

**Joe Shirley, Jr.**  
Supervisor, District I

**Tom M. White, Jr.**  
Chairman, District II

**Barry Weller**  
Vice Chairman, District III

**NOTICE OF A PUBLIC MEETING AND AGENDA OF THE  
APACHE COUNTY BOARD OF SUPERVISORS, AND  
THE APACHE COUNTY LIBRARY DISTRICT**

**October 1, 2013  
Board of Supervisors' Hearing Room, First Floor  
75 West Cleveland Street  
St. Johns, Arizona  
8:30 a.m. MST**

Invocation by Invitation.  
Pledge of Allegiance.

**NOTICE OF PUBLIC MEETING AND AGENDA OF THE  
APACHE COUNTY LIBRARY DISTRICT  
HELD IN CONJUNCTION WITH THE  
BOARD OF SUPERVISORS MEETING  
October 1, 2013**

1. Discussion and possible approval to remove Danielle Moore from probation with a 2.5% end of probation increase, effective September 25, 2013.

**NOTICE OF A PUBLIC MEETING AND AGENDA OF THE APACHE  
COUNTY BOARD OF SUPERVISORS  
October 1, 2013**

1. Call to the Public: Individuals may address the Board on any relevant issue for an amount of time determined by the Chairman. At the close of the call to the public, Board members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.
2. Malena Bazaruto, Grants Manager: Public hearing regarding the use of Community Development Block Grant (CDBG) State Special Projects funding.

3. Discussion and possible approval of **CONSENT ITEMS**: All items indicated by an asterisk (\*) will be handled by a single vote as part of the consent agenda, unless a Board Member, County Manager or member of the public objects at the time the agenda item is called.

**County Manager/Clerk of the Board:**

- \*A. Request approval of minutes dated September 17, 2013.
- \*B. Request approval of demands dated September 17, 2013 to October 1, 2013. Demands are payments made by the County. Specific details of the demands may be requested through the County public record request process.
- \*C. District III: Request authorization to become a member of the American Lands Council and pay \$5,000 for annual membership dues, utilizing the Board of Supervisor's General Fund.

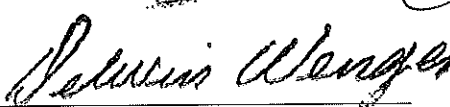
**Personnel Items:**

- \*D. Clerk of the Court: Request authorization to remove Ellen Ruth Nielsen and Jewelry Lunford from probationary status effective September 10, 2013 with the 2.5% end of probation increase.
- \*E. Clerk of the Court: Request authorization to extend the temporary employment for Jennae McQuay for an additional 120 days.
- \*F. Probation Services: Request authorization to remove B. Angela Orona from probationary status effective September 3, 2013 with the 2.5% end of probation increase.
- \*G. District I: Request authorization to remove Cody Begay from probationary status effective October 1, 2013 with the 2.5% end of probation increase.
- \*H. Information Technology: Request authorization to pay the accumulated sick leave balance for Lyle Lefevre as outlined in Human Resources Policy, Section 3.25.
- \*I. Recorder's Office: Request authorization to extend the two part time temporary employees; Lucero McLain, Administrative Assistant I and Mae Clark, Administrative Assistant II for an additional 180 days, utilizing the Recorder's Surcharge Fund.
- \*J. District II: Request authorization to extend the temporary employment for David Kinlichee, Sr. for an additional 60 days.

4. County Manager: Discussion and possible approval to hire Lyle Lefevre as an Information Technology Consultant at \$50.00 per hour, not to exceed 10 hours per week.
5. Chinle Justice of the Peace: Discussion and possible approval for a salary increase of the annual salary of Chief Court Clerk Rolinda Yazzie to \$29,480.83 per year. This reflects an increase of \$3,267.60, or 12.46% This request is made in light of an increase in additional duties and responsibilities in carrying out the requirements of the Justice Courts filing and reporting of cases filed within the judicial court. The increase further reflects the years of service, experience, and her expertise in meeting the statutory requirements of the Arizona Supreme Court.
6. Chairman White: Discussion and possible approval requiring all promotions or merit increases be deferred to the budget cycle process next year, with the exception of the end of probation increases and the previously Board approved action of up to a 5% increase for in-house position changes.
7. County Attorney: Following a possible executive session for legal advice pursuant to A.R.S. 38-431(A)(3), discussion and possible decision to establish a county anti-racketeering revolving fund pursuant to A.R.S. 13-2314.03 meeting statutory mandates and ensuring such funds remain separate and apart from other County funds as mandated by state statute.

*Pursuant to the Americans with Disabilities Act, the Apache County Board of Supervisors endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need an accommodation for a meeting, please contact the Clerk of the Board's office at (928)337-7503, TDD (928)-337-4402 at least 48 hours prior to the meeting (not including weekends or holidays) so that an accommodation can be arranged. One or more members of the Board of Supervisors may participate telephonically or through video communication.*

Posted: 9/25/13 at 2:00 a.m. p.m. by BJ

  
Delwin Wengert, Clerk of the Board



BOARD OF SUPERVISORS' AGENDA ITEM REVIEW FORM

Submitter's Name: Apache County Library District

Date: 09/18/2013 Signature: Judith M. Pepple

Describe in detail what you want to say to the Board and what action you want the Board to take:

Discussion and possible approval to remove Danielle Moore from probation with a 2.5% end of probation increase, effective September 25, 2013.

Date & Time Needed: October 1, 2013

Review Routing: //Legal//Finance//Purchasing//Human Resources//Other:

Legal Review: Signature:

Finance Review: Signature:

Purchasing Review: Signature:

Human Resources Review: Sent to Human Resources for review Signature:

Other Review: Signature:

Reviews completed, item approved for Agenda. Supervisors/Board Clerk's Initials

BOARD ACTION TAKEN

//Approved //Disapproved //Deleted //Continued to:

Signature Clerk of Board

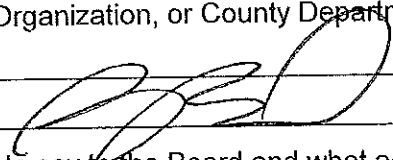
**BOARD OF SUPERVISOR'S AGENDA ITEM REVIEW FORM**

6/16/11 8:00 AM

Submitter's Name: (Individual, Organization, or County Department)

COUNTY MANAGER'S OFFICE

Date/Signature:



Describe in detail what you want to say to the Board and what action you want the Board to take:

CALL TO THE PUBLIC

BOS Meeting Date Requested ON-GOING

**PRE-AGENDA ITEM REVIEW**

Review Routing / /Legal / /Finance / /Purchasing / /Human Resource / /Other:

Legal Review:

Signature:

Finance Review:

Signature:

Purchasing Review:

Signature:

Human Resources Review:

Signature:

Other Review:

Signature:

Reviews completed, item approved for Agenda.

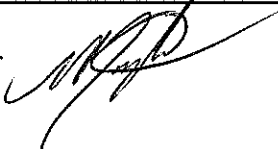
Supervisor/Board Clerk's Initials

**BOARD ACTION TAKEN**

/ /Approved / /Disapproved / /Deleted / /Continued to:

**BOARD OF SUPERVISORS' AGENDA ITEM REVIEW FORM**

Submitter's Name: Malena Bazarro, Grants Manager



Date/Signature: 9/10/2013

Describe in detail what you want to say to the Board and what action you want the board to Take:

Public hearing regarding use of CDBG State Special Projects funding.

Date & Time Needed: 10-1-13

=====PRE-AGENDA ITEM REVIEW=====

Review Routing:    Legal    Finance     Purchasing     Human Resources     Other

**Legal Review:**

\_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_

**Finance Review:**

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Signature: \_\_\_\_\_

**Purchasing Review:**

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Signature: \_\_\_\_\_

**Human Resources Review:**

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Signature: \_\_\_\_\_

**Health Department Director:**

\_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_

**Reviews completed, item approved for Agenda. Supervisor/Board Clerk's Initials:** \_\_\_\_\_

=====BOARD ACTION TAKEN=====

Approved     Disapproved     Deleted     Continued To: \_\_\_\_\_

\_\_\_\_\_  
Signature Clerk of the Board

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# Arizona: The Making

...and flag of the place Arizonans women, who continue to write and print the first pages of Arizona's history." It is for this



## APACHE COUNTY PUBLIC HEARING REGARDING USE OF CDBG FUNDS

Apache County intends to apply for up to \$300,000 in FY2013 and/or FY2014 Community Development Block Grant (CDBG) funds from the State Special Projects (SSP) account. CDBG funds must be used to benefit low-income persons and areas, alleviate slum and blight or address urgent need. A public hearing will be held at 8:30am on Tuesday, October 1, 2013 in the Board of Supervisor's meeting room, County Annex Building, 75 West Cleveland, St. Johns, Arizona, as part of a regularly scheduled Board of Supervisors meeting to gather citizen input on the use of these funds.

Examples of possible uses include the following:

- Fire Protection (e.g., fire stations, fire trucks, equipment and apparatus);
- Public Infrastructure (e.g., water, wastewater, drainage improvements);
- Community facilities (e.g., halfway houses, senior centers, food banks);
- Housing (e.g., owner occupied housing rehabilitation, utility connections on private property, rental housing rehabilitation);
- Public Services (e.g., emergency assistance, purchasing a van to transport persons with disabilities, services for homeless persons);
- Economic Development (e.g., a loan to a business for job creation, micro-enterprise development, acquisition of land for an existing business expansion).

For more information about the hearing, grievances, the CDBG or SSP program, or to receive assistance in formulating prospective project ideas for presentation at the hearing, contact:

Malena Bazurto  
Grants Manager for Apache County  
75 W Cleveland  
Saint Johns, AZ 85936  
Phone 928-337-7639  
Fax 928-337-2003  
TTY 1-800-367-8939

9/13/13  
Publication

Persons with disabilities who require special accommodations may contact Beth Bond at (928) 337-7502 at the Apache County Annex Building at least 48 hours before the hearing.



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928-369-0222



## APACHE COUNTY PUBLIC HEARING REGARDING USE OF CDBG FUNDS

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OFFICIAL PROCEEDINGS OF THE APACHE COUNTY  
BOARD OF SUPERVISORS MEETING

September 17, 2013

St. Johns, Arizona

Present were: Chairman Tom M. White, Jr., Vice Chairman Barry Weller, Supervisor Joe Shirley, Jr. and County Manager/Clerk of the Board Delwin Wengert. County Attorney Michael Whiting and Attorney Joe Young participated via the telephone.

Chairman White called to order the Apache County Board of Supervisors meeting, the Public Health Services District meeting, the Library District meeting and the Apache County Jail District meeting at 8:33 a.m. in the Board of Supervisors chambers, County Annex Building, 75 West Cleveland Street, St. Johns, Arizona and welcomed all in attendance

Chairman White gave the invocation.

Mr. Wengert led the Pledge of Allegiance.

Chairman White called for the Health District items.

Chris Sexton, Health Director, requested approval of the Apache County Public Health Services District policy for establishing fees for immunizations. **Mr. Weller moved approval, seconded by Mr. Shirley.** Vote was unanimous.

Chris Sexton, Health Director, requested approval to reclassify Stephanie Hannah, Administrative Assistant I (range 22) from part time to full time (24 hours per week) with benefits, effective September 8, 2013. Mr. Sexton stated that the reclassification was budgeted for in this fiscal year. **Mr. Weller moved to approve, seconded by Mr. Shirley.** Vote was unanimous.

Chris Sexton, Health Director, requested approval of reduction of work hours for Kimberly Penrod, Executive Assistant from 40 hours to 32 hours per week, effective September 8, 2013. **Mr. Weller moved approval, seconded by Mr. Shirley.** Vote was unanimous.

Chris Sexton, Health Director, requested approval to reclassify Elizabeth Castillo from an Administrative Assistant, (range 22) to an Executive Assistant (range 33) effective September 8, 2013. **Mr. Weller moved approval, seconded by Mr. Shirley.** Vote was unanimous.

Chris Sexton, Health Director, requested approval to convert the currently vacant grant funded Program Coordinator I position (range 26) to a Program Coordinator II (range 31) and fill the vacancy. **Mr. Shirley moved approval, seconded by Mr. Weller.** Vote was unanimous.

Chris Sexton, Health Director, requested approval of Intergovernmental Agreement ADHS12-007883 Emergency Preparedness Program Amendment #5 that replaces the Price Sheet and Attachment A. **Mr. Weller moved approval, seconded by Mr. Shirley.** A discussion was held regarding the changes. Vote was unanimous.

September 3, 2013. B. Request approval of demands dated September 3, 2013 to September 17, 2013. Demands are payments made by the County. Specific details of the demands may be requested through the County public record request process. CRESCENT ELECTRIC SUPPLY CO 1,018.27 Jaramillo, Lori Jo 1,041.80 Strang, Jacob 1,047.34 MCDANIEL, RONALD D 1,051.74 BOB BARKER COMPANY INC 1,089.27 Jim, Jack W 1,093.45 Rogers, Kent 1,096.35 Burbank, Lorenzo 1,122.98 Patterson, Marcellus 1,125.07 VALLEY AUTO PARTS 1,131.82 King, Walter Scott 1,151.16 TJP COMMUNICATIONS 1,157.40 FRONTIER 1,159.29 MUTUAL OF OMAHA 1,165.06 NATIONAL BUSINESS FURNITURE 1,189.68 Jones, Calvin 1,223.89 WOODLAND BUILDING CENTER 1,234.01 Begay, Peter Junior 1,239.17 QUILL CORP 1,253.69 OFFICE DEPOT 1,259.03 HOV SERVICES 1,265.00 POSITIVE PROMOTIONS 1,268.13 Begay, Teddy 1,272.74 AZ BRAKE & CLUTCH SUPPLY 1,289.46 COLONIAL LIFE AND ACCIDENT INS 1,291.45 MERITAIN HEALTH FLEXIBLE SPENDING 1,299.13 INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS 1,320.00 NATIONWIDE 1,355.00 YOUNGS FUTURE TIRE 1,363.45 Nicholson, Julie 1,377.27 EMPIRE MACHINERY 1,392.48 VERIZON WIRELESS 1,395.37 SCHIFF, LAURENCE 1,400.00 EMILY L DANIES ATTORNEY AT LAW 1,402.50 Stradling, Reed 1,409.11 AALADIN SOUTHWEST INC 1,435.73 GALLUP LUMBER & SUPPLY 1,455.79 QUALITY INN & SUITES - GALLUP NM 1,495.56 MGM ASSOCIATES INC 1,496.00 SUN DEVIL FIRE EQUIPMENT INC 1,500.00 VERITAS RESEARCH CONSULTING 1,575.00 Bia, Johnnie Senior 1,628.34 FRONTIER 1,636.49 FRONTIER 1,647.29 GALL'S INC 1,656.75 FRONTIER 1,662.76 SECURITY BENEFIT GROUP 1,796.00 ALPINE EXCAVATION & CONST CO 1,812.00 GLOBAL EQUIPMENT 1,818.26 DISH NETWORK 1,892.58 LAW OFFICE OF MICHAEL S PENROD PLC 1,897.50 Shirley, Joe Junior 1,996.07 RICK E JONES 2,115.00 VERITAS RESEARCH CONSULTING 2,160.00 ST JOHNS EMERGENCY SERVICES 2,174.87 CS&S COMPUTER SYSTEMS 2,183.33 CRESCENT ELECTRIC SUPPLY CO 2,225.11 BILLS DISCOUNT AUTO PARTS (NAPA) 2,232.69 TRX FITNESS ANYWHERE LLC 2,358.73 SECURUS TECHNOLOGIES INC 2,365.38 NEW WORLD SYSTEMS CORPORATION 2,490.00 HILLYARD INC 2,505.22 BUDGET BLINDS 2,613.63 SUPPORT PAYMENT CLEARINGHOUSE 2,671.68 ESRI INC 2,809.88 FRONTIER 2,822.05 GMCO CORPORATION 2,930.50 AZ DEPT OF REVENUE 2,939.22 CLIFF CASTLE CASINO HOTEL 2,978.00 THE AARONS COMPANY LLC 3,000.00 KATHLEEN M MCGUIRE PSY D LLC 3,437.50 NORCHEM DRUG TESTING LABORATORY 3,458.41 AZ DEPT OF RISK MANAGEMENT 3,478.65 WHITE MOUNTAIN REGIONAL MEDICAL CENTER 3,512.30 QUILL CORP 3,721.19 4IMPRINT 3,856.23 AMAZON COM INC 4,117.61 CORRECTIONS OFFICER RETIREMENT PLAN 520 4,487.33 HATCH MOTOR COMPANY INC 4,974.72 WATCHGUARD VIDEO 4,997.70 RESERVE ACCOUNT 5,000.00 RUSH TRUCK CENTER 5,456.09 SYMBOL ARTS 5,680.00 GOLIGHTLY TIRE 5,702.36 MOHAVE COUNTY AZ 6,332.41 TOWN OF EAGAR 6,836.67 PLATT, MARCOR B 7,630.00 CORRECTIONS OFFICER RET PLAN 9,247.98 REED (REED LOGGING), GEORGE E 9,999.45 SALINE, KENNETH R 11,070.00 PUBLIC SAFETY PERSONNEL 401 14,631.77 APACHE COUNTY FAIR 15,000.00 GILA COUNTY 15,802.76 TRINITY SERVICES GROUP INC 19,127.42 HATCH CONSTRUCTION 19,192.60 BRADCO 24,761.58 SOUTHERN COUNTIES OIL COMPANY 26,604.69 PUBLIC SAFETY SHERIFF RET 30,644.68 BRADCO 32,597.67 AZ STATE RETIREMENT SYSTEM 87,141.28 APACHE COUNTY TAX WITHHOLDING 133,222.71 APACHE COUNTY MEDICAL 142,128.00 AZLGEBT 286,566.98 Personnel Items:

C. District III, St. Johns, Road Yard: Request approval to remove Bonifacio Morales from probationary status, with the 2.5% end of probation increase, effective August 26, 2013. Vote was unanimous to approve A & B and removed item C.

Mr. Wengert, on behalf of the Election Department, requested approval to increase the Vernon Fire District Board from a 3 member Board to a 5 member Board. **Mr. Weller moved approval, seconded by Mr. Shirley** Mr. Weller stated that he received input from the community of Vernon wanting a 5 member Board and he would also like to see it go to 5 members as well. Vote was unanimous.

Mr. Wengert on behalf of the Election Department requested approval to publish the Call of Election for the Vernon Fire District and would be scheduled for March 11, 2014. **Mr. Weller moved approval, seconded by Mr. Shirley.** Vote was unanimous.

Mr. Wengert, on behalf of the Election Department requested appointment of all tally board workers, replacements centers and drop boxes for the upcoming March 11, 2014 Special "All Mail" Election. **Mr. Shirley moved approval, seconded by Mr. Weller.** Vote was unanimous.

Chuck Moter, Probation Director, requested authorization to reduce the vacant Field Supervisor position, range 45 (\$38,530) to a Probation Officer III range 44 (\$37,590) which will result in a savings of \$940 and upgrade a vacant Probation Officer II position range 42 (\$35,778) to a Probation Officer III, range 44 (\$37,590) which will result in an increase of \$1,812. Mr. Moter stated that both positions are paid from state grants and will result in no increase to the general fund. **Mr. Shirley moved approval, seconded by Mr. Weller.** Vote was unanimous.

Malena Bazarro, Grant Manager, requested approval to enter into an Agreement with Northern Arizona Council of Governments (NACOG) for an Environmental Assessment of the Eagar Rodeo Grounds, as necessary to apply for Department of Housing Community Development Block Grant funding. Cost not to exceed \$5,000. **Mr. Weller moved approval seconded by Mr. Shirley.** A discussion was held regarding who would conduct the environmental assessment and that utilizing NAACOG it was a significant savings. Vote was unanimous.

Mr. Wengert requested approval of a lease agreement with American Tower to place a tower near Lyman Lake which will increase the cellular coverage between St. Johns and Round Valley. Mr. Wengert stated that American Tower will pay the county \$1,000 per month. **Mr. Shirley moved approval, seconded by Mr. Weller.** Mr. Weller and County Attorney Whiting held a discussion for clarification regarding a portion of the contract related to interference of the tower. Mr. Wengert stated that the County owns a significant portion of the property around the tower so interference should not be an issue. Vote was unanimous.

Commander Michael Cirivello requested acceptance of Emergency Management Performance Grant for FY2014 in the amount of \$125,185 and funds salary, operating expenses, travel, vehicle, computers and radios for the Emergency Management program. Matching funds are provided by \$40,000 from the general fund and the remainder from the Sheriff's Office and is an ongoing grant. **Mr. Shirley moved approval, seconded by Mr. Weller.** Vote was unanimous.

Ferrin Crosby, County Engineer requested approval to enter into an Intergovernmental Agreement with Tucson Electric Power for the purpose of repairing County Road 4162. Mr. Crosby provided an overview of the road and the upgrades that would be conducted and would be a benefit to the county. **Mr. Weller moved approval, seconded by Mr. Shirley.** Vote was unanimous.

Ferrin Crosby, County Engineer requested approval of extending the current Memorandum of Understanding between Apache County and the Navajo Nation Department of Transportation for a cooperative work agreement. Mr. Crosby provided an overview of the Memorandum. Mr. White and Mr. Crosby held a discussion regarding the memorandum. **Mr. Weller moved approval, seconded by Mr. Shirley.** Vote was unanimous.

Mr. Wengert presented the item for approval of a proclamation recognizing September 17, 2013 as Constitution Day. **Mr. Weller moved approval, seconded by Mr. Shirley.** Vote was unanimous.

**SEPTEMBER 17, 2013**  
**“Constitution Day”**

**WHEREAS**, the Constitution of the United States was signed on September 17, 1787 by the delegates of the Constitutional Convention in Philadelphia, Pennsylvania ;  
and  
**WHEREAS**, the basic document contained just seven articles which described how the federal government was to operate; and  
**WHEREAS**, until the constitution was ratified by the states did the Bill of Rights become codified into the Constitution as the first ten amendments to the Constitution; and  
**WHEREAS**, no other government had ever operated by a constitution that enumerated its responsibilities to the governed; and  
**WHEREAS**, in December, 2004 a federal law was enacted proclaiming September 17<sup>th</sup> as “Constitution Day and Citizenship Day”; and  
**WHEREAS**, for the citizens of this nation to remain free, the Constitution as the Founders wrote it must be adhered to as it was intended. Far too many brave men and women over two plus centuries have paid the ultimate price for its preservation.  
**NOW, THEREFORE, BE IT RESOLVED** that the Apache County Board of Supervisors, do hereby proclaim September 17 as **Constitution Day and Citizenship Day** and urge all residents of Apache County and the Apache County staff to celebrate the 226<sup>th</sup> anniversary of the signing of the Constitution.  
**PASSED, ADOPTED AND APPROVED** by the Board of Supervisors on September 17, 2013.

/s/ Tom M. White, Jr., Chairman

Attest:

/s/ Delwin Wengert, Clerk of the Board

Mr. Wengert presented the request for approval to extend the Declaration of Emergency due to the continued rain and resulting mud conditions to October 15, 2013. **Mr. Shirley moved approval, seconded by Mr. Weller.** Mr. White stated that the flooding continues and the roads

are being impacted. Vote was unanimous.

Mr. White presented notification of the Small Counties Forum meeting on September 18, 2013 at 6:00 p.m. at the County Supervisors Association (CSA) Conference Room, 1905 W. Washington Street, Phoenix Arizona and the County Supervisors Association meeting on September 19, 2013 at 10:00 a.m. at the CSA Office, 1905 W. Washington Street, Phoenix, Arizona where two or more members of the Apache County Board of Supervisors may be in attendance. No action was needed or taken.

Jack Husted, Consultant for the White Mountain Regional Transportation Committee provided an overview on the recent actions related to transportation issues. No action was needed or taken.

Craig Sullivan Executive Director of the County Supervisors Association updated the Board regarding activities of the County Supervisors Association including the recent legislative session. No action was needed or taken.

**Mr. Shirley moved to adjourn, seconded by Mr. Weller. Vote was unanimous.**

Approved this 1<sup>st</sup> day of October, 2013.

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Tom M. White, Jr.  
Chairman of the Board

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Delwin Wengert  
Clerk of the Board

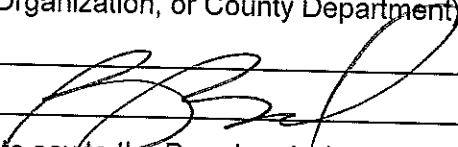
**BOARD OF SUPERVISOR'S AGENDA ITEM REVIEW FORM**

date/time stamp

Submitter's Name: (Individual, Organization, or County Department)

COUNTY MANAGER'S OFFICE

Date/Signature: \_\_\_\_\_



Describe in detail what you want to say to the Board and what action you want the Board to take:

APPROVAL OF DEMANDS

\_\_\_\_\_ BOS Meeting Date Requested ON-GOING

**PRE-AGENDA ITEM REVIEW**

Review Routing / /Legal / /Finance / /Purchasing / /Human Resource / /Other: \_\_\_\_\_

Legal Review: \_\_\_\_\_

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Finance Review: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

Purchasing Review: \_\_\_\_\_

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Human Resources Review: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

Other Review: \_\_\_\_\_

\_\_\_\_\_ Signature: \_\_\_\_\_

Reviews completed, item approved for Agenda.

Supervisor/Board Clerk's Initials \_\_\_\_\_

**BOARD ACTION TAKEN**

/ /Approved / /Disapproved / /Deleted / /Continued to: \_\_\_\_\_

**BOARD OF SUPERVISOR'S AGENDA ITEM REVIEW FORM**

date/time stamp

Submitter's Name: (Individual, Organization, or County Department)

*Dist III*

Date/Signature: *Per Mr. Wells -*

Describe in detail what you want to say to the Board and what action you want the Board to take:

*Req Authorizer to become a member of the American Carb Council and pay 5000<sup>00</sup> for dues.*

BOS Meeting Date Requested

**PRE-AGENDA ITEM REVIEW**

Review Routing / /Legal / /Finance / /Purchasing / /Human Resource / /Other:

Legal Review:

Signature:

Finance Review:

Signature:

Purchasing Review:

Signature:

Human Resources Review:

Signature:

Other Review:

Signature:

Reviews completed, item approved for Agenda.

Supervisor/Board Clerk's Initials

**BOARD ACTION TAKEN**

/ /Approved / /Disapproved / /Deleted / /Continued to:

Signature Clerk of Board



**BOARD OF SUPERVISORS' AGENDA ITEM REVIEW FORM**

Submitter's Name: Clerk of the Court

Date: 9/20/2013

Signature: Sue Hall

Describe in detail what you want to say to the Board and what action you want the Board to take:

Clerk of the Court requests permission to remove Ellen Ruth Nielsen and Jewel Lunsford from probationary status with the 2.5% increase.

And

Clerk of the Court requests permission to extend the Temporary employment of Jennae McQuay for an additional 120 days.

Date & Time Needed:

Review Routing: //Legal//Finance//Purchasing//Human Resource//Other: \_\_\_\_\_

Legal Review: \_\_\_\_\_

Signature: \_\_\_\_\_


Finance Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Purchasing Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Human Resources Review: Spoke telephonically with HR

Signature: 

Other Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Reviews completed, item approved for Agenda. Supervisors/Board Clerk's Initials \_\_\_\_\_

**BOARD ACTION TAKEN**

//Approved //Disapproved //Deleted //Continued to: \_\_\_\_\_

Signature Clerk of Board



**BOARD OF SUPERVISORS' AGENDA ITEM REVIEW FORM**

Submitter's Name: Clerk of the Court

Date: 9/20/2013

Signature: Sue Hall

Describe in detail what you want to say to the Board and what action you want the Board to take:

Clerk of the Court requests permission to remove Ellen Ruth Nielsen and Jewely Lunsford from probationary status with the 2.5% increase.

And

Clerk of the Court requests permission to extend the Temporary employment of Jennae McQuay for an additional 120 days.

Date & Time Needed:

Review Routing: / /Legal/ /Finance/ /Purchasing/ /Human Resource/ /Other: \_\_\_\_\_

Legal Review: \_\_\_\_\_

Signature: \_\_\_\_\_

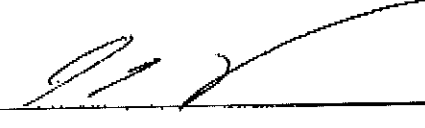
Finance Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Purchasing Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Human Resources Review: Spoke telephonically with HR

Signature: 

Other Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Reviews completed, item approved for Agenda. Supervisors/Board Clerk's Initials \_\_\_\_\_

**BOARD ACTION TAKEN**

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Signature Clerk of Board

# BOARD OF SUPERVISOR'S AGENDA ITEM REVIEW FORM

Submitter's Name: (Individual, organization, or county department)

Apache County Probation Services

Date/Signature: \_\_\_\_\_

Describe in detail what you want to say to the Board and what action you want the Board to take:

Probation Services requests authorization to release B. Angela Orona from probationary status effective 09/03/13, with the standard 2.5% increase.

Date & Time Needed: \_\_\_\_\_

## PRE-AGENDA ITEM REVIEW

Review Routing:  Legal  Finance  Purchasing  Human Resource  Other \_\_\_\_\_

Legal Review:

Signature: \_\_\_\_\_

Finance Review:

Signature: \_\_\_\_\_

Purchasing Review:

Signature: \_\_\_\_\_

Human Resources Review:

Signature: 

Other Review:

Signature: \_\_\_\_\_

Reviews complete, item approved for Agenda. Supervisor/Board Clerk's Initials: \_\_\_\_\_

## BOARD ACTION TAKEN

Approved  Disapproved  Deleted  Continued to: \_\_\_\_\_

\_\_\_\_\_  
Signature, Clerk of the Board



BOARD OF SUPERVISORS' AGENDA ITEM REVIEW FORM

Submitter's Name: District One

Date: Sept 19, 2013

Signature: *Patrick Lombard*

Describe in detail what you want to say to the Board and what action you want the Board to take:

District One requesting authorization to remove Cody Begay from probationary status effective October 1, 2013 with the 2.5% end of probation increase.

Date & Time Needed: September 26, 2013

Review Routing: / /Legal/ /Finance/ /Purchasing/ /Human Resource/ /Other: \_\_\_\_\_

Legal Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Finance Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Purchasing Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Human Resources Review: \_\_\_\_\_

Signature: *K. F. [unclear]*

Other Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Reviews completed, item approved for Agenda. Supervisor/Board Clerk's Initials \_\_\_\_\_

BOARD ACTION TAKEN

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Signature Clerk of Board

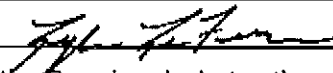
**BOARD OF SUPERVISOR'S AGENDA ITEM REVIEW FORM**

date/time stamp

Submitter's Name: (Individual, Organization, or County Department)

Information Technology, Lyle LeFevre

Date/Signature: 9/16/13



Describe in detail what you want to say to the Board and what action you want the Board to take:

Request authorization to pay the accumulated sick leave balance for Lyle LeFevre as outlined in Human Resources Policy, Section 3.25.

BOS Meeting Date Requested 10/1/13

**PRE-AGENDA ITEM REVIEW**

Review Routing / /Legal / /Finance / /Purchasing / /Human Resource / /Other:

Legal Review:

Signature:

Finance Review:

Signature:

Purchasing Review:

Signature:

Human Resources Review:

Signature: 

Other Review:

Signature:

Reviews completed, Item approved for Agenda.

Supervisor/Board Clerk's Initials

**BOARD ACTION TAKEN**

/ /Approved / /Disapproved / /Deleted / /Continued to:

Signature Clerk of Board



**BOARD OF SUPERVISORS' AGENDA ITEM REVIEW FORM**

Submitter's Name: **Office of the Recorder**

Date: **September 10, 2013**

Signature: \_\_\_\_\_

**Describe in detail what you want to say to the Board and what action you want the Board to take:**

**Request Authorization to extend the two part time Temporary employees: Lucero McLain, Administrative Assistant I and Mae Clark, Administrative Assistant II for an additional 180 days, utilizing the Recorder's Surcharge fund.**

**Date & Time Needed: By the next Board of Supervisor's meeting on October 1, 2013.**

**Review Routing: //Legal//Finance//Purchasing//Human Resource//Other: \_\_\_\_\_**

**Legal Review: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Finance Review: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Purchasing Review: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Human Resources Review: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Other Review: \_\_\_\_\_**

**Signature: \_\_\_\_\_**

**Reviews completed, item approved for Agenda. Supervisors/Board Clerk's Initials \_\_\_\_\_**

**BOARD ACTION TAKEN**

**//Approved //Disapproved //Deleted //Continued to: \_\_\_\_\_**

**Signature Clerk of Board**

**BOARD OF SUPERVISORS' AGENDA ITEM REVIEW FORM**



Submitter's Name: **DISTRICT II**

Date: 09/25/13      Signature: \_\_\_\_\_ verbal per Supervisor White \_\_\_\_\_

**Describe in detail what you want to say to the Board and what action you want the Board to take:**

District II request authorization to extend temporary employment for David Kinlichee, Sr.,

**Date & Time Needed:** \_\_\_\_\_

**Review Routing: / /Legal/ /Finance/ /Purchasing/ /Human Resource/ /Other:** \_\_\_\_\_

**Legal Review:** \_\_\_\_\_

Signature: \_\_\_\_\_

**Finance Review:** \_\_\_\_\_

Signature: \_\_\_\_\_

**Purchasing Review:** \_\_\_\_\_

Signature: \_\_\_\_\_

**Human Resources Review:** \_\_\_\_\_

Signature: *[Handwritten Signature]*

**Other Review:** \_\_\_\_\_

Signature: \_\_\_\_\_

**Reviews completed, item approved for Agenda. Supervisors/Board Clerk's Initials** \_\_\_\_\_

**BOARD ACTION TAKEN**

**//Approved / /Disapproved / /Deleted / /Continued to:** \_\_\_\_\_

Signature Clerk of Board

**BOARD OF SUPERVISOR'S AGENDA ITEM REVIEW FORM**

date/time stamp

Submitter's Name: (Individual, Organization, or County Department)

*Co Manager*

Date/Signature: *[Signature]* 9/23/13

Describe in detail what you want to say to the Board and what action you want the Board to take:

*Req Auth to have 6 1/2 hours @ \$50<sup>00</sup> per hour NTE 10 hours per week.*

BOS Meeting Date Requested

**PRE-AGENDA ITEM REVIEW**

Review Routing / /Legal / /Finance / /Purchasing / /Human Resource / /Other: \_\_\_\_\_

Legal Review: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Finance Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Purchasing Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Human Resources Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Other Review: \_\_\_\_\_

Signature: \_\_\_\_\_

Reviews completed, item approved for Agenda. Supervisor/Board Clerk's Initials \_\_\_\_\_

**BOARD ACTION TAKEN**

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Signature Clerk of Board \_\_\_\_\_



BOARD OF SUPERVISORS' AGENDA ITEM REVIEW FORM

Submitter's Name: **CHINLE JUSTICE COURT**

Date: 10/01/2013      Signature: \_\_\_\_\_

**Describe in detail what you want to say to the Board and what action you want the Board to take:**

Request review and approval for a salary increase of the annual salary of Chief Court Clerk Rolinda Yazzie to \$29,480.83 per year. This request is made in light of an increase in additional duties and responsibilities in carrying out the requirements of the Justice Courts filing and reporting of cases filed within the judicial court. The increase further reflects the years of service, experience and her expertise in meeting the statutory requirements of the Arizona Supreme Court. Attached is "Exhibit A" which outlines the additional duties and justification of the request. To be effective retroactive to September 2, 2013.

**Date & Time Needed:** \_\_\_\_\_

**Review Routing: / /Legal/ /Finance/ /Purchasing/ /Human Resource/ /Other:** \_\_\_\_\_

**Legal Review:** \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_

**Finance Review:** \_\_\_\_\_  
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Signature: \_\_\_\_\_

**Purchasing Review:** \_\_\_\_\_  
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Signature: \_\_\_\_\_

**Human Resources Review:** \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_

**Other Review:** \_\_\_\_\_  
\_\_\_\_\_  
Signature: \_\_\_\_\_

Reviews completed, item approved for Agenda. Supervisors/Board Clerk's Initials \_\_\_\_\_

**BOARD ACTION TAKEN**

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\_\_\_\_\_  
Signature Clerk of Board

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p. 3



## CHINLE JUSTICE COURT Apache County

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VICTOR J. CLYDE  
Presiding Judge

### MEMORANDUM:

To: The Honorable Apache County Board of Supervisors.

THROUGH: Karen Houston, Human Resources Director

FROM: Victor J. Clyde, Justice of the Peace

SUBJECT: Salary Increase for Rolinda Yazzie

This memorandum serves as a justification letter for the Chinle Justice Court's request for a salary increase for Chief Court Clerk Rolinda Yazzie to \$17.80 per hour. This increase reflects the additional duties and responsibilities that she will be carrying out to be in compliance with the Apache County and the Arizona Supreme Court's statutory requirements in reporting the activities and collection of funds to the appropriate agencies. The court has been unable to retain additional court clerks in the past years and Mrs. Yazzie will again take on the additional work load to continue the daily operation of the justice court.

Further, I present to the Honorable Board of Supervisor the loyalty and commitment of Mrs. Yazzie's excellent and exceptional job performance and years of service as evidence of continued service to Apache County. I have requested the Chief Court Clerk to attach to this memorandum a listing of the current and additional responsibilities that she is currently required to perform.

I wish to reserve my additional presentation to the Board of Supervisor and answer any question you may have. I thank you for your review, consideration and approval of the request I make on behalf of the Chinle Justice Court.

*Victor J. Clyde*

Judge Victor J. Clyde, Justice of the Peace

Chinle Justice Court

TO: Board of Supervisors  
From: Rolinda Yazzie  
SUBJECT: PAY INCREASE  
DATE: September 11, 2013

I've been employed with the Chinle Justice Court for nearly 7 years now as a Chief Justice Court Clerk. I carry on additional duties when one resigns as justice court clerk.

My duties as a chief justice court clerk is directing, organizing, coordinating, integrating and overseeing the operations of the justice court and its clerical personnel. Having the responsibility in providing a safe environment for the public, and assist the judge in short and long rang plans of the court operations. Overseeing management of accounting, purchasing, and collection of court ordered fines and sanctions and all financial control functions of the court. Monitoring and overseeing the case flow management and the calendaring systems. I also act as a systems administrator for the automated systems relating to the court which are Tax Intercept Program (TIPS), statistical program (CASPER), and FARE collection agency. Insuring that court personnel is in compliance with the Supreme Court ordered training and reports to the presiding judge, that the court is in compliance with Supreme Court for Minimum Accounting Standards and reporting to the appropriate entities. Supervising the clerical personnel in answering and directing them of difficult questions regarding procedures, process, times frames, proper handling of all confidential court documents and court exhibits. I oversee the storage and maintenance of the court records and compliance with records retention. Assist in court budget and submitting, ordering court supplies, procure services of maintenance of the office and office equipments.

My financial duties are reconciling the bank statements, assessing the fee schedule and distributing the fees each month by preparing the monthly remittance reports to the county and state treasurers. Maintain records and submitting the quarterly revenue survey, annual expenditure survey, and the personnel survey to the Supreme Court. Reviewing and processing payments of services and general expense of the court.

My additional duties I carry on when one resigns are, opening and sorting mail, dictation, transcribing and typing letters, memos, preparing minute entries dictated by judge as well as those not being dictated by the judge. I also carry on the duties of citation entries, processing payments, typing and filing complaints, warrants, summons, notices, processing all incoming and outgoing mail. I also prepare affidavits and marriage licenses. I also act as a bailiff during the duration of court hearings. My daily duties will also be answering all incoming call and assisting with visitor for assistance. I also have the responsibility of janitorial duties, cleaning the

restrooms, vacuuming the office, dusting the court room, taking out the trash, keeping the lobby area cleaned.

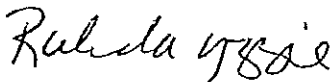
Further, I drive my personal vehicle on a daily basis to and from the post office to retrieve or send off court mails and correspondence and to the bank to make deposits.

Since upon my employment December 2006, we've been going thru hiring process consistently resignation after resignation. No employee has stayed employed for more 2 years with the Chinle Justice.

Date/Year	Position	Salary
December 2006	Justice Court Clerk	\$21,302.00
June 2007	End of 6 months probation	\$21,834.55
January 2008	Chief Justice Court Clerk	\$24,704.00
July 2013	Chief Justice Court Clerk/3% increase.	\$26,206.00

I greatly enjoy working for the Chinle Justice Court. I am pleased to give my loyalty and commitment to take on extra work and the responsibilities. I am keen to be trained, to progress, and to take on the additional duties I will be doing in the future.

Sincerely



Rolinda Yazzie  
Chief Justice Court Clerk

# JUSTICE COURT'S ROSTER as of 9/10/13

NAME	DEPT	POS NUM	POS NAME	RANGE	STATUS	EMP TYP	HIRED	SALARY
Benally, Carolyn	1800	18.05001.01	Chief Justice Court Clerk	27	Active	Full Time	1986-06-11	33,570.85
Merrill, Laree O	2000	20.05001.01	Chief Justice Court Clerk	27	Active	Full Time	1994-11-07	33,248.54
Greer, Yvette L	1900	19.05001.01	Chief Justice Court Clerk	27	Active	Full Time	1998-08-18	29,480.83
Yazzie, Rolinda	1600	16.05001.01	Chief Justice Court Clerk	27	Active	Full Time	2006-12-11	26,206.00
Six, Isabel	1800	18.05004.01	Justice Court Clerk III	21	Active	Full Time	1983-05-31	34,964.08
Reza, Patricia L	2000	20.05004.02	Justice Court Clerk III	21	Active	Full Time	1993-01-04	32,613.90
Attrakai, Lucinda L	1800	18.05004.02	Justice Court Clerk III	21	Active	Full Time	1994-12-27	27,135.71
Starr, Heather	1900	19.05004.01	Justice Court Clerk III	21	Active	Full Time	2009-10-29	23,162.09
Catlin, Hailey	1900	19.05004.02	Justice Court Clerk III	21	Active	Full Time	2011-10-31	22,707.93
Walker, Tessa	2000	20.05004.03	Justice Court Clerk III	21	Active	Full Time	2012-05-01	22,707.93
Busby, Terry	2000	20.05004.05	Justice Court Clerk III	21	Active	Full Time	2012-07-02	22,707.93
Lee, Chyrelle	1800	18.05002.01	Justice Court Clerk I	15	Active	Part Time Benefits	2013-05-28	9,184.55

*Handwritten notes:*  
 26,603.00  
 37,024.00  
 Robert Reed  
 Take 26,603.00  
 37,024.00  
 9/11/13

**BOARD OF SUPERVISOR'S AGENDA ITEM REVIEW FORM**

date/time stamp

Submitter's Name: (Individual, Organization, or County Department)

Date/Signature: Chairman Tom White 9/23/13

Describe in detail what you want to say to the Board and what action you want the Board to take:

Discussion & possible approval to defer all promotions or merit increases for all employees to the budget cycle. BOS Meeting Date Requested 10/1/13

**PRE-AGENDA ITEM REVIEW**

Review Routing /  Legal /  Finance /  Purchasing /  Human Resource /  Other: \_\_\_\_\_

Legal Review: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

Finance Review: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

Purchasing Review: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

Human Resources Review: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

Other Review: \_\_\_\_\_

\_\_\_\_\_  
Signature: \_\_\_\_\_

Reviews completed, item approved for Agenda. Supervisor/Board Clerk's Initials \_\_\_\_\_

**BOARD ACTION TAKEN**

Approved /  Disapproved /  Deleted /  Continued to: \_\_\_\_\_

\_\_\_\_\_  
Signature Clerk of Board \_\_\_\_\_

## Beth Bond

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**From:** Joe Young <JYoung@apachelaw.net>  
**Sent:** Monday, September 16, 2013 1:23 PM  
**To:** Beth Bond  
**Subject:** New Agenda Item

Hey Beth, I need the following on the next agenda:

Following a possible executive session for legal advice pursuant to A.R.S. 38-431(A)(3), discussion and decision to establish a county anti-racketeering revolving fund pursuant to A.R.S. 13-2314.03 meeting statutory mandates and ensuring such funds remain separate and apart from other County funds as mandated by state statute.