

## **PERSONNEL COMMITTEE REPORT – October 11, 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; Martin, Alternate; Rowe, Ex-Officio; Zimmerman; Beres (guest left during Executive Session)

### **Executive Session:**

1. Looking ahead to a possible hire deliberation in October, the committee met in Executive Session to discuss parameters for negotiating salary/benefits.

### **Action Items:**

### **Discussion Items:**

NOTE: When the committee came out of Executive Session, the Chairman attempted to notify the guest the Executive Session had concluded. The guest was no longer in the lobby or in front of Borough Hall; the guest could also not be located in the parking lot. The meeting proceeded without the guest present.

1. The committee discussed the new position of Social Media Intern. This will be a salaried position. The committee preference is to have this position full-time rather than part-time. They would like the position title to be Social Media Specialist. Rowe provided a compilation of duties and responsibilities gathered from research. The committee will continue this discussion at their October meeting with a goal of approving either a job description or parameters for staff at the November meeting. The committee would like the position advertised before the end of 2021.
2. The committee reviewed the Borough Council Committee Meeting Guidelines document. Rowe stated that Mr. Richard approached her regarding adding guest names to the Committee Report; Mrs. Martin also mentioned this at the September 7 Work Session. The committee was in agreement that Rowe should amend §8 of the document (Committee Reports). Rowe also directed the committee to look at §3.E of the document regarding agendas suggesting this be amended to include the provisions of SB554 revising Act 65. The committee agreed the language should be updated. Although not included in the packet, Rowe then mentioned a possible revision to the Ephrata Borough Council Borough Council Meeting Guidelines to include a section offering guidance for the meeting agenda. The committee was in agreement. Draft versions of each document will be discussed at the October committee meeting.
3. The committee reviewed possible changes to the Salaried Employee Handbook. For the next meeting Rowe will provide a spreadsheet with suggested changes to be discussed in more detail at the October meeting.
4. The revised Borough Manager Performance Evaluation document provided in the packet was briefly reviewed. Rowe mentioned she did not complete the revision of the Chief of Police Performance Evaluation until the committee commented on the Borough Manager revisions. The

committee made a decision to continue this discussion next month with a goal of having the revised documents reviewed and approved before the end of the year.

5. The three job descriptions selected by the committee as priority last month were discussed. It was noted there were no suggestions from the employees for revisions. Rowe will research similar positions with other municipalities to share with the committee at the October meeting.
6. The committee assessed the September workshop; everyone was in agreement it was very informative. Most felt the topic would have been better as a retreat where more time could have been devoted to some of the topics. The November Workshop was confirmed. Rowe will send out an invitation. The start time will be 6:00 PM. Workshops for 2022 will be prioritized at a future meeting.
7. The committee discussed the Ephrata Borough Council Telecommunications Policy. There was a concern that the policy is very restrictive. Rowe briefed on why the restrictions were placed in the Policy. Everyone understood our Telecommunications Policy was only restrictive to be in accordance with §1001 of the Commonwealth Borough Code. No changes to §8 of the Policy will be made; however, there were a few housekeeping revisions. These will be reviewed in draft format at the next meeting as an Action item.
8. The committee agreed to meet in Executive Session on October 12 to discuss the compilation of the Employee Evaluation.

**Old Business:**

1. The committee was pleased all discussion items were covered and deferred the Old Business items for a future meeting.