

## **PERSONNEL COMMITTEE REPORT – September 13, 2021**

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

**Attendees:** Reinhold, Chairman; Richard, Vice Chairman; Ressler, Member; Martin, Alternate; Rowe, Ex-Officio; Dudley

The Personnel Committee met on August 9 and discussed the following:

Due to the number of discussion items and the late hour, following the committee meeting being called to order, the committee discussed and determined to recess and reconvene the meeting at 4:00 PM on August 10. The meeting was recessed.

The Personnel Committee reconvened on August 10 and discussed the following:

### **Executive Session:**

1. There were no Executive Session items.

### **Action Items:**

Prior to discussing the agenda items, Rowe requested a few minutes of the committee time to discuss the upcoming IBEW negotiations. Borough Council customarily has a representative observe the negotiations. The negotiating team plans to meet prior to the initial negotiation session on September 8. Mr. Richard volunteered to represent Borough Council at the negotiations, Mr. Reinhold will be the alternate.

### **Discussion Items:**

1. The committee discussed changes to the Salaried Employee Handbook. This document was last revised in 2016. The committee understands any changes to the document would be effective for new hires; those already employed are grandfathered into the current document. The committee instructed Rowe to do some research for the next committee meeting. Discussion centered around service awards, wellness benefits and holidays. The discussion will continue at the September meeting when Rowe provides additional information as requested by the committee.
2. The committee wishes to consolidate the Employee Evaluation documents for ease of completion. They offered several suggestions; however, Rowe will rewrite the documents for review by the committee. Rowe reminded everyone the evaluations are scheduled to be handed out September 7; therefore, any changes would have to be voted on at the Work Session. The committee discussed and decided to complete the evaluation for 2021 using the Performance Management Process Form, usually reserved for the Personnel Committee. The Guidelines for Employee Evaluations will be amended to reflect the use of either this or the Performance Evaluation document as determined by the Personnel Committee in August of each year. Rowe suggested also amending the Guidelines to tighten up the completion schedule of which the committee agreed. The Guidelines, Performance Evaluation, and Performance Management

Process forms will all be amended and approval requested at the September 7 Work Session of Council.

3. Rowe advised the committee everything is on schedule for Job Descriptions to be evaluated by them at the September 13 meeting. The Chief of Police Job Description was recently updated and will be ratified by Borough Council at the September 13 Voting Session. The committee notified Rowe of the positions they wish to prioritize.
4. Rowe provided the committee with the tentative Workshop invitation to be presented by Chief John Petrick. The start time will be amended to 5:00 to allow time for Q&A prior to allowing citizens into Council Chambers for the Work Session. Rowe mentioned the Workshop may need to be postponed if CDC mandates additional requirements for indoor capacity due to COVID-19. She will keep everyone apprised. The committee decided to plan for the November 2021 Workshop; Rowe will request RTK officer Fasnacht to present on the Right to Know Act. The 2022 Workshops will be determined no later than the November 8 committee meeting.
5. The committee briefly discussed the Telecommunications Policy. Mrs. Martin is concerned that residents have the opportunity to participate via Zoom and Council members are not afforded the same opportunity. Rowe clarified the position of §1001 of the Commonwealth Borough Code and the Expiration of Act 15. The possible revision of the Telecommunications Policy or adoption of another policy will be discussed in more detail at the September 13 committee meeting.
6. A resident suggested Borough Council look at compensation for the elected position of Borough Council representative. The committee discussed their viewpoint of moving the topic to the Budget & Finance Committee for approval and Council vote. No individual in attendance at the meeting favored moving forward with this topic; therefore, compensation for Borough Council was defeated at the committee level.

**Old Business:**

1. Time constraints prevented any Old Business items from being discussed; however, Mrs. Martin requested to have Old Business Item #2 – Social Media Intern discussion of job duties moved to a prioritized Discussion Item for the September 13 Committee meeting. This will be reflected on the Agenda for the next meeting.