



**City of Cottonwood  
Personnel Board Meeting Minutes**

The City of Cottonwood Personnel Board met Wednesday, January 24, 2018 in the City of Cottonwood City Hall Conference Room, 827 N. Main Street.

| <b><u>Board Members</u></b>             | <b><u>Present</u></b> | <b><u>Absent</u></b> |
|---|-----------------------|----------------------|
| Tosca Henry – Council Representative    | X                     |                      |
| Ed Kiyler – Citizen at Large            |                       | X                    |
| Paul Anderson – Citizen at Large        | X                     |                      |
| Sandra Jacobs – Employee                | X                     |                      |
| Rick Contreras - Employee               | X                     |                      |
| Jim Wixom – Employee                    | X                     |                      |
| Amanda Wilber –Employee/Board Secretary | X                     |                      |

- I. Call to order - The meeting was called to order by Rick Contreras at 8:35 AM.
- II. Roll Call – All members except Ed Kiyler were in attendance.
- III. Call to the Public – There was no one from the public present.
- IV. Approval of Minutes from Previous Board Meeting - The board reviewed the minutes from the October 18, 2017 meeting. Motion to approve was made by Tosca Henry and seconded by Paul Anderson. Motion carried unanimously.
- V. Discuss Appointment of Personnel Board Chair- As the current Chair, Ed Kiyler, was absent, the board discussed some options on either nominating a chair now, or possibly nominating a Chair and Vice- or Co- Chair for times when the Chair is absent. The final decision on this matter was to table it for the next meeting in hopes the full Board would be available for discussion and decision.
- VI. Discuss Strategic Initiatives of Personnel Board- Several ideas were discussed and the plan was slightly revised as a result of the discussions. The revised plan will be added as an addendum to these minutes.

Under the Needs section, we discussed promoting the Personnel Board, its functions, and the need to nominate fellow co-workers through the all employee meeting, Dept. Head meetings, Communique, Facebook, newspaper, Leisure Times, Council Presentation, and the weekly Management Report. It was also decided the incentive would remain at \$100/ quarter and \$250/ year for budgetary reasons. Having more people nominated, however, would still generate more appreciation letters and recognition of more employees without the additional cost.

To increase nominations, we will continue to promote and recognize winners through our current channels, but a communique article will be written to help inform new employees about the program, how it works, and why it is important to nominate fellow employees. We also want to get the Department Heads on board with the importance of nominating employees who are doing a great job because of the boost of moral it can give to the employee and the department as a whole. It was

mentioned some department heads don't believe in the program, resulting in some employees never getting nominated, even when they should be.

It was also discussed that a new program should be set up to recognize employees with over 20 years of service not only at the employee appreciation event, but also at a Council pre-meeting. It is felt that this will give the employee deserved recognition by council and highlight those with significant longevity within the City to the public.

The grievance procedure within the employee handbook was also discussed. It has been decided that a Personnel Board meeting will be set up specifically to review and revise the sections before it is taken to the employee manual review committee and the City Attorney before going to Council for approval.

At the next meeting, we will put on the agenda to discuss what we would like the employee of the year process to look like in upcoming years. We would like to decide if we would like to consider all nominations that were submitted throughout the year for the employee of the year, or would like to continue accepting new nominations, or would like to go a different direction.

VII. Review Nominations and Select Employee of the 4<sup>th</sup> Quarter, 2017. Four individuals were nominated:

- Javier Anguiano, nominated by Brady Casson
- Tyler Dietel, nominated by Melanie Corsette
- Tyler Dietel, nominated by Emily Reed
- Sandra Salas, nominated by Jim Wixom
- Phil Watkins, nominated by Bruce Morrow

As a personnel board member, Sandra Salas, was nominated, she was excused from the room during discussion and voting.

After each member voted, it was decided the award for this quarter should be awarded to Sandra Salas.

Sandra returned to the room at the conclusion of the vote.

VIII. Date and Time of Next Board Meeting – Will be scheduled as needed, tentatively February 14, 2018.

IX. Adjournment – Rick Contreras motioned to adjourn; seconded by Sandra Jacobs at 9:40 AM.

Respectfully Submitted,

Amanda Wilber, Personnel Board Secretary

# **Council Strategic Plan-**

## **Personnel Board**

### **Needs:**

- Public Relations
- Increase Incentives
- Staff Time and Resources to update employee manual

### **Objectives:**

- Increase Nominations
- Increase Understanding of Employee Manual/Simplify
- Create written procedures of grievance process
- Increase public promotions

### **Challenges:**

- Develop Citizen/community interest
- Buy in
- Increase participation through simplification of discipline process