



Personnel Committee Meeting Agenda
February 01, 2021
7:00 PM

Chairperson: Kimberly Downey
Committee Member: Mike Caughey
Committee Member: Robert Boese
Meeting Location: Harrisburg Municipal Center - Jury Room @ 354 Smith St.

PUBLIC NOTICES:

1. *This meeting is open to the public outside of the executive session. The public meeting 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. *This meeting will be held in a location that is limited to only six personnel, who will be separated by 6' of space. The room is disinfected prior to use. Masks are required, and will be provided for you if you do not have one.*
7. *For information regarding items of discussion on this agenda, please contact City Recorder/Assistant City Administrator Michele Eldridge, at 541-995-6655*

CALL TO ORDER AND ROLL CALL

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

APPROVAL OF MINUTES

MOTION TO APPROVE THE MINUTES FROM JULY 8, 2020.

THE MATTER OF REVIEWING, IN EXECUTIVE SESSION, THE RESUMES OF THE CANDIDATES WHO HAVE APPLIED FOR THE POSITION OF CITY ADMINISTRATOR – ALL PACKET MATERIALS ARE PROTECTED UNDER ORS 192.660(1)(2)(A)

AN EXECUTIVE SESSION UNDER ORS 192.660(1)(2)(A) SHALL BE OPENED AT THIS TIME. ALL PACKET MATERIALS WITH THE EXCEPTION OF THE STAFF REPORT ITSELF ARE PROTECTED UNDER THE EXECUTIVE SESSION GUIDELINES.

STAFF REPORT:

Exhibit A: Resumes

Exhibit B: City Administrator Application Scoresheet

Exhibit C: City Administrator Competencies Evaluation Form

ACTION: MOTION TO RECOMMEND ONE OR MORE CANDIDATES FOR FORMAL INTERVIEW BY THE HARRISBURG CITY COUNCIL.

ADJOURN



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

July 08, 2020

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

Agenda Bill
Harrisburg Personnel Committee
Harrisburg, Oregon

THE MATTER OF REVIEWING, IN EXECUTIVE SESSION, THE RESUMES OF THE CANDIDATES WHO HAVE APPLIED FOR THE POSITION OF CITY ADMINISTRATOR – ALL PACKET MATERIALS ARE PROTECTED UNDER ORS 192.660(1)(2)(A)

STAFF REPORT:

Exhibit A: Resumes

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ACTION: MOTION TO RECOMMEND ONE OR MORE CANDIDATES FOR FORMAL INTERVIEW BY THE HARRISBURG CITY COUNCIL.

THIS AGENDA BILL IS DESTINED FOR: Regular Agenda - Feb. 1, 2021

BUDGET IMPACT		
COST	BUDGETED?	SOURCE OF FUNDS
Not Known	Yes	General Fund

STAFF RECOMMENDATION:

Staff recommends to carefully review the resumes, prior to meeting on Feb. 1, in order to come prepared to discuss those candidates you feel likely are, or are not, viable for further consideration by the City of Harrisburg.

BACKGROUND INFORMATION:

On December 8th the City Council gave direction to staff to prepare those materials necessary to consider starting a recruitment for a new City Administrator. A recruitment process was approved at the January 12th Council meeting.

Since then, electronic advertisements/solicitations have been placed on a variety of professional and organizational job boards, starting January 13th. Potential applicants have until the evening of Feb. 1, 2021 to apply by sending an updated resume, a cover letter, and 3 professional references.

As of the writing of the Staff Report, 13 individuals have applied. Staff will review and consolidate application packets to six or seven individuals who have the most skills and credentials, as determined by the City Administrator competencies worksheet. Those application packets will be delivered to Personnel Committee members on Friday, January 29, 2021. Packets received up to the time of the meeting will likewise be reduced. Personnel Committee members are asked to review the application packets in

their possession over the weekend, and to be prepared to add in additional candidates at the meeting on Monday, February 1, 2021.

REVIEW AND APPROVAL:

John Hitt
City Administrator

Date: January 27, 2021