

Arizona Independent Redistricting Commission

Thursday, March 31, 2011

9:30 A.M.

Location

The Carnegie Center, Main Hall
1101 West Washington Street
Phoenix, Arizona

Attending

Colleen Coyle Mathis, Chair
Jose M. Herrera, Vice Chair
Scott Day Freeman, Vice Chair
Linda C. McNulty, Commissioner
Richard P. Stertz, Commissioner

James Barton, Attorney General
Chris Munns, Attorney General

Meeting Summary

1. Call to Order
 - The meeting was brought to order at 9:32 A.M.
 - There was a quorum present.
 - Any member of the public wishing to speak was requested to fill out a public comment form and submit it to the Chair.
2. Approval of Minutes
 - The minutes of the March 9, 2011 meeting, in the form of a meeting transcript, were reviewed and several changes were recommended by Commissioner McNulty. Minutes as revised, were approved on a motion by Commissioner Stertz, seconded by Commissioner Freeman.
3. Format of Minutes
 - The type of minutes desired by the Commission was discussed. It was decided to move forward continuing to use audio, a court reporter and a minute taker.
4. Call for Public Comment
 - Steve Muratore, Publisher, Arizona Eagletarian
Recommended continuing to use the web address azredistricting.org
Recommended putting notices of the Commission meetings on the web site

- Marcia Busching, Citizen
Discussed legal counsel budget and recommend attorneys be retained focusing on advice and not litigation.
Consider deferring PIO/Public Outreach staffing in favor of software expenditures.
Consider software for mapping input from the public.
- Judith Dworkin – Navajo Nation
The Navajo Nation was an active participant in the work of the previous Commission and intends to be active in the work of this Commission.
Intend to see that all rights are extended to the Navajo Nation.
- Karen Wigglesworth, ESRI
Company offers GIS software.
A software company prepared to offer solutions and assistance to the Commission in their work.

5. Hiring Processes

- Susan Laurence, ADOA Human Resources, answered questions for the Commission specific to the appointment of an Executive Director and the timelines associated with the process. Tentative schedule is for first review of resumes on April 6, 2011 and first interviews April 20, 2011. This permits ample time for reference checks. The position is currently advertised in the Arizona Republic, Monster and azjobs.gov. Refer all candidates or expressions of interest to Ms. Warren.
- Ron Loyd, ADOA Human Resources, answered classification questions in the event the Commission decides to appoint a public outreach/web master position. Mr. Loyd agreed this was possible within existing classifications of a PIO III requiring only simple changes to a PDQ (Position Description Questionnaire). It will also be necessary to submit a justification for hire.
- The Commission considers both positions to be vital to their work and are desirous of moving forward as quickly as feasible.

6. Request for Proposal (RFP) for Legal Counsel, Redistricting Consulting Services and other Consultative Support

- Jean Clark, State Procurement Administrator, provided information to the Commission in their discussion on the feasibility of negotiating final rates based on the evaluation criteria.
- James Barton, Attorney General, advised the panel that the Office of the Attorney General is willing and able to service as the Commission counsel.
- As to the question of if the Commission is required to follow the State Procurement Code, Mr. Barton said the law is unclear. However, his suggestion is that as good stewards they do so. Any further discussion along this line should be held in Executive Session should the Commission desire. There was no further discussion.

- The Commission discussed the scope of work. Commissioner Freeman raised several items to be changed in the original scope of work. On a motion by Commissioner Stertz, seconded by Commissioner Herrera, the changes were approved. The draft RFP will be ready for approval by the next meeting.

Request for Proposal (RFP) for Mapping Services

- Starting with the 2001 Scope of Work, Commissioner Herrera and Commissioner Stertz developed a new Scope of Work to include items of importance to the new Commission such as:
 - i. Electronic archival of material as well as paper format.
 - ii. Ongoing interaction between the contractor, the PIO and the Commission.
 - iii. Contractor to include detailed training sessions and meetings with the Commission during the process.
 - iv. Process to enable public direct input to the mapping process.

Upon a motion by Commissioner Freeman, seconded by Commissioner Herrera, the motion carried to have a draft RFP for approval at the next meeting.

7. Discussion and Possible Action on Office Space Options

- Nola Barnes, ADOA General Services Division, explained rents, square footages, ADA compliance issues and other amenities, and answered questions for the Commission. Properties under consideration were:
 - i. Evans House, 1100 West Washington Street
 - ii. 1400 West Washington Street
- The Commission's questions centered on ADA compliance of the facilities, amount of space, parking, technology features, and other amenities.

8. Web Site for the Commission

- The Commission discussed setting up a web site, including security, ease of public access, mapping features and other functionality.
- Buck Forst, ADOA, Information Technology Division, addressed questions by the Commission. The Commission expressed the desire to preserve the existing site of the former Commission and add a link to the new Commission web site. The Commission also wants a home page up with agendas, information on the Commissioners, and a space for public comment within a week.

9. Public Records

- Several staff members of the Department of Library, Archives and Public Records, discussed the legal requirements and options for archiving and accessing Commission records and preservation of records from past and future Commissions. Commissioner Stertz expressed his interest in the topic and volunteered to serve as the Commission's liaison for records and records retention.

10. Possible Action on Budget and Appropriations
 - Joe Whitmer, ADOA, General Services Division, provided an explanation and copies of how Commission expenditures were captured and noted that categories had changed over the years.
 - Mr. Whitmer also noted that the Commission budget is \$3 million for the year and observed that the previous Commission spent \$3.3 million the first year.
11. Council of County Farm Bureau Presidents
 - Chairman Mathis stated that she had been invited to speak to the Council of County Farm Bureau Presidents at noon on April 6, 2011. She noted that she had a schedule conflict and was unable to speak and asked if any other Commissioner was available to speak. Several Commissioners were available but it would involve rescheduling.
12. Future Meetings
 - The next meeting of the Commission is scheduled for Friday, April 8, 2011 at 1:00 P.M. in Tucson. Agenda items will carry forward and new items are to be submitted.
13. Adjournment
 - There being no further business the meeting adjourned at 12:20 P.M.

/paw