

**MINUTES OF THE PUBLIC MEETING  
OF THE PUBLIC SAFETY RETIREMENT BOARD  
OF THE TOWN OF CHINO VALLEY**

**DECEMBER 15, 2016  
4:00 P.M.**

The Public Safety Retirement Board of the Town of Chino Valley, Arizona, met for a Public Meeting in the Conference Room, located at 202 N. State Route 89, Chino Valley, Arizona, on DECEMBER 15, 2016.

**1) CALL TO ORDER**

Vice-Mayor Croft called the meeting to order at 4:02 pm.

**2) ROLL CALL**

Present: Darryl Croft, Chair; Cheri Romley; Gary Brusco; Vince Schaan

Absent: Dean Keller

Staff Present: Cecilia Grittman, Interim Town Manager  
Laura Kyriakakis, Human Resources Director  
Tiffany Resendez, Human Resources Analysis

**3) APPROVAL OF MINUTES**

- a) Consideration and possible action to approve the October 20, 2016 meeting minutes.

MOVED by Cheri Romley, seconded by Gary Brusco to accept the October 20, 2016 meeting minutes.

**Vote:** 4 - 0 PASSED - Unanimously

**4) CALL TO THE PUBLIC**

*Call to the Public is an opportunity for the public to address the Board concerning a subject that is not on the agenda. Public comment is encouraged. Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 15 minutes per meeting. Board action taken as a result of public comment will be limited to directing staff to study the matter, scheduling the matter for further consideration and decision at a later date, or responding to criticism.*

There was no public present at the meeting.

**5) OLD BUSINESS**

**6) NEW BUSINESS**

- a) Consideration and possible action to accept the resignation of employee Police Officer Kevin Giese, effective March 12, 2016.

MOVED by Vince Schaan, seconded by Gary Brusco to accept the resignation of Kevin Giese.

**Vote:** 4 - 0 PASSED - Unanimously

- b) Consideration and possible action to accept the resignation of employee Police Officer Todd Hyslip, effective November 8, 2016.

MOVED by Cheri Romley, seconded by Vince Schaan to accept the resignation of Todd Hyslip.

**Vote:** 4 - 0 PASSED - Unanimously

- c) General discussion of letter dated November 16, 2016 from William R. Whittington, Esq., with Boyle, Pecharich, et al., information regarding legal representation for local Boards.

Cecilia Gritman provided the following information:

- When she requested medical records from Yavapai County, she was directed to speak with attorney, William Whittington, at Boyle, Pecharich, et al. He represents the Public Safety Retirement Board for the County.
- During the conversation, Mr. Whittington stated that he is the attorney for several Public Safety Retirement Boards.
- If an issue arose the Town Attorney could not represent the Public Safety Retirement Board and the Board would need to obtain independent council.
- Mr. Whittington provided a letter with details of the work he does and his fees.
- If necessary, the Board now has a reference for an attorney.
- The Board could:
  - Make an agreement to utilize Mr. Whittington's services, if the need arose.
  - Put Mr. Whittington on retainer.

- d) Consideration and discussion of Arizona State Retirement System (ASRS) and Public Safety Personnel Retirement System (PSPRS) and how to determine eligibility in ether system.

Cecilia Gritman explained that this item was to explain how to determine eligibility for retired police officers who are collecting PSPRS. If a retired office was hired the police depart would have to pay into ASRS.

## 7) **EXECUTIVE SESSION**

*The Board may vote to recess the Regular Meeting and hold an Executive Session, which will not be open to the public, for the following purposes:*

MOVED by Cheri Romley, seconded by Gary Brusco to go into executive session at 4:07 p.m.

**Vote:** 4 - 0 PASSED - Unanimously

- a) An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment of Officer J. Villalobos and pursuant to A.R.S. § 38-431.03(A)(2) for discussion or consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; to wit, an independent medical report regarding Officer J. Villalobos.
- b) Pursuant to A.R.S. Section 38-431.03(A)(2) for discussion and consideration of records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by the state or federal law, with regard to the following employees:
  - Shawn Gross
  - Tiffany Farmer
  - Joshua Mikkelson
  - Sofia Newton
- c) Pursuant to A.R.S. Section 38-847.01(A) and (B)(1)(2) and (3) for discussion and consideration of all necessary information from employer to render a decision on the following employees for membership in the Public Safety Personnel Retirement System:
  - Shawn Gross
  - Tiffany Farmer
  - Joshua Mikkelson
  - Sofia Newton

MOVED by Vince Schaan, seconded by Cheri Romley to close the executive session at 4:33 p.m.

**Vote:** 4 - 0 PASSED - Unanimously

**8) ACTION ITEMS RESUMED**

*After the Executive Session, the Board will reconvene the Regular Meeting.*

- a) Consideration and possible action to recommend Officer J. Villalobos be granted a medical disability.

MOVED by Vince Schaan, seconded by Cheri Romley to grant Officer J. Villalobos a medical disability retirement.

**Vote:** 4 - 0 PASSED - Unanimously

- b) Consideration and possible action to accept the following employees into the Public Safety Retirement System:
  - Shawn Gross
  - Tiffany Farmer
  - Joshua Mikkelson
  - Sofia Newton

MOVED by Cheri Romley, seconded by Vince Schaan to accept Shawn Gross into the Public Safety Retirement System with no conditions.

**Vote:** 4 - 0 PASSED - Unanimously

MOVED by Vince Schaan, seconded by Gary Brusco to accept Tiffany Farmer into the Public Safety Retirement System without stipulation and to be effective after 20 weeks of employment.

**Vote:** 4 - 0 PASSED - Unanimously

MOVED by Gary Brusco, seconded by Vince Schaan to accept Joshua Mikkelson into the Public Safety Retirement System with the stipulation that it will be effective after 20 weeks.

**Vote:** 4 - 0 PASSED - Unanimously

MOVED by Cheri Romley, seconded by Gary Brusco to accept Sofia Newton into the Public Safety Retirement System with the stipulation that it will be effective after 20 weeks.

**Vote:** 4 - 0 PASSED - Unanimously

**9) ADJOURNMENT**

MOVED by Cheri Romley, seconded by Chair Darryl Croft to adjourn the meeting.

**Vote:** 4 - 0 PASSED - Unanimously

Submitted this 19th day of December, 2016.

By: *Amy Lansa, Town Clerk Assistant*

Approved: April 17, 2017