



City of Goodyear

See meeting location
below

Meeting Minutes

Joint Public Safety Personnel Retirement Board

Thursday, December 12, 2019

8:15 AM

Goodyear City Hall
190 N. Litchfield Rd. Room 117
Goodyear, AZ 85338

CALL TO ORDER

Chairman Kaino called the Joint Public Safety Personnel Retirement Board Meeting to order at 8:15 a.m.

ROLL CALL

Present: 6 - Chairman Kaino, Vice Chairman Stewart, Boardmember Doyle, Boardmember Mathias, Boardmember Mattie and Boardmember Tierney

Staff Present: Board Secretary Darcie McCracken, Total Benefits Administrator Jeanni Ruddy, Benefits Analyst Chanda Washington, Continuous Improvement Manager Tim Fisher, HR Analyst Kristin Zipprich, HR Director Lyman Locket, Police Sergeant Eric Webster, and City Clerk Specialist Raquel Shackelford

APPROVE MINUTES

1. [MINUTES](#) Approve draft minutes of the Joint Public Safety Personnel Retirement Board meeting held on February 4, 2019.
[2019-89](#)

MOTION BY Boardmember Mathias, SECONDED BY Boardmember Tierney, to APPROVE the minutes from the February 4, 2019 meeting. The motion carried by the following vote:

Ayes: 6 - Chairman Kaino, Vice Chairman Stewart, Boardmember Doyle, Boardmember Mathias, Boardmember Mattie and Boardmember Tierney

CITIZENS COMMENTS/ APPEARANCES FROM THE FLOOR

None.

NEW BUSINESS

2. Presentation, discussion, review and potential vote on the process mapping and any changes the Board may wish to make regarding the process.

Continuous Improvement Manager Tim Fisher presented process mapping and the benefits of process

improvement and streamlining. Boardmembers discussed the draft process mapping diagram and timelines.

The Board outlined their concerns with the current process. Concerns included the definition of a completed application and when the 90-day clock should start and if the responsibility of requesting the medical records should be that of the employee or Human Resources. The Board agreed an application must include the medical records from the providers to be considered complete. Once the completed application has been received, the 90-day clock should start. The Board reached a joint decision that it should be the employees responsibility to submit the medical records from each provider to Human Resources.

Boardmembers suggested the use of witnesses at application hearings. Board Secretary McCracken added that she reached out to the Board Attorney and there is no issue with allowing witnesses to present information.

At 10:00 a.m. the Board took a recess.

At 10:10 a.m. Chairman Kaino reconvened the meeting.

Further discussion was held regarding additional items to be added or clarified on the process mapping diagram.

The Board requested that disability applications with a large amount of information be available to them seven calendar days prior to the scheduled hearing.

Human Resources will revise the process mapping diagram to reflect the changes discussed.

3. Review, discussion and potential vote on any updates and/or changes the Board may wish to make on the Public Safety Personnel Retirement Police and Fire Boards Rules of Board Procedure.

Item not discussed.

4. Discussion and potential vote to select a set day and time each month for the Boards to meet.

The Board came to a consensus to tentatively schedule the meetings for the fourth Thursday of each month. The meeting will be deleted and members notified, if not needed.

INFORMATION ITEMS

Chairman Kaino thanked the staff for their work on the process mapping and thanked the Boardmembers for their participation.

The Board suggested a process map be created for employees.

NEXT MEETING

Tentatively scheduled for the fourth Thursday of each month.

ADJOURNMENT

There being no further business to discuss, Chairman Kaino adjourned the meeting at 11:05 a.m.

Respectfully Submitted by:

Darcie McCracken, Board Secretary

Laura Kaino, Chairman

Date: _____