



Harrisburg Personnel Committee  
Minutes Summary for January 5, 2016

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Date: January 5, 2016

Time: 6:05PM

Place: City Hall, located at 120 Smith St.

Committee members present: Kimberly Downey, Rob Boese and Mike Caughey. Also present were City Administrator Brian Latta, and City Recorder/Asst. City Administrator Michele Eldridge.

Called to order by Chairperson Downey at 6:05PM

**1. Caughey motioned to approve the minutes for October 6, 2015, and was seconded by Boese. Passed unanimously.**

**2.a. SUBJECT:** Discuss and Review Proposed Changes to Policy No. 108 Job Descriptions, Policy No. 109 Residency Requirements, Policy No. 116 City Administrator Advocacy on Payroll Matters, Policy No. 118 Personnel Files, and Policy No. 119 Performance Reviews.

**2.b. ACTION:** Caughey motioned to recommend adoption of drafts of Policy's No. 108, 109, 116, 118 and 119 to the City Council, with amendments to Policy 119. Boese seconded the motion, and the motion passed unanimously.

**3.a. SUBJECT:** Discuss and Review Proposed Changes to Policy No. 120 Workplace Expectations

**3.b. ACTION:** Boese motioned to recommend adoption of the draft of Policy 120 to the City Council, with amendments. He was seconded by Caughey, and the motion passed unanimously.

**4. OTHER:**

During Discussion on payroll matters, the Committee decided to move a discussion on a formal wage analysis and COLI increases to others, since it was not on the agenda. A decision was made that the City would start a formal wage analysis in the summer, for the budget for FY 2016-2017.

**With no other business to discuss, the meeting was adjourned at 7:44p.m.**