

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

**MONDAY, JULY 6, 2015
4:30 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, on July 6, 2015.

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

Staff Present: Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER

Vice-Mayor Croft called the meeting to order at 4:33 p.m.

2) ROLL CALL

3) APPROVAL OF MINUTES

- a) Consideration and possible action to approve February 23, 2015 minutes.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to approve the minutes from the last meeting.

Vote: 3 - 0 PASSED - Unanimously

4) OLD BUSINESS

5) NEW BUSINESS

- a) Consideration and possible action to review applications for appointment to the Council and select the top candidates to recommend for the Council to conduct interviews.

Town Clerk Lewis reported that by the June 18 deadline, staff received (11) eleven applications for the Council position. At the May 28, 2015 special meeting, Council instructed the Appointments Subcommittee to review the applications and select five (5) to recommend to Council to interview.

Members reviewed interview questions and ranking criteria and values drafted by Vice-Mayor Croft. They agreed to review both documents and provide input to Vice-Mayor Croft.

Members discussed the process for interviewing the applicants, concluding that:

- The Appointments Subcommittee will interview and rank all 11 applicants, then make a recommendation to Council of the top five candidates.
 - Subcommittee interviews will be scheduled in executive session on July 21 and 22 from 1:00-6:00 p.m. at one hour intervals. Applicants will be asked to arrive 15-30 minutes early to review the interview questions and position requirements ahead of time. Applicants unable to interview on the 21st or 22nd will be scheduled on either July 14th or 16th at 4:00 or 5:00 p.m.
 - The Subcommittee will place two items on the Council's July 28 agenda that will preferably be held at the beginning of the meeting: (i) an executive session to meet and conduct a brief 15-minute interview of the top five candidates, if desired, and discuss the Subcommittee's recommendation; and (ii) an action item to appoint a candidate and have staff administer the Oath of Office, after which the appointee will take office. All five candidates will be informed that in order to be seated on the 28th, they must have read recommended Open Meeting Law materials at least 24-hours prior to appointment.
 - Council will be provided with the applications of the Subcommittee's five recommended candidates, interview questions, ranking sheets, and comments in the July 28 packet.
 - The appointed candidate will be asked to meet the same performance measures recently developed for Planning & Zoning Commission appointees related to background check, legal briefing, Town staff briefings, and Citizens' Academy attendance.
- b) Consideration and possible action to set a date for Appointments Subcommittee review of public body applications.

Chair Croft desired to review the Council applications and public body applications during separate meetings. Members discussed holding their next meeting to review public body application during early August.

6) **ADJOURNMENT**

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to adjourn the meeting at 5:11 p.m.

Vote: 3 - 0 PASSED - Unanimously

Dated this 7th day of July, 2015.

By: *Jami C. Lewis*

Approved: July 14, 2015.