

ARIZONA MUNICIPAL CLERKS ASSOCIATION REGION VI QUARTERLY MEETING MINUTES



Meeting Date: May 6, 2021

Time: 11:30 am

Location: City of Coolidge Council Chambers

911 S. Arizona Blvd. Coolidge, AZ

MINUTES OF THE REGION VI MEETING , HELD ON THURSDAY, MAY 6, 2021, AT 11:30 AM, AT COOLIDGE TOWN HALL, COUNCIL CHAMBERS, 911 S. ARIZONA BLVD, ARIZONA. THE AGENDA FOR THIS MEETING IS AS FOLLOWS:

CALL TO ORDER

Chairman Gloria Lejia called the meeting to order at 11:30 am.

ROLL CALL:

Present: Ruby Cervantes, Superior; Kelsey Pickard, Pinal County; Natasha Kennedy, Pinal County; maria Hernandez, Florence; Gloria Lejia, Casa Grande; Karla Lange, Casa Grande; Norma Ortiz, Coolidge; Sienna Castillo, Coolidge; Gloria Ruiz, Winkelman; Martina Burnam, Kearny

MINUTES:

CONSIDER APPROVAL OF MARCH 11, 2020 MINUTES

On motion of Norma Ortiz, seconded by Natasha Kennedy, and carried (10-0) to approve the March 11, 2020 minutes.

NEW BUSINESS:

DISCUSSION RELATING TO CITIES/TOWNS PROVIDING SERVICES UNDER CURRENT COVID GUIDELINES.

Ms. Natasha Kennedy stated that Pinal County never closed its offices during the pandemic. She noted that mitigation measures were instituted to prevent the spread of the virus by limiting the number of chairs in their hearing room. All entrances were locked with the exception of the main entrance. Temperature checks were completed, and a log was kept of who was going into the building for contact tracing purposes. Though masks were not required, they were recommended. She stated that they have now increased the chairs in the hearing room from 6

to 22. Pinal County also has construction projects currently ongoing, so they have two of their boards using the hearing room, while in the past, it was used exclusively for the Board of Supervisors only. They do have their facility maintenance staff sanitize the hearing room after each meeting.

Ms. Maria Hernandez stated that initially the Town of Florence closed its facilities and offered services electronically. Staff also went on alternating work schedules to ensure that they would be able to provide continual service in the event that members of the department fell ill. Public meetings were held via Zoom. The Town eventually brought all staff back to work but continued to offer services electronically or by appointment only. It has now opened all its facilities and has resumed normal services. Masks were not required within the municipal boundaries; however, they are required in the Town's facilities. Pinal County and The Town of Florence partnered to utilize the Town's Community Service Building to offer free Covid-19 testing as well as vaccinations. The Town also provided 40 hours sick leave to those who successfully completed their vaccinations.

Ms. Rubi Cervantes stated that they closed their doors; however, they offered services by appointment only.

Ms. Gloria Lejia stated that they did not close their doors.

Ms. Norma Ortiz stated that they did not close their doors.

DISCUSSION RELATION TO RECORDS MANAGEMENT AND ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS

Ms. Lejia stated that they have had difficulty with obtaining services from the Arizona State Library, Archives and Public Records. They have made several attempts to obtain clarification and have been unsuccessful.

Ms. Hernandez stated the restructure of the retention schedules has been problematic as it is difficult to find the correct schedules.

Ms. Lejia concurred with Ms. Hernandez and stated that there has been an issue for her office as well. She also noted that they required that Council packets are required to be permanent records and they can only be kept in paper format, microfilm, or microfiche. She has questioned this many times with the State as the resolutions, ordinances, and contracts are maintained separately under a different retention schedule and retaining two copies is redundant and they are not consistent.

Ms. Lejia discussed the cost to maintain their records on microfilm and stated that it was economical to do so. She offered to provide more information to anyone interested in converting

to microfilm.

Discussion occurred on the various programs available to process agenda packets. Pinal County uses Novus and Casa Grande uses AgendaQuick.

Discussion occurred on the advantages of utilizing an agenda management system.

Ms. Cervantes explained that she has sampled an agenda management system and was not satisfied with how it worked. Ultimately, it caused her more work, so she opted to do without it.

Ms. Lejia inquired if anyone forwards their board/commission minutes to their Council for acceptance, as they do. They have some boards that meet annually, and their minutes are not approved until the following year, so the approved minutes do not go before the Council until the respective board/commission approves the minutes. This can be problematic, so she posts the draft minutes and replaces the draft minutes with the signed minutes after they are accepted by the Council.

Ms. Hernandez stated that the Town of Florence forwards their board/commission to their Council for acceptance, and they also have two boards who meet annually. She explained that their office uses an internal tracking system to ensure compliance with the Open Meeting Law.

No other members in attendance forwards their board/commission minutes to their respective Council for acceptance.

DISCUSSION RELATING TO ELECTIONS - E-QUAL SYSTEM IS NOW AVAILABLE FOR CANDIDATES RUNNING FOR MUNICIPAL, COUNTY, AND PRECINCT COMMITTEE OFFICE - WILL HAVE ACCESS TO THE E-QUAL SYSTEM, WHICH PROVIDES A WAY TO COLLECT NOMINATION PETITION SIGNATURES ONLINE.

Ms. Lejia stated that they attended the E-Qual system training. She noted that they have their nomination packets online; however, no one has utilized them. She stated that it is the municipality's responsibility to train the candidates on how to use the E-Qual system training. She stated that, in the event of something similar to the pandemic, it would be beneficial in assisting candidates obtain electronic signatures.

No other members in attendance had attended the training.

DISCUSSION RELATING TO WAYS TO PROMOTE THE AMCA MENTORING PROGRAM

Ms. Sienna Castillo asked that any member who felt that they had expertise in a field pertaining to the municipal clerk, please forward their name to the Mentoring Committee. The Mentoring

Committee is very beneficial for new Clerks.

Ms. Ruby Cervantes attested to how helpful the Mentoring Committee was to her as Ms. Norma Ortiz was extremely helpful in her Home Rule Election.

Ms. Lejia stated that clerks are always willing to help each other out and encouraged everyone who has experience to forward their name and area of expertise to the Mentoring Committee.

DISCUSSION RELATING TO A MUNICIPAL CLERK QUICK REFERENCE MANUAL OR HANDBOOK TO ASSIST CLERKS AND DEPUTIES IN THEIR (NEW) ROLE

Ms. Castillo inquired what everyone thoughts were regarding a quick reference manual or handbook to assist those new to the profession.

Ms. Lejia stated that though it is a great concept; however, it can be problematic if someone does not take ownership and be consistent with updating its contents. Laws are continually changing and if the manual or handbook is not properly updated it can be an issue, such as conducting elections.

Ms. Lejia stated that this was discussed in the past regarding the creation of something similar and ultimately, it was decided not to pursue the handbook/manual.

Ms. Hernandez stated that Ms. Liz Burke created a spreadsheet that had links to the A.R.S. Statutes and options to include links to one's personal ordinances, resolutions and other pertinent information that would be helpful to the Clerk. It was able to be customized to each municipality and was used as a reference tool.

DISCUSSION RELATING TO FUNDRAISING FOR THE NEXT AMCA CONFERENCE

Ms. Castillo stated that the annual conference is fast approaching and asked for suggestions on raffle items and/or a gift basket. She noted our region donated a corn hole game set last year and unfortunately, it only generated enough money to cover the cost. The Scholarship is responsible for the raffles and drawings and perhaps the corn hole set would have generated more money through a drawing rather than raffle.

After discussion, it was decided that our theme would be "staycation. Suggestions were made as to what to include. Ms. Kennedy will reach out to her contact at the Harrah's Ak-Chin Casino regarding a stay. It is requested that Ms. Lisa Garcia reach out to the winery for a gift of some sort. The goal is to include gifts that will help showcase places to visit within our region.

PUBLIC COMMENTS

It was the consensus of the members that the next meeting be held in Florence. The date will be determined at a later time.

ADJOURMENT

Ms. Leija adjourned the meeting at 1:20 pm.

Maria Hernandez

**Maria Hernandez, CMC
Co-Region VI Leader**

Gloria Leija

**Gloria Leija, MMC
Co-Region VI Leader**