

BOARD OF SUPERVISORS MINUTES WITH SUPPLEMENTAL TRANSCRIPT  
(Where a supplemental transcript is available, it is printed in bold type)  
OFFICE OF BOARD OF SUPERVISORS  
YAVAPAI COUNTY, ARIZONA

Prescott, Arizona  
2004

June 16,

The Board of Supervisors met in special session on June 16, 2004, at 9:00 a.m.

Present: Chip Davis, Chairman; Gheral Brownlow, Vice Chairman; Lorna Street, Member; Bev Staddon, Clerk.

Also present: Jim Holst, County Administrator; Mike Danowski, Finance Director; Richard Straub, Public Works Director; Julie Ayers, Human Resources Director; Debi Schaefer, Superior Court Administrator; Billie Grobe, Chief Adult Probation Officer; Carole Miller, Records Management Director; Marcia Jacobson, Director and Pat McCarver, Administrative Services Director, Yavapai County Community Health Services Department; Bill Lundy, Verde Valley Justice of the Peace; Ken Spedding, Development Services Director; Buck Buchanan, Sheriff, and Jennifer Gray, Account Clerk III in the Sheriff's Office; Scott Mascher, Jail Commander; Scott Mabery, Chief Juvenile Probation Officer; Jeanne Hicks, Clerk of Superior Court; Mona Berkowitz, Medical Assistance Director; Jeff Schalaus, Cooperative Extension Service Director; Carol Springer and Jim Buchanan, District 1 Supervisor candidates.

Clerk's note: A copy of these minutes with a supplemental transcript is available in the Office of the Clerk of the Board of Supervisors and is also available on the County website.

ITEM NO. 1. Discussion and possible action regarding the Fleet Management Department, including assignment of employees. Supervisor Street moved to appoint David Gartner as Fleet Management Director at a salary of \$55,000, to delete the Inventory Parts Supervisor position, transfer two Mechanic Journeys from General Fund to HURF, rename the Records Technician position to Secretary Journey with no change in range or step and transfer that position from General Fund to HURF, and transfer the Secretary Journey position currently paid from HURF to the General Fund. Supervisor Brownlow seconded the motion, which carried by unanimous vote. No comments from the public.

Chairman Davis said he thought the employees in Fleet Management felt as though they were in limbo with regard to the direction of the department. He said he had met with some of the employees and that his recommendation was to have the current HURF Shop Foremen Ron Drake and Paul Gordon continue in their capacities under the Public Works Department and handle both light duty and heavy duty HURF vehicles, and to promote Parts Supervisor David Gartner to Fleet Management Director to work under the direction of the Board. There was brief discussion about eliminating the Inventory Parts Supervisor position currently held by Mr. Gartner, during which Chairman Davis said he felt that the department was overstaffed in the parts area. Chairman Davis asked if it would be possible to adjust three supervisory positions by 10%. Supervisor Street said she did not agree with that because the people in those positions would be doing the same work they had always been doing. There was brief discussion regarding what salary to pay Mr. Gartner, and there was brief discussion regarding clerical positions and which budgets those positions should be paid from.

ITEM NO. 2. Consider appointment of new Elections Director. Upon a motion by Supervisor Street, seconded by Supervisor Brownlow, the Board voted unanimously to appoint Lynn Constabile as Elections Director to replace Sharon Keene-Wright, to be effective July 4, 2004, at a salary of \$50,000. No comments from the public.

Ms. Ayers said that 21 applications had been received for the position of Elections Director and that seven people had been interviewed. She said she was presenting Ms. Constabile for the position, adding that Ms. Constabile had been employed with the County since 1999 and had spent two years working in the Elections Department. Ms. Ayers said she had also received a proposal from Elections Director Sharon Keene-Wright offering to stay on as a temporary employee after her retirement on July 3 in order to train the new Elections Director and the new person who would fill a Records Technician vacancy. She recommended that the Board appoint Ms. Constabile as Elections Director effective July 4, 2004, at a salary of \$50,000. Mr. Holst said he believed it was important to have Ms. Keene-Wright available to work with Ms. Constabile. He said the salary amount for Ms. Constabile was lower than what the County would offer for an experienced elections director coming from the outside, but that when Ms. Constabile was successful in her new position her salary could be reviewed. Chairman Davis said he felt the salary was appropriate and that what the Board was doing with this position and what it had done with the previous position was

to bring employees up through the system and let them get their feet wet.

ITEM NO. 3. Study session with elected officials and department heads for discussion only of 2004-2005 fiscal year budgets.

Mr. Holst reminded the Board that the purpose of this study session was to allow department heads and elected officials an opportunity to meet with the Board to ask questions and address any budget issues. Ms. Schaefer explained the various drug courts and their funding sources, and said she was not overly concerned about x-ray equipment for the courts located in the Verde Valley being cut because she had discussed the matter with Mr. Holst and they had agreed to keep using the existing equipment until there was a dire need for new equipment. Ms. Grobe told the Board that an upgrade to Arizona Criminal Justice Information System equipment located in the Verde Valley office that the state would not pay for had been cut, and that \$4,000 of carry-over for halfway house beds had been inadvertently left out of her budget request. There was general agreement to reinstate both of those items to Ms. Grobe's budget. She said she understood the Board had a question about a request for a new position, and that her priority at this time was for a field supervisor position in order to maintain required ratios. There was brief discussion regarding electronic monitoring, during which Ms. Grobe said she had not used it and was not sure the technology was where it needed to be. Ms. Miller said her department had saved about \$21,425 in the Mail Services division since February, but that in order to save that she had to increase the number of hours that a part-time employee was working. She asked that the Board reinstate her request to make that part-time position a full-time position, saying she was willing to cut her budget in other areas in order to help offset the cost of the position request. Chairman Davis said he would prefer to wait until a new Records Management Director was hired and allow that person to make staffing recommendations. There was general agreement that the Board would reconsider the staffing request later in the year. Chairman Davis asked Ms. Jacobson and Ms. McCarver if their request for a Computer Assistance Specialist was a position that could be added to the MIS Department but assigned to work on Health Department issues. Ms. McCarver said she did not believe that would work because the positions were primarily for software training and support on-site for the various clinic programs and that this was not something that the MIS Department did. Mr. Holst said he had a concern about whether individual departments should have their own computer people and that he believed this request could be handled through the MIS Department. He said this had been done with regard to some other areas and he asked if there was some reason why it would not work to handle it through MIS if there was a new person hired and dedicated to the Health Department. Ms. McCarver said the difference would be that if the person was based in the Health Department then the Health Department would be able to direct the person's activities on a daily basis. She said there was a concern as to whether MIS Director Stephen Welsh would understand all of the Health Department's needs, and that when she and Ms. Jacobson had spoken with Mr. Welsh about this position he was not comfortable that he understood Health Department operations well enough to direct the activities of the position. She said the position being requested required an entirely different set of skills than what MIS normally sees. Ms. Jacobson said that the person who was currently providing computer assistance services for her department had a background in health care and understood the critical aspects of the position. There was general agreement to fund the Computer Assistance Specialist to work out of the Health Department. There was brief discussion regarding requests for additional Environmental Health Specialists, during which Ms. Jacobson said she needed two new positions because growth in the County had made it impossible to keep up with inspections. She added that she would be coming to the Board in the near future to request fee increases for Environmental Health and that she hoped to make that division of her department completely self-supporting. There was general agreement to fund two Environmental Health Specialist positions and related equipment, and to not fund a half-time Administrative Assistant position. Judge Lundy told the Board his office had the same number of staff members that it had nine years ago, but that it was doing substantially more work. He talked about his need for an additional Court Clerk position and said his office brought substantial revenue into the County. Mr. Holst said the most recent report showed essentially the same per-Clerk caseload in both the Prescott and Verde Valley Justice Courts, and he noted that the Prescott Justice Court had also requested an additional

Court Clerk position. He cautioned the Board against looking at revenues, or the lack of revenues, as a factor in deciding whether or not to fund additional positions saying this was something the Board should not take into consideration and that there had been lawsuits over that very issue. Judge Lundy said he had been using JCEF funds to pay for the position but that he could not longer do so. There was brief discussion regarding why types of things JCEF funds could be used for, after which there was general agreement to hold consideration of Judge Lundy's request until Mr. Holst could provide an analysis of the activities of the justice courts. Mr. Spedding thanked the Board for salary increases for himself and for staff, and for reactivating the merit program for employees. He asked that his request for additional money in the Temporary Salaries account be reinstated, saying that this account was used to pay for temporary people to perform work that was typically not done by regular employees such as data entry, addressing, and so on. Mr. Spedding added that long-time temporary employee Jane Jones, the department's historian, was also paid from that account. There was general agreement to increase Mr. Spedding's Temporary Salaries line item from \$15,000 to \$20,000. Mr. Spedding said he would also need more money in the Printing line item because of the need to support the community plan groups with copies of draft plans and also because, even though the various ordinance were available on the County's website, people still wanted hard copies. Mr. Holst noted that the nine-month expenditure in this line item for the current fiscal year was only \$4,400 and he suggested providing CDs to people instead of printing hard copies. Chairman Davis suggested leaving the line item as Mr. Holst had recommended, saying it would be possible to adjust it later in the year. Mr. Spedding said he could probably live with the amount he was granted for postage, but that if the Board approved expanding the area subject to the building code the postage costs related to that action would be high. Sheriff Buchanan thanked the Board for increasing salaries for employees and said he hoped the Board would continue to be proactive in that regard every year. He said he wanted to touch on only a few things, and that perhaps his staff could meet with Mr. Holst at a later date to go over some other budget issues. He discussed his need for additional overtime money, saying that the number of calls to the Sheriff's Office had increased dramatically during his tenure as Sheriff. He said that each of his investigators was now carrying about 80 cases, and that some cases were not getting the attention they needed. He referred to his request for two Records Clerks for the NIBRS program, saying he hoped the Board would fund at least one of those positions because of the critical nature of that program. Sheriff Buchanan said he also needed more overtime money for detention services. Mr. Holst asked if it would be possible to put additional money into Temporary Salaries and hire retired detention officers to work at straight time as opposed to increasing the Overtime Salaries line item. Supervisor Street said she believed that patrol deputies needed overtime more than jail personnel. She said perhaps it would be a good idea to wait and see who is elected Sheriff and let that person make some recommendations regarding funding. Sheriff Buchanan praised the Early Disposition Court program, saying that the average number of prisoners in the jail during the last month was 480 but that the program also required more paperwork and it required the rapid movement of prisoners. There was general agreement to increase the Overtime Salaries line item for detention services by \$60,000. Discussion returned to the Overtime Salaries request for operations, with general agreement by the Board members to increase this line item from \$120,000 to \$150,000. There was also general agreement to hold consideration of the request for NIBRS program Clerk positions at this time. Mr. Mabery told the Board he knew he would have to over-expend his Outside Services account in the new fiscal year because of mandatory psychological evaluations for new hires, and that there was nothing he could do about it. He said that turnover in the department averaged about 13 employees each year and that he needed an additional \$2,200 to pay for the exams. There was general agreement by the Board to increase Mr. Mabery's Outside Services line item from \$1,000 to \$3,200. Ms. Hicks thanked the Board for granting her a new Court Clerk position, saying she understood the Board had questions about her request for a Court Clerk II position for the juvenile drug court. She said that when the juvenile drug court was established funding for the Court Clerk had come from Juvenile Probation, but that such funding was now gone. She told the Board that if the County was going to have a juvenile drug court, funding for the Court Clerk position for that court would need to be continued. There was general agreement to fund the Court Clerk II position for the

juvenile drug court. Ms. Hicks said her Overtime Salaries account had been cut by 70%. She said she was not able to control overtime and that it was, instead, controlled by the courts. She told the Board that whenever caseloads for judges were transferred it created the need for overtime in her department and that while the new Early Disposition Court program was working extremely well getting that up and running was resulting in overtime. She asked the Board to reduce her Overtime Salaries account by 30% instead of 70%. There was general agreement with Ms. Hicks' request for Overtime Salaries funding. Ms. Hicks told the board she was also concerned about the reduction in her Printing line item, saying that she had to have jury questionnaires printed twice a year. There was general agreement to increase this line item to \$10,000. Ms. Berkowitz addressed the Board regarding her request for a Care Manager Supervisor position, saying that she had 20 Case Manager positions in Long Term Care but only one supervisor and that she would like to balance that by having two supervisors each having responsibility for ten Case Managers. She said that with regard to her request for three personal computers, they were necessary for reporting purposes. Ms. Berkowitz said the Care Manager Supervisor position would help her department get more done and provide for a better quality program. Chairman Davis asked if the new position would generate additional revenue. Ms. Berkowitz said she could not say that it would. There was general agreement to include the new Care Manager Supervisor position and the three personal computers in Ms. Berkowitz's budget. There was brief discussion regarding Title 36, during which Ms. Berkowitz said the costs related to this program continued to increase and that at some point it would be wise to hire a psychiatric nurse to review the services being provided to individuals subject to Title 36. At this point the Board turned its attention to funding requests from outside agencies, beginning with the budget request from the University of Arizona Cooperative Extension Service. Mr. Schalau began his presentation by thanking the Board for the new offices at the old fairgrounds. He said his ability to provide services had eroded because of employee related expenses, even though employees had not received salary increases for a few years. He said he believed that if his program was not funded at the level requested he would no longer be able to provide water resource education next year. He said that water resource issues would probably be the number one issue facing the County and that the Cooperative Extension Service had been addressing water issues for at least the last seven years. Mr. Schalau said that without adequate funding, the food safety education program would also suffer. Chairman Davis said he had a hard time with Mr. Schalau's request because his budget request represented a 28% increase over last year and that this was more than any County department had requested. Mr. Schalau reiterated that his ability to sustain programs had eroded, adding that the Cooperative Extension Service provided services to many people throughout the County. There was general agreement to increase the funding level for Cooperative Extension from \$119,000 to \$138,500. The Board reviewed the remaining requests, reaching general agreement to fund the Youth Count program at \$17,500; the Verde Valley Family Network at \$10,000; the Water Advisory Committee at \$107,000; Yavapai Family Advocacy at \$20,150; NACOG EDD and Rural Transportation at \$9,987; Cottonwood Area Transit at \$15,000; the County Fair at \$1,000; and the Annual Awards Program at \$1,000. There was brief discussion about the Prescott Downtown Partnership, during which it was decided to hold consideration of funding until later. Mr. Holst told the Board he had a note from the Treasurer regarding the need for \$25,000 in postage related to mailing out tax bills. He said he would prefer to take that cost out of Contingency as opposed to increasing the Treasurer's budget. There was general agreement that this would be fine. In summary, Mr. Holst told the Board he believed that with the changes it had discussed on this day, the budget would increase by approximately \$154,000 and that this would still leave the County in good shape. He added that he anticipated tentative adoption of the budget to occur at the Board's July 6, 2004, meeting.

There being no further business to discuss, the meeting was adjourned.  
ATTEST:

\_\_\_\_\_ Clerk \_\_\_\_\_ Chairman