



City of Goodyear

See meeting location
below

Meeting Minutes - Final

Judicial Advisory Committee

Thursday, October 15, 2020

2:00 PM

City Hall - Room 117
190 N. Litchfield Rd
Goodyear, AZ 85338

CALL TO ORDER

Human Resources Director Lyman Locket called the Judicial Advisory Committee meeting to order at 2:02 p.m.

ROLL CALL

Present: 7 - Committee Member Boyle, Committee Member Brewer, Committee Member Deshuk, Committee Member Fuller, Committee Member Godbehre, Committee Member Jones and Committee Member Weinberg

Non-Voting Members: Human Resources Director Lyman Locket – Present; Honorable Judge Mayra Galindo – Present

Staff Present: Court Administrator Crystal Whelan; Human Resources Analyst Kristin Zipprich

Agenda Note: Introduction of Members excused from the first meeting.

APPROVE MINUTES

1. [MINUTES](#) [2020-186](#) Approve draft minutes of the Judicial Advisory Committee meeting held on September 30, 2020.

The Minutes were TABLED until the next meeting scheduled on October 29, 2020.

Agenda Note:

A Committee Member requested for the Minutes to be sent to the Committee Members ahead of the meetings. Human Resources Director Locket agreed and stated they would be reviewing the rules of order and walk through what this process will be in the future.

A Committee Member asked if these minutes were approved by a prior Council Meeting based on something that was found on the city's agenda and minute's webpage. Human Resources Director Locket explained the minutes are not approved at a Council Meeting. JAC meeting minutes will be formally approved during the JAC meetings.

A Committee Member stated she was not seeing any documents being shared on the screen. Human

Resources Analyst Zipprich explained she had worked with the Committee Member the day prior to assist with the Committee Members technology issues. During troubleshooting, she found the Committee Member is using the web version of MS Teams which does not allow gallery view and appears it is not allowing the Committee Member to view screen shares. Human Resources Analyst Zipprich stated she would provide the meeting minutes and the documents viewed via email so the Committee Member could review.

CITIZENS COMMENTS/ APPEARANCES FROM THE FLOOR

None.

BUSINESS

2. Open Meeting Law

Human Resources Director Locket began reviewing Open Meeting Law requirements. City Clerk McCracken joined the meeting to present information to the group regarding Open Meeting Law provisions and requirements. A Committee Member asked if text messaging would apply. City Clerk McCracken stated the text messaging does apply and recommended that Committee Members maintain their communications as much as possible inside the Committee Meetings. A Committee Member also asked, due to the nature of the Committee, if the Committee could call Executive Sessions. City Clerk McCracken explained Human Resources Director Locket would need to discuss with Legal to determine if it meets the requirements for an Executive Session.

The PowerPoint presentation and webpages provided by City Clerk McCracken will be sent to the Committee Members via email or MS Teams.

3. Committee By-Laws

Human Resources Director Lyman Locket presented the draft By-Laws to the Committee. He then provided an overview of the By-Laws, including specifics on Terms of Office, Officers of the Committee to be determined, Ex-officio Members, Staff or Designees, Attendance Policy, Quorum (4 members), Meeting information and Roberts Rules of Order, no proxy voting, City Ethics Policy, Resignation and Removal, and Agenda Items. He also explained that an Alternate Committee Member was established that is not present, however the individual will be engaged in the committee moving forward. By-Laws will be brought back to the next meeting to be finalized.

A Committee Member asked how they knew what their specific Office Term was since they are staggered. Human Resources Director Locket stated they were in the Council decision when the Committee Members were appointed and they would be provided to the Committee.

The By-Laws, City Ethics Policy, and list of Office Terms will be sent to the Committee Members via email or MS Teams.

Committee Member Weinberg stated she may be unavailable at the next meeting on the 29th due to a

work conflict. She asked if she may be able to get a recording of the meeting and how to provide input on anything needed from the meeting. Human Resources Director stated that we can and are recording the meetings and will make them available to the Committee. He also explained we can review the need for changing meeting dates if needed, however we will try to keep an absentee member kept up to date. He also explained the Committee Members should be receiving the same information, so if something is sent to a Committee Member, it should be sent out to everyone.

As a follow-up, a Committee Member asked if it is recommended that information they would like presented to the Committee be emailed directly to Human Resources Director Locket if they know they will not be in attendance at a meeting.

The Committee By-Laws was TABLED.

4. Election of Chairman and Vice-Chairman

Clarification of titles to Chairperson and Vice-Chairperson.

Human Resources Director Locket called for nominations for Committee Chairperson and Committee Vice-Chairperson. Committee Member Fuller nominated Committee Member Brewer as Chair and Committee Member Godbehere as Vice-Chair. Committee Member Deshuk second the nomination. Committee Member Godbehere would like to review By-Laws and time commitment before making a decision.

Committee Member Deshuk asked if the city would be providing someone to take the minutes as this may help on the time commitment concerns of the Committee. Human Resources Director Locket responded with yes, Human Resources Analyst Zipprich is currently taking minutes, but in the future the Committee could elect a secretary.

The Committee would like time to review the By-Laws and the time commitment before making nominations or voting for Chair and Vice-Chair.

The Election of Chair and Vice-Chair was TABLED.

5. Review Evaluation Questions Survey Results

Human Resources Director Locket reviewed the results of the Evaluation Survey the Committee Members took since the last meeting. He explained how the results are presented and that an indicator of inclusion would be a rating of 66% or higher. The Committee reviewed each question by agreeing or disagreeing and providing any opinion or thought into why something should or shouldn't be included.

The review of the Evaluation Survey Results will be continued on Question 29 at the next meeting.

The Review of Evaluation Questions Survey Results was CONTINUED.

6. Presiding Judge Self-Evaluation

The Presiding Judge Self-Evaluation was TABLED.

INFORMATION ITEMS

None.

NEXT MEETING

The next meeting is scheduled for October 29, 2020 at 1:30 p.m. at Goodyear City Hall, Room 117.

ADJOURNMENT

There being no further business to discuss, Human Resources Director Lyman Locket adjourned the meeting at 4:04 p.m.

Respectfully Submitted by:

Kristin Zipprich, Human Resources Analyst

Lyman Locket, Human Resources Director

Date: _____