

City of Bisbee  
Personnel Department  
118 Arizona Street  
Bisbee, AZ 85603

## EMPLOYEE COUNCIL ACTION AGENDA

REGULAR SESSION OF THE **EMPLOYEE COUNCIL** MEETING  
WEDNESDAY, OCTOBER 15, 2024, AT 10:00 AM  
BISBEE COUNCIL CHAMBERS, 118 ARIZONA STREET, BISBEE, ARIZONA

### ROLL CALL **10:00 am**

Name:	Department:	Position:
<b>P</b> - Nina Williams	City Clerk's Office	Chair
<b>P</b> - Alison Williams	Library	Co-Chair
<b>P</b> - Claudio Estrada for X. Rodriguez	Comm. Development	Department Representative
<b>P</b> - McKenzie Budrow	Fire Dept.	Department Representative
<b>E</b> - Kevin Pacheco	Fire Dept.	Department Representative
<b>P</b> - Ryan Bowie	Police Dept.	Department Representative
<b>P</b> - Sarrah Hugues	Police Dept.	Department Representative
<b>P</b> - Daniel Flores	Public Works	Department Representative
<b>P</b> - Lorena Valdez	Public Works	Department Representative
<b>P</b> - Angelica Coronado	Finance	Department Representative
<b>A</b> - Frank Tapia	Queen Mine Tour	Department Representative
<b>P</b> - Joelle Landers	Personnel Director	Staff Liaison

### THE FOLLOWING ITEMS ARE FOR REVIEW AND DISCUSSION:

Welcome and introduce new members.

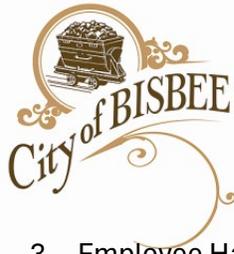
**Nina Williams introduced new members and provided general information on Employee Council.**

1. FY25 Wellness Funds from Blue Cross/Blue Shield
  - a. Allowed to roll over funds from FY25 - \$10,000
    - i. BBQ Grill/Smoker
    - ii. Outdoor Seating at City Hall
    - iii. Outdoor Evaporative Cooler

**Round table discussion: Each department representative provided feedback and preferences for Wellness Funds.**

2. FY26 Wellness Funds from Blue Cross/Blue Shield
  - a. \$10,000 available
    - i. Health Fair – Seasonal focused events
    - ii. Color Run Fundraiser
    - iii. Quarterly Employee Lunch – New Employees, Anniversaries & Birthdays
    - iv. Bisbee Swag

**Round table discussion: Each department representative provided feedback and preferences for Wellness Funds.**



**City of Bisbee**  
**Personnel Department**  
118 Arizona Street  
Bisbee, AZ 85603

3. Employee Handbook – Plan Overview
  - a. A detailed explanation of the company’s mission, vision, and values
    - i. Member Input – 2 words/phrases
  - b. 4 Core Sections
    - i. Employment Policies
    - ii. Compensation & Benefits
    - iii. Performance Management
    - iv. Employee Relations
  - c. Review and Approval Plan for Introduction and each of the 4 Core Sections
    - i. Personnel Draft
    - ii. Legal Review
    - iii. Civil Service Commission
    - iv. Employee Council
    - v. Mayor & Council
  - d. Completion Goal
    - i. Effective Date - July 1, 2026

**General overview of the plan and steps involved in updating the Personnel Rules & Regulations. Discussion about creating Mission Statement, requested input and suggestions from departments. Dept. Reps discussed and shared potential policies to change and to consider adding.**

**COMMENTS:**

Agenda items for next meeting.

**Adding Childcare Services to Employee Benefits.**

**Consider employee birthday as paid day off, done at Cochise County.**

**ADJOURNMENT: 11:21 pm**

**Motion to Adjourn: Alison Williams**

**Second: Ryan Bowie**

**Unanimous**