



**Personnel Appeals Board
Board Meeting Agenda
March 30, 2017
5:30 PM
Administrative Conference Room**

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Approval of Minutes**
 - 1. Approval of October 12, 2015 Personnel Appeals Board Meeting Minutes**
- 5. New Business**
 - A. Chair and Vice Chair Elections***
- 6. Business from Members**
- 7. Business from Staff Liaison**
- 8. Adjourn**



**Personnel Appeals Board
Board Meeting Minutes
October 12, 2015
5:00 PM
Meeting Room 1**

1. Call to Order

2. Roll Call

Eric Sterman	
Jack Groneck	
Lisa Williams	
Lynn Berry	Chair
Robert Haddenhorst	
Walter Thomas Taylor	(Absent)
Neal Breitweiser	
Sharon Stott	Asst to the City Administrator
Carl Lumley	City Attorney

A. Introductions of New Members

PAB members introduced themselves.

3. Approval of Agenda

- Eric Sterman moved to accept the agenda. Lisa Williams seconded the motion. Motion passed unanimously.

4. Approval of Minutes

- Jack Groneck moved to accept the minutes. Eric Sterman seconded the motion. Motion passed unanimously.

1. Personnel Appeal Committee Meeting Summary 9-15-2014

5. Unfinished Business

A. 2015 Annual Report to Mayor

- Lynn Berry shared a copy of the Fiscal Year 2015 Annual Report she submitted to Mayor Glantz on behalf of the Personnel Appeals Board (formerly Committee).

1. FY2015 Personnel Appeals Board Annual Report

6. New Business

A. Presentation by Carl Lumley

i. The Role and Responsibilities of the Personnel Appeals Board

City Attorney Carl Lumley provided a handout (see attached) and briefly discussed Sections 125.010 and 130.020 130.030 and 130.040 of the City of Creve Coeur Code of Ordinances as they pertain to the roles and responsibilities of the Personnel Appeals Board (formerly Committee).



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Meeting Room 1**

- The Personnel Appeals Board (PAB) consists of five members and two alternates.
- A quorum of the PAB is three members.
- In decisions, the majority rules.
- The PAB is required to meet annually.
- PAB members must be a registered voters of the City.
- No PAB member should be a member of any local, state or national committee of a political party or an elected officer of any partisan club or organization.
- Meetings must be posted 24 hours in advance of meeting.
- Missouri meeting statute require meetings and records are open to the public. Exceptions include disciplinary matters.
- PAB hearings can be closed unless PAB and employee agree to have them open. However, cases are typically closed for the benefit of the employee.
- City employees are a public body and must be granted some degree of due process for disciplinary matters.
- The PAB serves in a judicial role and must not have conversations with parties involved in hearing matters outside of meetings.
- Section 13 of the City of Creve Coeur Personnel Policy and Procedures should be reviewed by all PAB members.
- In the event of a hearing, separate legal counsel can be requested by the PAB. The City Attorney will mostly likely represent the City, not the PAB.
- A procedural review meeting would be held with PAB members and lawyers to explain what to anticipate and what is going to happen procedurally and anticipated time commitments.
- PAB is an administrative body that looks at evidence, provides an opportunity for parties to tell their stories, and makes a final determination on the merit based disciplinary action.
- An appeal of a PAB decision would go to St. Louis County Circuit Court.

1. Personnel Appeals Board Training Outline

Summary: City Attorney Carl Lumley provided a brief summary of Personnel Appeals Board duties and responsibilities.

B. Election of Chair and Vice-Chair

Lynn Berry discussed the changes made by the Council Task Force last year stating no chair can serve more than three consecutive years as chair. While Lynn has served as chair for two consecutive years, she would not like to serve for a third year. Lynn asked for nominations for the positions of Chair and Vice-Chair for Fiscal Year 2016.

- Eric Sterman moved to nominate Jack Groneck as Vice-Chair. Neal Breitweiser seconded the motion. Motion passed unanimously.
- Neal Breitweiser moved to nominate Eric Sterman as Chair. Robert Haddenhorst seconded the motion. Motion passed unanimously.

7. Business from Members

There was no business from members.

8. Business from Staff Liaison

Minutes Acceptance: Minutes of Oct 12, 2015 5:00 PM (Approval of Minutes)



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A. Ethics Training Reminder - Multi-Purpose Room at 6 p.m.

Sharon Stott reminded members of the mandatory Biennial Elected and Appointed Ethics Training would be presented by Carl Lumley this evening at 6 p.m. in the Multi-Purpose Room. Dinner will be provided.

B. Proposed Personnel Policy & Procedures Manual Update

Sharon Stott provided a red-lined copy of changes to Section 13 of the City of Creve Coeur Personnel Policy and Procedures Manual. Section 13 pertains to the Personnel Appeals Board (formerly Committee). All edits to Section 13 pertain to the name changes of Personnel Appeals Committee to Personnel Appeals Board. Changes to the manual are eligible for a first reading by the City Council for tonight's meeting at 7 p.m., with final passage possible on October 26.

1. Draft Personnel Policy & Procedures Manual Section 13

9. Adjourn

Meeting adjourned at 5:35 p.m.