

JUDICIAL ADVISORY BOARD MINUTES

November 13, 1998

The Judicial Advisory Board of the City of Mesa met in the lower level meeting room of the City Council Chambers, 57 East 1st Street, on November 13, 1998 at 8:00 a.m.

COMMITTEE PRESENT

Chairman Marilyn Wilson
James R. Hart II
John Kerr
Judith C.R. O'Neill
Cecil Patterson

COMMITTEE ABSENT

James Keppel
Joe Shipley

STAFF PRESENT

Denise Bleyle
Linda Crocker
Barbara Jones
Ellen Pence
Walter Switzer
Kelly Walsh
Others

OTHERS PRESENT

Chairman Wilson excused Boardmembers Keppel and Shipley from the beginning of the meeting.

1. Approval of the minutes of the Judicial Advisory Board meeting of September 2, 1998.

Chairman Wilson commented that a minor revision has been made to the minutes for the purpose of clarifying the intent of the Board's action regarding Agenda Item No 2: Discuss process for filling the vacancy of magistrate. Boardmember O'Neill also noted that her name was omitted from the list of Boardmembers in attendance at the previous meeting.

It was moved by Boardmember O'Neill, seconded by Boardmember Hart, that the minutes of the September 2, 1998 meeting be approved as amended.

Chairman Wilson declared the motion carried unanimously by those present.

2. Distribute applications for magistrate.

Senior Human Resources Analyst Kelly Walsh stated that copies of the 41 applications have been provided to each member of the Board, along with a copy of the actual job announcement and a list of the names of previous candidates who have requested that their applications be resubmitted. Ms. Walsh advised that a number of the candidates who were interviewed in January of this year for a previous position have submitted

new applications. Ms. Walsh added that one previous candidate has resubmitted letters of reference along with a new application.

Chairman Wilson noted that the names of the applicants will remain confidential pending Board deliberations to determine which of the applicants will be invited to participate in the interview process. Chairman Wilson commented that the Board will review all of the applications prior to the next meeting and encouraged each of the members to develop a list of their top ten candidates for the position.

In response to an invitation to provide input relative to this agenda item, Presiding City Magistrate Walter Switzer questioned whether he would be participating in the interview process. Judge Switzer advised that a number of candidates have approached him regarding submitting letters of recommendation and said that he has delayed complying with those requests pending a determination on his involvement in the interview process. Judge Switzer added that if his participation is not required, he will respond to the requests he has received from the applicants applying for the position.

Discussion ensued relative to the fact that although Judge Switzer's input would be valuable, the mandate that the City Council has handed down to the Board does not include reference to the participation of the Presiding City Magistrate in the actual interview process.

Vice Chairman Hart stressed the importance of the Board continuing to operate within the parameters of the mandate established by the City Council and added the opinion that Judge Switzer should proceed with the requests for letters of recommendation that he has received and respond accordingly. Chairman Hart commented on the fact that Judge Switzer's valuable input could be solicited from the members of the Board at some point during the interview/selection process.

Chairman Wilson concurred with Vice Chairman Hart's remarks and urged Judge Switzer to be available when the Board enters into deliberations on December 4, 1998 so that his knowledge of the various candidates could be shared with the members of the Board if requested.

Assistant to the City Manager Ellen Pence advised that the Board has also been provided copies of a list of application criteria which was developed by City Attorney Neal Beets during the last round of interviews. Ms. Pence noted that the material may prove helpful to the members of the Board.

Chairman Wilson thanked Ms. Pence for providing this valuable information.

3. Discuss schedule for filling the vacancy of magistrate.

Discussion occurred during the previous agenda item relative to the fact that the Board will review the applications prior to the December 4, 1998 meeting at which time the Board will select candidates to be interviewed for the position of City Magistrate.

Additional discussion occurred relative to the fact that interviews for the candidates who are selected to participate in that process will be held on Tuesday and Wednesday, December 15 and 16, 1998. Chairman Wilson requested that the Board reserve the entire day on Tuesday, December 15, 1998, beginning at 8:00 a.m., for that purpose and added that should more time be required to complete the interviews, the Board will meet on Wednesday, December 16, 1998 at 2:00 p.m. Deliberations will follow the last interview, and it was

encouraged that members arrange their personal schedules to allow flexibility. Chairman Wilson commented that at the December 4, 1998 meeting, the Board will determine the exact number of interviews that will occur and final scheduling can be discussed and determined at that time.

Vice Chairman Hart commented on the importance of discussing the schedule with Boardmember Keppel to ensure that the Judge's court calendar can accommodate the proposed meeting dates. Ms. Pence indicated that she will contact Boardmember Keppel and Boardmember Shipley regarding the proposed meetings and solicit input relative to their availability during the proposed interview/selection process.

Chairman Wilson advised that the Boardmembers have also been provided copies of proposed confidential interview questions. Chairman Wilson commented on the fact that the Board may interview candidates who were interviewed during the previous selection process and emphasized the importance of ensuring that the questions posed to those applicants differ from the questions they responded to during their previous interviews.

In response to a request from Chairman Wilson for additional input, Presiding City Magistrate Walter Switzer recommended that the Board determine whether the candidates possess any experience in managing a high-volume limited jurisdiction court similar to the Mesa City Court. Judge Switzer stated the opinion that this experience is extremely valuable and said that the Board may consider questioning the applicants on their awareness and knowledge of a high-volume court. Judge Switzer commented that the duties and responsibilities of a high volume court are significant and encouraged the Board to proceed with this line of questioning during the interview process.

Chairman Wilson thanked Judge Switzer for his suggestion and encouraged him to forward any additional recommendations relative to the interview/selection process to Ellen Pence or Kelly Walsh.

Brief discussion ensued relative to the proposed interview questions and Chairman Wilson requested that Ms. Pence provide the Board with copies of the interview questions that were posed during the previous selection process.

4. Scheduling of meetings and general information.

Next meeting: Friday, December 4, 1998

Chairman Wilson noted that the next meeting of the Judicial Advisory Board is scheduled for Friday, December 4, 1998 at 8:00 a.m. Chairman Wilson emphasized that the submission of each of the Boardmembers' top ten candidates and subsequent deliberations relative to the selection of the applicants to be interviewed will occur during an Executive Session.

Ms. Pence briefly highlighted a list of proposed meeting dates for 1999 and commented on the fact that Board meetings will resume on the first Wednesday of each month (rather than the first Friday) beginning on January 6, 1999 and continuing through June 2, 1999.

5. Adjournment.

It was moved by Boardmember O'Neill, seconded by Boardmember Kerr, that the meeting adjourn at 9:02 a.m.

Carried unanimously.

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 13th day of November, 1998. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this ____ day of _____ 1998

BARBARA JONES, CITY CLERK