



**CITY OF SCOTTSDALE
PERSONNEL BOARD MEETING**

APPROVED MINUTES

THURSDAY, March 31, 2016

**NCY WRANGLER ROOM
9191 E. SAN SALVADOR DRIVE
SCOTTSDALE, AZ 85258**

PRESENT: Steven Guttell
Jeffrey Skoglund

STAFF: Lorelei Oien
Janice Bladine

Call to Order/Roll Call

Lorelei Oien called the meeting of the Personnel Board to order at 4:03 p.m. A formal roll call was conducted confirming members present as stated above.

1. Election of Chair and Vice-Chair

Ms. Oien stated that Eddie Smith resigned from the Board on March 29th. The remaining Board members must elect a Chair and a Vice-Chair. Board Member Skoglund suggested that nominations be made based on seniority and experience with Board Member Guttell becoming Chair and Board Member Skoglund becoming Vice-Chair. Board Member Guttell agreed.

BOARD MEMBER SKOGLIND MOVED TO NOMINATE STEVEN GUTTELL AS CHAIR. BOARD MEMBER GUTTELL SECONDED THE MOTION, WHICH CARRIED BY A UNANIMOUS VOTE OF TWO (2) TO ZERO (0).

CHAIR GUTTELL MOVED TO NOMINATE JEFFREY SKOGLIND AS VICE-CHAIR. BOARD MEMBER SKOGLIND SECONDED THE MOTION, WHICH CARRIED BY A UNANIMOUS VOTE OF TWO (2) TO ZERO (0).

2. Review Personnel Board Rules and Regulations

Vice-Chair Skoglund stated that he had read and reviewed the information and had no questions. Chair Guttell asked whether staff had suggestions on issues of particular significance. Ms. Oien referred to the timelines for an appeal and the subsequent coordination of the appeal hearing process.

3. Review Personnel Board Hearing Order of Proceedings

Chair Guttell stated his understanding that in terms of a personnel hearing, the Board makes its decision on the day the appeal is presented to them. Ms. Oien concurred. Ms. Bladine clarified that if the hearing takes all day and the Board wishes to recess for the day, they are free to do so, to conclude on another day.

Chair Guttell asked whether there are portions of the process that the Board might need a reminder on. Ms. Oien stated that the order of proceedings are read out loud for the record. This provides an explanation of the suggested hearing outline. She addressed the swearing in process. Occasionally, individuals do not wish to swear, but will affirm their intent to testify honestly. All participants are required to be under oath or affirm.

4. Approval of Minutes of Public Meeting Conducted on September 9, 2014

Chair Guttell noted that at the time of this meeting, neither he nor Vice-Chair Skoglund were on the Board. As such, he was uncertain as to whether they could offer additions or changes. Ms. Oien noted that the transcript is verbatim. She had conferred with the Clerk's Office and was told that the Board is authorized to approve the minutes of a meeting to which they were not in attendance.

VICE-CHAIR SKOGLIND MOVED TO APPROVE THE MINUTES OF THE PERSONNEL BOARD PUBLIC MEETING CONDUCTED ON SEPTEMBER 9, 2014 AS SUBMITTED. CHAIR GUTTELL SECONDED THE MOTION, WHICH CARRIED BY A UNANIMOUS VOTE OF TWO (2) TO ZERO (0).

5. Approval of 2014 Personnel Board Annual Report

Board Members reviewed the report. Vice-Chair Skoglund pointed out that two hearings were successfully held and concluded. Ms. Oien suggested that since the remaining hearings do not reflect an outcome, she would confirm the outcomes and bring the report back for approval at the next meeting.

6. Approval of 2015 Personnel Board Annual Report

In response to a question from Vice-Chair Skoglund, Chair Guttell stated that he did not participate in any Board hearings in 2015, but did participate in ethics review meetings. Vice-Chair Skoglund stated that in terms of the annual report, it would be helpful to see a distinction between meetings held and hearings conducted. Ms. Oien noted that there were no public meetings in 2015.

VICE-CHAIR SKOGLIND MOVED TO APPROVE THE 2015 PERSONNEL BOARD ANNUAL REPORT. CHAIR GUTTELL SECONDED THE MOTION, WHICH CARRIED BY A UNANIMOUS VOTE OF TWO (2) TO ZERO (0).

7. Future Agenda Items

Chair Guttell commented that the availability of other facilities for meeting space would help provide flexibility in setting the schedule. Ms. Oien stated that the issue is finding a room large enough to accommodate everyone. She added that she would be willing to look at other conference rooms for availability. Board Members discussed their personal schedules, which will affect the Board's meeting schedule. Ms. Bladine suggested that the next agenda include an item for discussing and setting the meeting schedule as well as meeting locations.

Chair Guttell suggested discussion on communication with and scheduling of hearing participants, such as the parties, attorneys and City witnesses. Ms. Oien commented that it takes approximately six weeks to coordinate a hearing. The priority is always to schedule the hearing at the earliest possibility. It is a requirement that if staff members are called as witnesses, they will be present at the hearing. Each side is allowed one request for a continuance. Chair Guttell added that once this item is agendaized for the upcoming meeting, there can be a complete discussion on all the related issues.

In response to a question from Chair Guttell, Ms. Oien stated that in order to schedule a meeting, the Chair contacts her with topics for an agenda. A meeting will be then be scheduled and coordinated. Further discussion on setting meeting dates will be included on the next meeting agenda. The Board is required to have a quorum. As such, if one member does not attend, the meeting will be rescheduled. Ms. Bladine added that the Chair is free to contact Ms. Oien one-on-one to coordinate schedules.

Vice-Chair Skoglund asked about the guidelines of open hearings in reference to adding an agenda item to the next meeting agenda. Ms. Bladine replied that it is permitted under the open meeting law, however the City has guidelines that go above and beyond the open meeting law in terms of public notice. Scottsdale has adopted a policy. Ms. Oien added that the City prefers to have an agenda published at least ten days prior to a meeting. The State requirement is that the agenda can be posted or amended up to 24 hours before a meeting.

ADJOURNMENT

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 4:32 p.m.