

**MINUTES OF THE REGULAR MEETING
OF THE LEGAL SERVICE REVIEW COMMITTEE
OF THE TOWN OF CHINO VALLEY**

**Monday, November 5, 2012
3:00 P.M.**

The Legal Service Review Committee of the Town of Chino Valley, Arizona, convened for a regular meeting in the Chino Valley Council conference room, located at 202 N. State Route 89, Chino Valley, Arizona, on Monday, November 5, 2012 at 3:00 P.M.

Vice Mayor Carl Tenney called meeting to order.

Members present: Vice Mayor Carl Tenney (chair), Councilmember Linda Hatch,

Members absent: Councilmember Darryl Croft

Staff present: General Services Director Cecilia Watts

3. APPROVAL OF MINUTES

3a. Approval of October 22, 2012 minutes

Accept the minutes as corrected.

Bullet point as amended to Self Employed Town Attorney (SETA).

Change prose to propose.

4. CALL TO THE PUBLIC – No call to the Public

5. OLD BUSINESS

5a. Review the Request for Qualifications (RFQ) for provisional legal services regarding the hiring of a Town Attorney.

The committee discussed the options on the Review the Request for Qualifications (RFQ) for provisional legal services.

- Introduction – time table
- Scope of work – quarterly contract renewals, specialty item contract, timeliness of work, other duties as assigned by Mayor and Council
- Submittal requirements
- Primary point of contact for both the Attorney and Staff
- Point of conflict within 2 years
- 30-day termination with ethical standards
- Evaluation to be completed by Council in Executive session vs. open session
- Background information to be provided to applicants – number of hours

Councilmember Linda Hatch Move, seconded by Vice Mayor Tenney to accept the RFQ as amended.

6. NEW BUSINESS

7. ADJOURNMENT

Councilmember Hatch moved, seconded by Vice Mayor Tenney to adjourn, and passed.

Submitted this 7th day of January 2013

By: *Liz Hart, Town Clerk Assistant*