



Harrisburg Personnel Committee
Minutes Summary for September 6, 2016

Date: September 6, 2016

Time: 6:00PM

Place: City Hall, located at 120 Smith St.

Committee members present: Kimberly Downey and Mike Caughey. Also present were City Administrator Brian Latta, and City Recorder/Asst. City Administrator Michele Eldridge. Absent was Councilor Rob Boese.

Called to order by Chairperson Downey at 6:00PM

1. *Caughey motioned to approve the minutes for August 3rd, 2016, and was seconded by Downey. Passed unanimously.*

- 2.a. **SUBJECT:** Discussion and Review of the City Administrator Employment Contract.
- 2.b. **ACTION:** The consensus was to bring the revised contract to the City Council at the next meeting. The Personnel Committee also asked for staff to ask the City Attorney about whether they would be allowed to discuss the City Administrator's contract in an executive session, without him being present.

- 3.a. **SUBJECT:** Review proposed drafts of the City's Personnel Performance Review forms
- 3.b. **ACTION:** Staff was asked to amend the evaluation form as discussed during the meeting, and to take the form to management staff for general feedback.

4. **Other:** None

The Committee adjourned the meeting at 6:34pm.