

Judicial Advisory Board

2/7/2024

Meeting Date

3/20/2024

Date Minutes Were Approved

John Burkholder

John Burkholder (Mar 21, 2024 16:28 PDT)

Chair

CERTIFICATION AND ATTESTATION

I hereby certify that the accompanying document is a true and correct copy of the minutes of the aforementioned meeting. I further certify that the meeting was duly called and held, and that the quorum was present.

Ted Flores

Ted Flores (Mar 21, 2024 16:11 PDT)

Staff Liaison





CITY OF AVONDALE

JUDICIAL ADVISORY BOARD

Wednesday, February 7, 2024

5:30 p.m.

Physical Access to the Sonoran Conference Room will be available thirty (30) minutes prior to the meeting.

Avondale City Hall (Sonoran Conference Room)

11465 W. Civic Center Dr. Avondale, AZ 85323

Online Meeting

Minutes

The following Board Members were in attendance:

Ashley Fitzwilliams
Danielle Brown
David Garrison
Frank Moskowitz
John Burkholder
Michael Kielsky
Paul Lemmon

The following staff members were in attendance:

Andrew Mesquita, HR Director
Janet Dayer, Lead HR Analyst
Ted Flores, HR Manager

Public Session

Called to order: 5:39 PM

1. Welcome/Introduction

The board and staff introduced themselves and discussed if this was their first or second term.

2. Select a chairperson and vice-chairperson motion

Board Member Lemmon motioned to appoint Board Member Burkholder as chairperson, Board Member Garrison seconded, and the motion was carried unanimously. Board Member Lemmon motioned to appoint Board Member Moskowitz to vice-chairperson, Board Member Burkholder seconded, and the motion carried unanimously.



3. Overview of process and board member responsibilities

Staff provided the board with an overview of the process of reappointment. Staff provided the board with their responsibilities per the City of Avondale Ordinance, Article II, Judicial Advisory Board. Staff also provided the board with an overview of the staff's role and how they will support each other through the process.

4. Overview of Reappointment Process

Staff provided the board with an overview of the reappointment process held in 2022. Staff provided the board with all staff, attorney, and litigant surveys, as well as the interview questions related to the reappointment process in 2022.

5. Timeline of Reappointment Process

The board discussed the proposed timeline with staff.

Chair Burkholder inquired if the surveys from 2022 were available. Chair Burkholder mentioned he would like to keep the survey similar to determine trends in the presiding judge's survey results.

Board Member Garrison discussed if the surveys remained similar to prior years, the board could focus more on the interview questions as they will need adjusting for this reappointment process.

Chair Burkholder asked staff if a one (1) week turnaround time would be realistic for staff to have survey results to the board. Staff assured the board this would be realistic as the surveys would be compiled weekly and results would be completed through software that compiles data quickly.

Board Member Lemmon asked the board if they could potentially seek feedback from other City Leadership. Chair Burkholder stated other jurisdictions have completed this, but questioned how much interaction City leadership has with the Presiding Judge. Staff relayed to the board that it varies based on what may be going on at City Court.

Vice-chair Moskowitz inquired with staff if the public could provide feedback, to which staff answered yes, as a public notice will be posted to welcome feedback. Chair Burkholder shared with the board that there was no public feedback received in 2022.

Board Member Garrison requested the staff count of courts to determine if there has been a significant increase and if that will help with the survey response data. Staff advised the board that there are fifteen (15) FTEs in City Court with one (1) of those positions being vacant.

Chair Burkholder shared with the board that another option could be to witnesses, through the police department, to seek feedback. Chair Burkholder commented that he was unaware of how many trials he holds, but that there may be civil traffic trials. The Vice Chair asked if the City Court would conduct jury trials and if so, they could conduct jury surveys. Chair Burkholder



requested staff research, if able, how many jury trials, civil citation hearings, and non-jury trials are conducted by the Court.

Board Member Lemmon agreed with Chair Burkholder on where appropriate, to get as much information and survey data as possible.

Chair Burkholder requested staff check with City Court to determine how many private attorneys have attended court proceedings at the Court for the board to determine if they still would like to conduct attorney surveys. Chair Burkholder recommended staff review attorneys for the past six (6) months. Chair Burkholder advised the board that pro-term judges may be another source of feedback for the Presiding Judge.

6. Schedule Next Meeting

Board Member Garrison inquired with staff if the board chose not to pursue a lot of survey modifications and if staff could send the survey out sooner to give a longer period of time for responses. Staff advised the board that it could work if the board moved that way.

Staff gave alternatives to the proposed time of meetings, staff advised that the board could review the survey results as well as the interview with the Presiding Judge.

Board Member Lemmon motioned for the meeting to be March 20, 2024, at 5:30 p.m., Board Member Garrison seconded, and the motion was carried unanimously.

7. Adjournment

Board Member Kielsky motioned to adjourn the meeting, Board Member Lemmon seconded the motion, and the motion carried unanimously.

The meeting adjourned at 6:17 p.m.

Individuals with special accessibility needs, including sight or hearing impaired, large print, or interpreter, should contact the City Clerk at 623-333-1200 or TDD 623-333-0010 at least two business days prior to the Meeting.

Personas con necesidades especiales de accesibilidad, incluyendo personas con impedimentos de vista u oído, o con necesidad de impresión grande o interprete, deben comunicarse con la Secretaria de la Ciudad at 623-333-1200 o TDD 623-333-0010 cuando menos dos días hábiles antes de la junta del Concejo.