



**City of Cottonwood
Personnel Board Meeting Minutes**

The City of Cottonwood Personnel Board met Wednesday, November 20, 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 Breitkreutz– 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 Joyce Oswald at 4:07 PM.
- II. Roll Call – All members were in attendance with the exception of Dave Meyers and Mark Mann.
- 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 September 3, 2019 meeting. Motion to approve was made by Rick Contreras and seconded by Joyce Oswald. Motion carried unanimously.
- V. Review Nominations and Select Employee of the Third Quarter – 2019

Submitted nominations were:

- Ryan Bigelow, nominated by Ron Corbin
- Liz Gooslin, nominated by Joyce Read

All members felt that each were great candidates and each are a benefit to the City and the Library. Michael Mathews motioned that Liz Gooslin be selected as the employee of the third quarter and Debbie Breitkreutz seconded the motion. The Board unanimously agreed that Liz Gooslin would be chosen for the employee of the third quarter.

- VI. Discussion of a potential matrix or metric for evaluating nominations

Joyce Oswald proposed using the following criteria in evaluating nominations:

- Impact within the employee's unit/division/group
- Impact within the employee's department
- Impact within the City
- Impact within the Community

All members present agreed with using these as a general guideline in a matrix tool that helps board members consider nominations submitted. Amanda will put these

criteria in a matrix form and bring it back to the next meeting for discussion and approval.

It was also requested that the next agenda place an item to discuss creating a helpful guide to nominators to create better, more detailed nominations and discuss whether or not the submittal form needs to be changed.

VII. Recap and Review Personnel Board Hearing Process and Procedures

This item was incorrectly left on the agenda from the previous meeting and therefore was not discussed. The original item that was scheduled to be discussed, the Corrective Action policy, was not discussed as it was not listed on the posted agenda.

VIII. Adjournment –

Michael Mathews motioned to adjourn; seconded by Rick Contreras at 4:43 PM.

Respectfully Submitted,

Amanda Wilber, Personnel Board Secretary