

ARIZONA MUNICIPAL CLERKS ASSOCIATION REGION 6 QUARTERLY MEETING AGENDA



Meeting Date: September 10, 2019

Time: 10:00 am

Location: Town of Florence
Council Chambers
775 N. Main Street
Florence AZ 85132

Notice is hereby given to the Region 6 Members that a meeting will be held on Tuesday September 10, 2019, at 10:00 am, at Florence Town Hall Council Chambers, 775 N. Main Street, Florence, Arizona. The agenda for this meeting is as follows:

1. CALL TO ORDER

2. ROLL CALL:

Patricia Buchanan, Florence ____
Vanessa Bueras, Maricopa ____
Martina Burnam, Kearny ____
Andy Cobos Juarez, Maricopa ____
Adriana Carpio, Maricopa ____
Seianna Castillo, Coolidge ____
Ruby Cervantes, Superior ____
Lisa Garcia, Florence ____
Trina Gaston, Eloy ____
Maria Hernandez, Florence ____

Natasha Kennedy, Pinal County ____
Sylvia Kerlock, Winkelman ____
Karla Lange, Casa Grande ____
Gloria Lejia, Casa Grande ____
Mary Myers, Eloy ____
Karen Norris, Miami ____
Norma Ortiz, Coolidge ____
Gloria Ruiz, Winkelman ____
Shelly Salazar, Globe ____

3. NEW BUSINESS

a. **Discussion/Approval/Disapproval** of the April 10, 2019 Meeting minutes.

b. **Region 6 Membership** (Maria Hernandez)

i. Current Membership

- 12 municipalities: (2 non-members)
- 2 counties: (1 non-member)

ii. Encouragement of non-members communities to join the AMCA.

- Laura Romero – Hayden
lromero@townofhayden.net 520-356-7801
- Lona Duncan – Mammoth
Lona.duncan@townofmammoth.us 520-487-2331
- Marian E. Sheppard – Gila County
mshppard@gilacountyaz.gov 928-425-3231 ext. 8757

iii. Encourage attendance to quarterly meetings

- In-person and/or teleconference
- Schedule upcoming meetings

c. ADA Coalition (Maria Hernandez)

- i. Actively recruiting for new members
 - Point of Contact – Nanette Odell (nodell@suns.com)
 - Meet the first Wednesday of the month
- ii. Compliance
 - Service Animal vs. companion animal
 - Fragrance-free meetings

d. Goal planning for this year (Norma Ortiz)

e. Succession planning for Region Leader (Maria Hernandez)

- i. Creating Guide for Regional Meetings
- ii. Handbook for new Regional Leader

f. Election date changes and possible impact to annual conference.

g. Home Rule Elections (Ruby Cervantes)

h. Pamphlet vendors suggestions (Ruby Cervantes).

4. GOOD OF THE BOARD

5. ADJOURNMENT

Maria Hernandez

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



ARIZONA MUNICIPAL CLERKS' ASSOCIATION REGION 6 COMMITTEE MEETING MINUTES

Committee Members: Norma Ortiz, Chairman, Gloria Leija, Co-Chair, Patricia Buchanan, Vanessa Bueras, Adriana Carpio, Sieanna Castillo, Ruby Cervantes, Andy Cobos-Juarez, Lisa Garcia, Trina Gaston, Maria Hernandez, Natasha Kennedy, Sylvia Kerlock, Karla Lange, Mary Myers, Karen Norris, Carla Reece, Gloria Ruiz, Shelly Salazar and Amberlee Taylor

1. Call to Order

Meeting was called to order by Chairman Norma Ortiz on April 10, 2019 at 11:52 p.m.

2. Roll Call

The following members were present: Chairman Norma Ortiz, Co-Chair Gloria Leija, Vanessa Bueras, Sieanna Castillo, Ruby Cervantes and, also Shelly Salazar who could not make the meeting, but, followed up with a phone call.

3. Old Business

a. There was none.

4. New Business

- a. Discussion on Executive Session Minutes – Discussion took place on whether executive session minutes are required to be approved, signed, and, how long to keep them (retention period).
- b. Discussion on Preparation of Agenda Packets and Meeting Deadlines – Discussed how to handle issues on getting backup and items submitted on time by Directors. Most clerks use an automated agenda program, which helps out some, but, sometimes still have the same issues.
- c. Discussion on Records Management – Discussion took place on council packets becoming permanent records since 2012, and that each city or town must formerly adopt the State's retention schedule, if one is not in place.

- d. Clerks who serve on the Public Safety Personnel Retirement Board (PSPRS) – Not much discussion took place on this item, as, many clerks do not serve on the PSPRS.
 - e. Discussion on ideas for AMCA/Election Training raffle prizes – Discussed ideas for raffle prizes, but, because only five (5) members were attendance, consensus was to move this item to the next meeting on June 26th.
5. Discussion on holding telephonic meetings in the future – Discussed the possibility of holding two (2) telephonic meetings per year, due to our region being spread out, but, it also shared that clerks enjoy escaping from work.

Good of the Order/Comments from Committee Members – Ruby Cervantes commented on possibly discussing the duties and responsibilities of Clerks at the next meeting.

6. Next Meeting Date: June 26, 2019 @ 11:30 a.m. hosted by Vanessa Bueras with the City of Maricopa.
7. Adjournment: The meeting adjourned @ 1:19 p.m.

Name: Norma Ortiz

Minute Taker: Norma Ortiz

FIRST NAME	LAST NAME	TITLE	CITY/TOWN	CITY/TOWN	EMAIL	Phone Number
Karla	Lange	Deputy City Clerk	Casa Grande, City of	Casa Grande	karla_lange@casagrandeaz.gov	
Gloria	Leija	City Clerk	Casa Grande, City of	Casa Grande	gloria_leija@casagrandeaz.gov	520-421-8608
Sieanna	Castillo	Administrative Assistant	Coolidge, City of	Coolidge	scastillo@coolidgeaz.com	
Norma	Ortiz	City Clerk	Coolidge, City of	Coolidge	normao@coolidgeaz.com	520-723-5361
Trina	Gaston	Clerical Assistant	Eloy, City of	Eloy	tgaston@eloyaz.gov	
Mary	Myers	City Clerk	Eloy, City of	Eloy	mmyers@eloyaz.gov	520-466-9201
Patricia	Buchanan	Administrative Assistant	Florence, Town of	Florence	patricia.buchanan@florenceaz.gov	520-868-7652
Lisa	Garcia	Town Clerk	Florence, Town of	Florence	lisa.garcia@florenceaz.gov	520-868-7552
Maria	Hernandez	Deputy Town Clerk	Florence, Town of	Florence	maria.hernandez@florenceaz.gov	520-868-7574
Natasha	Kenndey	Clerk of the Board	Pinal County	Florence	natasha.kennedy@pinalcountyaz.gov	520-868-6068
Shelly	Salazar	City Clerk	Globe, City of	Globe	ssalazar@globeaz.gov	928-425-7146 ext. 21
Martina	Burnam	Town Clerk	Kearny, Town of	Kearny	mburnam@townofkearny.com	520-363-5547
Vanessa	Bueras	City Clerk	Maricopa, City of	Maricopa	vanessa.bueras@maricopa-az.gov	520-316-6971
Adriana	Carpio	Deputy City Clerk	Maricopa, City of	Maricopa	adriana.carpio@maricopa-az.gov	
Andy	Cobos Juarez	Records Administrator	Maricopa, City of	Maricopa	andy.juarez@maricopa-az.gov	
Karen	Norris	Town Clerk	Miami, Town of	Miami	miamiclerk@cableone.net	928-473-4403
Ruby	Cervantes	Town Clerk	Superior, Town of	Superior	rcervantes@superioraz.gov	520-689-5752
Sylvia	Kerlock	Town Clerk	Winkelman, Town of	Winkelman	skerlock@townofwinkelman.com	520-356-7854
Gloria	Ruiz	Deputy Town Clerk	Winkelman, Town of	Winkelman	gruiz@courts.az.gov	



Frequently Asked Questions about Service Animals and the ADA

Many people with disabilities use a service animal in order to fully participate in everyday life. Dogs can be trained to perform many important tasks to assist people with disabilities, such as providing stability for a person who has difficulty walking, picking up items for a person who uses a wheelchair, preventing a child with autism from wandering away, or alerting a person who has hearing loss when someone is approaching from behind.

The Department of Justice continues to receive many questions about how the Americans with Disabilities Act (ADA) applies to service animals. The ADA requires State and local government agencies, businesses, and non-profit organizations (covered entities) that provide goods or services to the public to make "reasonable modifications" in their policies, practices, or procedures when necessary to accommodate people with disabilities. The service animal rules fall under this general principle. Accordingly, entities that have a "no pets" policy generally must modify the policy to allow service animals into their facilities. This publication provides guidance on the ADA's service animal provisions and should be read in conjunction with the publication [*ADA Revised Requirements: Service Animals*](#).

DEFINITION OF SERVICE ANIMAL

Q1: What is a service animal?

A: Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the dog must be directly related to the person's disability.

Q2: What does "do work or perform tasks" mean?

A: The dog must be trained to take a specific action when needed to assist the person with a disability. For example, a person with diabetes may have a dog that is trained to alert him when his blood sugar reaches high or low levels. A person with depression may have a dog that is trained to remind her to take her medication. Or, a person who has epilepsy may have a dog that is trained to detect the onset of a seizure and then help the person remain safe during the seizure.

Q3: Are emotional support, therapy, comfort, or companion animals considered service animals under the ADA?

A: No. These terms are used to describe animals that provide comfort just by being with a person. Because they have not been trained to perform a specific job or task, they do not qualify as service animals under the ADA. However, some State or local governments have laws that allow people to take emotional support animals into public places. You may check with your State and local government agencies to find out about these laws.

Q4: If someone's dog calms them when having an anxiety attack, does this qualify it as a service animal?

A: It depends. The ADA makes a distinction between psychiatric service animals and emotional support animals. If the dog has been trained to sense that an anxiety attack is about to happen and take a specific action to help avoid the attack or lessen its impact, that would qualify as a service animal. However, if the dog's mere presence provides comfort, that would not be considered a service animal under the ADA.

Q5: Does the ADA require service animals to be professionally trained?

A: No. People with disabilities have the right to train the dog themselves and are not required to use a professional service dog training program.

Q6: Are service-animals-in-training considered service animals under the ADA?

A: No. Under the ADA, the dog must already be trained before it can be taken into public places. However, some State or local laws cover animals that are still in training.

GENERAL RULES

Q7: What questions can a covered entity's employees ask to determine if a dog is a service animal?

A: In situations where it is not obvious that the dog is a service animal, staff may ask only two specific questions: (1) is the dog a service animal required because of a disability? and (2) what work or task has the dog been trained to perform? Staff are not allowed to request any documentation for the dog, require that the dog demonstrate its task, or inquire about the nature of the person's disability.

Q8: Do service animals have to wear a vest or patch or special harness identifying them as service animals?

A: No. The ADA does not require service animals to wear a vest, ID tag, or specific harness.

Q9: Who is responsible for the care and supervision of a service animal?

A: The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, and grooming and veterinary care. Covered entities are not obligated to supervise or otherwise care for a service animal.

Q10: Can a person bring a service animal with them as they go through a salad bar or other self-service food lines?

A: Yes. Service animals must be allowed to accompany their handlers to and through self-service food lines. Similarly, service animals may not be prohibited from communal food preparation areas, such as are commonly found in shelters or dormitories.

Q11: Can hotels assign designated rooms for guests with service animals, out of consideration for other guests?

A: No. A guest with a disability who uses a service animal must be provided the same opportunity to reserve any available room at the hotel as other guests without disabilities. They may not be restricted to "pet-friendly" rooms.

Q12: Can hotels charge a cleaning fee for guests who have service animals?

A: No. Hotels are not permitted to charge guests for cleaning the hair or dander shed by a service animal. However, if a guest's service animal causes damages to a guest room, a hotel is permitted to charge the same fee for damages as charged to other guests.

Q13: Can people bring more than one service animal into a public place?

A: Generally, yes. Some people with disabilities may use more than one service animal to perform different tasks. For example, a person who has a visual disability and a seizure disorder may use one service animal to assist with way-finding and another that is trained as a seizure alert dog. Other people may need two service animals for the same task, such as a person who needs two dogs to assist him or her with stability when walking. Staff may ask the two permissible questions (See Question 7) about each of the dogs. If both dogs can be accommodated, both should be allowed in. In some circumstances, however, it may not be possible to accommodate more than one service animal. For example, in a crowded small restaurant, only one dog may be able to fit under the table. The only other place for the second dog would be in the aisle, which would block the space between tables. In this case, staff may request that one of the dogs be left outside.

Q14: Does a hospital have to allow an in-patient with a disability to keep a service animal in his or her room?

A: Generally, yes. Service animals must be allowed in patient rooms and anywhere else in the hospital the public and patients are allowed to go. They cannot be excluded on the grounds that staff can provide the same services.

Q15: What happens if a patient who uses a service animal is admitted to the hospital and is unable to care for or supervise their animal?

A: If the patient is not able to care for the service animal, the patient can make arrangements for a family member or friend to come to the hospital to provide these services, as it is always preferable that the service animal and its handler not to be separated, or to keep the dog during the hospitalization. If the patient is unable to care for the dog and is unable to arrange for someone else to care for the dog, the hospital may place the dog in a boarding facility until the patient is released, or make other appropriate arrangements. However, the hospital must give the patient opportunity to make arrangements for the dog's care before taking such steps.

Q16: Must a service animal be allowed to ride in an ambulance with its handler?

A: Generally, yes. However, if the space in the ambulance is crowded and the dog's presence would interfere with the emergency medical staff's ability to treat the patient, staff should make other arrangements to have the dog transported to the hospital.

CERTIFICATION AND REGISTRATION

Q17: Does the ADA require that service animals be certified as service animals?

A: No. Covered entities may not require documentation, such as proof that the animal has been certified, trained, or licensed as a service animal, as a condition for entry.

There are individuals and organizations that sell service animal certification or registration documents online. These documents do not convey any rights under the ADA and the Department of Justice does not recognize them as proof that the dog is a service animal.

Q18: My city requires all dogs to be vaccinated. Does this apply to my service animal?

A: Yes. Individuals who have service animals are not exempt from local animal control or public health requirements.

Q19: My city requires all dogs to be registered and licensed. Does this apply to my service animal?

A: Yes. Service animals are subject to local dog licensing and registration requirements.

Q20: My city requires me to register my dog as a service animal. Is this legal under the ADA?

A: No. Mandatory registration of service animals is not permissible under the ADA. However, as stated above, service animals are subject to the same licensing and vaccination rules that are applied to all dogs.

Q21: My city / college offers a voluntary registry program for people with disabilities who use service animals and provides a special tag identifying the dogs as service animals. Is this legal under the ADA?

A: Yes. Colleges and other entities, such as local governments, may offer voluntary registries. Many communities maintain a voluntary registry that serves a public purpose, for example, to ensure that emergency staff know to look for service animals during an emergency evacuation process. Some offer a benefit, such as a reduced dog license fee, for individuals who register their service animals. Registries for purposes like this are permitted under the ADA. An entity may not, however, require that a dog be registered as a service animal as a condition of being permitted in public places. This would be a violation of the ADA.

BREEDS

Q22: Can service animals be any breed of dog?

A: Yes. The ADA does not restrict the type of dog breeds that can be service animals.

Q23: Can individuals with disabilities be refused access to a facility based solely on the breed of their service animal?

A: No. A service animal may not be excluded based on assumptions or stereotypes about the animal's breed or how the animal might behave. However, if a particular service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or is not under the control of the handler, that animal may be excluded. If an animal is excluded for such reasons, staff must still offer their goods or services to the person without the animal present.

Q24: If a municipality has an ordinance that bans certain dog breeds, does the ban apply to service animals?

A: No. Municipalities that prohibit specific breeds of dogs must make an exception for a service animal of a prohibited breed, unless the dog poses a direct threat to the health or safety of others. Under the "direct threat" provisions of the ADA, local jurisdictions need to determine, on a case-by-case basis, whether a particular service animal can be excluded based on that particular animal's actual behavior or history, but they may not exclude a service animal because of fears or generalizations about how an animal or breed might behave. It is important to note that breed restrictions differ significantly from jurisdiction to jurisdiction. In fact, some jurisdictions have no breed restrictions.

EXCLUSION OF SERVICE ANIMALS

Q25: When can service animals be excluded?

A: The ADA does not require covered entities to modify policies, practices, or procedures if it would "fundamentally alter" the nature of the goods, services, programs, or activities provided to the public. Nor does it overrule legitimate safety requirements. If admitting service animals would fundamentally alter the nature of a service or program, service animals may be prohibited. In addition, if a particular service animal is out of control and the handler does not take effective action to control it, or if it is not housebroken, that animal may be excluded.

Q26: When might a service dog's presence fundamentally alter the nature of a service or program provided to the public?

A: In most settings, the presence of a service animal will not result in a fundamental alteration. However, there are some exceptions. For example, at a boarding school, service animals could be restricted from a specific area of a dormitory reserved specifically for students with allergies to dog dander. At a zoo, service animals can be restricted from areas where the animals on display are the natural prey or natural predators of dogs, where the presence of a dog would be disruptive, causing the displayed animals to behave aggressively or become agitated. They cannot be restricted from other areas of the zoo.

Q27: What does under control mean? Do service animals have to be on a leash? Do they have to be quiet and not bark?

A: The ADA requires that service animals be under the control of the handler at all times. In most instances, the handler will be the individual with a disability or a third party who accompanies the individual with a disability. In the school (K-12) context and in similar settings, the school or similar entity may need to provide some assistance to enable a particular student to handle his or her service animal. The service animal must be harnessed, leashed, or tethered while in public places unless these devices interfere with the service animal's work or the person's disability prevents use of these devices. In that case, the person must use voice, signal, or other effective means to maintain control of the animal. For example, a person who uses a wheelchair may use a long, retractable leash to allow her service animal to pick up or retrieve items. She may not allow the dog to wander away from her and must maintain control of the dog, even if it is retrieving an item at a distance from her. Or, a returning veteran who has PTSD and has great difficulty entering unfamiliar spaces may have a dog that is trained to enter a space, check to see that no threats are there, and come back and signal that it is safe to enter. The dog must be off leash to do its job, but may be leashed at other times. Under control also means that a service animal should not be allowed to bark repeatedly in a lecture hall, theater, library, or other quiet place. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control.

Q28: What can my staff do when a service animal is being disruptive?

A: If a service animal is out of control and the handler does not take effective action to control it, staff may request that the animal be removed from the premises.

Q29: Are hotel guests allowed to leave their service animals in their hotel room when they leave the hotel?

A: No, the dog must be under the handler's control at all times.

Q30: What happens if a person thinks a covered entity's staff has discriminated against him or her?

A: Individuals who believe that they have been illegally denied access or service because they use service animals may file a complaint with the U.S. Department of Justice. Individuals also have the right to file a private lawsuit in Federal court charging the entity with discrimination under the ADA.

MISCELLANEOUS

Q31: Are stores required to allow service animals to be placed in a shopping cart?

A: Generally, the dog must stay on the floor, or the person must carry the dog. For example, if a person with diabetes has a glucose alert dog, he may carry the dog in a chest pack so it can be close to his face to allow the dog to smell his breath to alert him of a change in glucose levels.

Q32: Are restaurants, bars, and other places that serve food or drink required to allow service animals to be seated on chairs or allow the animal to be fed at the table?

A: No. Seating, food, and drink are provided for customer use only. The ADA gives a person with a disability the right to be accompanied by his or her service animal, but covered entities are not required to allow an animal to sit or be fed at the table.

Q33: Are gyms, fitness centers, hotels, or municipalities that have swimming pools required to allow a service animal in the pool with its handler?

A: No. The ADA does not override public health rules that prohibit dogs in swimming pools. However, service animals must be allowed on the pool deck and in other areas where the public is allowed to go.

Q34: Are churches, temples, synagogues, mosques, and other places of worship required to allow individuals to bring their service animals into the facility?

A: No. Religious institutions and organizations are specifically exempt from the ADA. However, there may be State laws that apply to religious organizations.

Q35: Do apartments, mobile home parks, and other residential properties have to comply with the ADA?

A: The ADA applies to housing programs administered by state and local governments, such as public housing authorities, and by places of public accommodation, such as public and private universities. In addition, the Fair Housing Act applies to virtually all types of housing, both public and privately-owned, including housing covered by the ADA. Under the Fair Housing Act, housing providers are obligated to permit, as a reasonable accommodation, the use of animals that work, provide assistance, or perform tasks that benefit persons with a disabilities, or provide emotional support to alleviate a symptom or effect of a disability. For information about these Fair Housing Act requirements see HUD's Notice on Service Animals and Assistance Animals for People with Disabilities in Housing and HUD-funded Programs.

Q36: Do Federal agencies, such as the U. S. Department of Veterans Affairs, have to comply with the ADA?

A: No. Section 504 of the Rehabilitation Act of 1973 is the Federal law that protects the rights of people with disabilities to participate in Federal programs and services. For information or to file a complaint, contact the agency's equal opportunity office.

Q37: Do commercial airlines have to comply with the ADA?

A: No. The Air Carrier Access Act is the Federal law that protects the rights of people with disabilities in air travel. For information or to file a complaint, contact the U.S. Department of Transportation, Aviation Consumer Protection Division, at 202-366-2220.

For more information about the ADA, please visit our website or call our toll-free number.

ADA Website

www.ADA.gov

To receive e-mail notifications when new ADA information is available, visit the ADA Website's home page and click the link near the bottom of the right-hand column.

ADA Information Line

800-514-0301 (Voice) and 800-514-0383 (TTY)

24 hours a day to order publications by mail.

M-W, F 9:30 a.m. – 5:30 p.m. ,Th 12:30 p.m. – 5:30 p.m. (Eastern Time)
to speak with an ADA Specialist. Calls are confidential.

For people with disabilities, this publication is available in alternate formats.

Duplication of this document is encouraged.

July 20, 2015



A GUIDE TO SCHEDULING THE REGION VI CLERKS MEETINGS

September 10, 2019

Helpful tools and techniques:

Three weeks prior to the meeting:

- Notify attendees of date and time of meeting, including directions
- Request all agenda items to be submitted to your office no later than two weeks prior to the meeting.

Two weeks prior to the meeting:

- Request RSVP for attendance
- Secure location of meeting
 - o If at restaurant, ensure that there will be minimal noise
 - o If catering, ensure that each member understands that the group will contribute to the overall cost.

One week prior to the meeting:

- Send out reminder email and copy of the agenda confirming date, time and location.
- Include draft minutes and other information that is pertinent to upcoming meeting.
- Reserve table at restaurant or food for meeting
- Send agenda to League of Arizona Cities and Towns

Day of meeting:

- Make copies of agenda
- Have sign in sheet ready
- Host city to take minutes of the meeting and will send out via email to those who attended (can use for continued credits)

Agenda Item Possibilities:

- Election Update
- Committee Update
- Training/Education Update
- Legislative Update
- Records Management
- Electronic Agendas
- News/Information
- Upcoming Events
- Other Business

Hosting City/Town should provide:

- Agenda
 - Email invitation to all members and include location and directions.
 - Request agenda topics

Sample Email:

Good Afternoon Fellow Clerks,

Please mark your calendar for the next Region 6 Clerk's Meeting hosted by the Town of Florence.

Date: Tuesday, September 10, 2019 at 10:00 am.

Place: Florence Town Hall Council Chambers
775 N. Main Street
Florence, AZ 85132

More details will follow including the agenda, minutes from the last meeting held in Coolidge, Arizona, and directions to Town Hall.

Please let me know if you are able to attend by sending an e-mail. I would also appreciate it if you would forward this email to other staff within your department who may not be on the list.

If you have topics that you would like to add to the agenda, please send them to me at your earliest.

Thank you and we look forward to seeing you in Florence!

- Host a continental breakfast /lunch
 - Payment for any food will be the responsibility of the attendee, unless the host city/town determines differently.
 - Hosting city/town will take general minutes and send to attendees as soon as possible following the meeting.
 - Hosting city/town will forward the draft minutes to the next municipality hosting the meeting for approval of the next scheduled meeting.

Hosting City/Town Rotating Calendar

AMCA Region VI Clerk's Quarterly Meeting Schedule 2019/2020 Tentative Schedule

Usually meets the _____.
(ie. Usually meets the 2nd Wednesday of the last month of the quarter)

Quarter/Year	Host City	Contact	Phone Number
4 th Quarter 2019	Maricopa	Vanessa Buenas	vanessa.bueras@maricopa-az.gov 520-316-6971
1 st Quarter 2020 February	Winkelman	Sylvia Kerlock and Gloria Ruiz	gruiz@courts.az.gov 520-356-7854
2 nd Quarter 2020			
3 rd Quarter 2020			
4 th Quarter 2020			
1 st Quarter 2021			
2 nd Quarter 2021			
3 rd Quarter 2021			
4 th Quarter 2021			

Special Notes:

Meeting dates and times can be modified to accommodate the group's schedules.

Refreshments are optional.

AMCA REGION VI CONTACT LIST

FIRST NAME	LAST NAME	TITLE	CITY/TOWN	CITY/TOWN	EMAIL	Phone Number
Karla	Lange	Deputy City Clerk	Casa Grande, City of	Casa Grande	karla_lange@casagrandeaz.gov	
Gloria	Leija	City Clerk	Casa Grande, City of	Casa Grande	gloria_leija@casagrandeaz.gov	520-421-8608
Sieanna	Castillo	Administrative Assistant	Coolidge, City of	Coolidge	scastillo@coolidgeaz.com	
Norma	Ortiz	City Clerk	Coolidge, City of	Coolidge	normao@coolidgeaz.com	520-723-5361
Trina	Gaston	Clerical Assistant	Eloy, City of	Eloy	tgaston@eloyaz.gov	
Mary	Myers	City Clerk	Eloy, City of	Eloy	mmyers@eloyaz.gov	520-466-9201
Patricia	Buchanan	Administrative Assistant	Florence, Town of	Florence	patricia.buchanan@florenceaz.gov	520-868-7652
Lisa	Garcia	Town Clerk	Florence, Town of	Florence	lisa.garcia@florenceaz.gov	520-868-7552
Maria	Hernandez	Deputy Town Clerk	Florence, Town of	Florence	maria.hernandez@florenceaz.gov	520-868-7574
Natasha	Kenndey	Clerk of the Board	Pinal County	Florence	natasha.kennedy@pinalcountyaz.gov	520-868-6068
Shelly	Salazar	City Clerk	Globe, City of	Globe	ssalazar@globeaz.gov	928-425-7146 ext. 21
Martina	Burnam	Town Clerk	Kearny, Town of	Kearny	mburnam@townofkearny.com	520-363-5547
Vanessa	Bueras	City Clerk	Maricopa, City of	Maricopa	vanessa.bueras@maricopa-az.gov	520-316-6971
Adriana	Carpio	Deputy City Clerk	Maricopa, City of	Maricopa	adriana.carpio@maricopa-az.gov	
Andy	Cobos Juarez	Records Administrator	Maricopa, City of	Maricopa	andy.juarez@maricopa-az.gov	
Karen	Norris	Town Clerk	Miami, Town of	Miami	miamiclerk@cableone.net	928-473-4403
Ruby	Cervantes	Town Clerk	Superior, Town of	Superior	rcervantes@superioraz.gov	520-689-5752
Sylvia	Kerlock	Town Clerk	Winkelman, Town of	Winkelman	skerlock@townofwinkelman.com	520-356-7854
Gloria	Ruiz	Deputy Town Clerk	Winkelman, Town of	Winkelman	gruiz@courts.az.gov	

Sample Agenda

AMCA Region VI Clerk's Meeting
Hosting city/town
Location
City, State, Zip
Day and Date
Time

Agenda:

- A. Call to Order and Welcome
- B. Roll Call
- C. New Business
 - a. Approval of Minutes
- D. Next Meeting
- E. Good of the Board (Announcements)
- F. Adjournment

SUMMARY

If you are able to hold an in-person meeting, please take photos and share them with the Mentoring/Regional Leaders, who can share with the Membership/Mentoring Chair for use in the AMCA Quarterly newsletters. This will help promote our efforts with in-person meetings whenever possible.

Please keep in mind that the agendas and minutes will come in handy as you are preparing your application and documentation towards your CMC and MMC designation for additional points.

We hope you find this guide helpful and encourage you to use this as a tool to set up future region meetings.



REGION VI
LEADER
HANDBOOK

September 10, 2019

Congratulations on becoming your Region Leader! Hopefully, this will be a memorable year in which you are able to network and share with fellow Clerks and gain knowledge as well as enrich your passion for being part of the Clerk profession.

Some things that you may want to familiarize yourself with include:

- Members within your region.
- Events happening in your region so that you may forward to the Communication Committee for advertising.
- Bylaws

By-Laws

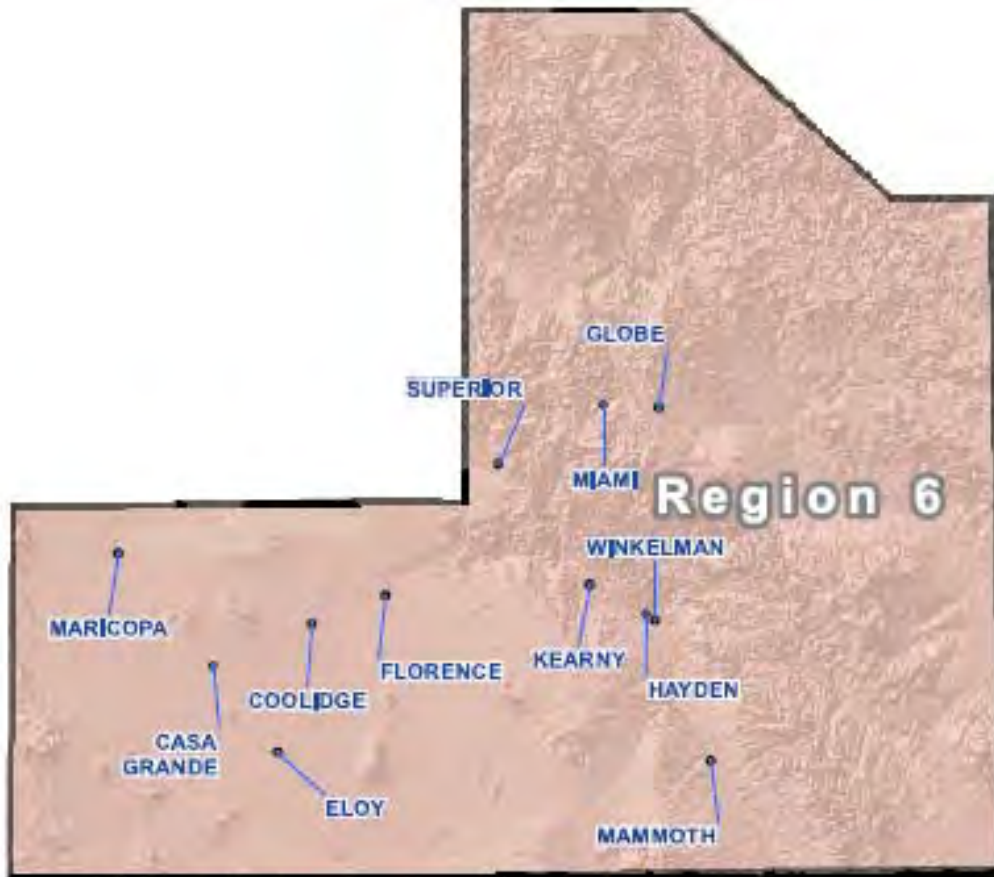
THE AMCA Regional Leaders shall:

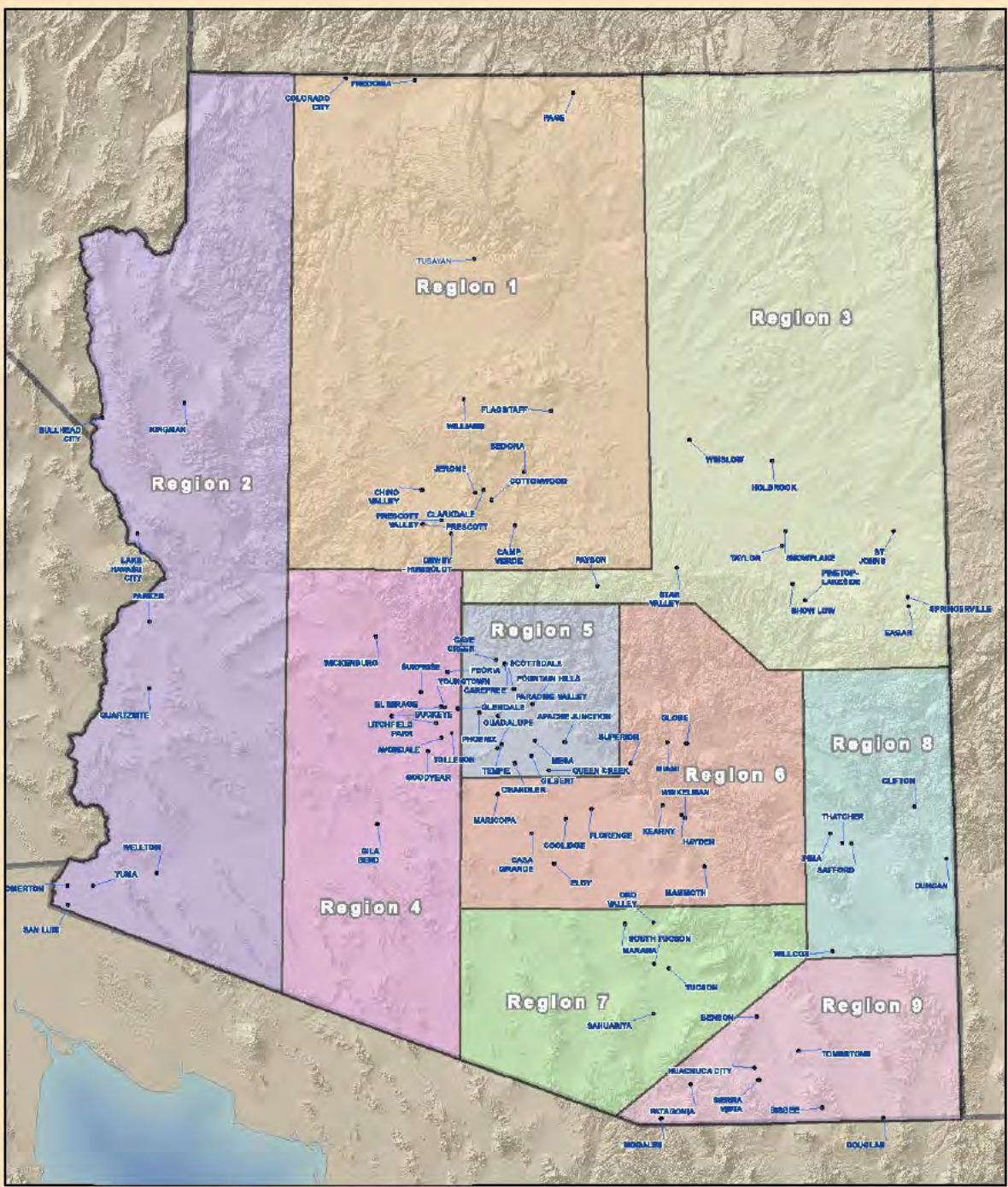
1. Schedule a minimum of four committee meetings during the year. The schedule of meetings is to be provided to the League of Arizona Cities and Towns for posting on the AMCA website calendar by sending an email to: AMCAinfo@azleague.org.
2. The initial meeting with clerks within the region, whether in person or by phone, shall establish what type of meetings the clerks would like to hold and how often the region shall meet. At this meeting, guidelines may be established specific to a region (suggestions for meetings held would be to rotate each meeting to be held in a different city/town with possible tours scheduled).
3. Serve as information facilitator for the region. When AMCA has information to be dispersed, it shall be forwarded to Region Leaders, and the Region Leaders shall in turn, disperse to members of their region. Also remind members within the region of deadlines for articles in the newsletters.
4. Encourage members within the region to contact the Regional Leader when a new clerk comes to a community so that contact may be made on behalf of the AMCA.
5. Obtain general information about new clerk, e.g. biographical information, etc. and forward that information to the Communication liaison for publication in the newsletter as well as to the Communication Chair or designee for posting on the AMCA website.
6. Whenever there is a new municipal clerk within the region, contact the city/town to welcome him/her to the city/town clerks' field and inform them of assistance available through the Arizona Municipal Clerks' Association (AMCA), the Secretary of State's Office (SOS), the Election Officials of Arizona organization, and International Institute of Municipal Clerks (IIMC).
7. Notify the Membership/Mentoring Committee Chair of the new clerk, and request that information regarding AMCA and IIMC be forwarded to new clerk.
8. Encourage members within the region to inform their Regional Leader when a clerk leaves employment or retires, so that the Region Leader can immediately notify the Membership/Mentoring Committee Chair.

9. Agenda and meeting minutes are required for all meetings with all agenda and approved minutes posted the AMCA website by the League of Arizona Cities and Towns by sending an email to: ACAinfo@azleague.org.
10. Submit updates and/or articles for inclusion in the quarterly newsletter.
11. Develop and maintain a Regional Leader Succession Plan.

Municipalities within Region VI

- Casa Grande
- Coolidge
- Eloy
- Florence
- Globe
- Hayden
- Kearny
- Mammoth
- Maricopa
- Miami
- Pinal County
- Superior
- Winkelman





AMCA
ARIZONA MUNICIPAL CLERKS ASSOCIATION

Region Map