



## OFFICE OF THE COCONINO COUNTY BOARD OF SUPERVISORS

### SPECIAL SESSION MINUTES (Budget)

Thursday, May 4, 2023, 10:00 AM

**In Person at Highlands Fire Station  
3350 Old Munds Highway, Flagstaff (Mountainaire), AZ 86005**

**Present:** Chair Patrice Horstman, Vice Chair Jeronimo Vasquez, Supervisor Judy Begay, Supervisor Matt Ryan and Supervisor Lena Fowler were present.

**Also Present:** County Manager Steve Peru, Deputy County Manager Sue Brown, Finance Director Siri Mullaney, Budget Analyst Erin Beckett, Budget Analyst Chris Bringard, Clerk of the Board of Supervisors Lindsay Daley.

#### **Call to Order:**

Chair Horstman called the meeting to order at 10:01 a.m.

Deputy County Manager Sue Brown went over the agenda for the day.

1. Sheriff's Office and Jail District FY24 Budget presentation and discussion - 10:00 – 11:30 a.m.

Sheriff Jim Driscoll presented and provided an example of a scenario of a person that they aided. Sheriff Driscoll spoke about the programs of the Sheriff's Office/Jail District, including the administration program, operations program, detention program and support service program. He spoke about the outcomes of service, and accomplishments of the administration program. He spoke about partnerships being vital to their service.

*Supervisor Lena Fowler left the meeting at 10:17 a.m.*

Sheriff Driscoll spoke about the training they do for their deputies and teaching them about the diversity in Coconino County. He spoke about the partnership with the Navajo Police Department and provided examples of partnerships with other agencies. He also spoke about the K9 program.

*Supervisor Lena Fowler returned to the meeting at 10:35 a.m.*

Sheriff Driscoll spoke about the search and rescue services under their operations program and how they have simultaneous search and rescue events, needing to spread out staff. He provided information on the service delivery of the operations program, goals and objectives of the program. m in the Sheriff's Office. Sheriff Driscoll provided information on the Community Emergency Response Teams (CERT) and the events that CERT helps with. He also stated that they are moving a Deputy to the Tuba City area. Sheriff Driscoll provided information on the detention program and spoke about the service delivery of the program. He mentioned that they are pleased with the contract for medical service, that they need to get the sweat lodge back up and running and that they have hired a contractor and architect for the jail expansion project expansion and spoke about what will be included in the expansion. Sheriff Driscoll provided information on the support services program in the Sheriff's Office. He spoke about the service delivery of the program. He explained their facility needs, how they have their own Information Technology (IT) and Human Resources (HR), as well as communications needs, clerical needs, and management of grants and contracts. He also spoke about the sex offender program and their responsibilities around that program to be compliant with the law.

Sheriff Driscoll stated that they have increment requests. County Manager Peru went over the Sheriff/Jail increment requests from the general fund. Manager Peru explained his recommendations regarding positions in the Sheriff's Office. Sheriff Driscoll answered questions from the Supervisors regarding the positions and explained that staff end up working 12-hour shifts, which is not safe, when they should be working 10-hour shifts.

County Manager Peru continued to go over the recommendations of the Manager's Office for the Sheriff's increment requests, including which should be funded through capital financing, such as vehicle purchases.

Chair Horstman spoke about the Pathways Program and would like to see it expand, how the Sheriff's Office has a good reputation, how the Sheriff's Office has had search and rescue efforts, forest fires, flooding and evacuations. She stated it would be a difficult decision for the Board regarding the Sheriff's Office budget and requested increments. Sheriff Driscoll spoke about the good people who work for the Sheriff's Office and how they serve the community, and how they provide assistance to people in jail. Vice Chair Vasquez thanked the Sheriff and stated he is glad that recruitment and retention is improving and is excited about the bike program and likes the innovative ways the Sheriff's Office helps people. He spoke about the great job being done with the Pathways program. He mentioned that fentanyl is a problem and hopes that can get off the street. He stated he appreciates the Sheriff's Office work and has grown to respect the Office. Sheriff Driscoll thanked the Health Department for their social service work for the Pathways Program. Vice Chair Vasquez spoke about missing indigenous women and Sheriff Driscoll stated it is becoming much more of an issue. Supervisor Matt Ryan stated that there is a support system for deputies but need to consider their care and mental health for what they deal with. He also stated that the proposed budget and increment requests are good for what is needed, and the requests make sense as they continue to work on a pay strategy and recruitment strategy. He also stated that the Sheriff's Office has so many programs and he knows they are just touching the

surface of what they do. He also spoke about how Sheriff Driscoll has worked well with the Manager's Office. Supervisor Lena Fowler spoke about the various agencies the Sheriff's Office works with and their response on federal lands that is a cost to the county to have to provide that response on federal jurisdiction and that the Sheriff's Association should consider submitting for federal legislation and how they will continue to keep the issue on the county's legislative agenda. Supervisor Lena Fowler spoke about the boat patrol the Sheriff's Office does as well as the education they do with kids with life jackets and that she appreciates the work in Tuba City. Chair Horstman stated she wants a tour of the jail and would love to join patrol in the Tusayan area.

Chair Horstman called for a break at 11:43 a.m. for lunch and then reconvened the meeting at 12:12 p.m.

2. Superior Court FY24 Budget presentation and discussion - 1:00 – 2:00 p.m.

Court Administrator Sharon Yates spoke about the Superior Court Administration. Administrator Yates introduced the staff present. She spoke about the mission of their office and went over their organizational chart of court administration. She spoke about trends and the difficulty recruiting court reporters, their challenges, and the need for more public outreach on what they do. Administrator Yates provided information on the judicial services program and the service delivery, performance measures, Rule 11, and the jury survey they conduct.

Administrator Yates spoke about the program for administration/operations of the courts. She spoke about the requested service improvement requests that the courts have for this program, which included weekend and holiday coverage. She explained that the County Manager's recommendation is to use a certain fund and she is concerned with the cost of everything going up. She explained how they have partnered with the City of Flagstaff for court security and informational technology (IT) support. She went over the goals, objectives and accomplishments of court administration, as well as the performance measures. Administrator Yates explained the clearance rate and how they have fluctuated around 80 % and how they are working on that.

Upon a question, Administrator Yates spoke about where they are at with the backlog as a result of covid and how they are getting to jury trials, and how they have back-to-back trials scheduling into 2024, but the problem is getting a court reporter. Administrator Yates spoke about the statistics of cases such as domestic cases, guardianships (70-100 guardianships), and how they are seeing a substantial increase in probate (150-250) cases.

Administrator Yates provided information on the integrated family court program. She explained their service improvement requests for this program and how it has been a challenge getting volunteer attorneys. Administrator Yates also spoke about the Dispute Resolution program and the accomplishments and performance measures of that program. She also provided information on the recovery court program, and the law library program. Lastly, she spoke about the four increment requests for their budget. County Manager Peru explained the recommendation of the Manager's Office regarding the requests.

Chair Horstman spoke about how the county is paying for the state service, how Superior Court has done good work and is essential for the county. She also stated that it is good to see the backlog is being taken care of in both criminal and civil cases. Supervisor Matt Ryan stated that the increment requests are reasonable requests and understandable how to approach from the County Manager's perspective. He also stated that they have done great work and wished the state would pay more. Supervisor Ryan also wished the Presiding Judge well. Supervisor Lena Fowler thanked Administrator Yates and her team and spoke about how costs keep shifting to the county, and how there is a new Justice of the Peace in Page. Supervisor Fowler also mentioned that it would be good to see all mental health programs on one sheet and how the issue impacts the services that courts need to provide. Supervisor Judy Begay also stated that something needs to give regarding funding from the state. Administrator Yates explained that they jump any time there is an opportunity to get additional funds from the state. Vice Chair Jeronimo Vasquez stated it is good to see how the court's services benefit the community and good to see how the backlog is improving. He also stated that he would like to see how mental health services are mapped out on how different departments are dealing with mental health issues. Vice Chair Vasquez also stated that he appreciates programs for youth and bringing forward opportunities in the field for employment. Chair Horstman stated she appreciates the work and update.

### 3. Justice Courts FY24 Budget presentation and discussion – 2:00 – 3:00 p.m.

The presentation for item 3 started at 1:11 p.m. Deputy Court Administrator Shelly Bacon presented on this item. She introduced Judge Krombeen, Williams court staff Jennifer Carter and Flagstaff Justice of the Peace Howard Grodman.

Deputy Administrator Bacon provided information on the services provided by the justice courts and how they handle felony changes of plea. She also explained that the justice of the peace positions are representative of their communities as they are elected and take the role seriously. She spoke about the mission of the justice courts, the programs of the justice courts (the different justice courts in different locations of the county) and went over the organizational chart and how the number of staff is based on the number of filings. Deputy Administrator Bacon provided information on the service delivery of the justice courts, the outcomes of services, goals, and objectives of the justice courts. She provided information on the Flagstaff Justice Court and spoke about the performance measures of the Flagstaff Justice Court. Deputy Administrator Bacon provided information on the Fredonia Justice Court program and the Page Justice Court program.

Court Administrator Sharon Yates thanked Deputy Administrator Shelly Bacon and the Williams Justice Court staff for working to help with the oversight of the Page Justice Court when a vacancy occurred there and how Judge Grodman and Judge Slayton assisted with that as well.

Deputy Administrator Bacon provided information on the Williams Justice Court program and spoke about their accomplishments and performance measures. She explained that they recently held an annual limited jurisdiction workshop that provided great training and provided time to collaborate with colleagues.

Deputy Administrator Bacon went over the increment requests for the Justice courts, which included continuing funding of a .5 full-time employee- court security officer and requested that it be a recurring funding rather than one time funding. She also spoke about the request for funding for construction of a room. Deputy Administrator Bacon read a letter provided by Page Justice of the Peace Maia Rodriguez regarding the the increment request for construction of a room and about the driving under the influence (DUI) drug program. Deputy Administrator Bacon also spoke about the x-ray machine provided by the state.

Judge Krombeen from Williams Justice Court thanked staff as they have gone through challenges to keep the ship afloat in Page and the efforts in coming up with creative solutions and that he appreciates the Board's support. He stated he is optimistic in thinking about the future of the justice courts in Coconino County, that he is hopeful that good things are ahead and that they have been efficient with increased access to justice that they have never had before.

Supervisor Matt Ryan stated he appreciates the collaboration amongst the courts and how he is looking forward to Judge Rodriguez and her opportunity to bring a new approach to the court in Page. Supervisor Lena Fowler thanked Judge Krombeen and the court team for covering the Page Court. She stated that it is amazing how they make themselves available. Vice Chair Jeronimo Vasquez also thanked them and Chair Horstman thanked them as well.

Judge Howard Grodman stated he appreciated the appointment of Judge Amy Criddle. He provided them with information on the mental health program in the Flagstaff Justice Court and how they are a model mental health court in the state. He spoke about how they will have their first graduate of the program and provided an example of someone's journey and how the program will save the county in costs of restoration to competency expenses.

Chair Horstman stated that mental health court is important. Supervisor Judy Begay thanked the Judges and staff for their work in the community. Supervisor Lena Fowler also thanked them and requested information on outstanding warrants. Supervisor Ryan states that mental health court has always been a tough issue.

County Manager Steve Peru stated that both of the increment requests are recommended for approval by the Manager's Office with a total amount of \$55,000.

Chair Horstman called for a break at 2:04 p.m. and reconvened the meeting at 2:22 p.m.

#### 4. Clerk of Superior Court – 3:15 – 4:00 p.m.

Clerk of the Court Val Wyant presented item 4. She introduced staff present and introduced Trey Williams who is leading the American Rescue Plan Act (ARPA) administration team representing the ARPA side of the staff. Clerk Wyant spoke about the organizational chart of the department. She explained that she is not requesting anything this year and how it has taken up until now to get the ARPA staff into positions. She explained that for the following year's budget she will be requesting 2 full-time employee court technicians and 1 full-time administrative position in order to have a manageable workload. Clerk Wyant spoke about the work taking a toll on staff mentally and how it is impacting criminal justice partners and the community.

Upon questions regarding backlog and positions, Clerk Wyant explained that they have not caught up because they have not had staff and are just now getting people hired. She explained the compensation grade for the court technician positions. Clerk Wyant stated the compensation plan implemented last year was good and they will pursue their own market study for court personnel and will see what the data shows.

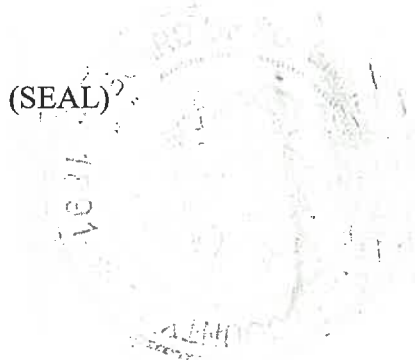
Supervisor Lena Fowler spoke about her concern of ARPA positions not getting funded once funding goes away. County Manager Steve Peru explained that there has not been anything communicated as far as keeping ARPA positions and how they will need to look at transitioning away from having them once funding is gone. Vice Chair Jeronimo Vasquez suggested that the compensation grades be raised in order to retain people. Upon a question from Supervisor Judy Begay, Clerk Wyant explained that in her office, two people share one position. Supervisor Lena Fowler asked about staff working remotely and Clerk Wyant explained that the only time staff may work remotely is if there is inclement weather and the judges work remotely and there is potential for court technician team to work remotely but no other staff. Supervisor Matt Ryan stated that he recognizes the need but that they can't do it all.

Clerk Wyant spoke about the performance measures for their office and how they have a monthly report on case flow and docket county that depicts how many documents were entered into Onbase- their court system. She provided the numbers for that under the customer service/court record program. Clerk Wyant spoke about the four programs under Clerk of the Court, including administration program, court services program, fiduciary duties program and customer service program. She spoke again about the organizational chart of her office. She provided information on the trends (just trying to keep up), challenges (staffing and vacancies, juror turnout) and needs of the programs. She also spoke about it being juror appreciation week and how they are grateful to jurors as there have been more trials this year than previous years and this is work being done on a statewide campaign to get jurors. Clerk Wyant also shared about her personal health as she endured a stroke this year and having how she appreciates her staff. The Supervisors thanked Clerk Wyant for the work of her and her team and for her partnership.

Deputy County Manager Sue Brown went over the schedule time for upcoming budget meetings.

Chair Horstman adjourned the meeting at 3:18 p.m.

**COCONINO COUNTY BOARD OF SUPERVISORS**



  
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Patrice Horstman, Chair

**ATTEST:**  
  
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Lindsay Daley, Clerk of the Board of Supervisors