

**MINUTES OF PUBLIC MEETING OF THE
ARIZONA GEOGRAPHIC INFORMATION COUNCIL
ADMINISTRATIVE AND LEGAL COMMITTEE**

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A public meeting of the Arizona Geographic Information Council was convened on July 28, 2021 at 1:00 pm. Due to a Governor's Executive Order, the meeting was held by phone and online only. Present at the meeting were the following members or designees of the AGIC Administrative and Legal Committee:

Table 1: Committee Voting Members

Member	Agency/Company	In Attendance*
Eric Feldman, Co-Chair	Maricopa County	Yes, Virtual
Shea Lemar, Co-Chair	AZ State University	Yes, Virtual
James Meyer	AZ Department of Transportation	Yes, Virtual
Jason Howard	Maricopa Assoc. of Governments	Yes, Virtual
Jenna Leveille	AZ State Land Department	No, Excused
Lucas Murray	AZ Dept of Economic Security	Yes, Virtual
Steve Whitney	Pima County	Yes, Virtual

*Yes, Virtual indicates the person was present at the meeting either by phone or by logging in to WebEx.

Table 2: Public Members At-Large

Member	Agency/Company	In Attendance*
Kevin Blake	Yuma County	Yes, Virtual

*Yes, Virtual indicates the person was present at the meeting either by phone or by logging in to WebEx.

- I. **Call to order:** Meeting was called to order at 1:00 pm; Introductions were made by the committee ensuring attendance list was managed and quorum established.
- II. **Approval of Meeting Minutes from April 2021:** Motion to approve minutes made by Steve and seconded by Jason. Motion passed.
- III. **AGIC Council Roster Updates:** Jenna has sent out renewal notices to all members whose membership will expire in September. Shea reported the Arizona Department of Environmental Quality has replaced their member with a new person.
- IV. **AGIC Manual Workgroup Updates**
 - **Record Retention:** Motion to add a section to the AGIC manual stating AGIC records will be maintained according to the Arizona State Land Department's (ASLD) retention schedule and ASLD will retain all AGIC records was made by Lucas and seconded by Eric. Motion passed.

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- **Additional Recommendations**
 - **Work Plan Updates:** The Manual Workgroup recommends making the following changes to the work plans.
 - Committees should list the names and brief descriptions for all of their workgroups on their annual work plans.
 - Workgroups only need to submit work plans if their parent committee requires it.
 - The council only needs to approve the work plans for the committees and workgroups that report directly to them. Committees should begin approving work plans for any workgroups that report to them and submit those work plans to the council for record-keeping purposes.
 - **AGIC Organizational Chart:** The Manual Workgroup recommends that the front page of the AGIC Organizational chart should only include information on the Council, Committees, and any workgroups that directly report to the council or committees. If it is necessary to include workgroups that report to workgroups, that can be done on the individual committee pages of the Organizational Chart.
 - The Admin and Legal Committee had no questions or comments about these items. Lucas will work with the Manual Workgroup to create language for these items and discuss where to place them in the manual. Lucas will bring these items back to the October Admin and Legal meeting for their final approval to include them in the manual. If approved, they will be forwarded to the Council for their approval before being added to the manual.
- **Action Item:** Lucas will add the retention schedule item to the list of proposed manual changes for review and approval by the Council at their November meeting.
- **Action Item:** Lucas will work with the Manual Workgroup to develop language and discuss where the Work Plan and Organizational Chart items should be placed in the Manual. He will have these items ready for review and approval at the October Admin and Legal meeting.

V. ASLD Sharing Funding Info About AZGeo ISAs with AGIC:

Recommendation from Jenna, Shea, and Lucas to create a report showing total contributions received from Interagency Service Agreements (ISA) to show how

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much support AZGeo is receiving. Since these contributions are not part of the AGIC budget, the group recommends AZGeo Advisory Committee report the contribution amounts in their report to the council. It is recommended the funds be reported once per year to the Council and include a disclaimer emphasizing these are not AGIC funds.

The Committee overall felt this was good information to report. Jim noted that since the ISAs are public record, we could report who contributed funds and by what amount. Lucas added that it would help to include total costs for AZGeo to provide context on whether the contributions are enough to cover system costs.

Action Item: Jenna or Shea will make a recommendation to the AZGeo Advisory Committee to include this information in future Council reports.

- VI. Discussion of Tracking Committee Members:** Shea recommended creating a graphic once per year showing total AGIC members broken out by committee and workgroup. This information would demonstrate how broad and diverse AGIC membership is and would not only be useful for the AGIC Council but also other groups, including the State Land Commissioner, state legislature, and others.

Outreach has a report that tracks this information and would just need to be converted into a graphic to display at a council meeting. Shea also felt it would be useful to further breakout membership by organizational type (e.g., public, private, tribal, etc.). However, this would take extra effort and would only happen if a team has time to create this information.

- VII. Discussion of AGIC Awards:** Follow-up report from Shea that the AGIC Conference Committee is working on descriptions for the recently proposed Lifetime Achievement and AGIC Service Award. They plan to present their descriptions at the next Council meeting.

- VIII. Discussion of Developing a Template for Annual Committee Reports:** Shea proposed Admin and Legal create an annual report template that would summarize all AGIC achievements and activities for the past year. The report would demonstrate the accomplishments of the Council to groups like the State Land Commissioner, state legislature, and state department leaders. Committees and workgroups would still create annual work plans, but their achievements would be added to an overall annual report.

Jim recommended the report include council/committee/workgroup progress toward meeting any stated goals. This would require the groups to find ways to measure their success on their work plans. Shea will bring this item up for discussion at the August Council meeting and request their approval for Admin and Legal to research the topic further. If the Council approves, Admin and Legal will discuss forming a workgroup to research this item further and develop

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a template.

Action Item: At the August Council meeting, Shea will request approval from the Council for Admin and Legal to develop an annual report template.

- IX. Information or Topics for Future Meetings:** The next Committee meeting is scheduled for October 13, 2021. Discussion on annual report template will continue at next meeting. Committee will also plan to begin creating the 2022 work plan and 2021 accomplishments.

Action Item: Shea will create a committee report to present at the August Council meeting

- X. Call to the Public:** None

- XI. Adjourn:** Adjourned at 2:18 pm

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