



**ARIZONA MUNICIPAL CLERKS ASSOCIATION
REGION 1 MEETING**

Zoom

Meeting ID: 951 3408 8535

Passcode: 354727

MEETING MINUTES

TUESDAY, March 30, 2021

MEETING: 11:00 A.M. –1:00PM MT

1. Request for Volunteer to Take Minutes

Katelynn Tarrant volunteered to take the minutes.

2. Call to Order.

Fatima Fernandez, Chairman, called the meeting to order at 11:08 A.M.

3. Roll Call

The following Region 1 Members attended in person or via Zoom: Chair Fatima Fernandez (Prescott Valley) Members: Rosa Cays (Jerome), Erin Deskins (Chino Valley), Mary Ellen Dunn (Clarkdale), Larysa Feyti (Flagstaff), Pamela Galvan (Williams), Kim Kapin (Yavapai County), Sue Kennedy (Page), Kim Larson (Page), Traci Lavelle (Chino Valley), Cindy Pemberton (Camp Verde), Denise Ryan (Prescott Valley), Sarah Siep (Prescott), Katelynn Tarrant (Prescott Valley), Jennifer Wiita (Prescott)

The following Region 1 Members were not in attendance: **Vance Barlow (Colorado City), Lindsay Dale (Coconino County), Beth Evans (Dewey- Humboldt), Stacy Fobar (Flagstaff), Candace Gallagher (Jerome), Susan Irvine (Sedona) Marianne Jimenez (Cottonwood), Virginia Jones (Camp Verde), Matt McLean (Cottonwood), Christy Riddle (Fredonia), Jayme Rush (Yavapai County), Stacy Saltzburg (Flagstaff) Valerie Webber (Coconino County) Rosie White (Colorado City)**

4. Welcome/Introductions.

Interim Town Manager Ryan Judy welcomed AMCA Region I Clerks.

5. Old Business.

5.1 Consideration of approval of the December 3, 2020 AMCA Region I meeting minutes

Cindy Pemberton made a motion to approve the December 3rd meeting minutes with a correction to reflect “Region I” in section 3 for roll call.

Traci Lavell 2nd the motion for approval.

6. New Business.

6.1 Has your municipality sent USB drives for permanent records in lieu of microfilm? If yes, can you explain the process? If not, how often does your municipality microfilm and which vendor do you use?

Ms. Fernandez advised this topic came up when a municipality in Phoenix shared they did not microfilm at all, and they save their records on a USB drive to forward to the state.

Cindy Pemberton commented that her municipality uses a USB for executive session minutes, she notifies the state they are holding it as a permanent record, however, does not forward that to the state.

MaryEllen Dunn explained the City of Clarkdale transfers their USBs to an offsite storage data management system once a year as a backup for emergencies but not to the state.

6.2 How does your municipality conduct the Annual Review of Records according to ASLAPR Standards for Permanent Records?

No one at the time was able to produce the templates they used for auditing. Ms. Fernandez then informed the clerks where the standards for permanent records can be found on the State library archives website.

6.3 Which records software does your municipality use? What do you like and not like about it?

It was discussed that most municipalities are currently using Laserfiche, however are looking for upgrades since most features are outdated. Erin Deskins stated that Chino Valley is using OnBase, but it is not being fully utilized since training has not been available due to COVID.

6.4 How frequently does your municipality process Liquor Licenses and Extensions of Premises applications? Can you share your current process?

Sarah Siep explained she is authorized to sign off on temporary and permanent extensions of premises as well as special event liquor licenses without going to council. Any other new applications must have a public hearing and go through council for recommendation.

6.5 For any municipality with an ongoing PAC, where do you get the updated reporting form?

Ms. Fernandez shared that Nancy Davidson sent an email with the fillable form after the agenda was posted.

6.6 Will your municipality be using the new "E-Qual System" for obtaining signature petitions? Why or why not? Do you foresee any issues?

Ms. Siep stated her elected officials didn't take interest in the E-Qual System and prefer the "old school way" of collecting signatures.

Ms. Dunn explained she received some requests regarding the system and plans to attend the training for it and hold a special meeting for this item.

Ms. Pemberton described some candidates do want to get out and have the one-on-one interactions with their constituents, but since we are still in pandemic mode some people are still weary of having that contact.

Ms. Fernandez revealed her concerns of duplicate signatures. The clerk can't choose on the candidates' behalf which signature to accept, the candidate must choose what they wish to submit. Further, the signatures on the website are pre-verified. Fernandez also shared the clerk has access to seeing signature pages as they get them. To practice on the system, clerks can email bmaaske@azsos.gov to get set up for the test room.

6.7 Has your municipality gone through the process of annexation of land? Can you share your procedures from the clerk standpoint?

It was discussed that community development departments are responsible for the whole process. All the Clerk will see is incoming public records requests and possibly some complaints during public hearings.

6.8 AMCA committee updates

The executive board is looking to re-zone the region map and is open to suggestions. Ms. Feyti shared that she enjoys our region is mainly smaller municipalities alike. Ms. Kapin suggested possibly including counties in the map along with cities and towns. Ms. Fernandez mentioned including Kingman, Lake Havasu, Bullhead, and Payson so their region isn't so stretched out. Fernandez will take the suggestions to the board, but ultimately, they will make the final decision.

6.9 Good of the order/ comments, suggestions, or input from members

Ms. Pemberton asked how do you provide public online access for council meetings, and if you are continuing to utilize zoom, how does it work for executive sessions?

Ms. Deskins replied Chino Valley is open as well as offering zoom but doesn't monitor as closely because they are open. If a citizen wishes to make a comment, they are encouraged to come in person.

Ms. Siep shared they are currently at limited capacity, however starting April 13th they will go back to normal.

Ms. Pemberton reported for those that are still using zoom, for executive sessions you can use a breakout room. Before her executive session starts, she asks each councilmember "Are you currently in a room by yourself and can you confirm you are able to participate this executive session without being compromised?" to ensure the integrity of the session.

Lastly, Ms. Pemberton addressed Open Meeting Law violations and processes that are being used. Camp Verde had a situation where a councilmember sent an email to other members and the sender did not see what was done wrong. Ms. Pemberton contacted her Town attorney and agreed on a mandatory training. She then contacted the Attorney General's office to self-report. The AG's office appreciated the transparency and agreed that all parties had to attend mandatory training. She encouraged other municipalities to say something if they see something and to promote transparency to gain trust from their citizens.

7. Set the next region I meeting date, locations, and agenda topics.

The meeting will be held Friday, September 17th in Page AZ.

8. Adjournment.

There being no further business, the meeting was adjourned at 1:20 pm MST.

Katelynn Tarrant
Deputy Town Clerk, Prescott Valley

Date: August 17, 2021