



**City of Cottonwood
Personnel Board Meeting Minutes**

The City of Cottonwood Personnel Board met Friday, June 18, 2021 at City Hall, located at 827 N. Main Street.

<u>Board Members</u>	<u>Present</u>	<u>Absent</u>
Michael Matthews – Council Representative		X
Ben Kramer – Employee, Chair	X	
Joyce Oswald – Citizen at Large, Vice Chair		X
Ryan Bigelow – Employee	X	
Debbie Breitkreutz– Employee	X	
Steven Stolk – Citizen at Large	X	
Amanda Wilber –Employee/Board Secretary	X	

- I. Call to order - The meeting was called to order at 10:02 AM by Ben Kramer.
- II. Roll Call – Members Michael Matthews and Joyce Oswald were not present. Members Steve Stolk, Debbie Breitkreutz, Ben Kramer, and Ryan Bigelow were present. Board Secretary Amanda Wilber was also present.
- 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 January 27, 2021 meeting. Motion to approve was made by Debbie Breitkreutz and seconded by Ryan Bigelow. Motion carried unanimously.
- V. Select Board Chair and Vice Chair – Member Ryan Bigelow motioned to nominate Ben Kramer as Chair and Joyce Oswald as Vice Chair. Debbie Breitkreutz seconded the motion. The motion carried unanimously.
- VI. Staff Update – The board secretary informed the members that there would hopefully be another meeting in the beginning of July to select the employee of the 2nd Quarter. The board looked at availability and established the next meeting to be July 7th, 2021 at 10 am barring nothing changes in availability.
- VII. Review nominations and select employee of the 1st Quarter, 2021:

Submitted nominations included:

Al Ponce, nominated by Scott Ellis
Jan Marc Quisumbing, nominated by Joyce Read
James Repp, nominated by Commander Gareth Braxton-Johnson
John Wesbrock, nominated by Troy Hoke

After deliberating about the excellent quality of all nominations, the board unanimously chose John Wesbrock as the employee of the 1st Quarter, 2021. The motion was made by Steve Stolk and seconded by Debbie Breitkreutz.

VIII. Review Policy- Section 6: Compensated Time and Leave

Members asked several clarifying questions. Issues to address included whether or not Juneteenth would be included as a holiday, updating the appropriate section title of the referenced “whistleblower” policy (I.A.5.), and checking on call-back pay with the Fire Chief.

The board felt overall the policy updates were great and ready to move along in the process with those minor changes corrected.

IX. Review Policy- Section 1: Employment Rights and Responsibilities

Members discussed the policy, found a few grammatical errors including in section III.A. (Expression) and VII.A. (adding in conducting), but overall felt the policy was ready to move on in the process.

The board members suggested making sure employees know when these changes will take effect and giving administrative assistants some time to understand and process changes they will need to make on their end.

X. Adjournment –

Ben Kramer motioned to adjourn; seconded by Ryan Bigelow at 11:22 am.

Respectfully Submitted,

Amanda Wilber, Personnel Board Secretary