

**Legislative District 30
Citizens Panel
House Vacancy**

**Meeting Minutes
Friday, October 15, 2021
9:00 AM**

Board Members

Daniel Valenzuela, Chairman
Guadalupe E. Sosa
Jan Nichols
Mario Ayala
Molly McGovern
Monica Sandschafer
Rev. Quantá Crews

Meeting Location

Maricopa County Admin Bldg
7th Floor Conference Room
301 W. Jefferson Street
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 Street, 7th 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-House-Selection-Review-Comm-52>. 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 Street, 7th 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
Guadalupe E. Sosa

Panel members attending remote:

Jan Nichols
Mario Ayala
Molly McGovern
Monica Sandschafer
Rev. Quantá Crews

Also present:

Andrea Cummings, Legal Counsel
Juanita Garza, Clerk of the Board
Debra Schaffer, Deputy Clerk of the Board
Maria Ceaglske, Minutes Coordinator

2. OML overview

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

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.

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

3. Review of candidate qualifications

Ms. Cummings 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 specific applicant qualifications, community involvement and time as a registered Democrat.

4. Application review

Chairman Daniel Valenzuela reviewed the applicant spreadsheet which notes each applicant is within the process.

Discussion ensued on applications received and qualifications.

5. Possibly determine a set of interview questions

Chairman Daniel Valenzuela spoke of his experience and the process while serving on the Citizens Panel for the LD30 Senate vacancy. He noted each panel member submitted and asked one question during each interview. Follow-up questions were done as Panel Members went through each interview.

Discussion ensued on the type of questions to ask, qualifications of applicants, possible interview recusals and holding executive sessions. It was determined that each panel member would submit at least two questions to the Clerk. The

questions would be compiled and one question from each panel member would be utilized for the interviews. Chairman Daniel Valenzuela would open each interview with a question pertaining to background checks and close the interview with a question.

6. Interview process and schedule

Discussion ensued on interviews starting as early as 8:30 a.m. and go until 2:30 p.m with a lunch break. The Clerk noted she would confirm availability of either the Supervisors' Auditorium or Supervisors' 7th Floor Conference Room. It was determined to utilize GoToWebinar for public viewing.

7. Determine a date and time of the next meeting

Discussion ensued on scheduling the next meeting with Open interviews with candidates. The panel determined they would meet on Friday, October 22, 2021 because the deadline to submit the three (3) candidates to the Board is due Monday, October 25, 2021.

MEETING ADJOURNED

There being no further business to come before the Committee, the meeting was adjourned.

APPROVED BY THE CLERK OF THE BOARD:

Juanita Garza, Clerk of the Board