

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS  
WORK SESSION HELD ON  
Wednesday, April 25, 2018**

A work session of the Cochise County Board of Supervisors was held on Wednesday, April 25, 2018 at 1:00 p.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Ann English, Chairman; Patrick G. Call, Vice-Chairman; Peggy Judd, Supervisor

Staff Present: Edward T. Gilligan, County Administrator  
Kim Lemons, Deputy Clerk of the Board  
Amanda Baillie, Public Information Officer

Attendees: Lynette Nowlan, Finance Director  
James Conlogue, Presiding Judge  
Adam Ambrose, JP1  
Alma Vildosola, JP2  
Bruce Staggs, JP3  
Trevor Ward, JP4  
Timothy Dickerson, JP5  
Michael Skiles, JP6  
Eric Silverberg, Court Administrator  
Niltza Flores, Court Division Director  
Douglas Kooi, Chief Assistant Clerk of the Court  
Fran Ranaccelli, Chief Deputy Clerk of the Court  
Anthony Hernandez, Business Mgr Clerk of the Court  
Beverly Cortez, Justice Court Manager  
Tracey Romero, Judicial HR Director  
Patricia Munoz, Chief Probation Officer  
Teresa Rockrich, Business Mgr Adult Probation  
Rita Shipley, Finance Mgr Adult Probation  
Donna Brown, JP4 Court Manager  
Mayela Teran, JP2  
Amy Hunley, Indigent Defense Administrator  
Shar Porier, Sierra Vista Herald

Chairman English called the meeting to order at 1:00 p.m.

**ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION**

**PLEDGE OF ALLEGIANCE**

**THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING**

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## **INTRODUCTIONS**

### **ITEMS FOR DISCUSSION**

#### **Board of Supervisors**

1. Budget Work Session - Discussion of County budget for Fiscal Year 2018-2019 specifically: Court Administration, Justice Courts (1-6), Superior Court, Adult/Juvenile Probation, and the Clerk of the Superior Court's Office.

Chairman English explained the purpose of today's work session.

Judge Conlogue thanked the Board for their support in the budget decision making process.

Mr. Silverberg requested the discussion start with the Justice Court officers.

**Bisbee Justice Court #1 – Adam Ambrose**

Judge Ambrose said the caseload filing trends are down 10%, decreasing revenues. He summarized those filings and did not have any funding requests. Future requests will be dependent on securing other funding for front desk security glass and a ramp to transport defendants into the courtroom.

Chairman English asked that with funding requests to keep in mind the Elected Official Retirement Plan (EORP) costs for the County. Approximate costs to each court are noted in the budget worksheets.

**Douglas Justice Court #2 – Alma Vildosola**

Judge Vildosola said the Court consolidation agreement is working good. She had no funding requests but wants to maintain one reoccurring position.

**Benson Justice Court #3 – Bruce Staggs**

Judge Staggs thanked the other JPs for their support; gave a summary of his caseload filings; and requested one Warrants' Clerk.

**Willcox Justice Court #4 – Trevor Ward**

Judge Ward gave a summary of case filing increases and the impact on the court's clerks in keeping up with the demand. He requested changing one part-time clerk to full-time and one temporary clerk to full-time.

**Sierra Vista Justice Court #5 – Timothy Dickerson**

Judge Dickerson said there were no increases in the General Fund or Enhancement budgets.. He summarized case filings and gave an example of Court Assisted Recovery (CARE) court success story. He had no funding requests but noted additional resources will be needed in the future.

**Bowie Justice Court #6 – Michael Skiles**

Judge Skiles had no funding requests and said they are using new technology with 2 full-time and 1 part-time employees, holding one position open.

Chairman English asked Mr. Silverberg about the similarities and different for each of the courts as far as processes, software used, and number and types of cases.

Judge Skiles said his court is a traffic court without the variables of other courts.

Mr. Gilligan asked about the percentage of traffic volume versus criminal volume and statistics that would help the Board make budget decisions for the courts. Doug Kooi, Chief Assistant to the Clerk of the Court said those statistics are on the Supreme Court website for the last 25 years.

Mr. Kooi thanked the County and the Courts for their help. He is here as an assistant to the Clerk's office in finding improvements in that office. His conclusion about the budget is it is sufficient to get the current staff trained and working at an efficient level. The juror revenues were misreported. There are needs for updating the document storage and retrieval system and to implement scanning court files.

The Board thanked Mr. Kooi for his service.

Judge Ambrose said he would make sure the Board received the state case activity statistics and the Justice Court officers left at 2:06 p.m.

Patricia Munoz, Chief Probation Officer said her divisions are fully staffed and thanked the Board and administration for staff compensation funding. She had one funding request to replace the Programmable Logic Control system for the Juvenile division. It is obsolete, cannot be repaired and not replacing presents a major safety concern.

Mr. Eric Silverberg, Court Administrator said next week would be the full dedication of the Self-Help Center. He summarized all the improvements and technology upgrades. Next will be upgrading the video surveillance to be fully digital.

The Board thanked the Courts for their participation.

Chairman English adjourned the meeting at 2:19 p.m.

APPROVED:

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Ann English, Chairman

ATTEST:

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Kim Lemons, Deputy Clerk of the Board