



**OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS,
AND COUNTY PUBLIC HEALTH SERVICES DISTRICT BOARD OF DIRECTORS**

BUDGET WORK SESSIONS MINUTES

Week 2

May 6, 2019

8:30 a.m.

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

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

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, Facilities Director Sue Brown, Human Resources Director Erika Philpot, and Clerk of the Board of Supervisors Lindsay Daley.

Chairman Babbott called the meeting to order at 9:22 a.m.

1. Reserved for Discussion: 8:30 – 9:15 a.m.

The Board did not hold discussion.

2. Public Health Services District: 9:15 – 10:15 a.m.

County Manager Jimmy Jayne introduced Interim Health District Director Michael Oxtoby and went over the schedule for the day. He highlighted staff recommendations regarding the proposed Health District FY20 budget and Service Improvement Requests (SIR/SIRs).

Interim Director Oxtoby introduced the Health District staff present and went over the FY19 highlights. 2018 marked the first time that alcohol and drug poisoning killed more people than

car accidents. He went over the programs they have implemented to focus on prevention of drug use and aiding those using drugs. He talked about the District currently underway in a community assessment. They are hoping to gather information that will help to understand gaps, concerns, improvements needed and successes.

Interim Director Oxtoby presented information on how healthy the community is. Coconino County has moved from the 4th healthiest to the 10th healthiest in the state from 2012-2019. Their challenges include: nursing shortage, vaccine exemptions, increase in number of people treated for rabies, e-cigarettes and vaping use and more. He spoke about District expenditures, state mandates, and the decline of grant revenue. Vice Chair Fowler asked questions regarding this.

Interim Director Oxtoby went over the Health District's work plan for FY20. The three objectives include: collaborating in the integration of three departments to improve the customer service experience, achieve public health accreditation and implement a new environmental health database. He answered questions from the Supervisors regarding this.

Interim Director Oxtoby went over the Health District's SIRs. This included money for animal sheltering, which would be a reoccurring \$58,000 and the other request is to increase the medical examiner capacity to .2 position to bring a current position to full-time. He answered questions from the Supervisors regarding the SIR.

Deputy County Manager Marie Peoples spoke about continuing discussions on building in sustainability for FY20 and looking at service duplication with other agencies, and the health assessment results will also help focus services. Deputy County Manager Mike Townsend spoke about the deficit for the District and the general fund loan for the District. Interim Director Oxtoby answered questions regarding the carryover requests. Deputy County Manager Peoples continued to answer additional questions from the Supervisors. She also spoke about the increasing case load as well as the cases becoming more complex for the Medical Examiner's Office. The Supervisors thanked Interim Director Oxtoby.

Chairman Babbott called for a break at 10:23a.m. and reconvened the meeting at 10:38 a.m.

Break: 10:15 – 10:30 a.m.

3. Community Services: 10:30 – 11:30 a.m.

County Manager Jimmy Jayne introduced the Community Services Interim Director Norma Gallegos. Interim Director Gallegos had staff present with her introduce themselves.

Interim Director Gallegos went over the accomplishments of the Community Services Department. This included: conducting the Business program in Page, water bill assistance program for Kachina Village Utility District customers, participating in the Super Service Saturday Initiative, hiring a case worker in Williams full-time and 73% increase in utility assistance.

Interim Director Gallegos also highlighted the challenges and trends that the department faces. This included the increased demand for housing assistance and the rising cost of housing, the need for injury prevention for seniors and collaborating to reduce recidivism rates.

Chairman Babbott left the room at 10:58 a.m. and returned at 11:00 a.m.

Interim Director Gallegos went over the work plan for FY20. This included: conducting a community needs assessment, work on the Census 2020, CDBG application, partnering with adult probation to provide financial literacy classes, continue to provide the business program including in Page and expanding to Williams, continue to look for funds for the Individual Account program to keep it going, continue the owner-occupied housing rehab program.

Administrative Manager Rosie Wear spoke about the Community Services Department's SIRs, which included: \$50,000 to go towards the emergency rental assistance program and an additional .2 position to be converted to a lead cook with 32 hours and benefit eligible. Ms. Wear and Interim Director Gallegos answered questions asked by the Supervisors.

Vice Chairwoman Fowler asked the County Manager to look into how departments are working with outside agencies and how we become more efficient working with the outside agencies.

Interim Director Gallegos went over the community action events for the month of May. The Supervisors thanked her for her work.

4. Public Fiduciary: 11:30 – 12:00 p.m.

County Manager Jayne introduced the Public Fiduciary Rashida Suminski. He stated that last year their office received \$18,000 recurring for operations and \$3,600 for one-time funds for training and development. They have no SIRs for FY20.

Fiduciary Suminski talked about the SIRs received last year and why they are not requesting additional funds this year. She went over the cases that they are monitoring. She also talked about the emerging trends that impact her office. This included clients that are seriously mentally ill. She spoke about a project with an NAU student that is providing exposure about what services they provide.

Fiduciary Suminski talked about the accomplishments of this year. They were audited which had good results. She went over their work plan for FY20. This includes advocating for their seriously mentally ill clients, working on getting additional staff licensed, and working to advocate and be transparent, being compliant and meeting the needs of the clients. She answered questions from the Supervisors. The Supervisors thanked Fiduciary Suminski for her work.

At 11:57 a.m. Chairman Babbott decided to discuss Item #10 on the agenda. See Item #10 for the discussion summary.

Chairman Babbott called for a break at 12:00 p.m. He reconvened the meeting at 1:03 p.m.

5. Career Center: 1:00 – 1:30 p.m.

County Manager Jayne introduced Career Center Director Carol Curtis.

Director Curtis went over the grants that provide funds to their efforts. She talked about the re-employment center being there for those losing jobs. She went over their annual plan. She talked about their partnerships and the initiatives planned for the upcoming year. This included: working on the automotive industry, their medical staffing talent pipeline, the internship network and the assessment of services provided as they move. She stated that they have been doing a lot of rapid response work this year with businesses closing.

Director Curtis answered questions from the Supervisors related to funds for the youth internship program and the work they do to keep kids in the community rather than leaving.

6. Human Resources: 1:30 – 2:15 p.m.

County Manager Jayne introduced Human Resources Director Erika Philpot. Director Philpot had staff introduce themselves. Director Philpot spoke about the reorganization of their department. Director Philpot went through some of their accomplishments, which included: rolling out new software, diversity days, innovation academy, switching the employee assistance program providers, telemedicine, auto-scheduling for recruitment, overtime policy. Performance management committee work, work re-imagined for others, diversity projects, electronic interviewing. Director Philpot spoke about the carryover request for the tuition assistance program.

Supervisor Ryan stated he would still like Human Resources to pursue looking at daycare options being provided for employees. Director Philpot provided information about the Employee Assistance Program related to what they are seeing for employees for individual issues, family issues, workplace issues and work life balance issues.

Chairman Babbott called for a break at 2:09 pm and then reconvened the meeting at 2:27 p.m.

7. Superintendent of Schools: 2:30 – 3:15 p.m.

County Manager Jayne introduced Superintendent of Schools Risha Vanderway and stated that last year the Board approved a \$500,000 SRS appropriation from FY19 for professional development- \$250,000 for FY19 and \$250,000 for FY20. There are no SIRS for FY20. He mentioned that the Teacher of the Year event was great this year.

Superintendent Vanderway introduced Tina Wells from her office. She spoke about the three areas they utilize – election, development, and accommodation school district. She spoke about the professional development courses for over 1,000 educators, the diverse needs of kids, diverse disabilities, and high turnover of teachers. She spoke about the program Child Find. This program provides evaluation for all kids if needed. She touched on some of their accomplishments which included getting Leupp school assistance in providing special education services and purchasing a van for their Page high school. She also went over the anticipated trends and challenges. She spoke about the school program they have in jail and the challenges with that. Lastly, Superintendent Vanderway spoke about their work plan for FY20.

Supervisors Archuleta expressed her support for the programs for those with disabilities. Superintendent Vanderway answered questions from the Supervisors about last year's SRS funds. Supervisor Archuleta asked that an email be sent to them with a summary of information on how the funding is being used so that they can help advocate for it. Risha answered additional questions from the Supervisors. The Supervisors thanked Superintendent Vanderway for her work.

Chairman Babbott went back to roundtable Item #10 again for discussion. See Item #10 for a summary of the discussion.

8. Juvenile: 3:15 – 4:00 p.m.

County Manager Jayne Introduced Juvenile Court Coordinator Brian Matsuda and spoke about the funds the Board approved last year for cameras, remediation and beds. He also stated that staff recommends providing \$80,000 for halo beds for FY20 and \$8,000 into facilitation of juvenile.

Director Matsuda introduced Juvenile Judge Kirchner and additional staff present. He went over the Department's goals. They are looking at how to empower parents and they measure that by asking parents to report whether the program has helped the child and did their relationship improve. The results are going in the right direction. Director Matsuda went over the SIRs. He stated there are more firearm carrying, drug using, gang members kids than they have had before, as well as those with more mental health issues.

Judge Reed entered at 3:26 p.m.

Director Matsuda talked about school shooting threats that they dealt with. He went over the SIRs for FY20. One of these requests is for family empowerment to assist in family facilitation and therapy, education and support. Director Matsuda answered questions asked by the Supervisors.

Judge Reed provided comments regarding the juvenile court team and spoke about the SIRs and the positive effect it would have. Judge Kirchner also spoke to the Supervisors.

Chairman Babbott and the Supervisors asked Director Matsuda questions and provided feedback. Judge Reed stated that there has been a shift in resources because there are fewer standard probationers and there are higher risk kids that are juvenile intense probation. Intense skill development is targeted to those at higher risk. The Supervisors thanked the Judges and Director Matsuda and his staff for their work.

9. Reserved for Discussion: 4:00 – 5:00 p.m.

The Board did not hold discussion.

10. 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

At 11:57 a.m. Chairman Babbott decided to discuss this item immediately following Item #4 on the agenda. He talked about a letter that Supervisor Parks drafted. Supervisor Parks spoke about the grant opportunity and he stated he wrote a letter and it is for the delivery of firewood to Moenkopi by truck. Chairman Babbott stated that they will send out the final revised draft after revisions are made. Chairman Babbott stated they will bring the merit selection subject back to talk about in roundtable as well.

Immediately after the Board discussed Item #7 on the agenda the Chairman decided to go back to Item #10 to continue this discussion before the began to discuss Item #8 on the agenda.

Chairman Babbott stated it would be good to see what the committee roles are regarding merit selection. Special Initiatives Director Kim Musselman provided the Supervisors information on the process of the applications and the number of members on the committee. Director Musselman answered questions from the Supervisors regarding this.

Supervisor Ryan asked if the Supervisors are ok with him using more funds out of the travel budget for his work as the legislative policy committee representative. The Supervisors stated they are ok with that. Director Eric Peterson provided information about legislative bills and a status update on those bills.

After the roundtable discussion Chairman Babbott went back to Item #8 on the agenda for discussion at 3:10 p.m.

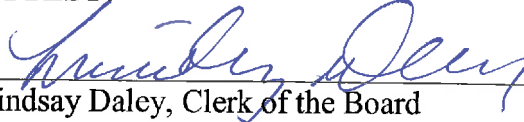
Chairman Babbott adjourned the meeting at 4:18 p.m.

COCONINO COUNTY BOARD OF SUPERVISORS



Art Babbott, Chair

ATTEST:



Lindsay Daley, Clerk of the Board



