

- Committee Chair will reach out to Interim City Manager, Arlen Miller, for input from the city’s perspective.
- b) Annual evaluation
- 360 degree review will be completed prior to April 2024

Action Items:

Item	Description	Due	Person Responsible	Progress
Informal Meeting	Set up Personnel Committee touchpoints with the Chief every 6-10 weeks	Sept 1 st	ED	
6 month review documents	Provide Committee with a draft 6 month review outline	Sept 9	ED	
Probationary review – ED	Set up meeting in beginning of October for ED’s probationary review	Aug 24 th	ED	
6 month Review - Chief	Set up meeting for the middle of February for the Chief’s 6 month review	Nov 25 th	ED	
Document review	Review chief and executive director review documents provided for feedback on what should be included in the annual reviews	Feb 1 st	Personnel Committee	
Annual review – ED	Set up annual review meeting	Nov 25 th	ED	
Annual review – Chief	Set up annual review meeting	June 10 th	ED	