

## **PERSONNEL COMMITTEE REPORT – OCTOBER 14, 2019**

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**Members:** Reinhold, Chairperson, Richard, Martin

**Attendees:** Reinhold, Richard, Martin, Rowe

The Personnel Committee met on September 15, 2019 and discussed the following:

### **Action Items:**

1. The Ephrata Borough Council Telecommunications Policy was brought back to committee for additional review. After discussion, the request timeline in §3A was changed back to "...no less than 30 days nor more than 84 days...". Other changes to the document were discussed; FreeConferenceCall was added to the list of permissible methods (§2C); text or telephone was added to contact methods in §9; verbiage in §9 was changed to "...no later than one hour nor more than 30 days...". These changes will be made to the document. The committee would like to review the document at their October meeting before deciding to bring it to council for a vote.
2. The Ephrata Borough Council Meeting Guidelines were again reviewed. Upon additional consideration and discussion, several changes were suggested, and some misspellings were marked for correction. The committee would like additional time to review this document before requesting council approval. The committee will discuss this again at their October meeting.
3. The Ephrata Borough Council Code of Ethics/Conflicts of Interest Guidelines document was discussed. Rowe suggested the addition of language in §1. The committee wanted additional time to review the document and will discuss this again at their October meeting.

### **Discussion Items:**

1. The Ephrata Borough Council Whistleblower Policy was shared with the committee. Rowe again mentioned this was a discussion item at the September meeting and the committee wished her to prepare the document. Using guidelines from DVIT and policies in place at other municipalities, Rowe prepared a draft document for the committee. The committee would like additional time to review the document and will discuss this again at their October meeting.
2. The committee reviewed the Topics for Additional Guidelines/Policies/Procedures document that was created at the April Retreat. The committee noted the progress to date. Rowe will not begin work on any additional documents at this time.
3. In keeping with a previous committee decision, there will be a Workshop on October 7. Rowe and Reinhold worked together on creating the Executive Session workshop; Reinhold affirmed he would like to be the facilitator. Although the committee decided to host workshops bi-monthly, they agreed a December workshop should be cancelled. Since

the council will be reorganizing in January (per the state code), the next workshop will tentatively be scheduled for February; however, this could change with the restructuring.

4. The Meeting with Manager portion of the committee meeting was discussed. Rowe explained the struggle with inviting a manager to attend a meeting on a date that had to be changed due to a lack of a quorum as well as not being able to provide a definite start time. The committee remains interested in meeting the managers and learning about their positions in the Borough. A change of time for this meeting was discussed along with clearer expectations and perceptions. At the direction of the committee, Rowe will report at the October meeting.
5. When discussing goals for the October meeting, the committee agreed they would go over all proposed policies and guidelines. No additional goals were discussed.

**Old Business:**

1. The committee was informed that staff was notified of the proposed date for the Orientation Refresher and the afternoon of November 5 was confirmed. Rowe mentioned the Borough Manager suggested inviting members of EAJA and EBA to attend certain portions of the Orientation. The committee agreed it was an excellent idea. The time to commence the orientation was honed down to 1:00 PM. Rowe was asked to send out invitations to all of Borough Council and the Mayor.
2. The topic of Job Descriptions for management personnel was not on the agenda since the committee is not interested in devoting an extensive amount of time on this. It will remain on the agenda as an Old Business item until such time the committee wishes it removed.

**Executive Session:** Chairman Reinhold called the committee into Executive Session at 9:10 PM to discuss matters of personnel, in accordance with §708 (a) of Act 65. The Executive Session closed at 9:25 PM.