



**OFFICE OF THE  
COCONINO COUNTY BOARD OF SUPERVISORS**

**SPECIAL SESSION MINUTES**

**May 9, 2022**

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

**Present:** Chair Patrice Horstman, Vice Chair Jeronimo Vasquez, Supervisor Judy Begay were present in person. Supervisor Lena Fowler was present virtually via Zoom technology. Supervisor Matt Ryan joined the meeting telephonically at 8:20 a.m. and then in person at 8:29 a.m.

**Also Present:** County Manager Steve Peru, Deputy County Manager/Public Works Director Lucinda Andreani, Deputy County Manager Sue Brown, Clerk of the Board of Supervisors Lindsay Daley and Deputy Clerk of the Board Valerie Webber were present virtually via Zoom meeting technology.

Chair Patrice Horstman called the Special Session meeting to order at 8:09 a.m.

1. Reserved for Discussion regarding FY23 Budget - 8:00 a.m. – 9:00 a.m.

County Manager Peru provided opening statements and highlighted follow-up discussion items to date. The Board and County Manager Peru discussed additional items to be brought back for discussion.

Chair Horstman called for a break at 8:41 p.m. and reconvened open session at 9:03 a.m.

2. Superior Court Budget Presentation & Discussion – 9:00 a.m. – 9:45 a.m.

The honorable Presiding Superior Court Judge Dan Slayton presented opening statements, acknowledging difficult financial times.

Court Administrator Sharon Yates introduced staff and highlighted accomplishments and challenges from FY22. She answered questions related to the proposed employee compensation package, criminal justice reform and the mental health court.

Individual Board members thanked each of the presenters and their staff for their service and spoke about their accomplishments.

3. Justice Courts Budget Presentation & Discussion – 9:45 a.m. – 10:15 a.m.

Deputy Court Administrator Shelly Bacon introduced various Justice Court Judges that were present for the day's discussion. She highlighted various FY22 accomplishments of the Justice Courts around the County. She reviewed FY23 service improvement requests.

The Honorable Williams Justice Court Judge Howard Grodman spoke about accomplishments, projects, plans and challenges during FY22 in the Flagstaff Justice Court.

The Honorable Fredonia Justice Court Judge Serena Cutchen spoke about accomplishments, projects, plans and challenges during FY22 in the Fredonia Justice Court.

The Honorable Page Justice Court Judge Jerry Landau spoke about accomplishments, projects, plans and challenges during FY22 in the Page Justice Court.

The Honorable Williams Justice Court Judge Robert Krombeen thanked the Board for their support and spoke about accomplishments in the Williams Justice Court in light of all the challenges since the beginning of the COVID-19 pandemic.

Individual Board members thanked each of the Judges and their staff for their service and spoke about their accomplishments.

Chair Horstman called for a break at 10:25 a.m. and reconvened open session at 10:42 a.m.

4. Sheriff/Jail District Budget Presentation & Discussion – 10:30 a.m. – 12:00 p.m.

Sheriff Jim Driscoll provided a presentation that outlined various departments within the Sheriff's Office and services they provide as well as accomplishments made during FY22 and challenges they have faced since the beginning of the COVID pandemic. He displayed several videos taken from deputy body cameras that reflected customer service calls.

Individual Board members thanked the Sheriff and Sheriff's Office staff for their service and spoke about their accomplishments.

Chair Horstman called for a break at 11:39 a.m. and reconvened open session at 1:08 p.m.

5. Public Defender Department Budget Presentation & Discussion – 1:00 p.m. – 1:45 p.m.

Public Defender's Office Attorney Brad Bransky provided a presentation that described the duties and statutory requirements of the Public Defender's Office and a two-to-five-year outlook of caseloads.

Public Defender's Office Administrative Senior Manager Tara Clifton read a letter into the record that was received by the Public Defender's Office praising the service they provide. She reviewed the Public Defender's Office service improvement request for FY23.

Upon inquiry from Vice Chair Vasquez, Attorney Brad Bransky answered questions regarding the proposed employee compensation plan.

Upon inquiry from Chair Horstman, Finance Director Siri Mullaney confirmed any full-time employee addition must be approved by the Board.

Upon inquiry from Supervisor Ryan, Ms. Clifton, Budget Analyst Brandon Sepulveda and Director Mullaney answered questions regarding general fund and funds received from fee for services that supplement operations.

Individual Board members thanked the presenters and provided feedback on the information presented.

6. Legal Defender Department Budget Presentation & Discussion – 1:45 p.m. – 2:15 p.m.

Legal Defender Erika Arlington provided a presentation that described the duties and responsibilities of the Legal Defender's Office, an organizational chart, their three to five year plan and the proposed FY23 service improvement request. She answered questions asked by individual Board members regarding the proposed employee compensation plan and caseloads.

Individual Board members thanked Legal Defender Arlington and provided feedback on the information presented.

Chair Horstman called for a break at 1:46 p.m. and reconvened open session at 1:53 p.m.

7. Clerk of Superior Court Budget Presentation & Discussion – 2:15 p.m. – 3:00 p.m.

Clerk of Superior Court Valerie Wyant introduced staff that was present and provided a presentation that outlined an organizational chart, statutory requirements of the Clerk's Office and described the various positions. She spoke about the proposed employee compensation plan and answered questions related to open positions and case volume.

Individual Board members thanked Clerk Wyant and her staff for the work they provide citizens.

Chair Horstman called for a break at 2:35 p.m. and reconvened open session at 2:48 p.m.

8. Public Works Community Wildfire Defense Program Budget Presentation & Discussion – 3:00 p.m. – 4:00 p.m.

Deputy County Manager and Public Works Director Lucinda Andreani provided a presentation that highlighted the details on the impacts of the Tunnel Fire, wildfire threat and landowner risk in the County.

Public Works Program Manager Greg Nelson continued with a presentation that outlined legislation passed to address resilience within communities, which included a Community Wildfire Defense Grant Program (CWDG) that is administered through the United States Forest Service. He answered questions related to the requirements of the CWDG program.

Deputy County Manager Andreani answered questions related to the CWDG grant matches and facilitation of same. She reviewed the County-wide approach to collaborate with fire districts to share resources and expertise to build effective treatments that align with the Forest Restoration Initiative and 4FRI efforts. She spoke about the current status of community wildfire protection plans and provided a program overview and funding proposal. She answered questions related to community outreach and funding that will be utilized to create defensible space.

Individual Board members provided feedback on the information presented and thanked staff for the presentation and all the work they do.

9. Reserved for Discussion of FY23 Budget – 4:00 p.m. – 5:00 p.m.

County Manager Peru highlighted discussions topics to bring back and outlined the remainder of the week's presentations.

Human Resources Director Erika Philpot provided follow up presentation that provided additional information on the proposed compensation plan, which included clarification on a compensation study, classification study, classification specifications, reclassifications, broad banding, market data, several compensation studies that were done in the past and the pros and cons of conducting a study.

County Manager Peru re-highlighted staff's recommendation for a WXYZ compensation adjustment:

- W = Adjustment to Ranges and Employees: \$2000 to Annual Salaries and Ranges
- X = Adjustment to Move Employees Deeper in Ranges: \$1750 to Annual Salaries
- Y = Longevity Adjustment: Based on the Chart Below
- Z = Merit Adjustment on Anniversary Date Following Performance Evaluation: 2%

Average Percentage Increase is 9.1%

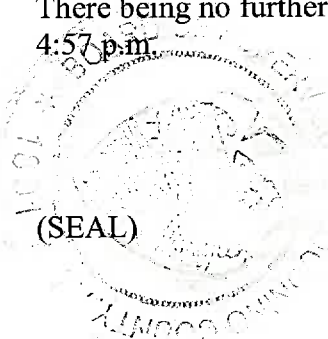
Average Annual Increase is \$5,400

Grade 7 minimum moving from \$17.56/hour to \$18.53/hour.

Individual Board members provided feedback on the information presented.

Supervisor Begay left the meeting at 4:52 p.m.

There being no further discussion, Chair Horstman adjourned the Special Session meeting at 4:57 p.m.



**COCONINO COUNTY BOARD OF SUPERVISORS**

A blue ink signature of Patrice Horstman is written over a horizontal line. Below the signature, the name "Patrice Horstman, Chair" is printed.