

**CITY OF BUCKEYE  
COMMUNITY SERVICES ADVISORY BOARD**

**November 14, 2018**

**MINUTES**

Community Services Administration Building  
110 East Irwin Avenue  
Buckeye, AZ 85326  
6:30 pm

**1. Call to Order/Pledge of Allegiance/Roll Call**

Matthew Dudley, Vice Chair called the meeting to order at 6:30 pm

Members Present – Board Members Linda Gross, Sue Mros, Teresa Bible, Garnett Sailor, Stephen Rugh, Matthew Dudley, and Dr. Peace Ezeogba.

Staff Present –Community Services Director Rod Buchanan, Conservation and Project Manager Robert Wisener, Parks Manager DiAnna Lipe, and Management Assistant Robyn Jacobs.

Visitors Present- Joe Federicko, City of Buckeye Senior Site Council

**2. Comments from the Public – none**

**3. Approval of Meeting Minutes for September 19, 2018**

Motion made by Steve Rugh and seconded by Teresa Bible to approve minutes. Vote was taken. Motion passed unanimously.

**4. New Business**

**4a. – Introduction of new Community Services Director**

Robyn Jacobs introduced the new Community Services Director Rod Buchanan to the Board. Mr. Buchanan's experience and career highlights were covered. Mr. Buchanan briefly covered his initiatives in previous municipalities and experience with prior advisory boards.

**4b. – Open Meeting Law Update**

Summer Stewart, City of Buckeye Deputy City Clerk provided a presentation that covered an overview of the duties of the City Clerk's office, rules of procedures adopted by City Council in January 2017, and recent changes from the Arizona Attorney General's office to open meeting laws. Stewart stated appointed boards must be completely transparent. Agendas are posted in advance of meetings and only items that are on the agenda can be discussed. If items are brought up that are not on the agenda, they cannot be openly discussed or deliberated. Public notice of quorums must be posted at all special events which is covered under council's posting that includes members of boards and commissions. Five members represent a quorum of community services advisory board members. Sue Mros asked about board members volunteering for an event and if it needs to be posted with Summer Stewart replying yes. Violators can be fined \$500 if board members fail to comply with law and actions taken at the meeting could be voided. Garnett inquired as to how the new law pertains to the Community Services Advisory Board since they are not making laws, regulations or ordinances. Stewart advised the board is appointed by council and falls under the new regulations. Steve Rugh stated if something comes up at an event, the agenda can be revised 24 hours prior to the meeting. Mr. Buchanan stated any board member can e-mail a member of staff to discuss an item or make a suggestion and then agendize the correspondence. A special meeting can always be scheduled and held. Stewart stated the

chair, acting chair, director, or Robyn will have to stop anyone if they are not complying with open meeting laws. Garnett asked about the specificity of an agenda. Stewart stated items have to be specifically on the agenda especially when resulting in future decisions being made. Sue Mros asked if these regulations covered the Community Center Site Council. Stewart said it does not since the Site Council is not appointed by City Council. Steve asked if the change will affect the board bylaws. Stewart said Robyn will review but she surmised that it does not. Garnett asked if this is City of Buckeye driven or across the state. Stewart stated it is for all boards across the state.

**4c. – Possible change of meeting day and time.**

Robert Wisener, Conservation and Project Manager presented results of a survey conducted by board members on the possibility of changing the day and time of the meeting due to some members having challenges in coming to meetings at 6:30 p.m. on 3<sup>rd</sup> Wednesday of each month. Motion made by Steve Rugh, seconded by Dr. Peace to change the meeting time from 6:30 p.m. to 6:00 p.m. but keep the meetings on the 3<sup>rd</sup> Wednesday of each month unless this did not work for Mrs. Hess. Motion passed unanimously. Wisener to check with Mrs. Hess and report to board at January meeting.

**5. Community Services Director's Report**

Mr. Buchanan stated he's glad to be with the City of Buckeye and discussed long-range planning of the department including the possibility of acquiring BLM land.

**6. Comments from the Chair and Board Members**

Sue Mros commented on the success of Halloween Carnival.

Dr. Peace welcomed new director.

Steve Rugh commented on Halloween Carnival, Veterans Day Parade events. He appreciates receiving the bi-weekly reports instead of monthly reports.

Teresa Bible congratulated department on Halloween Carnival.

Matthew Dudley complemented department on successful events. He requested a list of volunteer opportunities.

**7. Next Meeting**– January 16, 2019 at 6 p.m. in the Conference Room at the Community Services Administration Building, 110 East Irwin Avenue.

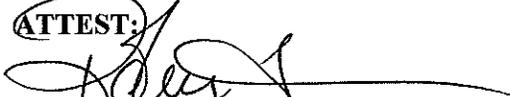
**8. Adjournment**

A motion was made to adjourn the meeting at 7:25 p.m. by Vice Chair Matthew Dudley, seconded by Board Member Teresa Bible. Motion passed unanimously.

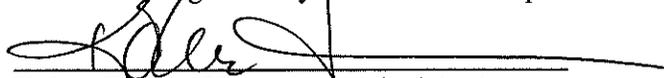


Natalie Abeyta, Chair

ATTEST:

  
\_\_\_\_\_  
Robyn Jacobs, Management Assistant

I hereby certify that the foregoing minutes are a true and correct copy of the Community Services Advisory Board meeting held by the Advisory Board on September 19, 2018. I further certify that the meeting was duly called and that a quorum was present.

  
\_\_\_\_\_  
Robyn Jacobs, Management Assistant