



ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 5 COMMITTEE MEETING MINUTES

Wednesday, June 30, 2021
2:00 p.m.
Zoom Meeting

Committee Members: Lisa Anderson, Denise Archibald, Erica Barba, Jill Bright, Cathleen Butteweg, Megan Casey, NaTrace Chambers, Rommel Cordova, Cynthia Cornejo, Kara DeArrastia, Dana DeLong, Karen Doncovio, Carrie Dyrek, Christopher Feltz, Heather Figueroa, Kandace French Contreras, Jane Fuller, Jessica Gerspach, Samantha Gesell, Maria Gonzalez, Agnes Goodwine, Missy Gunter, Chaveli Herrera, Jim Keen, Elizabeth Klein, Jeff Kulaga, Ben Lane, Joy Maglione, Judy Martinez, Dee Ann Mickelsen, Duncan Miller, Jennifer Miller, Holly Moseley, Jennifer Pena, Carla Reece, Teresa Riza, Victoria Roedig, Cassandra Santos, Kay Savard, Erica Smith, Shirley Smith, Melanie Talbot, Vanessa Wisneski

1. CALL TO ORDER – Roll Call

The meeting was hosted by the City of Mesa. Agnes Goodwine called the meeting to order at 2:00 p.m.

Members Present via Zoom: Lisa Anderson, Jill Bright, Elizabeth Klein, Cathleen Butteweg, NaTrace Chambers, Kara DeArrastia, Daren Doncovio, Christopher Feltz, Samantha Gesell, Agnes Goodwine, Chaveli Herrera, Ben Lane, Joy Maglione, Judy Martinez, Dee Ann Mickelsen, Duncan Miller, Holly Moseley, Carla Reece, Teresa Riza, Melanie Talbot, June Wilson, Ali Pena, Patti Hageman

2. MINUTES

Discuss and consider approval of the March 10, 2021 Quarterly Region 5 Meeting Minutes.

Lisa Anderson moved to approve the minutes from the March 10, 2021 quarterly Region 5 meeting; seconded by Dee Ann Mickelsen. Motion carried to approve the minutes of the March 10, 2021 meeting.

3. NEW BUSINESS

a. Tentative Region V Quarterly Meeting Schedule for August 2021 – July 2022

Kara DeArrastia, Region 5 Leader, announced that the Town of Queen Creek and City of Apache Junction will co-host the Fall 2021 meeting in September or October. Kara outlined future meetings (December 2021/January 2022; March/April 2022; May/June 2022) and said she is looking for host cities or towns. She encouraged municipalities that have not hosted to consider signing up.

Liz Klein offered to host the December/January winter meeting in the Town of Fountain Hills.

Ben Lane, City of Scottsdale, asked if the meetings would be in-person or continue to be virtual. Kara said that pre-COVID, the meetings were held in-person and some host municipalities offered tours or other activities to showcase their city or town. She said going forward the region could hold in-person meetings or a hybrid approach with a virtual option for those who cannot attend or are too far away from the host city or town.

b. Public Records Requests/GovQA

Holly Moseley, City of Mesa, provided a brief overview of public record requests (PRRs) in Mesa. They recently implemented new software (GovQA) and the Clerk's office took over requests for the city (excluding Police Department records). She asked the group to share their processes.

Who manages PRRS in your city?

- Fountain Hills – Currently uses an email system. Looking into AgendaQuick.
- Paradise Valley – AgendaQuick
- Gilbert – JustFOIA
- Scottsdale – In-house process developed by their Information Technology (IT) department (requests go through Legal).
- Queen Creek – Currently uses email system. Implementing NextRequest.

Do you charge for electronic records, any fee for time-consuming research?

- Gilbert – Adopted a new fee schedule for their Police Department (PD).
- Mesa – PD charges an administrative fee (the rest of the city does not).
- Fountain Hills – Does not charge (most requests are electronic).

How do you handle redaction?

- Fountain Hills – Legal staff performs most redactions. Basic information is redacted in house by the Town Clerk.
- Mesa – IT pulls email requests. They are considering if Legal or the departments should perform the redacting.
- Scottsdale – Each department performs their own redacting, but they also ask for a review by Legal.

Kara DeArrastia asked if the GovQA software has an automated redaction tool. Holly responded yes, but it is an additional fee. There was additional discussion regarding other programs that offer redaction tools.

c. Clerks Care Community Services

Holly Moseley provided a background of the *Clerks Care* community service group that was formed by clerks who are interested in volunteering together outside of work. She said the AMCA Strategic Plan encourages volunteerism and allows for an unofficial program, but she noted that it is not endorsed by the AMCA.

A Clerks Care Facebook group was formed, and Holly encouraged others to join or offer ideas. The AMCA Facebook page will also have information on how to get involved. Kara DeArrastia

said there was an article in the Summer 2021 issue of the AMCA newsletter, which had links and information on the group.

Holly reported on a volunteer activity that took place in May at a COVID vaccine clinic. Holly along with Carla Reece and Lisa Anderson participated in that activity.

d. Ordinance Posting Requirements

Dee Ann Mickelsen discussed Arizona House Bill 2400, which changed posting regulations for ordinances from three public locations to one public location, within the city or town. She said some charter cities such as Mesa still have to post in three locations. Dee Ann shared the electronic posting solution that Mesa launched to streamline the process. She said the adopted ordinance is linked to an iPad in the public library in addition to the website posting. The ordinance is posted electronically via the iPad and will also contain election information for residents.

Liz Klein said having an iPad at the Fountain Hills Community Center would be a helpful approach for the older population who often finds it difficult to navigate on the town's website.

e. Production of a statewide Municipal Clerk's Manual or Handbook

Kara DeArrastia noted that she is also the Chair of the Membership and Mentoring Committee and the topic of establishing a Clerk's Manual with topics relevant to Arizona clerks has come up in her committee meetings. She discussed how such a resource could benefit AMCA membership and asked the group if they had any input. Kara noted that other states have great examples that could be used as a template. She said this would be a multi-year project that would be assigned to multiple committees. It would be a good resource for clerks, and they could even modify it for use in their own cities or towns. She said it also ties in with the recent survey on areas of expertise.

Ben Lane, City of Scottsdale, said there is already a manual for Records Management available on the AMCA website and it is reviewed every three to four years by the Records Management Committee.

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

a. Highlights from 2021 AMCA Clerks Week

Region 5 members shared some Clerk Week highlights that took place in their city or town, including videos; treats and lunches from other staff; Mayoral Proclamations; Facebook posts; and gift baskets.

b. Highlights from 2021 IIMC Conference

Liz Klein and Teresa Riza shared their experience attending the IIMC conference in Grand Rapids, Michigan. It was the first in-person conference since COVID and they discussed some of the challenges that the attendees and organizers encountered.

Teresa said there was a mobile app used to register for classes and track changes that worked very well. Participants were also able to take the class assessments electronically and receive

electronic certificates almost immediately.

c. Q&A to any clerks

Holly Moseley asked if anyone would be attending 2021 IIMC Region VIII Conference in Park City, Utah, in September. Kara DeArrastia said she is interested in attending.

Duncan Miller asked if anyone had a recommendation for archival paper. The response was Hollinger Metal Edge is used by some municipalities.

Dee Ann Mickelsen said it is sometimes difficult to find a volunteer to take minutes for the Region 5 meetings and offered a suggestion. She proposed that the city or town that will be hosting the next meeting take the minutes for the current meeting. This would free up the host municipality from that task during the meeting. The group response indicated that they would be okay with this approach. Kara said that traditionally a member is selected from the host city or town to take the minutes for their meeting.

5. REMINDERS

Agnes Goodwine read the following reminders:

- a. Submissions for Fall issue of *The Clerk's Insider* newsletter due by Friday, August 20, 2021
- b. Please notify Region 5 Leader of new clerk arrivals, clerk departures/retirements, or promotions
- c. AMCA Clerk Areas of Expertise Questionnaire - please email any procedures and/or samples related to your selected topics to amcainfo@azleague.org and indicate "Resources spreadsheet" in the subject line.
- d. Scholarship Committee Fundraising Online Auction – please email pictures of your baskets or gift items to Crystal Hadfield at chadfield@willcox.az.gov by July 21st. Please note that if the winner is in the Valley area, you may deliver the prize to the winner, but if the prize must be shipped to the winner, please submit your receipt to the AMCA for reimbursement.

The group had a brief discussion on options to combine gifts for a group basket, the new online bidding format, and shipping re-imburements. Kara DeArrastia recommended taking pictures of your basket and sending them to Crystal Hadfield along with a description of the contents. She said it will be all online this year and each prize will go to the highest bidder.

6. NEXT MEETING DATE AND LOCATION

Co-hosted by Town of Queen Creek and City of Apache Junction on a date to be determined in Fall 2021.

7. ADJOURNMENT

The meeting adjourned at 3:03 p.m.

Prepared by Joy Maglione

Approved on: November 10, 2021