

ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL
PERSONNEL COMMITTEE
MINUTES

August 22, 2016

The meeting of the Personnel Committee of the Arizona Prosecuting Attorneys' Advisory Council (APAAC) was called to order by Chair Bill Montgomery on Monday, August 22, 2016, at 2:03 p.m. at the APAAC Office, located at 1951 W. Camelback Road, Suite 202, in Phoenix.

ROLL CALL

Personnel Committee Members Present

Bill Montgomery - Chair	Maricopa County Attorney
Tobin Sidles	Oro Valley Town Prosecutor (Telephonic)
Jon Smith	Yuma County Attorney (Telephonic)
Matt Smith	Mohave County Attorney (Telephonic)

Personnel Committee Members Absent

George Silva	Santa Cruz County Attorney
--------------	----------------------------

Staff Present

Elizabeth Ortiz	Executive Director
-----------------	--------------------

MINUTES FROM JULY 26, 2016, PERSONNEL COMMITTEE MEETING

Mr. Montgomery presented the minutes from the July 26, 2016, Personnel Committee meeting. Mr. Tobin Sidles made a motion, seconded by Mr. Jon Smith, to approve the minutes. Motion carried.

REVISED APAAC EMPLOYEE HANDBOOK

Mr. Montgomery summarized the direction given by the Council at its August 5, 2016, meeting for the Personnel Committee to review options for moving APAAC staff to an all-inclusive paid-time-off ("PTO") system, rather than the current personal leave / sick leave accrual system.

After discussion, Mr. Smith made a motion, seconded by Mr. Sidles, to have a PTO accrual system for APAAC staff. Motion carried.

Mr. Montgomery directed APAAC staff to survey those Council offices that are prosecution agencies regarding the hours employees are permitted to accrue and the amount employees are entitled to be reimbursed for upon voluntary termination and/or retirement.

NEXT PERSONNEL COMMITTEE MEETING

TBA

CALL TO THE PUBLIC

Ms. Elizabeth Ortiz stated that she will ask the Personnel Committee to review a proposed confidentiality agreement for APAAC volunteers such as law clerks at its next meeting. Ms. Ortiz is unaware of any issues regarding lack of confidentiality at APAAC, but believes such an agreement is considered a best practice for the industry.

ADJOURNMENT

Mr. Montgomery adjourned the meeting at 2:17 p.m.