



Personnel Committee Meeting Agenda
July 08, 2020
6:30 PM

Chairperson: Kimberly Downey
Committee Members: Mike Caughey & Robert Boese
Meeting Location: Harrisburg Municipal Center @ 354 Smith St. (Jury Room)

PUBLIC NOTICES:

1. *This meeting is open to the public and will be tape-recorded.*
2. *Copies of the Staff Reports or other written documents relating to each item on the agenda are on file in the office of the City Recorder and are available for public inspection.*
3. *The City Hall Council Chambers are handicapped accessible. Persons with disabilities wishing accommodations, including assisted listening devices and sign language assistance are requested to contact City Hall at 541-995-6655, at least 48 hours prior to the meeting date. If a meeting is held with less than 48 hours' notice, reasonable effort shall be made to have an interpreter present. The requirement for an interpreter does not apply to an emergency meeting. ORS 192.630(5)*
4. *Persons contacting the City for information requiring accessibility for deaf, hard of hearing, or speech-impaired persons, can use TTY 711; call 1-800-735-1232, or for Spanish voice TTY, call 1-800-735-3896.*
5. *The City of Harrisburg does not discriminate against individuals with disabilities, and is an equal opportunity provider.*
6. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*
7. *This meeting is held in a facility that has been disinfected, and where physical distancing of 6' can be maintained. Masks are required for all attending this meeting.*

CALL TO ORDER AND ROLL CALL

CONCERNED CITIZEN(S) IN THE AUDIENCE. (Please limit presentation to two minutes per issue.)

APPROVAL OF MINUTES

1. **MOTION TO APPROVE THE MINUTES OF OCTOBER 21, AND NOVEMBER 20, 2019, AND THE MINUTES OF JANUARY 20, 2020.**

2. **THE MATTER OF RECRUITING A NEW FINANCE OFFICER**

STAFF REPORT:

Exhibit A: Finance Officer Recruitment Timeline

Exhibit B: Finance Officer Applicant Packet

ACTION: TBD

3. **THE MATTER OF REVIEWING POLICY NO. 138 – COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT**

STAFF REPORT:

Exhibit A: DRAFT POLICY NO. 138

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPROVE POLICY NO. 138, COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT, AS WRITTEN/AMENDED.

4. **THE MATTER OF REVIEWING POLICY NO. 129 – GENERAL LEAVE OF ABSENCE**

STAFF REPORT:

Exhibit A: DRAFT POLICY NO. 129

Exhibit B: DRAFT OF APPENDIX D – GENERAL LEAVE OF ABSENCE FORM.

ACTION: MOTION TO RECOMMEND TO THE CITY COUNCIL THAT THEY APPROVE POLICY NO. 129, GENERAL LEAVE OF ABSENCE, AS WRITTEN/AMENDED.

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