



**City of Cottonwood
Personnel Board Meeting Minutes**

The City of Cottonwood Personnel Board met Wednesday, December 11, 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	
Vacant Seat – Employee		X
Amanda Wilber –Employee/Board Secretary	X	

- I. Call to order - The meeting was called to order by Joyce Oswald at 4:02 PM.
- II. Roll Call – All members were in attendance with the exception of the vacant employee seat.
- 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 November 20, 2019 meeting. Motion to approve was made by Joyce Oswald and seconded by Debbie Breitreutz. Motion carried unanimously.
- V. Appoint a new chairperson due to the resignation of Mark Mann-

Debbie Breitreutz moved to nominate Dave Meyers to become the Personnel Board Chair and to fill Dave Meyers’ current Vice Chair seat with Joyce Oswald. Michael Mathews seconded the motion. The motion carried unanimously.
- VI. Discuss a potential matrix tool for evaluating nominations-

Consensus was reached regarding utilizing the proposed evaluation matrix as a tool to help the board consider the below areas when evaluating employee of the quarter nominations.
 - Impact within the employee’s unit/division/group
 - Impact within the employee’s department
 - Impact within the City
 - Impact within the Community

The board considered utilizing a specific scoring criteria, such as 1-5 scoring criteria, however it was decided on being more vague to give board members flexibility in reviewing nominations.
- VII. Discuss a potential document to help solicit more thorough nominations and discuss the nomination form-

It was discussed to leave the form in general as is, but include examples on what types of things would be beneficial to include in the nomination such as what is the impact of these actions on not only the City, but the team, division, or department, etc. The board requested Amanda include examples and bring the suggestions back to the next meeting.

The board also requested the form have a reminder to Administrative Assistants to make sure those employees without regular access to the computer get the forms.

VIII. Discuss proposed corrective action policy-

The board proposed the following changes or considerations:

II: Move “Any act, error, or omission detrimental to the mission of the City” and “ Any action, on or off the job, that brings discredit to the City” be moved further down the list as it has a negative connotation to have it front and center. Reorder the list of “Grounds for Corrective Action” to not be alphabetical to logically move those two items.

III.B.1: Revise to say “A verbal counselling *shall be documented and* documents a conversation.....”

V.A.2.: Revise to say “...within seven calendar days of the Department Director’s *written* disciplinary decision.”

V.C.: Include a line that specifies all involved, including the board and the employee, keep the information given to them confidential.

V.D.3.: Include “or its legal representative” to all areas that reference the City or the employee.

V.E.: Are there any opportunities for the City Manager to discuss the decision the Personnel Board recommends if he/she has questions regarding the written recommendation after the hearing has concluded. Amanda let the board know that would need to be discussed with legal counsel and it will be addressed moving forward.

VI.A.: Include the Personnel Board as a recipient in the final decision so they also have full circle closure of the issue.

IX. Adjournment –

Dave Meyers motioned to adjourn; seconded by Michael Mathews at 5:26 PM.

Respectfully Submitted,

Amanda Wilber, Personnel Board Secretary