

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

**Wednesday, October 30, 2013  
1:30 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 1:30 P.M.

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

Members absent: Mayor Chris Marley

Staff present: Magistrate John Walker, Court Administrator Ronda Apolinar, Town Manager Robert Smith, Finance Director Joe Duffy

**3. APPROVAL OF MINUTES**

**3a.** Review and approval of September 23, 2013 minutes

Councilmember McKee moved, seconded by Councilmember Hatch to approve the September 23, 2013 minutes, and passed.

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

**5. OLD BUSINESS** – No old business.

**6. NEW BUSINESS**

**6a.** Explanation of court accounting procedures and documents provided to the finance department.

Finance Director Duffy explained the review process and check distribution of court finances. He advised Jami and Cecilia are check signers with Robert as a backup. He reported on the JP Morgan access and modular interface. The court and the finance department agreed to cash handling procedures. Judge Walker explained information the court provides and time lines for providing that information. Caselle check printing procedures in relationship to court checks procedures were explained.

Councilmember McKee moved, seconded by Councilmember Hatch to table items 6b, 6c, 6d, 6e, & 6f to the November 19 meeting.

**6b.** Discussion of meeting notices and posting rules on the Town's website. Including Town home page, Calendar, Public meeting page – MEC and Agenda.

**6c.** Discussion regarding sending a thank you note to William Sutton, retired Judge.

**6d.** Presentation by Magistrate John Walker on the "State of the Court".

**6e.** Discussion of magistrate evaluation plans to include type of evaluation and calendar timetable for the Magistrate Evaluation.

**6f.** Summary of topics for the November 19 meeting.

**7. ADJOURN**

Councilmember McKee moved, seconded by Councilmember Hatch to adjourn, passed.

Submitted this 20th day of November, 2013

By: *Liz Hart, Town Clerk Assistant*