

1. Council Appointment Subcommittee - Agenda

Documents:

[2017_05_17_CCAS_PM_AG.PDF](#)

2. Council Appointment Subcommittee - Packet

Documents:

[2017_05_17_CCAS_PM_PK.PDF](#)



Town of Chino Valley

MEETING NOTICE

TOWN COUNCIL APPOINTMENTS SUBCOMMITTEE

PUBLIC MEETING
Wednesday, May 17, 2017
1:00 P.M.

Council Conference Room
202 N. State Route 89
Chino Valley, Arizona

AGENDA

- 1) CALL TO ORDER**
- 2) ROLL CALL**
- 3) APPROVAL OF MINUTES**
 - a)** Consideration and possible action to approve the January 9, 2017 minutes.
- 4) OLD BUSINESS**
- 5) NEW BUSINESS**
 - a)** The Council Appointments Subcommittee may vote to recess the public meeting and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of recommending to the Town Council the employment, assignment, appointment, or salaries of the following candidates to the position of Town Magistrate: Joel Thompson, Catherine Kelley, Earlda Riordan, Alex Harris, Debra Phelan, Mary Ham, John Erickson, James (Mitchell) Padilla, Daniel Field, Ingrid Hughes, Edwin Buckley, Gabriel Hassen, Jeffrey McNeice, Monte Rich, and David Kell.
 - b)** Review job description for Town Magistrate.
 - c)** Review and discuss the interview process.

- d) Review and discuss upcoming subcommittee meetings for interviews of Town Magistrate candidates, review of applications and interviews for Town Council, and review of applications and possible interviews for general public bodies with upcoming term expirations.

6) ADJOURNMENT

Dated this 15th day of May, 2017.

By: *Jami C. Lewis, Town Clerk*

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting. Supporting documentation furnished to the Appointments Subcommittee with this agenda are available for review on the Town's website at www.chinoaz.net and in the Town Clerk's Office.



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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Appointments Subcommittee Meeting 3)a)

Meeting Date: 05/17/2017

Contact Person: Jami Lewis, Town Clerk

Department: Town Clerk

Item Type: Approval of Minutes

**Estimated length
of Staff Presentation:**

Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Consideration and possible action to approve the January 9, 2017 minutes.

SITUATION AND ANALYSIS

N/A

Attachments

January 9, 2017 minutes

DRAFT

TOWN OF CHINO VALLEY COUNCIL APPOINTMENTS SUBCOMMITTEE MINUTES

**MONDAY, JANUARY 9, 2017
4:00 P.M.**

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

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

Staff Present: Development Services Director Ruth Mayday

1) CALL TO ORDER

Mayor Croft called the meeting to order at 4:00 p.m.

2) ROLL CALL

3) APPROVAL OF MINUTES

- a)** Consideration and possible action to approve the November 9, 2015 minutes.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to approve the minutes for Monday, November 9.

Vote: 3 - 0 PASSED - Unanimously

- b)** Consideration and possible action to approve the June 2, 2016 minutes.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to approve the June 2, 2016 minutes.

Vote: 3 - 0 PASSED - Unanimously

4) OLD BUSINESS

5) NEW BUSINESS

- a)** Review and possible action regarding amendments to the Planning and Zoning Commission Position Description, Training Requirements, and Appointment Process.

Per the Staff Report by Town Clerk Jami Lewis, staff had worked with the document titled, "Planning and Zoning Commission Position Description, Training Requirements, and Appointment Process," for about two years, and Council last amended it one year ago. Staff desired the subcommittee to review the document for further revisions.

Members reviewed the document and staff's recommended revision and comments pertaining to certain requirements for appointment as follows:

- *Strike requirement for appointee to agree to an employee background check:* The subcommittee did not discuss the requirement, but both the Mayor and Town Clerk had recommended striking it.
 - *Question regarding the requirement for appointee to attend Citizen's Academy within 12 months of appointment:* If an appointee did not meet this requirement in the 12 month timeframe, the subcommittee preferred that staff continue to pursue the appointee's participation.
 - *Amend requirement to attend legal briefing:* The subcommittee did not object to including the option for an appointee to view the town attorney's Open Meeting Law training video, if one was available.
 - *Amend requirement for attendance at one Town Council regular meeting and one Town Council study session within 60 days of appointment:* The subcommittee suggested extending the time to 90 days.
 - *Appointee's failure to meet training requirements:* The subcommittee suggested that staff obtain an explanation from the appointee and report it to the subcommittee, who may, at any time, consider removing the appointee from the Commission.
- b) The Council Appointments Subcommittee may vote to recess the public meeting and hold an executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of recommending to the Town Council the appointment of William Welker and Tom Armstrong to fill positions on the Planning and Zoning Commission.

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to go into executive session at 4:04 p.m.

Vote: 3 - 0 PASSED - Unanimously

Mayor Croft reconvened the public meeting at 4:46 p.m.

- c) Consideration and possible action to recommend appointment of applicants to the Planning and Zoning Commission.

Per the Staff Report by Town Clerk Jami Lewis:

- 4 Regular positions and 1 Alternate position will expire on January 31, 2017.
- 2 vacancies were created when Commissioner Annie Lane was elected and seated on the Town Council in December 2016, and Commissioner Florence Sloan resigned in December 2016.
- Current Regular Commissioners Charles Merritt and Gary Pasciak and Alternate Commissioner Gwen Rowitsch applied for re-appointment. Staff received new applications from William Welker and Tom Armstrong.
- Staff recommended re-appointment of Charles Merritt, Gary Pasciak, and Gwen Rowitsch; and appointment of William Welker and Tom Armstrong subject to the results of their interviews with the subcommittee.

MOVED by Councilmember Lon Turner, seconded by Councilmember Mike Best to recommend to Council the appointment of William Welker and Tom Armstrong to the Planning and Zoning Commission.

Vote: 3 - 0 PASSED - Unanimously

6) ADJOURNMENT

MOVED by Councilmember Mike Best, seconded by Councilmember Lon Turner to adjourn the meeting at 4:51 p.m.

Vote: 3 - 0 PASSED - Unanimously

Dated this 12th day of January, 2017.

By: *Jami C. Lewis*

Approved: _____



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Appointments Subcommittee Meeting

5)b)

Meeting Date: 05/17/2017

Contact Person: Laura Kyriakakis, Human Resources Director

Department: Human Resources

Item Type: New Business

**Estimated length
of Staff Presentation:**

Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Review job description for Town Magistrate.

SITUATION AND ANALYSIS

N/A

Attachments

Job Description



PRESIDING MAGISTRATE

Department: **Municipal Court**

Class Code: **35**

Reports to: **Town Council**

FLSA Status: **Exempt**

GENERAL PURPOSE:

The Presiding Magistrate serves as the Chief Judge and administrator of the Town of Chino Valley Municipal Court. As such, the Presiding Magistrate is required to abide by the Arizona Code of Judicial Conduct and to administer the Court in compliance with all relevant Court Rules and regulations under the auspices of the Arizona Administrative Office of the Courts and the Arizona Supreme Court. The Presiding Magistrate is appointed by the Chino Valley Town Council, who also sets the salary of the Presiding Magistrate. The Chino Valley Municipal Court is the judicial department of the Town government and part of the judicial branch of state government. In order to maintain the Court as a fair, independent, and impartial tribunal, the Court is subject only to the judicial appointments, reasonable policy-making, and appropriations authority of the Town Council. The Presiding Magistrate administers, coordinates, and balances the independence of the Court as an integral part of the state judiciary, with the practical necessities of being the judicial branch of the Town of Chino Valley government.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Overall management and administration of the Court and the supervision of other municipal judges, judicial staff, and non-judicial staff while performing work for the Court.
- Supervising the internal administrative functions of the Court, including personnel, training, facilities, procurement, finance, and court security.
- Preparing and submitting an annual budget for the Court.
- Establishing and maintaining docketing, calendaring, case management policies and procedures, and court automation systems.
- Setting bond schedules.
- Reporting case activity statistics.
- Jury management.
- Managing Court records.
- Presiding over and adjudicating cases involving alleged violations of criminal state statutes (non-juvenile), criminal traffic state statutes (non-juvenile), civil state statutes, and municipal ordinance. Also preside over cases involving protective orders and search warrants.
- Conducting arraignments, pretrial disposition conferences, change of plea hearings, sentencings, order to show cause hearings, motion hearings, traffic hearings, jury and non-jury trials, and various other court settings as required.
- Conducting restitution, aggravation/mitigation hearings, if needed, prior to sentencing.
- Imposing sentences after a finding of "guilty" or "responsible".
- Determining the disposition of cash bails, surety bonds, and forfeitures.
- Ordering and signing criminal arrest warrants.
- Researching current case law as it applies to issues presented and, if needed, preparing written opinions.
- Demonstrating continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

- Complying with the Minimum Accounting Standards, Time Standards, Court Security Standards, and Language Access Plan reporting adopted by the Arizona Supreme Court.
- Appointing Pro-Tempore Magistrates per Administrative Order.
- Administering contracts for court appointed attorneys.
- Providing oral presentations to the Town Council on the state of the judicial branch as requested.
- Attending the annual judicial conference and completing mandatory COJET training.

MINIMUM QUALIFICATIONS:**Education and Experience:**

- Member in good standing of the Arizona State Bar.
- Preferred minimum of five years of experience in the practice of law representing clients.
- Preferred two years of actual experience in criminal law and experience in a trial courtroom setting.

Required Licenses or Certifications:

Possession of a valid State of Arizona driver's license.

Additional Requirements:

- Must be of good moral character.
- Successful completion of a criminal history check and background investigation including fingerprints.
- Arizona resident and a citizen of the United States.
-

Required Knowledge of:

- Substantive criminal law and state criminal laws applicable to matters filed in Municipal Court and all applicable Rules of Procedures.
- The Rules of Evidence.
- State traffic laws as set forth in Title 28 of the Arizona Revised Statutes, Municipal Ordinances, and applicable Rules of Procedure.
- Local court policies, procedures and rules.
- Case management techniques.
- Principles and practices of personnel management and supervision.
- Municipal Court Questions and Answers, revised March 2009.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Display a commitment to justice, fairness and the enforcement of law.
- Must possess the ability to demonstrate competent legal analysis.
- Possess excellent communication skills while being dignified, courteous and patient.
- Communicate orally with defendants, witnesses, and the public in group settings to give instructions, present information, and to respond to questions.
- Visually observe people's behavior in a courtroom setting.
- Comprehend and make inferences from written material.
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Conduct and control court proceedings, elicit pertinent information, and confine witnesses and litigants to relevant issues.
- Appraise factual situations.
- Make appropriate decisions promptly and in accordance with the law.
- Manage the cases scheduled in the courtroom in an effective and efficient manner.
- Work cooperatively with members of staff, other branches of government, customers, attorneys, and the public.
- Evaluate performance of assigned staff pursuant to applicable personnel policy.
- Maintain proper courtroom decorum through example, application, and enforcement of Rules and Procedures.

Physical Demands / Work Environment:

- Frequently required to sit, stand, walk, talk, and hear.
- Specific vision abilities required for this job include distance and close vision.
- Ability to lift court case folders, multiple case files, and equipment of the court that could weigh up to 20 pounds.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		4/2017			Exempt	

APPROVED: _____

DATE: _____



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Appointments Subcommittee Meeting

5)c)

Meeting Date: 05/17/2017

Contact Person: Laura Kyriakakis, Human Resources Director

Department: Human Resources

Item Type: New Business

**Estimated length
of Staff Presentation:**

Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Review and discuss the interview process.

SITUATION AND ANALYSIS

Laura will review how to prepare for an interview and provide a refresher on what can and cannot be said during an interview.

Attachments

Steps to a good interview

Town of Chino Valley

HUMAN RESOURCES DEPARTMENT

Steps to a Good Interview

Pre-Interview

- Familiarize yourself with job description.
- Review the Employment Application/resume.
- Identify and write questions regarding Red Flag items and other issues. (Break in employment, lack of detail regarding experience and job title, questionable information, job hopping.)
- Review the interview questions.

Interview

- Build Rapport.
- Explain agenda. (With certain hourly positions you will want to explain the basic job function and hourly wage in this step.)
- Review with candidate the physical requirements of the job on the job description. Ask, "Can you meet these requirements?"
- Ask planned questions. (Provide candidate with Benefits Summary if appropriate.)
- Discuss next steps. (If interviewing for management level position, inform the candidate of county philosophy, culture, etc... Advise applicant of additional interview requirements if applicable. (i.e. background checks, etc...)
- Ask applicant if she or he has any questions and answer them.
- Thank the applicant.

Tips

- Ask open-ended and reflective follow-up questions.. Do not ask direct (close-ended) questions.
- Do not ask leading questions that will give the candidate the answer you are hoping to receive.
- Don't ask questions that are too general. Narrow the candidate's response by requiring the answer to be directed to a specific time frame, experience, skill, project, etc.
- Ask multiple questions so the candidate does not become confused.
- Actively listen – Have your questions prepared in advance so you can listen to the candidates responses.
- Focus on the traits of the candidate. Focus on job requirements and if the candidate's skill sets and personality type will fit the existing style and needs of the department.
- **Don't spend too much time talking. It is your time to listen.**
- Don't make promises or commitments that cannot be kept.
- Provide sufficient time for each interview. Allow the candidate to adequately respond to questions. Insist on an answer if one is not given.

Town of Chino Valley

HUMAN RESOURCES DEPARTMENT

TOPIC	LEGAL QUESTIONS	DISCRIMINATORY QUESTIONS
Family Status	Do you have any responsibilities that conflict with the job attendance or travel requirements?	Are you married? What's your spouse's name? What is your maiden name? Do you have any children? Are you pregnant? What are your childcare arrangements?
Race	None	What is your race?
Religion	None (You may inquire about weekend or holiday work.)	What is your religion? Which church do you attend? What are your religious holidays?
Residence	What is your address?	Do you own or rent a house? Who resides with you?
Sex	None	Are you male or female?
Age	If hired, can you offer proof that you are at least 18 years of age?	How old are you? What is your birth date?
Arrests or Convictions for a Crime	Have you ever been convicted of a felony? (You must state that a conviction will be considered only as it relates to fitness to perform the job being sought.)	Have you ever been arrested?
Citizenship or Nationality	Can you show proof of your eligibility to work in the U.S? Are you fluent in any languages other than English? (You may ask the second question only as it relates to the job being sought.)	Are you a citizen? Where were you born?
Disability	Are you able to perform the essential functions of the job with or without reasonable accommodation? (Show the applicant the position description so he or she can give an informed answer.)	Are you disabled? What is the nature or severity of your disability?

Town of Chino Valley

HUMAN RESOURCES DEPARTMENT

25 Off-Limits Interview Questions

Job interviews present a minefield of legal problems. One wrong question could spark a discrimination lawsuit. That's why you should never "wing it" during interviews. Instead, create a list of interview questions and make sure every question asks for job-related information that will help in the selection process.

Federal and state laws prohibit discrimination on the basis of an applicant's race, color, national origin, religion, sex, age or disability. Some state laws also prohibit discrimination based on factors such as marital status or sexual orientation. If you ask a job applicant a question specifically relating to one of those characteristics, you're subject to being sued.

Every question you ask should somehow relate to this central theme: *"How are you qualified to perform the job you are applying for?"* Managers usually land in trouble when they ask for information that's irrelevant to a candidate's ability to do the job.

To avoid the appearance of discrimination during interviews, do not ask the following 25 questions:

1. Are you married? Divorced?
2. If you're single, are you living with anyone?
3. How old are you?
4. Do you have children? If so, how many and how old are they?
5. Do you own or rent your home?
6. What church do you attend?
7. Do you have any debts?
8. Do you belong to any social or political groups?
9. How much and what kinds of insurance do you have?

The following questions could result in an Americans with Disabilities Act (ADA) lawsuit:

10. Do you suffer from an illness or disability?
11. Have you ever had or been treated for any of these conditions or diseases? (followed by a checklist)
12. Have you been hospitalized? What for?
13. Have you ever been treated by a psychiatrist or psychologist?
14. Have you had a major illness recently?
15. How many days of work did you miss last year because of illness?
16. Do you have any disabilities or impairments that might affect your performance in this job?
17. Are you taking any prescribed drugs?
18. Have you ever been treated for drug addiction or alcoholism?

Many companies ask female applicants questions they don't ask males. Not smart. Here are some questions to avoid with female applicants:

19. Do you plan to get married?
20. Do you intend to start a family?
21. What are your day care plans?
22. Are you comfortable supervising men?
23. What would you do if your husband were transferred?
24. Do you think you could perform the job as well as a man?
25. Are you likely to take time off under the Family and Medical Leave Act?

Final point: If a job candidate reveals information that you're not allowed to ask, don't pursue the topic further. The "she brought it up" excuse won't fly in court, so change the subject right away.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Appointments Subcommittee Meeting

5)d)

Meeting Date: 05/17/2017

Contact Person: Jami Lewis, Town Clerk

Department: Town Clerk

Item Type: New Business

**Estimated length
of Staff Presentation:**

Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Review and discuss upcoming subcommittee meetings for interviews of Town Magistrate candidates, review of applications and interviews for Town Council, and review of applications and possible interviews for general public bodies with upcoming term expirations.

SITUATION AND ANALYSIS

Staff is currently recruiting for Town Magistrate, Town Councilmember, and positions on several general public bodies. The following tentative dates were being recommended for subcommittee meetings; however, some of these are not good for certain members of the subcommittee and Mayor Croft desires to have the full subcommittee present for these meetings.

- May 30 and/or 31 - interviews for Town Magistrate (Vice-Mayor Best will not be available on these dates.)
- Week of June 5 - review applications for Council and general public bodies (Councilmember Turner will be out of Town June 6-14.)
- June 13 - interviews for Town Councilmember (Councilmember Turner will be out of Town June 6-14.)

Please bring your calendars so that you can discuss and set dates for these items.

Attachments

No file(s) attached.