



Harrisburg Personnel Committee
Minutes Summary for March 7, 2017

Date: March 7, 2017

Time: 6:04PM

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, and City Recorder/Asst. City Administrator Michele Eldridge.

Called to order by Chairperson Downey at 6:04PM

1. *Caughey motioned to approve the minutes for February 7, 2017, and was seconded by Boese. Passed unanimously.*

- 2.a. **SUBJECT: Review and discuss Employee Manual Policy No. 111; Hours of Work and Work Schedules in relation to Exempt Employees, and related survey.**
- 2.b. **DISCUSSION:** The Personnel Committee discussed this issue, and after reviewing the survey, felt that we should follow the City Administrators suggestion from the previous month. The City Administrator does have the discretion to make decisions based on an exempt employees hours, if they are in excess within a time period.
- 2.c. **ACTION:** Boese **motioned to forward the recommended changes to Policy 111 of the employee manual to the City Council for their consideration.** Caughey **seconded, and the motion passed unanimously.**

- 3.a. **SUBJECT: Review and Discussion in Regards to the City Administrator Salary.**
- 3.b. **DISCUSSION:** The committee decided that rather than doing something that would require an amendment to the City Administrator's contract, that a bonus would be more in line with what they'd like to do. Latta suggested that if Caughey wanted to reward him for the 150th that he would like to share that with both Scholz and Eldridge.
- 3.c. **ACTION:** Caughey **motioned to send a proposal to the full City Council to reward our employee(s), as named [Brian Latta, Michele Eldridge, and Chuck Scholz] with a Thank You Bonus for the 150th Celebration, and other festivals. Seconded by Boese, and Passed Unanimously.**

4. **The Committee adjourned the meeting at 7:08p.m.**