**SPECIAL COUNCIL PERSONNEL POLICY WORKSHOP**

**MEETING MINUTES IN PERSON AND VIA ZOOM MEETING**

**6:00 P.M. DECEMBER 16, 2020**

1. CALL TO ORDER—Mayor Wood called the meeting to order at 6:11 P.M.
2. ROLL CALL—Mayor Wood Present, Vice-Mayor Stabile present, Council Member Finch present and Council Member Murrietta present via teleconference.

STAFF PRESENT—Town Manager Robinson, Marshal Patterson, Town Attorney Bobby Yu and Volunteer Personal Assistant Debbie Robinson

1. PLEDGE OF ALLEGIANCE—Mayor Wood led the Pledge of Allegiance
2. DISCUSSION AND POSSIBLE RECOMMENDATIONS TO STAFF BY COUNCIL MEMBERS ON DRAFT PERSONNEL POLICY DATED DECEMBER 2020.

Council Member Finch questioned page 87, Vacation. He needed clarification on the time period vacation was calculated for an employee, was it fiscal year, calendar year or employment year. Town Manager Robinson said employment year, so that change will be made. This was in section IV. B. Mayor Wood asked for clarification on page 55 Use of Telephones Part IV. B where she said a designation should be made for length of personal calls. All Council Members suggested “and lasting no longer than 5 minutes” to this section. This change will be made. There were no other suggestions.

1. FUTURE AGENDA ITEMS: AT THIS TIME THE COUNCIL MAY BRING FORTH TOPICS FOR FUTURE AGENDAS, AND IF PREVIOUSLY REJECTED BY THE MAYOR, THE COUNCIL MAY VOTE ON WHETHER TO PLACE THOSE ITEMS ON A FUTURE AGENDA PURSUANT TO SECTION 2-5-5 OF THE CODE OF THE TOWN OF PATAGONIA ARIZONA. THE COUNCIL MAY NOT DISCUSS, DELIBERATE OR TAKE ANY ACTION ON THE SUBSTANCE OF THE TOPICS OTHER THAN TO VOTE TO INCLUDE THEM ON A FUTURE AGENDA. A.R.S. §38-431.02(H).

6. ADJOURN

 MOTION: Mayor Wood moved to adjourn

 SECOND: Vice-Mayor Stabile

 VOTE: The motion passed by a 4-0 vote, with Council Members voting as follows:

 AYES: Mayor Wood, Vice-Mayor Stabile, Council Member Finch and Council Member Murrietta via teleconference

 NAYS: None

 ABSTAINERS: None

 ABSENT: Council Member Reibslager

 The meeting adjourned at 6:24 P.M.

 I hereby confirm the foregoing minutes are a true and accurate copy of the minutes of a Special Council Personnel Policy Workshop Meeting held December 16, 2020 at 6:11 P.M. via Zoom Meeting and teleconference. I further certify that the meeting was duly called, held and that a quorum was present.

 Dated \_\_\_\_\_\_ Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2020

 APPROVED:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mayor Wood

 ATTEST:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Town Clerk/Manager