



## City of Cottonwood Personnel Board Meeting Minutes

The City of Cottonwood Personnel Board met Wednesday, March 24, 2010 in the City of Cottonwood Old Town Police Substation Conference Room, 817 N. Main Street.

### Board Members

### Present

### Absent

Karen Pfeifer – Council Representative	X	
Ed Kiyler – Citizen at Large (Chairperson)	X	
Elaine Farr – Citizen at Large		X
Richard Contreras – Employee	X	
Morgan Scott – Employee	X	
Brent Kinney – Employee	X	
Iris Dobler – Employee/Board Secretary	X	

- I. Call to order - The meeting was called to order by the Chairperson, Ed Kiyler at 8:30 AM.
- II. Roll Call – All members except Elaine Farr were in attendance,
- III. Approval of Minutes from Previous Board Meeting - The board reviewed the draft minutes from the February 17, 2010 meeting. Motion made to approve by Brent Kinney; seconded by Rick Contreras.
- IV. Review Nominations and Select Employee of the 1<sup>st</sup> Quarter, 2010. The following nominations were reviewed:

Iris Dobler – nominated by Kristen Lennon  
Belinda Guay – nominated by Derek Sailors

Since she was nominated, Iris Dobler left the room while votes were cast. The remaining board members discussed and reviewed the two nominees. After a brief discussion, a vote was taken, with Iris Dobler being the winner.

- V. Further discussion was had on how to get employees more interested in the Employee of the Quarter/Year nominations program. One member requested information, if some background documentation exists, regarding reasoning behind what employees are to be nominated for. (Iris will check files for this.)

What does “above and beyond” mean? Could we perhaps discard that term, and tell employees to nominate a co-worker whenever they see someone doing a superb job?

Remind employees that these awards are for work-related actions; not community-related activities. Maybe we should recommend to Council that the City set up a Community Outreach Volunteer annual award in addition to the Employee of the Quarter/Year program. Employees could be nominated throughout the year, and the award presented during National Volunteer Week, which is in April each year. Hold a special presentation event (perhaps during one of the City Manager's all-employee meetings). Introduce all those who were nominated, along with a short explanation of why they were nominated, and end by presenting the individual who was selected.

Additional suggestions included: send a letter to all nominees to advise them they were nominated, and by whom (OR, have Council or Mayor send letters to those not selected, thanking them for their good work); and send a letter to nominators and their supervisors, thanking them for their efforts.

This idea needs to be passed by the Mayor for her and/or Council's decision and/or suggestions on it.

- VI. Date and Time of Next Board Meeting – Will be scheduled as needed.
- VII. Adjournment - There being no further business, motion made by Rick Contreras; seconded by Karen Pfeifer to adjourn the meeting. Meeting adjourned at 9:05 AM.

Respectfully Submitted,  
Iris Dobler  
Personnel Board Secretary