

REVISED
PERSONNEL COMMITTEE
(A Sub-Committee of the Town Council)

Virtual Meeting

Thursday, April 8, 2021
Time: 5:30 p.m.

1. Call Meeting to Order
2. Roll Call
3. Approval of Minutes (January 26, 2021)
4. Discussion Items
 - A. Review current contract (if applicable).
 - B. Review the last approved Performance Evaluation for the Town Manager.
 - C. Review the last approved Performance Evaluation for the Clerk of the Council.
 - D. Review the most current evaluation document.
 - E. Self-Evaluations (direct employees to complete a self-evaluation – receive responses before mid-May).
 - F. Identify timetable for review process for Committee and Town Council Executive Sessions (3 Executive Sessions).
5. Miscellaneous
 - A. Proposed Duty for the Clerk of the Council - Action Calendar (January-June)
 - Review of Town Council Rules & Procedures annually
 - Personnel Committee Meetings
 - Budget Calendar
6. Executive Session
 - A. Personnel Issue (Michael Maniscalco, Town Manager, and Debbie Reid, Clerk of the Council).
7. Adjournment

Members

Chairperson Liz Pendleton

Councilor Janice Snyder

Councilor Mary Justine Hockenberry