

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. Chairman Tom Frost called the meeting to order at 4:00 p.m. Those present in addition to Chairman Frost were Board Members Mike Henry, Dr. William "Bill" Perry, Ray Vasquez, Sue Bacon, Alvin Brent Kempton and Vicki Williams. Also present were Human Resources Analyst Venessa Perea, City Clerk Norma Ortiz and City Attorney Denis Fitzgibbons.

Pledge of Allegiance

The Pledge of Allegiance was led by Chairman Frost.

Approval of Minutes – July 20, 2013

The Board considered approval of the meeting minutes held on July 20, 2013. There was no discussion. **MOTION** was made by Board Member Kempton to approve the meeting minutes for July 20, 2013. **SECOND** was made by Board Member Williams and passed unanimously.

BUSINESS

Consider approval of appointing a Chairman and Co-Chair to the Personnel Advisory Board.

City Clerk Ortiz advised the Board of the need to appoint a Chairman and Co-Chair to the Board, stating Tom Frost was currently serving as Chairman. City Attorney Fitzgibbons clarified the appointment should be for a Vice-Chair and not a Co-Chair. There was discussion. **MOTION** was made by Board Member Perry to re-appoint Tom Frost as Chairman on the Personnel Advisory Board. **SECOND** was made by Board Member Vasquez and passed unanimously. Board Member Bacon then nominated Mike Henry for the position as Vice-Chair. **MOTION** was made by Board Member Vasquez to appoint Mike Henry as Vice-Chair for the Personnel Advisory Board. **SECOND** was made by Board Member Kempton and passed unanimously.

Review the City of Coolidge Personnel Policies and Procedures Handbook adopted June 26, 2017.

Chairman Frost commented on the update of the Personnel Handbook, and, the Board not being included in the update process for

review and comments, stating the Board will now need to review and become familiar with the process on appeals. City Attorney Fitzgibbons stated Chairman Frost had a good point, and, informed the Board that the handbook is always subject to changes, and, that any changes going forward at this point should be reviewed by the Board for comments. There was discussion.

City Attorney Fitzgibbons then reviewed Policy 5-7, Sections 5-7-1 and 5-7-7 of the handbook as it relates to the number of members on the Personnel Advisory Board, and, the number of members to hold an appeals hearing, stating both sections currently read as follows: that “the Board shall be composed of five (5) members” and, that “the Board shall designate three members to hold a hearing”, recommending revisions to both sections by changing the numbers of members from five (5) to seven (7) members, and, allowing a maximum of seven (7) members and a minimum of three (3) members to be present at the hearing. There was discussion. **MOTION** was made by Board Member Bacon to revise Section 5-7-1 to read: the Personnel Advisory Board shall be composed of seven (7) members. **SECOND** was made by Board Member Williams and passed unanimously.

MOTION was then made by Board Member Bacon to revise Section 5-7-7, Subsection A. to read: a minimum of at least three (3) members of the Board must be present to conduct an appeals hearing. **SECOND** was made by Board Member Kempton and passed unanimously.

Consider approval of setting a date and time to hear the appeal request filed by Scott Urkov, and, establish any other necessary future meeting dates.

City Attorney Fitzgibbons briefly reviewed legal representation during an appeals hearing, stating he would be the attorney for the Board, and, that a different attorney would represent the City. There was discussion.

City Attorney Fitzgibbons then briefed on the timeline to hold an appeals hearing, stating

July 15th is the tentative date being recommended to hear the appeal filed by Scott Urkov, stating disclosures will be required to be submitted prior to the hearing. Discussion continued and the Board was in consensus that July 18th and 19th would work better to hold the hearing, stating it's best to set two dates just in case more time is needed for the hearing. **MOTION** was made by Board Member Henry to set July 18th and 19th, 2019, as dates to hold the appeals hearing, beginning at 9:00 a.m. **SECOND** was made by Board Member Vasquez and passed unanimously.

City Attorney Fitzgibbons then continued discussion on the appeals process and the importance of meeting deadlines, and the Board giving an advisory opinion to the City Manager who will make a final decision on the appeal. The Board stipulated that they want to be notified of the final decision made by the City Manager as a way to get valuable feedback for future hearings.

ADJOURNMENT

There being no further business. **MOTION** was made by Board Member Kempton to adjourn the meeting at 4.45 p.m. **SECOND** was made by Board Member Perry and passed unanimously.

UNABLE TO SECURE (D)
Chairman

I, Norma Ortiz, City Clerk 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, 2019. I further certify the meeting was duly called and held and that a quorum was present.

Norma Ortiz
Norma Ortiz, City Clerk