



**Minutes
Tempe Family Justice Commission
June 28, 2016**

Minutes for the Tempe Family Justice Commission Meeting held on June 28, 2016 at 6:00 PM at the Tempe Public Library, 2nd Floor Board Room, 3500 South Rural Road Tempe, Arizona 85282.

Commission Members Present

Karyn Lathan, Chair
Paul Ferguson
Patrick Foster
Bill Richardson
Kristen Scharlau
Joan Sisco
Margaret “Peggy” Tinsley

Commission Members Absent

MonaLou Callery, Vice-Chair
Angel Carbajal Jr.
Beatrice “Bunny” Kastenbaum

Staff Present

Paul Bentley, Human Services Deputy Director
Valerie Kime-Trujillo, Human Services Deputy Director
Brigitta Kuiper, City Clerk
Marie Chapple-Camacho, Human Services Public Information Officer
Melissa Placencia, Human Services Administrative Assistant

Public Appearances

Judith Homer, Tempe Resident

Item 1 – Meeting called to order at 6:08 PM

Item 2 – Attendance

Item 3 – Public Appearances

Tempe Resident Judith Homer was invited by Chair Karyn Lathan as a guest and Family Justice Commission Applicant.

Item 4 – Approval of April 19, 2016 Minutes – Motion by Commission Member Bill Richardson to approve minutes; motion passed unanimously.

Item 5 – City Clerk Update on Open Meeting Laws – [\(Presentation attached\)](#)

Item 6 – Chair Remarks

Chair Karyn Lathan asked the Commission Members to note all future meetings on their calendars and encouraged communication to staff if members are unavailable to attend meetings.

Item 7 – Strategic Planning Review

Human Services Deputy Director Paul Bentley reviewed the Strategic Plan and presented the question of how the Commission would like to move forward in the process. The goal of the Strategic Plan is to ensure the Commission's work fits within the City Council Priorities. The draft mission statement was included in the review which is open to revision at all times. The draft mission of the Family Justice Commission is to provide advice, recommendations, and guidance to the Mayor and City Council that promotes a coordinated community response to issues related to domestic and sexual violence. Specific vision elements were established as follows: Enhanced Inclusive Partnerships, Statistical Driven Direction, Increased Personnel Funding, Comprehensive Services, Focused and Coordinated Education, Safe and Comprehensive Services, Destination Enhanced School Involvement and Engagement Intentional Advocacy for Change. The Commission listed the underlying obstacles in relation to their practical vision which include: Staying Alert, Statistical Driven Direction, Timing is related to Funding, Tell the story, Education of Stakeholders and Decision-Makers, and Ask for what you need. The Commission identified four overall strategic directions for the next year, each with specific action arenas; Creating Stakeholder Buy-In, Establishing Recommendations, Gaining Support and Influencing the Delivery of Service. The Commission was asked to prioritize specific items in the Strategic Plan they would like addressed. The Commission voted to schedule a half day Strategic Planning Retreat Implementation; this session will replace the July meeting. Human Services Deputy Director Paul Bentley and Human Services Administrative Assistant Melissa Placencia will distribute a Doodle Poll to the Commission to come to a consensus on a preferred date and time.

Item 8 – Discussion

a. Advocate Position for Police Department

Care 7 has a three month grant that will imbed an advocate on July 5, 2016 in the Police Department. The Commission hopes to utilize this position to allow access to statistics to help better inform the Commission. This is the first time a victim advocate will be imbed in the Police Department under the supervision of Care 7.

b. Arizona State University Member Vacancy

Chair Karyn Lathan asked the Commission for input on reclassifying the Arizona State University position to an At-Large position or targeting a school of study within the university. Commission Member Patrick Foster suggested reaching out to professors, student services, health services, counseling, or the Dean's Office to assist in finding an Arizona State University Faculty Member. Commission Member Bill Richardson expressed his interest in bringing in a member of the College of Public Service and Community Solutions. Chair Karyn Lathan stressed the importance of balancing the Commission between advocacy and law enforcement. Commission Member Kristen Scharlau suggested having a position available for someone who is out in the field working everyday with the community and a Community Healthcare Provider.

Commission Member Margaret Tinsley filed a motion that the Commission recommend to the City Council that the operating ordinance be amended to provide for one faculty member from Arizona State University and five At-Large Members and amend Health Care Provider position be amended to a Community Health Care Provider; Motion fails for lack of a second.

Commission Member Bill Richardson asked if the Commission wants to be specific with amending the Health Care Provider title to Community Health Care Provider which may prove difficult to find. Chair Karyn Lathan suggested amending the position to a member of Childcare Services; Commission Member Patrick Foster felt it was necessary to keep the Health Care position as-is to be broad. The Commission will continue the discussion of this agenda item at the next meeting; suggestions by Commission Members will be sent to staff liaisons.

Item 9 – Future Agenda Items

- **Strategic Planning Implementation**

Item 10 – Meeting Schedule and location

Item 11 – Adjournment – Motion filed by Commission Member Kristen Scharlau to adjourn; motion passed unanimously

Next Meeting: Tuesday, July 19, 2016 at the Tempe Public Library – Connections Café Classroom, 3500 S. Rural Road. Tempe, AZ 85282

Minutes prepared by: Melissa Placencia

Reviewed by: Paul Bentley

Karyn Lathan,
Chair, Tempe Family Justice Commission



Arizona's Open Meeting Law

OML 101

Presented to the Family Justice Commission

June 28, 2016

Two Core Concepts

- “All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings” (A.R.S. § 38-431.01(A))
- “It is the public policy of this state that meetings of public bodies be conducted openly and that notices and agendas be provided for such meetings which contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided”. (A.R.S. § 38-431.09(A))

Why do we have an OML?

- To protect the public
- To protect public officials
- Maintain integrity of government
- Better informed citizenry
- Build trust between government and citizenry

Who Must Comply with the OML?

- All public bodies.
- **“Public body”** means the legislature, **all boards and commissions** of this state or **political subdivisions**, all multimember governing bodies of departments, agencies, institutions and instrumentalities of the state or political subdivisions, including without limitation all corporations and other instrumentalities whose boards of directors are appointed or elected by the state or political subdivision. Public body includes all quasi-judicial bodies and all standing, special or advisory committees or subcommittees of, or appointed by, the public body. (A.R.S. § 38-431 (6))

What constitutes a meeting?

- A meeting is a gathering, **in person or through technological devices** of a **quorum of a public body** at which they **discuss, propose or take legal action, including deliberations.** (A.R.S. § 38-431 (4))
- This includes telephone, e-mail, text messages, and social media communications.

What is a quorum for the Family Justice Commission?

- Membership = 11 members
- Quorum = 6 members

What is required under the OML?

- I. **Notice** – disclosure statement that states where the public body (Family Justice Commission) will post individual meeting notices and agendas. Must be posted at least 24-hours prior to the meeting.

Where? On-line and a physical posting board outside of the Council Chambers
(City Clerk's Office responsible)

What is required under the OML?

- 2. Agenda** – contain information reasonably necessary to inform the Commission and the public of matters to be discussed or decided. Must be posted at least 24-hours prior to the meeting.

Where? **On-line** (Staff Liaison responsible) and a **physical posting board outside of the Council Chambers** (City Clerk's Office responsible).

What is required under the OML?

- **Agenda logistics**
 - Agenda items should be directed through the Staff liaison
 - Staff liaison prepares the agenda with input from the Commission chair
 - Staff liaison sends agenda to Commission members in advance of the meeting
 - Staff Liaison posts agenda on-line and sends to the City Clerk for posting on the physical posting board

What is required under the OML?

3. Meeting minutes — Public bodies must take meeting minutes of all meetings; **meeting minutes are permanent records** and therefore shall be in writing.

- The minutes or a recording of the public session must be open for public inspection no later than three working days after the meeting, except as otherwise provided in the statute. (A.R.S. § 38-431.01(D))

● Requirements:

- Date, time and place of meeting;
- Names of members of the public body present or absent;
- A general description of matters considered;
- An accurate description of all direction given; and
- Such other matters as may be deemed appropriate by the public body.



Duties and Responsibilities of the Family Justice Commission (Ordinance O2015.25)

1. To advise the City Council and assist City departments in promoting access to justice and safety for victims of domestic violence, dating violence, sexual assault, stalking, and sex trafficking;
2. To advise the City Council and assist City departments in providing leadership and facilitating access to resources that will contribute to wrap-around services and a multi-disciplinary response for the victims and survivors;
3. To advise the City Council and assist City departments on coordinating cross training and multi-disciplinary tools to provide training opportunities to criminal justice personnel and healthcare providers about educational initiatives and systems based standards of practice that are critical to serving the victims of domestic and sexual violence and keeping them safe.
4. To advise the City Council and assist City departments on expanding education and outreach to vulnerable populations.

Tempe City Code Requirements

- Act in an advisory capacity to City Council
- Attend meetings
 - three consecutive absences or absence from six meetings within a 12 month time period, without consent, is deemed to constitute a resignation
- Review and approve official meeting minutes
- Grants authority to create subcommittees

What is the role of the Staff Liaison

- Serve as a resource to Commission members
- Serve as the liaison between the Commission and the Mayor's Office regarding activities.
- Ensure that meetings are held in accordance with the Open Meeting Law
- Prepare meeting agendas, agenda packets, meeting minutes.

Resources

- Ordinance No. O2015.25 and O2015.46
- City Clerk Resources website:
<http://www.tempe.gov/city-hall/city-clerk-s-office/boards-and-commissions/board-and-commission-member-resources>
 - *You as a Public Official*
 - Arizona Attorney General Publications – Open Meeting Law and Conflicts of Interest
 - Open Meeting Law Training Video
 - Ethics Handbook
- Arizona Ombudsman's Office
 - www.azoca.gov



Family Justice Commission

Thank you for your time and attention.

Any questions?