



## ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 6 QUARTERLY MEETING MINUTES

Meeting Date: June 28, 2023

Time: 11:30 a.m.

Location: Pinal County Building  
135 N. Pinal Street  
Florence, AZ 85132

Notice is hereby given to the Regional VI Members that a meeting will be held on Wednesday, June 28, 2023, at 11:30 a.m., at the Pinal County Building, 135 N. Pinal Street, Florence, Arizona. The agenda for this meeting is as follows:

### 1. **CALL TO ORDER**

Acting Region Leader Norma Ortiz called the meeting to order at 11:39 a.m.

### 2. **ROLL CALL:**

Those present were:

Casa Grande – Gloria Leija and Michelle Barber

Coolidge – Norma Ortiz and Sieanna Castillo

Eloy –

Florence – Lisa Garcia, Patricia Buchanan and Ian Newcomb

Globe – Shelly Salazar and Lisa Fletcher

Hayden –

Kearny –

Maricopa – Adriana Carpio

Miami –

Pinal County – Natasha Kennedy, Kelsey Pickard and Dorothy Hernandez

Superior – Ruby Cervantes and Karla Luedke

Winkelman – Gloria Ruiz

### **SPECIAL GUESTS:**

Apache Junction – City Clerk Jennifer Pena

Queen Creek – Town Clerk Maria Gonzalez

Pinal County:

Himanshu Patel, Deputy County Manager

Andy Smith, P.W. Director

Courtney Prock, Office of Emergency Management

Robert Stanley, Communications Information Officer/IT Leader

Brent Billingsley, Community Development Director

James Daniels, Communications & Marketing Director

Angie Woods, Office of Budget & Finance Director

Dana Lewis, Pinal County Recorder  
Goran Petkovic, Elections Specialist  
Kelly Pile, Administrative Manager  
Karin Hall, Poll Worker & Voter Education Manager

### **3. MINUTES**

#### **3.1 Approval of Minutes – April 25, 2023**

MOTION was made by Gloria Leija to approve the minutes of the April 25, 2023 meeting.  
SECOND was made by Natasha Kennedy and passed unanimously.

### **4. AGENDA ITEMS**

#### **4.1 Update from Pinal County Elections and Recorder Office. Networking session with Pinal County Department.**

Representatives from Pinal County were present to introduce themselves and share information about the services they offer within their Department's. Deputy County Manager Patel gave an update on the new Elections Building being built in Florence, stating the construction is on schedule and under budget, and will be completed before the 2024 Elections. There was discussion.

Ms. Dana Lewis, Pinal County Recorder and staff with the Elections Department were also present to introduce themselves and give an update on the steps and measures being taken to assure a smooth process for the upcoming 2024 Elections, such as, better communication with City and Town Clerks and the electors; additional training for poll workers and outreach to the voters to get a better understanding of the elections equipment; finding new polling places, due to schools backing out; and, advised the Clerk's to direct the public to the County's updated website, which provides information of upcoming Elections. There was discussion.

Acting Region Leader Norma Ortiz and Natasha Kennedy thanked all guest speakers for their time and presentation and called for a RECESS at 12:10 p.m. The meeting RESUMED at 12:38 p.m.

#### **4.2 Discussion on the recent changes to Special Event Liquor Licenses.**

Patricia Buchanan briefly recapped on the changes made to Special Event Liquor Licenses, noting applicants can now add up to ten (10) events to their application without Clerk's being notified, stating the process has become more challenging for municipalities that require notice of special events. There was discussion.

#### **4.3 Discussion on fees for Public Records Requests and Clerks time.**

Norma Ortiz inquired about public records requests, stating Coolidge is being inundated with requests, and, inquired about fees and tracking programs that are possibly available or being used by other Clerks. There was discussion.

4.4 Update to fill Leader vacancy for AMCA Region 7.

Ruby Cervantes gave an update on Region 7, stating the Region Leader position is still vacant, with no one stepping up to fill the position, noting the invitation still stands to allow members of Region 7 to join our quarterly region meetings. There was discussion.

4.5 Discussion of Hosting Quarterly Region VI Meetings for FY 23-24.

Norma Ortiz asked for any Clerk's willing to host a region meeting in FY 23-24, and, the following cities/towns agreed to host a meeting: Globe, Apache Junction & Queen Creek (combined), Maricopa, and, Florence & Pinal County (combined). There was discussion.

4.6 Discussion on finalizing the preparation of the region basket for the AMCA conference.

Norma Ortiz thanked everyone who contributed towards the raffle baskets, and, advised that the Patricia Buchanan with the Town of Florence has offered to put the baskets together. There was discussion.

## 5 REMINDERS

5.6 Reminder to please notify the region leader of any member changes including new clerk arrivals, departures, retirements or promotions.

5.7 Take a group picture to send to the Communications Committee.

5.8 AMCA Membership Application and renewal is now open.

5.9 Arizona Municipal Clerk's Annual Conference and Elections Training (July 25-27, 2023)

Acting Region Leader Norma Ortiz reviewed the list of reminders. There was discussion.

## 6 GOOD OF THE ORDER/COMMENTS, SUGGESTIONS OR INPUT FROM MEMBERS

Ruby Cervantes announced that she would be stepping down as Region 6 Leader, and, inquired if anyone would be willing to step in. There was discussion.

Natasha Kennedy inquired what were the requirements to become a region leader, and, stated she might be interested in serving, but, would need to get clarification prior to committing. There was discussion.

## 7 ADJOURNMENT

MOTION was made by Natasha Kennedy to adjourn the Region 6 Meeting at 1:06 p.m. SECOND was made by Patricia Buchanan and passed unanimously.

**Norma Ortiz, CMC**  
**Acting Region VI Leader**