ARIZONA MUNICIPAL CLERKS' ASSOCIATION
REGION 5 QUARTERLY MEETING MINUTES

Wednesday, September 27, 2023
11:30 a.m.

Airport Terminal Conference Room
Chandler Municipal Airport
2380 S. Stinson Way
Chandler, AZ 85286 and
Cisco Webex

Committee Members: *Lisa Anderson; Denise Archibald; Erica Barba; Amy Beyleryan; Megan Casey; Blaine Comeaux; Rommel Cordova; Cynthia Cornejo; Kara DeArrastia; Dana DeLong; Ashley Doering; Karen Doncovio; Carrie Dyrek; Jennifer Ekblad; Angela Espiritu; Christopher Feltz; Kandace French Contreras; Angie Garcia; Samantha Gesell; Maria Gonzalez; Regina Guisto; Patti Hageman; Nicole Harding; Chaveli Herrera; Misty Johnson; Jim Keen; Jeff Kulaga; Ben Lane; Lupe Lerma; Vanessa Liristis; Patricia Lopuszanski; Joy Maglione; Judy Martinez; Yvette McKinney; Linda Mendenhall; Duncan Miller; Holly Moseley; Dr. Annette Padilla; Elaine Pattison; Jennifer Pena; Amy Rebenar; Carla Reece; Lisa Rivera; Teresa Riza; Sara Robinson; Victoria Roedig; Rocio Ruiz; Denise Stroh; Jessica Sweet; Melanie Talbot; Vera Warhurst; Davvid Welch; June Wilson*

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

The City of Chandler hosted the hybrid meeting; Deputy City Clerk (and Region 5 Co-Leader) Jennifer Ekblad called the meeting to order at 11:50 a.m.

Members present in-person: Jennifer Ekblad, Jessica Sweet, Rocio Ruiz, Victoria Roedig, Bridgette Rhodehouse, Lily Guzman, Kara DeArrastia, Nicole Harding, Holly Moseley, Eric Gibson, Yvette McKinney, Patti Hageman, Chaveli Herrera, Ashley Doering,

Members present via Cisco Webex: Angela Espiritu, Denise Archibald, Amy Rebenar, Amy Beyleryan, Joy Maglione, June Wilson, Elaine Pattison, Judy Martinez, Linda Mendenhall, Lupe Lerma

The attendees introduced themselves. Region 5 Co-Leader Jennifer Ekblad welcomed everyone to the first Region 5 meeting of the new 2023-24 fiscal year.

Region 5 Co-Leader Jennifer Ekblad introduced Vice Mayor Matt Orlando, City of Chandler. Vice Mayor Orlando welcomed the Region 5 members to Chandler and provided comments regarding the importance of the City Clerk's Office.

2. MINUTES

Discuss and consider approval of the June 13, 2023 Quarterly Region 5 Meeting Minutes.

Ashley Doering moved to approve the minutes of the June 13, 2023, Quarterly Region 5 Meeting as presented, seconded by Chaveli Herrera. Motion carried unanimously.

3. NEW BUSINESS

a. Group Discussion – Tentative quarterly rotating meeting schedule for August 2023 – July 2024 (minimum of 4 meetings)

Region 5 Leader Kara DeArrastia asked if anyone is interested in hosting or co-hosting the next Region 5 meeting in either November or December this year, to please let her know following this meeting or send her an email and she will provide them with information on the meeting host duties. Additional meetings in 2024 can be held in February or March, or May or June. She is trying to get a good rotation of communities across the region, mentioning that Queen Creek and Apache Junction, Paradise Valley and Phoenix, and Cave Creek and Carefree, would be good candidates to co-host a regional meeting if they were interested. She suggested any of the special districts represented in Region 5 could host a meeting as well. Kara asked that the region members review their calendars and let her know if they are interested.

b. AMCA Mentoring Program

Region 5 Leader Kara DeArrastia said she would like the region members to think about their experiences participating in the AMCA Mentoring Program, and consider their responses to the following questions: What does mentoring mean to you? How have you benefited from mentoring, or being mentored? Do you have any suggested changes to the structure of the AMCA Mentoring Program? Do you have any ideas for advertising the Program to the membership? Because she wanted the Chandler City Clerk staff to have enough time to present the next two items under the New Business section on the Agenda, Kara noted she would return to the AMCA Mentoring Program discussion item if there was time remaining in this meeting. If not, she can table it to the next Region 5 meeting.

c. IIMC Grants and Scholarships – October 3

Region 5 Co-Leader Jennifer Ekblad shared information regarding IIMC Grants and Scholarships. She noted that the money can be used to obtain training and attend conferences. Jennifer highlighted the different grants and scholarships that members can apply for. Jennifer asked if there were any questions or comments regarding grants and scholarships.

Region 5 Leader Kara DeArrastia shared that she had applied for the Jim Tinnin Online Learning Scholarship and provided information on how she was able to attend more Athenian Dialogues by receiving scholarship money from IIMC. She also noted that she had signed up for email alerts regarding grants and scholarships.

d. Passport Acceptance Facility Presentation and Discussion

Jennifer Ekblad and Jessica Sweet, with the City of Chandler, presented a PowerPoint presentation (attached) regarding Chandler's Passport Acceptance Facility.

Region 5 Leader Kara DeArrastia requested the PowerPoint presentation be sent out to the Region 5 members.

Nicole Harding, City of Tempe, asked if Chandler provides passport photos.

Jessica Sweet, City of Chandler, commented that Chandler does not provide passport photos and that customers need to provide their own. She further noted locations where passport photos can be obtained. Jessica refereed to the City of Chandler passport website for more information.

Nicole Harding, City of Tempe, inquired regarding passport forms and obtaining a passport for minors.

Jessica Sweet, City of Chandler, responded regarding the required form was a DS-11 and that they were available online and in the Chandler City Clerk's Office.

Yvette McKinney, City of Apache Junction, asked about rescheduling customers when they do not have all the required documents.

Jennifer Ekblad, City of Chandler, responded that Chandler tries to reschedule customers on the same day depending on the volume and noted the appointment system allows for easier rescheduling since the volume of applications and appointments can be easily managed. Additionally, Jennifer noted that Chandler does accept walk-ins, but they are added to a waitlist and appointments are given priority. Jennifer emphasized the importance of customer service and accommodating customers.

Region 5 Leader Kara DeArrastia asked if the passport video from the PowerPoint presentation is available on the website.

Jennifer confirmed it is available on the Chandler website and Chandler YouTube channel.

Linda Mendenhall, Town of Fountain Hills, commented that she used to run a passport acceptance facility and is grateful to not have that responsibility in Fountain Hills.

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

At the request of Rommel Cordova, City of Scottsdale, Victoria Roedig, City of Chandler, noted that annual conference and election certificates are available on the AMCA website, and the Education Committee is working on a Virtual Fall Best Practices and Athenian Dialogue.

5. REMINDERS

a. Please notify the Region 5 Leader of new clerk arrivals, departures, retirements, or promotions.

Region 5 Leader Kara DeArrastia provided her regular reminder to region members to please inform her if there are new staff members on their team, if they know of AMCA members retiring, or if they are aware of AMCA members being promoted. She provides this information to the Communications Committee Chair so that it can be announced through the AMCA Facebook group and AMCA newsletter.

b. Please provide any suggested topics or questions for the AMCA Facebook discussion posts to the Region 5 Leader.

Kara asked if anyone has any suggested topics for the AMCA Facebook discussion posts to please inform her so that she can convey it to the Communications Committee Chair.

6. NEXT MEETING DATE AND LOCATION

To be determined in November or December 2023.

Region 5 Leader Kara DeArrastia reminded the region members if anyone was interested in hosting the next Region 5 meeting to please let her know.

7. ADJOURNMENT

Having no further business, the meeting was adjourned at 12:38 p.m.

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Jennifer Ekblad, Deputy City Clerk, Chandler, and
Region 5 Co-Leader
Minutes Taker

Approved on: April 10, 2024