

**TOWN OF CHINO VALLEY
COUNCIL APPOINTMENTS SUBCOMMITTEE
MINUTES**

**THURSDAY, DECEMBER 4, 2014
4:00 P.M.**

The Council Appointments Subcommittee of the Town of Chino Valley, Arizona, convened for a public meeting in the Council Chambers Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona.

Vice-Mayor Croft called the meeting to order at 4:04 P.M.

Members Present: Vice-Mayor Darryl Croft (Chair); Councilmember Mike Best; Councilmember Lon Turner

Staff Present: Development Services Director Ruth Mayday; Town Clerk Jami Lewis (recorder)

3) APPROVAL OF MINUTES

3a) Approve May 19, 2014 minutes.

3b) Approve June 5, 2014 minutes.

Councilmember Best MOVED; Councilmember Turner seconded to approve items 3a and 3b. Motion PASSED 3-0.

4) OLD BUSINESS – None

5) NEW BUSINESS

5a) Consideration and possible action regarding the procedure for appointing members to the Planning and Zoning Commission.

On November 18, 2014, Mayor Marley and Vice-Mayor Croft brought an item to Council to discuss the procedure for appointing members to the Planning and Zoning Commission.

Council referred the matter to the Appointments Subcommittee to discuss and make a recommendation.

Vice-Mayor Croft handed out proposed desired qualifications and training for Commission candidates, and appointment process for review and comment.

Desired Qualifications for Commission Candidates

The group reviewed proposed qualifications related to residency, term lengths, knowledge and experience, communication skills, commitment, and agreement to a background check. They discussed:

- whether or not the Town could or should allow non-residents who were either business owners or property owners in Town to sit on the Commission; and
- adding adherence to the Town's Code of Ethics to the qualifications.

Desired Training for Candidates

The group reviewed proposed required training related to the Chamber's Citizens Academy, legal briefing, technical briefings, and Council meeting attendance. They discussed:

- adding a timeframe to the Council meeting attendance requirement.

Selection Process

The group reviewed the proposed selection process related to application, interview, recommendation to Council, training, and follow-up performance review. The group also reviewed UDO Sec. 1.4 Planning and Zoning Commission and proposed interview questions. The group then discussed:

- Commissioners being willing to learn, open minded, and able to take direction; and the selected interview questions addressing those things;
- rewriting UDO Sec. 1.4 to codify the selection process and provide guidelines for performance review and removal from the Commission;
- each member of the Subcommittee attending a Commission meeting on a rotational basis and reporting back to the Subcommittee if any commissioner appeared to be acting outside of approved regulations.

Subcommittee Instruction to Members/Staff

- Ms. Mayday to draft changes to the UDO and send them out to the Subcommittee for review and comment.
- Subcommittee and staff to send any further comments or recommendations regarding qualifications, training, selection process, or interview questions to Vice-Mayor Croft before the end of next week.
- Ms. Lewis to place this item on Council's January 13 meeting for their consent and giving the Subcommittee the authority to modify the non-codified procedures without Council approval, as needed.
- Vice-Mayor Croft to attend the Commission's January 2015 meeting.
- Ms. Lewis to schedule interviews in open, not closed, session.
- Subcommittee or staff to provide interview questions to applicants 30 minutes prior to interview.

Related Topics to Discuss at a Future Meeting

- Possibly extending some of these requirements to other public bodies that carried a larger risk.
- Directing the chair of each public body to inform a Subcommittee member of any attendance, or ethical issues with public body members.
- Requiring all public body members to attend a Citizens Academy.

6) ADJOURN

Vice-Mayor Croft adjourned the meeting at 4:55 p.m.

Dated this 5th day of December, 2014

By: *Jami C. Lewis, Town Clerk*

Approved Date: February 23, 2014