool. Mr. McDaniel advised that the most recent adjustment to pay grades was done in 2014. Vice-Chairman Martin added that the Compensation and Classification Plan was implemented two years ago; however, she added that it was "on the heels of what was done more than 10 years ago."

Mr. McDaniel reviewed the various types of management meetings that take place. County leadership meetings are held on a quarterly basis whereby elected officials and department heads are invited; the County Manager meets monthly with officials of the judicial system, the County Manager meets monthly with the Assessor, Recorder, Treasurer and School Superintendent; the County Manager meets monthly with the Management Team, which is comprised of department heads; and, he meets every two weeks with the Administrative Team which consists of the Deputy County Manager, Assistant County Manager, Finance Director and Human Resources Director.

In ending the presentation, Ms. Sanders requested that the Supervisors and Supervisors-elect bring their BOS Orientation Binder to the December 6th meeting at which time additional written materials will be provided.

Item 3 – CALL TO THE PUBLIC: Call to the Public is held for public benefit to allow individuals to address the Board of Supervisors on any issue within the jurisdiction of the Board of Supervisors. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

There were no requests to speak from the public.

Item 4 – At any time during this meeting pursuant to A.R.S. §38-431.02(K), members of the Board of Supervisors and the County Manager may present a brief summary of current events. No action may be taken on information presented.

Each Board member and the County Manager presented information on current events.

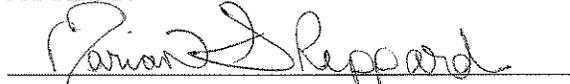
There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 11:43 p.m.

APPROVED:



Michael A. Pastor, Chairman

ATTEST:



Marian Sheppard, Clerk of the Board