



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION
EDUCATION COMMITTEE MEETING MINUTES
January 25, 2022, at 9:00 a.m.
Teleconference**

Committee Members: Annie Meredith, Janet Pierson, Karla Lange, Kelly Williams, Kelsi Miller, Lisa Anderson, Sarah Siep, Terri Roth, Cherry Lawson (Co-Chair), Laura Jara (Chair), Darcie McCracken (Board Liaison), Linda Hess (ASU Institute Director)

1. Call to Order

Meeting was called to order by Laura Jara at 9:00 a.m.

2. Roll Call

The following members were present: Annie Meredith, Janet Pierson, Lisa Anderson, Cherry Lawson (Co-Chair), Sarah Siep, Terri Roth, Laura Jara (Chair), Darcie McCracken (Board Liaison), and Linda Hess (ASU Institute Director).

The following members were absent: Karla Lange, Kelly Williams, Kelsi Miller

3. Old New Business

- a. Discussion and possible approval of the October 5, 2021, Education Committee minutes.
- b. Discussion and possible approval of the November 9, 2021, Education Committee minutes.
- c. Discussion and possible approval of the December 14, 2021, Education Committee minutes.

A motion to approve the October 5, 2021, November 9, 2021, and December 14, 2021, meeting minutes was made by Terri Roth, seconded by Sarah Siep. The motion was approved unanimously.

4. New Business

- a. Update/discuss Spring Athenian Dialogue

Ms. Jara stated the Spring Athenian Dialogue (AD) has been approved for April 18, 2022. The book will be *Girls of Atomic City: The Untold Story of the Women Who Helped Win World War II* by Denise Kiernan. Mary Lynn Stratta will facilitate the AD. Laura reserved the Goodyear Recreation Center to hold the AD in-person. She will confirm with Ms. Williams on the location. The early bird deadline will be March 7 and the save the date will be sent out soon.

b. Review/discuss Spring Best Practice

Ms. Jara announced the Spring Best Practice will take place April 19, 2022, also at the Goodyear Recreation Center. The subcommittee will meet again at the end of February to confirm whether the Best Practice will be held in-person or virtual based on the status of COVID at that time. She discussed having someone from the Ombudsman's Office as a speaker, as well as having a Clerk's panel. She asked for suggestions for topics and names of Clerks who would be willing to sit on the panel.

Ms. Lawson asked about the possibility of having a session where listserv questions that have been asked could be answered.

Ms. Jara added the subcommittee will continue the discussion on suggested topics to solidify the agenda.

c. Review/discuss 2022 Institute Academy

Ms. Jara stated the Institute will take place June 6 -10, 2022, at Arizona Center on the 7th floor and the Academy will be June 21-23, 2022.

Ms. Hess spoke about the new location at Arizona Center. She said the classrooms are amazing and the only drawback at this time would be close locations to have lunch because so many restaurants have closed in the area. She advised that she will be reaching out to the committee for suggestions of topics. She noted the Institute was running Monday through Thursday 8:00 a.m. to 6:00 p.m. and Friday 8:00 a.m. to 12:00 p.m. and is changing that back to Monday through Friday from 8:00 a.m. to 5:00 p.m. based on feedback that the days were too long.

d. Review/discuss Annual Conference

Ms. Jara indicated the Annual Conference will be held at the Fountain Hills Community Center July 26-28, 2022. Jody Urquhart will be the keynote speaker talking about the Hustle Hangover that focuses on making your passion your priority and leaving your struggle behind. She mentioned she has reached out to two additional speakers and have not heard back yet.

Ms. Lawson brought up the concern with the previous hotel which had some issues with bugs.

Ms. Jara commented she would reach out to Matt with the League on the hotel for the conference. She mentioned Linda Mendenhall would be working on the election piece of the agenda and encouraged others to share their ideas on speakers.

5. Good of the Order/Comments from Committee Members

Ms. Lawson brought up the idea of the AMCA organization tapping into some of the university student talent. She discussed her recent experience with hiring in her office and what different backgrounds can bring to the table.

Ms. Hess suggested reaching out to career services at the universities to make connections and reach out to the schools for specific areas.

Ms. Anderson shared the City of Mesa will be reaching out to the Court Reporting program director at GateWay Community College to attempt to entice individuals who are in the program to work for the Clerk's office.

Ms. Lawson talked about the technical programs that are being offered in high schools are mainly geared towards Police, Fire, and EMS careers and there are many other areas of public service.

Further discussion ensued relative to finding qualified individuals to employ and ways to create contacts.

Ms. McCracken remarked on most job descriptions stating at the end, "and any other duties as assigned." She mentioned as job descriptions are tightened down, it has been harder to find employees that meet the qualifications. She stated several years ago AMCA had a student membership and she inquired as to whether that was still occurring because it is very difficult to explain what the Clerk's office does because it is all encompassing. She added this generation has a different point of view and outlook on how things should look.

Ms. Lawson said this topic can be tied into the clerk roundtable as a discussion point on the different aspects of hiring staff and outreach regarding government jobs. She said she will share any information that she gathers.

Ms. Meredith reminded the committee members to be mindful that the topics must contain an educational component in the description to be eligible for CMC points.

6. Next Meeting

Ms. Jara announced the next meeting will take place in February 2022 and will send out a calendar invite once the date is determined.

7. Adjournment

There being no further business, Ms. Jara adjourned the meeting at 9:27 a.m.

Submitted by: Lisa Anderson
Minute Taker