

## **PERSONNEL COMMITTEE REPORT – APRIL 13, 2020**

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**Members:** Reinhold, Chairperson, Richard, Ressler

**Attendees:** Reinhold, Ressler, Martin, Zimmerman, Rowe, Mowen, Thompson, (Thompson, departed following Discussion Item 2; Mowen departed following discussion item 3; Martin, Zimmerman departed following discussion item 6)

The Personnel Committee met on March 9, 2020 and discussed the following:

### **Action Items:**

1. The committee received information from Borough Manager Thompson regarding the Pennsylvania Chiefs of Police Association (PCPA) request for the addition of a salary range to be added to the application. Mr. Thompson explained current and future salaries of the uniformed police with respect to the current bargaining contract as well as the formula used to determine a salary for management. The committee agreed to a salary range to be included as part of the advertisement. Since no Personnel Committee reports mention whether or not to include a salary range, this does not have to go before council as an action.

### **Discussion Items:**

1. Borough Manager Thompson shared his conversations with the PCPA regarding the search for candidates for the Chief of Police position. The PCPA is extending the deadline to receive applications to March 24. Each resume will be reviewed by the PCPA; as well as the three members of the Personnel Committee, the president of borough council and the Mayor (ad hoc committee) will each receive all of the applications by March 25. The ad hoc committee will review the resumes and meet on March 28 to discuss and select the top candidates. The ad hoc committee will then meet with the PCPA on March 31 to discuss their selections and determine which candidates will proceed to the Structured Interview and Analysis Presentation. Additional updates will be given at the next committee meeting.
2.
  - a. As previously determined the April Workshop of Ephrata Borough Council will be “Right to Know/Sunshine Law” facilitated by Bob Thompson and Stephanie Fasnacht. Mr. Thompson previously attended a class on this topic and is waiting for additional updates; however, the Workshop is progressing and will be ready for Monday April 6 at 6:00 PM.
  - b. The committee discussed the merits of having a Borough policy on the Sunshine Law and the Right to Know Act. Mrs. Rowe provided policies from Denver Borough and North Coventry Township. Other municipalities were contacted but

have not yet provided copies. The committee wishes Mrs. Rowe to begin working on this policy but does not want a draft to consider until after the Workshop. They also requested Mrs. Rowe contact the solicitor to see if he has any policies at his disposal.

3. The committee reviewed the draft Ephrata Borough Council Budget Night Policy. The committee pointed out that no month is mentioned and instructed Mrs. Rowe to amend §3 to include the month of October. Although this date may conflict with other meetings, the committee does not wish to change any other language in §3. Mrs. Rowe will make the change to the draft and the revised policy will be reviewed as an action item at the April committee meeting.
4. The committee discussed a “Travel Policy” for Ephrata Borough Council. Mrs. Rowe provided the current travel policy for the Borough which includes elected officials. The committee suggested some changes. Mrs. Rowe reminded the committee that the Borough Manager agreed to provide a template for a revision to the policy. The committee instructed Mrs. Rowe to secure a copy of the template for discussion at the next committee meeting.
5. Mrs. Rowe informed the committee she is still seeking guidance on the Quarterly Report they wish to receive from borough managers. The committee debated what they would like to be included in the reports but could not come up with a definitive conclusion. They agreed to think about this and report at the next committee meeting.
6. Mrs. Rowe will update the Guidelines Topics for the next committee meeting. The committee instructed Mrs. Rowe to include PSAB ideas in the update; these will be discussed at the next committee meeting to determine if any guidelines or policies should be queued.
7. Mrs. Rowe briefed the committee on the June Workshop, which will be information on how council should approach the evaluation process, as well as what is important to consider when evaluating employees. This will be discussed in greater detail at the next committee meeting.
8. Mrs. Rowe gave a brief review of some of the items she attended to in her role as council president since the last Personnel Committee meeting.
9. The committee began review of a Succession Plan Policy provided by Borough Manager Bob Thompson. This document is a sample policy recently used by American Municipal Power (AMP). The committee agrees that adoption of a succession plan policy would be advantageous for the Borough but wishes more time to review and discuss the policy presented. This item was tabled until the next monthly meeting.

### **Old Business:**

1. The committee discussed the recent conclusion of the Budget & Finance Committee that no further clarity would be necessary for the check register received by council each

month. The Personnel Committee discussed their rationale for requesting this be placed on the Budget & Finance agenda. There was concern that items identified on the check register as contract services did not fall under this category; the committee was not clear if any other items are also mis-categorized. This will be added to the Budget & Finance Committee agenda once again for additional discussion with an update for the Personnel Committee next month.

2. No future workshop topics were brought forward.
3. The ideas for the Meeting with Manager requested by the Personnel Committee will be brought up at the next monthly meeting.

Chairman Reinhold called the committee into a very brief executive session to discuss a personnel matter.

The committee meeting was recessed by Chairman Reinhold at 10:45 PM to be reconvened March 24 at 4:15 PM.

The committee meeting was reconvened March 24 at 4:15 PM for an Executive Session to discuss a personnel matter. The meeting was recessed at 5:15 PM to be reconvened March 28 at 9:00 AM.

The committee meeting was reconvened March 28 at 9:00 AM for an Executive Session to discuss a personnel matter. The meeting was recessed at 10:15 AM to be reconvened March 31 at 5:00 PM.

The committee meeting was reconvened March 31 at 5:00 PM for an Executive Session to discuss a personnel matter. The meeting was adjourned at 6:15 PM.