



**CITY OF SCOTTSDALE
PERSONNEL BOARD MEETING**

MINUTES

Thursday, June 16, 2022

North Corp Yard
9191 E San Salvador
Scottsdale, AZ 85258

PRESENT

Board Members:

Bruce Washburn, Chair
Barbara Burns, Vice Chair
Erica Padish-Hoebing

Staff:

Janice Bladine, Senior Assistant City Attorney
Autumn Asmus, Staff Coordinator
Donna Brown, Human Resources Executive Director

CALL TO ORDER

Chair Washburn called the meeting to order at 4:00 p.m.

ROLL CALL

Members present as listed above.

Public Comment

There were no members of the public who wished to speak.

1. Introduction of new Board Member

Board Member Erica Padish-Hoebing introduced herself and talked about her background and interest in being a member of the Personnel Board.

2. Election of Chair and Vice Chair

VICE-CHAIR BURNS NOMINATED BRUCE WASHBURN TO CONTINUE IN HIS POSITION AS CHAIR OF THE PERSONNEL BOARD. BOARD MEMBER PADISH-HOEBING SECONDED THE NOMINATION, WHICH CARRIED THREE (3) TO ZERO (0). CHAIR WASHBURN, VICE-CHAIR BURNS, AND BOARD MEMBER PADISH-HOEBING VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

BOARD MEMBER PADISH-HOEBING NOMINATED BARBARA BURNS TO CONTINUE IN HER POSITION AS VICE CHAIR OF THE PERSONNEL BOARD. CHAIR WASHBURN SECONDED THE NOMINATION, WHICH CARRIED THREE (3) TO ZERO (0). CHAIR WASHBURN, VICE-CHAIR BURNS, AND BOARD MEMBER PADISH-HOEBING VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

3. Approval of Minutes

a. Regular Meeting: January 25, 2021

VICE-CHAIR BURNS MOVED TO APPROVE THE JANUARY 25, 2021 PERSONNEL BOARD MEETING MINUTES. BOARD MEMBER PADISH-HOEBING SECONDED THE MOTION, WHICH CARRIED THREE (3) TO ZERO (0). CHAIR WASHBURN, VICE-CHAIR BURNS, AND BOARD MEMBER PADISH-HOEBING VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

4. Approval of the 2020 Personnel Board Annual Report

BOARD MEMBER PADISH-HOEBING MOVED TO APPROVE THE 2020 PERSONNEL BOARD ANNUAL REPORT. VICE-CHAIR BURNS SECONDED THE MOTION, WHICH CARRIED THREE (3) TO ZERO (0). CHAIR WASHBURN, VICE-CHAIR BURNS, AND BOARD MEMBER PADISH-HOEBING VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

5. Approval of the 2021 Personnel Board Annual Report

VICE-CHAIR BURNS MOVED TO APPROVE THE 2021 PERSONNEL BOARD ANNUAL REPORT. BOARD MEMBER PADISH-HOEBING SECONDED THE MOTION, WHICH CARRIED THREE (3) TO ZERO (0). CHAIR WASHBURN, VICE-CHAIR BURNS, AND BOARD MEMBER PADISH-HOEBING VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

6. Review of Personnel Board Rules and Procedures and consideration of recommended revisions

Janice Bladine, Senior Assistant City Attorney, presented in detail proposed revisions to the Personnel Board Rules and Procedures. Extensive discussion ensued regarding proposed staff revisions and suggestions for additional revisions were made. Board Members expressed support for the revisions proposed by Ms. Bladine and agreed upon the following additional amendments:

Section 1.0:

Add the statement: "Unless otherwise specified in these rules, any document required to be sent, filed, notice of it provided, or served pursuant to these rules, will comply with the requirement, if the document is transmitted by any of the following methods: mailed by U.S. mail, personally delivered, or sent by electronic mail to an email address provided by the intended recipient."

Human Resources will require participants to complete a personal information document, to include current telephone number, mailing, and email addresses

Section 2.1:

Amend the section outlining "The Respondent shall be represented by the division's executive director" to include "or their designee."

Section 2.3A:

Change "naming party" to "listing party."

Section 2.6:

Amend the statement "The non-moving party may submit a response to any motion within five working days before the scheduled date of the hearing" to "The non-moving party may submit a response to any motion no later than five working days before the scheduled date of the hearing."

Section 3.6:

Indicate that parties may give "a brief opening statement, no longer than ten minutes" and that the Personnel Board Chair has the discretion to amend the time limit.

BOARD MEMBER PADISH-HOEBING MOVED TO APPROVE THE PERSONNEL BOARD RULES AND PROCEDURES AS AMENDED. VICE-CHAIR BURNS SECONDED THE MOTION, WHICH CARRIED THREE (3) TO ZERO (0). CHAIR WASHBURN, VICE-CHAIR BURNS, AND BOARD MEMBER PADISH-HOEBING VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

7. Future Agenda Items

No agenda items were suggested.

Adjournment

BOARD MEMBER PADISH-HOEBING MOVED TO ADJOURN THE MEETING. VICE-CHAIR BURNS SECONDED THE MOTION, WHICH CARRIED THREE (3) TO ZERO (0). CHAIR WASHBURN, VICE-CHAIR BURNS, AND BOARD MEMBER PADISH-HOEBING VOTED IN THE AFFIRMATIVE. THERE WERE NO DISSENTING VOTES.

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 4:50 p.m.

Recorded and Transcribed by eScribers, LLC.