



Harrisburg

PERSONNEL COMMITTEE



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

***REVISED DATE: THE PERSONNEL COMMITTEE WILL BE MEETING ON
THURSDAY, APRIL 7TH, 2016!***

Date: Thursday, April 7, 2016
Time: 6:00 p.m.
Place: City Hall, 120 Smith St.
Exhibits:

1. Minutes of March 1, 2016
2. Staff Memo – History, Introduction, Policies 121, 130, 135, 136, 137, 138 and 139
3. Staff Memo - Librarian Supervisor Change
4. Staff Memo - City Administrator Evaluation

Items

- 1.a. SUBJECT: Review the minutes for March 1, 2016
- 1.b. ACTION: Approve the minutes for March 1, 2016
- 1.c. MOTION: *“I motion to approve the minutes for March 1, 2016*

- 2.a. SUBJECT: Discuss and Review Proposed Changes to History and Introduction Amendments (Formerly Policy 101), and Policies 121 At-Will Status & Discipline, 130 Miscellaneous Oregon Leave Laws, 135 Miscellaneous Policies, 136 Employee Use of Vehicles, 137 Personal Use of City Equipment, 138 Electronic Technologies Policy and Procedures, now Computers, Telecommunication Devices and Other Electronic Equipment, and 139 Identity Theft Protections Policy, now Confidential City Information.
- 2.b. ACTION: Staff’s recommendation is for the Personnel Committee to recommend adoption of the proposed drafts of the History and Introduction Sections of the Employee Manual, along with Policies 121, 130, 135, 136, 137, 138, and 139.
- 2.c. MOTION: *“Motion to forward the amendments to the Historical and Introduction Sections of the Employee Manual, along with Policies 121, 130, 135, 136, 137, 138, and 139 of the Employee Manual to the City Council for approval, as presented.”*

- 3.a. SUBJECT: Discuss the Librarian Supervisor Change, and proposed amendments to the job descriptions.
- 3.b. ACTION: Staff’s recommendation is that the Personnel Committee review the proposed job descriptions, make any additional modifications, and forward a positive recommendation to the City Council for their consideration at the April 13, 2016 City Council meeting, with an effective date of April 18, 2016.
- 3.c. MOTION: *“Motion to recommend to the City Council that they approve the proposed job descriptions, as amended, or with modifications, with an effective date of April 18, 2016.*

- 4.a. SUBJECT: Discuss the City Administrator’s Evaluation Process. 13 cities provided copies of their City Administrator/Manager Evaluations.

- 4.b. **ACTION: Review the City Administrator evaluations, and decide if the Personnel Committee would like to add any sections to our current evaluation form. In addition, staff recommends that we change the scoring system back to a numerical system, and to add a n/a column to the evaluation.**
- 4.c. **MOTION: "TBD"**
- 5. **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