



**City of Cottonwood  
Personnel Board Meeting Minutes**

The City of Cottonwood Personnel Board met Monday, April 22, 2019 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>
Michael Matthews – Council Representative	X	
Dave Meyers – Citizen at Large	X	
Joyce Oswald – Citizen at Large	X	
Debbie Breitreutz– Employee	X	
Rick Contreras - Employee	X	
Mark Mann – Employee	X	
Amanda Wilber –Employee/Board Secretary	X	

- I. Call to order - The meeting was called to order by Mark Mann at 3:58 PM.
- 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 12, 2019 meeting. Motion to approve was made by Joyce Oswald and seconded by Rick Contreras. Motion carried unanimously.
- V. Review Nominations and Select Team of the Year – 2018

Submitted nominations were:

- Administrative Services, nominated by Rudy Rodriguez
- City Hall, nominated by Berrin Nejad
- Communications, nominated by Melanie Corsette
- Court, nominated by Lynn Riordan
- IT, nominated by Jak Teel
- Library, nominated by Ryan Bigelow
- Transit, nominated by Bruce Morrow

All members felt that each of the teams were extremely deserving and generally each had a top three they felt were most deserving. Among the top were considered to be Communications, IT, Transit, and Administration. The one group in every member's top was IT. The Board unanimously agreed that IT would be selected as the Team of the Year for 2018.

The Board expressed their desire to make sure all nominated teams are recognized for being nominated. Amanda advised the Board that the City Manager's office does send out letters recognizing each nominated team.

- VI. Review Personnel Board Hearing Process and Procedures:

The board convened in executive session to receive guidance from its attorney, Bill Sims, on the process and procedures to follow during a Personnel Board Hearing. The Board was advised two Personnel Board Hearings have been requested and are in the process of being scheduled. Bill Sims guided the Board through what a Hearing looks like, what the responsibilities of the Board will be, and what the Chair/Vice Chair roles look like throughout the process.

- VII. Adjournment – Dave Meyers motioned to adjourn; seconded by Michael Mathews at 5:12 PM.

Respectfully Submitted,

Amanda Wilber, Personnel Board Secretary