

**Joint Building, Finance, and Human Resource Committee Meeting
July 31, 2020– 8:00 a.m. at Village Hall**

Present: Berger, Canton, Carroll, Koons, Nairn, Porter, Romanowski

Guest: Collin Cunningham, CVT

Porter called the meeting to order at 8:00 a.m. He stated the meeting pertained to the Building Department. Porter referred to the Building Department recommendations distributed by Canton and asked him to explain this report compared to the previously distributed report. Canton referred to page 2 and indicated there were five points of interest. Porter asked Canton to explain why the Building Department needed a Building Department Administrator instead of the current staffing. Canton explained that the committee had done quite a bit of research which included contacting the county and a private organization to see what they could do to help with the Building Department. Canton stated that the county was short staffed and could not help the Village as much as one would think. SafeBuilt did not seem like a feasible option because of its philosophy and cost. Canton reported that the Building Department was experiencing an increase in activity, even during the pandemic. He and Berger felt that the responsibilities in the Building Department and the role the Building Department Administrative Assistant/Board Clerk had as the secretary should be expanded.

Carroll stated that the county would have to conduct the Village's inspections if the Village were to eliminate the Building Department. This is part of the tax structure. Members of Council met with the county a year ago and had discussions with the Building Inspector. Carroll referred to the committee's analysis and asked if the committee's recommendation was based solely on the number of permits. Canton stated no. Carroll explained that in reading the report, it appeared to be based on permits. Carroll addressed the Clemans Nelson analysis and advised that at the time of the analysis, someone had described the Clemans Nelson personnel conducting the analysis as "college kids." Carroll clarified that one of the individuals was an attorney and the other had a BS in HR and Business Administration as well as a certification in HR Management and Analysis. They have done job task analysis for multiple communities in the State and within Geauga County. When they conducted the analysis, they looked at not only permits, but workload, call volume, walk-in traffic, and some of this data was not easily provided to them. As a result, some of the analysis was difficult to determine. This was not a new topic. The right sizing of the Building Department had been studied for numerous years by previous Councils. Carroll had previously discussed with the former Building Department Administrative Assistant/Board clerk the concept of her becoming the Zoning Inspector. He clarified that what was discussed was about making the position because making the position and the person who would fill the position were two different issues. In just discussing the position, if it were going to include Zoning Inspector and Administrative Assistant, it would make sense for the position to be 24 hours a week with potentially an additional maximum of 10 hours for Zoning. With an additional five hour factor, this would bring the position up to 40 hours, which made sense to him. Carroll further explained that the previous committee also had discussions about combining the Fire Inspector and Zoning Inspector positions. This concept fell off the radar.

Based on what the current Building Committee put together and based on what Clemans Nelson previously stated, making the position full-time without the Zoning Inspector duties did not make sense to him. The position would include being an Assistant Zoning Inspector where Dave Hocevar would be the Zoning Inspector. Carroll acknowledged that Hocevar had been doing it, but Council had been made aware on numerous occasions that he did not like, nor did he want to do it. Carroll stated he struggles with the dysfunction coming from the Department and struggles with the fact that Council has looked at this issue for well over 18 months.

Carroll advised that he was not even addressing the person the committee was proposing for the position, because he had serious concerns with this. Referring to the proposal, making the position full time just because the Building Department Administrative Assistant/Board Clerk was busier would only make sense if the Zoning Inspector were added. This would be additional responsibilities. Carroll advised that he was aware that there could be some issues with the taking of money by one person who is acting as both Administrative Assistant and Zoning Inspector, but he understood there could be a way to work around this. Carroll stated he struggled with the report that was put together by the committee and flagged areas of concern which included disparaging remarks against Clemans Nelson, whom Carroll believed did a good job with the analysis. What he derived from the committee's report was that permits had increased, but he indicated these were remodels and some tear-down/rebuilds. Some of the permits were for single occupancies. In looking at quantity and impact on residents, he questioned how many residents received direct inspections. He pointed out that a single project may have four or five permits. Relating to there being more work, he did not want to be jaded that the committee was just counting permits. He was not convinced that the permits were not blown up. Council had discussed right sizing the Building Department, which was included in strategic plans. It was not a new discussion. It just seemed like the discussion kept coming back to it having to be full-time. In conclusion, Carroll stated that if the position would be doing Zoning Inspections, there would be hours to justify it increasing to full-time. However, without taking the primary responsibility of Zoning Inspections, Carroll did not see the justification for 40 hours. Additionally, regarding the salary, the first Carroll had heard of it was at the last Council meeting without the benefit of it being discussed by Finance and HR Committees. Clemans Nelson had been brought in to do a detailed salary analysis. Council wanted an independent analysis because there were very arbitrary salaries. There were previous employees who would say how much they should make, and the Mayor would come to Council and say that was right. It was very contentious. Clemans Nelson was brought in to do a comprehensive salary analysis to see where the Village was. The findings were that some people were paid a little lower and some were at the high end of the recommendation. Carroll expressed concern with the \$26.00 per hour recommendation, noting that the individual already started at the top of the pay range because of her experience. Usually, a part-time employee was paid a little more than a salaried employee because of the difference with benefits. Carroll stated the salary was another concern for him. He wanted to see the justification for it.

Berger stated he was not on Council when Clemans Nelson did their analysis. He was not hung up over the fact that because they were paid \$5,000 that the quality of their report somehow became sacrosanct. He could not recall how many times he had read consultant reports in his private industry. His opinion stood that the report was written to justify a position, and not to come to a conclusion. He believed this. He believed they were handed a note that said, 'here is

what you have to come up with' and that was what they wrote the answer for. Why the Village hangs its hat on Clemans Nelson, Berger stated he did not know.

Berger stated the Village currently had a Zoning Inspector, adding that it was in Hocevar's contract that he was the Zoning Inspector. The thought was that the Building Administrator needed additional hours to work on zoning issues and they were working together between Inspection Solutions and the Building Administrator to accomplish this task. Berger stated that it was clear that more hours were needed to do all the things that were listed as job functions for the Building Department. He questioned hiring another part-time person, or two part-time people, or splitting the job into four or five pieces, and added that maybe this was an answer. He did not know where these people would be found, but said it was a possibility. Berger stated that the committee looked at the situation and said they had someone capable of doing all the work that needed to be done and needed to create a job description that covered all the work. If this made sense, this would be the direction they would take. The committee chose a path based on what the jobs were that needed to get done and what they knew to be talent available to them.

The suggestion that the permits were based on remodels and not new buildings and therefore somehow the permit process was easier was a misconception. Porter asked why this was the case. Berger stated it was the same amount of paperwork whether someone was doing a completely new project or a mechanical permit for a rebuild. The work was the same irrespective of the type of project being done. The main job functions of the Building Department Administrator included permits, registrations, management of the septic tank cleaning process, Board Secretary positions, and the zoning issues. Berger provided the committees with the job description for this position. Rather than rewrite three job descriptions, he just attached them as additions to a main page. He stated that if the committees were interested in looking at it from a budgetary or HR perspective, he was all ears. However, if it were a matter of being critical of the structure, it could be a short meeting.

Porter asked if the committee envisioned the full-time Building Administrator to be in addition to having the part-time or full-time Building Department Secretary. Berger stated this replaced all the pieces. Carroll asked if the position would be a Department Head. Berger stated no, it was not intended that this person would be the Department Head. Carroll asked if the individual would be reporting to Mayor and Council. Berger stated the position would report to the Mayor as Department Head. Carroll stated that some positions previously adopted report to Mayor and Council, which was the recommendation of the Solicitor. Porter asked if there was an advantage to only reporting to the Mayor instead of Mayor and Council. Berger stated he was a proponent that the lines of authority be clear, and stated it was tough to serve multiple masters. If the individual reported to the Mayor, then it was very clear who the boss was and who was making the decisions in terms of how the work was being accomplished. If Council were added, then there was a potential issue of the individual going from one to the other to get the desired response. If it were one person to whom the person reported, then it would be clear.

Carroll stated it was ironic because this position had a direct report, but the individual in that position would go to the committee, to the Mayor, and was not following the direct chain of authority that was granted to the position's supervisor. While he believed Berger believed his own words, in practice this did not occur with the current individual in the position. Carroll

stated it was a Pandora's Box, and clarified that Council had been in this position before where there were employees who started at one position and then who wanted more and needed more help. Carroll stated he was still open minded about allowing the committee to make the position full time but was being cautious. If the position were used properly, he could see it being full-time. He added that when talking about part-timers, there was an awesome opportunity for a period of six weeks before COVID-19 when the Fiscal Officer and her Administrative Assistant and the Building Department Administrative Assistant/Board Clerk were working out of the same office. There was the opportunity to cross train, and the potential to have coverage of the office from 8:00 to 4:00 p.m. However, COVID hit and the individuals were separated, which did not help. The Village did not have this flexibility currently, and probably would not in the foreseeable future.

Porter stated that Carroll referenced full-time and asked if he was speaking of the Building Department Administrative Assistant transition from part-time to full-time, or was he referring to the Building Department Administrator full-time. Carroll stated that it was still the Administrative Assistant. He cautioned about the use of the title Administrator and stated if there were a Village Administrator, there were titles and responsibilities that go with this. Porter agreed. Carroll stated it was a full-time Building Department Administrative Assistant because she would be assisting the Zoning and the Building Department. Carroll said he would be more inclined to keep it as a full-time Building Department Administrative Assistant versus Administrator. The Administrator title gave him the impression that this person would oversee Hocevar. Carroll asked the committee if this was what they were thinking. Would Hocevar be reporting to the Building Department Administrator or would both positions report to the Mayor. If this were the case and the committee was recommending full-time, he would keep it as the Administrative Assistant versus the Administrator.

Berger stated he did not get hung up over titles. He looked at the work that was being done. That position would not be signing the contract for Inspections Solutions. That contract was being signed by the Department Head, who happened to be the Mayor. Berger stated no, Inspection Solutions would not report to that position.

Porter asked Nairn if she wanted to comment. Nairn advised she was taking notes.

Regarding Clemans Nelson, Canton asked Carroll if he knew how many hours the staff was on the Village campus actually observing the work being done. The Fiscal Officer did not have the information on hand but stated it would be on the billing statement. She would provide this to Council. Canton stated that his experience with time studies occurred when he was working in industry. There were times he worked five to seven days a week, 80 hours a week, depending on business. Several times in private industry, time studies were conducted of his position, and it involved the staff being present for eight hours every day for two weeks.

Regarding part-time wages, Canton acknowledged Carroll's statement that part-time workers might make a little more money hourly without other benefits. He wanted to make sure the committees knew that the current Building Department Administrative Assistant/Board Clerk would not be taking any health care benefits. He believed that would amount to \$14,000 per year for a family. However, Canton stated the Building Department Administrative

Assistant/Board Clerk was interested in the Health Savings Account (HSA). The Fiscal Officer stated that the Building Department Administrative Assistant/Board Clerk could not have this without having the health care benefit. She added that in government employment, service time with other employers was carried over. The Building Department Administrative Assistant/Board Clerk could possibly have over 14 years past service time, which would make the individual possibly eligible for three weeks' vacation after a year and then after that, four-weeks' vacation. 45 days of sick time could also be carried over from a previous employer.

Canton stated he wanted to refresh everyone's memory that the Village had well over a half billion dollars of assets in the Village. He believed an amount like that deserved a full-time person in the Building Department. He stated the Building Department was a service like the Service Department and like the Police force. Although it was true that if needed, the county could serve as the Building Department. He added that after speaking with the county, they did not seem enthusiastic about this because of budget restrictions and the fact that they were understaffed. Canton said that Council was not enthusiastic about defunding the Police Department and having the Sherriff's Department take over. Canton stated that the local government was there to serve. The Building Department, like the other departments, played a significant role in what made the Village a special place to live.

The Mayor addressed Carroll's statement about the dysfunction of the Building Department and stated he had not seen that. He added that he had received zero complaints from anyone. The Mayor said that the United States Geological Survey (USGS) would be coming to make proposals for the water wells, which was an \$8,000 situation and they come every year. The Mayor stated he did not respect what Clemans Nelson did because they never came to Council with a presentation. He never spoke to a person from Clemans Nelson although the report stated they spoke to the administration. The Mayor added that they never spoke to past or present employees. They came on a Monday morning and were gone Monday afternoon. They sat and watched the former Building Department Administrative Assistant work. He did not respect what they did. The Mayor researched Clemans Nelson and spoke to people in other communities and the Mayor said they have some things they do very well and some things they do not. He was not impressed with them and is still not.

As far as staffing levels of the Building Department, he spoke of 15 years ago when it was staffed by "Dave, Laura, and Maggie." The Mayor stated this was 84 hours a week. When the economy was slow, Hocevar would be rented out to Chagrin Falls for \$75 per hour, which is his asking price ten years later. When Hocevar left, Maggie left. The Mayor stated that Laura (Heilman), who had been a part-time Building Inspector and secretary worked 40 hours a week and was given an assistant, which was 65 hours a week. The Mayor stated that Council was asking the Building Department staff to do the work in 25 hours a week plus five hours from Hocevar. He stated that the job cannot get properly done in 30 hours. As for more employees, he stated that the Village was half a guy short in the Service Department without the high school summer help. He stated the Village had only added an assistant in the Fiscal Office who probably should be a full-time assistant. The Mayor did not know why in the ten weeks from January until COVID-19, cross training did not get done any better than it did. He looked at the numbers of 84 down to 30 and two guys trying to cover 400 square miles. He added that the Village had a guy who was one of the best in the state. Porter pointed out that the Village was 4

square miles. The Mayor stated it got done well. The Mayor added that the department had been busy with Architectural Review Board (ARB), Planning Commission (PC), and Board of Zoning Appeals (BZA). They had seven items at the last ARB meeting. There was a lot going on and no complaints about the performance of the Building Department from anybody from those boards, who are all volunteers. He thought they were functioning but scrambling. The Mayor stated it was bad when there were no minutes coming in on time because the work was not getting done.

Nairn appreciated the research that had been done on the matter and added that it had been ongoing for a very long time. She stated that she had concerns that every resident in this Village who paid taxes was paying for two Building Departments, the Building Department in Chardon and the Building Department in South Russell Village. It was difficult for her as a tax payer to justify two full-time Building Departments. Porter asked Nairn what she thought about having a separate Village Police Department and paying for a county Sheriff's Office. Nairn stated that she saw Porter's point, but for her, safety preempted everything. She added that perhaps the department was a little top heavy although there were officers who were retiring and leaving. She clarified that the Village still had nine officers, and added that in an emergency, she would want to rely on South Russell Police and not the Sheriff's Department because of the geography. Porter added that the Village was a long way from Chardon. Nairn thought the comparison was that of an orange and an apple. The Building Department could not be compared to the Police Department. She understood there was a lot of activity and that although the Village was built-out, it was cycling over into an era of remodeling. This was how she justified the existence of the South Russell Village Building Department. However, she expressed her concern about using tax dollars to fund two full-time Building Departments. She added that it was a small community of four-square miles with a population of approximately 3,700. To have a full-time Building Department for this area and population was hard for her to get her brain around currently.

Berger asked Nairn if she was willing to give up all the local zoning that had been passed by Council. If the Village used the county services, the county would not enforce any South Russell ordinances regarding zoning issues. They would only enforce county regulations. Berger cited the Septic Ordinance as an example. Nairn stated she was not in favor of giving up the Building Department nor had she said that. Berger clarified that there would be a different set of rules living under the county jurisdiction as opposed to having a Building Department for South Russell. He wanted to be sure Council was aware of this, that the Village would lose the BZA and ABR and there would be no control of how the county managed what happened in the Village in terms of building.

Carroll agreed that control would be lost and clarified that the value added in having a Building Department gives the Village the ability to have zoning that is stricter in some things that the Village wants. He added that he could argue that in looking at the lighting issues and house on Daisy Lane despite strict zoning, the Village had some really goofy things that had occurred, nonetheless. Carroll posed the question of whether there was value added. He answered there was value and said to dismantle everything would be very challenging. The part-time model worked well. Coming full circle and making it a full-time Administrative Assistant would keep

the value added with zoning and some of the control the Village had. He did not want to belabor this.

Regarding the health care and salary issue, Carroll advised that if he were to waive health care with his job in Lyndhurst, his salary would not increase. It is a benefit offered to the employee. He added that sometimes there is an ancillary benefit that provides a payment for someone who waives health insurance. He clarified that he would not receive \$14,000 more in his pay for not taking health care benefit. Carroll asked the Fiscal Officer if there was an ancillary benefit, and Berger stated it was \$1,000 per year. Carroll stated that with this benefit he would never increase someone's salary just because they were not taking health care.

Regarding dysfunction of the Building Department, Carroll stated there had been dysfunction. Perhaps it was not with the residents, although there had been some minor issues, but within the department itself and with previous employees. Carroll stated that at a previous Council meeting, a former disgruntled employee wrote a letter to Council that was completely off-base. He believed this implied dysfunction. Another example was when Council recognized the fact that the past practice of what this employee and the Building Inspector, who was on retainer were doing in the department was an illegal process according to the State and County Auditors. When Hocevar was full-time, there was big value added. Now, the Village was in a position where it could live with a part-time inspector and full-time Building Department Administrative Assistant. The remainder of the matter to be addressed would be the job description, salary, and benefits package, which the Finance Committee would need to discuss. He was unclear how the committee determined the salary and suggested contacting Clemans Nelson. Carroll acknowledged that the Mayor did not like the report but stated that there were things Clemans Nelson did well including the salary analysis. Carroll wanted some substance on how the salary was determined and the justification. He added that he was addressing the position, not the person.

Porter asked Canton or Berger to address how the salary range was determined for the Building Department Administrator position. Canton stated that the individual who was currently working in the Department was at \$23 plus per hour. Berger clarified it is \$23.59. The individual wanted to be bumped up to \$26.00 per hour because of the added responsibility. Canton indicated the high end was to allow for future raises. He added that they could have made it \$1 to \$100. Porter clarified that Carroll was asking how the committee determined that this was the appropriate range for that position. Did they compare it to other positions in other Villages with similar job duties and descriptions? Did they then determine that the range was not at the high or low end but in the middle? Canton stated it was difficult when he was making the calls and spoke to individuals from different areas of Geauga County. They might have had one person that wore many hats and there was no way for them to come up with how much of the hourly wage went towards the different aspects of the job. The townships were of no help because they did not have a Building Department. Porter clarified that the committee called other villages and townships about their Building Departments in order to figure out what was done. Canton stated he called a couple of townships and was told they could not help him because they use the county. Canton asked Berger or the Mayor to expand on the matter.

Berger deferred to the Mayor. The Mayor stated he spoke to Karen Indress of Bainbridge and asked her what the Administrative Assistant was paid. He spoke to Dan Fritz, the Mayor of Moreland Hills, and was told they pay in the mid \$50,000 for full-time. This would be more than \$26 per hour. The Mayor spoke to Laura Heilman and found South Euclid paid \$24.23 per hour. He thought this was a good range and added that he always looked to Moreland Hills and said it was the only real Village to which South Russell could compare itself. He had not looked at salary schedules for Chagrin Falls, but in the past had asked and was told the office workers made \$55,000 per year, which was less than \$26 per hour. The Mayor could not remember what the Building Department Administrative Assistant/Board Clerk received in Brecksville.

Carroll stated that although the Mayor preferred to look to the west, he thought that Cuyahoga County communities were very different. Carroll stated he identified as a Geauga County resident in South Russell, OH, not as a Chagrin Falls resident. Although he appreciated the analysis, he wanted more information. He added that it was unfortunate that the Village no longer had Clemans Nelson because this would be something they do very well. They looked at a lot of comparable communities when they determined the salary data. The Finance committee could look at this more to see what would make sense and work with HR on a detailed job description through a query with other communities.

The Mayor said he did not know what county Building Department staff earned. The Fiscal Officer stated that through her clerks' group, she could easily contact surrounding communities for job description and salary ranges. If they were to provide the title, Administrator, it would create an issue where it would be difficult to do the comparable. Job descriptions could be compared with the actual duties and then associated with a pay range. She would do a records request of the clerks and finance employees in Geauga and Cuyahoga Counties.

Porter addressed a community identified by Galicki previously that was the Village's twin. The Mayor stated it was Plain City. The Fiscal Officer advised Clemans Nelson had contacted this community, and she could utilize this information. The Mayor stated that he receives information from Plain City and added that they had a swimming pool, splash pads, concerts and noted how it was amazing how different they were. The Mayor stated that Council would be back to apples and oranges with what Plain City was doing.

Carroll stated there was information the Finance Committee needed to obtain to present to the full Council about salary for the position, assuming it went full-time. Additionally, HR should have an opportunity to look at the detailed job description again so that when they reconvened, suggested changes could be made. Carroll asked what the office hours would be if it were to become a full-time position. The Mayor stated that his opinion was 8:00 a.m. to 3:00 p.m. Monday through Thursday. The office would be closed on Friday, but the employee would be frankly hiding in Dave's office so she could get her work done and minutes done. This would be seven hours a day, five days a week, which was 35 hours. Then there would be nighttime meetings and the minutes that would go with this which would make a 40-hour week. He thought in some cases, some weeks there would be a situation where there might be two meetings in one week, so there would be two nights out and two sets of minutes. There would be weeks when the person would work over 40 hours and then in that week or the next week that person would not work on Friday just to keep the hours averaged at 40 hours.

Carroll stated that often, the board meetings were cancelled. The Mayor agreed. Carroll continued to explain that often, the meetings are short. The Mayor agreed that some are. Carroll asked how this would work. He understood the concept of flexing the schedule, but keeping the office open 8:00 a.m. until 4:00 p.m. Carroll thought the hours seemed too arbitrary. He noted there were 27 times since October that the Building Department Administrative Assistant/Board Clerk was there after 8:00 a.m. when the office opened at 8:00 a.m. Carroll advised that the matter of tardiness was discussed at the previous Council meeting. It was not feasible to have someone who would come in at 8:15 a.m. and who would stay until 4:15 so that time was made up. If the office opened at 8:00 a.m., the employee should be there by 8:00 a.m. Nairn added that the individual should be there before 8:00 a.m. so that the employee was ready to work at 8:00 a.m. Carroll added that the employee had an issue with the previous employer, and he did not want to go down the same road. He saw the Mayor's proposed schedule as opening the Village up to an opportunity of a lack of accountability for the time, as the person currently is not. It concerned Carroll. If this employee planned to take this position, Council needed to hold employees accountable. Carroll wanted the position to be concrete, strict, and laid out decisively on the expectations, roles, and responsibilities, and not that the employee had to work from home for some reason. Carroll clarified that Council would need to weigh in on the actual Building Department hours. He stated that if the employee had two evening meetings, having Friday as a flex day worked well. If there were no meetings, it would be expected that the employee would report for a full day of work on Friday.

Berger stated he wanted to keep the conversation separate between the individual doing the job and the job description for the position. He explained that regardless of the hours determined for the Building Department, it would be up to that person to meet those requirements. If the person could not, the Village would have to find someone else. He felt they were getting bogged down in the person and not the position. Every time Berger would say position, Carroll would say person. Every time Berger would say person, Carroll would say position. He wanted to just talk about the position and set the rules. If it was decided the current employee was appropriate, great. If not, they move on to Plan B.

Carroll asked about what conversation had occurred with the current employee about the position. He said it had been crossed over. Carroll agreed with Berger and said that through discussion, they had been able to wrap their heads around making it a full-time position and they had discussed the topic of salary and benefits. He then asked the question about time and what it was. They also had discussed the current employee taking it and added that the matter had been discussed with this person to the extent that she had indicated she did not want health care. This was how the discussion led over to the person. While Carroll agreed with Berger that the position was first and foremost what was being discussed and the hours of the position, if that person wanted the position, they needed to know that 27 times being late in the last quarter of 2019 was unacceptable if the employee wanted the position.

Concerning time, Canton stated that in his 36 years of education, he was never on time but always early. He strongly believed in this. When he became a Council member, he could not believe that the Village did not use purchase orders. He also could not believe that there were no employee evaluations, but that employees were granted 2 and 3% raises. Canton had never

worked anywhere that did not have employee evaluations. When it comes to being on time, every employee must be on the same plane. Dock the person! If the person was three minutes late, dock them three minutes. He did not know what was so difficult about this. Canton stated that they had gone back and forth, and he heard an individual say that the individual was chronically late. How was chronically defined and how did that person know? Were there telescopes looking at the door? If any employee were tardy, that person should call to say they would be late, and they should be docked. Canton thought that docking pay would be motivation to get in earlier. Canton suggested HR investigate the Service, Police, Building Departments, and Village Hall to make sure every single employee was where they were supposed to be at a particular time. If a person were late, they could get a verbal warning. If the person were late a second time, they could get a written warning. The third time, they would get docked. Fourth or fifth time, they would be dismissed. Porter agreed and said there was progressive discipline in the Village.

Carroll addressed meeting with Berger for a Finance committee meeting, and he asked HR to look at the job description to make sure it was in line. He expressed his concern with the title of Administrator and added that it was necessary to be careful with it. Full-time Administrative Assistant seemed more appropriate or Executive Assistant. Administrator would give it the connotation that the person was a department head and in charge. Porter stated that Administrator covered a lot of territory and could mean more than one would think.

Carroll acknowledged that it had been a long process but stated he thought he could get behind the understanding that the position should be a full-time position given the job description, responsibilities, and workload. He added that the hours needed to be examined and questioned the issue of paying overtime. He thought there were ways of building it into flex time. Overtime becomes self-fulfilling at times. Council needed to be tight on this. If it was earned, he had no problem with it. However, if it were kept too flexible, he was concerned. Nairn stated it was too loosey goosey and she did not like the sound of the employee hiding out on a Friday. Whether or not the Mayor meant it this way, overall, the ambiguous Friday was a gigantic can of worms. Carroll stated he could not disagree.

The Mayor stated that in his opinion, time would start when the computer was turned on. If employees were smart, they would not take off their coats or put down their lunch before turning the computer on. This would be the timeclock and time sheets would be unnecessary. He thought they had trained the current Building Department customers so they were not showing up on Friday and he would like to keep it that way. In January and February, it should slow down. He did not see why it needed to be open five days a week. The Mayor stated that if customers come knocking on the door or they called her and she was hiding out, she would come out and take care of them, which was what she did now.

There was discussion of using a phrase other than 'hiding out.' Carroll stated it had a bad connotation and had concerns about Friday, speculating perhaps the Building Department could be open from 8:00 until noon. Nairn stated it had to have structure. Carroll advised that they had just discussed for an hour about the value added and why it was needed because of time and hours involved in serving the residents. Carroll wanted to be sure the Village was serving the residents first and foremost. It was not for the convenience of the person holding the position. If

that person could not accommodate the schedule, then the Village would find someone else. Carroll wanted to be sure Council was driving the bus for the residents versus the employee driving the bus.

Porter adjourned the meeting at 9:05 a.m.

Michael Carroll, Chair of Finance Committee

Mark Porter, Chair of HR Committee

Gerald Canton, Chair of Building Committee

Prepared by Leslie Galicki