

Military and Veterans Affairs Commission Regular Meeting

February 8, 2022 | 5 p.m.

Chandler City Council Chambers
88 E. Chicago., Chandler, AZ



Commission Members

Chair - Bob Dalpe
Vice Chair - Cassandra Facciponti
Nancy Dunn
Carol Farabee
Nicolas Magallanes
Michael Simon
David Waltzer

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 Military and Veterans Affairs Commission and to the general public that the Military and Veterans Affairs Commission will hold a REGULAR MEETING open to the public on Tuesday, February 8, 2022, at 5:00 p.m., at City Council Chambers, 88 E. Chicago Street, 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.

Military and Veterans Affairs Commission Regular Meeting Agenda - February 8, 2022

Call to Order/Roll Call

Scheduled/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.

1. Approval of the Minutes from Military and Veterans Affairs meeting, January 11, 2022

Action Agenda

Briefing

2. Media Training - Matthew Burdick, Communication & Public Affairs Director
3. Current City of Chandler Military and Veteran Programs
 - a. Chandler Museum - Jody Crago, Museum Administrator
 - b. Neighborhood Resources - Leah Powell, Neighborhood Resources Director

Discussion

4. Review Draft Rules of Procedure
5. Discuss Possible Commission Projects

Member Comments/Announcements

Calendar

6. Veterans Drop Zone Event, Saturday, April 23, 2022 from 10am-2pm at Tri-City Baptist Church, 2211 W German Rd, Chandler, 85286
7. Next Meeting: March 8, 2022 at 5pm

Information Items

8. Conflict of Interest Disclosure Form

Adjourn



Military and Veterans Affairs Community Services Memo No.

Date: 02/08/2022
To: Military and Veterans Affairs Commission
Thru:
From: Sandy Popovich, Senior Administrative Assistant
Subject: Minutes from Military and Veterans Affairs meeting, January 11, 2022

Attachments

Minutes from January 11, 2022 meeting

**MILITARY & VETERAN'S AFFAIRS COMMISSION
REGULAR MEETING MINUTES
JANUARY 11, 2022**

1. CALL TO ORDER/ROLL CALL

Assistant City Manager Debra Stapleton called the meeting to order on Tuesday, January 11 at 5:00 p.m.

Members in Attendance:

Commissioner Robert Dalpe
Commissioner Nancy Dunn
Commissioner Cassandra Facciponti
Commissioner Carol Farabee
Commissioner Nicolas Magallanes
Commissioner Michael Simon
Commission David Waltzer

Members Absent:

None

Staff Members Present:

Mayor Kevin Hartke
Assistant City Manager Debra Stapleton
City Clerk Dana Delong
City Attorney Kelly Schwab
Sandy Popovich, Recording Secretary

Others Present

None

- a. Introduction by Mayor Kevin Hartke. Mayor Hartke welcomed the new Commissioner members and thanked them for the service they would be providing on the commission.
- b. Assignment of Commissioner terms. The following terms were assigned:

Commissioner Robert Dalpe-1 Year Term

Commissioner Cassandra Faccipoint-1 Year Term
Commissioner Michael Simon-2 Year Term
Commissioner David Waltzer-2 Year Term
Commissioner Carol Farabee-3 Year Term
Commissioner Nicolas Magallanes-3 Year Term
Commissioner Nancy Dunn-3 Year Term

2. BRIEFING

- a. City Clerk Dana Delong and City Attorney Kelly Schwab gave a presentation on open meeting law and records management. Attorney Schwab stressed the importance of maintaining that all Military and Commission business be conducted in a meeting setting and be available to the public and follow a posted agenda. Any gathering of four or more commissioners may be a violation of open meeting laws which includes emails or phone calls. City Clerk Delong explained what a record is and that they need to be maintained for a set period. The City will manage the records retention for the Commission.

3. ACTION ITEMS

- a. Election of Chair
Commissioner Robert Dalpe was elected as Chair by a 5 to 2 vote.
- b. **Commissioner Cassandra Facciponti** was elected as Vice-Chair by a 4 to 3 vote.

4. MEMBER COMMENTS/ANNOUNCEMENTS

- a. **Commissioner Farabee** asked if there was a budget for the Commission. Mayor Hartke responded that there is no budget. **Commissioner Farabee** asked if outside funds could be used to support the Commission. **Mayor** Hartke replied that outside funds could be used.

5. CALENDAR ITEMS

- a. Next meeting will be Tuesday, February 8, 2022, at 5:00 p.m.

6. INFORMATION ITEMS

- a. Secretary Sandy Popovich will send out examples of other Commission by-laws to review prior to the next meeting.

7. ADJOURNMENT

With no further items, **Assistant City Manager Stapleton** requested a motion to adjourn the meeting at 6:16 p.m. **Chairman Dalpe** made the motion to adjourn the meeting. **Vice-Chair Facciponti** seconded the motion.

The adjournment was approved 7-0 by **all Commissioners** present.

Robert Dalpe, Chairman

Sandy Popovich, Recording Secretary



Military and Veterans Affairs Community Services Memo No.

Date: 02/08/2022
To: Military and Veterans Affairs Commission
Thru:
From: Sandy Popovich, Senior Administrative Assistant
Subject: Review Draft Rules of Procedure

Attachments

DRAFT Rules of Procedure

MILITARY & VETERANS AFFAIRS COMMISSION
CITY OF CHANDLER, ARIZONA

RULES OF PROCEDURE

ARTICLE I AUTHORITY

The Military & Veterans Affairs (Commission) has been established pursuant to Ordinance No. 4991, Section 2.22 of Chapter 2 of the Chandler City Code.

ARTICLE II PURPOSE, FUNCTION, AND DUTIES

Section 1 Purpose – The Chandler City Council is committed to honoring the service and sacrifice of Chandler’s military, veterans, their families, and the organizations that serve them. The Chandler City Council recognizes the opportunity to provide a forum for collaboration and partnership to further support the military and veteran community.

Section 2 Function – The Military and Veterans Affairs Commission shall serve as an Advisory Commission to the Chandler City Council. The Commission may adopt rules of procedure which may, among other things, set forth the time and place of meetings, and the operating procedures of the Commission.

Section 3 Duties – The Commission shall have the following duties:

- A. To advise the Mayor and Council concerning military and veterans related issues including the quality and effectiveness of veteran’s services in Chandler; and
- B. Educate the military and veteran community on available resources and support; and
- C. Collaborate and coordinate activities with military and veteran’s associations, commissions, and relevant government agencies; and
- D. Consider ways to acknowledge and honor the services and dedication of current military service personnel, veterans, and their family members; and
- E. Such other functions and duties as may from time to time be approved by the City Council.

ARTICLE III ORGANIZATION

Section 1 Commission Members - There is hereby established the Chandler Military & Veterans Affairs Commission, which shall consist of seven (7) members (“Commissioners”), appointed by the Mayor, subject to approval of the Chandler City Council. These members shall be

residents of Chandler or representatives of veteran focused businesses or associations serving the residents of the City. At least five (5) members will be current members of veterans of the United States Armed Forces, or representatives from veteran service organizations servicing the residents of the City.

Section 2 Terms of Office - The terms of office for the Commission shall be for three (3) years, except during the establishment of the commission where the terms shall be staggered to allow for a transition of membership. Initial members shall be appointed for the following terms: Two (2) members shall serve for one (1) year; two (2) members shall serve for two (2) years, and three (3) members shall serve for three (3) years.

Section 3 Officers and Staff - The Military and Veterans Affairs Commission shall elect its own officers at the first meeting of each year in January. No officer elected to the Commission shall serve in the same capacity for more than two (two) consecutive one-year terms.

- A. **Officers** - The Commission shall elect a Chairperson (“Chair”) and Vice-Chairperson (“Vice-Chair”) at the first meeting at term end in January.
 - I. The Chair shall preside at all meetings and hearings of the Commission, decide all points of order and procedure, and perform any duties required by law, ordinance, or these bylaws.
 - II. The Chair shall have the right to vote on all matters before the Commission and shall also have the right to make or second motions in the absence of a motion, or a second, made by a member.
 - III. The Vice Chair shall act as Chair in the Chair’s absence. In the absence of the Chair and Vice Chair, the Commission will select an Acting Chair to that meeting by a majority vote of the members present.
 - IV. In the event the Chair cannot complete the full term in that position, the Vice-Chair shall assume the duties of Chair.
 - V. Should the Vice-Chair be unable to complete the full term in that position, another Commissioner will be elected by the Commissioners at the meeting immediately following notice of the Vice-Chair’s inability to complete the term.
 - VI. The City Code Section 2-61 provides for forfeiture of Commission member office in certain scenarios including failing to attend three consecutive unexcused absences from the Commission.
- B. **Staff** – The Community Services Director (“Director”), or the Director’s designee, shall serve as staff liaison. A Secretary to the Commission (“Secretary”) will be assigned by the Director.

ARTICLE IV MEETINGS

Section 1 Regular Meetings

- A. Regular meetings shall be held monthly or as determined by the Commission. The Commission will meet at least four times each year. The Commission generally meets on the second Tuesday of each month at 5:00 p.m., excluding legal City holidays. If the Commission determines that the regular meeting is too close to a holiday, such meeting shall either be canceled or rescheduled by motion or majority vote of the Commission.
 - I. Cancellation – If there are no action agenda items to be heard, a Regular Meeting may be cancelled by the Chair, Vice-Chair acting in the Chair's capacity, or Staff Liaison no later than seven (7) days prior to the scheduled meeting date.
 - II. Location – Regular meetings of the Commission shall be held at the City Council Chambers Conference room, unless noticed or advertised differently.
- B. Regular meetings of the Commission shall be open to the public and the minutes of its proceedings, showing the votes on each issue and records of its examination and other official actions, shall be filed in the City Clerk's office as a public record. For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and address and the names of any persons on whose behalf they are appearing.
- C. The Commission may, by a single consent motion, approve any number of actions where the Commission, Staff, and applicant are in agreement and where, after call and invitation by the Chair to do so, no member of the Commission or general public wishes to address any particular item designated for consent action by the Commission. Should any member of the Commission so request, the Commission shall then withdraw it from the consent agenda for the purpose of public discussion and separate action.

Section 2 Special Meetings

- A. Special meetings for any purpose may be held on the call of the Chair or request of two or more members, all at least twenty-four (24) hours before the meeting. At least twenty-four (24) hours notice shall be given to the general public by posting such notice at City Hall, and otherwise in conformance with Arizona State law.

- B. Special meetings of the Commission shall be open to the public and the minutes of its proceedings, showing the vote of each member and records of its examination and other official actions, shall be filed in the City Clerk's office as a public record. For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and address and the names of any persons on whose behalf they are appearing.
- C. The Commission may, by a single consent motion, approve any number of actions where the Commission, Staff, and applicant are in agreement and where, after call and invitation by the Chair to do so, no member of the Commission or general public wishes to address any particular item designated for consent action by the Commission. Should any member of the Commission so request, the Commission shall then withdraw it from the consent agenda for the purpose of public discussion and separate action.

Section 3 Study Sessions

- A. Study sessions for any purpose may be held on the call of the Chair or request of two or more members, or by Staff giving notice to all the members by phone or email, or by verbal comment during a regular meeting, all at least twenty-four (24) hours before the meeting. At least twenty-four (24) hours notice shall be given to the general public by posting such notice at City Hall, and otherwise in conformance with Arizona State law. The call and notice shall specify the time and place of the study session, and an agenda of the business to be transacted.
- B. Study sessions may be held before or after any regular meeting, subject to providing notice as provided herein. When a matter is set for a study session, public testimony may be barred or limited to particular persons at the discretion of the Chair.

Section 4 Field Trips – The Commission may take field trips for purposes relevant to a public hearing or other matter under consideration. All Commission field trips shall be taken as a part of a regular or special meeting, and all interested persons shall be afforded the opportunity to be present to hear any reports or comments. A record of the field trip shall be entered into the minutes, so that the record shall indicate that the field trip was taken into consideration as evidence. Nothing herein shall prevent less than a quorum of the Commission, or commission members individually at their own convenience and expense, from taking field trips, which are related to an action or other matter being considered.

Section 5 Quorum - A majority of the members of the Commission shall constitute a quorum for transacting business at any regular meeting. No action shall be taken at any regular meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date. At a study session, any number of Commission members may hold discussion on agenda items.

Section 6 Agenda

- A. Preparation - An agenda shall be prepared by the Secretary for each regular meeting, study session, and executive session of the Commission. The agenda shall include the various matters of business as scheduled for consideration by the Commission.
- B. Agenda Items – All items for action and discussion shall be submitted to the Secretary with documentation eight (8) calendar days in advance of the meeting, to be considered for action on an agenda.
- C. Withdrawal of Request - An item may be withdrawn upon request to the Secretary, but no item shall be withdrawn after posting of hearing notice or legal ad published for notification prior to the public hearing thereon without formal consent of the Commission.

ARTICLE V ORDERS OF BUSINESS

Section 1 Parliamentary Procedure

- A. The Chair shall call the Commission to order, and the Secretary shall record the members present and absent. The Chair may call each matter of business in the order filed and shall announce the name of the action, and the nature of their request. Supporting evidence for and against each matter shall be presented to the Commission.
- B. The Chair shall conduct meetings under Robert's Rules of Order unless such rules are suspended by majority vote of the Commission. The Chair shall direct questions to any person speaking, to bring out all relevant facts, circumstances, and conditions affecting the matter being considered, and then call for questions from other members of the Commission and from City Staff.

Section 2 Voting

- A. The affirmative vote of the majority of members present shall be required for passage of any matter before the Commission. When a motion in favor of any action or other matter fails to receive an affirmative majority vote, i.e., a tie vote, it shall be entered into the minutes as a vote to deny the

action being considered. In the event that there is no motion, or the motion dies for lack of a second, it shall be entered into the minutes as a denial of the action being considered. Nothing herein shall prevent any member from making a subsequent motion on any matter where a prior motion is not approved by a majority vote of all members present.

- B. A member shall disqualify himself or herself and abstain from voting whenever he or she has, or may have, a conflict of interest in the action under consideration, as described and provided by the Arizona Revised Statutes (ARS 38-501, et. seq.) and the Chandler Code (Sec. 2-4, and successors).
- C. Each member attending shall be entitled to one (1) vote. The minutes of the proceedings shall indicate the vote of every matter acted upon and shall indicate any absence or failure to vote. No member shall be excused from voting except on matters involving the consideration of his own official conduct, or such matters as referred to in Section III. B. (2) of these bylaws.
- D. A motion to adopt or approve staff recommendations or simply to approve the action under consideration shall, unless otherwise particularly specified, be deemed to include adoption of all proposed findings and execution of all actions recommended in the staff report on file in the matter.

Section 3 Recommendation to City Council - The Commission shall forward a recommendation to City Council of its findings and/or action(s) in writing with respect to the merits of the action within thirty (30) days of the conclusion of the meeting where the action was discussed.

ARTICLE VI OFFICIAL RECORDS

Section 1 Retention of Files - The official records of the Commission shall include these rules and regulations, minutes of meetings, resolutions, and its adopted reports, which shall be deposited with the City Clerk's Office, and which shall be available to public inspection during customary office hours.

Section 2 Recording of Meetings - All public meetings of the Commission may be recorded by electronic device. Any person desiring to have a meeting recorded by an electronic device or by a stenographic reporter, at his or her own expense, may do so, provided that he or she consults the Commission's secretary to arrange facilities for such recording prior to the commencement of the meeting, or does not otherwise disrupt the proceedings.

ARTICLE VII AMENDMENTS

These bylaws may be amended by majority vote at any meeting of the Commission provided that notice of said proposed amendment is given to each member in writing at least five (5) days prior to said meeting. Such amendment shall be subject to ratification by the City Council and, if so approved, shall become effective at the next regular meeting of the Commission.

APPROVED AS TO FORM:

City Attorney

Date



Military and Veterans Affairs Community Services Memo No.

Date: 02/08/2022
To: Military and Veterans Affairs Commission
Thru:
From: Sandy Popovich, Senior Administrative Assistant
Subject: Conflict of Interest Disclosure Form

Attachments

Conflict of Interest Form



Office of the City Clerk
175 South Arizona Avenue
Chandler, AZ 85225
480-782-2181

CONFLICT OF INTEREST DISCLOSURE MEMORANDUM

To: Dana DeLong, City Clerk

From: **[Print Name of Member and Name of Board, Commission, or Committee]**

Re: Conflict of Interest Disclosure Pursuant to A.R.S. §§38-501 to 38-511

Disclosure of Interest

A conflict of interest exists if you or a relative has a pecuniary or proprietary interest, directly or indirectly, in this matter. A "relative" includes your spouse; children and grandchildren; parents and grandparents; brothers and sisters, as well as their spouses; and your spouse's parents, brother, sisters and children.

1. Identify the matter or decision under consideration by the public body, case investigation, or other matter in which you or your relative may have a "substantial interest" under A.R.S. §§38-501 to 38-511.

2. Describe the "substantial interest" referred to above.

Statement of Disqualification

To avoid any possible conflict of interest under A.R.S. §§38-501 to 38-511, I will refrain from participating in any manner in the matter identified above.

Signature of Public Officer or Employee

Date

File with the City Clerk