

**Arizona Commission on Access to Justice**  
**MINUTES**  
**Thursday, February 4, 2021**  
**9:00 a.m. to 12:00 p.m.**  
**Virtual Meeting**

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**Virtual attendees:** Judge Lawrence Winthrop (chair), Judge Samuel Thumma (co-chair), Kip Anderson, Mike Baumstark, Pam Bridge, Stacy Butler, Judge Christoffel, Judge Bruce Cohen, Joel England, Anni Foster, Kevin Groman, Judge Anna Huberman, Joe Kanefield, William Knight, Judge Joseph C. Kreamer, Maria Morlacci, Judge Portley (Ret.), Janet Regner, Kevin Ruegg, Kathy Schaben, Valerie Wyatt, Anthony Young

**Absent/Excused:** Rodolfo Sanchez, Dr. Rebecca Sandefur

**Presenters/Guests:** Chief Justice Brutinel, Joanna Carr, Cathy Clarich, Cathleen Cole, Judge David Gass, Chris Groninger, Elise Kulik, Linus Ros, Alicia Moffatt, Susan Pickard, Laura Ritenour, Lara Slifko,

**Administrative Office of the Courts (AOC) Staff:** Theresa Barrett, Julie Graber, Sabrina Nash, Kathy Sekardi

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**I. REGULAR BUSINESS**

**A. Welcome and Opening Remarks**

With a quorum present, the February 4, 2021 meeting of the Arizona Commission on Access to Justice (ACAJ) was called to order by Judge Lawrence F. Winthrop, chair at 9:02 a.m. Judge Winthrop outlined meeting housekeeping and introduced new ACAJ members; Stacy Butler, Joe Kanefield, Judge Portley (Ret.), and Dr. Rebecca Sandefur. He acknowledged members who were reappointed and again thanked outgoing commission members Judge Maria Elena Cruz, Judge Thomas Berning and Helen Purcell for the great contributions they have made to the commission since its inception.

**B. Approval of Minutes**

The draft minutes from the November 19, 2020 ACAJ meeting were presented for approval.

**Motion:** Kevin Gorman moved to approve the November 19, 2020 minutes. **Seconded:** Anthony Young. **Vote:** Unanimous.

**II. BUSINESS ITEMS AND POTENTIAL ACTION ITEMS**

**A. Report from the Chief Justice Brutinel**

Chief Justice Brutinel discussed his strategic agenda “Justice for the Future.” Chief Justice Brutinel thanked the commission for inviting him to speak and discussed why access to justice is important to the courts and what the Commission on Access to Justice can do to help meet the goals in the strategic agenda. Access to justice incorporates many things such as: access to court buildings, the necessary forms and paperwork available to litigants, and interpreters to help litigants understand what is happening in the courtroom. He acknowledged that the Commission on Access to Justice has been looking for ways to improve access to justice especially during the COVID-19 pandemic by working on community eviction issues, online dispute resolution pilot programs, ways to expand broadband access and consumer debt issues. Chief Justice Brutinel stated that going forward with access to justice issues the Commission could continue to simplify court policies and practices, partnering with the executive branch agencies on recidivism and reentry, review and make recommendations on juvenile court initiatives, and ensure the two domestic violence pilot programs currently under way with lay legal advocates and licensed legal paraprofessionals are meeting the needs of clients.

Chief Justice Brutinel noted that there is a service gap between people who want limited legal services or who cannot afford standard legal fees which is how the Licensed Legal Paraprofessional (LLP) program came into practice. LLP's provide affordable, limited services in specific areas of family law, limited jurisdiction civil and criminal law and can help bridge the gap in services for litigants. Chief Justice Brutinel stated that we will continue to need innovative solutions and collaboration both during and after the pandemic and thanked the Commission again on the work that the Commission has done and will continue to do.

**Discussion:** Topics included allowing LLPs to assist with dependency cases, memorializing best practices created during the pandemic that could continue post-pandemic and the digital evidence portal.

## **B. Chairperson's Report**

- Judge Winthrop encouraged commission members to read ABA President Trish Refo's, letter to President Biden on behalf of the ABA advocating for court and access to justice reform, adequate funding for legal aid services, and to provide for legal assistance as part of the federal disaster-relief funding as it relates to COVID-19 victims. The letter also advocates for ensuring that broadband services be made available throughout all rural areas of the country, pointing out how critical that is to connecting specialty lawyers in urban areas with rural residents in need, and for criminal justice reform, in terms of eliminating bias, sentencing reform and providing reentry assistance.
- Judge Winthrop discussed the article encouraging President Biden to revive the federal Office for Access to Justice, which was created as part of the Department of Justice under President Obama.
- Minnesota recently announced that it will launch a two-year pilot program starting in March allowing legal paraprofessionals to provide legal assistance in family law and landlord-tenant disputes. The Arizona Supreme Court approved LLP licensure some months ago, and the details concerning education, training, supervision and certification are being finalized.
- Alternative business structures – allow non-lawyers to apply to have ownership interests in law firms. To date, Utah has received 33 applications from business entities, and about 20 have been approved. Arizona has received one application from Trajan Estate LLC, but more are expected.
- The federal omnibus FY 2021 appropriations legislation signed into law at the end of December included a \$465 million allocation for Legal Services Corporation (LSC), which is a boost of \$25 million from last year. This is the largest appropriation in actual dollars in LSC's history.

## **C. Child Support Guidelines Review Committee – Quadrennial Report Update**

Judge David Gass, Chair, Child Support Guidelines Review Committee, stated that the Child Support Guidelines Review Committee was established to conduct the federal and state mandated quadrennial review of the guidelines. Along with the economic and case file reviews the committee conducted research on a variety of topics that were recommended by the previous committee, changes to federal and state laws and case law. Amendments to the guidelines are;

- Restyled and reorganized guidelines to make them easier to follow.
- The addition of a table of contents to direct individuals to the information they were seeking.
- The guidelines were made gender neutral to eliminate ambiguous language and confusion, and to reflect the diversity of modern families.
- Defined terms used in the guidelines into everyday language.
- Added a correlation table to assist attorneys and individuals in finding the section they are seeking in the revised guidelines.

Judge Gass also noted that the child support guidelines will be translated into Spanish for the first time to assist the Spanish speaking community.

**Motion:** Kevin Groman moved to approve the new child support guideline changes. **Seconded:** Janet Regner. **Vote:** Unanimous.

**D. Commission on Minorities in the Judiciary – ACJA Code Revision Proposal**

William Knight, Los Abogados Hispanic Bar Association, stated that this proposal will align the Commission on Minorities in the Judiciary (COM) with other state court commissions and national organizations that are working towards racial justice, equity and inclusion in the justice system. The proposed name change and the general purpose updates would more accurately list the current goals and policies the commission hopes to collaborate on with its judicial branch partners and other stakeholders in Arizona’s justice system. The new name The Commission on Diversity, Equity and Justice (DEJ) reflects the goals of the commission and is in alignment with many other state court commissions. The changes to the commission’s General Purpose are to:

- Develop recommendations to promote diversity, equity and inclusion in the recruitment, hiring and training of judicial officers and court and probation department employees.
- Promote racial inclusion and fairness in the Arizona Judicial Branch by coordinating efforts with other justice system partners, the legal community and non-governmental organizations.
- Identify court policies and procedures that disproportionately affect communities of color and advancing solutions to ensure racial equity in Arizona’s criminal justice, juvenile justice and child welfare systems.
- Develop programs that encourage diverse group members to obtain internships, clerkships, and to participate in other career development and training programs for judicial, legal, court and law-related positions.
- Monitor and assist in the implementation of goals and strategies identified in the Arizona Judicial Branch Strategic Agenda regarding diversity, equity and justice.
- Provide reports on the commission’s work and recommendations to the Arizona Judicial Council.

**Motion:** Kevin Ruegg moved to approve the proposal **Seconded:** Judge Portley. **Vote:** Unanimous.

**E. Update from Community Legal Services Regarding Eviction Actions**

Pam Bridge, Community Legal Services (CLS), provided a brief history and update on a partnership with the City of Phoenix regarding the City of Phoenix’s Tenant Assistance Program. CLS approached the City of Phoenix asking to partner with them to provide tenants facing eviction with legal counsel. Using CARES Act funds CLS was able to hire a supervisor for the City of Phoenix Tenants Eviction Assistance Project (TEAP), six attorneys and a paralegal to assist tenants. In October 2020 the City of Phoenix and CLS signed a contract which extends the program through June 2021. Next steps include additional marketing of TEAP to Spanish media to reach Spanish speaking tenants, to have a presence in justice courts to help tenants when the courts reopen and to find additional ways to locate tenants before an eviction action happens.

**Discussion:** Judge Winthrop noted that Senator Engel has introduced SB 1661 which would provide partial funding to create a housing navigator program on a statewide basis. What is the status of distribution of rental assistance? Anni Foster noted that details for the Department of Economic Security’s program are still being finalized. Is there a similar tenant assistance program available in Tucson/Pima county? Stacy Butler stated that Step Up to Justice, a legal service provider has a similar program.

**F. Report from the Arizona Housing Coalition Eviction Policy Task Force**

Joanna Carr, Research and Policy Director, Arizona Housing Coalition, stated that the Arizona Housing Coalition's Eviction Policy Recommendations Workgroup met in January 2021. The workgroup is comprised of stakeholders representing community legal services, constables, health providers, data teams, advocacy groups, and community foundations. The purpose of the workgroup is to collaborate with ACAJ to work to increase equity between landlords and tenants, consistency in court procedures. Next steps include creating policy recommendations to help reduce evictions statewide and address homelessness. She anticipates presenting the recommendations by the next ACAJ meeting.

**Discussion:** Will recommendations take into consideration housing quality or lack thereof and the impact on evictions? The need for affordable housing will be considered along with habitability.

**G. DHHS Report Regarding Legal Services for Children and Families**

Judge Maurice Portley, Senior Director of Judicial Engagement Team for Casey Family Services, noted that on January 12, 2021, the Children's Bureau of U.S. Department of Health and Human Services (DHHS) issued a memorandum to highlight the importance of civil legal advocacy in advancing the well-being of families and their children, and encouraging state, territorial and tribal human services to support working together to support civil legal advocacy. The memorandum identifies the various means of funding civil legal advocacy; highlights models and partnership approaches to providing civil legal advocacy; and emphasizes the value of civil legal advocacy as a proactive, preventive, and restorative support to families and children.

**H. Report on Efforts to Propose Changes to the New Licensed Legal Paraprofessional Scope of Practice**

William Knight noted the Judicial Council recently approved the licensure of limited scope, non-attorney practitioners to improve access to justice in certain practice areas where the private and public sector fail to adequately provide for litigants' representation needs. The Administrative Office of the Courts will file a petition to update the administrative code and applicable rules of procedure to narrowly expand LLP scope of representation to include initial appearance advocacy in felony cases.

**Motion:** Stacy Butler supports the proposed changes to the Legal Paraprofessional scope of practice and once the rule petition is filed the Chair is authorized to file a written comment in support. **Seconded:** Judge Anna Huberman **Vote:** Unanimous.

**I. Legislative Update**

Elise Kulik, Legislative Liaison, AOC, announced that the current legislative session is 25 days into session and the a typical legislative session is 100 days, however it is anticipated that the session will run a little longer this year due to the legislative session ending early last year because of the pandemic. As of today, there are 1,600 pieces of legislation that have been introduced, some of them repeats from last year due to the session ending early. Bills of interest to the Commission:

- **H2141 – Appropriations, Alternative Prosecution; Diversion Program:** Appropriates money from the general fund for three years to the Arizona Criminal Justice Commission to fund alternative prosecution and diversion programs.
- **H2164 – Coordinated Reentry Planning Services Programs:** Authorizes counties to establish a coordinated reentry planning services program within a county jail for screening and assessing persons booked into jail and connecting them with behavioral and substance abuse treatments.
- **H2186 – Prosecution Deferred; Diverted:** Expands the eligible population who is eligible for deferred prosecution to include defendants accused of serious, sexual or

dangerous offenses.

- **H2197 – Eviction Prevention; Study Committee:** Establishes a 19-member Study Committee on Statewide Eviction Prevention and Housing Affordability to conduct a comprehensive study on reducing eviction filings, review policies and statutes, conduct research on housing affordability issues and prepare legislation to address these issues.
- **H2599 – Jail; Home Confinement Electronic Monitoring:** Authorizes counties to establish a home confinement electronic monitoring program that allows a prisoner to serve a portion of the jail term under the monitoring conditions set by the court and provides a prisoner with the ability to maintain employment while serving their time.
- **H2603 - Pretrial Diversion Program; Requirements; Appropriation:** Authorizes counties to establish a pretrial diversion program as an alternative method of holding low-level offenders accountable for violations of the law, which includes participation in evidence-based education or treatment programs that target factors related to recidivism. This program is an alternative to prosecution and a participant who successfully completes the program will have all charges dismissed or no charges will be filed against the participant.
- **S1249 – Conviction; Set Aside; Traffic Violations:** Traffic violations are no longer excluded from allowing a person convicted of a criminal offense to apply to the court to have the judgement of guilt set aside on fulfillment of the conditions of probation or sentence and discharge by the court.
- **S1266 – Competency Evaluation; Records; Appointments:** If the court determines that reasonable grounds exist for a competency examination and the defendant is charged with only a misdemeanor, the court is required to appoint one or more mental health experts to examine the defendant.
- **S1322 – Eviction Proceedings; Virtual Appearances:** In a special detainer or forcible detainer proceeding before the court, any party, including an attorney or witness, must be permitted to participate remotely using a telephone or video conference connection.

Ms. Kulik mentioned that S1661 which appropriates monies for housing assistance has not yet moved, however she will keep the Commission updated on its status. H2401- Juvenile Dependency; State Aid Appropriation will be heard next week in the House Judiciary Committee.

#### **J. COVID 19 Eviction Actions Update**

Theresa Barrett, Court Programs Manager, AOC, updated members on the issues created by the COVID-19 pandemic and outlined the various administrative orders and actions taken by the courts to provide information to the public on court procedures during the pandemic. She also stated that judicial training was being held for judicial officers to keep them up to date on the latest changes and noted that Dave Byers was hosting weekly stakeholder meetings with landlords, attorneys, and legal assistance entities regarding rental assistance and grants assisting with rent.

#### **K. Update on COVID-19 Legal Information Hotline**

Joel England, Executive Director, State Bar of Arizona, reported that from May 20, 2020 through October 30, 2020 the Hotline received 2,339 calls.

Top legal issues discussed:

- Housing (35%)
- Finance or money (14%)
- Employment/Unemployment (13%)

The number of calls referred for a free half-hour consultation was 694 and of those calls; 120 small business owners were assisted, and 379 callers aged 60 years or older were helped with COVID-19 legal issues.

**L. Update on AZCourtHelp.org Enhancements and Use**

Cathleen Cole, Arizona Bar Foundation for Legal Services & Education, discussed Google Analytic results from March 2020 through October 2020. There were 280,662 new AZCourtHelp users, up 118% from the same period in 2019. There were 845,851 pageviews.

Devices used to access AZCourtHelp:

- Desktop usage increased 33%
- Cellphone usage increased 82%
- Tablet usage increased 16%

Acquisition of Users:

- Organic searches were up 179%
- Referrals up 102%
- Social media ups 220%

Top referrals to AZCourtHelp:

- AZCourts.gov – 19,560
- AZPoint.gov – 14,105
- AZLawHelp.org – 10,115

Top pages viewed:

- Find my court – 56,539
- Electronic court records – 42,395

Thirteen Live Chat operators handled 3,312 sessions totaling 544 hours and 7 minutes. The average length of each chat was ten minutes. Top chat topics were; orders of protection, landlord/tenant issues, traffic issues, court scheduling, and criminal matters and set aside.

**M. Update on the Public Information and Messaging Workgroup**

Aaron Nash, Public Information Officer, AOC, presented a draft of the ACAJ Annual Report. He noted that the timeframe covered for the annual report is calendar year from November 2019 to November 2020. It was noted that the report should also include highlights from each county reflecting their access to justice efforts made during the pandemic and how access to justice was represented in the long term.

**N. Update on Justice in Government Workgroup**

Chris Groninger noted that the workgroup was collaborating with the Legal Assistance Hotline, AZCourts.gov, and government entities on distributing COVID-19 information out to all stakeholders. They're also working on a regional approach to guardianship issues, working in collaboration with Victim of Crime Act (VOCA) agencies regarding VOCA funds, coordinating with state agencies on a Crime Victims Website and creating and maintaining partnerships with state agencies and legal assistance partners.

**O. Update from the Judicial and Attorney Engagement Workgroup**

Judge Joseph Kreamer presented on the Pro Bono Programs' Recommendations regarding Promoting Pro Bono and Supreme Court Rule 38. Arizona pro bono programs have the following concerns about implementation of the Rule 38 process of certifying attorneys for pro bono and recommendations for promoting pro bono:

1. Many retired and inactive attorneys are not aware of the process to become certified and the benefits of providing pro bono services. Some retired attorneys believe they are permitted to do pro bono services as a retired state bar member and may not know that certification is required.

**Recommendations:**

- The State Bar should notify all retired and inactive attorneys about the option to become certified for pro bono, what is involved, and which organizations are approved Legal Services Organizations (LSOs).
- The State Bar should encourage senior lawyers to do pro bono, offer to help interested senior lawyers connect with approved Legal Services Organizations, work with LSOs to provide appropriate trainings, and publicize availability of dues waivers for certified attorneys who provide at least 25 hours of pro bono service a year.
- The State Bar should thank and recognize attorneys who do pro bono and convey the importance of pro bono service. All State Bar communications should reflect positive regard for retired attorneys who provide pro bono service. Communications with certified pro bono attorneys including the letter sent to newly certified attorneys and dues notices should convey this tone.
- For attorneys who learn about the certification process and become certified during the year, the State Bar should waive dues for those who provided at least 25 hours of pro bono service during the 12 months prior to the date dues are due.

2. The process for becoming certified for pro bono poses barriers for some attorneys.

**Recommendations:**

- For Arizona attorneys, an attorney should not be required to obtain the Certificate of Good Standing and pay a \$17 fee prior to applying for certification. The Supreme Court should have access to this information. If a Certificate of Good Standing must be obtained by the volunteer, the volunteer should not be required to pay a fee.
- An attorney certified for pro bono should not be required to go through the entire certification process again in order to provide additional pro bono service through another LSO. If the Clerk of the Supreme Court received a Certificate of Good Standing, another Certificate should not be required.
- An active attorney who is planning to retire should be allowed to seek certification prior to changing status to Retired so there is no gap in a volunteer attorney's authority to do pro bono.
- The State Bar and Supreme Court should collaborate to speed up the process for Certification.

**P. Report from the Self-Represented Litigants in Limited Jurisdiction Courts Workgroup**

Kathy Sekardi, on behalf of Judge Anna Huberman, reported that the SRL workgroup is continuing its work on consumer debt videos and legal information sheets. There are three completed and translated videos and four more videos to be scripted, recorded and translated.

**Q. CARES Act Workgroup Report:**

Due to time constraints, Judge Samuel Thumma deferred to his written report. Judge Thumma reported that the workgroup was formed to provide public awareness, education and promote access to court forms and other resources regarding eviction proceedings that may not have complied with the CARES Act. The workgroup has met three times, most recently in early January 2021. The workgroup has four subgroups addressing the following (1) Public Education and Resources; (2) Court Based Solutions; (3) Litigation-based Solutions and (4) Quick Analysis and Education in Response to Future Federal Pandemic Relief. The most recent workgroup meeting discussed responses to the CDC order extension through January 31, 2021 and related issues. The discussion also included the November 2020 representation by the Arizona Multihousing Association that it is undertaking a lookback of 900 cases (more recently, nearly 1,500 cases) that may have violated the CARES Act as well as other information the AMA has indicated it will be providing. The meeting also included a report back from the four subgroups.

### **III. OTHER BUSINESS**

#### **A. Good of the Order**

#### **B. Call to the Public**

No members of the public requested to speak.

#### **2021 Meeting Dates:**

May 6, 2021

November 2, 2021

Adjourned at 12:05 p.m.

**Arizona Commission on Access to Justice**  
**MINUTES**  
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**Virtual Meeting**

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**Virtual attendees:** Judge Lawrence Winthrop (chair), Judge Samuel Thumma (co-chair), Kip Anderson, Mike Baumstark, Pam Bridge, Stacy Butler, Judge Bruce Cohen, Joel England, Kevin Groman, Judge Anna Huberman, Joe Kanefield, Judge Joseph C. Kreamer, Maria Morlacci, Judge Maurice Portley (Ret.), Janet Regner, Kevin Ruegg, Rodolfo Sanchez, Dr. Rebecca Sandefur, Kathy Schaben, Valerie Wyatt, Anthony Young

**Absent/Excused:** Judge Dean Christoffel, Anni Foster, William Knight

**Presenters/Guests:** Chief Justice Brutinel, Joanna Carr, Cathleen Cole, Scott Davis, Blythe Edmonson, Judge David Gass, Chris Groninger, Jake Hinman, Aaron Nash, Makenzie Pish, Joan Serviss, Lara Slifko, Mark Zinman

**Administrative Office of the Courts (AOC) Staff:** Theresa Barrett, Julie Graber, Sabrina Nash, Kathy Sekardi

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**I. REGULAR BUSINESS**

**A. Welcome and Opening Remarks**

With a quorum present, the May 6, 2021 meeting of the Arizona Commission on Access to Justice (ACAJ) was called to order by Judge Lawrence F. Winthrop, chair at 9:01 a.m.

Chief Justice Brutinel congratulated Judge Winthrop on his upcoming retirement and thanked him for his many years of service as chair of the commission and on the Court of Appeals. He welcomed Judge Thumma as the new chair of the commission and stated that he knew Judge Thumma would continue the excellent work of the commission.

Judge Winthrop thanked AOC staff for their hard work and support in implementing the ACAJ's mission, ideas and proposals.

**B. Approval of Minutes**

The draft minutes from the February 4, 2021 ACAJ meeting were presented for approval.

**Motion:** Anthony Young moved to approve the February 4, 2021 minutes. **Seconded:** Judge Maurice Portley. **Vote:** Unanimous.

**II. BUSINESS ITEMS AND POTENTIAL ACTION ITEMS**

**A. Chairperson's Report**

- Judge Winthrop noted that the ACAJ's annual report has been electronically distributed across the state judicial system and the executive and legislative branches and thanked Alicia Moffat, Aaron Nash, Kathy Sekardi and the entire Public Information Messaging work group for their efforts developing and pulling the report together.
- Chief Justice Brutinel's letter that accompanied the annual report to Arizona's judiciary and legislative branch was provided within the meeting materials. The letter is the Supreme Court's 2020 update to the five-year strategic agenda and many of the commission's projects and issues were noted. Judge Winthrop and Judge Thumma presented the annual report to the Presiding Judges and the Arizona Judicial Council.

- The American Bar Association (ABA) Law Day is a yearly collaborative effort between the ABA, the State Bar, the Judicial Branch, the Bar Foundation and this Commission. The goal is to meet with our elected officials in Washington to advocate for legal aid funding through the Legal Services Corporation, and usually one additional issue that is topical. The last two years COVID-19 pandemic has reduced those meetings to virtual ones, wherein several individuals participated in those meetings, including Commission and workgroup members Judge Thumma, Kevin Ruegg and Chris Groninger. Several other lawyers – in both the public and private sectors – also participated, including ABA President Trish Refo. With no budget bill currently pending, Arizona representatives met with our elected officials and their legislative directors to discuss including legal aid as an “essential service” in any supplemental funding enacted by Congress this year. Additionally, the second topic of enhancing judicial security in light of multiple incidents of violence directed against judicial officers, was also discussed.
- Judge Winthrop noted that pressure is on for increasing Legal Services Corporation (LSC) funding in any additional supplemental recovery and infrastructure funding this year. In the materials is a bipartisan letter to the members of the House supporting “robust” funding for FY2022 budget funding for LSC. The official request for that budget year is \$1 billion, an amount that represents the need for civil legal aid services in this country. The members were encouraged to write their own letters to increase LSC’s FY2022 budget.
- Executive Branch actions concerning housing and eviction relief continues. The Consumer Financial Assistance Bureau last month issued an interim final rule in support of the Centers for Disease Control (CDC) eviction moratorium. That rule requires debt collectors to provide written notice to tenants of their rights under the eviction moratorium and prohibits debt collectors from misrepresenting tenants’ eligibility for protection against eviction under the CDC order. Violations of this rule can be prosecuted by federal agencies and state attorneys general for violation of the Fair Debt Collection Practices Act and are also subject to private lawsuits by tenants.
- The Sixth Circuit Court of Appeals has recently held, however, that the CDC exceeded its authority in issuing or extending the moratorium. The Chair of Arizona Senate Judiciary Committee has asked our Chief Justice why the Arizona Supreme Court has not issued any order or decision that reaches the same conclusion. Through its Chief Counsel, the Court has responded to that letter. It is possible that this issue will be headed to the US Supreme Court in the future.

Judge Winthrop congratulated:

- **Judge Joe Kreamer:** who will receive the 2021 State Bar Association James A. Walsh Award, recognizing “that judge whose career exemplifies the highest standards of judicial conduct for integrity and independence; who is knowledgeable of the law and faithful to it; who is not swayed by partisan interests, public clamor, or fear of criticism; who is patient, dignified and courteous to all who appear before that judge; and who endeavors to improve the administration of justice and public understanding of, and respect for, the role of law in our society.”
- **Judge Maurice Portley:** who will receive the Bar Foundation’s 2021 Walter E. Craig Distinguished Services Award, given to “that attorney who has manifested adherence to the highest principles and tradition of the legal profession and service to the public in the community.”
- **Chris Groninger:** who will receive the 2021 State Bar Association Award of Appreciation, given to “an individual who is not a member of the Bar in recognition of outstanding service toward the creation of a better understanding of the legal profession and the administration of justice, the judiciary or the legislative process.”

**B. Report from the Governor's Office (taken out of order)**

Judge Winthrop read Anni Foster's report as she had a scheduling conflict. Highlights include:

- If anyone has ideas on how the federal funding coming to Arizona could be used, she is happy to relay those thoughts to the Governor for consideration.
- Currently the focus is on housing assistance through Department of Economic Security.
- The Governor recently appointed Tom Simplot as the new housing director, there will be an increased focus on homelessness, and the elderly.
- There is concern about child abuse reporting as a result of children not being seen by school personnel.

The Governor's Office is still awaiting guidance from the federal government and they are still working on plans for the funding. The funding has more specifics regarding what it can be used for and it is not as immediately available as it was before.

**C. Update on Recommendations from the Arizona Housing Coalition Eviction Policy Task Force (taken out of order)**

Joan Serviss, Executive Director, Arizona Housing Coalition, stated that the goal of the workgroup is to reduce evictions statewide and address homelessness. Ms. Serviss presented the following Arizona Housing Coalition's Eviction Policy Recommendations:

- Creation of an Evictions Specialty/Eviction Diversion Court to consolidate eviction issues into one court to reduce procedural issues by ensuring consistency. Eviction Courts could offer services and resources such as mediation offered by law students/legal aid agencies, coordination of service providers and wrap around services to help the tenants and landlords.
- Mandate periodic training for judges and court staff and implement a training review to audit procedure for accountability in the areas of the Arizona Residential Landlord and Tenant Act, Residential Mobile Home Property Landlord and Tenant Act and the Residential Vehicle Property Landlord and Tenant Act.
- In the absence of an Evictions Specialty Court provide a rental assistance administrator or legal aid representative to be stationed at court to provide to renters targeted resources to those most in need of assistance. Partner with Emergency Rental Assistance Fund administrators with on-site rental assistance applications and fund processing.
- Increase access to courts by extending ability to do virtual or telephonic court appearances, request courts not issue a default judgement should the tenant lose connection during a hearing and, require attaching details of legal and rental assistance resources to the copy of the complaint and summons provided to the renter.
- Increase renter education by distributing existing renter education resources, ensuring that renter information documents are available in Spanish, partnering with local jurisdictions to create outreach and education efforts on available rental assistance resources, providing procedural information to tenants and landlords on the eviction process.
- Encourage landlord/tenant communication by educating landlords on resources available for their tenants, providing information about available emergency assistance programs available, including information on mediation/alternative dispute resolution services.

Discussion on the recommendations included the possibility of establishing mediation/settlement conferences, revisiting the timeframe and speed of eviction cases in the courts, exploring some of the recommendations which may need statutory changes.

**D. University of Arizona: Innovation for Justice Program: Innovation in the COVID Era (taken out of order)**

Makenzie Pish, Program Manager, University of Arizona, discussed the innovation and technology projects underway in the Innovation for Justice Program and discussed how the work took on new and urgent relevance during the COVID-19 pandemic. Below is a short list of current projects highlighted by Ms. Pish:

- Licensed Legal Advocate Pilot
- Human Trafficking Advocate Toolkit
- Cost of Eviction Calculator
- Legal Empowerment for People Experiencing Medical Debt
- Legal Empowerment for People Experiencing Housing Instability
- Building Innovation for Justice Student Pipelines

**E. Video Tour of New Mohave County Courthouse (taken out of order)**

Kip Anderson, Court Administrator, Superior Court in Mohave County, shared a guided virtual tour of the new Mohave courthouse highlighting design areas that improve access to justice. The new courthouse is centrally located in historic downtown Kingman for easy access. Also, the justice court will be moved into the old superior courthouse, connected to the new courthouse by a bridge. Other features of the new courthouse are:

- Automated Navigation Digital Interface (ANDI), a holographic receptionist designed to assist patrons to determine their hearing time and courtroom location through voice recognition or a touch panel. ANDI can respond in English and Spanish.
- Fully staffed law library to assist the public with forms, directions and access to law materials.
- Entrance monitors that display all courtroom calendars and evidence PC laptop input.
- Separate entrances for staff and judicial officers, and separate circulation paths for the public, staff and in-custody individuals.

A suggestion was made that it would be helpful if Mr. Anderson would write up a summary of things to consider when building a new courthouse to share with other courts that may be considering building a new courthouse in the future.

**F. Access to Justice Innovations Learned from COVID-19 Continuity of Court Operations During a Health Emergency Workgroup (Plan B Workgroup)**

Judge Samuel Thumma, Co-chair, provided a brief history on the workgroup's charges. The best practices recommendations made by the workgroup are in the meeting materials and cover the following:

- COVID-19 Vaccine Guidance for Arizona Courts
- Protocol for In-Courthouse COVID-19 Symptom or At-Risk Condition by a Participant in Arizona State Courts
- Jury Management Subgroup Best Practices Recommendations
- COVID-19 Continuity of Court Operations

Judge Thumma stated he will present the recommendations to the Judicial Conference in June 2021. He also stated that the workgroup is working on "*What to Keep in the Post-COVID-19 World*" which will be forthcoming in June 2021.

**G. COVID-19 Eviction Actions Update (taken out of order)**

Mike Baumstark, Deputy Director, AOC, updated the commission on eviction actions in the state.

- Two administrative orders have been issued, the first administrative order issued March 30, 2021 extended the CDC Eviction Order deadline to June 30, 2021 and made changes to what is required in the pleadings to cover rental assistance, and if an agreement has been entered into subsequent release of claims. It also requires landlords/property

owners to provide, as part of the pleading, a Qualified Written Request (QWR) to assure the court that the property is/was not covered by the CARES Act. The second administrative order issued on April 15, 2021 made corrections to the March 30, 2021 administrative order.

- Senate Bill 1322 signed by the Governor goes into effect 90 days after the legislative session ends. This legislation is related to eviction proceedings and addresses special/forcible detainer proceedings that permits participation in the initial appearance virtually via telephone or video.
- The CDC Eviction Order expires on June 30, 2021 and the AOC is currently working on a document entitled “*Procedures Upon Tenants Vacating Premises and Expiration/Termination of CDC Eviction Order*” in anticipation of the order expiring or being terminated by the District court order.

#### **H. Update on COVID-19 Legal Information Hotline**

Joel England, Chief Executive Officer, State Bar of Arizona, reported:

- A radio interview was conducted in January 2021.
- A Horizon appearance with Chief Justice Brutinel was aired in February 2021 to discuss Law Day.
- The Legal Information Hotline ceased taking calls on April 15, 2021 after 10 months of operation. During that time the Hotline answered 3,145 calls and made 859 referrals for free attorney consultations.
- Top legal issues in which attorney assistance was requested included: housing, finance or money, employment/unemployment.
- 72% of calls came from Maricopa County followed by Pima County.

#### **I. Update on AZCourtHelp.org Enhancements and Use**

Cathleen Cole, Arizona Bar Foundation for Legal Services & Education, discussed Google Analytic results from January 2021 through March 2021. There were 153,377 new AZCourtHelp users, up 128% from the same period in 2020. There were 433,962 pageviews.

Devices used to access AZCourtHelp:

- Cellphone usage increased 161%
- Desktop usage increased 40%
- Tablet usage increased 45%

Acquisition of Users:

- Organic searches were up 170%
- Referrals up 62%
- Social media up 339%

Top referrals to AZCourtHelp:

- AZCourts.gov – 7,641
- AZPoint.gov – 6,043
- AZLawHelp.org – 4,067

Top pages viewed:

- Find my court – 23,491
- Electronic court records – 18,383

The Legal Info Sheet regarding evictions of unwanted occupants under A.R.S. §§ 33-1378 has appeared in the top ten pages viewed on AZCourtHelp for the first time. There has been a 152% increase in document downloads— Adult Name Change and Declaration to Landlord for a Temporary Halt in Residential Evictions were the most downloaded forms.

There were 385 Live Chat sessions totaling 61 hours and 19 minutes. The average length of each chat was ten minutes. Top chat topics were; orders of protection, landlord/tenant issues, traffic issues, court scheduling, and criminal matters and set aside. There have been 5,881 pageviews of COVID-19 related pages on AZCourtHelp since April 7, 2020.

**J. Update from the Public Information and Messaging Workgroup**

Aaron Nash, Public Information Officer, AOC, mentioned that the AZCourtHelp Resource Center was submitted for a competitive Chapman Award for contributing to the improvement of justice. An addendum to the application included updated information that reflected the pandemic period. Other projects PIM is working on are outreach efforts through traditional outlets and public libraries and expanding videos and information. The workgroup also plans to develop warrant information videos and legal info sheets. Mr. Nash also requested members to provide information about what ACAJ and the other workgroups are working on to either his office or Sabrina Nash. This information will be used in the 2021 annual report.

**K. Update from the Justice in Government Workgroup**

Chris Groninger stated that in March 2020 Judge Winthrop sent a letter to state-elected officials regarding CARES Act funding providing the opportunity to include legal services as an essential service to allow local governments to direct money to those necessary efforts. An example of a successful partnership resulting from CARES funding is the City of Phoenix and Community Legal Services program that created the Tenant Eviction Prevention (TEP) program. In March 2021 another letter was sent to Arizona elected officials and county board of supervisors again asking them to include legal services as an essential service. This follow-up correspondence resulted in Pima County, the cities of Phoenix and Tucson reaching out for more information.

**L. Update from the Judicial and Attorney Engagement Workgroup**

Judge Joseph Kreamer stated that the workgroup met on April 23, 2021 and had a good discussion on Supreme Court Rule 38 and how to engage retired and senior lawyers. Activities underway include:

- Pat Gerrich and Michelle Mirto, Arizona State Bar, are developing an educational seminar on Rule 38. The workgroup discussed broader ideas about engagement and potential changes to Rule 38 to address perceived barriers.
- Re-igniting work on a Judicial Public Service/Pro Bono Web Portal to provide judicial officers with information on pro bono and public service opportunities. Judge Kreamer shared that Judge Perkins had created a draft of the potential layout and content for the web portal. The State Bar Foundation graciously offered support the web portal.
- Judge Kreamer is working with the Arizona and the U.S. Attorney's offices and other government agencies to brainstorm ideas for further bolstering ways to engage attorneys.

**M. Report from the Self-Represented Litigants in Limited Jurisdiction Courts Workgroup**

Judge Anna Huberman, reported that the workgroup is working on scripting, reviewing, updating and translating into Spanish 11 videos on Consumer Debt. She anticipates the videos will be ready to post in June/July 2021.

**N. CARES Act Workgroup Report**

Judge Samuel Thumma explained the workgroup was formed to provide public awareness and education and promote access to court forms and other resources concerning eviction proceedings that did not comply with the CARES Act. The workgroup met several times and has four subgroups addressing the following (1) Public Education and Resources; (2) Court Based Solutions; (3) Litigation based Solutions and (4) Quick Analysis and Education in Response to Future Federal Pandemic Relief.

**O. Potential Future Agenda Items (taken out of order)**

Judge Samuel Thumma asked that commission members consider next steps and provide ideas, information to AOC via email for discussion at November meeting. He suggested having the following discussions or updates as future agenda items:

- LJC Administrators Association
- Law4AZ Library Project Update
- AZPoint-Arizona Protective Order Initiation & Notification Tool Update
- Task Force on Jury Data Collection, Practices and Procedures Update

**III. OTHER BUSINESS**

**A. Good of the Order**

In closing Judge Thumma again thanked Judge Winthrop for his foundational work. He described Judge Winthrop as a great leader who is persistent, creative, thoughtful, a good friend and mentor.

Other members of the commission also offered their thanks and congratulations to Judge Winthrop for his service on the commission and his retirement.

**B. Call to the Public**

No members of the public requested to speak.

**Next Meeting Date:**

November 2, 2021

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**2022 Meeting Dates to add to your calendar:**

February 3, 2022

May 5, 2022

November 3, 2022

Adjourned at 12:05 p.m.

**Arizona Commission on Access to Justice**  
**MINUTES**  
**Tuesday, November 2, 2021**  
**9:00 a.m. to 12:00 p.m.**  
**Virtual Meeting**

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**Virtual attendees:** Judge Samuel Thumma (Chair), Judge Charles Adornetto, Kip Anderson, Stacy Butler, Judge Bruce Cohen, Anni Foster, Kevin Groman, Joe Hengemuehler (proxy for Joel England), Joe Kanefield, Judge Joseph C. Kreamer, Maria Morlacci, Judge Maurice Portley (Ret.), Janet Regner, Marcus Reinkensmeyer, Kevin Ruegg, Rodolfo Sanchez, Dr. Rebecca Sandefur, Kathy Schaben, Valerie Wyatt, Anthony Young

**Absent/Excused:** Judge Dean Christoffel, Judge Anna Huberman, William Knight

**Presenters/Guests:** Judge Lawrence F. Winthrop, Mrs. Winthrop, Judge Pamela Gates, Gretchen Homberger, Chris Groninger, Alberto Rodriguez,

**Administrative Office of the Courts (AOC) Staff:** Theresa Barrett, Julie Graber, Sabrina Nash, Kathy Sekardi

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**I. REGULAR BUSINESS**

**A. Welcome and Opening Remarks**

With a quorum present, the November 2, 2021 meeting of the Arizona Commission on Access to Justice (ACAJ) was called to order by Sam Thumma, chair at 9:03. a.m.

Sam stated that as chair he hoped to continue the terrific work that Judge Winthrop has started. He announced:

- The 2022 ACAJ meeting dates: February 3, 2022, May 5, 2022 and November 3, 2022 and asked members to mark the dates on their calendars.
- The Chief Justice is currently reviewing appointments and reappointments to the commission and he anticipates introducing the new members at the February 3, 2022 meeting.
- Preparation has begun on the annual report and asked members to send any pertinent information to Kathy Sekardi or Sabrina Nash for inclusion in the 2021 annual report.
- The US Attorney General announced the restoration of a standalone office for access to justice within the Department of Justice, which has also released a report to the President addressing the issue.

**B. Approval of Minutes (taken out of order)**

The draft minutes from the May 6, 2021 ACAJ meeting were presented for approval. Judge Thumma asked if members had any changes and hearing none, approved the minutes.

**II. BUSINESS ITEMS AND POTENTIAL ACTION ITEMS**

**A. Tributes to Judge Lawrence F. Winthrop**

Sam thanked Judge Winthrop for his leadership of the Commission during the past seven years, and virtually presented him with a recognition plaque and a booklet of pictures, thoughts and well wishes from numerous individuals who wished to thank him for his friendship and mentorship through the years. Anni Foster, general counsel for Governor Doug Ducey, congratulated Judge Winthrop on his long and dedicated service to the judicial branch, and on his well-deserved retirement and shared that Governor Ducey has issued Judge Winthrop a commendation for his service. Commission members Janet Regner, Chris Groninger, and Judge

Joseph Kreamer also congratulated Judge Winthrop and spoke of his contributions.

Judge Winthrop thanked everyone for their kind words and their dedication to the promotion of access to justice, their work on the Commission and stated that he treasures the relationships that he's made. He stated he wrote an article for the ASU Law Journal that will be published next month on the Commission and the various projects the Commission has identified and completed during the past seven years.

**B. Report from the Governor's Office**

Anni Foster, Governor's Office Legal Counsel, discussed the American Rescue funding from the federal government that will be sent to Arizona. The Governor's Office has been working on a plan to distribute the money when received and have received numerous requests for funding. She identified funding requests of interest to the Commission:

- Request from the Arizona Bar Foundation to fund counseling programs and legal aid for tenants in eviction cases.
- Requests from the courts to expand broadband access to assist with virtual court hearings, address backlog of eviction cases and to expand online dispute resolution.
- Access to justice funds for court navigator program.

The Governor's Office is still evaluating requests received and she anticipates that some level of funding for these requests will be forthcoming. The Governor's Office is also considering funding for law schools, ASU in particular, whose students helped staff the State Bar Hotline and answered questions regarding employment, landlord/tenant and eviction questions during the pandemic.

**C. Family Court Improvement Committee – Incarceration, Re-Entry, and Child Support (IRCS) Pilot**

Judge Bruce Cohen, presiding family court judge, Superior Court in Maricopa County, and chair of the Family Court Improvement Committee (FCIC) FCIC-Incarceration and Re-entry Child Support Workgroup stated that the IRCS workgroup's focus was creating a streamlined and easily secured system for seeking modification of child support when a parent is incarcerated in the Arizona Department of Corrections. Judge Cohen discussed the recent efforts of the workgroup to modify the Request for Title IV-D Child Support Services form to one page from six pages and worked on developing a pilot plan with Maricopa County Superior Court which will use the revised form in all criminal cases at the time of sentencing. The pilot will launch in early 2022 and will initially track the number of cases that go through the process. The next phase will track how long it takes Department of Child Support Services (DCSS) to file the petition, and how long it takes for the cases to reach determination.

**D. Task Force on Jury Data Collection, Practices, and Procedures**

Judge Pamela Gates, chair of the Task Force on Jury Data Collection, Practices and Procedures (Jury TF), provided an overview of the task force's charge and discussed the recommendations, presented to the Supreme Court on October 4, 2021:

- Recommendation to improve the public's understanding and perception of jury service.
- Maximizing the use of summoned jurors and ensuring courts collect and analyze data to verify that summoned jurors represent a fair cross section of the community.
- Overcoming barriers to jury service.
- Minimizing the potential for discrimination in the jury selection process.

In September 2021 the Arizona Supreme Court eliminated peremptory challenges in all civil and criminal cases, which necessitated the task force to ensure that the rules were amended to assist judges in the thorough examination of jurors before being seated and that challenges for cause are recorded and kept for future appellate review if needed. The Statewide Jury Selection Workgroup (SJS) was formed with task force members and subject matter experts to:

- Rewrite all rules of procedure related to jury selection for possible further amendments to safeguard voir dire in the absence of peremptory challenges ensures selection of a fair

and impartial jury.

- Develop templates for statewide juror questionnaires and suggest amendment to voir dire scripts.
- Create policies for the use and retention of juror responses to case specific questionnaires are adequately protected and preservation of questionnaires and responses for appellate and post-conviction litigation.
- Review training programs for judicial officers and court staff and proposing enhancements.
- Updates to the statewide juror orientation video to further emphasize the importance of jury service and of a fair and impartial jury.

The SJS workgroup presented its recommendations to the Arizona Supreme Court on November 1, 2021 for consideration.

**E. Law4AZ Library Pilot Update**

Gretchen Hornberger shared that Law4AZ conducted a statewide justice gap survey last year using 32 access indicators, they surveyed 424 courts and libraries and looked at resources available such as access to the internet, computers, printers, copy machines, legal references, county-specific forms, free wi-fi availability, legal aid office and at least five attorneys in the county. They identified LaPaz, Mohave and Yuma counties to train public librarians/libraries based on demographics and need. The librarian training sessions will start in Yuma county in January 2021 and is anticipated to take nine weeks to complete. The online training is conducted in four parts. Each course is self-directed with facilitated sessions before, during and after the training. The trainings include legal information vs. legal advice, identifying common types of civil legal issues in the area and prepare a reference collection for the library, and collaboration with a legal service provider.

**F. AZEvictionHelp.org Website (taken out of order)**

Chris Groninger, Director of Strategic Initiatives, Arizona Foundation for Legal Services and Education, shared that the Foundation in conjunction with Vitalyst Health Foundation and the Piper Charitable Trust repurposed the AZEvictionHelp.org website last year as a one-stop location for eviction assistance information for tenants on rental assistance and to learn about their rights as tenants. Most users are looking for available rental assistance and court rules, statutes about eviction. Since January 1, 2021 the site has been visited by 100,000 users. The AZEvictionHelp.org website is being promoted by the Rental Assistance Collaborative in partnership with Cox Media. The website is also being used to train and promote better understanding among service providers, probation officers and social workers.

**G. COVID-19 Eviction Actions Update**

Marcus Reinkensmeyer, Deputy Director, AOC, updated the commission on eviction actions in the state. He stated that Department of Economic Security (DES) is funding court navigators in Pima county to assist landlords and tenants with eviction issues, and that the AOC meets with eviction stakeholders every two weeks to discuss evictions and any administrative orders or directives. Education Services has conducted twelve training sessions regarding evictions to assist judicial staff on eviction issues. Marcus mentioned that three surveys were conducted regarding virtual hearings and the three demographics surveyed; judges and court administrators, attorneys and the general public all stated that they would like for virtual hearings to continue in the future.

**H. Afghan Refugee Pro Bon Project**

Kevin Groman presented an overview of the Afghan Evacuee Effort which assists refugees and evacuees assimilate into the United States and helping them file for asylum status within the two-year timeframe allotted them. Last week a clinic was held in collaboration with multiple legal assistance agencies, DES, the Arizona State Bar, processed 36 asylum applications and are planning another clinic next week. There are multiple pro bono opportunities to present limited

scope representation in Arizona. He asked that Commission members to assist in helping to find employment for qualified evacuees and refugees

**I. Update on AZCourtHelp.org Enhancements and Use**

Cathleen Cole, Arizona Bar Foundation for Legal Services & Education, discussed Google Analytic results from January 2021 through September 2021. Website usage has increased almost 2000% since the website launch in January 2017. There were 505,957 new AZCourtHelp users, up 80% from the same period in 2020. Of the 505,957 new users 6% used Spanish, with Chinese and French being the other most used languages. There were 1,362,247 pageviews. There has been an 112% increase in document downloads, and there were 14685 Live Chat sessions totaling 232 hours and 27 minutes. The average length of each chat was ten minutes. The Law Librarian Live Chat Program was awarded the 2021 Judicial Branch Strategic Agenda Award on October 20, 2021.

**J. Update from the Public Information and Messaging Workgroup**

Alberto Rodriguez, Public Information Officer, AOC, shared that AZCourtHelp was recognized at the Strategic Agenda Awards in Flagstaff for the Law Librarians Live Chat Operators program. Congratulations! He also stated that planning has begun for the 2021 annual report. The submission deadline for content is December 17, 2021 and should be sent to Sabrina Nash.

**K. Update from the Justice in Government Workgroup**

Chris Groninger, Director of Strategic Initiatives, Arizona Foundation for Legal Services and Education, shared that the workgroup in partnership with rural attorneys have applied to the U.S. Department of Housing and Urban Development (HUD) requesting additional eviction help for rural communities and counties.

**L. Update from the Judicial and Attorney Engagement Workgroup**

Judge Joseph Kreamer outlined three things the workgroup would be focusing on:

- Supporting the Afghan Refugee Pro Bono Project.
- Coordinate with the U.S. Attorney's Office to engage pro bono attorney participation in designated areas of legal need.
- Continue to assist and support the State Bar's efforts to simplify Supreme Court Rule 38(D) requirements that allows retired attorneys to participate in pro bono activities.

**M. Report from the Self-Represented Litigants in Limited Jurisdiction Courts Workgroup**

Judge Charles Adornetto, introduced himself as the new workgroup chair and reported that the workgroup is working on scripting, reviewing, and translating into Spanish 11 videos and info sheets on Consumer Debt. He anticipates that videos and info sheets will be ready to post in early 2022. He stated that the workgroup is currently considering which new topic to consider.

**N. Potential Future Agenda Items**

Sam asked that Commission members consider next steps and provide ideas, information to AOC via email for discussion at November meeting. He suggested having the following discussions or updates as future agenda items:

- AZPoint-Arizona Protective Order Initiation & Notification Tool Update
- Digital Evidence Portal
- Surveys of the bench, lawyers and public
- Legislature to require justice courts to allow remote appearances

**III. OTHER BUSINESS**

**A. Good of the Order**

Sam asked Commission members to promptly submit any accomplishments, awards received or

projects of interest to Sabrina Nash or Kathy Sekardi for inclusion in the annual report. He stated that he hoped the February 3, 2022 meeting could be a hybrid meeting and wished everyone Happy Holidays.

**B. Call to the Public**

No members of the public requested to speak.

**Next Meeting Date:**

February 3, 2022

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**2022 Meeting Dates to add to your calendar:**

May 5, 2022

November 3, 2022

Adjourned at 11:56 a.m.