

**ARIZONA MUNICIPAL CLERKS ASSOCIATION  
REGION 1 MEETING  
MINUTES**

**Tuesday, January 31, 2023  
2:00 p.m. – 3:00 p.m.  
(Virtual Meeting via Teams)**

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Meeting ID: 251 389 770 205

Passcode: bHYqbT



**MEETING MINUTES**

**1. ROLL CALL**

Chair Fatima Fernandez (Prescott Valley), Cindy Pemberton (Camp Verde), Virginia Jones (Camp Verde), Jadie Edwards (Camp Verde), Erin Deskins (Chino Valley), Sara Burchill (Chino Valley), Charity Brooks (Clarkdale), Rosie White (Colorado City), Donna Black (Colorado City), Marianne Jimenez (Cottonwood), Beth Evans (Dewey), Larysa Feyti (Flagstaff), Brett Klein (Jerome), Kim Larson (Page), Sue Kennedy (Page), Jennifer Wiita (Prescott), Sarah Siep (Prescott), Torey Dawson (Prescott), Katelynn Tarrant (Prescott Valley), Sehreh Goodman (Prescott Valley), and Kim Kapin (Yavapai).

Members Absent: Lindsay Dale (Coconino), Valerie Webber (Coconino), Marianne Jimenez (Cottonwood), Tami Mayes (Cottonwood), Stacy Saltzburg (Flagstaff), Stacy Fobar (Flagstaff), Annie Tisi (Flagstaff), Vacant (Fredonia), Kristen Muenz (Jerome), JoAnne Cook (Sedona), Cherise Fullbright (Sedona), Jill Goodman (Tusayan), Logan Keel (Tusayan), Pamela Galvan (Williams) and Jayme Rush (Yavapai).

**2. REQUEST FOR VOLUNTEER TO TAKE MINUTES**

Kim Kapin, Yavapai County, volunteered to take the minutes.

**3. OLD BUSINESS**

**a. Consideration of approval of the October 18, 2022, AMCA Region 1 Meeting Minutes**

Jennifer Wiita, Prescott, Moved to approve the minutes; Seconded by Katelynn Tarrant; passed unanimously.

**4. NEW BUSINESS**

- a. Please provide your experience in this past 2022 Election. Do you have any positive or negative feedback? What was on your ballot and the issues that most concerned your municipality.**

Fatima Fernandez, Prescott Valley, introduced the item and noted that the General Plan for 2035 for Prescott Valley was considered on the August ballot. The process was a simple one for her as she had to produce the publicity pamphlet and the Development Services department created the content for the General Plan. She noted that the turnout for the election of the council members and mayor in August was 51 percent. When they added the consideration of the General Plan on the November ballot, the voter participation increased to 75 percent. She had no explanation for the increased turnout.

Ms. Fernandez added that during the December oath of office, the Town of Prescott Valley went through a vacancy on the town council, as one of the council members resigned. The council did an expedited appointment process and had someone appointed by January 6, 2023.

Cindy Pemberton, Camp Verde, said she hoped to have better communication with the county Election department in the future. There was miscommunication about the monitoring of voting centers with county law enforcement that caused some issues between local and county law enforcement.

Erin Deskin, Chino Valley, noted that there were high profile people at their drop box the first night of voting, interviewing a group of people. Voting was quiet after that. A Special Election was scheduled for 2023 for their General Plan and asked Ms. Fernandez, or anyone else to share their publicity pamphlet.

Ms. Fernandez noted that the Town of Prescott Valley used Runbeck for the pamphlets. She added that on the first day of voting as she was unlocking the drop box, a concerned citizen questioned her about what she was doing.

Kim Larson, Page, said that people liked their ballot box and felt that it was convenient.

Sue Kennedy, Page, added that their Justice Court Judge died after his name was placed on the ballot and prior to the election. The write-in period was extended, and the deceased Judge won anyway. The county supervisors then appointed a replacement for the vacancy.

Regarding the Equal portal, Ms. Larson noted that one council member in Page used it.

Beth Evans, Dewey, talked about the process of trying to hire a new town manager and the participation of the citizens. She said that their August election had three council members and a mayor on the ballot, followed by the November election to fill

a vacant seat for council. She also noted that the council had to receive a super majority vote on items involving water, sewer, finance.

Sara Siep, Prescott, asked if any charter cities who had a recent charter amendment could send her their information regarding the amendment.

**b. Please share your process on how you prepare for new council member orientation. What steps do you take?**

Larysa Feyti, Flagstaff, noted that she onboarded with records and email management and made sure council had the necessary retention schedules. The city had a two-day retreat where department heads were introduced to the council members and discussed their objectives. The two-day budget retreat would take place the following week. The clerk and deputy clerk organized individual training with the council members regarding protocol and boards and commissions.

Sara Siep, Prescott, said the clerk, city attorney and city manager met with the council members, individually, to discuss rules and procedures. The council members could also meet with each department head. She added that all council members and board and commission volunteers attended a mandatory annual open meeting law, harassment and work environment training with the clerk, attorney and Human Resources department. These meetings were considered workshops and posted as a council workshop. A Notice of Quorum was also posted.

Fatima Fernandez, Prescott Valley, said every council member met with the department heads, one on one. She felt the process was too time consuming to get through all department heads. She also had an orientation manual which was not helpful for the training of voting tablets. She said that the council was now trained as a group, prior to them taking their oaths.

Cindy Pemberton, Camp Verde, provided the newly elected council members with a binder that included the town code, best practice guidelines, council-manager form of government information and duties as newly elected officials (generally from the League of Cities and Towns.) An outside attorney presented the open meeting law training. She noted that Danny Garone, Senior Staff Attorney for the Ombudsman's office would present the training via Zoom.

**c. How does your municipality handle electronic records such as e-mails, text messages or social media accounts? Do you have a special software to keep track of those type of records? What is your process when answering to a public records request for e-mail or text records?**

Fatima Fernandez, Prescott Valley, noted that she placed this item on the agenda and was in the process of researching it.

Larysa Feyti, Flagstaff, said they had a current records request and their attorney planned on providing the monthly bill from the phone carrier. Ms. Feyti noted that

she had been trained that the burden fell on the person making or receiving texts to produce the requested information. She questioned whether the phone numbers on the bill should be redacted.

Ms. Fernandez agreed that the request should fall on the person involved to provide the records. She asked about downloading records from a phone and if that created another record or corrupted the original version of the record. Ms. Feyti noted that a provider could send text messages to their client; she did not think the phone bill would be responsive to the request.

Ms. Fernandez said their attorney would redact personal information, like doctor's appointments, social security numbers, victim information and birth dates in a calendar, etc.

Ms. Feyti's procedure for gathering email from the mayor and council included setting up folders on a shared drive with a link and step by step instructions on how to copy and paste email; she included a date due. She also had her legal department review the response when it was a large amount of email.

Ms. Fernandez said the Town of Prescott Valley treated social media accounts as personal accounts. She believed it was the interpretation of their legal department that Facebook accounts for the council and mayor, as an example, would be personal. She added that some people thought they should be public accounts.

Jennifer Wiita, Prescott, noted that the Prescott mayor had two separate accounts. One was a business account on Facebook and the other was his personal account, which was not subject to being recorded on Archive Social. His business account was archived. She noted that all city Facebook accounts were tied to Archive Social. She added that her IT department took care of email and business phone records.

Ms. Witta said the IT department kept all emails for six years. She sent the public records requests to Next Request, and she did the redaction on all public record requests, except for the Police Department and Communication Center requests.

Cindy Pemberton, Camp Verde, said they operated the same way as Prescott. Their IT department pulled all of the records for them, and the Clerk's office did the redactions. She said they pull from folders within Outlook.

Ms. Witta said they also used Outlook.

Kim Kapin, Yavapai County, asked how Prescott decided on a six-year retention period for email.

Ms. Witta said it was determined by the IT Director. She said that according to the state, they did not need to be kept that long.

Ms. Kapin noted that the retention for an email was determined by the content of that email and not retained for a certain amount of time just because it was an email. She suggested that each person should be responsible for all documents/emails that related to county business and be kept in folders that were at least labeled by year for future search purposes.

Ms. Feyti added that she was working with IT to come up with a new email policy. She noted that the City of Phoenix kept their email for 90 days. She trained people to save emails into a folder by subject matter. The burden would then fall on the employee/elected official for public records requests. She wanted to add the email policy training to Open Meeting Law and Records training and have employees sign off to say that they understood the policy. She noted that the policy would involve current and ex-employees/elected officials.

Ms. Fernandez talked about policies she read and said the retention for email was all over the place. She wanted to make it mandatory that all employees kept five inboxes for their email (no labels for the inboxes were decided). She talked about the partnership Outlook had with Laserfiche. She noted that Laserfiche had destruction dates based on document content. She also wanted to create a records committee consisting of a responsible person for records in each department, along with the department head. She discussed incentives for those staff members responsible for records. Ms. Fernandez wanted to make records responsibilities part of the performance review for those people.

**d. AMCA Annual Conference/Elections Training, what topics would like to see this year?**

Kim Kapin, Yavapai County, suggested new legislation topics and best practices regarding new election procedures. She mentioned the improvement of transparency, like enlarging rooms and adding viewing windows for better opportunities for citizens to observe the process taking place in the county.

Fatima Fernandez suggested campaign finance because there was a lot to know.

Beth Evans asked that they address consistency between the state and the county regarding processes, dates, minimum and maximum signatures. She said it was hard to deal with Yavapai County because they would tell her to ask their own attorney about the election.

Sara Siep, Prescott, said she hired outside counsel who specialized in elections, during an election cycle which was beneficial. She said the attorney sent an engagement letter and charged an hourly wage.

**e. AMCA Annual Conference/Elections Training Region I – Basket**

The group decided to create gift baskets for each of the areas within Region 1. Examples included: Verde Valley (Camp Verde, Clarkdale, Cottonwood, Jerome,

Sedona), Northern Arizona (Flagstaff, Coconino, Page, Colorado, Fredonia, Tusayan), City Quad Cities (Prescott, Prescott Valley, Dewey-Humboldt, Chino Valley).

Each group would work together on their own basket of items that would bring visitors to the area. One person from each area would either bring the basket with them to the conference or make sure the basket arrived at the conference.

Fatima Fernandez, Prescott Valley, said she would send an email out to all with specific instructions for groups, theme, labeling, wrapping and distribution. Region 1 will talk about the baskets again at the March meeting.

## **5. GOOD OF THE ORDER**

Nothing discussed.

## **6. ADJOURNMENT**

The meeting was adjourned at 3:14 p.m.