

PERSONNEL COMMITTEE REPORT – JUNE 14, 2021

Members: Reinhold, Chairman; Richard, Vice Chairman; Ressler, Member; Martin, Alternate; Rowe, Ex-Officio; No Staff

Attendees: Reinhold, Chairman; Ressler, Member; Martin, Alternate; Rowe, Ex-Officio; Thompson, Borough Manager (The Borough Manager left the meeting following Executive Session); Guest (1)

The Personnel Committee met on May 10, 2021 and discussed the following:

Executive Session:

1. Borough Manager Bob Thompson met with the Committee in Executive Session to discuss a revised organizational structure for the Public Works Division.

Action Items:

1. The Committee discussed the job description for the Assistant Borough Manager/Chief Financial Officer of the Borough of Ephrata. Rowe explained the job description presented was the same used in the advertisement but placed on the Borough header format. Rowe also suggested adding confidentiality verbiage to the job description. The Committee agreed to adding the new language; Rowe will revise the job description and present it to the Committee at the June 7th Work Session.

Discussion Items:

1. The Committee looked over the Human Resources Manager and IT Manager job descriptions. Rowe explained the only change to the job descriptions was that they were placed on the Borough header format. The Committee agreed all job descriptions should be on the Borough header format. Since the HR position was recently filled, the Committee would like to compare the advertised description with this at the next meeting. They would also like input from the Borough Manager and management employees to determine if job descriptions should be updated. These descriptions will be discussed at the next meeting; other management job descriptions will be discussed later this year.
2. The Committee would like additional time to review the Salaried Employee Handbook. Further information was requested to be provided for the next Committee meeting.
3. The Committee revisited the topic of Borough Council workshops. Mr. Ressler suggested the next workshop should be facilitated by Chief Petrick discussing Policing Matters and Borough Council Involvement. This is currently a topic of PSAB webinars. The Committee agreed this should take priority; therefore, the Right-to-Know Workshop that was placed on hold due to COVID-19 restrictions will now be planned for September. Other topics and workshops will be discussed at the June Committee meeting.
4. A resident discussed some questions regarding the Committee Report from September 2020. Various documents were requested; the Committee advised that a Right-to-Know request should be made.

5. The Committee discussed their hope of getting through some of the Old Business items on the agenda. They agreed to move the Revision of Evaluation Documents to the top of the Old Business items with hopes of beginning that discussion at the June 14th meeting.

Due to the late hour, the Committee adjourned.