

COCHISE COUNTY Legacy Project



Board of Supervisors

STAFF
1881-2015



Public Programs...Personal Service

Since 1881, the Office of the Board of Supervisors has been made up of three Supervisors and a Clerk of the Board. When the concept of a County Administrator was introduced in 1981, that position was merged with the Clerk of the Board until 1991, when the Clerk of the Board and the County Administrator became stand alone positions. **Jim Vlahovich became the first Deputy County Administrator** in January 2006. Other positions have been added and subtracted at the BOS Office due to the needs of a changing County population, financial constraints, and advancements in technology.

Today's Board of Supervisors Offices not only supplies mandated services consistent with the Arizona Revised Statutes, but also offers financial and consulting services to other departments in the County through a **Grants Director and Financial Services Manager**. The **Emergency Services Coordinator** is housed in the Board Office as well, ensuring the delivery of safety services to both employees and residents.

In addition to the three Supervisors, the County Administrator, the Deputy County

Administrator, the Clerk of the Board, and the three positions mentioned above, staff includes an **Administrative Assistant, the Assistant to the Clerk of the Board, and the Community Development Liaison**. These last three staff members, along with their other duties, make sure that the phones are answered, and more importantly, the questions are answered, the Board of Supervisors' Office bills are paid, meetings are scheduled and meeting rooms are set up, supplies are ordered, that birthday parties happen because we all love cake, and that everyone gets a paycheck. It is also important that a supply of chocolate is on hand in the Board Office at all times because chocolate makes everyone happier.

In addition to the regular duties, the Board Office also coordinates employee recognition ceremonies, creates press releases and public service announcements for noteworthy events, holds receptions for countywide events, helps to coordinate the Neighbors Helping Neighbors Program, is responsible for the Vietnam War Commemorative Program and other duties as assigned.



PHOTO CREDITS: Pat Call; Tom Peck; Brent Hall; Ismael Ramirez; Bill Brown; Kurt Obermeier; Laurin Richey.

COUNTY SUPERVISOR COUNTY SUPERVISOR COUNTY SUPERVISOR COUNTY SUPERVISOR

PAT CALL District 1



2001-Present



As a Supervisor, my most important duty is to be fiscally responsible with taxpayer money. One of my biggest accomplishments has been partnering with several other groups to create the Palominas Recharge Project. Not only does this project capture storm water to recharge the aquifer, but it is also key to keeping Cochise County's rural character by preserving open space. The most rewarding part of my job is working with citizens and community groups countywide to ensure Cochise County continues to make progress, but stays true to its rural heritage. I also work passionately to preserve the San Pedro River and the missions of Fort Huachuca for the County's next generations. One of the biggest challenges we have faced and continue to face is the economy and its impact on the budget. State cost shifts have put every county in Arizona in fiscal danger.



COUNTY SUPERVISOR COUNTY SUPERVISOR COUNTY SUPERVISOR COUNTY SUPERVISOR

ANN ENGLISH District 2



1985-1992
2009-Present

What I enjoy most about being a County Supervisor is working with my constituents to solve a problem or explain why it cannot be done. I love the ever changing challenge of providing excellent service to the residents of Cochise County and being frugal and responsible with their tax dollars.

During the fifteen years I have served on the Board, the most frustrating and demanding period was the years spent trying to find the perfect place for the county landfill and creating the countywide solid waste system. No one wanted it near them or wanted to pay for creating a facility that had to be built to guarantee we would stop polluting the environment. Still to this day, people do not want to pay the total cost for safe disposal of waste and the battle continues.

I am very proud of the jail and other county facilities we have built over the years with the half cent sales tax.

I have had the good fortune to work with many good supervisors who are serious about serving our residents and we have created a positive environment our employees and constituents can see and feel.

As a Cochise County Supervisor, I have had the opportunity to also serve Arizona as the president of the Arizona County Supervisors Association and travel the country representing counties with pride.

I am thankful every day for the trust the voters have placed in me to study the issues and do the right thing on their behalf.

I am grateful for the talented staff Cochise County has assembled and the teamwork they display every day on the job. They provide me with the information and expertise I use in making decisions to benefit our residents.

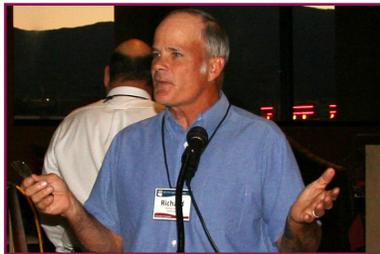


COUNTY SUPERVISOR COUNTY SUPERVISOR COUNTY SUPERVISOR COUNTY SUPERVISOR

RICHARD SEARLE District 3



2005-Present



Although State Statutes list out the duties of County

Supervisors, ultimately I believe the main duty of a Supervisor is to hold County Government accountable to the residents and taxpayers of Cochise County. There are times when governmental organizations can lose focus of why they are in existence and become more concerned on what is good for government and not what is best for the citizens they serve. As an elected official, I am accountable to the voters of Cochise County to be their representative to make sure County Government reflects the needs and wants of its residents.



The biggest initial challenge of being elected a Supervisor is dealing with the steep learning curve of getting a working understanding of the complexity of County Government. With the diverse duties, size, and many departments, even after 10 years in office, I'm still discovering new things about how our County Government operates. One of the hardest things about being a Supervisor is having to make decisions that may negatively affect some residents. The job has its rewards, especially when you can make something happen that makes life in Cochise County better.



I'm especially proud of being able to help develop policies like the County Road Swap Policy (A policy for dropping roads from the Maintenance System and adding roads to the Maintenance System, Resolution 07-77) that allowed areas of the County to receive road maintenance that they previously were not able to get, after certain roads were dropped from the Maintenance System. I also was proud to help create the Owner Builder Opt Out Program to help minimize the governmental regulatory impact on rural residents.

COUNTY ADMINISTRATION COUNTY ADMINISTRATION COUNTY ADMINISTRATION

MIKE ORTEGA
County Administrator



7/2007-Present

As County Administrator, the BOS relies on me to run the day to day operations of Cochise County and serve as their representative as a liaison to the Elected Officers and Judicial branch. I expend most of my effort addressing budget issues and concerns and discussing strategies to assist the department directors and elected officers in accomplishing their goals/responsibilities. I also spend a fair amount of time working on regional, state and federal issues that impact Cochise County. These issues can vary from discussing regional matters with residents, business owners, city managers/representatives as well as state and federal lawmakers and agencies.

I enjoy the broadness of the issues that come to my attention on a daily basis. I can be dealing with an internal matter affecting budget and then an hour later be discussing how we can partner with other counties in the state to address a legislative matter. Later that same morning I may be discussing legal strategies with the County Attorney's office about a pending law suit. Every day is different and challenging from the minute I walk in the door until I call it quits.

The most rewarding part of my role here has been working with all the staff including the department directors and elected officers to address the serious budget issues we have faced. It is nice when Cochise County is known around the State for our ability to weather the financial difficulties we have faced and to have set the stage for other counties and organizations to follow. For example, our employee cost savings (and sharing) program has been of interest to others. In addition, our health insurance rebates have also caught other agencies' attention. We could not have accomplished these cutting edge programs without all of us working together.



COUNTY ADMINISTRATION COUNTY ADMINISTRATION COUNTY ADMINISTRATION

JIM VLAHOVICH
Deputy County Administrator



6/1988-Present

My duties involve working with the Board, the County Administrator, Department Directors and staff to ensure that the County is operating efficiently and effectively on a daily basis. I mainly deal with appointed directors in this task but interact with elected officials as well. I enjoy having my fingers on the pulse of what goes on in the County and then keeping staff abreast of pertinent issues to hopefully assist them in doing their jobs.

What I enjoy most about my job is working with County employees at all levels of the organization to solve issues and to bring value to them and their efforts and to the public at large.

One of the biggest challenges is keeping employees motivated and engaged during difficult economic times. Others include getting things done with limited time and staff resources and related to that, being available to staff on an ongoing basis to assist them in dealing with their issues.

The most rewarding part of my job is dealing with the numerous challenges that arise within the organization and having the opportunity to work together with County employees in addressing those challenges in a effective and meaningful fashion.



COUNTY ADMINISTRATION COUNTY ADMINISTRATION COUNTY ADMINISTRATION

LISA M. MARRA
Grants Director



11/2012-Present

- Responsible for the regional coordination of grants and initiatives
- Develops programs
- Establishes policies and procedures
- Coordinates grants and administration, various aspects of public outreach including community and economic development
- Administer grant funds directly related to two County owned airports and Community Development Block Grants (CDBG)
- Writes and manages grant programs specific to special assignments from the Board of Supervisors
- Acts as a resource for all County departments in researching funding opportunities, submitting grant applications, and managing grant funded programs
- Provides training for grant writing and grant management implementation

“ I have spent my entire career creating relationships to move things forward. I am honored that I am able to use my abilities, here at the County, to connect people with resources and programs that positively impact the life of our residents on a long term basis.”

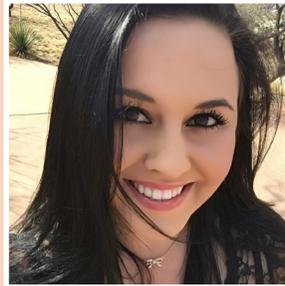
Since November 2012, this department has received and managed grant awards totaling \$3,458,599. This department of one is unique in that all activity is concentrated towards revenue generation for the County.



Grant Funded Projects: Bisbee International Airport Facility and Air Sweeper; Bay Acres, Douglas AZ - Colonia Certification; CDBG - Bowie Fire Emergency Extraction Equipment.

COUNTY ADMINISTRATION COUNTY ADMINISTRATION COUNTY ADMINISTRATION

NIKE NOACK
Financial Services Manager



7/2013-Present

“ The best part of my job is honestly just loving what I do and knowing that I make a positive impact on the community. Every day I come in excited to learn more about the County operations, to figure out ways to effectively utilize our limited funds, and for the interactions with my co-workers. I have the honor of working with so many different people and departments throughout the county and it never ceases to amaze me the level of talent and commitment that is prevalent among our employees. We all pull together to ensure that Cochise County is a great place to live; I just feel so lucky to be a small part of that. ”

Under the direction of County Administration, and in direct support of several County Department Directors, this person:

- Performs professional financial and administrative work of considerable difficulty in the planning, organization and operation of the accounting, budget and financial services of County departments
- Acts as a strategic partner and liaison in a variety of capacities between numerous functional areas and/or project teams to facilitate and create collaborative partnerships
- Assists County Administration and/or the Board of Supervisors in meeting County financial plan objectives and achieving long term financial viability through financial modeling, performance measurement, and financial forecasting
- Plans, organizes, analyzes, and directs the financial operations of the following assigned, related county departments: Highways and Floodplain, Fleet, Solid Waste, Planning and Zoning, and Facilities

- Develops cross-departmental administrative and financial policies and procedures
- Projects and foresees various departments operational needs
- Assists in developing and implementing long term capital improvement projects
- Is responsible for responding to annual audit requests for assigned client departments
- Manages special and on-going fiscal projects including their design, coordination, and implementation
- Develops, modifies, and monitors performance measurement tools to maximize revenues and minimize expenses
- Conducts research and prepares comprehensive and detailed reports on various financial analyses
- Works to improve departmental performance and return on investment
- Presents financial data to the County Administrator and/or Board of Supervisors in support of financial plan objectives or service modification
- Assists County Department Directors with budgetary forecasts and financial analysis
- Serves as Gussie Motter’s trainee on the Cochise County Tourism Council to ensure successful succession planning

Since July 2013, the Financial Services Manager has overseen over \$40 million dollars annually in general, special revenue, enterprise, and internal service funds to help ensure financial compliance and maximum utilization of resources.

COUNTY ADMINISTRATION COUNTY ADMINISTRATION COUNTY ADMINISTRATION

NORMAN STURM
Emergency Services
Coordinator



7/2013-Present

The Emergency Services (ES) Coordinator heads the Cochise County Office of Emergency Services (CCOES) and is responsible for facilitating processes and activities to make Cochise County as disaster-resilient as possible. Disaster resiliency is the ability of residents, businesses, community organizations and government to respond to and recover from a large-scale natural or human-cause emergency. To achieve this goal, the Emergency Services Coordinator works with local private and public entities to:

- Develop emergency response plans
- Offer training opportunities
- Strengthen community preparedness programs
- Secure grant funding sources to support first responder capabilities.

During an emergency event the ES Coordinator supports first responders from the County's Emergency Operations Center (EOC) by coordinating public warning and information, emergency shelters, logistical support, and State/Federal Emergency Declarations. After a large scale emergency the ES Coordinator will help facilitate recovery activities through State and Federal disaster aid programs.

“Emergency management in a rural county like Cochise has a unique set of challenges: limited resources, long travel times, and mountainous terrain that can interfere with common communication modes. Fortunately, we are blessed with a public safety community that works together across jurisdictional lines to provide very creative and adaptive solutions to these challenges. There is a definite neighbor helping neighbor culture here in Cochise County.”



Training in the County EOC-February 2015; A CWPP planning session; Cochise County OES communications volunteers practice field communications operations.

COUNTY ADMINISTRATION COUNTY ADMINISTRATION COUNTY ADMINISTRATION

ARLETHE RIOS
Clerk of the Board



7/2008-Present

“ The most rewarding part of my job is knowing that I am creating and maintaining historical records. While working on this project, I realized that transcribing minutes, while a tedious task, is critical to preserve our history and allow future generations to understand our present-day issues. ”

- Supervises staff
- Prepares and manages the procedural conduct of all Board meetings, work sessions, and executive sessions
- Directs recording and transcription of Board meeting minutes
- Prepares and distributes public board notices and ordinances
- Responds to and initiates routine Board office correspondence
- Coordinates the flow of documents and correspondence within the Board office
- Interacts with department heads, employees, and the public as required
- Maintains calendar of Board office activities and travel
- Develops board budget and monitors expenditures
- Assists in the investigation of complaints and prepares findings
- Performs research projects
- Prepares reports
- Supervises arrangements for tax appeals; oversees land sales by auction or sealed bids.
- Performs all statutory duties of the Clerk of the Board

The Clerk's statutory duties are not all found in the same section as one can see by scanning below. Notice that number 9 in 11-241 covers a lot of bases as well. The Clerk of the Board serves to keep the Board of Supervisors from inadvertently breaking the Open Meeting Law and to make sure that the Board's activities are transparent to County residents.

11-220. Administration of oaths by board or clerk

Any member of the board or the clerk may administer oaths, but no fees shall be charged therefore.

11-221. Custody and inspection of records

The books, records and accounts of the board shall be kept at the office of the clerk of the board, and in his care, and shall be open to public inspection.

11-241. Appointment; duties

The board of supervisors shall appoint a clerk of the board, who shall:

1. Record all proceedings of the board.
2. Make full entries of the board's resolutions and decisions on all questions concerning the raising of money for and allowance of accounts against the county.
3. Record the vote of each member on every question upon which there is a division or at the request of any member present.
4. Sign all orders made and warrants issued by order of the board for the payment of money.
5. Record the reports of the county treasurer of the receipts and disbursements of the county.
6. Preserve and file all accounts acted upon by the board.
7. Preserve and file all petitions and record the actions of the board thereon.
8. Record all orders levying taxes.
9. Perform all other duties required by law or rule or order of the board.

COUNTY ADMINISTRATION COUNTY ADMINISTRATION COUNTY ADMINISTRATION

GUSSIE MOTTER

Community Development Liaison,
Economic Development and
Tourism Coordinator, Deputy
Clerk of the Board



6/2001-Present

“As in almost every person’s life over the age of 50, there comes a time when the need for health insurance rears its expensive head. Thank you, Cochise County for your generous benefits.”

This is a position of many hats and other duties as assigned. Following is a list of tasks performed, some of them weekly, some monthly, and some as they show up:

- Attend weekly Community Development Planning Meetings
- Attend monthly Planning and Zoning Commission Meetings
- Process Franchise applications
- Coordinate, post, and document Public Lands Advisory Committee meetings
- Draft and distribute press releases
- Cochise County Tourism Council (CCTC) Member
- Track CCTC financial matters
- Compose text for CCTC advertisements and advertorials
- Coordinate fulfillment for CCTC inquiries
- Take the lead in the Board of Equalization process
- Prepare letters of support for the Board and County Administrator as requested
- Serve as co-chair for the Customer Service Caucus
- Triage citizens’ complaints
- Assist with planning, coordination and execution of events and meetings as needed
- Attend and document all Community Development Work Sessions
- Assist with BOS office coverage and supply backup coverage for payroll and accounts payable



COUNTY ADMINISTRATION COUNTY ADMINISTRATION COUNTY ADMINISTRATION

KIM LEMONS
Assistant to the Clerk of the Board



8/2008-Present

“What I enjoy most about my job is the team spirit of the people I work with. Each day there is a new challenge and it is very rewarding to offer solutions together. Equally rewarding has been the opportunity to be creative, using my graphic design skills on projects that promote Cochise County, like The Legacy Project and many others.”

Under general supervision of the Clerk of the Board, the Assistant to the Clerk of the Board performs administrative tasks for the Board of Supervisors, County Administrator, Deputy County Administrator, and the Clerk of the Board. Some typical duties include:

- Provides professional customer service to the public.
- Assists in the investigation and resolution of residents' complaints and inquiries providing information about County resources and processes.
- Assists in planning, preparing, and conducting special events to improve the County's image and relations with County residents and businesses.
- Prepares brochures, posters, and presentations
- Plans, prepares and posts informational/advisory material to the County's website.
- Performs secretarial functions, preparing draft and final correspondence on a variety of topics.
- Assists in the scheduling, preparation and management of Board meeting agendas and related materials for all Board meetings, work sessions, special meetings and executive sessions, adhering to all facets of the Open Meeting Law.
- Assists personnel of other departments with the submission of Board agenda items.
- Performs administrative support to special boards, commissions, and individuals as directed by the Clerk of the Board
- Records and prepares minutes of Board meetings and assists in the preparation, distribution and publication of public Board notices and ordinances.
- Ensures the timely and accurate flow of documents and correspondence within the Board office and with external parties and arranges for the recordation of certain documents.
- Coordinates and tracks all record requests
- Assists organizers with the formation processes for Special District filings.
- Prepares department payroll, personnel forms, Treasurer's Deposits, processes accounts payable and credit card payments.
- Schedules and coordinates tax appeal matters with the Board-appointed Hearing Officer and for the Board of Equalization.
- Prepares and submits periodic Lobbyist reports.
- Prepares materials, responds to inquiries and conducts transactions for tax deed land sales by auction or sealed bid.
- Acts as the Clerk of the Board in the absence of the Clerk.

What you may not know about the current Assistant to the Clerk of the Board is that she is a graphic arts genius! We write it and she makes it, and therefore us, look great. She is also the mastermind behind the County's standardized logo, letterhead, business cards, and forms.

COUNTY ADMINISTRATION COUNTY ADMINISTRATION COUNTY ADMINISTRATION

CATHY DAVIS
Administrative Assistant



11/2013-Present

The person holding this position is the face and the voice of the County. She is the first voice on the phone or the first face at the front counter for citizens and other employees. Her job requires courtesy, patience (especially when rescheduling that meeting for the fifth time) tact, and diplomacy – most times all four by 9:00 a.m. And a few more tasks just to keep things interesting. The Administrative Assistant:

- Processes departmental mail and special documents log
- Prepare the script and signature file for Board meetings
- After the Board meeting assigns final approvals and routes and logs documents
- Maintains contact records
- Is a Notary Public
- Keeps inventories for supplies and promotional items
- Formats, composes, and types routine correspondence
- Maintain office records and files
- Answers questions from staff and the public
- Processes liquor licenses
- Prepares and posts agendas and public notices
- Is the first point of contact for staff and public
- Is responsible for scheduling meetings and meeting room set up
- Is responsible for OnBase scanning, retrieval, and filing
- Assists with special events and invitations
- Assists in the Board of Equalization process

“The best part of working at the Board of Supervisors Office is the staff and the Supervisors. They are a cohesive group of people who work together both efficiently and respectfully. I have also enjoyed learning new software, such as Agenda Quick, and becoming more proficient in Outlook and OnBase. The most enjoyable part is watching the Employee Awards Ceremony unfold and participating in the Tax Deed Land Auction. Working for Cochise County has always felt like being a part of a very large family, knowing and working with people from other departments year after year.”



Out and About in Cochise County



**Cochise County
Board of Supervisors**

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Public Programs...Personal Service

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