

PERSONNEL COMMITTEE

Agenda for November 8, 2021 Meeting

Executive Session

1. The Committee will meet in Executive Session to Discuss a Personnel Matter Regarding a Proposal for Consulting. This Could Become an Action Item to be Discussed by Borough Council at the December 6 Work Session.

Action Items:

Discussion Items:

1. December Meeting As Needed
2. Salaried Employee Handbook
3. Revision of Evaluation Documents (held from December 2020)
4. Review of Job Descriptions (held from 2019)
 - a. IT Manager (Chief Information Officer)
 - b. Project Engineer
 - c. Municipal Services Manager
5. Priority for 2022 Workshops
6. Preparing Policies and Guidelines to be Ratified January 10, 2022 (future action)

Old Business Items:

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

Miscellaneous Items:

Next Meeting Date: TBD for 2022

**THIS IS THE PRELIMINARY AGENDA FOR THE MEETING NOTED ABOVE.
THIS AGENDA MAY BE REVISED AT ANY TIME.
(Last Revised: November 3, 2021)**