

# JUDICIAL ADVISORY BOARD MINUTES

July 16, 2003

The Judicial Advisory Board of the City of Mesa met in the lower level meeting room of the Council Chambers, 57 East 1st Street, on July 16, 2003 at 8:10 a.m.

## COMMITTEE PRESENT

Chairman Joe Shipley  
Marlon E. Branham  
Joan C. Herzog  
Barbara Jarrett  
Linda Rottman  
Joan Ruffennach  
Murray G. Snow

## COMMITTEE ABSENT

None

## STAFF PRESENT

Kathy Barrett  
Kathleen Broman  
Pat Granillo  
Ellen Pence  
Clyde Tappy  
Walter Switzer

(Items on the agenda were discussed out of order, but for purposes of clarity will remain as listed on the agenda.)

### 1. Introductions.

Chairman Shipley welcomed the newly appointed Boardmembers to the meeting. He also acknowledged the presence in the audience of Court Administrator Kathy Barrett and Presiding City Magistrate Walter Switzer who will be retiring on September 5, 2003.

The Boardmembers introduced themselves and provided a brief synopsis of their professional backgrounds.

### 2. Elect Chair and Vice Chair.

It was moved by Boardmember Rottman, seconded by Boardmember Ruffennach, that Boardmember Shipley be reappointed Chairman of the Judicial Advisory Board.

Chairman Shipley stated that it was the consensus of the Board that he be reappointed Chairman of the Judicial Advisory Board.

It was moved by Chairman Shipley, seconded by Boardmember Rottman, that Boardmember Ruffennach be appointed as Vice Chairman of the Judicial Advisory Board.

Chairman Shipley stated that it was the consensus of the Board that Boardmember Ruffennach be appointed as Vice Chairman of the Judicial Advisory Board.

3. Review policy and procedures of Board.

Assistant to the City Manager Ellen Pence stated that her office has prepared individual notebooks for each of the Boardmembers and reviewed the contents of the information contained in the notebooks. She pointed out that the notebooks contain, among other things, the ordinance which resulted in the creation of the Board, the Board's procedures and guidelines; a Work Plan, and the Ethics Manual for City Councilmembers and Advisory Boardmembers. Ms. Pence added that she is available to respond to any questions the Boardmembers may have relative to their tenure on the Judicial Advisory Board.

(Boardmembers Branham and Snow arrived at the meeting at 8:15 a.m.)

4. Review and consider items related to the appointment of a new Presiding City Magistrate:

- a. Discuss Work Plan
- b. Set interview schedule

Chairman Shipley highlighted, for the benefit of the new Boardmembers, the procedure that the Board will follow relative to the appointment of a new Presiding City Magistrate for the Mesa City Court. He explained that it is anticipated that the Board will adjourn into Executive Session to screen the applications that the Personnel Division has received and select a list of candidates who will be interviewed by the Board at the August 6, 2003 meeting. Chairman Shipley commented that following the videotaped interviews, the Board will select three candidates to forward to the Mesa City Council who will then conduct follow-up interviews and ultimately make a final appointment.

Ms. Pence added that staff has established the Board's Work Plan through August with regards to the hiring of a Presiding City Magistrate and added that upon the return of Management Assistant Denise Bleyle from Family Leave, Ms. Bleyle will establish the Work Plan for those magistrates who will be eligible for reappointment in 2004.

(Discussion ensued among the Boardmembers relative to the scheduling of the August meeting.)

5. Scheduling of meetings and general information.

Chairman Shipley advised that the next meeting of the Judicial Advisory Board will be held on Wednesday, August 6, 2003, 8:00 a.m., in the Lower Level Council Chambers, 57 E. First Street.

6. Convene an Executive Session.

- a. Discussion or consideration of employment, assignment, appointment, promotion or resignation of a public officer, appointee or employee of the City. (A.R.S. 38-431.03A(1))

1. Appointment of Presiding City Magistrate – Review applications for top candidates and finalize interview questions.

(The Boardmembers adjourned into Executive Session to review the applications for top candidates and to finalize interview questions.)

7. Adjournment.

Without objection, the meeting of the Judicial Advisory Board adjourned at 9:10 a.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Judicial Advisory Board meeting of the City of Mesa, Arizona, held on the 16<sup>th</sup> day of July 2003. I further certify that the meeting was duly called and held and that a quorum was present.

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BARBARA JONES, CITY CLERK