

**Legislative District 30
Citizens Panel**

**Meeting Minutes
Friday, August 20, 2021
10:00 AM**

Board Members

Daniel Valenzuela, Chairman
Bill Brotherton
Richard Crews
Crystal Carrillo
Jessica Bueno
Jose Guadalupe Conchas
Stan Chavira

Meeting Location

Maricopa County Admin Bldg
7th Floor Conference Room
301 W. Jefferson
Phoenix, AZ 85003

Agendas are available at least 24 hours prior to each meeting in the Office of the Clerk of the Board, 301 West Jefferson, Seventh Floor, Phoenix, Arizona, Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. and on the internet at <https://www.maricopa.gov/AgendaCenter/Citizen-LD30-Senate-Selection-Review-Com-51>. One or more Citizens Panel members may attend remotely. Board members attending remotely will be announced at the meeting. The Citizens Panel may vote to recess into an executive session for the purpose of obtaining legal advice from the Citizens Panel attorney on any matter listed on the agenda pursuant to A.R.S. §38-431.02 (A)(2). Accommodations for individuals with disabilities, including alternative format materials, sign language interpretation, and assistive listening devices are available upon 72 hours advance notice through the Office of the Clerk of the Board, 301 West Jefferson Avenue, Seventh Floor, Phoenix, Arizona 85003, (602) 506- 3766, Fax (602) 506-6402, TDD 711. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.

1. Introductions

Attending in person:

Daniel Valenzuela, Chairman
Richard Crews (entered late)
Jose Guadalupe Conchas

Panel members attending remote:

Crystal Carrillo
Jessica Bueno
Stan Chavira

Absent panel members:

Bill Brotherton

Also present:

Andrea Cummings, Legal Counsel
Joseph La Rue, Legal Counsel
David Galaviz, District 5
Juanita Garza, Clerk of the Board
Debra Schaffer, Deputy Clerk of the Board
Maria Ceaglske, Minutes Coordinator

2. Establish the process for the reviews

Debra Schaffer reviewed the process thus far noting the following:

- County press release regarding application process, requirements and deadline of Monday, August 23, 2021.
- The Clerk of the Board of Supervisors Office has received the following documents:

LD 30 Applicants and Status		
Applicant	Item(s) Received	COB Action
Ray Martinez	8/12/2021 Submitted letter of interest	8/17/2021 COB staff sent application submittal instructions via email
Lizette Rodriguez	8/17/2021 Submitted cover letter and resume	
Christian Solorio	8/18/2021 Letter of Support received from Steve Capobres	

~ Richard Crews entered the meeting ~

Daniel Valenzuela asked what the process was once applications were received.

Ms. Schaffer noted the following as the procedures:

- Applications are received by the Clerk of the Board of Supervisors
- Background (both HR and Criminal) checks are conducted
- Clerk of the Board of Supervisors to request voter party/address confirmation from Elections
- Clerk of the Board to forward applications and any other submitted documentation to the Panel Members

Andrea Cummings reviewed the Open Meeting Laws. She stated the process is up to the committee on how to proceed once all applications are submitted. She reviewed the options available and stated she will support the Panel throughout the process.

Chairman Valenzuela said he wanted to make sure the process is as inclusive as possible for the Panel Members. He explained the process is for a State Senator which is an elected position so interviews will be important as well as holding open meetings. He asked legal for answers to the following: timeline specification, suggested each Panel Member submit one question each so

should each interview have a time limit and should the panel ask each applicant the same questions.

Ms. Cummings specified the panel members may not ask questions pertaining to the age of the applicant and protected class. She suggested that the panel ask each applicant the same set of questions and noted the applicant answers may fluctuate in time due to different experience levels.

~ Jose Guadalupe Conchas left the meeting ~

Chairman Valenzuela stated the importance of inclusion from all panel members and asked each to prepare a question that matters most to each of them.

Joseph La Rue noted the importance of panel members to only share their questions and have any discussions during meeting open sessions.

3. Review of candidate qualifications

Mr. La Rue reviewed the following as candidate qualifications:

- Must be 25 years of age at the time of appointment;
- Must be a resident of Arizona for at least three years;
- Must be a Maricopa County resident for at least one year;
- Must be a registered Democrat;
- Must be a resident of Legislative District 30;
- Must be registered to vote.

Discussion ensued on the specific date the names must be submitted to the Board of Supervisors due to the holiday. The Citizens Panel must submit the three qualified electors to the Board of Supervisors no later than Tuesday, September 7, 2021.

4. OML overview

Ms. Cummings gave an overview of the Open Meeting Law which was also emailed to the Panel members.

~ Jose Guadalupe Conchas reentered the meeting ~

Ms. Cummings noted the following:

- Importance of a 24-hour notice to the public of any meeting to be held and stating the Clerk of the Board of Supervisors Office will be assisting with the postings.

- Importance of the Citizens Panel members not communicating whether verbal, texting or email amongst each other outside of meetings regarding any issues pertaining to the candidates.
- All documents are permissible to public record. Legal counsel will be available to assist throughout the process.

Ms. Schaffer asked if interviews could be conducted in open or within executive session.

Ms. Cummings explained to the Panel Members what the difference between open meeting and executive session. She explained the process of conducting the interviews within executive session is permissible should the Citizens Panel decide to do so. She recommended the interviews be conducted in the same manner for all candidates.

Mr. Guadalupe Conchas asked if the meetings are recorded. Ms. Schaffer responded that all meetings may be recorded, and minutes of each meeting will also be available on the website.

Discussion ensued on holding the interviews in open meeting or executive session. All panel members agreed that interviews would be conducted in open meeting.

5. Possibly determine a set of interview questions

Ms. Schaffer distributed questions utilized by a prior Citizens Panel. She stated she would forward the documents to all panel members.

Discussion ensued on choosing interview questions, length of time for each interview, suggestions of tracking the time and broadcasting the meetings utilizing webinar as all postings, agendas and minutes are available online. The panel members agreed to conducting the interviews in open meeting utilizing webinar.

6. Determine a date and time of the next meeting

The panel determined they would meet again on Tuesday, August 24, 2021 at 8:00 a.m. to review the applications and determine the interview questions.

Place holder dates were also discussed for interview dates.

Minutes submitted by:

Debra Schaffer, Deputy Clerk of the Board

DRAFT