
FONTES TRANSITION TEAM MEETING MINUTES

MEETING DATE: 12/8/2016

RECORDED BY: KAREN LOSCHIAVO

ATTENDANCE

Name	Title	Present
Mike Schiller	Transition Team Manager	Yes
Adrian Fontes	Maricopa County Recorder-elect	Yes
The Hon. Andy Kunasek	Co-Chair	Yes
The Hon. John A. Buttrick		Yes
Karen Loschiavo		Yes
Mr. Mark Robert Gordon		Yes
Ms. Cynthia Ford		Yes
Ms. Felecia Rotellini, Esq	Co-Chair	No
The Hon. Rick Romley		No
The Hon. Terry Goddard		No
Dr. Sheila Harris		No

1. MEETING START

Meeting Schedule Start: 3:00 pm

Meeting Actual Start: 3:15 pm

Meeting Scribe: Karen Loschiavo

2. AGENDA

- **Thank you and Welcome!**
 - Conferencing in on future sessions is fine if someone can't attend.
 - Half of team not present — they will focus on the Recorder's side.
- **Agenda Review**
- **Get Acquainted Around the Room**
 - Adrian introduction — "I really care."
 - Mark introduction — Extensive campaign experience, about 100 over the years. Election and voting rights attorney from non-partisan standpoint. "Election process here has needed more work than any other state than I've worked in." Looking for fairness and balance in elections.
 - John introduction — Experience in election disputes related to party status, introduction to the world of election law. In 2001 appointed to Superior Court bench for 12 years and presided over election disputes. Interfaced frequently with Recorder's office during that time. Last four years has been a federal magistrate in Yuma, Flagstaff and Phoenix. Just retired in August

and looking to get involved in something that will help people. Make sure Adrian gets off on the right foot in the Elections department.

- o Andy introduction — Just saw Hamilton in NYC. Saw lines to vote in NYC only like he's ever seen in the Navajo Nation, festive and celebratory. He wished others looked at voting in the same way. Excited to help bring benefit to the transition. Has known Helen for almost 30 years as well as Karen Osborne. Got to know Osborne in his first election when he was a write-in candidate. Karen Osborne was the consummate professional, never a lack of trust or suspicion. Maintain independence in the office.
- o Karen introduction — Adrian's assistant and former Communications Manager for campaign
- o Mike introduction — Career in business and has been consulting since 2001. Former Republican turned Democrat.
- **Expectations**
 - o Adrian, "All I expect is as much as you're willing to give." Trying to be consistent with meeting times: Thursday at 3:00 pm, most likely at same location until Adrian takes office. To be decided.
 - o Adrian wanted to get the ball rolling because he doesn't want transition team to meet beyond March.
 - o Sub Committee - Two folks on Election side missing from today's meeting. Cynthia Ford has worked in elections for a long time in Ohio and California. Terry Goddard knows a lot about elections as well. Recorder's side is more administrative.
 - o **Elections Policy** — What needs work and what can stay the same? Things will change as we move forward and will be fluid as more people come on board.
 - o **Elections Director** — National search for Elections Director. Asking for a job description from everyone. Valley Metro did National Service. Board of Supervisors did the recruitment (Andy). We have those guidelines to use.
 - o **Recorder** — Will discuss when team members are present.
 - o **Politics** — straightforward questions about the politics. Andy will provide GOP perspective and Mark Democratic, John for third-party perspective. Make sure we are balancing each other in conversations. Adrian believes we are going in the same direction and picking the right path is important. Candid discussions are important.
 - o Looking to Andy to elucidate how this all works. Was involved in Gov. Brewer's transition. Interview process, vetting and ultimately leaving decision to Adrian for final call. *Has ideas for organization chart for people that might be missing that will be helpful.* People on both sides as a matter of strategy are trying to create doubt, even if nothing is going wrong. Have to show the system is not rigged. No one ever doubted Recorder's intention or integrity. *Urged Adrian to get someone with a title company background to help point out what they perceive as flaws or things that shouldn't be touched. Mike and Adrian will call Title Association to get names and identify someone who can advise Adrian.*
 - o Adrian welcomed everyone to critique methodology of transition team as we go forward.

- o Adrian Looking to begin national search for Election Director and begin the search in middle of February at the latest. He takes office January 1st.
 - o First election is in March — Goodyear mail-in election.
 - o City of Phoenix will handle their own election in March.
 - o Consideration of proposed statute changes for coming legislative session.
 - o Andy: Has Adrian met with ACO yet?
 - o Adrian: Has not spoken with Jennifer Marson or the other supervisors yet.
 - o Andy: ACO will be a huge ally. It's all there, Adrian has to plug himself in.
 - o Adrian: Goal is to preserve administrative integrity of the office. Believes in capacity of the current staff.
 - o **Budgets:** Adrian and Mike met with Brain Hushek today about budget. Will have more specific budget and staffing information next meeting 12/22 when he reviews numbers.
 - o **Outreach Director** — coming on board, not finalized
 - o **Chief of Staff** — Mike Schiller
 - o **Interim Elections Director** — needed and Adrian has an idea of who he wants but wants to make it known that it's very temporary. Adrian doesn't want to wait until the search is over because if someone comes in right away assessing procedures and technology new person won't have to go through that again.
 - o Andy: *David Stevens, IT Director for the County will be a good advocate on the IT systems. Will make a meeting possible. David will be key to Adrian's success.*
 - o Mike: Want to meet him too.
 - o Adrian: Clear that there is not enough information yet.
 - o Adrian: Terry Thompson is the IT Director for the Recorder's Office. 35 to 40 technicians. GIS Group separate from Elections. Seemed excited to have Adrian.
 - o Adrian: What sorts of people do we want in deciding what services the Recorder's office should be providing? Sub groups for improving User Experience for public.
 - Easing real estate transactions and discovering chain of title easily
 - o Adrian: do not want to limit the IT department. They have a lot of capacity.
 - o Andy: Meet with Paul Peterson from Assessor's Office. Recorder, Assessor, Treasure are integrated.
 - o Cynthia introduction — First job out of college was working for Cuyahoga County Board of Elections and held a lot of positions. Thinks she has a lot to offer as far as inside knowledge and nuances of Elections department.
- **Tasks**
 - o Every member to write a short job description for an Elections Director as well as potential interview questions.
 - o Adrian: Do not want to use a search firm, just the present available resources from the County. Hoping for 3 solid candidates.
 - o Whole team to provide Mike with items they want to see discussed to put on agenda for future meetings.

- **Summary and Next Steps**
 - Review of action items (listed below)
 - Interim director to audit processes
 - Andy: Ross Tate, County's Auditor should look at everything too
 - Adrian: Due for an internal County audit
 - National Search beginning Mid-Feb *at the latest*
 - Further comments?
 - John: Contact Chief Judge of Superior Court and ask her to poll the judges about things they would want to change or remain the same in the Elections Department regarding elections challenges.
 - Adrian: Will speak with Judge Warner soon about this.
 - Mark: Real Estate lawyers perspective is important to include.
 - Adrian: Will look for someone when we're ready to open discussion.
 - Mark: How long did Brewer's transition last?
 - Andy: Went on after Brewer took office in January.
 - Adrian: Hope to be done before end of March, best case scenario.
 - Cynthia: When do you want a new Elections Director?
 - Adrian: First task is to announce search for Elections Director. HR already has ball rolling.
 - Andy: Cynthia's background will help in determining qualifications.
 - Mark: Call in number if you can't make it in person.
 - Thank you from Adrian, if you have questions reach out!

5. MEETING END

Meeting Schedule End: 4:30 pm

Meeting Actual End: 5:05 pm

6. POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Reach out to David Stevens, IT Director for the County	Andy	
Reach out to Ross Tate	Andy	
Reach out to Chief Judge Barton of Superior Court	John	
Contact ALTA for Title Company Perspective	Mike	
Create briefing packet about current technology	Mike	
Contact Connie at Home-builders Association	Mike	
Ask Felecia to find banker's perspective	Mike	
Call-in Number for Conferencing in	Mike	Next Meeting, 12/22
Short Job Description and Set of Interview Questions	Whole Team	Next Meeting, 12/22
New agenda items sent to Mike for next time	Whole Team	Next Meeting, 12/22

7. NEXT MEETING

12/22 3:00 pm