



**ARIZONA MUNICIPAL CLERKS ASSOCIATION
REGION 1 MEETING**

MEETING MINUTES

**Tuesday, October 18, 2022
10:00 a.m. – 11:00 a.m.**

MEETING MINUTES

1. Call to Order and Roll Call

Chair Fernandez called the meeting to order at 10:00 a.m. with the following members present:

Chair Fatima Fernandez (Prescott Valley), 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), Beth Evans (Dewey), Stacy Fobar (Flagstaff), Brett Klein (Jerome), Kim Larson (Page), Sue Kennedy (Page), Jennifer Wiita (Prescott), Sarah Siep (Prescott), Katelynn Tarrant (Prescott Valley), Sehreh Goodman (Prescott Valley), JoAnne Cook (Sedona), Cherise Fullbright (Sedona), and Pamela Galvan (Williams).

The following members were absent: Cindy Pemberton (Camp Verde), Marianne Jimenez (Cottonwood), Tami Mayes (Cottonwood), Larysa Feyti (Flagstaff), Stacy Saltzburg (Flagstaff), Jill Goodman (Tusayan), Jayme Rush (Yavapai), Kim Kapin (Yavapai), Lindsay Dale (Coconino), and Valerie Webber (Coconino).

2. REQUEST FOR VOLUNTEER TO TAKE MINUTES

Chair Fernandez volunteered to take minutes.

3. NEW MEMBER INTRODUCTIONS

Brett Klein introduced himself to the group as the new Manager and Town Clerk of Jerome. He has extensive experience in municipal government in other communities and just recently moved to Arizona. Fernandez welcomed him to the area.

Similarly, she also introduced Sehreh Goodman who is the new Records Coordinator for the Town of Prescott Valley. Goodman will be enforcing the records program and aid departments on records management.

Member Fobar (Flagstaff) announced that their new Clerk Specialist Annie Tisi will be joining the region in the future.

4. OLD BUSINESS

a. Consideration of approval of the March 3, 2022, AMCA Region 1 Meeting Minutes

Member Siep made the MOTION, seconded by Member Deskins to approve the minutes as presented. Members unanimously approved the March 3, 2022 AMCA Region 1 meeting minutes.

5. NEW BUSINESS

a. The Town of Tusayan is actively looking for someone to do the role of Town Clerk remotely and on a part-time basis. They are interested in hiring an experienced clerk, if possible, an active member of the AMCA. Has anyone performed the role of Town Clerk for two different municipalities at the same time? If so, was there a conflict of interest? How was it handled? For more information, please contact Jill Goodman at (928)638-9909.

This agenda item was a request from Member Jill Goodman who wanted to know if someone would be interested in becoming the Town Clerk of Tusayan on a part-time basis. Unfortunately, Member Goodman was absent and could not provide further details on this. Regardless, Chair Fernandez shared Member Goodman's contact information if someone was interested to know more about this opportunity.

b. Is your municipality currently allowed to use an electronic signature platform, i.e., DocuSign to be able to sign all of your documents? If so, could you tell us which vendor do you currently use and what is your process for collecting signatures? Does processing electronic signatures affect your records management program?

Currently, the Town of Prescott Valley does not use electronic signatures but they are interested in finding out more about the processes since they've been approached by several vendors. Member Deskins mentioned she conducted a demo with DocuSign and BlueInk and both offered very similar features in which she ended up with BlueInk due to their affordable price. She commented that once all documents are signed the system produces a certificate showing the date and time of when someone signed. That documentation then gets uploaded to her records management software which is on base. Chair Fernandez asked if they had gone completely paperless. Member Deskins answered that for the most part everything is in an electronic format with the exception of permanent documents such as agendas and minutes. Member Deskins finds the software very useful and likes that it is cost effective.

Similarly, Member Brooks uses DocuSign and also likes all the features that it has to offer.

Member Cook mentioned their Public Works department also uses DocuSign for contracts and has not run into any issues. She is still collecting wet signatures for Ordinance and Resolutions per their attorney's recommendation.

c. Do you issue City/Town emails to committee members, i.e., P&Z Commission? Do you issue them tablets? How do you currently handle motions and voting for all your Board and Commission meetings?

Member Siep mentioned she does not issue city e-mails to board and commission members. In the past, members would constantly resign or only be on two-year terms in which it became too much to manage their 27 boards and commissions. Tablets are only issued for their City Council. In regard to motions and voting, most of their B&Cs do roll call while City Council has equipment they can use for their voting.

Flagstaff also has 27 boards and commissions in which they have experienced a similar scenario. Instead, they only issue laptops and city emails to council members.

Chair Fernandez shared that Prescott Valley does not issue tablets to boards and commission members, but instead are required to have a personal e-mail for direct communication with them. She would like to have a computer set on the dais where all the boards and commissions could use in order to do electronic voting if they wanted to.

d. Discussion and Possible Action to approve the Proposed FY2022-2023 Region I - Meeting Schedule.

Chair Fernandez mentioned that agenda items d and e are tied together. She said that regions are required to meet at least once every quarter, however, last fiscal year Region I only met twice in the entire fiscal year. Therefore, to increase clerk participation and networking, she proposed adopting a set schedule for region meetings as follows:

- During the months of August, January, and March the region would meet virtually for at least one hour. (The days and times would be determined by the majority vote of the region).
- During the months of October and May are to be reserved for an in-person meeting. (The days and times would be determined by the majority vote of the region).

The goal is to have at least one in-person meeting throughout the fiscal year and increase the number of virtual meetings. If a meeting in person is not feasible, the region can still meet virtually during any of the proposed months.

The new schedule can be used for future Region Leaders, and it will help clerks plan for those in-person meetings. Member Fobar likes this idea as she finds it difficult to meet during the AMCA annual conference for an extended period. She also likes the idea of meeting virtually and having an in-person meeting once or twice since we are a big region mile wise.

Similarly, she mentioned that during the in-person meetings we could plan a Best Practice session where attendees could receive points after completing an assessment. Topics for discussion could be anything that the presenter chooses based on the clerk role. Member Siep mentioned this idea was proposed during the Executive Board meeting and believes it would be beneficial to all individuals seeking their CMC or MMC. There are specific criteria from the IIMC to do so, we would need to make sure that those requirements are met for points.

Member Deskins loves the idea to have the best practices presentations during the four-hour session to allow enough time to take the assessment. Chair Fernandez asked if anyone was interested in volunteering to host the in-person meeting in May. Member Siep volunteered to host the next region meeting in May. There was no opposition from the group.

e. Discussion and Possible Action to approve the Proposed Implementation of Quarterly Best Practices Presentations.

There was no further discussion to this topic.

Member White made the MOTION, seconded by Member Siep to approve the proposed meeting schedule incorporating the best practices presentations for in-person meetings. Members unanimously approved the motion.

6. GOOD OF THE ORDER

Chair Fernandez introduced Yavapai County Recorder Michelle Burchill who updated the group regarding the ballot drop box issue. Burchill was approached by a group of individuals wanting to monitor all ballot drop boxes in Yavapai County with the intent to report any suspicious activity and prevent ballot harvesting. After the recommendation of several attorneys and interpretation of law, there is nothing that prohibited these individuals from watching the drop boxes as long as they were not to intimidate or harass voters. Moreover, it was also concluded that the 75-foot limit clause did not apply to these boxes. Burchill requested that clerks let her know if municipal attorneys interpreted this differently and/or if someone is taking different measures towards these individuals. The group shared that so far, there has been a couple scenarios of concern, but nothing that would escalate to take further action. Burchill has sent a press release and has talked to the Secretary of State office. Their recommendation was to focus on the voter intimidation side of it and escalate if an incident happened.

The issue has been all over the news. In fact, Burchill reported that one of the group leaders addressed the media stating that they have paused this operation, however, they encouraged voters on an independent basis to go out there and monitor the boxes themselves. In addition, despite the language “Operation Drop Box” being removed from the website, Burchill asked clerks to continue to be aware of any evolving issues. There was no further discussion.

7. ADJOURNMENT

Member Fobar made the MOTION, seconded by Member Kennedy to adjourn the meeting. Members unanimously approved the motion.

Chair Fernandez adjourned the meeting at 11:00 a.m.