



OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS

SPECIAL SESSION MINUTES

Wednesday, May 4, 2022

8:00 a.m. – Special Session
(Budget Discussions)

Present: Supervisor Matt Ryan was present in person. Chair Patrice Horstman, Supervisor Judy Begay and Supervisor Lena Fowler were present virtually via Zoom technology. Vice Chair Jeronimo Vasquez was present telephonically and arrived in person at 8:40 a.m.

Also Present: County Manager Steve Peru, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Manager Sue Brown, Finance Director Siri Mullaney, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present.

Chair Patrice Horstman called the Special Session meeting to order at 8:35 a.m.

Deputy County Manager Sue Brown explained technical difficulties with the microphones and explained the microphones may need to be replaced at some time during the day. She also spoke about making adjustments to the podium.

Finance Director Siri Mullaney outlined the schedule for the day and which departments will be presenting.

1. Reserved for Discussion regarding FY23 Budget - 8:00 a.m. – 8:30 a.m.

The Board did not discuss item #1 since they started late.

2. Human Resources Department Budget Presentation & Discussion – 8:30 a.m. – 9:00 a.m.

Human Resources Director Erika Philpot introduced Human Resources department staff that were present virtually. She spoke about going paperless in the Human Resources department, the vision of the department, benefits used by employees, trainings that she would like to bring back to the County, department accomplishments for the year, as well as their goals for the next fiscal year. Director Philpot went over the three service improvement requests for the Human Resources

department, which was for three positions. She spoke about the increased demand on Human Resources due to COVID with an increase of vacancies and recruitment needs.

Upon inquiry from the Supervisors, Director Philpot spoke about the vacancy in the department and spoke about American Rescue Plan Act (ARPA) funds, recruitment, benefits and compensation. She also answered questions regarding how many positions are in the department and creating backups in the department so staff can cover when someone is out sick or on vacation.

Chair Horstman stated that she appreciated the policy changes Human Resources implemented due to COVID.

Upon inquiry from Vice Chair Jeronimo Vasquez, Director Philpot stated that between the compensation plan or creating new positions that she would choose the compensation plan and explained that it would help with retention and address the minimum wage issue.

Director Philpot answered questions from the Supervisors and spoke about updating desk manuals, updating county policies and trainings and events for county employees for diversity events.

Chair Horstman requested that Human Resources consider doing a job audit across the County and Supervisor Begay stated she would like to see all policies updated for all departments. Supervisor Lena Fowler requested Human Resources to produce a record of how much overtime employees work. Supervisor Matt Ryan requested Human Resources to look at daycare being provided for County employees and the need for a market study.

County Manager Steve Peru spoke about the impact to employees that are working more due to vacancies. He requested that the market study discussion be put on the parking lot list for further discussion.

3. Facilities Management Department Budget Presentation & Discussion – 9:00 a.m. – 9:45 a.m.

County Manager Steve Peru introduced Facilities Department Director Tom Hanecak and spoke about the two service improvement requests from the department and that the Manager's Office is recommending the long-term lease.

Facilities Director Tom Hanecak introduced Facilities staff. Director Hanecak spoke about the different divisions within the department, accomplishments for each division over the last year, and office changes that they worked on across the County. Director Hanecak spoke about a survey they did for their department, goals for the upcoming years, working on capital improvement projects, capital repair and replacement and preventative maintenance activities. Director Hanecak spoke about the challenge in recruiting trades employees, the work to update the Facilities Master Plan and spoke about the service improvement requests for the department. Director Hanecak answered questions related to vacancies within his department and internal promotions.

The Supervisors expressed their appreciation for the work of the Facilities department and that they are looking forward to discussions related to service re-imagined.

The Board took a short break at 9:57 a.m. and returned at 10:04 a.m.

4. Recorder Department Budget Presentation & Discussion – 10:00 a.m. – 10:30 a.m.

County Recorder Patty Hansen provided a brief introduction and explained that they are fully staffed with their positions. She spoke about the division of their FY22-23 budget with the transition of Elections moving under the Manager's Office. She explained that the budget for the Native American outreach position will stay in the Recorder's budget. She spoke about the office space that they have at the Flagstaff Mall and Tuba City and that they have an employee working on Hopi language needs. Recorder Hansen explained the grants that they have received in the past, their goal to increase digital services, the impacts of ongoing lawsuits and the legislature, and the paper shortage.

Deputy Recorder Donna Casner spoke about voter registration, early voting, mailings done of voter identification cards, and the need to watch legislation.

Chair Horstman stated that the County Manager's Office is recommending that the Recorder's Office service improvement requests be funded.

Recorder Hansen and Deputy Recorder Casner answered questions regarding the paper shortage and outreach being done for voter registration. Recorder Hansen also spoke about the voter guide going out to voters.

Administrative Manager Alicia Henry spoke about the number of recording documents they are getting, that they are fully staffed and looking to offer more services remotely and digitally.

The Supervisors thanked Recorder Hansen and upon inquiry from Vice Chair Vasquez, Recorder Hansen spoke about her support for the proposed compensation plan to help with retention.

The Board took a break at 10:30 a.m. and returned at 10:35 a.m.

5. Elections Department Budget Presentation & Discussion – 10:30 a.m. – 11:00 a.m.

The Board did not discuss item #5 and County Manager's staff explained that Elections is now part of the Manager's budget that will be discussed under the County Administration budget scheduled for May 5.

6. County Attorney Department Budget Presentation & Discussion – 11:00 a.m. – 12:00 p.m.

County Attorney William Ring introduced staff that was present. Attorney Ring spoke about the Mission of his office, prosecutorial power, what it means to seek justice, pursuing remedies to take wrongs and set them right. He also spoke about the process of budgeting, the sequence of

events in the criminal justice process, the number of cases his office sees each year and the types of cases. He spoke about factors that add to the complexity of the system, the departments involved in the process, being a human industry, forming community in their office, hiring positions and improved ability to recruit and retain.

Attorney Ring spoke about his service improvement requests for positions and budget buildout and what was and was not recommended by the Manager's Office. He also spoke about his planning objective, needing a systems approach to how we deal with justice systems in the county, working through backlogs due to COVID and lack of resources.

Upon inquiry from the Supervisors, Attorney Ring stated he did not want to choose what is more important between the proposed compensation plan and creating additional positions.

Supervisor Matt Ryan spoke about the need to look at the whole system, the challenge in trying to fund needs and that they need to look at a systems approach for the future. Supervisor Fowler also expressed support for a systems approach.

Attorney Ring explained that the budget needs to be changed to a systems approach instead of balancing things against each other- how do they balance with each other.

The Supervisors expressed their appreciation to Attorney Ring and his staff.

County Manager Peru spoke about the need for systems thinking across the organization, funding being a challenge and the need to do something regarding revenue.

The Board took a break at 11:45 a.m. and returned at 1:00 p.m.

7. Information Technology Department Budget Presentation & Discussion – 1:00 p.m. – 2:00 p.m.

The Board did not discuss item #7 and County Manager's staff explained that the item would be addressed at the meeting on May 11.

8. Finance Department Budget Presentation & Discussion – 2:00 p.m. – 2:30 p.m.

Finance Director Siri Mullaney introduced Finance staff. She spoke about the different services the Finance Department provides, the organizational chart of the department and changes regarding staff in the department. Director Mullaney also spoke about the department's accomplishments, goals for the next year, departments that have assisted them and the impact of the American Rescue Plan Act (ARPA) funding on their workload.

Director Mullaney spoke about their budget request to implement a contract and bid management software system and a position to manage the system and how it would benefit the entire organization.

Director Mullaney answered questions regarding their capacity to handle ARPA impacts on workload, the County's status regarding bonds and how the contract process was in the past.

Upon inquiry from Vice Chair Vazquez, Director Mullaney explained her support for the proposed compensation plan as they have struggled in hiring accountants.

9. Assessor Department Budget Presentation & Discussion – 2:30 p.m. – 3:00 p.m.

Assessor Armando Ruiz spoke about the Assessor's office being a mandatory office with many statutory deadlines they must meet. Assessor Ruiz spoke about the challenges they have faced over the last year, their accomplishments, embracing a hybrid work model and exploring fully remote positions to think outside of the box with the housing issues in the community. He also spoke about their recruitment efforts, the creation of an Appraiser III position and reorganizing teams in their office.

Assessor Ruiz explained their budget request for an Administrative Specialist II position and that the request is not being recommended by the Manager's Office.

Upon an inquiry from Vice Chair Vasquez, Assessor Ruiz explained that the proposed compensation plan is important but that getting new positions also is. He stated that the proposed compensation plan may help with recruitment since they have struggled to fill their vacancies.

Assessor Ruiz answered questions related to the turnover in his office and the backlog due to the market.

The Supervisors thanked Assessor Ruiz and his staff.

10. Reserved for Discussion of FY23 Budget – 3:15 p.m. – 5:00 p.m.

Finance Director Siri Mullaney provided follow-up information that was requested yesterday.

Budget Analyst Brandon Sepulveda explained the number of funding requests versus the number of carryover requests from the departments.

County Manager Peru spoke about the challenges the Assessor's Office has had in recruiting and that his recommendation is to focus on compensation and not creating new positions.

Supervisor Ryan spoke about the need for systems thinking for the future.

County Manager Peru spoke about criminal justice, recurring versus one time funding and lack of additional recurring funding that limits the ability for position growth. He spoke about needing data such as case clearance rates, performance metrics and the work that our entire system is producing.

Chair Horstman explained that there is not a lot of systemic change in criminal justice and that there are more of competing interests and that there is a need for investment in the justice system; however, there are limited resources and endless needs.

Supervisor Fowler spoke about the state mandates that impact all the County departments, needing to increase revenue through the economy, and the importance of long-term budgeting.

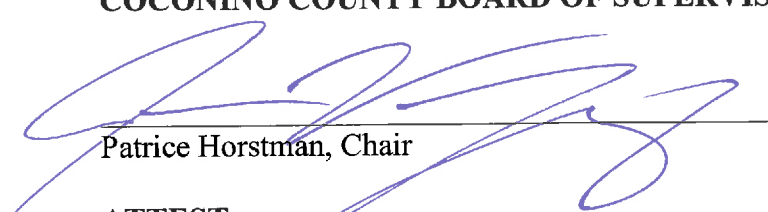
Vice Chair Vasquez explained that from hearing from departments that there is a need for the proposed compensation plan and wishes they could do everything but have limited funds.

Supervisor Begay spoke about possibly needing to stagger compensation increases in order to give to all the departments in need.

There being no further discussion, Chair Horstman adjourned the Special Session meeting at 2:24 p.m.

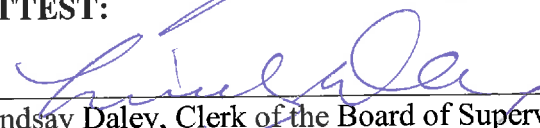
COCONINO COUNTY BOARD OF SUPERVISORS

(SEAL)



Patrice Horstman, Chair

ATTEST:



Lindsay Daley, Clerk of the Board of Supervisors