



## ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 5 QUARTERLY MEETING MINUTES

Thursday, April 13, 2023  
10:00 a.m.

Gilbert Town Hall  
50 E. Civic Center Drive,  
Gilbert  
& via Microsoft Teams

*Committee Members: Lisa Anderson, Denise Archibald, Erica Barba, Amy Beyleryan, Cathleen (Cathie) Butteweg, Megan Casey, Blaine Comeaux, Rommel Cordova, Kara DeArrastia, Dana DeLong, Ashley Doering, Tarrah Dofelmier, Karen Doncovio, Carrie Dyrek, Jennifer Ekblad, Christopher Feltz, Kandace French Contreras, Angie Garcia, Samantha Gesell, Maria Gonzalez, Agnes Goodwine, Regina Guisto, Patti Hageman, Nicole Harding, Chaveli Herrera, Misty Johnson, Whitney Juszcak, Jim Keen, Jeff Kulaga, Ben Lane, Vanessa Liristis, Patricia Lopuszanski, Joy Maglione, Judy Martinez, Yvette McKinney, Linda Mendenhall, Duncan Miller, Jennifer Miller, Holly Moseley, Jennifer Pena, Amy Rebenar, Carla Reece, Lisa Rivera, Teresa Riza, Victoria Roedig, Rocio Ruiz, Denise Stroh, Jessica Sweet, Melanie Talbot, June Wilson, Jennifer Wingenroth*

### 1. CALL TO ORDER – Roll Call with Introduction of Attendees

The Town of Gilbert hosted the hybrid meeting; Deputy Town Clerk Judy Martinez called the meeting to order at 10:05 a.m.

**Members present in-person:** Lisa Anderson, Amy Beyleryan, Kara DeArrastia, Ashley Doering, Jennifer Ekblad, Agnes Goodwine, Regina Guisto, Patti Hageman, Chaveli Herrera, Whitney Juszcak, Judy Martinez, Linda Mendenhall, Victoria Roedig, Denise Stroh, Jessica Sweet, and June Wilson

**Members present via Microsoft Teams:** Denise Archibald, Blaine Comeaux, Karen Doncovio, Nicole Harding, Duncan Miller, Elaine Pattison, Amy Rebenar, and Rocio Ruiz

### 2. MINUTES

Discuss and consider approval of the February 14, 2023, Region 5 Meeting Minutes.

Region 5 Leader Kara DeArrastia moved to approve the minutes of the February 14, 2023 Quarterly Region 5 Meeting as presented, seconded by Ashley Doering, which carried unanimously.

### 3. NEW BUSINESS

- a. Group Discussion – Efforts for Diversity and Inclusion, Beyond the Norm - neurodiversity, generational, accessibility, etc.

Judy Martinez, with the Town of Gilbert, stated that Gilbert was making diversity, equity, and inclusion a priority with its Unite Gilbert initiative. She briefly discussed what it meant inside that organization regarding making employees feel welcome, but then said that departments were encouraged to bring those efforts into their own departments. She said that the Clerk's Office was trying to incorporate more inclusive practices into public meetings as well, considering ways of rewriting minutes or adding more accessibility, such as sign-language. She asked the group if they had made any similar efforts for inclusion with Clerk processes or if anyone had ideas.

Agnes Goodwine, with the City of Mesa, discussed efforts in Mesa to bring more diversity on boards, specifically in Districts 3 and 4. She also discussed having a new mascot of a bee with the slogan "Bee Engaged". There was also discussion on the accessibility with text on images with links for titles, screen readers, low vision aids and Americans with Disability Act accessibility. Regina Guisto, Victoria Roedig, and Jennifer Ekblad, with the City of Chandler discussed having sign language included at Council meetings. Denise Archibald, with the City of Phoenix, discussed having interpreter headsets for the entire meeting and sign language. Judy indicated she may be reaching out to some of the cities to get more information.

- b. Group Discussion – Process for adding items to Council agendas - staff and Councilmembers

Judy Martinez, with the Town of Gilbert, stated that the Mayor, the Town Manager, or three Councilmembers could request that items are added to the Council agenda; however, most items are staff-generated. She stated the some of their Councilmembers expressed difficulty getting others to sign a form to have an item added to an agenda without discussing it, and for fear of violating Open Meeting Law. She asked what was the process in other cities.

Linda Mendenhall, with the Town of Fountain Hills, stated the Council in Fountain Hills could add future agenda items by discussion during the meeting during that section, but without having detailed discussion. Judy asked if they ever had an issue with the Councilmembers wanting to discuss specifics on the items; Linda replied yes, and they would have to remind the Councilmembers. Kara DeArrastia, with the City of Tempe, stated they had a script, and the City Attorney would also remind them.

Kara explained Tempe also had a standing future items section on their agendas and they add the items to a list; the list was included in their agenda packets. She said it was like a "parking lot" on SharePoint that others could view and the Clerk's Office managed it. She said the Council asked for meeting dates and the Council Aide would help coordinate working the item requests into Study Sessions.

Chaveli Herrera, with the Town of Gilbert, asked if anyone had issues with their Councilmembers wanting items to be done immediately. Jennifer Ekblad, with the City of Chandler, discussed having a form with the deadline to select the desired Council meeting date; other cities stated they had Council vote on bringing the items forward. Duncan Miller, with the Town of Paradise Valley, stated they had an agenda setting meeting every two weeks; he also discussed changes in their processes.

- c. Group Discussion – Planned Presentations for [Municipal Clerks' Week](#) - April 30-May 6

Region 5 Leader Kara DeArrastia discussed planned presentations for Clerk's Week starting April 30th, and asked attendees to share what they would be doing in their city or town. Some of the attendees highlighted their activities, including whether they would be presented with a Clerks Week Proclamation at an upcoming Council meeting. Kara also discussed the Clerk's Week video and reel/TikTok ideas as well.

#### **4. GOOD OF THE ORDER / COMMENTS FROM REGION 5 MEMBERS**

Jennifer Ekblad, with the City of Chandler, announced that Victoria Roedig had been certified as a Certified Records Manager by the Institute of Certified Records Managers. Victoria briefly discussed the certification process and said there were only 15 people with that achievement in Arizona. The group congratulated Victoria.

#### **5. REMINDERS**

- a. Please notify the Region 5 Leader of new clerk arrivals, clerk departures/retirements, or promotions.
- b. Please provide any suggested topics or questions for the AMCA Facebook discussion posts to the Region 5 Leader.
- c. Please send your raffle basket ideas to the Region 5 Leader – details to follow in an email to Region 5 members.
- d. 2023 Virtual Spring Best Practices: April 18th and 19th, 9am-Noon ([registration now open](#)) – Topics include: Open Meeting Law and Public Records Requests; Leadership Lessons; Parliamentary Procedure; Liquor Licensing
- e. CMC Clerk Institute: June 5th – June 9th, Downtown Phoenix ([registration now open/final program pending](#))
- f. MMC Clerk Academy: June 20th – June 22nd, Downtown Phoenix ([registration now open/final program pending](#))
- g. 2023 Summer Athenian Dialogue: July 24th, Fountain Hills
- h. 2023 AMCA Annual Conference and Elections Training: July 25th – July 27th, Fountain Hills (final program pending)

#### **6. NEXT MEETING DATE AND LOCATION**

Kara DeArrastia noted the next Region 5 meeting would be in June 2023, hosted by the City of Tempe.

#### **7. ADJOURNMENT**

Having no further business, the meeting was adjourned at 10:53 a.m.

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Judy Martinez, Deputy Town Clerk, Gilbert  
Minutes Taker