

**ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL**  
**EXECUTIVE COMMITTEE**  
**MINUTES**

May 4, 2016

The meeting of the Executive Committee of the Arizona Prosecuting Attorneys' Advisory Council (APAAC) was called to order by Chair Sheila Polk on Wednesday, May 4, 2016, at 10:15 a.m. at the APAAC Office, located at 1951 W. Camelback Road, Suite 202, in Phoenix.

**ROLL CALL**

**Executive Committee Members Present**

Sheila Polk – Chair	Yavapai County Attorney
John Belatti	Mesa City Prosecutor
Bill Montgomery	Maricopa County Attorney (Telephonic)
Derek Rapier	Greenlee County Attorney
Tobin Sidles	Oro Valley Town Prosecutor
Jon Smith	Yuma County Attorney (Telephonic)

**Executive Committee Members Absent**

Brad Carlyon – Vice-Chair	Navajo County Attorney
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**Staff Present**

Elizabeth Ortiz	Executive Director
Diana Cooney	Office Manager

**Council Members Present**

Alan Merritt	Tucson City Prosecutor (Telephonic)
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**APAAC'S ORGANIZATIONAL STRUCTURE AND CORE FOCUS**

Ms. Elizabeth Ortiz requested that, prior to advertising the open APAAC staff position, the Executive Committee consider what skill sets are the highest priority in fulfilling APAAC's mission. Ms. Ortiz noted that although the position was previously filled by an attorney, it could be reconfigured to focus on other areas of expertise.

Ms. Sheila Polk commended Ms. Elizabeth Ortiz for her innovative ideas and initiative in looking for ways to improve APAAC's services and how to best deliver its training product.

A number of options for the open APAAC staff position were discussed, including hiring: (1) an attorney with both a prosecution and lobbying background; (2) an attorney with a lobbying background; (3) a person with both lobbying and public relations/public information specialist expertise; and (4) a lobbying firm.

After discussion, it was the consensus of the Executive Committee members that the Executive Director has the discretion to reconfigure the specific duties and skill set necessary for the open APAAC staff position, including eliminating the requirement that the individual be an attorney.

With the input and feedback provided, Ms. Ortiz stated that she will work with APAAC's human resource consultant to craft a job description for posting the open position, with the goal to have hired someone by October 2016.

**CALL TO THE PUBLIC**

None

**NEXT EXECUTIVE COMMITTEE MEETING**

- Prior to the June 14, 2016, Executive Committee meeting held in conjunction with the 2016 APAAC Annual Prosecutor Conference in Tucson, a special committee meeting will be scheduled to discuss the Executive Director's performance evaluation.

**ADJOURNMENT**

Ms. Polk adjourned the meeting at 10:40 a.m.

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