

**MINUTES OF PUBLIC MEETING
FOR THE CORRECTIONS OFFICER RETIREMENT PLAN LOCAL BOARD
FOR THE SUPERIOR COURT**

A public meeting of the Corrections Officer Retirement Plan Local Board for the Superior Court was convened, Thursday, May 10, 2007, at 10:00 a.m., in Conference Room 228, Arizona Supreme Court, 1501 West Washington, Phoenix, Arizona.

Present at the meeting were the following individuals:

Jim Bruner, Chair	Lu McLendon, Board Secretary
Phil Hanley, Board Member	Michael Anthony, Attorney
Kevin Kluge, Board Member	

Administrative Office of the Courts (AOC) Staff Present:

Kim Cantoni

Guests Present:

Mike Gauss

Call To Order

Local Board Chair, Jim Bruner, called the meeting to order at 10:00 a.m., Thursday, May 10, 2007, at the Arizona Supreme Court Building, 1501 West Washington Street, Phoenix, Arizona.

Approval of Minutes

The Chair called for any corrections or additions to the Public or Executive Session Meeting minutes of the April 5, 2007, CORP Local Board meeting. There were no corrections or additions and the minutes of the Public and Executive Session stand approved.

Discussion was held regarding the necessity to reschedule the June 7, 2007, meeting due to conflict in scheduling of the Chair. The new time and date agreed upon, by the members, for the June meeting will be Tuesday, June 26, 2007 at 9:00 a.m.

Eligible Job Classifications (Items C & D taken out of order)

Recently, the county Chiefs and Directors were asked to submit a list of job classifications, they believed should be included as eligible positions for participation in CORP, for Local Board review. Guidelines provided to the employer stated that the list

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should include jobs which were not specifically covered under the Joinder Agreement or CORP Statutes, that the employer believes should qualify for CORP, but do not carry the title of Probation, Surveillance or Detention Officer. It was requested, for each position title listed, the employer attach a complete job description and/or any other description of the job duties and responsibilities believed to qualify the position for participation in CORP.

MOTION: To treat the request submitted by Gila County separately from the requests from Coconino County was made by Phil Hanley.
Motion was seconded and passed unanimously. CORP 2007-10.

Youth Care Worker II, & III – These positions were submitted by the Coconino County Juvenile Court. In considering these classes, the attorney for the Board advised that the Local Board had the authority to establish new job classifications as eligible positions only if they meet the criteria established under law and the Joinder Agreement. One of the requirements of the Joinder Agreement is that membership in CORP is limited to full-time “juvenile detention officers responsible for the direct custodial supervision of juveniles detained in a county juvenile detention center which is a facility established by A.R.S. § 8-305 and supervised pursuant to A.R.S § 8-306. The job description indicated while these positions appear to report to the Deputy Director of the Juvenile Court, they do not appear to be appointed pursuant to the Arizona Revised Statutes and are not responsible for the direct supervision of juveniles detained in a county juvenile detention center. The job description seems to indicate that the Youth Care Worker II & III positions are responsible for a variety of administrative functions within the juvenile court and maintains security of the juvenile court facility. It is understood that the Joinder Agreement, specifically, recognizes “juvenile court directors” as eligible CORP job classifications, however, it does not recognize “Youth Care Workers” or other assistants to the juvenile court director as eligible for CORP membership. As a result, when considering the description of the duties/responsibilities of the positions submitted by the Coconino County Juvenile Court, the consensus of the members is that these positions do not meet the eligibility criteria of the CORP Plan or the requirements set out in the Joinder Agreement for participation in CORP. The Chair directed that a letter of explanation, regarding the Board’s decision, be drafted by the attorney and forwarded to Director of the Coconino County Juvenile Court.

The Local Board reviewed a letter and job descriptions submitted by Gila County requesting the Board approve as eligible job classifications, for participation in CORP, the positions of Probation Administrative Specialist and Probation Program Manager. According to the information provided, it appeared that Gila County employed a private consulting firm to assist in conducting a salary study. As a result of this study, two new

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job classifications, the Probation Administrative Specialist and Probation Program Manager, were recommended for current existing positions that carried the title of Probation Officer and were filled by certified officers pursuant to A.R.S §12-251 and §8-203. As a result, the Gila County Probation Department is requesting that the Board review and approved these positions as eligible for participation in CORP.

The Board noted that both the Probation Administrative Specialist and Probation Program Manager job classifications were not specifically covered under the Joinder Agreement. After a review of the job description, the Board noted that a major requirement for both positions was that they be filled by a certified probation officer. The Board agreed that the list of duties performed as well as the requirement that these positions be filled by a certified probation officer clearly fit under the responsibilities of a probation officer as defined by Arizona Revised Statutes. As a result, the Board approved a motion to designate the Gila County Probation Administrative Specialist and Probation Program Manager job classification as designated positions in the CORP Plan with the caveat that these positions be continuously filled by a person or persons who are eligible for membership in CORP.

MOTION: A motion was made by Phil Hanley to accept the Gila County Probation Administrative Specialist Job Classification as a designated job class pursuant to the eligibility requirements under the CORP Plan with the caveat that this position be continuously filled by a person who is eligible for membership in CORP. Motion seconded and passed unanimously. CORP 2007-11.

MOTION: A motion to accept the eligibility of the Gila County Probation Manager job classification as a designated job class pursuant to the eligibility requirements under the CORP Plan with the caveat that this position be continuously filled by a person who is eligible for membership in CORP was made by Phil Hanley. Motion seconded and passed unanimously. CORP 2007-12.

Election Process

- a. Nomination Requirement – Two processes for conducting the nomination phase of the CORP election process were submitted for consideration by the Local Board, the “petition process” and the “at large” process.” After reviewing both procedures members agreed that the “petition process” was too cumbersome

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and would make it difficult for the smaller counties to compete, whereby, the "at large process for nominating board members was the most practical to use in order to fulfill the requirements set out in the Arizona Revised Statutes for the election of CORP Board members. This process requires that each member of CORP be provided with a nomination ballot and given the opportunity to nominate one of their peers as stipulated by the CORP Statutes. Currently, there are two vacancies that will need to be filled one for a two-year term and one for a four-year term. The Board agreed that nomination ballots will be mailed to each individual member of CORP. Each member will be allowed to nominate one individual for each of the vacant terms. Ballots are scheduled to be mailed out the first week in August.

- b. Voting procedure – The Board was presented with the finding of research conducted on the use an electronic voting process to elect Board members. After a review and discussion it was apparent that the electronic process would not meet the statutory requirement of confidentiality as stipulated in the CORP Statutes which state that members are elected by secret vote. It was apparent the electronic process could not guarantee the voting would be confidential. Therefore, the members concluded that the use of a paper voting ballot would allow each member to cast their vote in secret and ensure the requirements for electing CORP Board members is in accordance with the Statutes that govern the Plan are satisfied.

In order to ensure one vote per person, the Board recommended that both the nomination and voting ballots are mailed out via US mail to each individual member with a return self-address envelop to the office of the CORP Local Board. It was also, determined that the on the outside of the return self-address envelope there should be a place for the name of the member and the Employee Identification Number (EIN#). This will ensure that an individual only submits one nomination for each ballot. Additionally, the attorney for the Board proposed that after the nominees that will appear on the voting ballot have been selected, that each nominee be required to submit a short bio of their experience and a statement of why they want to serve on the Board. The bio and statement could be posted on the CORP website to give members the opportunity to acquaint themselves with the nominees that appear on the voting ballot. It was also recommended that July 1, 2007, the date of transfer of membership, be adopted as the start date of the term of office for all five Board members. This would allow for the Board to comply with the statutory requirement for an appointment and election of a board member every two years.

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The Chair proposed setting a schedule for future meetings of the Board.

Tuesday, June 26, 2007 - 9:00 a.m.
Wednesday, July 11, 2007 - 9:00 a.m.
Thursday, August 9, 2007 - 9:00 a.m.
Thursday, September 6, 2007 - 9:00 a.m.

Call to the Public

Meeting adjourned

Transcribed this 17th day of May 2007.

Lu Mc Lendon
Local Board Secretary