



**City of Cottonwood
Personnel Board Meeting Minutes**

The City of Cottonwood Personnel Board met Wednesday, March 14, 2013 in the City of Cottonwood City Hall Conference Room, 827 N. Main Street.

Board Members

Present

Absent

Karen Pfeifer – Council Representative	X
Ed Kiyler – Citizen at Large (Chairperson)	X
Steve Dockray – Citizen at Large	X
Casey Gilmore – Employee	X
Vanessa Ward – Employee (Vice Chair)	X
Jim Wixom – Employee	X
Iris Dobler – Employee/Board Secretary	X

- I. Call to order - The meeting was called to order by Chairperson Ed Kiyler at 8:19 AM.
- II. Roll Call – All members were in attendance.
- III. Call to the Public – There was no one from the public present.
- IV. Election of Officers –
 1. Chairperson - Karen Pfeifer nominated Ed Kiyler for Chairperson; Vanessa Ward seconded; all were in favor.
 2. Vice Chairperson – Ed Kiyler nominated Vanessa Ward; Karen Pfeifer seconded; all were in favor.
- V. Approval of Minutes From Previous Board Meeting - The board reviewed the draft minutes from the December 20, 2012 meeting. Motion made to approve by Ed Kiyler, seconded by Karen Pfeifer. Motion carried unanimously.
- VI. Review Nominations and Select Employee of the Year, 2012 – Nominations were reviewed and discussed. One employee was unanimously selected; results will be announced at the employee/volunteer event held this spring.
- VII. Review Nominations and Select Employee of the 1st Quarter, 2013. Nominations were reviewed and discussed. Britney Lawler was unanimously selected.
- VIII. Date and Time of Next Board Meeting – Will be scheduled as needed, tentatively the 2nd or 3rd week of June, 2013.
- IX. Adjournment - There being no further business, Chair Kiyler adjourned the meeting at 8:39 AM.

Respectfully Submitted,

Iris Dobler, Personnel Board Secretary