PERSONNEL COMMITTEE REPORT – FEBRUARY 13, 2023

Members: Martin, Chairman; Richard, Vice Chairman; Ressler, Member; Zimmerman, Alternate

Attendees: Committee: Martin, Chairman; Ressler, Member; Zimmerman, Alternate
Council: Reinhold, Ex-Officio, Mowen, Mayor
Staff: Harris, Wakefield

The Personnel Committee met on January 10, 2023, at 4:00 PM at Ephrata Borough Hall, 124 South State Street.

Approval of Committee Agenda:

Ms. Harris provided confirmation of the following:

1. The meeting agenda was posted on the Borough's website and at Borough Hall no later than 24 hours in advance of the time of the meeting.
2. The meeting agenda included a listing of each matter of Borough business that will be or may be the subject of deliberation or official action at the meeting.
3. There were no changes made to the meeting agenda after it was posted.
4. The meeting agenda was made available to individuals in attendance at the meeting.

Ms. Martin asked for a motion to accept the meeting agenda. Mr. Ressler made a motion and Mr. Zimmerman seconded to approve the meeting agenda as posted. The motion carried unanimously.

Action Items:

1. None.

Discussion Items:

1. Personnel Update: Khrista Dechert started this week as the Business Office Administrator. Kris Andoos will start on Monday, January 16, 2023, as a Lineman. WWTP Operator, Michelle Bachman, was hired and will be working out of Plant 2. Jane Jones was hired and will start soon as a P/T Codes Admin Assistant.

Executive Session:

1. The Committee went into Executive Session at 4:05 PM to discuss personnel matters. The Committee came out of Executive Session at 5:25 PM.

Old Business Items:

1. Salaried Employee Handbook: Ms. Harris mentioned that Personnel Partners has provided a draft of the recommended changes to the handbook. Staff will proofread and give an update to the committee at a future meeting.

Next Meeting Date: **Tuesday, February 7, 2023 - 4:00 PM**