

Scott Blake, Chair  
Constable  
Maricopa County

Valerie Beckett  
County Administrator  
Maricopa County

Melissa Buckley  
Public Member

Mike Cobb  
Constable  
Mohave County



STATE OF ARIZONA

## CONSTABLE ETHICS, STANDARDS AND TRAINING BOARD

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Dennis Dowling, Vice  
Chair  
Justice Court  
Yavapai County

Adam Shepherd  
Sheriff  
Gila County

Christine Shipley,  
Secretary  
Multihousing  
Association

### Minutes of Public Meeting – February 13, 2020

A public meeting of the Constables Ethics, Standards and Training Board (CESTB) was convened on February 13, 2020 at 9:02 a.m. at the offices of Capitol Consulting 818 N. 1<sup>st</sup> St, Phoenix, AZ 8500. CESTB Board members present were Chairman Scott Blake. CESTB Board members present via teleconference were: Valerie Beckett, Judge Dennis Dowling, Sheriff Adam Shepherd, and Melissa Buckley. CESTB Board members absent were Christine Shipley and Constable Mike Cobb. The following staff was present – Tracy Unmacht. Members of the public attending in person included Maricopa County Constable Administrator Patrice Goodman.

A quorum was reached and the following matters were discussed and decided at the meeting:

#### **Minutes of Previous Meetings:**

Corrections: None

Sheriff Shepherd made a motion to approve the minutes as presented from the January 20, 2020 CESTB meeting and Judge Dowling seconded. The motion passed 5-0.

**Financial Report:** Staff reported income through January is up an average of \$5100+ per month over budget projections. Current cash flow shows a projected cash balance at the end of the fiscal year of \$475,957. Sheriff Shepherd made a motion to accept the January 2020 financial report and Valerie Beckett seconded. The motion passed unanimously 5-0.

**Call to the Public:** None

**Training Deficiencies 2019:** Staff report Deputy Constable Dan Rodriguez was the only constable not meeting the required training in 2019, falling short by 1 hour. He received 2 courtesy letters in October and November respectively reminding him he had until December 31 to complete the training. The October letter included a copy of all certificates on file and recorded. On January 2, staff received a letter and one additional certificate, however, that certificate was duplicate and already on file and recorded.

Sheriff Shepherd made a motion to file a complaint letter of warning and require Deputy Constable Rodriguez to obtain the missing hour in 2020 in addition to the regular requirement of 16 hours. Valerie Beckett seconded and the motion passed unanimously 5-0.

#### **Constable Complaints:**

CNA248-2020 Tipton – Chairman Blake reviewed the complaint and constable response. Judge Dowling made a motion to dismiss the complaint and Sheriff Shepherd seconded. The motion passed unanimously 5-0.

**Grant Applications for Constable Equipment:** Seven (7) applications were received for constable Equipment grants requesting total funding in the amount of \$57,500.11. Funds available for this cycle are \$55,000. Board members submitted their scores for the record. Chairman Blake submitted several ideas about how to proceed since requests exceeded budgeted funding. Sheriff Shepherd suggested that counties requesting ballistic vests and vehicles are the most critical. The Navajo County ammunition grant application included a caveat that the Navajo County Vehicle application take priority. Melissa Buckley made a motion to eliminate the Navajo County ammunition grant from consideration and

increase the budgeted amount to \$56,360.65 to fund the remaining applications. Sheriff Shepherd seconded and the motion passed unanimously 5-0.

**Grant Applications for Constable Outside Training:** Five (5) applications were received for constable Outside Training grants requesting total funding in the amount of \$14,195. Funds available for this cycle are \$15,000. Board members submitted their scores for the record. Sheriff Shepherd made a motion to approve requested funding amounts for all five grant applications and Melissa Buckley seconded. The motion passed unanimously 5-0.

**Additional Equipment Grant Cycle for FY20:** Melissa Buckley made a motion to fund an additional equipment grant cycle for this fiscal year in the amount of \$55,000 and Sheriff Shepherd seconded. The board discussed the appropriate timeline and agreed on an application deadline date of May 4<sup>th</sup> with approvals to take place at the May 14<sup>th</sup> Board meeting. The motion passed unanimously 5-0.

**Strategic Planning and Budget:** Staff shared the 5-year plan submitted to the Governor's office last summer and indicated the plan should be reviewed and updated. Chairman Blake will ask Constable Mike Cobb to serve on a committee to review. Valerie Beckett volunteered as well.

Staff also presented a preliminary draft budget based on December cash flow report figures. Board discussed including a third equipment grant cycle in FY21. Staff will update the draft each month with current projected ending cash figures. Final budget approval will take place at the June board meeting.

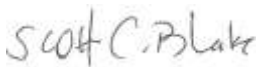
#### **Administrative Update**

Staff sent letters to 3 counties that have not yet deposited any writ fees with the CESTB and is awaiting response.

Staff has been reviewing grant applications for simplification and suggested the board provide input on the scoring criteria for each type of grant. Staff will send scoring information to the Board for discussion at the next board meeting.

**Adjournment:** Sheriff Shepherd made a motion to adjourn the meeting and Melissa Buckley seconded. The motion passed unanimously 5-0. Meeting was adjourned at 9:50 a.m.

Dated this 13th day of February, 2020  
Constable Ethics, Standards and Training Board  
By



Chairman Scott Blake