



Harrisburg Personnel Committee
Minutes Summary for June 9, 2016

Date: June 9, 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. **Boese motioned to approve the minutes for April 7, 2016, and was seconded by Caughey. Passed unanimously.**

- 2.a. **SUBJECT:** Discussion and Approval of a revision to Policy No. 129, General Leave of Absence
- 2.b. **ACTION:** *The Personnel Committee asked to have staff return to the next meeting with a revision to the proposed language in the general leave of absence policy.*

- 3.a. **SUBJECT:** Discussion and approval of a new job description entitled Part-Time/On-Call Office Assistant.
- 3.b. **ACTION:** *Caughey motioned to forward the Part-Time/On-Call Office Assistant Job Description to the City Council for Approval, as presented. Boese seconded the motion, and the Personnel Committee voted unanimously to forward the Part-Time/On-Call Office Assistant Job Description to the City Council as presented.*

- 4.a. **SUBJECT:** Tabulate and discuss the results of the City Administrator/Planner Job Evaluation. As is his choice, the current City Administrator has stated that he wishes to have his evaluations handled in an open meeting.
- 4.b. **ACTION:** *Caughey motioned to recommend to the City Council that the City Administrator/Planner has an evaluation that exceeds expectations, and to further recommend that he should proceed on the wage step scale from Step 7 to Step 8, effective as of May 1st, 2016. He was seconded by Boese, and the Personnel Committee voted unanimously to forward the approval of the City Administrator/Planners evaluation to the City Council; that it exceeds*

expectations, and that he shall proceed from Step 7 to Step 8, effective as of May 1st, 2016.

5. **Other:** The Committee discussed briefly amending the City Administrator's contract, and asked staff to bring it to the next meeting for discussion.

The Committee adjourned the meeting at 7:41PM