



Personnel Committee Meeting Minutes July 08, 2020

Chairperson: Kimberly Downey, Presiding
Members Present: Mike Caughey and Robert Boese
Staff Present: City Administrator John Hitt and City Recorder/ACA Michele Eldridge
Meeting Location: Harrisburg Municipal Center @ 354 Smith St.

CALL TO ORDER AND ROLL CALL at 6:30pm

CONCERNED CITIZEN(S) IN THE AUDIENCE. No audience members were present

APPROVAL OF MINUTES

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

- Caughey motioned to approve the minutes and was seconded by Boese. The Personnel Committee then voted unanimously to approve the minutes for October 21 and November 20, 2019, as well as the minutes of January 20, 2020.

THE MATTER OF RECRUITING A NEW FINANCE OFFICER

STAFF REPORT: Eldridge and Hitt summarized the information on the agenda bill, as well as reviewing the timeline for hiring. The Personnel Committee discussed how they would like to move forward on the Finance Officer interviews. Rather than having all of them present for an interview, they decided that only one person from the Committee was sufficient. That person was determined to be the Chairperson. The other individuals in the interview would be Michele Eldridge, and John Hitt.

The 1st review of applications would be on July 21, 2020; Downey said that she would be in later that afternoon and would also review staff's selections. The Committee then decided that they would hold the main interviews on Wed, July 29, but instead of 4, 5, and 6, Downey preferred that the interviews be scheduled from 5, 6 and 7. The interviews on the 30th would then be scheduled at 5 and 6:00, if they were needed.

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

STAFF REPORT: Hitt reviewed the information in the agenda bill and noted that he simply wanted to tighten up the language already there. The main reason was to repeat cautionary language, so it was more noticeable.

- Eldridge had added the flash drive information too and had compared some of this language to the model handbook. However, the review was very quick, and both staff members emphasized that this policy would likely be amended further in the future.
- Downey agreed with the additions that Hitt had made.
- Boese asked if Council has rules like this?
- Hitt said that Council has rules, but he doesn't think we've addressed these subjects in those rules. There would be more implications if a Councilor were to do something like the school district employee did.
- Caughey **motioned to recommend to the City Council that they approve Policy No. 138, COMPUTERS, TELECOMMUNICATION DEVICES AND OTHER ELECTRONIC EQUIPMENT, as written, and was seconded by Boese. The Personnel Committee then voted unanimously to recommend to the City Council that they approve Policy No. 138.**

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

STAFF REPORT: Eldridge summarized the information in the agenda bill; noting that the policy had been created to fit the needs of long-term employees who had exhausted their leave banks. However, staff decided that they needed to tighten the language up, and to state that the City Administrator could decide on a case by case basis whether an employee would be covered by medical benefits. Hitt also noted that he had changed the 120 days to 90 days instead, as he thought the 120 days was too much time. The Personnel Committee discussed the timeframe for a while but ultimately decided to stay with the 90-day timeframe as suggested in the policy draft.

- Caughey **motioned to recommend to the City Council that they approve Policy No. 129, GENERAL LEAVE OF ABSENCE, as written, and was seconded by Boese. The Personnel Committee then voted unanimously to recommend to the City Council that they approve Policy No. 129 as proposed by staff.**

ADJOURN: The meeting was adjourned at the hour of 7:08PM.

Chairperson

City Recorder