

ACTION AGENDA

REGULAR SESSION OF THE EMPLOYEE COUNCIL MEETING
WEDNESDAY, FEBRUARY 10, 2021 AT 10:00 AM
BISBEE POLICE DEPARTMENT, TRAINING ROOM, 1 AZ-92, BISBEE, ARIZONA
ZOOM FORMAT AVAILABLE

VIA THE ZOOM MEETING PLATFORM

ROLL CALL – 10:06 AM

| Name: | Department: | Position: |
|---------------------------------------|-----------------------|---------------------------|
| P - Nina Williams | City Clerk's Office | Chair |
| P (Via Zoom) - Alison Williams | Library | Co-Chair |
| P - Joe Ward | Community Development | Department Representative |
| P - Raul Villasenor | Fire Dept. | Department Representative |
| A - Kevin Pacheco | Fire Dept. | Department Representative |
| A - Jay Ritchie | Police Dept. | Department Representative |
| A - Tim Cox | Police Dept. | Department Representative |
| P - Josh White | Public Works | Department Representative |
| P - Lorena Valdez | Public Works | Department Representative |
| E - Yvonne Ward | Finance | Department Representative |
| P - Eva Millspaugh | 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 current Personnel Rules and Regulations and Policy Amendments discussed in 2018-2019.
 - **JOELLE LANDERS DISTRIBUTED BINDER TO MEMBERS WITH 2019 RECORD AND COPIES OF POLICY AMENDMENTS, CURRENT PRR, COTTONWOOD EMPLOYEE MANUAL AND COTTONWOOD PERSONNEL OPERATIONS.**
 - **MEMBERS DISCUSSED FORMAT AND TERMINOLOGY OF COTTONWOOD DOCUMENTS AND THE DESIRE TO START OVER WITH PREVIOUS AMMENDMENTS USING COTTONWOOD TEMPLATES.**
2. Discussion of City of Cottonwood format of separate Employee Manual and Personnel Operations Guide.
 - **MEMBERS IN FAVOR OF SEPARATE DOCUMENTS FOR EMPLOYEES AND PERSONNEL/OPERATIONS.**
3. Discussion and consideration of City of Cottonwood Employee Manual as guide to revamp City of Bisbee Personnel Rules and Regulations.
 - **MEMBERS IN FAVOR AND ASKED TO REVIEW 2019 AMEMDMENT # 1-4 REGARDING DEFINITOS AND HIRING.**
4. Discussion of upcoming meetings regarding Personnel Rules and Regulations.
 - **MEMBERS WOULD LIKE TO HAVE WORK SESSION IN THE SECOND WEEK OF MARCH.**
5. Discussion and review of Finance Director, Keri Bagley, fiscal evaluation of Step Plan.
 - **MEMBERS DISCUSSED THE AFFECT OF THE PROPOSED STEP PLAN ON NEW EMPLOYEES AND EMPLOYEES WITH LONGEVITY.**

- **MEMBERS ASKED FOR INFORMATION ON STEP PLANS IN OTHER AZ CITIES.**
- **MEMBERS ASKED FOR FINANCIL REVIEW OF 1% INCREASE TO THE CURRENT LONGEVITY INCREASE PLAN.**

6. Discussion of Wellness Funds from Blue Cross/Blue Shield.

- **JOELLE LANDERS SHARE AN OPTION OF CHROMEBOOKS FOR EMPLOYEE USE WITH TELEMED APPOINTMENTS AND DISCUSSED CHALLENGES WITH CHROMEBOOK DISTRIBUTION AND IMPLEMENTATION.**
- **MEMBERS DISCUSSED HAVING DIFFERENT WELLNESS FUND OPTIONS TO CHOOSE FROM AND WILL DISCUSS IDEAS WITH COWORKERS.**

COMMENTS

Agenda items for next meeting.

- **WORK SESSION TO REVIEW POLICY AMENDMENTS.**
- **WELLNESS FUND FOLLOW UP.**
- **DISCUSSION OF BENEFITS AND VALUE TO EMPLOYEES.**

ADJOURNMENT - **10:51 AM**

MOTION: ALLISON WILLIAMS MOVED TO ADJOURN

SECONDED: RAUL VILLASENOR

MOTION PASSED: UNANIMOUSLY