



# Harrisburg PERSONNEL COMMITTEE



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

## Meeting Agenda

**Date:** Tuesday, March 1<sup>st</sup>, 2016  
**Time:** 6:00 p.m.  
**Place:** City Hall, 120 Smith St.  
**Exhibits:**

1. Minutes of February 2, 2016
2. Staff Memo – Policies 124/125, 131, 132, 133, 134, and 135
3. City Administrator Evaluation

### Items

- 1.a. **SUBJECT:** Review the minutes for February 2, 2016
- 1.b. **ACTION:** Approve the minutes for February 2, 2016
- 1.c. **MOTION:** *“I motion to approve the minutes for February 2, 2016”*
  
- 2.a. **SUBJECT:** Discuss and Review Proposed Changes to Policy No. 124/125 Employee Health & Safety, No. 131 Professional Organizations, No. 132 Political Activity, No. 133 Outside Employment, No 134 formerly Conflict of Interest, now entitled Ethics, and No. 135 Gratuities.
- 2.b. **ACTION:** Staff’s recommendation is for the Personnel Committee to recommend adoption of the proposed drafts of Policies No. 124, 131, 132, 133, 134 and 135.
- 2.c. **MOTION:** *“Motion to forward the amendments to Policies 124, 131, 132, 133, 134 and 135 of the Employee Manual to the City Council for approval, as presented.”*
  
- 3.a. **SUBJECT:** Discuss the City Administrator’s Evaluation Process. Staff is reminding the Committee that we generally send out the City Administrators Evaluation in April of each year, with the review at the Personnel Committee in the month of May, and subsequent approval by the City Council, at the first May business meeting. The Personnel Committee can choose to use the same evaluation that we have used since 2010, or can make suggestions for changes to the evaluation form if desired.
- 3.b. **ACTION:** Review the City Administrator Evaluation form, and determine if the Personnel Committee would like any changes to the form, or to the evaluation process.
- 3.c. **MOTION:** *“TBD”*
  
4. **Other/adjourn.**

a. Mayor Robert Duncan  
Brian Latta, City Administrator  
Chuck Scholz, PW Director  
Albany Democrat-Herald  
Attn: Alex Paul  
PO Box 130  
Albany, OR 97321

Michele Eldridge, City Recorder/Asst. City Administrator  
Tim Gaines, Finance Officer  
Lou Willcox via kaizan@comcast.net  
Tri-County Tribune