

**MUNICIPAL COURT ADVISORY SUBCOMMITTEE  
MEETING MINUTES  
NOVEMBER 5, 2020 at 2:00 PM  
VIDEOCONFERENCE**

Subcommittee Present:	Councilmember Melissa Cabello Havrda, <i>District 6, Chair</i> Councilmember Adriana Rocha Garcia, <i>District 4</i> Councilmember Ana Sandoval, <i>District 7</i>
Staff Present:	Camila Kunau, <i>Assistant City Attorney</i> ; Chelsea Mikulencak, <i>Assistant City Attorney</i> ; Honorable Judge Carla Obledo, <i>Presiding Judge</i> ; Norma Morales-Arias, <i>Municipal Court Administrator</i> ; Frederick P. Garcia, Jr., <i>Municipal Court Clerk</i> ; Nancy Cano, <i>Office of the City Clerk</i>
Others Present:	None

**CALL TO ORDER**

Chair Cabello Havrda called the meeting to order.

**1. Approval of the minutes from the October 19, 2020 Municipal Court Advisory Subcommittee meeting.**

Councilmember Rocha Garcia moved to approve the minutes from the October 19, 2020 Municipal Court Advisory Subcommittee meeting. Councilmember Sandoval seconded the motion. The motion carried unanimously.

**2. Briefing by Presiding Judge Carla Obledo on performance measures and evaluation of Full-time and Part-time Municipal Judges**

**3. Discuss and recommend appointments of Municipal Judges.**

Chair Cabello Havrda announced that the Subcommittee would discuss recommended appointments of Municipal Judges.

Presiding Judge Carla Obledo recommended the reappointment of all full-time Judges and all part-time Judges that applied for reappointments. She reiterated that during the COVID-19 pandemic all the Judges took the initiative to craft and establish new policies, procedures, and protocols for the new way of conducting court and each Judge exercised flexibility and resourcefulness with the new system in place and took proactive measures to notify citizens of expectations for their cases set for hearing or trial. She noted that all Judges had completed nearly a quarter of their two-year term and she was eager to approve their reappointments.

Chairwoman Havrda requested performance metrics for the evaluation of reappointments and discussed various evaluation tools used in the past and present at the Municipal Court and the creation of an updated evaluation tool.

Councilmember Sandoval noted that performance metrics would be developed for the evaluations of reappointments and individual briefings would be held by the Committee.

**EXECUTIVE SESSION**

Chair Cabello Havrda recessed the meeting into Executive Session at 2:35 pm to discuss the following:

- A. Deliberate the appointment, evaluation, and duties of public officers and discuss legal issues pursuant to Texas Government Code Section 551.074 (personnel matters) and Texas Government Code Section 551.071 (consultation with attorney).

**RECONVENED**

Chair Cabello Havrda reconvened the meeting at 3:12 pm and announced that no action was taken in Executive Session. She announced that the Committee would hold further discussions with Presiding Judge Obledo on the reappointments.

**ADJOURNMENT**

There being no further discussion, Chair Cabello Havrda adjourned the meeting at 3:15 pm.

**ATTEST:**

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*Melissa Cabello Havrda, Chair*

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*Nancy Cano,  
Office of the City Clerk*