

**BOARD OF SUPERVISORS  
NAVAJO COUNTY, ARIZONA**

**June 9, 2003**

Supervisors' Chambers, Holbrook, Arizona - Time: 9:00 a.m.

**PRESENT:** Pete Shumway, Chairman; JR. DeSpain, Vice-Chairman; Percy Deal, Member; Jesse Thompson, Member; Jerry Brownlow, Member; Mel Bowers, Jr., County Attorney; Dennis Miller, Interim County Manager; and Judy Jones, Clerk of the Board.

Mr. Brownlow led the Pledge of Allegiance and offered the Invocation.

**CALL TO THE PUBLIC:** There were no comments presented.

**CONSENT AGENDA:** **Mr. Thompson made a motion** to authorize the Chairman to sign the items in the Consent Folder; motion seconded by Mr. Brownlow; vote unanimously carried. The following items were included in the Consent Agenda: **1) Voucher List for Payment; 2) Planning & Zoning Commission letter for service to Claire Heywood**

**HOLBROOK FIRE DEPARTMENT:** Steve Slade: Annual 4th of July Fireworks Display at the Governmental Complex (approval pending proof of insurance): **This item was continued to June 16, 2003.**

**BOARD OF SUPERVISORS:** Judy Jones, Clerk: Bid Opening #B03-05051, County Newspaper Services:

Clerk Judy Jones advised that bids were received from the Holbrook Tribune, White Mountain Publishing, Navajo Times and Winslow Mail. The bids were as follows: Holbrook Tribune-\$1.10 Per Column Inch (PCI) for first publication, \$1.00 PCI additional publications; White Mountain Publishing-\$0.75 PCI first publication; \$.075 additional publications; Winslow Mail-\$4.00 PCI first publication; \$3.75 additional publications; Navajo Times-bid was unresponsive. Ms. Jones advised she will review the bids and bring a recommendation for award on June 16, 2003. **Mr. Thompson made a motion** to accept the bids for County Newspaper Services and schedule the contract to be awarded on June 16, 2003 as presented; motion seconded by Mr. DeSpain; vote unanimously carried

**WHITE MOUNTAIN LAKE RECREATION DISTRICT:** John Hager, Board Member: **Board of Directors Session:** 1) Permission to accept building quote: **Mr. DeSpain made a motion** to enter into a Board of Directors Session; motion seconded by Mr. Brownlow; vote unanimous approving the motion. Mr. Hager began by presenting a district cash flow report. He then continued by advising that the owner of the district's previous office space requested the district vacate that space as of May 31, 2003. The district has received a quote for a "Tuff Shed" building, which would be set up on district property. (Volunteer labor would be used to set it up). The total cost for the building is \$8193.00. Mr. Hager noted that the request for bids was sent to three companies, with two responding with "no bid". **Mr. DeSpain made a motion** to approve the acceptance of building quote, with the cost not to exceed \$8200, as requested; motion seconded by Mr. Shumway; vote unanimously carried.

2) Permission to enter into an IGA w/Road District: Mr. Hager explained that in order to create more parking space in the parking lot, 48 feet of 24" culvert will be installed. The district is requesting approval to enter into an Intergovernmental Agreement with Special Road District #12 to do the installation. Three

bids were received for this job; two were over \$3500. The low bid was for \$1112.40. Mr. Hager noted that Deputy County Attorney Lance Payette has begun preparing the paperwork for the IGA. **Mr. DeSpain made a motion** to approve entering into IGA w/ Special Road District #12, costs not to exceed \$1200, as presented; motion seconded by Mr. Brownlow; vote unanimously carried. Mr. Hager updated the Board on district happenings: 1) The district purchased approximately 1200 channel catfish, 200 largemouth bass, 500 bluegill and 3000 fathead minnows for \$2400 to stock the lake; 2) The 10 year contract with the irrigation district has expired, however there is an agreement to extend the current contract "as is" for one additional year, during which time it will be re-written; 3) Greg Kroeger has submitted his resignation from the Committee. Mr. Hager requested that the previously appointed alternate now be appointed to fill Mr. Kroeger's position, and to have another alternate appointed. Mr. Shumway noted that this request was not on the agenda, and he asked Mr. Hager to submit the request in writing. Deputy County Attorney Lance Payette advised that the Committee believed they had spending authority for up to \$3000. However, in light of the history of this committee, it may be appropriate to have a better understanding of what the spending authority is. Mr. Shumway asked that Mr. Hager also submit a written request for clarification of that issue. These issues will be placed on a future agenda for discussion and possible action. **Mr. Thompson made a motion** to return to regular session; motion seconded by Mr. DeSpain; vote unanimous approving the motion.

**ASSESSOR'S OFFICE:** Frank Turley, Assessor: Upgrade computer program with funds from Property Information and Storage, Retrieval and Maintenance funds: Mr. Turley said he wishes to upgrade his computer software from the "Appraiser Sketch" to "Assessor Sketch" (APEX) program. This will allow the department to draw the improvements on the parcels. The long term objective is to have a database with all of the improvements so they can be attached to the parcels when the department begins using the new data system being developed in conjunction with Yavapai County. The cost for this software upgrade is \$1964.95 and the funds will come from the County Assessor's Property Information Storage and Retrieval Conversion and Maintenance Fund. **Mr. DeSpain made a motion** to approve the upgrade of computer program with Property Information and Storage, Retrieval and Maintenance funds as presented; motion seconded by Mr. Brownlow; vote unanimously carried

**PARKS & EMERGENCY SERVICES:** Paul Jaster, Director and Cris McBride, Coordinator: Approval of Memorandum of Understanding with the Amateur Radio Emergency Communication Services to provide emergency communication abilities: Mr. Jaster explained that this MOU would provide for protocol and responsibilities for the amateur radio operators in case of an emergency. He stressed that this will not create any conflict or confusion. There will be a place for these radio operators within the emergency communication system. Dr. McBride explained that "amateur" merely means unpaid. They are more commonly referred to as "HAM" operators. They are all licensed by the FCC and have had to pass tests to show they are qualified. He noted that immediately after the 9/11 attacks in New York, HAM operators were the only means of communication. He added that the HAM operators will not conflict with law enforcement communication, but will coordinate with, and complement, these systems. Mr. Jaster said that a plan is being developed with the operators and it will be integrated into the other communication systems. Any expense to the county would be negligible as the operators will all be registered volunteers (for purposed of Worker's Compensation insurance). Mr. Bowers noted that this agreement is very advantageous for Navajo County.

**Mr. DeSpain made a motion** to approve Memorandum of Understanding with the Amateur Radio Emergency Communication Services to provide emergency communication abilities, as presented;

motion seconded by Mr. Brownlow; vote unanimously carried

**PUBLIC HEALTH SERVICES DISTRICT: Dr. Stanley Warner, Director: Board of Directors Session:**

**1) Reconstruct Administrative Assistant I and Clerk II positions:** **Mr. DeSpain made a motion** to enter into a Board of Directors Session; motion seconded by Mr. Thompson; vote unanimous approving the motion. (Mr. Deal absent for the vote) Dr. Warner explained that he currently has an Administrative Assistant I position and a (new) Clerk II position. He would like to change that to an Administrative Secretary (Sec III) and a Secretary to Nursing (Sec II) position. He noted that this change would not only increase productivity and decrease "burn out" within the department, it will also save over \$7000 a year in salary. (Grant funded) The Administrative Secretary will report to the Health Director, assist the Director in managing the Health District and assume some of the duties formerly handled by the Administrative Assistant. Other duties may include, but are not limited to: assisting with budgets; billing; ordering; taking part in development of procedures; operations and special projects, and supervision of a II Public Health Clerks. The Secretary to Nursing position would include clerical duties as well as administrative responsibilities which are currently handled by the Public Health Nursing Supervisor, ordering all nursing related items and supplies, nursing related billing, travel, meeting arrangements, etc. These new positions will be posted at a range 14 (Admin Sec) and 12 (Sec to Nursing). Mr. DeSpain asked that these changes wait until the audit is completed and the budget is set. Mr. Bowers noted that the Health District audit will not be addressing anything other than food service; it will not address the nursing positions or programs. Mr. Bowers also advised that the hiring for these positions must be done according to policy. It was noted that Don Smith has reviewed and signed off on this proposal. **Mr. DeSpain made a motion** to authorize the reconstruction of the Administrative Assistant I and Clerk II positions as presented; motion seconded by Mr. Thompson; vote unanimously carried.

**2) IGA with ADHS/TB Control Prevention Contract #HG454010 (7/01/03-6/30/08):** Dr. Warner advised this IGA is essentially the same as last year. Funding for this year totals \$20,894. **Mr. Brownlow made a motion** to approve IGA with ADHS/TB Control Prevention Contract #HG454010 (7/1/03-6/30/08) as presented; motion seconded by Mr. DeSpain; vote unanimously carried.

**3) IGA with ADHS/Nutrition Services Contract #HG461021 (7/01/03-6/30/08):** Mary Tyler advised this is an annual contract, and there is very little change. The funding this year is \$16,335. **Mr. DeSpain made a motion** to approve IGA with ADHS/Nutrition Services Contract #HG461021 (7/1/03-6/30/08) as presented; motion seconded by Mr. Thompson; vote unanimously carried.

**4) IGA with ADHS/Prenatal Block Grant #HG461037 (7/01/03-6/30/08):** Dr. Warner advised that the IGA is essentially the same as last year. This year's funding totals \$43,859. **Mr. DeSpain made a motion** to approve IGA with ADHS/Prenatal Block Grant #HG461037 (7/1/03-6/30/098) as presented; motion seconded by Mr. Thompson; vote unanimously carried.

**5) IGA with ADHS/Tobacco Education Prevention Contract #HG354355 (7/01/03-6/30/08):** Shelly Ehmann, Tobacco Program Manager, explained that the contract remains basically the same. She did note that there was enough of an increase in the funding this year to allow for the hiring of an additional educator position. (She explained that the extra funding is to be used specifically for personnel) The total funding for this year is not to exceed \$296,153. Mr. Deal asked that any hiring of new personnel be done after the RIFs are completed to allow those employees the opportunity to apply if qualified. Ms. Ehmann

said she had no problem with that request. **Mr. Deal made a motion** to approve IGA with ADHS/Tobacco Education Prevention Contract #HG354355 (7/1/03-6/30/08); motion seconded by Mr. DeSpain; vote unanimously carried

**DEVELOPMENT SERVICES:** Dave Ashton, Director: **Public Hearing: Resolution** to increase fees for building permits, septic permits and planning & zoning applications and actions: Mr. Bowers advised there is a problem with the way this item was agendaized. He is therefore asking that it be re-advertised and rescheduled on the agenda for a later date. Clerk Judy Jones advised that she will schedule this for July 7, 2003 at 10:30 a.m. **No action taken at this time.**

**NAVAJO NATION/LOW MOUNTAIN CHAPTER:** Edgerton Gene: Funding assistance from District II Special Project Funds to assist with youth activities: (Ms. Gene was not able to be here) Mr. Thompson explained that Navajo County is one of many entities that the Low Mountain Chapter has requested assistance from for the 2003 Low Mountain Chapter Annual Youth Fest, which is scheduled for June 20-21, 2003. The funds will be used for awards, school supplies and food for the participants during the two day event. **Mr. Thompson made a motion** to approve funding assistance in the amount of \$150, from District II Special Project Funds, to assist with youth activities; motion seconded by Mr. Deal; vote unanimously carried. (Manual warrant requested to Low Mountain Chapter)

**NAVAJO COUNTY WIA/CAREER DEVELOPMENT, INC.:** Joan Mickle, Finance: IGA for servicing payroll and account receivable: Ms. Mickle advised that in the past, the IGA was with WIA/Career Development and the Charter School together. This year, the two entities will have separate IGAs because the Charter School needs only payroll services. (See separate agenda item) Navajo County will receive \$8000 per year to process the WIA payables. **Mr. Despain made a motion** to approve IGA for servicing payroll and accounts receivable for WIA/Career Development as presented; motion seconded by Mr. Thompson; vote unanimously carried

**BUREAU OF INDIAN AFFAIRS/CHINLE AGENCY:** Vicky L. Begay, Engineer: Funding assistance from District I Special Project funds for rental of a water truck: (Ms. Begay was not available) Mr. Deal explained that work will be done on the BIA road from the Hopi Cultural Center to Pinon, replacing several culverts. The water truck is needed to keep the roadway wet. Mr. Deal said he received a quote from Rental Service Corporation in Flagstaff for 4000 gallon water truck, for a two week period: total \$3792.94. Mr. Deal noted that he has not yet received written approval from the BIA, but he would like to have the funds approved so they will be available when the BIA approval is given. **Mr. Deal made a motion** to approve funding assistance in the amount not to exceed \$3800, from District I Special Project Funds, for rental of a water truck; motion seconded by Mr. Shumway; vote unanimously carried

**BOARD OF SUPERVISORS:** Recruitment alternatives for the County Manager position (Cost and Time frame): Information was presented regarding the scope and responsibility; proposals received from three California recruitment firms; a proposal from a Kingman company; the county manager salary range; and a memo from the Navajo County Personnel Commission. Mr. Brownlow said that because of current financial situation, he feels confident that we can find a competent county manager without spending the money on an outside recruitment firm.

Mr. Miller summarized the information received from the outside firms. 1) *Maximus*: time frame-100 days;

estimated cost-\$27,000; 2) *Anderson*: 60-75 days; \$23,250; 3) *Shannon*: 12-16 weeks; \$24,000-\$26,500; 4) *Collins (Kingman)*: \$10,000. Mr. Miller also noted that if the county decides to do the recruitment in-house, the time frame would be approximately 45-60 days, with costs estimated to be \$3000 (for advertisement) Mr. Miller explained that if the county chose the in-house option, we would use in-house staff to do the advertising and background checks on the applicants. A panel, consisting of city/county managers from around the state, would then screen the applications and bring the top 5-6 applicants to the Board for final interviews. Mr. Miller said we need to have the salary range determined for the advertisement. It would also be nice, but not essential to determine the structure. The manager should be an at-will employee, but it is almost universal now that a contract with a severance package be required for this kind of position. Mr. Miller explained we will be putting the advertisement in the Phoenix and Tucson newspapers, as well as the ICMA and other like publications. We would not necessarily have to a coast-to-coast search; we may be better off with someone who is familiar with rural Arizona. If it turns out we don't receive a lot of applications, we will only be out the cost of the ads and a little time. We can then turn to the professional recruitment firms. Mr. Bowers noted that the Elected Officials' position has not changed; they are still recommending an outside recruitment firm be used.

Mr. Shumway asked for comments from the Elected Officials and Department Heads present in the boardroom. No comments were presented. Mr. Bowers presented the salary ranges and actual salaries of each of the county managers in the State of Arizona. Mr. Deal commented that the salary should be kept at the current range (\$89,514-\$128,814). The candidate must realize we are in a financial situation and will be for some time.

Discussion continued and Mr. Deal asked whether Mr. Miller's contract would need to be extended beyond the July 14 date originally set. Mr. Miller noted that the tentative budget must be adopted by July 21. Then we publish for two weeks before adopting the final budget. After that, the tax rates must be set. If we do not have a Finance Director in place by then, we may have to extend the contract. **Mr. DeSpain made a motion** to use the proposal utilizing in-house staff, keep the current salary range, and have the top 5 applicants interviewed by the Board; motion seconded by Mr. Brownlow; vote unanimous approving the motion.

Mr. Deal said his interest has always been to move forward and that is what is happening. He is concerned however, that with just a short time left in the budget process, Mr. Miller's contract may have to be extended. Mr. Miller said he is working with Ms. Mickle and the MIS department to automate the system. Although a little behind, he has been talking with Mr. Koury regarding his input and he has been very cooperative. The budgets are being entered in as they are presented by the departments. Ms. Mickle advised that 99.9% of the expenditure budgets (General Fund), with the 15% reductions, have been submitted and input. She is still working on the grant budgets. Mr. Deal noted that there are three vacant positions, and this motion targets only the county manager position. There is a need for a Finance Director; do we leave it for later or address it now? Mr. Shumway noted that the only position listed on the agenda today is the county manager. Mr. Bowers advised that if the Board wishes only to list the vacant positions, no Board action is necessary. However, if it is considering using an outside recruitment firm, it is not properly agendized to be addressed today. Mr. Deal and Mr. Thompson requested that the Finance Director position be posted to begin the process, and agendize the matter for next week for discussion of salary range.

**NAVAJO COUNTY WIA/NORTHERN ARIZONA ACADEMY CHARTER SCHOOL:** Karen Bray, Payroll and Don Smith, Personnel: IGA for servicing of payroll: Ms. Bray explained that this is the 5th year of this contract and it is essentially the same. The county is reimbursed for these services in the amount of \$27,500, which pays for a part-time employee in both payroll and finance. **Mr. DeSpain made a motion** to approve IGA for servicing of payroll for the Navajo County WIA/Northern Arizona Academy Charter School as presented; motion seconded by Mr. Brownlow; vote unanimously carried

**HUMAN RESOURCES:** Approval of Payroll Actions: **Mr. Deal made a motion** to approve the payroll actions as submitted; motion seconded by Mr. DeSpain; vote unanimous approving the motion.

**BOARD BUSINESS:** Mr. Deal requested that the Agenda Request Forms be modified to include a space for MIS review for any computer purchases. He also expressed his appreciation to Mr. Shumway for attending the TEA-21 hearings in Washington. Mr. Bowers advised that, as of July 9, 2003, he will be in a jury trial for approximately 3 weeks and will not be able to attend the Board meetings. He also said that on behalf of the Elected Officials, they will support the Board's decision to go in-house for the county manager selection process. Everyone wants the same thing: a quality county manager. He added that they did appreciate the input they were allowed to have in the decision. Ms. Jones said she will not be attending the Small Counties/CSA meetings unless the Board requests her presence. (The Board stated she did not need to be there)

There being no further business to come before the Board of Supervisors, the meeting was adjourned until Monday, June 16, 2003, upon a **motion made by Mr. DeSpain**; motion seconded by Mr. Shumway; vote unanimously carried. The meeting adjourned at 12:55 a.m.

**APPROVED:**

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**Pete Shumway, Chairman**

**DATE:**

**ATTEST:**

**Judy Jones, Clerk of the Board**

**The following Navajo County demands were audited, approved and ordered paid by the Board:**

ApacheCnty\$125000;AvayaInc\$6305.44;APS\$31267.01;Carquest\$3844.67;CompassGrp\$33266.33;ConotechCnstrctnProd\$19355.88;CoopExt\$6370;Demco\$1241.87;EmpireMach\$1069.71;FrontierCOmm\$3344.93;HallBrakeSupp\$1553.93;HatchConstrctn\$4423.55;HertzFurnSyst\$1018;HlbrkCathChar\$8982.58;InternationalEZUp\$2161.19;JCGTEch\$8157.84;M&MProfCIng\$1248.74;Miller&Assoc\$2175.22;NCRF\$2147.29;NCRF\$8069.95;NCRF\$1586.27;NCSUnfrm\$6200;PageSteel\$7834.08;PharmaciaCorp\$3049.95;PineconeLodgeB&B\$1600;RapiscanSecProd\$25350;Sprint\$3600.60;PrintPlace\$1639.58;TwnPntpLksd\$2106.93;Transnation\$10385;UnitedRotaryBrush\$1024.55;Walmart\$1481.83;WasteMngmt\$4489.80;WhtMtnCathChar\$11116.76;WMH\$1560.69;WnlswSlvtnArmy\$1636.84