CITY OF SURPRISE
PSPRS Joint Board Position Process Subcommittee Meeting
Minutes, Wednesday, May 13, 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 9:00 a.m. Wednesday, May 13, 2020. The meeting was held in City Hall, Council Chambers. Due to COVID-19, the public was able to stream meeting live.

A. Call To Order

Meeting was called to order at 9:00 a.m.

B. Roll Call:

Chandler Brown, Citizen Board Member – Present
Ian Murton, Police Board Member – Present
Christopher Preest, Fire Board Member – Present

In attendance:

Lisa Angelini, Human Resources Director
Eric Boyles, Procurement Manager *(conference bridge)*
Connie Welsch, Human Resources Manager
Carrie O'Brien, Board Attorney *(conference bridge)*
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 March 11, 2020 PSPRS Joint Board Position Process Meeting Minutes – APPROVED**

   Motion to Approve: Chandler Brown
   Second: Ian Murton
   Opposed: None

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Regular Agenda:

2. **Considerations and Actions pertaining to the review of the Request for Quote (RFQ) for PSPRS legal counsel – APPROVED TO PRESENT RFQ TO JOINT BOARD**

Christopher Preest addressed the subcommittee inquiring if members had the opportunity to review the Request for Quote and if they had questions. Chandler Brown stated that he reviewed the information and did not see any issues with the RFQ presented. Christopher Preest asked Eric Boyles on how long the RFQ remains open. Eric Boyles stated that the Board makes the decision of establishing a timeframe and deciding which law firms to reach out to.

Christopher Preest asked if Eric Boyles would send out the RFQ to law firms. Eric Boyles stated that a list of law firms who provide the requested services will be created and the RFQ would be distributed to them. Eric Boyles continued to explain that what he compiled in the RFQ is a variation of what he found with other municipalities, and hopes that the document created covers the needs of the Board and allows for flexibility given that it will not be a formal solicitation process.

Lisa Angelini asked Eric Boyles that since he mentioned there is no set timeline for the vendors to respond, how does this get determined and does the Board approve this. She also asked about the list of vendors; who would look at the list and approve who is selected. Eric Boyles stated that from a Procurement perspective, this informal solicitation offers a lot of leeway to allow the Board members to be flexible with timeframe and deadline. Eric Boyles mentioned that he is there to meet the Board's needs and he is receptive to what the Board wants to do. Discussion took place in clarifying that the Subcommittee is tasked with driving this process as opposed to the Joint Fire and Police Board.

Carrie O'Brien talked about her law firm receiving RFQ's and how this is a usual process. She recommended for the Subcommittee to go back to the Joint Board and have everyone review and approve the RFQ before it is officially sent out. Ian Murton stated that if the Subcommittee likes the RFQ, they can accept it and then take it to the Joint Board for their review and potential

acceptance and move forward. Ian Murton asked Eric Boyles if he had a list readily available to provide to the Board of law firms that provide services sought. Eric Boyles reiterated that the Board can drive who they want to send the RFQ to as there is no minimum number of firms to reach out to, but three (3) quotes need to be received to meet the RFQ requirement. Chandler Brown stated that he's content with the RFQ presented and believes the Subcommittee should bring this to Joint Board and move the process along.

Eric Boyles asked Carrie O'Brien to provide him the correct terminology in the RFQ. He inquired if legal services sought were only for the Joint Board or would this encompass the Local Police and Local Fire Board as well. Carrie O'Brien stated that the Joint Board only meets for efficiency in addressing position process issues currently in place. Chandler Brown agreed with Carrie O'Brien stating that it is more efficient to meet periodically to cover issues with both Boards together. Carrie O'Brien stated that each Board has authority to seek their own legal counsel and that the Joint Board is not a separate legal entity. Therefore, the RFQ should be specific to mention the PSPRS Fire Board and PSPRS Police Board and if they meet jointly, they can split the cost of legal counsel.

Eric Boyles then questioned who would be on the selection committee. Ian Murton stated that each Board has authority to select its own legal counsel, so this can be addressed during Joint Board meeting. Further discussion ensued on reviewing candidates jointly or separately by each Board. Since this is an informal process, Eric Boyles stated that a selection committee comprised of 3-5 members would suffice. A motion was made to approve the RFQ for PSPRS legal counsel, as amended, to present to the PSPRS Joint Board meeting for review and potential action for approval.

Motion to Approve: Chandler Brown
Second: Ian Murton
Opposed: None

G. Other Business and Future Agenda Items – Joint Fire and Police Board meeting to review procurement of legal counsel and discuss selection committee.

Presentation or list of law firms for Joint Board to review.

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H. **Executive Session** – None

I. **Adjournment - APPROVED**

Motion to adjourn at 9:21 a.m.

Motion: Chandler Brown
Second: Ian Murton
Opposed: None

Meeting Minutes Approval:

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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 PSPRS Joint Board Position Process Subcommittee Meeting of **Wednesday, May 13, 2020**.

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Ariana Reyna, Human Resources

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