

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

**Thursday, January 23, 2014
1:00 P.M.**

The Magistrate Evaluation Subcommittee 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 1:00 P.M.

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

Staff present: Magistrate John Walker,

3. APPROVAL OF MINUTES

3a. Consideration and possible action to approve the November 19, 2013 meeting minutes. Councilmember McKee moved, seconded by Mayor Marley to approve the November 19, 2013 meeting minutes and passed.

4. CALL TO THE PUBLIC – no public comments

5. OLD BUSINESS – no old business

6. NEW BUSINESS

6a. Discussion of the MAS (Minimum Accounting Standards) Audit.

Magistrate Walker explained the MAS auditor's draft and the annual court report.

Items in question were:

- documentation verification/review by a second person
- two voided receipts not accounted for
- lack of a written policy to account for all un-issued manual receipts, which was corrected while the auditor was on site

Magistrate Walker will contact auditor and advise there are no correction, additions, or questions to the draft, so a full report can be issued.

6b. Discussion and vote on setting the schedule for Magistrate evaluation and contracting.

Councilmember Hatch provided a 2-year calendar to account for critical dates pending the magistrate rehire or replacement, which June 30, 2015 is the contract expiration date.

February - discuss in council the magistrate job posting.

February 24, 2015 - draft RFQ on Council agenda for approval.

March - Ad in paper and copy to Yavapai County Bar Association president for distribution.

April 6 - MEC meet and discuss

April 14 – Council discuss in executive session

April 30 – interviews Council special session

May 12 – compensation and select of candidates
May 26 – approval of candidate
June – Magistrate appoints the pro-tem judge
July 1, 2015 - Position available

The committee discussed magistrate evaluation process and evaluation date. Items to include in the evaluation form are goals with measurable objective and action. The committee agreed to set future evaluations due date as each January.

Due to time constraints, the 2014 schedule is as follows:
March - preplanning approval and send out
April – Evaluation

Councilmember Hatch volunteered to get the paperwork gathered.

7. ADJOURN

Councilmember McKee moved, seconded by Mayor Marley to adjourn, passed at 1:53 p.m.

Submitted this 25th day of February, 2014

By: *Liz Hart, Town Clerk Assistant Clerk Assistant*