



**AGENDA for EXECUTIVE COMMITTEE MEETING & EXECUTIVE SESSION Arizona  
Cotton Research & Protection Council Executive Committee,  
Friday, February 24, 2023, 1:00 p.m.**

Pursuant to A.R.S. §38-431.01(A) and A.R.S. § 38-431.09, notice is hereby given to the members of the Arizona Cotton Research & Protection Council and general public that the Executive Committee of Arizona Cotton Research & Protection Council will conduct a Regular Meeting. As required, all meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. At its discretion, the Executive Committee may consider and act upon any agenda item out of order. Members of the Executive Committee may appear by telephone. At its discretion, the Executive Committee may take one or more items by consent if the items are unlikely to generate controversy. The Executive Committee may vote to go into executive session for the purpose of obtaining legal advice pursuant to A.R.S. 38- 431.03(A) (3) on any matter on the agenda.

**Time: 1:00 p.m.**

**On: Friday, February 24, 2023**

**At: Arizona Cotton Research & Protection Council office (zoom will be made available)  
3721 E. Wier Avenue**

**Phoenix, AZ 85040 Phone: 602/438-0059**

**AGENDA**

1. Roll Call.
2. Executive Committee Minutes: For discussion, consideration and approval of the Executive Committee minutes of the meeting of 9-22-2022.
3. Job Descriptions: Presentation by HR of the process used for updating current job descriptions. For discussion, consideration, and possible action the proposed revisions to current job descriptions.
4. Policy Implementation: Presentation by HR of a draft attendance policy and procedure. For discussion, consideration, and possible action the implementation of a new attendance and leave policy.
5. Handbook: Presentation by HR a draft employee handbook. For discussion, consideration, and possible action.
6. Plow up extensions, discussion, and possible action
7. Adjourn

Executive Session Confidentiality Requirements under A.R.S. § 38-431.03(C):

Minutes of and discussions made at an Executive Session are required by law to be kept confidential and shall not be communicated to any person outside this meeting room, except to members of the Council, a person who is the subject of the discussion pursuant to A.R.S. § 38-431.03 (A) (1), the Auditor General in connection with an audit authorized by the law, and the Attorney General.

Persons with a disability may request a reasonable accommodation by contacting the agency at 602-438-0059 x2. Requests should be made as early as possible to allow time to arrange the accommodation.