

Mayor's Youth Commission Regular Meeting

September 13, 2022 | 5 p.m.

5th Floor Conference Room
175 S. Arizona Ave., Chandler AZ



Commission Members

Ananditha Sivakumaran
Hiyun Lee
Joseph Bushard
Jahnvi Nair
Maria Gonzalez
Isaac Ming Teck-Ong
Nikhil Dholakia
Anthony Bushard
Aashika Dupati
Sanjana Balaji
Victoria Jagdon
Arnav Nigam
Shea Lee
Josh Victoria
Amitesh Bharati
Ziqing Kuang
Nivid Singhania
Dipti Patel
Audrey Tungkagi

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, notice is hereby given to the members of the Mayor's Youth Commission and to the general public that the Mayor's Youth Commission will hold a REGULAR MEETING open to the public on Wednesday, September 13, 2022, at 5:00 p.m., at 5th Floor Conference Room, 175 S. Arizona Ave., Chandler, AZ. One or more Commissioners may be attending by telephone.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's office at (480) 782-2181(711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

Mayor's Youth Commission
Regular Meeting Agenda - September 13, 2022

Call to Order/Roll Call

Scheduled Public Appearances

1. Mayor Kevin Hartke

Unscheduled Public Appearances

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

Consent Agenda

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

2. **Approval of Minutes**
Move to approve the August 9, 2022 Mayor's Youth Commission minutes.

Briefing

3. Training on Open Meeting Law, Conflicts of Interest and Public Records - Kelly Schwab, City Attorney and Victoria Roedig, City Records Management Coordinator
4. Volunteer Opportunity - For Our City Day
5. Volunteer Opportunity - Contigo Kick-Off

Discussion

6. League of Arizona Cities and Towns Conference Debrief
7. Teen Leadership Academy Planning

Member Comments/Announcements

Calendar

8. Contigo Kick-Off - Saturday, September 17th 4:30pm - 9:00pm
9. For Our City Day - October 22nd, Time TBD
10. Our next meeting will be held on October 11th, 5:00pm

Adjourn



**Mayor's Youth Commission
Policy**

Government Relations & Transportation

Date: 09/13/2022
To: Mayor's Youth Commission
From: Alexis Apodaca, Governmental Relations Coordinator
Subject: Approval of Minutes

Proposed Motion:

Move to approve the August 9, 2022 Mayor's Youth Commission minutes.

Attachments

August 2022 MYC Minutes

Mayor's Youth Commission Regular Meeting

August 9, 2022 | 5 p.m.

5th Floor Conference Room

175 S. Arizona Ave., Chandler, AZ



Commission Members

Ananditha Sivakumaran
Hiyun Lee
Joseph Bushard
Jahnvi Nair
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Isaac Ming Teck-On
Nikhil Dholakia
Anthony Bushard
Audrey Tungkagi
Aashika Dupati
Sanjana Balaji
Victoria Jagdon
Arnav Nigam
Shea Lee
Josh Victoria
Amitesh Bharati
Ziqing Kuang
Nivid Singhanian
Dipti Patel

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-43 hereby given to the members of the Mayor's Youth Commission and to the effect that the Mayor's Youth Commission will hold a **REGULAR MEETING** open to the public on Tuesday, August 9, 2022, at 5:00 p.m., at 5th Floor Conference Room, 175 S. Chandler, AZ. One or more Commissioners may be attending by telephone.

Persons with disabilities may request a reasonable modification or communication services by contacting the City Clerk's office at (480) 782-2181 (711 via AZRS) requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

Regular Meeting Agenda - August 9, 2022

Call to Order/Roll Call

Chair Hiyun Lee called the meeting to order at 5:02 p.m.

Members present: Ananditha Sivakumaran, Hiyun Lee, Jahnavi Nair, Maria Gonzales, Isaac Ming Teck-Ong, Nikhil Dholakia, Aashika Dupati, Sanjana Balaji, Victoria Jagdon, Arnav Nigam, Shea Lee, Josh Victoria, Amitesh Bharati, Nivid Singhania, Dipti Patel, Anthony Bushard, Joseph Bushard

Members absent: Zqing Kuang, Audrey Tungkagi,

Scheduled Public

Appearances

1. Melissa Quillard - Mayor and Council Communications Manager
 - . Alexis talks about Ms.Quillard and explains she is going to be the main staff member with us throughout the League Conference and Ms.Quillard will help us plan the teen leadership academy. We're going to be boarding the charter bus with her.
 - a. Ms.Quillard talks: She is the mayors council communication manager and she answers most of the questions of the residents, helps them write articles/ use social media. She also helps them with scheduling and makes sure their calendars are up to date so that they can make the meetings. She works with all the Mayor and Council.

Unscheduled Public Appearances

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

Consent Agenda

Items listed on the Consent Agenda may be enacted by one motion and one vote. If a discussion is required by members of the Board or Commission, the item will be removed from the Consent Agenda for discussion and determination will be made if the item will be considered separately.

2. **Approval of Minutes**

Move to approve the April 12, 2022 Mayor's Youth Commission minutes.

3. **Approval of 2022-23 Mayors Youth Commission Meeting Dates**

Move to approve the 2022-23 Mayors Youth Commission Meeting Dates.

- a) Nivid Singhania moved to approve the consent agenda, motion seconded by Aashika Dupati, approved at 5:07 PM

Action Agenda

4. **MYC Representative - Special Events Sponsorship Funding Panel**

- a) Alexis discusses - every year the community gets \$30k in order to help fund nonprofits - a panel decides the money allocations, and the Mayor's Youth Committee needs to provide a representative to serve on this panel.
- b) Jahnvi declines offer to join this panel, Nivid Singhania accepts offer
- c) Move to nominate Nivid Singhania to serve as the Mayor's Youth Commission liaison for the Special Events Sponsorship Funding Panel.
- d) Aashika Dupati moved to motion, Second by Nikhil Dholakia, approved at 5:10 PM

Briefing

5. Group Introductions and Icebreaker

- a) Everyone says their name, high school, pronoun, and favorite restaurant/chain in Chandler. We then have a bingo signature sheet, and everyone goes around getting signatures from people for things that others did, until their bingo sheet is filled with signatures. Hiyun starts explaining different items on the bingo sheet.
- b) Mayor Hartke drops in for a few seconds and says a quick hello.

6. 2022-23 Mayor's Youth Commission Schedule, Expectations and Procedures

- a) Alexis explains how often events/meetings are and how long the meetings last. She then explains the expectations for the commissioners and how communication is going to work. She is still working with staff to work out the logistics and the tentative schedule is not 100% correct. The orange slots on the calendar are the professional development/learning about city government events. The green slots are meeting dates and general topics that will likely come up during the meeting. Blue slots are volunteering opportunities outside of MYC meetings. Hiyun talks more about expectations (expectations form) - Commissioners can miss no more than 3 meetings. Commissioners must engage in at least 5 outside engagement activities. Come a little before the event and leave a little after the event ends (for cleanup). Commissioners sign the City of Chandler Mayor's Youth Commission form. Alexis goes over procedures for communication - emails regarding upcoming events/meetings; Reminds about commission meetings from Hiyun. If you are going to be absent please communicate that to Alexis in order to make sure Quorum will be met.

7. Arizona League of Cities and Towns Conference

- a) Hiyun explains the conference- Date is August 31st Wednesday, last day of the month. Transportation will be by charter bus and the last day to RSVP for the Conference is the morning of August 10th Wednesday. It's a really important event for team building and learning about the city. It is super important for Alexis, and she is advocating for it.

8. For Our City Day

- a) No explanation here, it was briefly explained earlier in agenda number 6.

9. Teen Leadership Academy

- a) Hiyun: This event is during spring break, spread what you've learned about government to other youth of Chandler and raise more leaders. Planning is with the mayor and council and staff; program of the Mayor's office.

Member

Comments/Announcements

Calendar

a) Amitesh repeats the dates for agenda numbers 10,11,12

10. Arizona League of Cities and Towns Conference - August 31st, All Day

11. For Our City Day - October 22, 2022

12. Our next meeting will be held on September 13th, 5:00pm

Adjourn

a) Meeting adjourned at 5:57 P.M. Dipti Patel moved to adjourn the meeting, seconded by Ananditha Sivakumaran.



Mayor's Youth Commission City Clerk's Office

Date: 09/13/2022
To: Mayor's Youth Commission
From: Regina Guisto, Management Assistant
Subject: Training on Open Meeting Law, Conflicts of Interest and Public Records -
Kelly Schwab, City Attorney and Victoria Roedig, City Records Management
Coordinator

Attachments

Open Meeting Law Presentation



CHANDLER
arizona
Community of Innovation

Mayor's Youth Advisory Commission Member Training

Presented By:
Kelly Schwab,
City Attorney

Victoria Roedig,
City Records Management Coordinator

What do we have to do to have a legal meeting?



Open Meeting Law

A.R.S. 38-431 et. seq.



- Notice and agenda
- Quorum must be present for a meeting to be held
- 24 hours notice except for an actual emergency

- Arizona is the sunshine state which means the public's business must be done in public



What is a Meeting?

A meeting occurs ANY TIME a quorum of the public body discusses, proposes, or takes legal action.

Can be a in-person meeting or an electronic meeting.



How Do We Have a Legal Meeting?

Post an agenda in the official posting places and website at least 24 hours in advance.

Agenda **MUST** include:

- Date, time and place
- Description of matters to be discussed or decided (or where an agenda can be obtained)

Agenda **MAY** include:

- Unscheduled public appearances
- Report on current events from chair members and staff person in charge





Unscheduled Public Appearances

- Citizens may only address the public body on issues in its jurisdiction
- No discussion
- Members of the public body may respond to criticism, ask staff to review a matter, or request a future agenda item

When Can a Public Body Meet in Private?

Executive Sessions - A.R.S. 38-431.03



Employment, discipline or resignation of public officer, appointee or employee



Obtain legal advice



Contract negotiations or litigation



Discussion regarding security and critical infrastructure



Negotiations for purchase, sale or lease of real property



Discuss records exempt by law from public inspection



Employee organization negotiations

Open Meeting Pitfalls



Serial meeting—a series of gatherings of less than a quorum

Attending other meetings

Forwarding or reply all to emails

Not providing sufficient detail on an agenda

Social Media and A.R.S. § 38-431.09

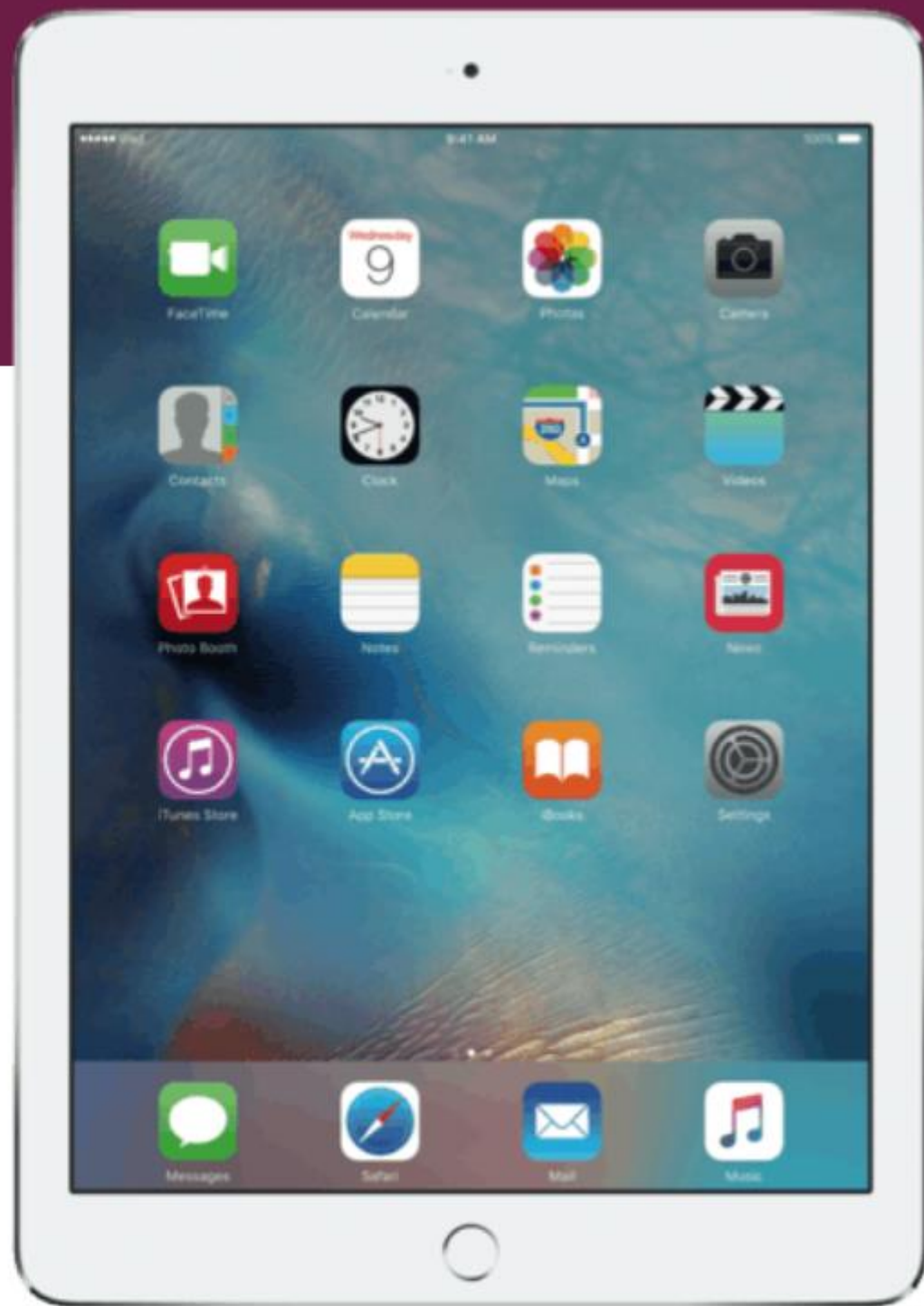
Discuss and/or take action on items not listed on agenda

Emails

Careful use of emails.

DO NOT:

- Send an e-mail to a quorum of the public body proposing legal action
- Engage in an e-mail exchange of facts and/or opinions if it is foreseeable that the topic may come before the Commission for action
- Forward or respond to e-mails involving a majority of the Commission — be careful of chain e-mails
- **REMEMBER DO NOT REPLY ALL!**





Social Media and Social Events

Members of public bodies should not post or comment on each other's website or municipal websites where those comments could be interpreted as proposing legal action or discussion or deliberation/decisions on City issues. These types of postings would violate the Open Meeting Law because they would be "meetings".

It is NOT a violation of the Open Meeting Law when there is a gathering of a quorum of the public body, i.e., a wedding, but DO NOT talk about City business.



Conflict of Interest

How Do You Know if You Have a Conflict of Interest?

Pecuniary Interest—will you gain or lose something of value from your decision?

If so, is your pecuniary interest remote or substantial?

If it is substantial, then you have a conflict!



How Do You Know if You Have a Conflict of Interest?

Common Remote Interests A.R.S. 38-502(10)

- The interest of a non-salaried officer of a non-profit corporation
- The interest of an attorney of a contracting party
- The ownership of less than three percent of the shares of a corporation for profit
- The interest of a public officer or employee in being reimbursed for his actual and necessary expenses incurred in the performance of official duty
- The interest of a recipient of public services generally provided by the City
- The interest of a member of a trade, business, occupation, profession or class of persons consisting of at least ten members which is no greater than the interest of the other members of the trade, business, occupation or profession or class of persons

What To Do if You Have a Conflict of Interest?



Fill out a
disclosure form



No discussion or
action



Make conflict
known



Avoid any
appearance of
influence



Public Records

What is a Record?

- Evidence of the organization and all of its decisions, procedures, functions, and operations
- Made or received by any governmental agency
- Informational or historical data
- Any medium or format

What is not a Record?

- Library or museum material solely for reference or exhibition
- Extra copies for convenience or reference
- Stocks of publications for sale or distribution

Who Has to Comply with Public Records Laws?

City Council

Boards and Commissions,
including Subcommittees

Employees of Public
Officers and Public Bodies



Boards and Commissions Records

Member Records

- Applications to Serve
- Oaths of Office
- Policy Acknowledgements

Meeting Records

- Agendas
- Supporting Documentation for Items
- Minutes
- Meeting Audio/Video Recordings
- Speaker and Comment Cards



Email is a Public Record

It is important to understand that electronic communications are public record and may be provided in response to a public records request or a subpoena.

Records are categorized by their content and not the format or medium in which they are created.



Questions?