

# WORKSHOP

City of Anthony Board of Trustees  
Conference Call  
Friday, October 02<sup>nd</sup>, 2020  
5:00 P.M  
MINUTES

You can join meeting using your phone by dialing.

United States: +1 (408) 650-3123

Access Code: 877-600-909

All members of the public entity participating remotely must identify themselves whenever they speak and must be clearly audible to the other members; public will be allowed 3 minutes presentation on agenda number 7.

1. CALL TO ORDER by Mayor Diana M. Trujillo

2. PLEDGE OF ALLEGIANCE led by Mayor Diana M. Trujillo

|                       |                         |     |                       |
|-----------------------|-------------------------|-----|-----------------------|
| 3. ROLL CALL Present: | MPT Fernie Herrera      | YES | NO                    |
|                       | Trustee Gloria Gameros  | YES | NO                    |
|                       | Trustee Elva Flores     | YES | NO                    |
|                       | Trustee Javier Silva    | YES | NO- Joined at 5:33 PM |
|                       | Mayor Diana M. Trujillo | YES | NO                    |
|                       | Quorum Established      | YES | NO                    |

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#### 4. APPROVAL OF AGENDA ORDER

|  |   |
|--|---|
| 1 <sup>ST</sup> motion: <u>Trustee Gameros</u> | 2 <sup>ND</sup> motion: <u>MPT. Herrera</u> |
| MPT Fernie Herrera                             | YES NO                                      |
| Trustee Gloria Gameros                         | YES, NO 3 to 0 votes, motion passed.        |
| Trustee Elva Flores                            | YES NO                                      |
| Trustee Javier Silva                           | YES NO                                      |
| Mayor Diana M. Trujillo                        | YES NO                                      |

#### 5. Discussion

- a) Discussion of **Resolution 2017-008** a resolution of the City of Anthony, NM Adopting Mayor, Trustees, and City Manager Policies and Parliamentary Procedures with amendments of current City of Anthony Board of Trustees Policies and Procedures.

**Trustee Gameros:** We had approved this document in 2017; It needed adjustment since we have a city manager. Corrections include:

1. **Resolution 2017-008 Page 1: Section 1.1 C-** Added by City Clerk - "The meeting should be reconvened to the closest available date, time and place possible. Only matters that were on the agenda of the original meeting may be discussed at the reconvened meeting"
2. **Resolution 2017-008 Section 2:1 A.:** Added "with the review of the Mayor and City Manager".
3. **Under Exhibit A:** Title added "Mayor and City Manager"
4. **Exhibit A, Section 3.4:** Changed to read "Mayor is empowered to discharge the city manager but only with the Governing Body's approval. 1987 Op. Attorney General No. 87-69"
5. **Exhibit A, Section 3.5:** Added City Manager and change punishment to Discipline to read "...the City Manager and proper authority for correction discipline"
6. **Exhibit A, Section B: Section 1.2:** Added City Manager
7. **Exhibit A Section C:** Added City Manager 3-14-13 to 3-14-15 NMSA clause.

b) City Manager Ordinance amendments

*Trustee Gamos: The changes I propose are:*

- a. **Under Duties: No.2(ii)** Add "and shall follow the procedure of the employee handbook".
- b. **Section 4, Hiring:** Replace Mayor or his/her designee with Governing Board. Remove "at a minimum"; Add Mayor to interview panel; Remove minimum of thee applicants; add board approval.
- c. **Section 5:** Addition of interim city manager
- d. **Section 7:** Addition to directives to city manager
- e. **Section 8:** Addition to disciplinary action of city manager to include governing board consideration and action.

c) Finance Department Policies and Procedures

- ❖ **Trustee Gamos:** Encourage everyone to voice their opinion, especially our payroll procurement clerk.
- ❖ We are still working off the old policy and procedures; Draft policies were brought to the board. We did not approve anything.
- ❖ Request Procurement Clerk to review and edit all payment processes: Section 17:1 Per Diems.
- ❖ City Clerk to redo Section 34: tax reporting table
- ❖ Alan Dahl to review NMSA for section 13: procurement.

d) Employee handbook **Section 3:2.2** provisional compensation and time limit of appointments, **Section 12:9** grievance procedure, **Section 21:** personnel records, **Section 7:1** Sick leave usage, **Section 12:4** Suspension, **Section 1:1** Rehire Eligibility. **Section 12:7** Pre-Determination Hearing Procedure, **Section 12:8** Post-Determination Hearing Procedure, **Section 17:2** Request for Board of Trustees Action.

- **Trustee Gamos:** Request to skip grievance procedure for now.
- Alan Dahl to review section 12:4 suspension to 12:6 termination procedures.

6. **ADJOURNMENT**

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| 1 <sup>ST</sup> motion: <b>Trustee Gamos</b> | 2 <sup>ND</sup> motion: <b>Trustee Silva</b>       |
| MPT Fernie Herrera <b>YES</b>                | NO   |
| Trustee Gloria Gamos <b>YES,</b>             | NO <b>3 to 0 votes, motion passed at 11:12 PM.</b> |
| Trustee Elva Flores <del>YES</del>           | <del>NO</del>                                      |
| Trustee Javier Silva <b>YES</b>              | NO   |
| Mayor Diana M. Trujillo <del>YES</del>       | <del>NO</del>                                      |

ATTEST:



Esther Motongo, City Clerk

  
Diana Murillo-Trujillo, Mayor