

**MINUTES OF THE REGULAR MEETING  
OF THE MAGISTRATE EVALUATION COMMITTEE  
OF THE TOWN OF CHINO VALLEY**

**Monday, September 23, 2013  
3:30 P.M.**

The Magistrate Evaluation Committee of the Town of Chino Valley, Arizona, convened for a regular meeting in the Chino Valley Magistrate Court, located at 1988 N Road 1 West, Chino Valley, Arizona.

Councilmember Linda Hatch called the meeting to order at 3:30p.m.

Members present: Councilmember Linda Hatch (Chair), Mayor Chris Marley

Members absent: Councilmember Pat McKee

Staff present: Magistrate John Walker

Guest present: Judge William Sutton, retired

**3. APPROVAL OF MINUTES**

**3a.** Review and approval of September 24, 2012 minutes.

Mayor Marley moved, seconded by Councilmember Hatch to approve the September 24, 2012 minutes, and passed.

**4. CALL TO THE PUBLIC** – No public comments

**5. OLD BUSINESS** – No old business

**6. NEW BUSINESS**

**6a.** Presentation by William Sutton, retired Judge on Life Skills program. To include questions and answers and discussion.

William Sutton created Wise Choice Alternatives as a way to provide solutions to problems to the Arizona court system. He presented information on the American Committee Corrections Institute (ACCI) a home study life skills program aimed at correctional institutes and expanding to the court system. The program provides 14 different adult and 12 youth courses, which can be assigned by the court/judge. Fee is \$95 for a defendant and \$65 for a youth for one course. John Walker advised the class is 20 hours, works with a mentor, and a test at the conclusion. He is willing to use this program, which seems to be more constructive than community service time. Mayor Marley asked about implementation of choosing mentors. Councilmember Hatch questioned literacy and subjects taking course.

**6b.** Charter for the MEC

The board discussed the charter the modifications are:

- Meeting frequency twice a year or as needed
- Meeting day - On the fourth Monday of September and March
- Meeting Time - 3:30 p.m.
- Location Municipal Court
- staff liaison - is the magistrate

**6c.** Calendar: Issues relevant to the court

The committee discussed the following items:

- Court Audit
- Town audit September 23-23-26, 2013
- Administrative Office of the Supreme Court (AOC) financial audit in spring of 2014
- Financial audit is yearly and an operational audit every 3 year  
Item considered as a topic for a future agenda.
  
- Court Policies and Procedures

Councilmember Hatch requested written policy and procedure based on the courts financial procedures. No policies were located. Item considered as a topic for a future agenda. Mayor Marley mentioned ensuring court funds go through the Town's Finance Department. The court will have viewing access to the Town system. Judge Walker mentioned using the accounting procedures used by the Supreme Court policies as a base and expand accordingly as needed.

- Evaluation and Appraisal of the Magistrate

October 28 meeting date was selected the topic "The evaluation and appraisal of the magistrate". The Magistrate will provide a general state of the court at all MEC meetings.

- Process for appointing Magistrate

November 18 meeting date was selected for the Process for appointing Magistrate.

**7. ADJOURN**

Mayor Chris Marley moved, seconded Councilmember Linda Hatch by to adjourn, passed at 4:35p.m.

Submitted this 4<sup>th</sup> day of November, 2013

By: *Liz Hart, Town Clerk Assistant*