



CITY OF SURPRISE
PSPRS Joint Board Position Process Subcommittee Meeting
Minutes, Wednesday, March 11, 2020
16000 N. Civic Center Plaza, Surprise, Arizona 85374

The following are the minutes from the City of Surprise PSPRS Joint Board Position Process Subcommittee Meeting held at 11:00 a.m. Wednesday, March 11, 2020. The meeting was held in City Hall, Council Overflow Room.

A. Call To Order

Meeting was called to order at 11:02 a.m.

- B. Roll Call:** Chandler Brown, Citizen Board Member – Present
Ian Murton, Police Department – Present
Christopher Preest, Fire Department – Present

In attendance: Lisa Angelini, Human Resources Director
Eric Boyles, Procurement Manager
Vicki Moss, Human Resources Manager
Carrie O'Brien, Board Attorney
Ariana Reyna, Sr. Human Resources Analyst

C. Pledge of Allegiance – Completed

D. Current Events and Reports – None

E. Staff Reports – None

F. Call to the Public – None

Consent Agenda:

- 1. Considerations and Actions pertaining to the review and approval of the February 25, 2020 Meeting Minutes**
Motion to Approve: Ian Murton
Second: Christopher Preest
Opposed: None

Regular Agenda:

- 2. Discussion and Recommendation pertaining to the selection process of legal services currently being provided by Carrie O'Brien to the Local PSPRS Boards**
Christopher Preest addressed the Board in what he has learned regarding vetting process for legal counsel from last meeting. Municipalities, for the most part, rely on the City Attorney's office to receive their legal counsel. Doing a public contract is also an option for the Board to opt for but it would have to go through an RFP process. Eric Boyles addressed the Board in telling them that they have these options available to them as long as they follow the process set in place by the City. Eric explained the hybrid approach to RFP in soliciting bids/proposals from vendors. The Board would dictate the qualifications they are looking for



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as far as years of experience working with PSPRS Boards and hours required based on meetings history, come up with criteria on who to reach out to, and grading criteria for selecting representation. Eric mentioned City of Tempe and City of Phoenix as models to follow since they have that information available to the public so it would be a good resource to use. The Board asked Eric questions related to tenure of the contract and addressed concerns about needing to cancel contract if the service is not favorable to them. Eric explained that it is customary for the City to enter into contracts that are one (1) year in length with the ability to renew. If at any point, the Board were not happy with legal counsel service, they would simply not use it, as it is a pay, as you need service. The Board can notify legal counsel that the contract will not be renewed based on issues with performance that were identified during an Executive Session.

Carrie also recommended for the Board to stipulate if they want legal counsel to be a sole practitioner or if they would prefer Attorney to be a part of a firm in case they need a backup in place. Eric agreed to gather more information for the Board and put together an advertisement pending gathering approximation of hours of service needed based on meeting history. Eric will try to get advertisement done by seven (7) business days (next week). The Subcommittee also agreed that before it solicits for legal counsel, this would have to be approved by the Joint Board first.

3. Discussion and Recommendation pertaining to the Board Secretary position

Lisa Angelini addressed the Board in relation to the support that its HR staff can offer. The intention would be for Ariana Reyna to be the Board Secretary and Vicki be available for support until Kirsten is able to return to PSPRS functions at which point the HR Department can better assess who will be present in meetings. Lisa continued to express that Human Resources would expect the Board to be committed to fostering communication in expressing any concerns and allow for a response within a reasonable timeframe. Ian Murton and Christopher Preest welcome Ariana Reyna to the Board and ask that this be presented in the next Joint meeting so that other members are able to interview Ariana and have a final say in the subcommittee's recommendation.

G. Other Business and Future Agenda Items

Follow up with Eric Boyles and start the vetting process of selecting legal representation. Joint meeting interview of Ariana Reyna as the new Board Secretary.

H. Executive Session – None

I. Adjournment

Motion to adjourn at 11:38 a.m. – Approved -

Motion: Ian Murton



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Second: Chandler Brown

Opposed: None

Meeting Minutes Approval:

A handwritten signature in black ink, appearing to read "C. Preest", is written over a horizontal line. The signature is fluid and cursive.

Christopher Preest, Fire Board Member

CERTIFICATION:

I, Ariana Reyna, Sr. Human Resources Analyst – ADA & Leaves for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are true and correct minutes of the Executive Session of PSPRS Joint Board Position Process Subcommittee Meeting of **Wednesday, March 11, 2020.**

A handwritten signature in blue ink, appearing to read "A. Reyna", is written over a horizontal line. The signature is cursive and stylized.

Ariana Reyna, Human Resources