



**City of Cottonwood
Personnel Board Meeting Minutes**

The City of Cottonwood Personnel Board met Tuesday, September 3, 2019 in the City of Cottonwood City Hall Conference Room, 827 N. Main Street.

<u>Board Members</u>	<u>Present</u>	<u>Absent</u>
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 3:30 PM.
- II. Roll Call – All members were in attendance with the exception of Michael Matthews.
- 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 22, 2019 meeting. Motion to approve was made by Joyce Oswald and seconded by Dave Meyers. Motion carried unanimously.
- V. Review Nominations and Select Employee of the First Quarter – 2019

Submitted nominations were:

- Ashton Talbert, nominated by Bruce Morrow
- Lisa Wright, nominated by Joyce Rodgers

All members felt that each were great candidates with a lot of positive impact to the City. Joyce Oswald motioned that Lisa Wright be selected as the employee of the first quarter and Mark Mann seconded the motion. The Board unanimously agreed that Lisa Wright would be chosen for the employee of the first quarter.

- VI. Review Nominations and Select Employee of the Second Quarter - 2019

Submitted Nominations were:

- Scott Ellis, nominated by Berrin Nejad
- Liz Gooslin, nominated by Ryan Bigelow
- Danny Kim, nominated by Kevin Rose
- Kirsten Lennon, nominated by Sarah Rabbani
- Chris Norwood, nominated by Steve Hensyel
- Amanda Wilber, nominated by Rudy Rodriguez

As Amanda is the board secretary and was nominated, she was requested to leave the room during the discussion.

After being invited to return to the room, the decision was presented, selecting Amanda Wilber as the employee of the second quarter. Dave Meyers motioned Amanda Wilber be selected as the employee of the second quarter and Rick Contreras seconded the motion.

VII. Recap and Review Personnel Board Hearing Process and Procedures

The board agreed the Personnel Board Hearing in June would have been more successful or easier for the board with the following items:

- The ability to review information from each side's case ahead of time.
- A better understanding of the board's ability to pause and ask questions of its attorney throughout the hearing.
- Hold the hearing in the Council Chambers from the beginning – the set-up is more conducive to the hearing.
- Make more snacks available.
- Schedule more than one day in a row so it can be broken into two days if necessary.
- Consider whether time limits would be beneficial or not.
- Continue with the pre-conference call with the attorney for process questions
- Continue to have Clerk take minutes
- Have better understanding of Board's authority and the role of the Board vs. its attorney on specific items.
- Be more confident in open vs. closed hearing ahead of time.
- Know if the Board can(not) recommend policy.
- Debrief sooner after the hearing, possibly with the attorney.

VIII. Adjournment –

Before the meeting adjourned, Debbie Breitreutz requested the next meeting include an agenda item to talk about using a matrix or metric to evaluate nominations and would like further information on the board's ability to recommend some policy changes moving forward.

Debbie Breitreutz motioned to adjourn; seconded by Rick Contreras at 4:26 PM.

Respectfully Submitted,

Amanda Wilber, Personnel Board Secretary