



MEMORANDUM

DATE: August 12th 2019

TO: Julie Castañeda, Clerk of the Board

FROM: Ramón Valadez, County Supervisor, District 2

SUBJECT: Agenda Item

Please add the following item to the August 19th 2019 agenda

Discussion/direction/action regarding effective operation of Pima County Community Law Enforcement Partnership Commission. (District 2)

c: C.H. Huckelberry

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MEMORANDUM

Date: August 8, 2019

To: The Honorable Ramón Valadez, Vice Chair
Pima County Board of Supervisors

From: C.H. Huckelberry
County Administrator *[Signature]*

Re: **Pima County Community Law Enforcement Partnership Commission Effective Operation**

At your request, I have considered what modifications may be necessary in the formation of the Community Law Enforcement Partnership Commission (CLEPC) to make it operational. The CLEPC have been unable to meet due to the lack of appointments or individual Board Members directing their members not to attend meetings, effectively precluding this advisory body from meeting.

It should be noted, at the onset this is purely an advisory body created by the Board of Supervisors; it has no standing in statute or code, and therefore, its formation and operating principles are exclusively at the discretion of the Board.

Since certain District Board Members have not appointed their members to the advisory body, or have instructed members to not attend, in order to not achieve a quorum to hold an actual meeting and make recommendations to the Board, I would suggest the following:

1. District Appointments – Each Board Member appoints three members from each District to the CLEPC; one of the three members must possess extensive criminal justice system experience. When a Board Member fails to appoint members from his/her District within 30 days of a vacancy, the Clerk of the Board shall advertise and request applications from individuals desiring to serve on the Commission from that respective district. Applications received by the Clerk will be forwarded to the respective District Board member. If a District Board Member fails to make appointments within 30 calendar days of receipt of applications from the Clerk, the item will be automatically placed on the next available board agenda with all applications and the entire Board will have the discretion to appoint members into those vacant positions to serve as a CLEPC advisory members. Seats already vacant at the time of adoption shall begin application process immediately.
2. Failure to Attend Meetings or Make Quorum – If any member fails to attend or make quorum for three consecutive meetings, their seat is automatically declared vacant

The Honorable Chairman Ramón Valadez

Re: **Pima County Community Law Enforcement Partnership Commission Effective Operation**

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and will be filled pursuant to Item #1 above. Members who have failed to attend or make quorum three consecutive meetings prior to adoption of these changes, but who have not vacated their seat, shall be informed of the changes and if they fail to meet or make a quorum at the next meeting, shall be automatically considered to have vacated the position. Clear and repeated abuse of this attendance requirement shall also be grounds for dismissal from the Commission.

3. Open Meeting Law Compliance – To ensure that the Commission follows open meeting law requirements, a Civil Deputy County Attorney knowledgeable in open meeting law will attend the meetings to ensure compliance; and if not in attendance, a recording of the meeting will be forwarded to the Deputy County Attorney to take appropriate action if an open meeting law violation occurs.

It should always be remembered that this is an advisory body created by the Board and the Board can accept, modify or reject, any advice on any agenda item acted on or recommended to the Board by CLEPC.

I would suggest that you place this item on an appropriate agenda to receive direction from the Board regarding this matter and make necessary amendments to the operating rules and/or bylaws of the advisory body.

CHH/lab

c: The Honorable Chairman and Members, Pima County Board of Supervisors
Jan Leshner, Chief Deputy County Administrator
Andy Flagg, Chief Civil Deputy County Attorney
Regina Kelly, Director, Grants Management and Innovation Office