



**JUDICIAL COMMITTEE  
MINUTES**

**REGULAR MEETING  
6, NOVEMBER, 2017**

The JUDICIAL COMMITTEE convened in a regular meeting on 6, November, 2017 301 W 2<sup>nd</sup> Street in Austin, Texas.

Chair Flannigan called the committee Meeting to order at 3:03 p.m.

**Committee Members in Attendance:**  
Flannigan, Casar, Garza, and Pool

**Staff in Attendance:**

**1. CITIZEN COMMUNICATION: GENERAL**

**List name of speaker(s) and brief description of topic.** Emily Gerrick spoke on judges jailing people who can't afford to pay for their tickets, her committee is collecting data and would like to share that information once it's compiled.

**2. DISCUSSION AND POSSIBLE ACTION**

**Discussion and possible action on process and timeline for the evaluation and appointment of Austin Municipal Court Judges.**

**The presentation was made by Mary Jane Grubb, Court Clerk, Municipal Court.**

**3. DISCUSSION AND POSSIBLE ACTION ON TIMELINE AND PRELIMINARY TIMELINE PROCESS FOR THE EVALUATION AND APPOINTMENT OF AUSTIN MUNICIPAL COURT JUDGES.**

**OPTION 1: Evaluate Presiding Judge First/Concurrent with Framework Discussion**

- November 10<sup>th</sup> JC-Using evaluation materials provided, conduct evaluation a Presiding Judge; Discuss a framework using Strategic Outcomes; Discuss how to accomplish a needs assessment of the current Court, including salary study
- November message board – Share Strategic Outcomes Framework with full Council for feedback
- December CC – If applicable, bring appointment of Presiding Judge to full Council
- January JC – Briefing on Needs Assessment (when available?) and make decisions on FTEs and salaries; Discuss objectives and metrics that may be used to accomplish appointments based on Strategic Outcomes Framework; Discuss and update job descriptions for Judicial Appointments
- January message board – Share matrix for scoring Judicial candidates
- February – post job postings
- February JC – Conduct evaluations of all current Associate and Substitute Judges
- March JC – Conduct interviews of top applicants
- March CC – Make appointments for all Associate and Substitute Judicial positions (and Presiding Judge, if applicable)
- April 1 – deadline for appointments

**Option 2: Conduct Framework Discussion First/Then Evaluate Judges**

- November 10<sup>th</sup> JC – ~~Using evaluation materials provided, conduct evaluation of Presiding Judge;~~  
Discuss a framework using Strategic Outcomes; Discuss how to accomplish a needs assessment of the current Court, including salary study
  - November message board – Share Strategic Outcomes Framework with full Council for feedback
  - ~~December CC – if applicable, bring appointment of Presiding Judge for full Council~~
  - January JC – Briefing on Needs Assessment (when available?) and make decisions on FTEs and salaries; Discuss objectives and metrics that may be used to accomplish appointments based on Strategic Outcomes Framework; Discuss and update job descriptions for Judicial Appointments
  - January message board – Share matrix for scoring Judicial candidates
  - February – posting job postings
  - February JC – Conduct evaluations of all current Presiding, Associate and Substitute Judges
  - March JC – Conduct interviews of all top applicants
  - March CC – Make appointments for all ~~Associate and Substitute~~ Judicial positions (~~and Presiding Judge, if applicable~~)
  - April 1 – deadline for appointments
- a. **Garza 1) Ability to create a matrix of their own**  
2) **Proposals & existing reviews**
  - b. **Casar 1) Set a deadline**  
2) **Make a recommendation to council in tabs & council role in March**
  - c. **Pool 1) Need to know amount of openings including how community members stakeholders will be engaged.**

**6. FUTURE ITEMS**

- a. Flannigan – Already formed a charter review commission to see if there's something around that definition that this committee should consider making a recommendation to council that then effectively becomes a recommendation of the task force for us to consider.

**7. ADJOURN**

**Chair Flannigan adjourned the meeting at 4:11 p.m. without objection.**

