

**NOTICE OF PUBLIC MEETING  
OF THE  
HIRING COMMITTEE  
OF THE  
ARIZONA CRIMINAL JUSTICE COMMISSION  
AND  
AGENDA**

Pursuant to A.R.S § 38-431.02, notice is hereby given to the members of the **Hiring Committee** of the Arizona Criminal Justice Commission and to the general public that the **Hiring Committee** will hold a meeting open to the public on **May 16, 2016** beginning at **5:00 p.m.** at the **Arizona Criminal Justice Commission Office, 1110 W. Washington, Suite 230, Phoenix, Arizona 85007.**

Pursuant to the Americans with Disabilities Act (ADA), the Arizona Criminal Justice Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Commission Office at (602) 364-1146. Requests should be made as early as possible to allow time to arrange the accommodation.

The Hiring Committee may go into executive session for any of the purposes set forth in A.R.S. 38-431.03(A)(1) through (7), as applicable to the agenda items listed, including for the purposes of receiving legal advice or the consideration of employment related issues.

Agenda for the meeting is as follows:

- |   |   |
|---|---|
| <b>I. Call to Order and Roll Call</b><br><b><i>Hiring Committee Members:</i></b><br>Daniel Sharp, Chairperson<br>Bill Montgomery<br>Joe Brugman<br>David Byers<br>Sheila Polk<br>Charles Ryan | <b>Chairperson Daniel Sharp</b>                 |
| <b>II. Minutes of the May 4, 2016 Meeting</b> <ul style="list-style-type: none"><li>• Approval of Minutes</li></ul>   | <b>Chairperson Daniel Sharp</b><br><b>P-F-T</b> |

### **III. Executive Director Selection**

**Chairperson Daniel Sharp**

- Review, discussion, consideration and possible action regarding the interviews of internal candidates and selection for the Executive Director position.

**P-F-T**

### **IV. Call to the Public**

Those wishing to address the Committee need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

### **V. Date, Time, and Location of Next Meeting**

- The next Hiring Committee meeting will be held on at the call of the Chairperson.

### **VI. Adjournment**

A copy of the agenda background material provided to Committee members is available for public inspection at the Arizona Criminal Justice Commission Office, 1110 West Washington, Suite 230, Phoenix, Arizona 85007, (602) 364-1146. This document is available in alternative formats by contacting the Commission Office.

## II

### HIRING COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

#### Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
May 16, 2016	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Minutes of the May 4, 2016 Meeting

**TO:** Committee Members

**FROM:** Daniel Sharp, Chairperson

#### **RECOMMENDATION:**

The Committee approve the minutes of the Hiring Committee meeting held on May 4, 2016.

#### **DISCUSSION:**

N/A

#### **FISCAL IMPACT:**

N/A

#### **ALTERNATIVES:**

Not Approve - Modify - Table

**Hiring Committee  
Minutes  
May 4, 2016**

A public meeting of the Hiring Committee of the Arizona Criminal Justice Commission was convened on May 4, 2016, at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 230, Phoenix, AZ 85007.

**Members Present:**

Daniel Sharp, Chairperson, Chief, Oro Valley Police Department  
Joe Brugman, Chief, Safford Police Department  
David Byers, Director, Administrative Office of the Courts  
Bill Montgomery, Maricopa County Attorney  
Sheila Polk, Yavapai County Attorney  
Charles Ryan, Director, Department of Corrections

**Staff Participating:**

John A. Blackburn, Jr., Executive Director  
Wendy Boyle, Executive Secretary

**I. Call to Order and Roll Call**

The meeting was called to order by Chairperson Daniel Sharp at 3:00 p.m. Roll was taken, and a quorum was declared present.

**II. Executive Director Selection**

Executive Director Blackburn reviewed that the Commission voted to open the announcement for the Executive Director position for internal candidates with a posting date of April 11, 2016. The Hiring Committee will interview the internal candidates and forward a recommendation to the Commission.

At 3:02 p.m., Commissioner Bill Montgomery entered a motion to move to Executive Session to begin the interview process. The motion was seconded by Commissioner Joe Brugman and was unanimously approved by the Committee.

The open public meeting of the Hiring Committee reconvened at 4:59 p.m. Commissioner Sheila Polk entered a motion to request at least three professional references from each candidate and send to Commissioner Bill Montgomery by close of business on May 5, 2016. The motion was seconded by Commissioner Joe Brugman and was unanimously approved by the Committee.

Commissioner Sheila Polk entered a motion to have the Hiring Committee reconvene on Monday, May 16, 2016, at 5:00 p.m. at the ACJC office for the purpose of the hiring process for Executive Director Position. The motion was seconded by Commissioner Charles Ryan and was unanimously approved by the Committee.

**III. Call to the Public**

Chairperson Sharp made a call to the public. No members of the public addressed the Committee.

**IV. Date, Time, and Location of Next Meeting**

The next Hiring Committee Meeting is scheduled on **Monday, May 16, 2016**, at the Arizona Criminal Justice Commission, 1110 W. Washington, Suite 230, Phoenix, AZ 85007.

**V. Adjournment**

The meeting was adjourned at 5:02 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John A. Blackburn, Jr.", written in a cursive style.

John A. Blackburn, Jr.  
Executive Director

Audio recording is available upon request.

# III

## HIRING COMMITTEE OF THE ARIZONA CRIMINAL JUSTICE COMMISSION

### Request for Committee Action

Action Requested:	Type of Action Requested:	Subject:
May 16, 2016	<input checked="" type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Information Only <input type="checkbox"/> Other	Executive Director Selection

**TO:** Committee Members

**FROM:** Daniel Sharp, Chairperson

#### RECOMMENDATION:

The Hiring Committee recommend to the Commission a final candidate for the Executive Director position.

#### DISCUSSION:

At the April 6, 2016 meeting, the Commission voted to open the job announcement for the Executive Director position to internal candidates with a posting date of April 11, 2016 to April 13, 2016. The Hiring Committee will review internal applicant information and forward a recommendation to the Commission.

#### FISCAL IMPACT:

N/A

#### ALTERNATIVES:

Not Approve - Modify - Table