BOARD OF SUPERVISORS MINUTES
GILA COUNTY, ARIZONA

Date: February 25, 2014

MICHAEL A. PASTOR Chairman	**MARIAN E. SHEPPARD** Clerk of the Board
TOMMIE C. MARTIN Vice-Chairman	By: Laurie J. Kline Deputy Clerk
JOHN D. MARCANTI Member	Gila County Courthouse Globe, Arizona

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PRESENT: Michael A. Pastor, Chairman; Tommie C. Martin, Vice-Chairman (via ITV); John D. Marcanti, Supervisor; Don E. McDaniel, Jr., County Manager; Jacque Griffin, Assistant County Manager/Librarian; Bryan B. Chambers, Deputy Attorney Principal; Marian E. Sheppard, Clerk of the Board; and Laurie J. Kline, Deputy Clerk.

Item 1 – CALL TO ORDER - PLEDGE OF ALLEGIANCE

The Gila County Board of Supervisors met in a work session at 10:00 a.m. this date in the Board of Supervisors' hearing room. Eric Mariscal led the Pledge of Allegiance.

Item 2 – REGULAR AGENDA ITEMS:

A. Information/Discussion regarding Community Services Division program information and updates to the Gila County Board of Supervisors and a presentation on Community Action Program's 50th Anniversary given by Cynthia Zwick, Executive Director of the Arizona Community Action Association.

Malissa Buzan, Community Services Division Director, provided information regarding each of the service programs that are administered by the Community Services Division as follows:

Gila/Pinal Workforce Investment Area [a consortium that was formed to administer federal requirements of the Workforce Investment Act (WIA)]:

1) Staff has taken action to correct the recent findings pertaining contained in a report provided by Terry Doolittle, consultant to Gila County. The County contracted with Mr. Doolittle to conduct a review of all services provided by the Community Services Division.

2) Efforts are being made to ensure compliance with the Open Meeting Law for all meetings of the Workforce Investment Board (WIB) and its committees.

3) A few WIB members have pushed to dissolve the Gila/Pinal consortium due to a concern that there has been little or no activity with committees, excessive cancelling or postponing of meetings, unresponsiveness from staff - all of which created a lack of continuity as a Board. An Executive Committee was formed and a concerted effort has been made to re-establish committees of the WIB.

Chairman Pastor inquired if the Executive Committee meets if there isn't a quorum of members, to which Ms. Buzan replied that every attempt is made to have a quorum; however, if there is not a quorum, the Board does meet and at times takes an action only when the continuation of a WIB program is affected. The WIB must always ratify any action taken by the Executive Committee.

4) Ms. Buzan stated that in August 2013, the WIB met to discuss the pros and cons of splitting the two counties. It was determined by a consultant hired at that time that approximately 75 percent of the grant funds are spent in Pinal County and 25 percent are spent in Gila County, and divided among the Youth, Dislocated Worker, and Adult services programs. The determination was that with regard to the population in the two counties, the ratio was fair and equitable.

5) On September 27, 2013, the WIB met and took action on the proposed split of the Gila/Pinal Workforce Investment Area, and for Gila County to continue as the fiscal and contractual agent for the Area. The WIB voted to remain as the Gila/Pinal Workforce Investment Area and for Gila County to continue to by the fiscal and contractual agent.

6) In recent discussions with Greg Stanley, Pinal County Manager, and Anthony Smith, Chairman of the Pinal County Board of Supervisors, it was revealed that they were in favor of the split. A presentation was then given with regard to the positive changes that have been made to the WIA Program.

7) Ms. Buzan stated that she is working with WIB members on the Gila/Pinal Workforce Investment Area's 5-Year Business Plan, which is required under the WIA. Revisions are being made regarding the five sectors or main points of economic development. The revised Plan will be presented to both the Pinal and Gila County Boards of Supervisors at a later date.

8) The overall performance of the WIA Program is considered adequate to good; the findings have been addressed; and there is an engaged WIB that is knowledgeable and passionate with regard to helping participants in the WIA Program.

Don McDaniel, County Manager, stated that he had a phone conversation with Greg Stanley, Pinal County Manager, with regard to the Gila/Pinal Workforce Investment Area's fiscal agent and the possible split of the Area. In conversations with the Arizona Commerce Authority and the Department of Economic Security, Mr. McDaniel advised that those agencies are not interested in splitting or changing the Gila/Pinal arrangement. Mr. Stanley was interested in sharing the administration of the program in five-year increments. Mr. McDaniel stated that the County would not be interested in relinquishing Gila County's responsibility as fiscal agent. He added further that if Pinal County chooses to move forward in another direction than being in a consortium with Gila County, it wouldn't be in the best interest of Gila County to be involved with Pinal County's decision; therefore, he didn't see a reason to change the fiscal agent arrangement.

Vice-Chairman Martin stated that she believes that it is a wise decision to keep the arrangement with Pinal County for the short term, but for the long term the County may want to look for different options. She added that she has received feedback from other rural counties that a change may be imminent. Mr. McDaniel concurred with Vice-Chairman Martin and added some possible county partnering options. He added that Santa Cruz County has one of the best managed WIA programs in the state.

Supervisor Marcanti stated that if Gila County and Pinal County were to split, it would not affect Gila County if the funding formula was based on each County's population. Mr. McDaniel clarified that the funding is given according to the citizens in need of the services provided by the WIA Program and he believes that Gila County is receiving the appropriate amount of funding to provide for the citizens eligible to receive benefits under the WIA Program.

9) Ms. Buzan stated that there are two One-Stop Centers; one in Globe and one in Casa Grande. New partners have been brought on board to increase the number of clients in the areas that need it. The Dislocated Worker Program has staff in Globe and Casa Grande. There are three Access Points focused on the outlying areas of the County; San Manuel, Mammoth and Hayden, and she stated that there will be eight more added by the end of this fiscal year.

10) Staff is working on developing a website for communication and there are kiosks for use at the One-Stop Centers that are used to compile data and to match services with eligible clients.

11) She reviewed the costs of the One-Stop Centers, which is shared with participating partners, and she proceeded to name the partners located at each One-Stop Center.

Ms. Buzan provided a slide presentation and she reviewed additional program information and corrective actions that have been taken in response to the findings listed in Mr. Doolittle's report.

Gila Employment and Special Training (GEST) Program:

The GEST Program findings were regarding fee for services and small contracts, and that program has showed operating losses since 2009. Currently internal processes are being reviewed in order create, at the very least, a "break even" financial situation.

Housing Services:

The findings in the Housing Services and Section 8 Departments included the need to implement and follow new procurement procedures.

In the Community Services Division there is an Emergency Repair Program for seniors in order to help keep them in their homes longer. The findings of Mr. Doolittle's report advised that the Board of Supervisors is to be given reports and updates with regard to the Community Services Division.

The Weatherization/Owner Occupied Housing Rehabilitation Program is another service program provided to residents of Gila County whereby necessary repairs are made to homes in order to make them safer and more energy efficient. Chairman Pastor inquired as to the waiting list for these services, to which Ms. Buzan replied that the wait time is approximately three to four years, and she also explained the eligibility for Housing Services Programs.

Community Action Program:

The Community Action Program has the following services:

- Utility Assistance
- Telephone Assistance (TAP, Lifeline & Safelink which provides a participant with a cell phone that has 200 prepaid minutes)
- Homeless Prevention Rent Assistance
- Homeless Prevention Mortgage Assistance
- Homeless Services and Assistance
- Budget Counseling and Case Management Services
- Volunteer Income Tax Assistance (VITA) Site – earned income tax credits.
- Incentivized Savings Plans
- C.A.R.E. Fair

Ms. Buzan explained that the VITA Program is provided at no cost to eligible Gila County residents. She added that the program has been successful and

has had a lot of participation. Ms. Buzan then introduced guest presenter, Cynthia Zwick, Executive Director of the Arizona Community Action Association.

Ms. Zwick stated that this year marks the 50th anniversary of Community Action in the United States and she then provided a brief history of the program and explained how the program works with partner programs. She gave kudos to Ms. Buzan and her staff for their willingness to try new and innovative programs and for giving utmost consideration to the needs of the residents of Gila County in order to administer the most appropriate program. The various programs are designed to work in conjunction with each other to gain the most grant funding possible for the benefit of the participants, which enables residents to move from a position of vulnerability to a position of self-sufficiency. She stated that the ultimate goal of Community Action is to end poverty in Arizona.

The Board members thanked Ms. Zwick for the presentation.

B. Information/Discussion regarding the 2014 Long Range Facilities Management Plan Amendment.

Don McDaniel, County Manager, stated that it has been a goal of the Board of Supervisors to discontinue renting office space for County operations. He stated that Steve Stratton, Public Works Division Director, has been working to acquire the NAPA Auto Parts building and property in Payson and the Las Lomas School building in Globe in accordance with the Long Range Facilities Management Plan. He added that Lonnie Brevick, P.E., has provided the County with an amendment to the Long Range Facilities Management Plan of 2006/2007.

Mr. Stratton reviewed the Long Range Facilities Management Plan (Plan) Amendment attached to this agenda item and highlighted portions of the Plan that have been completed thus far and he reviewed information as to the forecast of the projects within the Plan yet to be completed.

Chairman Pastor inquired as to some of the logistics of the Plan with regard to relocating staff and he expressed a concern about moving areas such as restroom facilities. In reviewing an option to construct a new County building, Chairman Pastor emphasized the need to ensure that the building is constructed with sufficient square footage to include space for future needs. It has been his experience with past County remodeling projects that upon completion of the remodeling project, there still wasn't enough space. Mr. Stratton replied that he thought the building would be adequate with 150 square feet per person, which equates to 6,000 square feet per floor. Chairman Pastor asked if that was a construction industry standard. Mr. Brevick replied that the formula of 150 square feet per person is the standard that is used for

federal and county government, and he added that is a "good conservative number" and it follows the trend of smaller office space in order to house computers.

Vice-Chairman Martin advised that currently there is not adequate meeting room space in the Payson facility and she would like to ensure that a larger meeting place is included in the Plan. Chairman Pastor agreed. He added that in consideration of planning to construct a two-story building, the proposed building would need to have plenty of room for staff and citizens. A discussion ensued with regard to different available options. Concerns were raised with regard to adequate space for employee offices. It was also discussed how to ensure the safety of the public and employees coming to the County jail facility in Payson. Mr. Stratton mentioned the possibility of building a "Sally Port" and explained that it would provide a secure area for the public and employees when transporting "prisoners" to the Payson jail, because they are currently escorted one prisoner at a time through the front door of the Payson Courthouse.

The Board discussed with Mr. Stratton and Mr. Brevick the pros and cons of selling County-owned property in Payson, but it was agreed that the real estate market environment would most likely not yield the most return of financial investment at this time; therefore, the Board decided that it would be in the best interest of the County *not* to sell any County–owned property at this time.

Supervisor Marcanti stated that he felt that the Board needed to correct the "life-safety issues" at the County Attorney's Office in Payson. He added that with his construction experience, the cost estimates for the construction seem reasonable and he reiterated the need to first address safety issues. The Board concurred with Supervisor Marcanti's concerns.

Mr. Stratton and Mr. Brevick continued to review the Plan Amendment with the Board, and they received feedback and direction from the Board with regard to reducing the costs to the County and making the most use of currently owned County buildings in moving forward with the short- and long-term facilities management plan.

Chairman Pastor advised that the Board was provided with numerous options at today's meeting, and as a result of the conversation, Mr. Stratton and Mr. Brevick were asked to gather additional information, so he suggested that the Board conclude the discussion at this time and place this issue on a future work session for further discussion.

Mr. Stratton asked to briefly comment on two areas he believes are a major priority. The first priority should be the project to remodel the second floor of the Globe Courthouse. Mr. Stratton advised that the Invitation for Bids is almost complete, so the next step would be to request the Board of Supervisors

to authorize the advertisement of the Invitation for Bids. The bids would then be presented to the Board for review, and at that time Mr. Stratton stated that the Board could decide how much of the project would be completed. He advised that relocating the bathrooms and installing security measures is a "must." He further stated that these infrastructure improvements will take years to complete, and he added that selling the Michaelson building is another "must." The second issue Mr. Stratton believes is of high importance is to install units for permanent storage space to end storage rental space and temporary storage space costs. He recommended using one of two masonry horse stables located at the County fairgrounds as the location for installing 8' x 12' storage units. The cost is anticipated to be less than $100,000 and providing that storage would save the County approximately $20,000 per year. Chairman Pastor inquired if using the masonry stalls would be an issue with the County committees that use them, such as the Rodeo Committee, Horse Racing Committee and for the County Fair. It was noted that horse racing is no longer conducted at the fairgrounds; however, there is a possibility they may return in the future. Mr. Stratton advised that he is the Staff Liaison for all committees that use the fairgrounds and he has discussed this option with them and there hasn't been any objection.

Chairman Pastor tabled the remainder of the discussion to a future work session and invited Mr. Stratton and Mr. Brevick to return at such time this item is placed on a future work session agenda.

Supervisor Marcanti added a final comment that the course of action with regard to Payson was clear.

Mr. McDaniel added that this was a favorable decision to table the remainder of this item and suggested that it be tabled to approximately 30 to 60 days from this date, to which the Board agreed.

Item 3 – CALL TO THE PUBLIC: Call to the Public is held for public benefit to allow individuals to address the Board of Supervisors on any issue within the jurisdiction of the Board of Supervisors. Board members may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to Arizona Revised Statute §38-431.01(H), at the conclusion of an open call to the public, individual members of the Board of Supervisors may respond to criticism made by those who have addressed the Board, may ask staff to review a matter or may ask that a matter be put on a future agenda for further discussion and decision at a future date.

There were no requests to speak from the public.

There being no further business to come before the Board of Supervisors, Chairman Pastor adjourned the meeting at 12:41 p.m.

APPROVED:

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Michael A. Pastor, Chairman

ATTEST:

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Marian Sheppard, Clerk of the Board