

ACTION AGENDA

SPECIAL SESSION OF THE EMPLOYEE COUNCIL MEETING
HELD ON WEDNESDAY, MARCH 11, 2020
CITY HALL MEETING ROOM, 915 S. TOVREAVILLE, BISBEE, ARIZONA

ROLL CALL

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

THE FOLLOWING ITEMS WERE DISCUSSED AT THIS MEETING:

1. Discussion and follow up on Pay Equity and Step Plan:
 - a. Grade adjustments/moves
 - b. Proposed hourly wage for grades
 - c. Proposed % between steps
 - d. Proposed time between steps
 - e. Steps based on anniversary or fiscal year
 - f. Steps based on evaluation, merit, time
 - g. After step 10 reached
 - h. Current Employees enter steps at current rate or move up to closest step**JOELLE LANDERS AND COMMITTEE DISCUSSED ITEMS A THROUGH H.**
2. Discussion and possible approval of Pay Equity, Grades and Point Rating.
MOTION: TIM COX MOVED TO APPROVE PAY EQUITY, GRADES AND POINT RATING.
SECONDED: ALLISON WILLIAMS
MOTION PASSED: UNANIMOUSLY
3. Discussion and possible approval of Step Plan to put forth to Finance Director for fiscal evaluation.
MOTION: TIM COX MOVED TO SEND STEP PLAN PROPOSAL #1 AND #3 TO FINANCE DIRECTOR FOR FISCAL EVALUATION.
SECONDED: ALLISON WILLIAMS
MOTION PASSED: UNANIMOUSLY

4. Discussion of Wellness Funds from Blue Cross/Blue Shield
JOELLE LANDERS DISCUSSED WELLNESS FUND OPTIONS, ASKED FOR MEMBERS TO DISCUSS OPTIONS WITH COWORKERS AND RETURN WITH 3 TO 5 OPTIONS TO CHOOSE FROM.

5. Discussion and review of Personnel Rules and Regulations that were reviewed for updates and changes in 2018.
JOELLE LANDERS DISTRIBUTED PACKET OF POLICY UPDATES THAT WERE CREATED BY PREVIOUS PERSONNEL DIRECTOR. MEMBERS TO REVIEW POLICY UPDATES AND RETURN WITH WHICH POLICYS TO MOVE FORWARD WITH.

COMMENTS

Agenda items for next meeting.

- **SET UP MEET AND GREET WITH CIVIL SERVICE COMMISSION OR INVITE THEM TO THE NEXT EMPLOYEE COUNCIL MEETING.**
- **DISCUSSION WITH FINANCE DIRECTOR AFTER FISCAL EVALUATION. PERHAPS A SPECIAL SESSION IN APRIL 2020.**

ADJOURNMENT 10:47 AM

MOTION: ALLISON WILLIAMS MOVED TO ADJOURN

SECONDED: JOE WARD

MOTION PASSED: UNANIMOUSLY