



**MINUTES
JUDICIAL ADVISORY BOARD
February 22, 2010**

Minutes of the Judicial Advisory Board held on February 22, 2010, 1:00 PM at the City of Tempe Human Resources Conference Room, 20 E 6th Street, Tempe, Arizona

(MEMBERS) Present:

Mark Aceto
Jennifer Willmott
James Sampanes
Louraine Arkfeld, Ex-Officio Member

City Staff Present:

Christy Slover
Mark Stodola
Charlotte Benson

Meeting convened at: 1:22 PM

1. **Agenda Item 1 – The Judicial Advisory Board proposes to ratify prior actions and information from January 28, 2010 per the Arizona Open Meeting Law, §38-431.02 Notice of Meetings.**

Due to a posting issue with the January 28, 2010 Public Agenda the board reviewed and ratified the prior actions of said meeting. No votes or legal business was conducted during the January 28, 2010 meeting. Minutes approved and ratified.

Agenda Item 2 – Boards and Commissions Training


City of Tempe Senior Assistant City Attorney Charlotte Benson provided the board with an overview of the Open Meeting Law. A discussion followed regarding examples of topics and actions that are required to be held in a public venue versus those items that are exempt and are held during an executive session. Ms. Benson went on to discuss the purpose of a quorum and what constitutes a legal quorum, public notice, agenda and meeting minute requirements.

Agenda Item 3 – Review of Presiding Judge Applications

The Board entered into executive session at 2:00 PM for the review of applications and candidate discussion.

The meeting adjourned at 3:05PM

Prepared by: Christy Slover
Reviewed by: Mark Stodola


Jennifer Willmott
Chairperson, Judicial Advisory Board
Tempe Municipal Court

Ratified per Arizona Open Meeting Law **A.R.S. §38-431.05**

**MINUTES
JUDICIAL ADVISORY BOARD
January 28, 2010**

Minutes of the Judicial Advisory Board held on January 28, 2010, 3:00 PM at the Jury Deliberation Room, Tempe Municipal Court Tempe, Arizona

(MEMBERS) Present:

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

City Staff Present:

Christy Slover
Mark Stodola
Lena Jones

Meeting convened at : 3:15 PM

Agenda Item 1 – Consideration of meeting Minutes: January 5, 2010

Minutes were approved.

Agenda Item 2 – Discussion re: Presiding Judge Recruitment Process -

The board reviewed the Presiding Judge recruitment bulletin, Application Instructions and Supplemental Questions. Minor revisions were made to each document as needed. Judge Arkfeld summarized all the changes and received approval from each member. The modified documents will be sent to City's Human Resources for advertisement.

Judge Arkfeld advised the group that she had met with the Mayor regarding the recruitment process and that the Mayor is asking that the Board use a "natural break" when determining how many names will be forwarded for their consideration.

Agenda Item 3 – Discussion re: Finalization of Timelines for Presiding Judge Recruitment Process

Chair Jennifer Willmott went over the purposed timeline and meeting dates. Consensus was reached as follows:

- February 22, 2010 – 1:30 to 5:00, Review Applications, Human Resources Conference Room. Applications will be sent to the board members prior to this meeting to allow for individual preliminary review by each member. This time may get bumped up to 1:00 for Boards and Commissions Training.
- March 8, 2010 – 8:30 to 5:00, Interview Applicants
- March 22, 2010 – 8:30 to 12:00, Second Interview of Applicants

Agenda Item 4 – Boards and Commissions Training


Court Manager Mark Stodola discussed the opportunity for the Board to participate in Boards and Commissions Training to assist them in better understanding their responsibilities. The members stated they would be interested if the training could be held prior to the actual recruitment process. Chair Jennifer Willmott suggested moving the February 22 meeting time to 1:00 PM to incorporate the training. Mark will check on the availability of the trainer.

Agenda Item 5 – Future Agenda Items

No future agenda items added at this time.

The meeting adjourned at 4:15 PM

Prepared by: Christy Slover
Reviewed by: Mark Stodola


Jennifer Willmott
Chairperson, Judicial Advisory Board
Tempe Municipal Court