

PERSONNEL COMMITTEE

Agenda for February 8, 2021 Meeting

Action Items:

1. None

Discussion Items:

1. Overview/Description of Duties of The Personnel Committee (Priority Discussion)
2. Discussion of Job Descriptions (held from 2019)
 - a. Borough Manager

Old Business Items:

1. Personnel Committee Members Ideas for Priorities (held from August)
2. Social Media Intern – discussion of job duties
3. Revision of Evaluation Documents
4. Discussion of Job Descriptions (held from 2019)
 - a. Director of Finance & Administration/Finance Manager/Accountant
 - b. Municipal Services Manager
 - c. HR Manager
 - d. IT Manager
5. Prioritize Other Job Description to Review
6. Future and Priority of Workshops (held from August)
7. Future and Priority of Policies/Guidelines (held from August)
8. Retreats for 2021 – Dates and Topics (held from August)
9. Review of ratified documents (as time permits)

Miscellaneous Items:

Next Meeting Date: March 8, 2021 (15 minutes following adjournment of regular meeting)

**THIS IS THE PRELIMINARY AGENDA FOR THE MEETING NOTED ABOVE.
THIS AGENDA MAY BE REVISED AT ANY TIME.
(Last Revised: February 3, 2021)**