City of Cottonwood
Personnel Board Meeting Minutes

The City of Cottonwood Personnel Board met Monday, August 27, 2018 in the City of Cottonwood City Hall Conference Room, 827 N. Main Street.

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Tosca Henry – Council Representative</td>
<td>X</td>
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<td>Paul Anderson – Citizen at Large</td>
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<td>Sandra Salas – Employee</td>
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<td>Rick Contreras - Employee</td>
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<td>Jim Wixom – Employee</td>
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<td>Amanda Wilber – Employee/Board Secretary</td>
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I.  Call to order - The meeting was called to order by Rick Contreras at 10:02 AM.

II. Roll Call – All members 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 April 9, 2018 meeting. Motion to approve was made by Tosca Henry and seconded by Paul Anderson. Motion carried unanimously.

V. Review Nominations for Employee of the Second Quarter, 2018. Eight individuals were nominated:

- Larry Dawson, nominated by Chris Rice
- Carl Deal, nominated by Jim Wixom
- Tyler Dietel, nominated by Anonymous
- Steve Hensyel, nominated by Ryan Bigelow
- Ben Kramer, nominated by Mike Kuykendall
- Jordan Lewis, nominated by Anonymous
- Chris Norwood, nominated by Steve Hensyel
- Chris Norwood, nominated by Matt Westcott
- Kevin Rose, nominated by Steve Hensyel

Most board members had the same top three candidates and had a difficult time narrowing the decision to only one employee. In the end, it was decided Larry Dawson’s willingness to go above and beyond in his role and duties as Battalion Chief has earned him the Employee of the 2nd Quarter 2018 award.

VI. Review and Discuss Leave Section of Employee Handbook –

Under the Sick Leave section, Tosca Henry suggested we remove “Misuse of sick leave is cause for disciplinary action.”
Amanda Wilber indicated she would be revising the “Absence from Employment for Military Duty” to make the policy more clear to employees what type of paid leave vs. unpaid leave he/she would be entitled to upon taking Military Leave.

Tosca Henry suggested we make Section 8 a clearer by indicating whether or not “Other Leave” is considered paid or unpaid.

Tosca Henry suggested we clarify section 10. Administrative Leave to specify whether or not the leave is paid or unpaid.

Jim Wixom asked how Voting Leave worked. Amanda Wilber indicated each employee is able to take off the three hours if needed for voting while at work. Amanda Wilber indicated she would ensure the Voting Leave Code is on timesheets.

Rick Contreras asked for reasoning why employees can only donate vacation time rather than sick leave if they have accrued over 1,040 hours of sick leave in the shared leave program. Amanda Wilber indicated she thought it had to do with what time is kept on the books and accounted for accounting purposes and that there is a financial difference between donating sick time verses vacation time. She indicated she would check with Kirsten Lennon, the Accounting/Budgeting Manager for clarification. Rick Contreras indicated we should clarify that point in the policy and possibly put out a Communique article about the reasoning to help employees understand.

Amanda Wilber indicated the changes would be made and the section of the handbook would be sent to the attorney to review before bringing it back to Council for approval.

VII. Adjournment – Rick Contreras motioned to adjourn; seconded by Tosca Henry at 10:35 AM.

Respectfully Submitted, Amanda Wilber, Personnel Board Secretary