

**\*\*ACTION MINUTES\*\***

**NOTICE OF MEETING  
PERSONNEL ADVISORY BOARD MEETING  
MONDAY, SEPTEMBER 23, 2024 AT 4:30 P.M.  
COUNCIL CHAMBERS – 911 S. ARIZONA BOULEVARD  
PINAL COUNTY, COOLIDGE, ARIZONA**

**CALL TO ORDER – *The meeting was called to order at 4:31 p.m.***

**ROLL CALL – Present: Board Members Delilah Femiani, Heather Steffen, Rebecca Ruiz, Mike Henry, Sue Bacon, and Philip Hastings. Also present were HR Director Bridget Ashford, City Clerk Norma Ortiz and City Attorney Denis Fitzgibbons.**

**PRESENTATION**

1. Swear-in newly appointed members of the Personnel Advisory Board.  
**Discussion Only.**

***\*\*City Clerk Ortiz administered the Oath of Office and swore-in Delilah Femiani, Heather Steffen, Rebecca Ruiz, Mike Henry, Sue Bacon, and Philip Hastings as the newly appointed members of the Personnel Advisory Board. There was discussion.***

**APPROVAL OF MINUTES**

2. Consider approval of the minutes for the meeting held on May 20, 2019.  
**Discussion and Action.**

***\*\*The Board considered approval of the minutes for the August 5, 2019 meeting. There was no discussion. MOTION was made by Board Member Henry to approve the meeting minutes for August 5, 2019. SECOND was made by Board Member Hastings and passed unanimously.***

**BUSINESS**

3. Consider approval of appointing a Chairman and Vice-Chair to the Personnel Advisory Board. **Discussion and Action.**

***\*\*City Attorney Fitzgibbons advised the Board that there was two current members that served on the board prior. Each member introduced themselves and gave a little background. There was discussion. MOTION was made by Board Member Hastings to appoint Sue Bacon as Chairman***

**and Mike Henry as Vice-Chair of the Personnel Advisory Board. SECOND was made by Board Member Steffen and passed unanimously.**

4. Review Chapter 5, Policy 5-5, Policy 5-6, and Policy 5-7 of the Personnel Policies and Procedures Handbook. **Discussion Only.**

**\*\*The Board reviewed Policy 5-5, Policy 5-6, and Policy 5-7 of the Personnel Policies and Procedures Handbook. There was discussion. Next meeting will be scheduled in six months. A mock hearing will be discussed between HR Director Ashford and City Attorney Fitzgibbons.**

#### **ADJOURNMENT**

**\*\*MOTION was made by Vice-Chair Henry to adjourn the meeting at 5:13 p.m. SECOND was made by Board Member Hastings and passed unanimously.**

**THESE ACTION MIMUTES WERE PREPARED AND POSTED ON THE CITY'S WEBSITE BY HR DIRECTOR BRIDGET ASHFORD ON SEPTEMBER 24, 2024.**