Tempe.

Minutes
Tempe Merit System Board
January 3, 2019

Minutes of the Tempe Merit System Board Meeting, held on Thursday, January 3, 2019 at 1:00 p.m., Human Resources Conference Room, 20 East Sixth Street, Tempe, Arizona.

Board Members Present:
Lori Messer
Bill Munch
Johnny Tse
Jessica Vargas (alternate)

City Staff Present:
Renie Broderick, Internal Services Director, Board Secretary

Jon O'Connor, Deputy Internal Services Director – Human Resources, Board Secretary (designee)

Sarah Jenkins, HR Specialist to Human Resources, Staff to the Board

Bill Munch called the Meeting to order 1:00 at p.m.

ITEM I – Consideration of Meeting Minutes
Motion by Mr. Tse to approve the May 17, 2018 Board meeting minutes; second by Ms. Messer. Motion passed unanimously on a voice vote 3-0.

ITEM II – Motion to Adjourn to Executive Session
No action was taken.

ITEM IV - Discussion of Board Chair Responsibilities & Selection of Board Chair
Mr. Munch stated that he will remain on the Board as a Regular member but will step down as Chair.

Mr. O'Connor stated that the primary purpose of the Merit System Board is to conduct hearings and to review and approve changes to the Personnel Rules prior to going to City Council for final approval. Mr. O'Connor then outlined the responsibilities of the Chair. One of the main roles of the Chair is to oversee and conduct meetings of the Merit System Board. The Chair also has additional responsibilities when a hearing is scheduled. The Chair is required to be on the Public Safety Personnel Retirement System (PSPRS) Board, as well. Ms. Broderick gave an overview of the PSPRS Board stating that meetings are held the 1st Thursday of the month at 2:00 pm. The length of the meetings does vary but usually will not exceed one hour. The PSPRS Board reviews new hires, DROPs, retirements, medical pension requests, etc. Staff to the PSPRS Board will hold an orientation for the new Merit System Board Chair.

Both Mr. Tse and Ms. Messer stated that they would be willing to serve as Chair for the Merit System Board. Ms. Messer deferred to Mr. Tse as he has served on the Board longer.

Motion by Mr. Munch to approve Mr. Tse as Chair. Ms. Messer seconded the motion. The motion passed unanimously on voice vote 3-0.

Future Agenda Items
Personnel Rules revisions within the next 2-3 months

Adjournment
Motion by Mr. Tse to adjourn; seconded by Ms. Messer. The motion passed unanimously on voice vote 3-0. The meeting adjourned 1:10 p.m.

Jon O'Connor, Merit System Board Secretary