

ACTION AGENDA

ACTION AGENDA OF THE REGULAR SESSION OF THE CITY OF BISBEE EMPLOYEE COUNCIL HELD ON WEDNESDAY, AUGUST 14, 2019 AT 10:00 A.M. IN THE CITY HALL MEETING ROOM, 915 S. TOVREAVILLE ROAD, BISBEE, ARIZONA.

CALL TO ORDER: **10:05AM**

ROLL CALL

Name:		Department:	Position:
Nina Williams	P	City Clerk's Office	Chair
Alison Williams	P	Library	Co-Chair
Joe Ward	P	Community Development	Department Representative
Yvonne Ward	P	Finance	Department Representative
TBD	A	Fire Dept.	Department Representative
TBD	A	Fire Dept.	Department Representative
Jay Ritchie	P	Police Dept.	Department Representative
Kyle Mahoney	P	Police Dept.	Department Representative
Josh White	P	Public Works	Department Representative
TBD	A	Public Works	Department Representative
Rochelle Davis	A	Queen Mine Tour	Department Representative
Joelle Landers	P	Personnel Director	Staff Liaison

THE FOLLOWING ITEMS WERE DISCUSSED, CONSIDERED AND/OR DECIDED UPON AT THIS MEETING:

1. Discussion and approval of the minutes of the February 13, 2019.

MOTION: Alison Williams moved to table this item until the minutes were provided.

SECONDED: Jay Ritchie

MOTION PASSED: UNANIMOUSLY

2. Introduction of the new City Manager Theresa Coleman.

Theresa Coleman let the Employee Council know she and Joelle Landers are working on pay equity and a step plan. A rough draft review was scheduled to be at the upcoming Special Session of the Employee Council to be held on Sept. 4, 2019.

3. Distribute handouts concerning Compensation and Benefits to be discussed at the Special Meeting to be held on September 4, 2019.

Joelle Landers distributed handouts regarding the PTO (Paid Time Off) payout policy proposal, current policy, Civil Service Commission (CSC) recommendation and amendment to PTO (Paid Time Off) policy.

Ms. Landers mentioned that the Civil Service Commission (CSC) recommendation was to get Finance to review, but was not completed by the prior Personnel Director.

The Employee Council was asked to gather pervious Employee Council meeting notes regarding PTO (Paid Time Off) payout policy to review at next meeting.

4. Discuss the Civil Service Commission with regards to Job Descriptions.

Alison Williams stated historically that the Civil Service Commission (CSC) looked at job descriptions before they were sent to the Mayor and Council.

Currently the Civil Service Commission (CS) needs a quorum.

Mayor smith stated he supported having the Civil Service Commission (CSC).

COMMENTS

1. Allison Williams, Summer Reading Program

- **Alison Williams thanked the Bisbee Fire Department for their support and sponsorship of their summer reading program BBQ and for supporting all departments.**
- **Theresa Coleman mentioned that the Visitor Center Manager position was to be reviewed to support marketing efforts.**
- **Joelle landers asked for clarification of the Civil Service Commission (CSC).**

ADJOURNMENT: 10:17AM

MOTION TO ADJOURN: Alison Williams

SECONDED: Yvonne Ward

MOTION PASSED: UNANIMOUSLY