



**CITY OF SURPRISE
Personnel Appeals Board Meeting
16000 N. Civic Center Plaza
Surprise, AZ 85374**

Tuesday, September 22, 2020 @ 3:00 PM
COUNCIL OVERFLOW ROOM

- A. Call To Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Current Events and Reports
- E. Staff Reports
- F. Personnel Appeals Commission Agenda

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

- | | | | |
|----|----------|---|--|
| 1. | Internal | Consideration and possible action pertaining to the review and approval of the July 31, 2018 Personnel Appeals board meeting minutes. | None

Lisa Angelini
Human Resources |
|----|----------|---|--|

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- | | | | |
|----|----------|---|-----------------|
| 2. | Citywide | Consideration and action pertaining to the nomination and election of a Chair for the Personnel Appeals Board. | Human Resources |
| 3. | Citywide | Consideration and action pertaining to the nomination and election of a Vice-Chair for the Personnel Appeals Board. | Human Resources |
| 4. | Citywide | Presentation and discussion of open meeting law and conflict of interest training by Board Attorney. | Human Resources |
| 5. | Citywide | Discussion and review pertaining to the Personnel Appeals Board Rules of Practice and Procedure. | Human Resources |

- G. Other Business and Future Agenda Items
- H. Executive Session

For information purposes: Upon a public majority vote of a quorum ("Commission"), the Commission may hold an executive session, which will not be open to the public, but for only the following purposes: discussion or consideration of records exempt by law from public inspection (A.R.S. §38-431.03(A)(2));

or discussion or consultation for legal advice with the attorney or attorneys of the public body (A.R.S. §38-431.03(A)(3)).

Confidentiality Requirements: Pursuant to A.R.S. §38-431.03(C)(D), any person receiving executive session information pursuant to A.R.S. §38-431.02 shall not disclose that information except to the Attorney General or County Attorney or by agreement of the Commission, or as otherwise ordered by a court of competent jurisdiction.

The Commission may vote to hold an executive session for the purpose of obtaining legal advice from the Commission's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

I. Adjournment

SHERRY ANN AGUILAR, CITY CLERK, MMC

POSTED: <Wednesday, September 16, 2020 @ 8:40 a.m.

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



**CITY OF SURPRISE
Personnel Appeals Board Meeting**

Council Meeting Date: September 22, 2020
Submitting Department: Human Resources
Staff Recommendations: None

Contact Person: Lisa Angelini, DIRECTOR - HR
District: Internal

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and possible action pertaining to the review and approval of the July 31, 2018 Personnel Appeals board meeting minutes.

Motion:

I move to approve the July 31, 2018 Personnel Appeals Board meeting minutes.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:

1. Draft PAB Minutes - 2018.07.31
-



City of Surprise
Personnel Appeals Commission Agenda
Draft Minutes, Tuesday, July 31, 2018
16000 North Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the City of Surprise Personnel Appeals Board (PAB)– meeting held at 4:00 p.m. Tuesday, July 31, 2018. The meeting was held in City Hall, Council Overflow Conference Room.

Call To Order:

Lisa Angelini, Assistant HR Director called the meeting to order at 4:00 pm.

A. Roll Call: Ira McCullough, Chairperson - Present
Rayana Mariland, Vice-Chair - Present
Stanley Mucha Board Member - Present
Valarie Serrano Board Member - Present
Ted Grove, Board Member – Present
Jim Connor, Board Member - Excused

In attendance: Lisa Angelini, Human Resources, Board Liaison
Mark Schott, Human Resources Director

B. Pledge of Allegiance:

C. Current Events Reports: None

D. Staff Reports: None

Call to the Public: None

Consent Agenda:

#1. Consideration and action pertaining to the vote and appointment of Ira McCullough as Chair for the Personnel Appeals Board beginning July, 2018 pursuant to Surprise Municipal Code 2-295 (11) (c). **Approved**

Motion: Mucha
Second: Serrano
Opposed: None

Consideration and action pertaining to the vote and appointment of Rayana Mariland as Vice-Chair for the Personnel Appeals Board beginning July, 2018 pursuant to Surprise Municipal Code 2-295 (11) (c). **Approved**

Motion: Grove
Second: Serrano
Opposed: None



Regular Agenda:

#2. Lisa Angelini discussed the process for tracking member's attendance. Board member absences will now be tracked as excused or unexcused. Board members should respond to meeting invites/agenda emails to inform the Board Administrator or other City staff if they will or will not be attending the meeting. If the Board member identifies in advance that he or she will not be able to attend, the absence will be recorded as excused. **No action required for this agenda item.**

#3. Lisa Angelini reviewed Employee Policy 10.5 Discipline Appeals and discussed the process of when an employee receives disciplinary action to include those actions appealable to the board. **No action required for this agenda item.**

#4. Lisa Angelini and Mark Schott discussed the City of Surprise Personnel Appeals Board Rules of Practice and Procedures as well as HR City Code Section 3-41 and Surprise Code, Article VIII – Boards, Committees and Commissions. **No action required for this agenda item.**

Board member Mucha discussed the possibility of having an observer attend the personnel appeals meeting in the event of a scheduling conflict. This is something that may be discussed as a future item to be included in the Rules of Practice and Procedures document.

Adjournment:

Chair Ira McCullough made a motion to adjourn the meeting at 4:31 p.m. Rayana Mariland seconded the motion. None opposed.

Ira McCullough, Chairperson

Lisa Angelini, Board Liaison



**CITY OF SURPRISE
Personnel Appeals Board Meeting**

Council Meeting Date: September 22, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the nomination and election of a Chair for the Personnel Appeals Board.

Motion:

I move to nominate (nominees name here) for the position of Chair for the Personnel Appeals Board.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



**CITY OF SURPRISE
Personnel Appeals Board Meeting**

Council Meeting Date: September 22, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the nomination and election of a Vice-Chair for the Personnel Appeals Board.

Motion:

I move to nominate (nominees name here) for the position of Vice-Chair for the Personnel Appeals Board..

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



**CITY OF SURPRISE
Personnel Appeals Board Meeting**

Council Meeting Date: September 22, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Presentation and discussion of open meeting law and conflict of interest training by Board Attorney.

Motion:

N/A.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:



**CITY OF SURPRISE
Personnel Appeals Board Meeting**

Council Meeting Date: September 22, 2020
Submitting Department: Human Resources
Staff Recommendations:

Contact Person:
District: Citywide

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Discussion and review pertaining to the Personnel Appeals Board Rules of Practice and Procedure.

Motion:

N/A; Discussion only.

Background:

Objective Analysis:

Policy Compliant:

Financial Impact:

Budget Impact:

FTE Impact:

ATTACHMENTS:
