

PERSONNEL COMMITTEE REPORT – AUGUST 12, 2019

Members: Reinhold, Chairperson, Richard, Martin

Attendees: Reinhold, Richard, Martin, Rowe, Harvey, Thompson, Barr (until 9:10 PM)

Guest: Sandy Kramer

The Personnel Committee met on July 8, 2019 and discussed the following:

Action Items:

1. The Borough Manager Evaluation Form and Self-Evaluation Form were discussed. Rowe explained the rationale for using the simplified version rather than changing to a five-category with seven numerical values as was suggested at the last committee meeting. She explained the rationale would become clearer when the PMP Form (for Personnel Committee use) was discussed. Rowe also explained to be implemented for 2019, the forms should be approved at the August meeting, mentioning a promise was made to the employees and council that she would attempt to simplify the process. Input was received from the employee whose evaluation would be completed using this form. The committee agreed the form was acceptable and will recommend council approve the Borough Manager Evaluation Form and Borough Manager Self-Evaluation Form at the August 12, 2019 meeting.
2. The Chief of Police Evaluation Form and Self-Evaluation Form were discussed. The same procedure was followed for the first Action Item with input received from the employee whose evaluation would be completed using this form. The committee agreed the form was acceptable and will recommend council approve the Chief of Police Evaluation Form and Chief of Police Self Evaluation Form at the August 12, 2019 meeting.
3. The Performance Management Process (PMP) Form, for use by the Personnel Committee was discussed. Rowe noted that the form was revised to reflect three performance levels instead of the seven used previously. After receiving comments and suggestions from the two employees in attendance, the committee determined the form was acceptable as prepared. The committee will recommend council approve the Performance Management Process Form at the August 12, 2019 meeting.

Discussion Items:

1. Sandy Kramer, Human Resources Manager was present to explain the methodology and formula used to create the median (average) wage, as well as how she determines the minimum, mid-level and maximum range of salary for each management employee. A combination of similar positions through various sources of which she subscribes is used. For some positions, such as Chief of Police, only information from other municipalities is used. For other positions, such as Water/Wastewater Manager, a combination of municipal and public sector positions is used since not all municipalities would employ that

position. In addition, salaries are compared with other area municipalities to ensure the most accurate data is obtained. Due to the amount of data that is required to compile the ranges, the process is only done every two to three years. Sandy shared that the objective should be for a seasoned employee to be within 90% to 105% of the mid-range, the goal should not be to be at the maximum of the salary range. The methodology/formula is also effective when hiring to fill vacancies, allowing the Borough to offer a justifiable starting salary to someone with experience in the field. The committee thanked Sandy for her explanations and answers to their questions.

2. The Ephrata Borough Council Telecommunication Policy was presented to the committee for the first time. This Policy is a requirement to allow council or committee members to participate in a meeting without being physically present. Rowe explained her use of PSAB guidelines and recommendations when creating the policy. It was noted a quorum must be physically present at the onset of the meeting; the individual participating remotely cannot be considered a part of the quorum. After the meeting begins, the remote participant may be counted as part of the quorum, but if for any reason there is no longer a quorum present the meeting must be recessed. The committee discussed some changes in the timeline required for seeking approval. Those changes will be made, and the Policy will be discussed as an Action Item at the August meeting.
3. A scale of the management salary was discussed, with amounts prepared showing the budget impact for each quarter percent from 0% to 5%. The Borough Manager explained how the management salary increase is presently calculated. The committee wishes to possibly explore this further as a discussion item for the Budget & Finance Committee. No further action required.
4. Several topics for additional guidelines/policies were discussed. Previously, the committee requested Council – Management guidelines. This item will be placed on hold and appear as Old Business on the Agenda until the committee is prepared to address it again. Rowe presented a Policy for communication between council president and the Solicitor. While the committee was appreciative of the reasoning behind this Policy and realized the possible need for it to be implemented, it was decided to revisit this policy later in the year. Rowe also expressed a need for Borough Council Meeting Guidelines (similar, but in addition to the Committee Meeting Guidelines). The committee agreed and a draft or partial draft of the Borough Council Meeting Guidelines will be discussed at the August meeting. Of the remaining topics in place for future guidelines/policies/procedures, the committee determined that Ethics and Conflicts of Interest to be of the most importance. A draft or partial draft of this document will be discussed at the August meeting.
5. The Ephrata Borough Council Priority sheet was discussed. All agreed the Budge Process Workshop in July was a success. The next Workshop will be Running an Effective Meeting to be held August 5, 2019 at 6:00 PM. The Workshop will be led by Susan Rowe. Upcoming Workshops will include Right to Know and Executive Session/Closed Session.
6. The committee discussed again the benefits of meeting with various managers as part of the committee discussion from time to time. The goal would be to gain a better understanding of the requirements of the position, discuss the job description for the position and hear any

positive feedback (or possible negative feedback) for working for the Borough of Ephrata. A list of position titles with the employee name blacked out (to ensure impartiality) was shared with the committee. A position was selected to begin the process at the August committee meeting but must be confirmed for the Agenda.

7. There was a lively debate regarding Key Card Access to select portions of Borough Hall by members of Ephrata Borough Council. It was determined that access would remain as it is now; however, members of Ephrata Borough Council will receive Borough IDs.
8. No goals were established by the committee for the August meeting, with the exception of possibly creating a shorter agenda. Rowe explained that much of the work being done by the committee now was allowed to lapse for far too long, necessitating the need for so much discussion at this time. Every effort will be made to not include as many items going forward.

Old Business:

1. The Planning of Orientation for New Council Members (to be revisited for current council members), although remaining a priority topic for the committee was not discussed at the July meeting due to the length of the meeting to this point.

Additional Discussion Items:

1. There were no additional items discussed at the July meeting.

Executive Session:

1. There was no Executive Session held at the July meeting.