

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