



Harrisburg Personnel Committee  
Minutes Summary for March 1, 2016

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Date: March 1, 2016

Time: 6:04PM

Place: City Hall, located at 120 Smith St.

Committee members present: Kimberly Downey, Rob Boese and Mike Caughey. Also present were 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 2, 2016, and was seconded by Boese. Passed unanimously.**

**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:** *Caughey motioned 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." Seconded by Boese; passed unanimously.*

**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:** *By consensus, the Personnel Committee directed staff to collect samples of City administrator evaluations from other cities, and to bring them to the next meeting. Email samples will be sent directly to the committee when they are received for early review.*

**4. OTHER: None**

**With no other business to discuss, the meeting was adjourned at 7:12p.m.**