



**ARIZONA MUNICIPAL CLERKS' ASSOCIATION  
REGION 5 QUARTERLY MEETING AGENDA**

**Tuesday, February 14, 2023  
10:00 a.m.**

**Zoom Meeting**

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

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

The Town of Fountain Hills hosted the meeting; Town Clerk Linda Mendenhall called the meeting to order at 10:02 a.m.

**Members present via Zoom:** *Amy Beyleryan, Cathleen Butteweg, Rommel Cordova, Kara DeArrastia, Karen Doncovio, Kandace French Contreras, Samantha Gessell, Maria Gonzales, Patti Hageman, Chaveli Herrera, Ben Lane, Judy Martinez, Yvette McKinney, Linda Mendenhall, Jennifer Pena, Carla Reece, Victoria Roedig, Rocio Ruiz, Denise Stroh, June Wilson, and Angela Espiritu*

**2. MINUTES**

Discuss and consider approval of the March 9, 2022, Region 5 Meeting Minutes. (*Minutes attached*)

Judy Martinez requested to amend the minutes under new business Item 4b to reflect in her comments for Gilbert that the application process took about 90 days in total, rather than the application itself being open for 90 days.

Judy Martinez moved to approve the minutes from the March 9, 2022, Quarterly Region 5 Meeting as corrected, seconded by Kara DeArrastia, which carried unanimously.

**3. NEW BUSINESS**

- a. Region V Meeting Schedule for January – July 2023 (*led by Kara DeArrastia*) (*Schedule attached*)

Kara DeArrastia, Region 5 Leader, reported that she has been discussing with Judy from the Town of Gilbert to host the next Region meeting sometime in April at the Gilbert Town Hall. They will also offer a hybrid option for those that need to attend virtually.

Ms. DeArrastia hopes the City of Tempe can host a meeting since it has been a couple of years and hopes to squeeze it in before the summer break. As the Region 5 Leader, she is trying to get a good rotation of communities across the region, mentioning that it has been a while since Queen Creek, Apache Junction, Chandler, and Paradise Valley have hosted a meeting. She suggested that municipalities could co-host a meeting. She asked that they review their calendars for the fall and winter and let her know if they are interested.

b. Group Discussion – Share your Professional/Personal Projects and Goals for 2023

Town of Gilbert – Chaveli Herrera reported that they are making changes regarding the way they conduct business, mentioning that her team has amazing ideas such as using QR codes for those residents that don't want a paper agenda, attending more town events to promote the office, and being a resource and an educational tool for the residents. Chaveli will share with the group the changes they make.

City of Scottsdale - Ben Lane shared that they are working on several things, creating online training modules for their staff liaisons who assist with the records management program and with Boards and Commissions. The online modules will allow the liaison to access the training information at any time. He is also working to obtain agenda management software. Currently, they use a manual process for their agenda creation. They are also in the process of putting together their candidate packet for the 2024 Election and hope to have it ready in the early part of fall. Mr. Lane mentioned that is hopes to implement the Secretary of State campaign finance reporting tool "BEACON" when they roll it out to cities and towns; his Mayor and Council have been requesting it and he believes it will benefit all candidates. Mr. Lane mentioned that Cathie Butteweg will retire later in the year, and they are getting things in place for a smooth transition. Ms. Butteweg mentioned that she has only 178 days left before retirement. Region members congratulated her on her upcoming retirement.

Carla Reece joined the meeting at 10:20 a.m.

Town of Gilbert - Judy Martinez reported along with doing more outreach like Ms. Herrera mentioned, they also want to update their public processes, revising policies and certain ordinances that affect how they do business. They are working with a vendor to use software to help with their volunteer program by screening applications and tracking volunteer hours, and awards, it will be used for police, fire, and boards and commission. They are also reorganizing and using SharePoint to manage files and using OneNote for procedures and notes.

Kara DeArrastia mentioned that she would like to see the online training modules that Ben Lane with the City of Scottsdale is implementing. She mentioned that she appreciated the presentation on boards and commissions that he gave at the Best Practice Training. Mr. Lane thanked her and thanked Rommell Cordova for the fantastic work he did with the Boards and Commissions. Mr. Lane mentioned that he would share with Ms. DeArrastia the presentation and script. Ms. DeArrastia mentioned she is

interested in Ms. Martinez's process for capturing volunteer hours for the Boards and Commission. Ms. Martinez agreed to share that information as well.

City of Chandler – Victoria Roedig reported that they are going through system changes and are currently rolling out Teams and SharePoint. They are also looking to revamp their Boards and Commissions similar to what they did for their records program. Ms. Roedig reported on a personal goal she is working toward; receiving her certificated records manager designation, she only has two more tests and hopes to complete this designation by the end of the year. The City of Chandler is also hosting a fancy lunch at the museum, along with using light-hearted memes for their records liaisons to bring awareness to the program, provide training and receive feedback on what is important to them.

Linda Mendenhall asked that Ms. Roedig keep the group posted on her certified records manager designation.

Rosio Ruiz joined the meeting at 10:24 a.m.

Town of Queen Creek - Maria Gonzales is working on succession planning and standard operating procedures for their office of two. They are in the process of implementing a citizen's self-service page using MUNIS. They are also implementing software for their Boards and Commissions; it is almost ready to go online. They are also implementing a public comment portal that will tie into their agenda management system as well as onboarding their Planning and Zoning commission to the agenda management system.

Town of Fountain Hills – Linda Mendenhall purchased and is installing a records request system to help manage their records requests. She is also working on desktop procedures to document the processes so that if anything happens, someone will be able to pick up the tasks and perform them if needed. Ms. Mendenhall is working on her candidate handbook and would also like to do outreach at town events to promote the office.

- c. Discussion on upcoming training opportunities, Clerks Week, and raffle basket ideas (*led by Kara DeArrastia*)

Kara DeArrastia mentioned the next clerk conversation is on February 22, 2023, at 10:30 a.m. Darcie McCracken, AMCA President, leads the discussion, having a topic for each conversation. The conversations evolve as more and more people talk and share.

Ms. DeArrastia shared a scholarship opportunity through the ICMA, the International City/County Management Association for their High-Performance Leadership Academy program mentioning that members can receive 8 points toward their CMC or MMC.

Ms. DeArrastia reported on the upcoming training:

- IIMC Annual Conference is in May.
- The Annual Meeting and Elections Training are in July.
- Institute and Academy is in June

Ms. DeArrastia mentioned that the specific dates for the Institute and Academy are not posted on the website. The contract with ASU has been renewed; however, they are

exploring future partnerships with other academic institutions such as NAU, U of A, and GCU. IIMC website has other education opportunities for those region members working toward their CMC and MMC.

Ms. DeArrastia mentioned that Clerks Week is April 30<sup>th</sup> through May 6<sup>th</sup> and asked the group to start thinking about ways to promote the professional, and to make sure to post about the events and how they are celebrating. She gave a shout-out to Judy Martinez for the unique ways she has promoted the Clerk's office. Ms. Martinez mentioned they are working with their digital department to create something to use on Tik Tok.

Ms. DeArrastia mentioned that the AMCA Scholarship committee will have the Region baskets again this year for fundraising. She asked the group to start thinking about a theme. She reminded everyone to take pictures of their items and to include a description. Since the region is quite large, they could do multiple baskets and have multiple themes. If members want to do something individually, that can also be accommodated.

Ms. DeArrastia inquired about an Athenian dialogue offered along with Spring Best Practices. Rommell Cordova reported as a member of the AMCA Education Committee that they are working on a virtual option for the Spring Best Practices and that there will not be an Athenian dialogue. He did mention that there will be an Athenian dialogue at the Annual Business meeting.

Ms. DeArrastia mentioned her personal goal is to become a "fellow" and that she has only one more session to achieve that goal.

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

No comments were made by Region 5 members.

#### **5. REMINDERS**

- a. 2023 AMCA Scholarship Applications are due by Friday, March 3rd.
- b. Submissions for the Spring issue of *The Clerk's Insider* newsletter are due by Monday, April 3rd.
- c. Please notify the Region 5 Leader of new clerk arrivals, clerk departures/retirements, or promotions.
- d. Please provide any suggested topics or questions for the AMCA Facebook discussion posts to the Region 5 Leader.

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

The next meeting will be held in April, hosted by the Town of Gilbert, with a date to be determined.

## **7. ADJOURNMENT**

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

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Linda Mendenhall, MMC, Town Clerk  
Minute Taker

**Approved on: April 13, 2023**