



# Harrisburg

## **PERSONNEL COMMITTEE**



Chairperson Kimberly Downey, Mike Caughey & Robert Boese

### Meeting Agenda

**Date:** September 6, 2016  
**Time:** 6:00 p.m.  
**Place:** City Hall, 120 Smith St.  
**Exhibits:** a. Minutes of August 3<sup>rd</sup>, 2016

#### Items

1. Roll call and approve the minutes for August 3<sup>rd</sup>, 2016
- 2.a. **SUBJECT:** Discussion and Review of the City Administrator Employment Contract: The Personnel Committee Chairperson asked for the employment contract to be on the agenda for this evening due to a question that had been asked. To date, there have been two different versions of the contract that were sent out. Both of those are attached for reference
- 2.b. **ACTION:** TBD
- 2.c. **MOTION:** TBD
- 3.a. **SUBJECT:** Review proposed drafts of the City's Personnel Performance Review forms
- 3.b. **ACTION:** Review and Discuss the employee performance review and department head performance review forms
- 3.c. **MOTION:** Motion to approve the draft forms, or to amend the forms as based on discussion during the meeting, and to return the draft forms to the Personnel Committee following a review by management staff.
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**