

PERSONNEL COMMITTEE REPORT – SEPTEMBER 9, 2019

Members: Reinhold, Chairperson, Richard, Martin

Attendees: Reinhold, Richard, Martin, Rowe

The Personnel Committee met on August 19, 2019 and discussed the following:

Action Items:

1. The Ephrata Borough Council Telecommunications Policy, as revised was discussed by the committee. As per their request, the timeline required for seeking approval was changed. Rowe mentioned as she compared the sections of the Policy against §1001(c) of the Pennsylvania State Borough Code, she noticed our policy included committee meetings; the state code has no mention of committee meetings. Rowe contacted PSAB to gain clarification and learned that participation via telecommunications device can only be permitted during meetings of full council; therefore, she removed all references to committee meetings from the document. The committee unanimously approved the Policy to go before full council for a vote at the September 9, 2019 regular meeting of council.
2. The revised PMP Form, for use by the Personnel Committee when compiling evaluations was discussed. Rowe noted the only change to this form from the previous committee meeting was to add a note to the suggestions for increases to include the Human Resources matrix as a guideline as well. The committee agreed to the change; the form will be brought to council for a vote at the September 9, 2019 regular meeting of council.

Discussion Items:

1. The committee discussed the pros and cons of requesting the Budget & Finance committee to request a specific percentage increase for management employees in the 2020 Proposed Budget and Program of Services. The committee was in agreement to ask the B&F committee to add it as a discussion item but was not unanimous in the amount of the increase. Since the Budget is voted on by council in December, no action is required. The council president was instructed to ask the B&F committee chair to discuss this at that committee.
2. The first draft of the Borough Council Meeting Guidelines was discussed. Rowe explained her sources for the information included in the document and was looking for direction on additions or changes. The committee agreed the document was acceptable as prepared. This document will be placed as an Action Item for the September 9 committee meeting to allow the committee additional time to review.
3. The Ethics/Conflicts of Interest Guidelines were discussed. These Guidelines were suggested at the July committee meeting. Rowe explained the research and sources used to compile the information for this document. The committee determined they would like additional time to read this document and would like to discuss it further at the next committee meeting.

4. Rowe brought up a suggestion to have a Whistleblower Policy in place, especially if council enacts the document discussed in item 3. In addition, DVIT recommends this be in place. The committee agreed and Rowe will work on having this document ready for discussion at the September 9 committee meeting.
5. Of the 16 topics for additional guidelines/policies/procedures as suggested by council at the April retreat, five have been completed or are in process. Two additional topics are also in process. The committee agrees that these topics are important and wishes to remain aggressive in completing the tasks before them. The committee also realizes the task will not be able to be completed by the end of 2019. With that discussion, it was decided to not add additional new documents until the current slate is completed.
6. The committee discussed future Workshops. The first discussion led to a decision to hold Workshops every other month (or as needed) instead of each month. There will be no Workshop in September. The October Workshop will be held October 7 prior to the Work Session. Rowe will send out invitations closer to the date. The topic determined by the prioritization at the Retreat will be Executive Session/Closed Session. Rowe will look into the items identified as of interest to council; definition, reasons why not everything should be public knowledge, the importance of refraining from discussion of topics covered in Executive Session, etc. Rowe and Reinhold will work together on creating a PowerPoint and talking points, Reinhold would like to present this Workshop.
7. The committee again looked over the list of management positions and selected a position to offer an invitation to the September committee meeting. Rowe will see the committee receives a copy of the Job Description for the position prior to the meeting to allow the committee time to review and formulate questions for the employee. This will take place after the employee has confirmed their attendance.
8. There were no goals for the September committee meeting, except to continue to create and discuss documents and plan for future meetings.

Old Business:

1. The committee instructed the council president to check on council and staff availability to conduct an Orientation for all of council. This will include tours of Borough facilities to gain a better understanding of how the Borough “works”. It was also determined that a manual should be prepared for any newly elected council members, including some of the Guidelines and Policies as well as an overview of what is expected of council members from a council perspective. Rowe will begin work on this.
2. The topic of management job descriptions was discussed. The committee would like a better understanding of the various management positions but is not interested in devoting a lot of time on this topic.

Executive Session: Chairman Reinhold requested a brief discussion among the committee in Executive Session to discuss a personnel matter.