

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

**WEDNESDAY, MAY 17, 2017
1:00 P.M.**

The Town 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.

Present: Mayor (Chair) Darryl Croft (Chair); Councilmember Lon Turner

Absent: Vice-Mayor Mike Best

Staff Present: Human Resources Director Laura Kyriakakis; Town Clerk Jami Lewis (recorder)

1) CALL TO ORDER

Mayor Croft called the meeting to order at 1:10 p.m.

2) ROLL CALL

3) APPROVAL OF MINUTES

- a)** Consideration and possible action to approve the January 9, 2017 minutes.

MOVED by Councilmember Lon Turner, seconded by Mayor (Chair) Darryl Croft (Chair) to approve the minutes.

Vote: 2 - 0 PASSED - Unanimously

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.

Ms. Lewis reported that Earlda Riordan had withdrawn her application and James (Mitchell) Padilla had requested that his application be discussed in open session.

Ms. Kyriakakis reviewed the process and protocols for their review of the applications:

- Members should not write notes on the applications.
- They should look for experiences and skills on the job description.

Mayor Croft recommended selecting four or five applicants to interview, including the current Magistrate, Catherine Kelley.

They reviewed Mr. Padilla's application, noting that while his qualifications and experience were desirable, his requested salary was way more than the offered wage.

MOVED by Councilmember Lon Turner, seconded by Mayor (Chair) Darryl Croft (Chair) to go into executive session at 1:18 p.m.

Vote: 2 - 0 PASSED - Unanimously

Mayor Croft reconvened the public meeting at 2:11 p.m.

b) Review job description for Town Magistrate.

Members noted that the job description looked good and did not discuss it further.

c) Review and discuss the interview process.

Ms. Kyriakakis spoke about the interview process and provided guidelines for appropriate questions. She will provide packets with the application/resume, interview questionnaire, job description, and interview guidelines to members before the interviews.

Members asked staff to schedule 45 minutes for each interview with 15 minutes in between.

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.

Ms. Lewis recounted that the subcommittee needed to select dates for magistrate interviews, as well as application review and interviews for Council and other public bodies:

- *Magistrate:* Members tentatively scheduled magistrate interviews for June 1 from 12:00-5:00 p.m., with May 31 or 30 as alternate choices.
- *Council:* Members selected May 23 at 4:30 p.m. to review Council applications and June 20 to interview Council candidates.
- *Public Bodies:* Members preferred to push this out a bit further.

(Ms. Kyriakakis left the meeting at 2:19 p.m.)

6) ADJOURNMENT

The meeting adjourned at 2:26 p.m.

Dated this 18th day of May, 2017.

By: *Jami C. Lewis, Town Clerk*

Approved: May 23, 2017