



STATE OF ARIZONA

PERSONNEL BOARD

JANET A. NAPOLITANO, Governor
JUDITH L. HENKEL, Executive Director

1400 West Washington, Suite 280 Phoenix, Arizona 85007-2939 Phone: (602) 542-3888 Fax: (602) 542-3588

BOARD MEMBERS

STEVE SEPNIESKI, CHAIR
LINDA THOMPSON, VICE CHAIR
BECKY JORDAN
GWENDOLYN J. HATCHER
WANDA F. MOORE

TO: All Parties

DATE: April 16, 2003

If you plan to attend the meeting set forth on the agenda, you should be aware of the following conditions set by the board:

1. The board does not take new evidence at the open/public meeting but only hears argument.
2. Arguments are limited to five (5) minutes each and are heard in the following order:

Appellant/Complainant (or representative)
Respondent (or representative)
3. You may be asked questions by the board members during *your* argument.
4. Arguments should be highlighted areas and should not be repetitive of written material.
5. Unauthorized or untimely material will not be considered by the board at the open/public meeting or otherwise.
6. If you wish to reply on your written memoranda, please so state at the time your matter is called.
7. **If you are planning to speak, please complete a request to speak form and hand it to the administrative assistant prior to the beginning of the meeting.**

The above conditions are for the benefit of all parties and will facilitate the meeting process.

**AFTER THE BOARD HAS RENDERED THEIR DECISION,
YOU MAY LEAVE THE MEETING IF YOU SO CHOOSE**

The State Personnel Board complies with the Americans with Disabilities Act of 1990. If special accommodations are needed, please contact the board office at 542-3888, allowing as much time as possible so that we may provide the accommodation.