

Call to Order

A Regular Meeting of the Personnel Advisory Board of the City of Coolidge was held in the Council Chambers, 911 S. Arizona Boulevard, Coolidge, Arizona. City Attorney Denis Fitzgibbons called the meeting to order at 5:35 p.m. Those present were Board members Mike Henry, Dr. Williams "Bill" Perry, Ray Vasquez, Tom Frost, Shalee Ziegler and Vicki Williams. Alvin Brent Kempton was absent. Also present were Assistant City Manager Jill Dusenberry, Human Resource Analyst Rachel A Duran, and City Attorney Denis Fitzgibbons.

Approval of Minutes

N/A

Report by the City Attorney

City Attorney Denis Fitzgibbons started with an introduction of all new board members and then gave an overview of the Personnel Advisory Board. Shalee Ziegler asked if any member had served on this board before. Ray Vasquez answered that he had served on an Appeals Board.

BUSINESS

The Personnel Advisory Board shall discuss and possibly take action on appointing a Chairman. Discussion and Action.

The Personnel Advisory Board nominated Tom Frost as the Chairman. There was no discussion. *MOTION* was made by member Ray Vasquez to appoint Tom Frost as Chairman for the Personnel Advisory Board. *SECOND* was made by member Shalee Ziegler and passed unanimously. At that time Chairman Frost took over running the Board meeting.

The Personnel Advisory Board shall review and discuss the City of Coolidge Personnel Policies and Procedures. Discussion Only.

City Attorney Denis Fitzgibbons reviewed the Personnel Policies and Procedures with new members to the Personnel Advisory Board. Ray Vasquez asked about documents during a disciplinary process and is it the decision of the board or a recommendation to the City of Coolidge? The Board was advised that it makes a recommendation to the City Manager, who

then makes the final decision concerning the employment matter. Tom Frost asked about how documents would be presented at the hearing. Denis advised the Board was not to discuss any specific matter but the meeting was only to introduce the new board members and to review the policies and procedures along with the role of being a board member. Mike Henry asked about the burden of proof and Denis advised that the burden of proof was on the City to establish why the City took the employment action that it did in a particular matter. Denis also provided the relevant statutes pertaining to Law Enforcement employees. Ray Vasquez asked if the Board would be protected from any lawsuits. Denis advised that the City represents the Board if there would be a lawsuit and they are protected unless they did something intentionally wrong. Denis discussed the Arizona open meeting laws. Denis recommended staying out of executive sessions. Tom Frost asked about tracking disciplinary actions, the level of disciplinary actions, board discussions and questioned circumstance. Assistant City Manager Jill Dusenberry responded to the tracking status. Mike Henry asked who maintains Personnel Files and inquired about hearsay evidence at hearings. Bill Perry asked if the Personnel Files would be available. Denis responded that at a hearing, the Board would only see those documents that either side admits into evidence. Bill Perry also asked if they could possibly hear a new concern during the hearing. Denis advised that there could be some instances that this could happen.

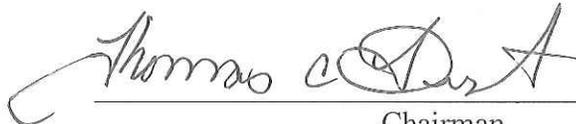
The Personnel Advisory Board shall discuss and possibly take action on setting a date and time to hear the Appeal Request filed by Steven Sandoval and establish any other necessary future meeting dates. Discussion and Action

Denis asked the board members if they would be available June 5, 2013 for the Appeal Hearing. Tom Frost stated he could do an early evening starting at 5:30 p.m. Bill Perry stated he was not available on Wednesday. Further discussion was made on the days of the week they would all be

available. A conclusion was made that Fridays worked best. The Board agreed on the Friday, June 21st to set the appeal hearing starting at noon. The Board also said that they would use June 28th as a backup date if the 21st date did not work for the parties.

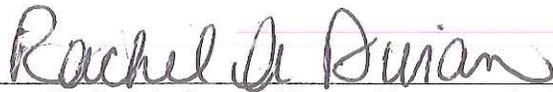
ADJORNMENT

MOTION was made by Shalee Ziegler to adjourn the meeting at 6:40 p.m. **SECOND** was made by Ray Vasquez and passed unanimously.



Chairman

I, Rachel A. Duran, Human Resource Analyst of the City of Coolidge, Pinal County, Arizona, do hereby certify that the above is a true and correct copy of the minutes of the Regular Meeting of the Personal Advisory Board held on May 20, 2013. I further certify the meeting was duly called and held and that a quorum was present.



Rachel A. Duran, Human Resource Analyst