

Personnel Appeals Board
Meeting Minutes
July 7, 2015

The Personnel Appeals Board met on Tuesday, July 7, 2015 at 3:00 p.m. In the HR Training Room – first floor of city hall located at 425 Tenth Street – Douglas, Arizona, for the following items:

1. Call to order: 3:00pm
2. Roll call Present Absent
 Adalberto Araiza X
 David Pettes X
 Lawana Diffie X
 Rudy Sierra X
 Bill Thomas Sr. X
3. Persons wishing to address the board in writing or verbally on any item not on the agenda
 There were no requests.
4. Confidentiality statements
 Rocio Garcia-Pedroza, HR Manager indicated that these are on file from previous meetings. If there were any missing, she would follow up.
5. Discussion/decision on the selection of a chairman to conduct the upcoming hearing
 Motion by Dave Pettes, **second** by Adalberto Araiza to nominate Lawana Diffie as Chairperson for the upcoming hearing before the Personnel Appeals Board of the City of Douglas in the matter of appeal by Debbie Rivera scheduled for July 16, 2015. Lawana Diffie accepted the nomination.
 Roll Call: All members voted in favor. **MOTION PASSED**
6. Orientation for new and re-appointed members
 Ana Urquijo, Deputy City Manager provided overall description of the duties of the Personnel Appeals Board. Members were provided the applicable sections of the City’s Personnel Rules and Regulations regarding employee discipline. Mr. Dave Pettes having served as Chairman numerous times in the past provided a review of the flow of the appeal meetings.
7. Conflict of interest

Members were asked if there was any conflict of interest with the appellant for the upcoming hearing. No conflict of interest was reported and therefore none established.

8. Adjournment

Motion by Adalberto Araiza, **second** by Bill Thomas to adjourn the meeting at 3:21 p.m. unanimously passed.

Prepared By:

A handwritten signature in cursive script, appearing to read "Rocio Garcia-Pedroza", is written above a horizontal line.

Rocio Garcia-Pedroza
HR Manager