

1. Personnel Appeals Board Agenda 06/19/2020

Documents:

[PAB AGENDA 06192020.PDF](#)

1.1. Personnel Appeals Board Meeting 06/19/2020 Agenda With Actions

Documents:

[PAB MEETING 06192020 AGENDA WITH ACTIONS.PDF](#)

1.1.i. Personnel Appeals Board Meeting 06/19/2020 Minutes

Documents:

[PAB MEETING 06192020 MINUTES.PDF](#)



**BOARD OR COMMISSION: Personnel Appeals Board**

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June 18, 2020

**NOTICE**

A meeting of the Personnel Appeals Board will be held on Friday, June 19, 2020 at 2:30 p.m. in the HR Training Room at City Hall, 425 10<sup>th</sup> Street, Douglas, Arizona.

Due to the impacts of the COVID-19 pandemic, this meeting will be conducted using measures to protect public health.

This meeting will be held in person and remotely through technological means, as permitted under Arizona law. If you would like to participate in the meeting by phone, please call (520) 417-7326 by 1 pm that same day to notify us and we'll provide further instructions.

The purpose of this meeting is to conduct the regular business of the Personnel Appeals Board and any other business that may properly come before the Board.

If any person needs any type of accommodations for disabilities, please notify Nadia Rodriguez at (520) 417-7326, as soon as possible prior to the meeting time.

**AGENDA  
Personnel Appeals Board  
June 19, 2020 at 2:30pm**

1. Call to order
2. Roll call
3. Review and approval of meeting minutes from November 20, 2019
4. Confidentiality statements
5. Orientation for new members
6. Conflict of interest for upcoming hearing on June 30, 2020
7. Discussion/decision on the selection of a chairman to conduct the upcoming hearing on June 30, 2020
8. Adjournment

If authorized by a majority vote of the Personnel Appeals Board of the City of Douglas, the Board may adjourn the meeting at any time and move into Executive Session for legal advice on any agenda item, pursuant to A.R.S. 38-431.03 A(3). The Executive Session will be held immediately after the vote to go into Executive Session and will not be open to the public.

**Posted at:  
City Hall  
Douglas Police Department  
Douglas Library  
[www.douglasaz.gov](http://www.douglasaz.gov)**

**Thursday, June 18, 2020 at 2:00pm**

A handwritten signature in black ink, appearing to read "Karp", written over a horizontal line.



**BOARD OR COMMISSION: Personnel Appeals Board**

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June 18, 2020

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**AGENDA – WITH ACTIONS TAKEN**

**Personnel Appeals Board**

**June 19, 2020 at 2:30pm**

1. Call to order 2:31 pm
2. Roll call  
Present                      Absent  
Lawana Diffie              X (phone)  
Robyn Escarcega          X  
Guadalupe Mejia          X (phone)  
Vicky Merritt              X  
Gail Zamar                  X
3. Review and approval of meeting minutes from November 20, 2019  
Motion PASSED by a vote of 5-0
4. Confidentiality statements  
Not an action item – no action taken
5. Orientation for new members  
Not an action item – no action taken
6. Conflict of interest for upcoming hearing on June 30, 2020  
Not an action item – no action taken
7. Discussion/decision on the selection of a chairman to conduct the upcoming hearing on June 30, 2020  
Motion to appoint Lawana Diffie as chairperson PASSED by a vote of 5-0
8. Adjournment 2:54 pm

If authorized by a majority vote of the Personnel Appeals Board of the City of Douglas, the Board may adjourn the meeting at any time and move into Executive Session for legal advice on any agenda item, pursuant to A.R.S. 38-431.03 A(3). The Executive Session will be held immediately after the vote to go into Executive Session and will not be open to the public.

**Posted at:**

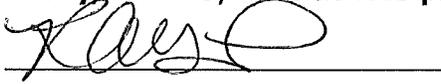
**City Hall**

**Douglas Police Department**

**Douglas Library**

**[www.douglasaz.gov](http://www.douglasaz.gov)**

**Friday, June 19, 2020 at 4:45 pm**

A handwritten signature in black ink, appearing to read "Kaye", is written over a horizontal line.

# Personnel Appeals Board

## Meeting Minutes

June 19, 2020

The Personnel Appeals Board met on Friday, June 19, 2020 at 2:31 p.m. in the City Council Chambers at City hall located at 425 Tenth Street – Douglas, Arizona, for the following items:

1. Call to order: 2:31pm

2. Roll call	Present	Absent
Lawana Diffie	X (phone)	
Robyn Escarcega	X	
Guadalupe Mejia	X (phone)	
Vicky Merritt	X	
Gail Zamar	X	

3. Review and approval of meeting minutes from November 20, 2019

**Motion** by Lawana Diffie, **second** by Gail Zamar to approve the meeting minutes from November 20, 2019. 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 and asked all members to sign and reviewed the language included.

5. Orientation for new 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.

6. Conflict of interest for upcoming hearing on June 30, 2020

Members were asked if there was any conflict of interest with the appellant for the upcoming hearing. No apparent conflict of interest was reported and therefore none established. They were informed this same question will be asked at the beginning of the hearing.

7. Discussion/decision on the selection of a chairman to conduct the upcoming hearing on June 30, 2020

**Motion** by Gail Zamar, **second** by Vicky Merritt to nominate Lawana Diffie 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 June 30, 2020. Lawana Diffie accepted the nomination. All were in favor. **MOTION PASSED**

8. Adjournment

**Motion** by Vicky Merritt, **second** by Robyn Escarcega to adjourn the meeting at 2:54 p.m. All were in favor. **MOTION PASSED**

Prepared By:



Rocio Garcia-Pedroza, HR Manager