

PERSONNEL COMMITTEE

Agenda for July 12, 2021 Meeting

Executive Session

Action Items:

1. Assistant Borough Manager Job Description - Approve
2. Finance Manager Job Description - Ratify

Discussion Items:

1. Review of Job Descriptions (held from 2019)
2. Salaried Employee Handbook
3. Future and Priority of Workshops (held from August 2020)

Old Business Items:

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

Miscellaneous Items:

Next Meeting Date: August 9, 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: June 22, 2021)**