

MINUTES

City of Douglas Personnel Appeals Board

Meeting – October 30, 2012

4:30 p.m.

City Hall – HR TRAINING ROOM – FIRST FLOOR
425 Tenth Street
Douglas, AZ 85607

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m. and members present were:

Dave Pettes

Rudy Sierra

Adalberto Araiza

Others Present:

Ana Urquijo, HR Director

Lawana Diffie – New Member to be appointed

2. SWEARING IN OF NEW MEMBERS

Lawana Diffie was sworn in as a new member of the Personnel Appeals Board by reading and signing a loyalty oath in the presence of Nadia Rodriguez, Notary Public.

3. CONFIDENTIALITY STATEMENTS

Lawana Diffie read and signed a confidentiality statement as a newly appointed member.

4. DISCUSSION/DECISION ON THE SELECTION OF A CHAIRMAN TO CONDUCT THE
UPCOMING HEARING

A motion was made by Dave Pettes and seconded by Adalberto Araiza to nominate Rudy Sierra as Chairman for the upcoming hearing before the Personnel Appeals Board of the City of Douglas in the matter of appeal by Jose L Laborin scheduled for November 5, 2012. Rudy Sierra accepted the nomination. All voted in favor and motion passed.

5. ORIENTATION FOR NEW AND RE-APPOINTED MEMBERS

Ana Urquijo, HR Director provided training and orientation to new and re-appointed members.

Members reviewed applicable sections of City Charter, Ordinance and Personnel Rules reflecting board duties and board terms as well as guided through the format of Personnel Rules.

6. 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.

7. ADJOURNMENT

A motion was made by Dave Pettes and seconded by Lawana Diffie to adjourn the meeting at 4:57 p.m. All were in favor and motion passed.
