



MINUTES

**City of Scottsdale
JUDICIAL APPOINTMENTS ADVISORY BOARD
Regular Meeting**

Monday, May 12, 2025

**North Corporation Yard – Wrangler Conference Room
9191 E. San Salvador Drive
Scottsdale, AZ 85258**

PRESENT

Board Members:

John Gilbert, Chair
Judge Joseph Kiefer, Vice-Chair
Judge Suzanne Marwil (arrived at 6:10 p.m.)
Tricia Schafer
Carol Ann Petren
Helene Weitzenkorn
Jeanne Beasley

Staff:

Stephanie Heizer, Senior Assistant City Attorney
Marianne Bayardi, Presiding City Judge
Monica Boyd, Director of Human Resources
Killeen Sepulveda, Senior Human Resources Analyst
Autumn Asmus, Management Analyst

Call to Order

Chair Gilbert called the meeting to order at 6:03 p.m.

Roll Call

Members present as listed above.

Possible Executive Session

1. INTRODUCTION OF NEW BOARD MEMBERS

Chair Gilbert welcomed new Board Member Jeanne Beasley.

2. APPROVAL OF FEBRUARY 13, 2025, JUDICIAL APPOINTMENTS ADVISORY BOARD MEETING MINUTES

Chair Gilbert noted there were several instances where the Chair and Vice-Chair were switched.

VICE-CHAIR KIEFER MOVED TO APPROVE THE FEBRUARY 13, 2025, JUDICIAL APPOINTMENTS ADVISORY BOARD MEETING MINUTES AS AMENDED. BOARD MEMBER WEITZENKORN SECONDED THE MOTION, WHICH CARRIED FIVE (5) TO ZERO (0). CHAIR KIEFER, VICE-CHAIR GILBERT, BOARD MEMBERS PETREN, SCHAFFER, AND WEITZENKORN VOTED IN THE AFFIRMATIVE. BOARD MEMBER BEASLEY ABSTAINED. THERE WERE NO DISSENTING VOTES.

3. PUBLIC COMMENT

There was no request to speak.

4. PRESENTATION BY HUMAN RESOURCE STAFF REGARDING ADVERTISING NOTICE TO THE PUBLIC AND LICENSED ATTORNEYS REGARDING THE VACANCY CREATED BY THE RETIREMENT OF AN ASSOCIATE JUDGE

Monica Boyd, Human Resources Director, provided an introduction, noting that she and her team, with the assistance of Judge Bayardi, have prepared a recommendation regarding advertising for the associate judge position that will become available following Judge Blake's retirement.

Killeen Sepulveda, Senior Human Resources Analyst, Lead Recruiter, and support to the Charter Officers, reviewed the recommended advertising plan. The process will be managed internally, and the job posting will be placed on the City of Scottsdale's webpage, LinkedIn, Glassdoor, Indeed, Arizona League of Cities, as well as other specific locations where the City typically lists job postings. Chris Phelps, Court Administrator, will assist in posting the job with the bar associations and other relevant associations.

In response to Board Member questions, Ms. Boyd advised that approximately three Human Resource personnel and three Court personnel are involved in preparing and executing the job posting as well as reviewing applications received. Corrections will be made to the documents to clarify that the Judicial Appointments Advisory Board (JAAB) makes a recommendation to the City Council, which then makes the final decision. Ms. Boyd provided a detailed overview of the partnership between Human Resources, Judge Bayardi, Court Administration, JAAB, and the City Council in the recruitment, interview, and appointment processes. Judge Bayardi further clarified her role as a resource to the JAAB and explained that, according to City ordinances, at least six applicants must be interviewed and three recommended to the City Council for consideration.

Ms. Sepulveda conducted a slide presentation, which she reviewed and discussed with the Board. The first slide covered the hiring plan, job postings, and the selection process. She said the intent was to open the position by Friday, May 16, 2025. Judge Bayardi updated the job description before the Board for review.

Judge Bayardi emphasized the importance of advertising with bar associations, noting that many associations aim to advance their members into leadership roles and contribute to the community.

Board Member Marwil offered recommendations for additional recruitment opportunities.

Ms. Sepulveda reviewed the job posting with the Board, noting changes can only be made to the introduction section titled "About the Position". Vice Chair Kiefer inquired about the term "minimal court case." A discussion revealed that the job posting did not incorporate the updated job description, which will be corrected to match the revised job description.

The Board was asked to determine how long the posting should remain open. After thorough discussion, the consensus was to run the job posting for a minimum of 30 days and review the applications received thereafter. Additional applications may be sought if necessary. Ms. Sepulveda outlined the application review process, which will occur within five to ten business days after receipt.

Ms. Sepulveda sought input from the JAAB Members regarding adding a cover letter and resume requirement to the application, possibly with amendments. Following a discussion, the consensus was to encourage inclusion of a cover letter and resume along with specific supplemental questions as detailed below.

Ms. Boyd discussed wording in the job posting to strongly encourage submission of a cover letter and resume. Applicants submitting a cover letter should address the following questions:

- Why do you want this associate judge position with the City of Scottsdale?
- Describe why your background and history make you suited for the position of associate judge.

Judge Bayardi suggested that the following specific supplemental open-ended questions be added to the application:

- Describe what your judicial demeanor is or would be if appointed judge.
- How would you manage a high-volume court typical of limited jurisdictions?
- In a limited jurisdiction court dealing with many unrepresented litigants, how would you approach them?

Attorney Heizer proposed that Human Resources update the JAAB on the number of applications received after two weeks and schedule a virtual emergency meeting, if needed, to discuss extending the job postings.

VICE CHAIR KEIFER MOVED TO APPROVE HUMAN RESOURCES' PLAN FOR THE HIRING PROCESS WITH THE ADDITIONAL DISCUSSIONS HAD TONIGHT REGARDING COVER LETTERS, RESUMES, AND ADDITIONAL QUESTIONS AND A FOUR-WEEK OPEN PERIOD FOR APPLICANTS. BOARD MEMBER MARWIL SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0), CHAIR GILBERT, VICE-CHAIR KEIFER, BOARD MEMBERS BEASLEY, MARWIL, PETREN, SCHAFER, AND WEITZENKORN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

5. DISCUSS AND REVIEW THE CURRENT APPLICATION PROCESS AND TENTATIVE TIMELINE FOR THE APPOINTMENT OF NEW ASSOCIATE CITY JUDGE

Autumn Asmus, Management Analyst, discussed the timeline for the upcoming meetings and the City Council session where the appointment will be finalized. It was noted that Judge Blake's retirement date is September 7, 2025. The current proposed schedule does not allow for a new appointment prior to Judge Blake's departure.

In response to inquiries from Board Members, Ms. Sepulveda addressed the due diligence process, which would commence after the second meeting, tentatively planned for September 7, 2025.

The JAAB deliberated on the possibility of advancing the application review process and interviews; however, the timeline did not accommodate everyone's schedules. Judge Bayardi emphasized the importance of thoroughly vetting candidates to ensure the selection of the most suitable individual for the position. Court administration has formulated a contingency plan that includes the utilization of pro tem judges as required.

The next meeting is scheduled for Monday, July 21, 2025, at 6:00 p.m., during which applications screened by Human Resources to meet minimum qualifications will be reviewed.

The third meeting is scheduled for Friday, September 5, 2025, at 9:00 a.m., where interviews will be conducted and a recommendation made to the City Council.

6. FUTURE AGENDA ITEMS

None presented.

ADJOURNMENT

BOARD MEMBER SCHAFFER MOVED TO ADJOURN THE MEETING. BOARD MEMBER MARWIL SECONDED THE MOTION, WHICH CARRIED SEVEN (7) TO ZERO (0). CHAIR GILBERT, VICE-CHAIR KEIFER, BOARD MEMBERS BEASLEY, MARWIL, PETREN, SCHAFFER, AND WEITZENKORN VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 7:26 p.m.

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