



ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 5 COMMITTEE MEETING MINUTES

**Wednesday, November 10, 2021
10:00 a.m.**

**Fountain Hills Community Center
13001 N. La Montana Drive
Fountain Hills, Arizona
Zoom option also available**

Committee Members: Lisa Anderson, Denise Archibald, Erica Barba, Elizabeth (Liz) Klein, Cathleen Butteweg, Cenita Cassens, Megan Casey, NaTrace Chambers, Rommel Cordova, 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, Patti Hageman, Chaveli Herrera, Misty Johnson, Whitney Juszczak, Jim Keen, Jeff Kulaga, Ben Lane, Joy Maglione, Judy Martinez, Dee Ann Mickelsen, Duncan Miller, Jennifer Miller, Holly Moseley, Ali Pena, Jennifer Pena, Carla Reece, Lisa Rivera, Teresa Riza, Victoria Roedig, Kay Savard, Melanie Talbot, June Wilson, Jennifer Wingenroth, Vanessa Wisneski

1. CALL TO ORDER – Roll Call

The meeting was hosted by the Town of Fountain Hills. Town Clerk Elizabeth Klein called the meeting to order at 10:06 a.m.

Members Present in Person: Elizabeth A. Klein; Kara DeArrastia; Karen Doncovio; Agnes Goodwine; Lisa Anderson.

Members Present via Zoom: Denise Archibald; Cathleen Butteweg; Rommel Cordova; Patti Hageman; Whitney Juszczak; Ben Lane; Joy Maglione; Judy Martinez; Ali Pena; June Wilson; Jennifer Wingenroth.

2. MINUTES

Discuss and consider approval of the June 30, 2021 Quarterly Region 5 Meeting Minutes.

Kara DeArrastia moved to approve the minutes from the June 30, 2021 quarterly Region 5 meeting; seconded by Agnes Goodwine. Motion carried to approve the minutes of the June 30, 2021 meeting.

3. OLD BUSINESS

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

Kara DeArrastia, Region 5 Leader, asked for volunteers to host the next Region 5 meeting in January or February of 2022. The meeting can be held in-person with a virtual attendance option also available, or it can be 100% virtual depending on the preference of the host municipality. If the meeting is held in-person, including a facility tour or other activity such as lunch would be a nice way to showcase the host city or town. Scottsdale City Clerk Ben Lane offered to host a February 2022 regional meeting.

b. Meeting Management – In person, virtual, hybrid?

Judy Martinez said that Chaveli Herrera had asked for this item to see what municipalities were doing now for meetings. The following comments were received:

Phoenix: They went to all virtual meetings when COVID hit and have remained virtual since then. Denise Archibald believes they may be looking at a permanent hybrid model in the future. Their boards/commissions are doing more in-person meetings, but the public does not usually attend those meetings.

Tempe: Their meetings had been virtual, but they have gone to a hybrid model for the past few meetings. Some boards/commissions are doing a hybrid; a lot are still doing virtual. Kara DeArrastia asked if there had been any technical issues for those using a hybrid method. Karen Doncovio replied that Tempe had to move a meeting recently due to technical difficulties.

Scottsdale: In June they moved to a hybrid model and it has worked really well. Most of their council meetings start at 4 or 5 p.m., and they use Zoom. They allow people to sign up to speak, which has eliminated the paper cards. Ben Lane said that people can participate virtually or in person. If the public is attending via Zoom, only their audio is on. For board/commission member interviews, they are allowing for the video of the applicants as well.

Gilbert: Ms. Martinez noted that Gilbert does not allow public comment during board/commission meetings. She said that Chaveli would like to get a kiosk.

Mesa: Agnes Goodwine said that they were similar to Scottsdale in a hybrid format. The council and advisory boards are 100% in person, but they can call in if they need to. Lisa Anderson added that they did have some issues with executive sessions. Ms. DeArrastia noted that Tempe held a hybrid e-session last night and the city attorney sent out a confidential memo reminding everyone about protocol and ensuring no one at home can hear the discussions.

4. NEW BUSINESS

a. AMCA Region Boundaries (Kara DeArrastia, Region 5 Leader)

Ms. DeArrastia said that she had sent out the region map with a SurveyMonkey link regarding this issue, and just wanted to remind everyone to complete the survey if they had not yet done so.

b. Discussion on Agenda Management Systems (Ben Lane)

- Home grown or vendor?
- If vendor, positives/negatives?
- What components are included?

Mr. Lane said that Scottsdale's current agenda system is manual based with reports submitted in hard copy, which are then scanned into a document management system. They are currently going through a CIP [capital improvement program] budget process to receive proposals and he asked if anyone had anything to share about their systems.

Phoenix: Denise Archibald said that they use Granicus, and although they do not use it electronically like it was intended, they do publish with it and it works well for workflow. She said that they use Legistar for reports, but when exporting into PDF it does not have the ability to auto-number the pages. They did purchase the eComments software which they have integrated into the system. When they post the agenda, they post it on the eComments site, like a social media platform, and the council offices can monitor those pages.

Tempe: Kara DeArrastia said that they currently use Sire, but they are in the middle of converting to Hyland's OnBase system. They will be using it for document management and agenda management, and in early 2022 they will be using it for boards/committees and public records requests. She said that their current system is antiquated, and it has to be accessed over Internet Explorer. In 2018 they did an RFP [request for proposal] and went with PrimeGov, but it did not work out. She said that they use Granicus for video streaming and will use OnBase for pre-meeting, during meeting, and post-meeting.

Fountain Hills: Elizabeth Klein reported that they use AgendaQuick, and they are very happy with it.

Mesa: Agnes Goodwine noted that the Clerk's Office does not prepare the council agendas in Mesa. She said that Holly Moseley went with GovQA, creating the board/commission portal, and Lisa Anderson said that she is using it for public records requests.

Gilbert: Judy Martinez said that they have used OnBase for a long time, although they have not had an upgrade for some time. They are expecting one in February. She said that they publish through Agenda Manager. They do not have boards/commissions on it yet. They publish their minutes through there as well. Ali Pena said that one issue she has seen is that the system times out. It will close out and restart, generating the documents again.

Ms. DeArrastia asked Ms. Martinez if they did e-voting. Ms. Martinez said that they do not currently but will have the functionality with their update in February.

c. Board/Commission Orientation (Judy Martinez)

Ms. Martinez said that she was hoping to hear from others on what they do for board/commission orientation. She said that they like what Mesa does for their Open Meeting Law training. They have a training video on their website and members watch it and sign an acknowledgment form. In the past their attorney would do quarterly training, using human resources software through NEOGOV, but board/commission members had to create an account which created problems.

Fountain Hills: Elizabeth Klein said that they currently provide Open Meeting Law, Conflict of Interest, and Meeting Protocol training once a year, which is attended by board/commission members and also some councilmembers.

Scottsdale: Rommel Cordova said that they provide training four times a year, and it is required before a new board/commission member can attend their first meeting. At the end of January, every sitting member has to watch a refresher training video and sign a form. He said that the video is done with the attorney's office and it is only 12 minutes long. Mr. Cordova said that when new members are first appointed, he meets with them and they watch the video together.

Phoenix: Ms. Archibald said that Phoenix was similar. It is in handbook form and includes a small video, with staff doing the training before the board/commission members' first meeting. She said that it is the same with councilmembers. They train them either in-person or virtually.

Tempe: Kara DeArrastia said that they are currently trying to relaunch a training program for board/commission members. She has done some research and found that they did it twice a year back in 2011 using the learning center at the Tempe Public Library. She is trying to modernize the handbook and she would be interested in seeing what others provide, including their videos.

Ms. Martinez said that she would like to see the clerk's office take more ownership in the board/commission training program.

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

None.

6. REMINDERS

- a. Submissions for Winter issue of *The Clerk's Insider* newsletter due by Wednesday, December 1, 2021
- b. Please notify Region 5 Leader of new clerk arrivals, clerk departures/retirements, or promotions

7. NEXT MEETING DATE AND LOCATION

Ben Lane said he will host the next Region 5 meeting in Scottsdale, probably in February 2022.

8. ADJOURNMENT

The meeting of November 10, 2021, adjourned at 11:26 a.m.

Prepared by Elizabeth A. Klein

Approved on: March 9, 2022