



**Minutes  
Judicial Advisory Board  
February 16, 2016**

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Minutes for the Judicial Advisory Board Public meeting held on February 16, 2016 at 4:30 p.m. in the Jury Training Room – 3<sup>rd</sup> Floor, Tempe Municipal Court, 140 E. 5<sup>th</sup> Street, Tempe, Arizona 85281.

**Board Members Present**

Judge Patricia Starr  
Judy Aldrich  
Todd Allison  
Don Calender  
Paul Friedman  
Judge MaryAnne Majestic, Ex-Officio Member

**Board Members Absent**

**Staff Present**

Debi Schaefer, Court Administrator  
Kimberly Sotelo, Management Assistant  
Kathleen Broman, Sr. HR Analyst

Meeting called to order at 4:41 p.m.

**Agenda Item 1 – Introduction of Board Members**

Judge Majestic requested that each board member introduce themselves. The board has one returning member and four newly appointed members. Judge Majestic explained the public meeting forum and quorum requirements.

**Agenda Item 2 – Consideration of Meeting Minutes: October 23, 2014**

Motion made by Judy Aldrich to approve the board meeting minutes from October 23, 2014; the motion was seconded by Judge Starr. Motion passed 4 to 0 (Don Calender was not present for the vote.)

**Agenda Item 3 – Discussion on Presiding Judge Recruitment Process**

The Tempe Municipal Court will be recruiting for a new Presiding Judge due to the retirement of Judge Majestic in June 2016. Judge Majestic provided a brief overview of the Tempe Municipal Court to board members.

The board was provided a binder containing:

- Tempe Code, Chapter 2, Article II, Division 2, Section 2-26 and 2-31
- Tempe Municipal Court Organizational Chart
- Tempe Municipal Court Policy #1: Mission and Values
- Tempe Municipal Court 2016 State of the Court Executive Summary
- List of recommended organizations to distribute Presiding Judge recruitment information
- Presiding Judge Job Bulletin
- Presiding Judge Supplemental Questions
- Presiding Judge Job Description

Presiding Judge Duties  
Supreme Court AO 2005-32: Presiding Judges Authority  
City Judge Job Description  
Proposed target timeframes for Presiding Judge recruitment  
Tempe Municipal Court Peer, Defendant/Plaintiff/Witness, Attorney and Staff Surveys

The board reviewed the draft proposals for the Presiding Judge Job Bulletin, the supplemental questions and the position's minimum qualifications. Kathleen Broman clarified the difference between required and preferred qualifications and indicated the recruitment is scheduled to post on Friday, February 19, 2016 for 30 days. The board was also provided a list of organizations that will distribute the Presiding Judge recruitment information.

The board agreed on the timeline needed to ensure their recommendations could be made to the Mayor and City Council by May 2016.

Upcoming JAB Meetings:

- 1) **April 1, 2016: 4:00 p.m.** – determine candidate interviews and establish interview questions
- 2) **April 11, 2016: 1:00 p.m.** – interview candidates
- 3) **April 13, 2016: 1:00 p.m.** – interview candidates
- 4) **April 25, 2016: 1:00 p.m.** – review reference information and identify candidates to recommend to the Mayor and City Council

#### **Agenda Item 4 – Selection of a Board Chairperson**

There was a brief discussion regarding the responsibilities of the Chairperson. Motion made by Judy Aldrich to select Judge Starr as the Judicial Advisory Board Chairperson; the motion was seconded by Don Calender. Motion passed 5 to 0.

#### **Agenda Item 5 – Call to the Public**

Judge Starr called for public comment. No public members present.

#### **Agenda Item 6 – Adjournment**

Meeting adjourned at 5:30 p.m.

Minutes prepared by: Kimberly Sotelo

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Judge Patricia Starr  
Chairperson, Judicial Advisory Board  
Tempe Municipal Court