



Mayor's Commission on Well-Being

MINUTES

Mayor's Commission on Well-Being

Lower Level Conference

Wednesday, February 2, 2020

2:30pm

**201 S. Cortez
PRESCOTT, ARIZONA
928.777.1100**

Minutes of the Mayor's Commission on Well-Being held on February 5, 2020 in the Lower Level Conference Room at 201 S. Cortez Prescott, Arizona.

1. CALL TO ORDER

Billie Orr called the meeting to order at 2:35pm.

2. ROLL CALL

John Murphy

Margaret Travers

Jesse Burke

Kristy Everson

Terri Farneti

Cecelia Jernigan

Vickie Johnston

Lori Kennedy

Bonnie McMinn

Council Liaison, Mayor Pro Tem Orr

Staff Liaison, Kelly Tolbert

3. CONSENT ITEMS

A. Motion to appoint Chair

Margaret Travers moved to nominate John Murphy as Chair seconded by Cecelia Jernigan: Passed unanimously.

B. Motion to appoint Vice Chair

John Murphy moved to nominate Margaret Travers as Co-chair seconded by Terri Farneti: Passed unanimously.

4. DISCUSSION/ACTION ITEMS

A. Open Meeting Law Training

Mayor Pro Tem Orr began the meeting in lieu of a Chair person by discussing that committee member Karen Van Barnveld is unable to make meetings therefore Kristy Everson will be taking her place. City Clerk swears in new members Vickie Johnston and Kristy Everson and paperwork is signed. Update from

Mayor Pro Tem Orr that Jesse Burke will be joining after his current obligation allows. Mayor Pro Tem Orr introduces Matt Podracky, acting City Attorney, to explain Open Meeting Law beginning with explaining discretionary differences between Councils and Boards which include the option to discuss future agendas and not being able to respond to public comments. Cecilia Jernigan asks for a copy of the presentation and is told it is on the City website. Matt Podracky explains that members of Boards and Commissions are public servants subject to Open Meeting Law which are also known as Sunshine Laws. A quorum can be fulfilled with Skype or phone call ins. Without a quorum, there is no meeting. For this size Commission, a quorum is five out of the nine. Review of proper terms. Notices must be posted within 24 hours. Our City combines notices and agendas whereas other municipalities do it differently. We are a Mayor's ad hoc committee and this group should not have to go to executive sessions which are typically held for more confidential matters.

Review of how to avoid violating Open Meeting Law- Don't poll other members, limit discussions with other members to public meetings, don't send emails to each other, distribute information to the council through your staff liaison, and disband meetings when a quorum is not present.

Staff liaison will disseminate topics for agenda via Chairperson. Mayor Pro Tem Orr brings up discussion about working in small groups while being compliant with Open Meeting Law. Margaret Travers asks about each person having access to City email accounts. A violation would be a quorum chatting outside of the meeting resulting in a decision about something being made. Hub and spokes example discussion Daisy chaining is when quorum acting outside of the meeting trying to make a decision which can easily be remedied with making the topic an agenda item. Matt Podracky explains that there is no statute of limitations on non verbal communication violations. Group discussion on etiquette. In respect to social events, if there is going to be a quorum present, a "Courtesy Agenda" will be posted via a quorum notice. In case of public bodies at meetings, unless they are making a presentation they do not have to identify themselves or sign in. Conflict of interest is when a person stands to gain money or property from a board decision it must be disclosed and the member should not participate. Matt Podracky assures that if there are any questions about this that the legal department is available to answer them.

Creating a subcommittee is complicated. Margaret Travers says that there may need to be subgroups to divide the workload. City Clerk, Sarah Siep, recommends one person specializing on a topic then bringing it to agenda. John Murphy asks about locations of public meetings and if they can happen anywhere; the answer is yes. City Clerk states that it is required to consider accommodations provided by ADA in accessibility to meetings. Margaret Travers brings up the topic of hydration as an example.

B. Schedule of Future Meetings

First and third Wednesdays at 3:30pm in Council Chambers. Protocol for missing meetings discussed. One and a half hours should be allocated for bimonthly meetings. Consensus is to schedule Strategic Planning/Vitalist group with Darla Deville helping to plan Mission/Vision/Goals session for February 29, 2020 at the Prescott Gateway Mall. Regular meetings will resume Wednesday, March 4, 2020.

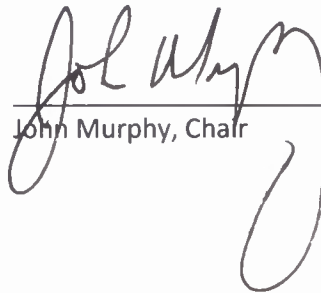
C. Future Agenda Items

Addressing how we want items presents for future agendas. John Murphy mentions stoking public interest in what can be encompassed under well-being. Hydration and movement are important. Discussion on campaigns and ideas and John Murphy recommends starting small. Margaret Travers recommends identifying the scope, strengths, identifying a plan and locations of meetings. John Murphy says to identify existing resources in town and work toward amplifying those existing resources. Terri Farneti mentions her program at the Health Department called My Sidewalk. Bonnie McMinn

addresses identifying potential partners such as YRMC and perhaps adding a tab to the City website. Lori Kennedy says that the next meeting should be informative, discussing potential for events, providing a foundation for future planning, and identifying who we are and what we are doing as a Commission. Cecelia Jernigan expresses that she had a lot of questions about the Commission on her social media post of members being sworn in at City Council meeting. Group discussion on what well-being and what it encompasses. Mayor Pro Tem Orr states that a lot of what needs to be done starts with communication and that she has discussed with City Outreach Manager, John Heiney ways to do this. Cecilia Jernigan brings up her previous experience with conducting surveys while she worked at ASU. John Murphy states that education is another aspect to what needs accomplishing while helping folks realize that well-being is a community effort. There is discussion about reinforcing best practices and Mayor Pro Tem Orr states that these efforts are for the citizens of Prescott. There is more discussion circling back to communication. Margaret Travers recommends brainstorming future agenda items. John Murphy recommends having an outline of well-being, community partners, and future community events. Kelly Tolbert will email out the previous work completed by staff task force regarding well-being as well as Gallup Study results to Commission Members.

5. ADJOURNMENT

There being no further business to discuss John Murphy adjourned the meeting at 4:10pm.



John Murphy, Chair

ATTEST:



Kelly Tolbert, Staff Liaison