

**CITY OF GLENDALE  
PERSONNEL BOARD BUSINESS MEETING**

**October 19, 2011**

**Glendale Foothills Recreation & Aquatic Center  
Bobcat 204 Room  
5600 W. Union Hills Drive  
Glendale, Arizona**

**OPEN SESSION**

**MEMBERS PRESENT:** Al Lenox, Chair  
Ferne Ridley, Vice Chair  
Herbert Haley, Board Member  
Roberta Podzius, Board Member  
Richard Westby, Board Member

**STAFF PRESENT:** Jim Brown, Assistant Human Resources Director  
Janice Pitts, Deputy Human Resources Director  
Nick DiPiazza, Deputy City Attorney  
Naomi Jackson, Human Resources Administrator  
Karen Doncovio, Human Resources Generalist

**CALL TO ORDER AND ROLL CALL**

Al Lenox, Chair, called the Personnel Board Business Meeting to order at 6:10 p.m. on Wednesday, October 19, 2011. Roll call was taken.

**Purpose of the Meeting**

Jim Brown, Assistant Human Resources Director, welcomed Board Members and presented the meeting agenda. The purpose of the meeting was to review the role of the Personnel Board; discuss the Personnel Board Procedures and Process; discuss the Open Meeting Law and any new business. Mr. Brown briefly reviewed the job duties of the Personnel Board and their role as an advisory board. He explained Board members are appointed by City Council for two (2) year terms. He stated Personnel Board Hearings are held on an as needed basis and when scheduled are held on the third Wednesday of the month. Mr. Brown conducted a review of the Personnel Board Hearing Procedures and Process with the Board. He stated their primary roles are to make recommendations to the City in matters of Human Resources Policy revisions and punitive discipline appeals.

Nick DiPiazza, Deputy City Attorney, addressed the Board on matters related to the Open Meeting Law and the legal aspects of the hearing process. He referred the Board to Human Resources Policy No. 513, the Disciplinary Policy, which describes the roles of the

Board, the Human Resources Staff, and the City Attorney Staff. Mr. DiPiazza pointed out that a number of individuals are involved in the hearing process. Mr. DiPiazza emphasized the following four questions which must be answered at the end of the Hearing by the Board:

1. Was the action of the City based on political, religious or racial prejudice?
2. Did the City follow its policies and procedures that provide employees with the right to appeal certain disciplinary actions?
3. Was there just cause to take disciplinary action based on the stated violations of the Human Resources Policy?
4. The Board will recommend to sustain or not sustain the action of the appointing officer based on the facts and information presented to the Board.

Mr. DiPiazza reminded the Board that except for Public Safety personnel, the burden of proof is on the employee. He stated further that the hearings are informal, intended to be non-adversarial, and are not bound by formal rules of evidence.

Mr. DiPiazza discussed the Open Meeting Law with the Board. He advised that compliance with the Open Meeting Law avoids non-transparent decision-making and promotes accountability. He also described to the Board what constitutes a meeting and how transparency of government is very important.

### **Adjourn**

The Personnel Board Business Meeting was adjourned at 6:55 p.m.

Submitted by:

Alma Carmicle  
Board Secretary