



**MINUTES
JUDICIAL ADVISORY BOARD
JANUARY 5, 2010**

Minutes of the Judicial Advisory Board held on January 5, 2010, 3:00 pm at the Jury Deliberation Room, Tempe Municipal Court, Tempe, Arizona

(MEMBERS) Present:

Mark Aceto
Genny Gaustad
Jennifer Willmott
Michael Mason
James Sampanes
Louraine Arkfeld, Ex-Officio Member

City Staff Present:

Christy Slover
Mark Stodola

Meeting convened at 3:15pm

Agenda Item 1 – Introduction of Board Members

Judge Arkfeld called the meeting to order and requested that each board member introduce themselves as well as a brief bio. The board has one returning member and four newly appointed members.

Agenda Item 2 – History of Judicial Advisory Board

Judge Arkfeld provided a brief history of the Court as well as the Judicial Advisory Board purpose and functions.

The board was provided with the binder containing
City Ord No. 2-31 Judicial advisory board – establishment; membership; powers and duties; operating procedures and 2-26 appointment and qualification of judges
2008 State of the Court
Tempe Municipal Court’s Mission and Vision
Tempe Municipal Court Organizational Chart
Tempe Municipal Court Informational Pamphlets
Tempe Municipal Court Public, Attorney and Judicial Surveys
City of Tempe Presiding Judge and City Judge Job Descriptions
City of Tempe Application and Supplemental Questions

City of Glendale, Scottsdale and Mesa Judge's Job Descriptions and Applications

City of Tempe Boards and Commissions Guide Book.

Agenda Item 3 – Responsibilities of Board Members

Judge Arkfeld went over the responsibilities of the board members and the role of the Judicial Advisory Board in the selection and evaluation of judges in the Tempe Municipal Court.

Agenda Item 4 – Responsibilities for 2010/Leadership Transition and Recruitment Process

The Tempe Municipal Court will be recruiting for a new Presiding Judge due to the retirement of Judge Arkfeld in June of 2010. Judge Arkfeld also made the board aware of the pending retirement of the Court Manager in June of 2010. There was a discussion regarding the recruitment process and time line. The board agreed on the need for the new Presiding Judge to be in place by May 2010 to make the transition as seamless as possible for the organization and set it as the target date.

Agenda Item 5 – Meet the Judges

Deputy Court Managers Rick Rager and Nancy Rodriguez took the board members on a tour of the Court and provided them an opportunity to meet the Judges and Commissioners.

Agenda Item 6 – Tour of the Court

See above

Agenda Item 7 – Selection of a Board Chairperson

There was a brief discussion regarding the responsibilities of the Chairperson. Jennifer Willmott was selected as the Judicial Advisory Board Chairperson.

Agenda Item 8 – Schedule Meetings

The Board agreed on the timeline needed to ensure their recommendations could be made to Mayor and Council by April 2010 and a tentative timeline was established.

Next Meeting:

January 28, 2009 – 3:00 to 5:00 PM - Application and Supplemental Question finalization. All Board Members agreed to this date and the outlined purpose.

Proposed Meeting Dates:

February 22 – 25, 2010 – A Meeting will be set during this week to review the applications submitted for the Presiding Judge position.

March 8 – 12, 2010 – It was proposed that a date during this week be selected for the Presiding Judge Candidate Interviews.

March 22 – 26 – It was proposed that a date during this week be selected for the Presiding Judge Second Interviews.

Chairperson Jennifer Willmott will send an email to all board members with the proposed dates and the agreed purpose of each date so that each member can review their calendars in an effort to avoid any conflicts.

Agenda Item 9 – Good of the Order/Future Agenda Items

Each individual of the board is to independently review the Tempe Municipal Court Presiding Judge Job Description and Supplemental Questions and draft suggestions for any proposed changes for the next meeting.

The meeting adjourned at 5:10 pm.

Prepared by: Christy Slover
Reviewed by: Mark Stodola

Jennifer Willmott
Chairperson, Judicial Advisory Board
Tempe Municipal Court