



# City of Columbia, Missouri

## Meeting Minutes

### Personnel Advisory Board

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Wednesday, November 8, 2017  
5:30 PM

Howard Municipal  
Building-HR  
Conference Room 1,  
600 E. Broadway

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#### I. CALL TO ORDER

The meeting began at 5:30 p.m. and was called to order by Arthur Jago at 5:32 p.m.

Members Present: Amada Andrade, Arthur Jago, Kevin E. Kinkade, Jeanne Locklear, Jerome Rader

Members Absent: Jennifer Barth, Leslie Slade

Staff Present: Kathy Baker, Margrace Buckler, Jose Caldera, Autumn Combs, Natisha Mack, Jack McManus

#### II. INTRODUCTIONS

None

#### III. APPROVAL OF AGENDA

Amanda Andrade moved and Jeanne Locklear seconded approval of agenda. Motion passed.

#### IV. APPROVAL OF MINUTES

Jeanne Locklear moved and Jerome Rader seconded approval of the minutes from the Wednesday, July 19, 2017 meeting. Motion passed.

#### V. OLD BUSINESS

##### Protocols and Procedures

The Personnel Advisory Board discussed the hearing process. Jack McManus to provide Board with an example of a recommendation the Board could use as reference. Margrace Buckler to provide the Board with the general hearing outline. Jack McManus discussed closed session votes. Board decided to schedule a meeting to further discuss hearing procedures.

#### VI. NEW BUSINESS

##### New Chair

Arthur Jago nominated Kevin Kinkade as Chair, Jeanne Locklear seconded, unanimous vote, motion passed.

##### Labor Negotiations for FY '18

Margrace Buckler updated the Board on labor terms. Margrace Buckler will send contracts to the Board.

**PAB Requirements with new Grievance Process**

Staff provided an overview of the revised Grievance, Complaint and Disciplinary Review Processes. Administrative rules have been updated and compiled in a single document.

**VII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF**

There are two vacancies on the Board. The vacancies have been advertised twice there were no applicants. The Board should discuss rules regarding member absences and come to an agreement on excused and unexcused absence definitions.

**VIII. NEXT MEETING DATE**

Wednesday, February 28, 2018

**IX. ADJOURNMENT**

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573-874-7214. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.