



Harrisburg Personnel Committee
Minutes Summary for February 7, 2017

Date: February 7, 2017

Time: 6:23PM

Place: City Hall, located at 120 Smith St.

Committee members present: Kimberly Downey, Rob Boese and Mike Caughey. Also present was City Administrator Brian Latta, City Recorder/Asst. City Administrator Michele Eldridge, and Finance Officer Tim Gaines.

Called to order by Chairperson Downey at 6:23PM

1. *Caughey motioned to approve the minutes for December 6, 2016, and was seconded by Boese. Passed unanimously.*

- 2.a. **SUBJECT: Review Employee Manual Policy No. 111; Hours of Work and Work Schedules in relation to Exempt Employees.**
- 2.b. **DISCUSSION:** The committee discussed this policy with staff, and after hearing from the three management staff members present, concluded that they would like to obtain more information in regards to this type of policy from other City's that are our size. Concern was expressed about the amount of excess time that staff might be spending on an annual basis, and the committee asked staff to review the number of hours that management staff is working.
- 2.c. **ACTION:** The Personnel Committee asked Staff to return in the next month with comparative data from other cities.

- 3.a. **SUBJECT: Tabulate and discuss the results of the City Administrator/Planner Job Evaluation. As is his choice, the City Administrator has stated that he wishes to have his evaluations handled in an open meeting.**
- 3.b. **DISCUSSION:** The committee tabulated the results of the 7 performance reviews that were received.
- 3.c. **ACTION:** Caughey motioned to give the City Administrator a rating of 3.29 out of a possible 4, and to forward the results of the annual evaluation to the City Council meeting scheduled for February 8, 2017. Seconded by Boese, and Passed Unanimously.

- 4.a. **SUBJECT: Review of the current employment agreement and job description for the City Administrator, and determine if any changes should be made to the documents.**
- 4.b. **DISCUSSION:** The Committee agreed with the job description change, and asked staff to complete an informal wage survey for City's close to our size, and to return with that data to a future meeting.

- 4.c. **ACTION:** Caughey motioned to direct staff to forward the amended job description to the City Council at the March meeting. Seconded by Boese, and passed unanimously.
5. **The Committee adjourned the meeting at 8:23p.m.**