

PERSONNEL COMMITTEE

Agenda for September 13, 2021 Meeting

Executive Session

1. Discussion of benefits for potential Borough Manager hire.

Action Items:

Discussion Items:

1. Social Media Intern – discussion of job duties (held from January 2021)
2. Possible Revision of Ephrata Borough Council Committee Meeting Guidelines
3. Salaried Employee Handbook
4. Revision of Evaluation Documents (held from December 2020)
5. Review of Job Descriptions (held from 2019)
 - a. IT Manager (Chief Information Officer)
 - b. Project Engineer
 - c. Municipal Services Manager
6. Status of November 1 Workshop/Priority for 2022 Workshops
7. Amend Ephrata Borough Council Telecommunications Policy/Create Additional Policy

Old Business Items:

1. Personnel Committee Members Ideas for Priorities (held from August 2020)
2. Future and Priority of Policies/Guidelines (held from August 2020)
3. Retreats for 2021 – Dates and Topics (held from August 2020)
4. Review of ratified documents (as time permits – held from January 2021)

Miscellaneous Items:

Next Meeting Date: October 11, 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: September 8, 2021)**