



**OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS AND THE
BOARD OF DIRECTORS OF THE COCONINO COUNTY JAIL DISTRICT**

WORK SESSION AND SPECIAL SESSION MINUTES

February 26, 2019

9:00 a.m. to 1:00 p.m. - 911 E. Sawmill Road, Flagstaff, AZ

1:15 p.m. – First Floor Board Room, 219 E. Cherry Ave., Flagstaff, AZ

Present: Vice Chair Lena Fowler, Supervisor Matt Ryan and Supervisor Jim Parks. Supervisor Elizabeth Archuleta arrived during the tour at 9:33 a.m.

Absent/Excused: Chairman Art Babbott.

Also Present: County Manager Jimmy Jayne, Deputy Manager Lucinda Andreani, Deputy Manager Marie Peoples, Special Initiatives Director Kim Musselman, Human Resources Director Erika Philpot, Emergency Director Todd Whitney, Commander Cathy Allen, Sheriff Jim Driscoll, Public Information Officer Matt Rudig and Clerk of the Board Lindsay Daley.

Vice Chairwoman Fowler called the meeting to order at 9:12 a.m.

Work Session – 9:00 to 1:00 p.m. – 911 E. Sawmill Road:

1. Discussion regarding the general operations, capital facility needs, video courtroom capacities and mental health programs of the Jail District, and tour of the Adult Detention Facility. **Jail District**

Motion: Resolve as the Jail District Board of Directors, **Action:** Approve, **Moved by:** Supervisor Matt Ryan **Seconded by:** Supervisor Jim Parks, **Passed unanimously.**

Vice Chairwoman Fowler started the meeting and went over the agenda for the day. Sheriff Driscoll introduced staff that will be leading the Board of Directors on the Jail District tour. Commander Matt Figueroa started the tour off with the Board of Directors.

The Board went on a tour of the Jail. This included going through where inmates are brought in (intake), looking at the cells in the B housing pod, the outside recreation area, the Hogan, a newly remodeled storage area for inmate belongings, the video court room, and staff offices.

At 10:30 a.m. the tour ended and the Board came back to the auditorium for a presentation by Sheriff Driscoll. Sheriff Driscoll provided a powerpoint presentation to the Board of Directors. He provided information about jail capacity and the population in the different pods. Renting beds generates revenue and the average daily rental is 26 beds. The cost to house inmates is \$102 per inmate, per day. He talked about the number of inmates that are not able to pay even the low-cost bonds.

Sheriff Driscoll explained that the number of bookings, length of stay, and average daily population has been steady over the year. The jail population is down right now. The Native American population in the jail averages around 50% and that has been consistent for the last four decades. The female population in the jail has increased over time with 77% male and 23% female. Drugs are one of the causes of this.

Sheriff Driscoll went over the types of crimes committed by inmates and a summary of the booking agency. They have seen a lot of bookings come out of the City of Page, which has been consistent over the years. He also went over the general inmate programs.

Detention Support Specialist Crystal Luna from the Sheriff's Office went over the statistics for the Fresh Start Re-Entry Program: 201 participants, 81 graduates. She went over the residency: 40% Flagstaff, 31% Coconino County other than Flagstaff. Educational Level: 25% no High School Diploma or GED, 33% High School Diploma, 18% GED, 24% some college or college degree. She also went over the programs they provide. Once released they get assistance from Goodwill with resumes, interview skills and computer classes and work with the recovery court.

Sheriff Driscoll went over the exodus program, the commissary, inmate phone use, visitation and tablet use. Inmates are provided two hot meals a day and each meal costs \$.86. The Sheriff also went over capital projects, promotions within the organization, and jail trends.

Sheriff Driscoll provided information on ICE Detainers. There was a total of 78 this year; 51 transported by ICE; 12 transported by other agency; 6 had detainers dropped; 9 in custody on detainers as of February 20, 2019.

The Sheriff went over the 11 local Flagstaff ICE Detainers and explained that they meet once a year with the Mexican Consulate.

The Sheriff talked about healthcare provided in the jail. Mental Health Clinician Summer Wolf from the Sheriff's Office spoke about mental health and the role she plays in the facility. Many inmates come in with the need to detox off of alcohol and opiates. She talked about the next steps to help the mentally ill in custody.

Sheriff Driscoll spoke about the on-campus court hearing process and the desire to use more technology for court services so that inmates do not need to leave the facility. Supervisor Archuleta stated that the time is right to talk with the City of Flagstaff because they are currently working towards a new courthouse.

Trades Manager Dallas Lilly from the Sheriff's Office provided an update on the expansion of the Page jail facility. The expansion is for support services (kitchen, laundry, staff offices, conference room, locker rooms, evidence rooms). They are in contract negotiations with the design team and contractor to get the project going. Dallas answered questions asked by individual Directors.

Commander Figueroa went over the future remodel of the Flagstaff jail. They are not at a point they need to expand because of population growth it is more about redesign. There is a need to create an intake area that is separate from the exit area to create a better flow for getting inmates in and released in a timely manner. The Commander answered questions asked by individual Directors.

Director Ryan suggested bringing a Board member along on the trips when they look at ideas for facility remodel. Director Archuleta suggested talking to the community when they move forward in discussions about expansion.

Director Fowler thanked the employees at the Sheriff's Office and jail and the City of Flagstaff for their partnership. County Manager Jayne also expressed his appreciation.

Director Fowler adjourned the Jail tour portion of the meeting at 12:00 pm for a lunch break.

Acting Chair Matt Ryan reconvened the meeting at 1:27 p.m. in the First Floor Board Room.

Present: Supervisors Matt Ryan, Supervisor Elizabeth Archuleta and Supervisor Jim Parks.

Absent/Excused: Chairman Art Babbott and Vice Chairwoman Lena Fowler.

Also Present: County Manager James Jayne, Deputy County Manager Mike Townsend, Deputy County Manager Lucinda Andreani, Deputy County Attorney Rose Winkeler, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber.

Motion: Resolve as the Board of Supervisors, **Action:** approve, **Moved by:** Director Elizabeth C. Archuleta, **Seconded by:** Director Jim Parks. The motion passed unanimously.

Special Session – 1:15 p.m. – First Floor Board Room at 219 E. Cherry Ave.:

- 1a. Affirm the Declaration of Emergency issued by Chairman Babbott pursuant to A.R.S. 26-311, regarding the snow event of February 20-22, 2019, proclaiming the existence of a local emergency.

Emergency Management Director Todd Whitney briefly discussed the snow event that took place last week in Coconino County and explained the purpose of the Declaration of Emergency.

Upon request from Supervisor Archuleta, Director Whitney clarified that a Declaration of Emergency is needed in order to shut down County offices.

Acting Chair Ryan noted a luncheon was held at noon today to thank staff that participated in the emergency event.

Motion: Affirm the Declaration of Emergency issued by Chairman Babbott pursuant to A.R.S. 26-311, regarding the snow event of February 20-22, 2019, proclaiming the existence of a local emergency, **Action:** approve, **Moved by:** Supervisor Elizabeth Archuleta, **Seconded by:** Supervisor Jim Parks. The motion passed unanimously.

For the record, Acting Chair Ryan noted Chairman Babbott was currently at an event recognizing the 100th year opening of the Grand Canyon and Vice Chairwoman Fowler was attending a meeting in Page, Arizona.

Work Session continued – First Floor Board Room at 219 E. Cherry Ave.:

2. Presentation and discussion regarding an update on elements of Organizational Renewal: Vision, Values and Framework. **County Manager**

Presenter: Deputy County Manager/Public Works Director Lucinda Andreani, Human Resources Director Erika Philpot, Chief Probation Officer Sarah Douthit and Program Manager Allie Stender.

PowerPoint: Organizational Renewal.

Deputy County Manager/Public Works Director Lucinda Andreani provided a background of leadership team meetings held to review organizational renewal to determine draft framework, vision and values. She read the proposed draft vision statement and values statement.

Individual Board members provided feedback on the proposed vision statement and value statement.

Human Resources Director Erika Philpot continued with the presentation by reviewing the draft framework of the Organizational Renewal process. She highlighted team meetings held at Health and Human Services departments in review of customer-centered service reimagined.

Deputy County Manager/Public Works Director Andreani discussed the launch of the diversity inclusion initiative. She noted consultant Kelli McLoud-Schingen has been secured to review cultural competency, assess policies and recruitment then present assessments and recommendations.

Acting Chair Ryan called for a break at 2:22 p.m. and reconvened open session at 2:31 p.m.

3. **Presentation and discussion regarding the Road Maintenance (CMAMS), Computerized Maintenance and Asset Management System, Lucity. Public Works**

Presenter: Deputy County Manager/Public Works Director Lucinda Andreani.

PowerPoint: Lucity Enterprise Asset Management Software – Elevating County Service by Building a 21st Century Road Maintenance Division.

Deputy County Manager/Public Works Director Lucinda Andreani spoke about past discussions on the need to acquire technology to develop 21st century road maintenance operations. The new Lucity System provides feedback that empowers our workforce, tracks assets and reports on the return on investments made.

Road Maintenance Division Manager Carl Fuller continued with a presentation on business processes of the Lucity Program; initial inventory (assets) collected with GIS, centralized asset inventory, task guidelines, work planning, routine maintenance planning and complete work management. Upon inquiry from Acting Chair Ryan, Mr. Fuller affirmed that the program has the ability to plan for unforeseen repairs.

Consultant Harry Lorick with LA Consulting spoke about the software selection process. During the first phase staff identified what was needed. Once that was determined, an RFP was issued in which three vendors were selected. Staff reviewed the vendor demonstrations and the selected the system that best matched business practices. The Lucity System has been around awhile and utilizes maps that are easier to review.

GIS Analyst Jill Rundall spoke about the GIS-Centric System and how it is capable of leveraging assets to all County end-users via well organized maps and views. Each user has a custom dashboard layout with content customized for their use. She highlighted the programs strengths and answered questions asked by individual Board members related to employee training on the software and management of end-user access to data.

Community Relations Manager Marc Della Rocca highlighted the customer request process and how the software provides the ability to track inquiries from beginning to end with retention of detailed permanent records. Upon inquiry from individual Board members, Relations Manager Della Rocca answered questions related to the monitoring of customer service requests.

Supervisor Archuleta left the meeting at 3:13 p.m. creating a loss of a quorum of the Board. She returned at 3:15 p.m.

Trades Division Supervisor Roy Drye continued the presentation by highlighting the process used to assign customer requests to work orders by district. He further spoke about the process used to track performance monitoring.

Consultant Harry Lorick readdressed the Board to highlight the benefits of implementation of the Lucy Program.

Deputy County Manager/Public Works Director Lucinda Andreani answered questions asked by individual Board members related to customer service calls and benefits of the program.

4. Presentation and discussion regarding a Fiscal Year 2020 Budget Workshop.
Finance

Presenter: Deputy County Manager Mike Townsend.

PowerPoint: Board of Supervisors – FY2020 Budget Work Shop.

County Manager James Jayne introduced the item.

Deputy County Manager Townsend provided a presentation that highlighted the current draft 10-year financial planning process and plans to cover expenses during a recession.

Supervisor Archuleta left the meeting at 3:43 p.m., causing a loss of quorum of the Board. She returned at 3:48 p.m.

Deputy County Manager Townsend continued to review property tax rates by County, a 2% Levy Growth Chart, long-term investment funding, consumer confidence, local and state sales taxes and housing market trends. He further reviewed a list of challenges and unknown impacts, the forthcoming increase in the City of Flagstaff's minimum wage and the General Fund 10-Year Plan.

The Board provided feedback on the information presented.

5. Presentation and discussion regarding the Zoning Ordinance Update. **Community Development.**

The Board did not address this item.

6. Roundtable: To be discussed. Pursuant to A.R.S. 38-431.02(H), these matters will not be acted upon.
 - Reports from Supervisors; updates on new projects, district budgets, requests for services and initiatives, updated from county staff:
 - o District 4- Supervisor Jim Parks
 - o District 2- Supervisor Elizabeth Archuleta
 - o District 3- Supervisor Matt Ryan
 - o District 5- Supervisor Lena Fowler

- County Manager's Report
- Board Planning Calendar
- Events Calendar
- Update, discussion, and possible direction to staff regarding Local, State and Federal Issues
- Discussion and possible direction to staff regarding a letter of congratulations to Judge Margie McCullough on her retirement
- Letter to DPS regarding shutdown of Flagstaff Dispatch Center
- Letter(s) to ACC regarding Biomass Rulemaking

Public Affairs Director Eric Peterson quickly reviewed a draft letter of congratulations to Judge Margie McCullough on her retirement, a draft letter to DPS regarding shutdown of Flagstaff Dispatch Center and draft letters to ACC regarding Biomass Rulemaking.

The Board and Director Peterson conferred regarding the various draft letters.

There being no further discussion, Acting Chair Ryan adjourned the meeting at 4:43 p.m.

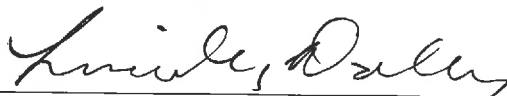
COCONINO COUNTY BOARD OF SUPERVISORS



 Matt Ryan, Acting Chair of the Board



ATTEST:



 Lindsay Daley, Clerk of the Board of Supervisors

