

## PERSONNEL COMMITTEE REPORT – November 8, 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; Zimmerman (left at 9:45 PM); Thompson (left following 1<sup>st</sup> discussion item); Beres

### Executive Session:

1. Personnel Matter regarding the October 4, 2021 hire of Mike McKenna as Borough Manager. Mr. McKenna's employment with the Borough of Ephrata will commence November 1, 2021 and he will be designated Borough Manager/Chief Executive Officer effective midnight January 15, 2022.

### Action Items:

1. The committee looked over the revised Telecommunications Policy with changes appearing in green. Rowe informed the committee it was suggested language be included to allow for invited guests to take part remotely with consent of the council president. The committee asked Rowe to include that language and present the document to council for a vote on November 8.

### Discussion Items:

1. Borough Manager Bob Thompson addressed the committee on the challenges staff may encounter trying to advertise the Social Media Specialist position before the end of the year. He requested staff be granted more time to put the program together in anticipation of a target of the first quarter of 2022 for advertising. The committee later held discussion on Mr. Thompson's comments and agreed it would be better to hold off on posting the job. Other options could be considered, such as hiring a consultant to fill the role. Rowe pointed out that no one on the committee had created a suggested job description using the samples she gathered and reported to the committee a few months ago. The committee requested this item be moved to Old Business and may or may not be discussed in the future.
2. The committee looked over the Rules of Order, Council Meeting Guidelines and Committee Meeting Guidelines (discussion items 2, 3 and 4) together. All favored the changes submitted by Rowe. Mrs. Martin requested these Guidelines be further revised to include language regarding the Ephrata Borough rule on recording of the meeting. Rowe will further revise the documents and submit them to the committee and council at the November 1 Work Session. With committee support, council will be asked to approve these three documents at the November 8 meeting.
3. The Budget Night Policy was brought to the committee by Rowe, with a suggestion of adding language to the Policy so future councils would be aware this falls under the Sunshine Act definition of a Closed Meeting, and should be announced at a regular council meeting by the council president. The committee was in agreement. Rowe will amend the document and offer it to the committee at the November 1 Work Session. Upon committee offering their consent, the document will be brought to full council November 8 for consideration for approval.

4. Due to the late hour, the committee discussed recessing the meeting and reconvening following the Executive Session scheduled and announced for October 12. Everyone agreed and the meeting was recessed. Rowe promised to email the guest near the conclusion of the Executive Session so she could be present at the reconvened meeting.
5. The Executive Session of the Committee held October 12 ran much longer than expected. The reconvened meeting was adjourned with no business being discussed by the committee. Rowe will place all of the remaining Discussion items on the agenda for the November 8 committee meeting.

**Old Business:**

1. There was no time available to discuss Old Business.