

PERSONNEL COMMITTEE

Agenda for October 11, 2021 Meeting

Executive Session

1. Personnel Matter regarding hire of Borough Manager

Action Items:

1. A discussion of the revisions to the Ephrata Borough Council Telecommunications Policy; this item may be approved by the committee to forward to Ephrata Borough Council for possible action at the November 8, 2021 meeting.

Discussion Items:

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

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: November 8, 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: October 5, 2021)**