



Personnel Committee Meeting Minutes
January 20, 2020
6:30 PM

Chairperson: Kimberly Downey
Committee Members: Mike Caughey; Robert Boese was absent.
Staff Members Present: Interim City Administrator John Hitt and City Recorder/Asst. City Administrator
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL WAS AT 6:30PM

CONCERNED CITIZEN(S) IN THE AUDIENCE. NONE

APPROVAL OF MINUTES

- Caughey motioned to approve the minutes and was seconded by Downey.
The Personnel Committee then voted unanimously to Approve the Minutes of October 9, 2019.

THE MATTER OF RECRUITING A NEW CITY ADMINISTRATOR

The Committee talked about the possibilities of changing the position to part-time, but recognized with the water bond projects, and the new park being purchased, that there was simply too much going on to have anything other than a full-time position. After reviewing the salary levels as listed in the agenda, the Committee decided to increase the position to a salary level of \$90,000 to \$120,000.

The committee then discussed whether they wanted to bring back Ryan from the OCWCOG (Oregon Cascades West Council of Governments) to assist with recruitment efforts. Hitt noted that he would reach out to Prothman to review the costs. Initially, it looks like the cost would be \$7,500 for them, but that was with some steps that we've already completed. He would need to talk with them about changing that. He had also talked with Novak Consulting Group, but the price was exorbitant at \$15,000 to \$20,000. OCWCOG would likely cost another \$2,100 or \$2,200 more.

Initially, the Committee thought that Eldridge could bring back the revised brochure at the next meeting for review, but they decided to have her send it to them via email. Caughey asked if Hitt was still absolutely not interested in being the City Administrator, and Hitt said that actually, he was now considering it. The City had continued to grow on him, and a lot of that factor was due to the type of City Council we have, and his staff members. He would consider it further and was

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talking with his wife and family as well, since it would also impact them. It would also obviously reduce our recruitment costs to what we've already expended. Downey was thrilled, as was Caughey, with the thought of Hitt becoming a permanent employee, and looked forward to hearing his decision.

ACTION:

1. Downey **motioned to recommend to the City Council that we review whether or not to go with Prothman or to extend the contract with OCWCOG.** Caughey **seconded the motion, and the Personnel Committee voted unanimously to approve the recommendation to Council to decide between Prothman and OCWCOG for recruitment services.**
2. Caughey **motioned to recommend to the City Council that they change the salary level for City Administrator to a wage of \$90,000 to \$120,000.** Downey **seconded the motion, and the Personnel Committee voted unanimously to recommend that the City Council adopt the change to the salary schedule to reflect an annual wage of \$90,000 to \$120,000.**

THE MATTER OF REVIEWING POLICY NO. 105 – RETITLED TO ‘NO-HARASSMENT’

The Committee discussed the policy, and in relation to the comment on page 9 of the agenda, decided that if someone distrusted both the HR Staff, and their supervisors, that they should have the option of taking harassment/retaliation concerns to the Mayor, as long as they followed the chain of command when doing so. No other changes were discussed in-depth by the committee in Policy No. 105.

ACTION: Caughey **motioned to recommend Policy No. 105, ‘No-Harassment’ to the City Council as amended and was seconded** by Downey. **The Personnel Committee then voted unanimously to recommend that the City Council approve Policy No. 105, ‘No-Harassment’, with the amendment to the section shown on page 9.**

OTHERS: None

ADJOURN: The meeting was adjourned at the hour of 7:46pm.

Chairperson

City Recorder/Asst. City Administrator