



OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS

BUDGET WORK SESSIONS MINUTES

Week 1

May 1, 2019

8:00 a.m.

**First-Floor Meeting Room
219 E. Cherry, Flagstaff, Arizona**

Present: Chairman Art Babbott, Supervisor Elizabeth C. Archuleta, Supervisor Matt Ryan and Supervisor Jim Parks.

Absent/Excused: Vice Chairwoman Lena Fowler.

Also Present: County Manager James Jayne, Deputy County Manager Mike Townsend, Deputy County Manager Lucinda Andreani, Deputy County Manager Marie Peoples, Director of Special Initiatives Kim Musselman, Assistant Finance Director Megan Cunningham, Public Affairs Director Eric Peterson, Budget Analyst John Comer, Finance Business Manager Megan Coons, Clerk of the Board of Supervisors Lindsay Daley and Administrative Specialist III Flora Hatch.

Chairman Babbott called the meeting to order at approximately 8:45 a.m.

1. Reserved for Discussion: 8:00 - 8:45 a.m.

The Board did not hold discussions.

2. County Attorney/Victim Witness: 8:45 – 9:45 a.m.

County Manager Jimmy Jayne introduced County Attorney Bill Ring. County Attorney Ring went over the FY19 achievements. He also stated that he agreed with the County Manager's recommendation for FY20. County Attorney Ring reviewed the FY20 Service Improvement Requests and proposed budget for the County Attorney's Office. He answered questions asked by individual Board members.

Chairman Babbott verified the Board was posted for a roundtable (item #6 on the agenda). The Chairman proceeded to have discussion on item #6. See item #6 for summary. Chairman Babbott called for a break at 9:53 a.m. He reconvened the meeting at 1:04 p.m.

Present: Chairman Art Babbott, Supervisor Elizabeth C. Archuleta, Supervisor and Supervisor Jim Parks.

Absent/Excused: Vice Chairwoman Lena Fowler and Supervisor Matt Ryan.

Also Present: County Manager James Jayne, Deputy County Manager Mike Townsend, Deputy County Manager Lucinda Andreani, Deputy County Manager Marie Peoples, Director of Special Initiatives Kim Musselman, Assistant Finance Director Megan Cunningham, Public Affairs Director Eric Peterson, Budget Analyst John Comer, Finance Business Manager Megan Coons, Clerk of the Board of Supervisors Lindsay Daley and Administrative Specialist III Flora Hatch.

3. Superior Court: 1:00 – 1:45 p.m.

County Manager Jimmy Jayne introduced Judge Moran and their recommendation for FY20. Judge Moran thanked his staff and stated he will be transitioning out of the presiding judge position. He stated they are planning the Coconino County Mental Health Summit to improve how they divert and handle mental health cases. They are currently maxed out with recovery court and mental health court. Judge Moran introduced the Court Administrator Gary Krcmarik.

Administrator Krcmarik went through budget items for the Courts. He stated that the Veterans Court Stand Down is coming up. He discussed the workload of the courts, which included civil and divorce cases going up. He also highlighted their recent accomplishments, which included Arizona Court Help Legal Talk that allows people to watch from home. He discussed the personnel transitions in the courts and case law management and the need to handle cases well. He spoke about Justice 2020 and long-range planning, which included the courthouse project. Judge Slayton spoke about the court investigator being an integral part of the court.

Administrator Krcmarik answered questions from the Supervisors. Supervisor Archuleta stated that for the Service Improvement Request that is needed for operations- she is supportive of it being reoccurring rather than on one-time money.

Judge Mark Moran stated that where they can improve is diverting people toward the mental health system rather than criminal justice system. He mentioned that the The County Attorney and Public Defender's Offices will also be involved in the Mental Health Summit.

The Supervisors thanked Gary Krcmarik, his staff and the Judges.

4. Justice Courts: 1:45 – 2:45 p.m.

Page Justice Court Judge Donald Roberts joined the meeting via phone for the discussion of the Justice Courts. His Assistant Kathleen Hensen was also on the phone.

County Manager Jimmy Jayne introduced this item. He went over the one time increase of \$3,500 for the Page Justice Court. He stated they received funds last year for security and bailiff expenses.

Deputy Court Administrator Sharon Yates introduced those present: Judge Robert Krombeen, Maia Rodriguez, Judge Howard Grodman, Fredonia Municipal Court Judge Serena Cutchen, Jennifer Carter, Dusty Tate from the Sedona Justice Court, Court Clerk Valerie Wyant and Court Administrator Gary Kremerik.

Deputy Administrator Yates talked about the overall accomplishments which included implementing a new case management system. She talked about the survey they have for customers and went over those survey results. Judge Krombeen spoke about the highlights of the Williams Justice Court. He talked about that they just signed a longer-term contract with the Town of Tusayan to provide court there. Deputy Administrator Yates thanked the Williams Justice Court staff for their assistance during the Intergovernmental Agreement process with the City of Williams.

Fredonia Justice of the Peace Serena Cutchen talked about improvements made for security at the Fredonia court. She also stated they are looking at the possibility of co-locating courts.

Judge Howard Grodman spoke about the Flagstaff Justice Court. It is the 5th busiest court in the state. He talked about the services they provide, specifically accepting guilty pleas for felonies, mental health court and traveling court. He provided examples of how they have made a difference in customers lives and the awards they have received. He stated their Service Improvement Request is to improve their phone service and alleviate the problems they have with that.

Judge Donald Roberts thanked the Supervisors. He also thanked staff for working on the security of the facility. He talked about the DUI Drug Court program and how they can now take on more serious cases, so customers do not have to drive to Flagstaff. Kathleen Hensen added that they have had a lot more phone calls and more time is necessary to answer calls. Judge Roberts stated that the position they are asking for is an administrative specialist position– up to 25 hours. He thanked the Supervisors and staff.

Sharon Yates commended the Page Justice Court for their efforts. She also thanked the Supervisors, County Management and staff.

The Supervisors thanked Supervisor Archuleta thanked the Courts and their staff. Deputy Administrator Yates answered questions from the Supervisors.

5. Adult Probation: 2:45 – 3:15 p.m.

County Manager Jimmy Jayne introduced Chief Probation Officer Sarah Douthit and thanked her for her work and leadership. He let the Board know that the Adult Probation Department received an additional full-time employee last year. Officer Douthit introduced the staff present.

She went over the fiscal year in summary and started with the accomplishments of the team. She said there is a 32% reduction in the people who have gone to prison. She stated they have people in the community that are no longer a burden on the system and are now contributing members of the community. She stated that their turnover rate is nonexistent. She conducts stay interviews with her staff members to reduce burnout. They are working on developing a class for clients that have children. Officer Douthit highlighted emerging trends and issues for their office. She stated they focus on a work-life balance. Reduced turnover is a result of trying to take care of each other. Michele Hart has worked with staff on specific evaluations that are based on each persons' position. They continue to promote their guiding principles.

Officer Douthit explained that they are seeing a crisis in mental health. They are seeing more situations that they would only see once a year now happening every few months. They are seeing a very high misery index and their Office is struggling with that as it leads to public safety concerns and it is an emotional drain on staff. They are asking for civilization reform not just criminal justice reform. She went over work that has been done without additional resources.

Officer Douthit thanked the Supervisors for providing the pilot with the Accounting Tech II position last year. They have had challenges keeping the position filled. She went over their office action plan for FY20. They will continue to work on turnover, stress, compassion and fatigue, organizational renewal, and making changes based on feedback from the state. She talked about mental and behavioral health issues starting with childhood trauma.

Officer Douthit answered questions from the Supervisors. The Supervisors expressed their appreciation for her work.

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
 - o District 1- Supervisor Art Babbott
 - County Manager's Report
 - Board Planning Calendar
 - Events Calendar
 - Chair's Report
 - Update, discussion, and possible direction to staff regarding County Communications

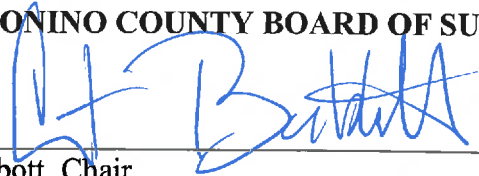
- Update, discussion, and possible direction to staff regarding Local, State and Federal Issues

Chairman Babbott and the Board discussed this item immediately after item #2 on the agenda before they took their break at 9:53 a.m.

Chairman Babbott discussed the upcoming budget schedule for the week. Clerk of the Board Lindsay Daley reviewed the May 7th Board of Supervisors planned agenda items and the Board's planning calendar. Chairman Babbott advised there may be some items on the agenda that may need to be pulled for conversation. Budget Analyst John Comer went over the schedule for tomorrow's budget meeting and answered questions from the Board. County Manager Jayne reiterated the start time of tomorrow's meeting, 9:00 a.m.

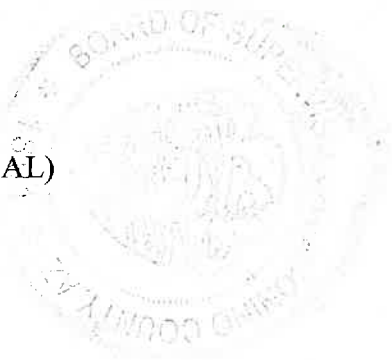
Chairman Babbott adjourned the meeting at 3:23 p.m. because quorum was lost.

COCONINO COUNTY BOARD OF SUPERVISORS

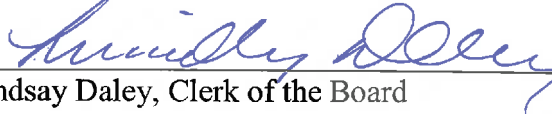


Art Babbott, Chair

(SEAL)



ATTEST:



Lindsay Daley, Clerk of the Board

