

ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL
PERSONNEL COMMITTEE
MINUTES

July 26, 2016

The meeting of the Executive Committee of the Arizona Prosecuting Attorneys' Advisory Council (APAAC) was called to order by Chair Bill Montgomery on Tuesday, July 26, 2016, at 9:36 a.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
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Staff Present

Elizabeth Ortiz	Executive Director
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REVISED APAAC EMPLOYEE HANDBOOK

Ms. Elizabeth Ortiz presented both the current APAAC Employee Handbook and a revised handbook for consideration. Ms. Ortiz stated that APAAC staff worked with a human resource consultant in drafting the proposed revised handbook.

Ms. Ortiz noted that the only financial impact the proposed revisions would have on the APAAC budget is that it provides for the payout of up to 160 hours of accrued sick leave upon an employee's retirement. The committee was provided with estimates on the cost of such payouts. A discussion ensued regarding similar retirement payouts in other government offices.

Mr. Montgomery suggested changes to the proposed handbook section regarding medical marijuana so that the language more closely followed that of the state statutes.

Mr. Montgomery also suggested that the proposed handbook allow for de minimus personal use of APAAC's computers and telephones.

Mr. Jon Smith moved that the Personnel Committee recommend to the APAAC Council approval of the revised handbook with the suggested changes regarding medical marijuana and de minimus personal use of computers and telephones. Mr. Tobin Sidles seconded the motion. Motion carried.

APAAC LEGISLATIVE & COMMUNICATION LIAISON JOB DESCRIPTION AND SALARY STEP SCHEDULE

Ms. Ortiz summarized the discussion from the May 4, 2016, Executive Committee meeting regarding the priorities and focus for the open staff position. Ms. Ortiz presented a proposed job description and salary step schedule for the position. Documentation regarding a market salary survey done in Pinal County was provided for reference regarding the proposed salary for the APAAC position.

Mr. Montgomery suggested that the phrase "as directed by the Council" be included at the end of the first two delineated responsibilities.

Discussion was held regarding whether to also include grant writing as a primary responsibility. The consensus was to not specifically include that skill, as it may be addressed by the Executive Director under the umbrella of other duties.

Mr. Jon Smith moved that the Personnel Committee approve both the proposed job description, as modified by Mr. Montgomery, and salary step schedule. Mr. Sidles seconded the motion. Motion carried.

Ms. Ortiz confirmed with the committee that this action item did not also need to be presented to the Council for action. Ms. Ortiz indicated that she would include the information on the next Council meeting agenda for information only.

APAAC OFFICE VOLUNTEER PROJECT

Ms. Ortiz presented the concept of APAAC staff doing volunteer work as a team for a community organization, such as a domestic violence shelter. Ms. Ortiz emphasized that, although this would be done during regular business hours and thus necessitate closing the APAAC office, it would occur only about four times a year and would be scheduled around significant APAAC events.

After discussion with the committee, Ms. Ortiz indicated that the project is more accurately characterized as community outreach than a volunteer project.

The consensus of the committee is that because such outreach would be part of APAAC staff's job, workers' compensation insurance would cover any injuries sustained.

Further, the consensus of the committee was that such outreach programs fell within the discretion of the Executive Director and did not require approval of either the Personnel Committee or the Council.

NEXT PERSONNEL COMMITTEE MEETING

TBA

CALL TO THE PUBLIC

None

ADJOURNMENT

Mr. Montgomery adjourned the meeting at 10:24 a.m.

DRAFT