

PERSONNEL COMMITTEE REPORT – SEPTEMBER 11, 2023

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

Attendees: Committee: Martin; Chairman, Richard; Vice Chairman; Ressler, Member; Zimmerman, Alternate
Staff: Harris; Barnes

The Personnel Committee met on August 15, 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. Richard moved and Mr. Ressler seconded to approve the meeting agenda as posted. The motion carried unanimously.

Executive Session:

The Committee met in an Executive Session from 4:01 PM to 4:20 PM to discuss a personnel matter.

Action Items:

1. None.

Discussion Items:

1. Personnel Update: Discussion occurred regarding the 6-month evaluation of Nancy Harris' role as Borough Manager. Ms. Harris will be addressing the key points listed below to the Committee at their October meeting, including:
 - a. Initiatives Currently Underway
 - b. Top Three (3) Priorities
 - c. Job Descriptions from Management Team - From Their Own Perspective
 - To Be Compared/Reviewed With Current Job Descriptions on File
 - d. A Goal for Implementation in the Next Six (6) Months

Next Meeting Date: September 12, 2023 – 4:00 PM