

PERSONNEL COMMITTEE

Agenda for March 8, 2021 Meeting

Action Items:

1. None

Discussion Items:

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

Old Business Items:

1. Personnel Committee Members Ideas for Priorities (held from August 2020)
2. Social Media Intern – discussion of job duties (held from January 2021)
3. Revision of Evaluation Documents (held from December 2020)
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 Descriptions to Review (held from January 2021)
6. Future and Priority of Workshops (held from August 2020)
7. Future and Priority of Policies/Guidelines (held from August 2020)
8. Retreats for 2021 – Dates and Topics (held from August 2020)
9. Review of ratified documents (as time permits – held from January 2021)

Miscellaneous Items:

Next Meeting Date: April 12, 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 24, 2021)**