

**Legislative District 30
Citizens Panel**

**Meeting Minutes
Tuesday, August 24, 2021
8:00 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.

Following CDC guidelines regarding recommendation to limit social gatherings, the 7th Floor Conference Room will be closed. The public may view the meeting on-line by contacting the Clerk of the Board of Supervisors at (602) 506-3766.

Attending in person:

Daniel Valenzuela, Chairman
Richard Crews (entered late)
Bill Brotherton

Panel members attending remote:

Jose Guadalupe Conchas
Crystal Carrillo
Jessica Bueno
Stan Chavira

Also present:

Andrea Cummings, Legal Counsel (remote, if necessary)
Joseph La Rue, Legal Counsel (remote, if necessary)
Cristina Arzaga, District 5 (remote)
David Galaviz, District 5 (remote)
Michelle Hindman, Director of Government Relations (remote)
Debra Schaffer, Deputy Clerk of the Board
Maria Ceaglske, Minutes Coordinator

The meeting convened at 8:13 a.m.

1. Application Review

Chairman Valenzuela reviewed what was discussed at the meeting held on Friday, August 20, 2021. He also noted holding 30-minute interviews with 15 minutes between each interview. He then opened the floor for discussion and the Panel agreed with the time frame for interviews to be conducted was sufficient.

Chairman Valenzuela asked the Clerk for an update on the applicants. Debra Schaffer, Deputy Clerk of the Board, reported the following:

- 5 candidates met the qualifications
- 6 applicants were still awaiting confirmation of qualifications.

The Panel discussed the questions and method of use from last Legislative District candidate interviews. Discussion ensued on choosing questions and if pre-questions would be beneficial given the number of applicants along with Panel time to review. The Panel agreed that pre-questions would not be utilized for this process.

Panel members discussed and noted some confusion in the instruction for application submittal. The Panel agreed with the acceptance of applications up to 11:59 p.m. on Monday, August 23, 2021.

2. Review of candidate qualifications

Chairman Valenzuela reviewed the meeting dates previously identified by the Panel to set aside in conducting interviews and time frame allotment.

Discussion ensued on time frame necessary to conduct all interviews, time allotment for each interview, and breaks between each interview to allow for preparations for next interviewee. The Panel also discussed locations to conduct the interviews and importance of transparency in conducting the interviews. Locations best suited were noted as Alhambra Governing Board Meeting Room and the Board of Supervisors Auditorium.

Chairman Valenzuela asked the Panel members what their thoughts were on the options to give the candidates to interview in person or virtual.

Discussion ensued on current COVID-19 pandemic, options available for the candidates to conduct their interview, use of technology in conducting the interviews and transparency. The Panel agreed that giving the candidate the option to appear either in person or virtual was best.

There was a question of allowable use to conduct the interviews off site within a non-County building and giving the candidate options to interview. The Clerk called legal counsel to advise the Panel.

Joseph La Rue, Legal Counsel, was present remotely via phone and spoke of the logistics in conducting the interviews. He advised the Panel on the importance of choosing a location that is ADA compliant and that does not charge a fee due to time constraints in getting approvals.

Further discussion ensued on location to conduct the interviews and noted options at both locations. The Panel agreed that the Alhambra location was the best option because it is in Legislative District 30, it is open to the public to attend and the technology is available to broadcast to the public. Jose Guadalupe Conchas offered to make the connections to see if it is a viable option and to work with the Clerk on logistics.

Chairman Valenzuela asked if the Panel members had prepared or suggestions for interview questions.

Discussion ensued on possible questions from each Panel member and an opener question to ask pertaining to background and financial check findings. The Panel asked the Clerk if she could work with legal counsel on a question that is permissible. Each Panel member offered an interview question and the Chairman asked that the Clerk formulate them into a document. Ms. Schaffer agreed and asked each Panel member if they would email their question to her to eliminate any error in context.

The Panel agreed on meeting at 8:15 a.m. on Tuesday, August 31, 2021 to hold candidate interviews and possibly choose the three qualified electors. Location was yet to be determined with first choice at Alhambra Governing Board Meeting Room, 4510 N. 37th Avenue, Phoenix, AZ 85019.

Place holder date was also determined for Thursday, September 2, 2021, 2pm, should the Panel decide to continue discussion in choosing the three qualified electors.

The meeting was adjourned at 9:52 a.m.

Minutes submitted by Debra Schaffer, Deputy Clerk of the Board.