



**Personnel Board Meeting Minutes
February 27, 2018**

I. Call to Order & Attendance

Ms. Geyer called the meeting to order at 11:30 a.m. The following individuals were in attendance:

A. Board Members

Leslie Geyer, Chair
Terry Priestley, Vice-Chair
William Cooper, Member

B. Others

Denise Cassel, Human Resources Manager/Staff Liaison
Ed McDaris, Assistant Human Resources Manager
Kathy Casados, HR-SOS/Administrative Support

C. Public

No members of the public were present.

II. Chair's Report

There was no report.

No action was taken on this item.

III. HR Manager's Report

Ms. Cassel distributed the HR Manager's Report and commented on some highlights. The detailed report was included in the February 27, 2018 agenda packet.

No action was taken on this item.

IV. Public Comment

There was no public comment.

No action was taken on this item.

V. Approval of Minutes – January 24, 2017

Ms. Geyer called for comments or corrections to the minutes; there were none.

Mr. Priestley made a motion to approve the minutes as presented. Mr. Cooper seconded; the motion passed.

VI. Discussion and/or Possible Action Items

A. FY19 Work Plan

Ms. Cassel presented the FY19 Work Plan and commented that this document is required by Council of all Boards and Commissions. Members took a few moments to review the plan; there were no comments or questions.

Mr. Priestly made a motion to approve the document as presented; Mr. Cooper seconded; the motion passed.

B. Personnel Rule Changes: 309, 311.2, 312, 315, 307, and 709

Ms. Cassel presented a summary of each of the rule changes. The following corrections were presented:

1. Rule 311.2: Mr. Priestly recommended adding “by the immediate supervisor” to the language.
2. Rule 312: Mr. Priestly recommended “prior” before “written approval.”

Mr. Cooper made a motion to approve the Rules with the recommended changes. Mr. Priestley seconded; the motion passed.

VII. Informational Items:

A. Next Meeting: March 28, 2018

Ms. Geyer suggested rescheduling the meeting to March 20th since she would be out of town. Ms. Cassel also commented that the March meeting could be cancelled if there are no agenda items for discussion.

Mr. Priestly made a motion to approve the date change. Ms. Geyer seconded; the motion passed.

B. End of Terms

Ms. Cassel announced that the term end date for Ms. Geyer and Mr. Cooper is March 31, 2018 and if they are interested in serving a second term they will need to complete the on-line application. She also commented that other Boards and Commissions may have additional applicants that the Personnel Board could recruit.

No action was taken on this item.

VIII. Adjournment

Ms. Geyer adjourned the meeting at 12:21 pm.

Approved:

{Terry Priestly for:}

Leslie Geyer, Chair

September 25, 2018

Date