

Personnel Appeals Board
Meeting Minutes
November 20, 2019

The Personnel Appeals Board met on Wednesday, November 20, 2019 at 4:05 p.m. In the HR Training Room – first floor of city hall located at 425 Tenth Street – Douglas, Arizona, for the following items:

1. Call to order: 4:05pm
2. Roll call Present Absent
 Adalberto Araiza X
 David Pettes X
 Lawana Diffie X
 Rudy Sierra X
3. Review and approval of meeting minutes from July 7, 2015, July 16, 2015 & July 24, 2015
Motion by Adalberto Araiza, **second** by Lawana Diffie to approve the meeting minutes from July 7, 2015, July 16, 2015 and July 24, 2015. No discussion was made. All were in favor. **MOTION PASSED.**
4. Confidentiality statements
 Rocio Garcia-Pedroza, HR Manager provided a copy of the confidentiality statements previously signed by each member and reviewed the language included.
5. Discussion/decision on the selection of a chairman to conduct the upcoming hearing on December 4, 2019
Motion by Lawana Diffie, **second** by Adalberto Araiza to nominate Rudy Sierra as chairperson for the upcoming hearing before the Personnel Appeals Board of the City of Douglas in the matter of appeal by Jose Duarte scheduled for December 4, 2019. Rudy Sierra accepted the nomination. All were in favor. **MOTION PASSED**
6. Orientation for new and re-appointed members
 Rocio Garcia-Pedroza provided overall description of the duties of the Personnel Appeals Board. Members were provided the applicable sections of the City's

Personnel Rules and Regulations regarding their role and the general rules of procedures for the hearing.

7. 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. They were informed this same question will be asked at the beginning of the hearing.

8. Adjournment

Motion by Lawana Diffie, **second** by Rudy Sierra to adjourn the meeting at 4:25 p.m. All were in favor. **MOTION PASSED**

Prepared By:

A handwritten signature in black ink, appearing to read 'Rocio Garcia-Pedroza', written over a horizontal line.

Rocio Garcia-Pedroza
HR Manager