

**CITY OF GLENDALE
PERSONNEL BOARD BUSINESS MEETING**

June 18, 2014

**City Hall – Meeting Room B2
5850 West Glendale Avenue
Glendale, Arizona 85301**

OPEN SESSION

MEMBERS PRESENT: Herbert Haley, Chair
Bud Zomok, Vice Chair
Stephen Gilman, Member
Linda Gomez, Member
Becky Shady, Member

STAFF PRESENT: Jim Brown, HR & Risk Mgmt. Executive Director
Nick DiPiazza, Deputy City Attorney (Via Telephone)
Naomi Jackson, HR Administrator
Debbie Burson, HR Administrator
Karen Doncovio, HR Generalist
LeJeune Boone, HR Generalist

CALL TO ORDER AND ROLL CALL

The City of Glendale Boards and Commission Loyalty Oath was administered to Herbert Haley. Herbert Haley, Chair, called the Personnel Board Business Meeting to order at 6:00 p.m. on Wednesday, June 18, 2014. Roll call was taken. All five of the currently appointed Board Members were present, representing a quorum.

PURPOSE OF THE MEETING

The Board voted unanimously to approve the minutes for the Personnel Board Business Meeting held on November 7, 2013. A motion was made by Board Member Bud Zomok to approve the minutes; it was seconded by board Member Becky Shady.

Nick DiPiazza, Deputy City Attorney, reviewed the Open Meeting Law and Public Records Law. He reminded the Board of their responsibilities under these laws and the penalties for any violations. Mr. DiPiazza cautioned the members to be careful of their actions when there is a quorum of the Board. He also reminded the Board that all legal actions of public bodies must occur during a public meeting. In regards to the Public Records Law, Mr. DiPiazza stated public records in the custody of any officer shall be open to inspection by any person at all times during office hours. He specified the duties in regard to public records were to preserve, manage and provide access to the public. The Board was afforded an opportunity to ask questions regarding these two laws. There were no questions.

Jim Brown, HR & Risk Mgmt. Executive Director discussed the role of the Personnel Board. He stated the duties of the Board were to hear punitive disciplinary appeals and to advise the City Manager of recommendations regarding Human Resources Policies and Procedures. Mr. Brown discussed the Board make up and scheduling of the Personnel Board Hearings. Mr. Brown also

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reviewed the Personnel Board Hearing Procedures and the Personnel Board Hearing Process. There were no questions from the Board regarding these processes.

Mr. Brown opened discussion with the Board of proposed draft changes to the following Human Resources Policies and Procedures and the addition of a new Anti-Fraud Policy and Employees with Disabilities Policy:

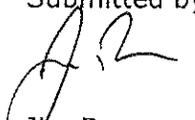
- 1) No. 201 - Employment
- 2) No. 401 - Benefits
- 3) No. 513 - Disciplinary Policy
- 4) No. 517 - Anti-Fraud (NEW)
- 5) No. 518 - Employees with Disabilities (NEW)

The proposed changes to the policies were opened for discussion with the Board. No objections to the policy changes were made by the Board. A brief discussion was held in regard to the residency requirements in the Employment Policy. Board Member Gilman inquired as to why the residency requirement only pertained to sworn public safety personnel. He stated all employees should be treated equally where residency was concerned. Board Member Zomok suggested employees be required at least to live in the state of Arizona. Mr. Gilman stated that in the case of a Fire Fighter, the employee may work a shift of three days on and four days off. In those cases it may not be an issue if the employee lived in another state. In discussing the telecommuting section of the Employment Policy, Board Chair Haley wanted to know if employees would be required to live in the state of Arizona. Mr. Brown stated in regard to telecommuting it would have to make business sense, go through the documented process, and final approval would fall to the City Manager.

ADJOURNMENT

Herbert Haley, Chair, adjourned the Business Meeting at 7:50 p.m.

Submitted by:


Jim Brown
Staff Liaison