Tuesday, May 14, 2019

NOTICE OF WORK SESSION AND EXECUTIVE SESSION OF THE
COCONINO COUNTY BOARD OF SUPERVISORS

PURSUANT TO A.R.S. § 38-431.02

10:00 a.m. – Work Session
2:15 p.m. – Work Session continues
Executive Session immediately following

First Floor Board Room
Executive Session will be held in the Second Floor Conference Room
219 E. Cherry Ave., Flagstaff, AZ

The Board may change the order of the agenda at the time of convening the meeting or at any
time during the meeting. Members of the Board of Supervisors will attend either in person or by
telephone conference call. Work sessions and regular meetings are open to the public. Persons
with a disability may request a reasonable accommodation by contacting the Clerk of the Board
of Supervisors Office at 928-679-7144. Requests should be made as early as possible to allow
time to arrange the accommodation.

Notice of Option to Recess in Executive Session

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Board of Supervisors
and to the general public that, at this meeting, the Board of Supervisors may vote to recess into
Executive Session, which will not be open to the public, with the County’s attorneys for legal
advice and discussion on any item listed on the following agenda, pursuant to A.R.S. § 38-431.03
(A) (3).

Call to the Public for items not on the Agenda

After the pledge of allegiance, the Chairman will call on members of the public to speak on any
item or area of concern not listed on the agenda. Items presented during the Call to the Public
portion of the Agenda cannot be acted on by the Board of Supervisors. Individual Supervisors
may ask questions of the public, but are prohibited by the Open Meeting law from discussing or
considering the item among themselves until the item is officially placed on the Agenda.
Individuals are limited in their presentations.
Call to Order:

Pledge of Allegiance:

Call to the Public:

Work Session:

1. Presentation and discussion regarding the next steps of Organizational Renewal towards the Diversity and Inclusion process in Coconino County. County Manager

2. Presentation and discussion regarding the purchase of new voting equipment. Elections

3. Presentation and discussion regarding paid parental leave and deferred compensation match programs. Human Resources

BREAK

Work Session continues – 2:15 p.m.:

4. Presentation and discussion regarding County Budget Wrap Up. Finance

Executive Session:

5. Discussion of County Manager performance evaluation. Pursuant to A.R.S. 38-431.03 (A) (1), the Board of Supervisors may vote to enter executive session. Board of Supervisors

Adjourn:

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Coconino County Administration Building, 219 East Cherry Avenue, Flagstaff, Arizona, on this Date: ________________ at __________________ am / pm (circle one) in accordance with the statement filed by the Coconino County Board of Supervisors with the Clerk of the Board. Dated this _____________ day of ______________________, 2019.

_____________________________________
Lindsay Daley, Clerk of the Board
DATE: May 8, 2019

TO: Honorable Chair and Members of the Board

FROM: Lucinda Andreani, Deputy County Manager/Public Works Director
Erika Philpot, Human Resources Director

SUBJECT: Presentation and discussion regarding the next steps of Organizational Renewal towards the Diversity and Inclusion process in Coconino County.

BACKGROUND:

One key priority for Coconino County, and a critical aspect of Organizational Renewal, is our work towards improving Diversity and Inclusion across the County. Coconino County is actively working with Kelli McLoud-Schingen of KMS Consulting, a well-reputed intercultural consultant, who is accessing our organization and will be providing a report with recommendations on how we can improve our intercultural competency across the organization. This presentation provides an overview of her assessment process and reviews the results of the Intercultural Development Inventory (IDI), which was recently conducted with the County’s leadership.

This Diversity and Inclusion Initiative launched in January with the Elected Official/Leadership Team (EO/LT) completing the Intercultural Development Inventory (IDI), an assessment tool that will provide insight into how to best move forward as an organization. She has met individually with members of EO/LT (via telephone) to review their results and discuss opportunities for personal development. Additionally, Ms. McLoud-Schingen met with EO/LT in person on March 14 to present general insights about intercultural competence for County leadership (based on the EO/LT IDI results), as well as shared foundational information about the value and meaning of our diversity work—for individuals and our organization.

Analysis of the data collected will be compiled into a report defining the status of intercultural competency and outlines a set of recommendations for enhancing cultural competency, which will be presented to the Board of Supervisors in August or September 2019. While we are excited to hear the findings, we are planning on providing additional opportunities for departments to administer the IDI with their leadership, providing targeted diversity and inclusion trainings, providing implicit bias trainings, as well as support to individual team members for achieving their IDI plans (those who complete the survey are encouraged to develop a personalized plan to increase their intercultural competence).
PURPOSE OF THE PRESENTATION:

Ms. McLoud-Schingen will give an overview of the IDI results (provide a recap of what was presented to EO/LT on March 14), as well as outline next steps for the assessment process. These next steps include an organization-wide/all team-member survey and meetings to gather information from key stakeholders, including Coconino County Diversity Council Chairs and Councils, employee key-informants/focus group interviews, and County leadership. Assessment activities will also include a review of County’s Human Resources policies and recruitment practices, and the County’s communication vehicles.

This work session provides an opportunity for the Supervisors to review the initial insights from the EO/LT IDI results, discuss the methodology for collecting assessment data and provide additional direction for the report/recommendations.

ALTERNATIVES:

The following alternatives are available to the Board of Supervisors:
- Participation in the discussion outlined above.
- Cancel or reschedule the presentation.

FISCAL IMPACT:

No direct financial impact from this work session.

ATTACHMENTS:

1 - Staff Report
DATE: May 8, 2019

TO: Honorable Chair and Members of the Board

FROM: Patty Hansen, Coconino County Recorder

SUBJECT: Presentation and discussion regarding the purchase of new voting equipment.

BACKGROUND:

The County's current voting equipment has reached the end of life and needs to be replaced.

PURPOSE OF THE PRESENTATION:

Discussion about recommendation of the amount and type of new voting equipment to purchase.

ALTERNATIVES:

Keep the current voting equipment

FISCAL IMPACT:

Amount will be dependent on the type and amount of equipment purchased.

ATTACHMENTS:

1 - Staff Report
DATE: May 8, 2019

TO: Honorable Chair and Members of the Board

FROM: Erika Philpot, Human Resources Director

SUBJECT: Presentation and discussion regarding paid parental leave and deferred compensation match programs.

BACKGROUND:

Coconino County seeks to attract and retain a highly-qualified workforce that supports the county’s mission and honors the diverse cultures we serve. Human Resources continues to leverage existing recruitment and retention programs and expand upon their success. In addition, Coconino County Human Resources continues to look for innovative recruiting and retention opportunities to increase employee satisfaction while providing employees with benefits that make Coconino County a premier employer. To enhance the existing employee benefit program and remain competitive in the region, Human Resources discussed with the Board of Supervisor proposals for drafting a County Paid Parental Leave program. At this time Human Resources is seeking further clarification on policy direction on several items.

The Board of Supervisors approved the County’s 457 Deferred Compensation Employer Match Pilot Program in FY17. This program has provided a way to educate and ignite greater 457 plan participation, and the program has grown from 12% participation to 14% participation since this program was introduced in FY17.

A design enhancement is now proposed to the original pilot program model to further expand its reach and build greater participation under the exiting funding for this program.

PURPOSE OF THE PRESENTATION:

The purpose of the May 14, 2019 Work Session is to present information about proposed Coconino County Paid Parental Leave Program and proposed modifications to Coconino County 457 Deferred Compensation Employer Match Program and seek further clarification on policy direction.

The Work Session will review:
* Information on Paid Parental Leave Programs
* Recommendations on a Coconino County Paid Parental Leave Program
* Information on 457 Deferred Compensation Employer Match Program
* Enhancement recommendations on the 457 Deferred Compensation Employer Match Program
ALTERNATIVES:

The Board may decide not to have the work session or have it a different date.

FISCAL IMPACT:

The financial impact was brought forward during the Human Resources budget work session.

ATTACHMENTS:

1 - Staff Report
DATE: May 8, 2019

TO: Honorable Chair and Members of the Board

FROM: Mike Townsend, Finance Director

SUBJECT: Presentation and discussion regarding County Budget Wrap Up.

BACKGROUND:

The Budget staff will bring information forward regarding the budget discussion.

PURPOSE OF THE PRESENTATION:

To provide more information to the Board.

ALTERNATIVES:

The Board may decide not to have the work session or to have it another day.

FISCAL IMPACT:

The fiscal impacts were outlined in the Budget work sessions.

ATTACHMENTS:

1. Staff Report
DATE: May 8, 2019

TO: Honorable Chair and Members of the Board

FROM: Erika Philpot, Director of Human Resources

SUBJECT: Discussion of County Manager performance evaluation. Pursuant to A.R.S. 38-431.03 (A) (1), the Board of Supervisors may vote to enter executive session.

Board of Supervisors

RECOMMENDED MOTION:

Move to enter executive session.

BACKGROUND:

Background information will be provided during Executive Session.