

Human Resources Committee Minutes

25 January 2022

Attending:

Mayor Bill Koons (WK)
Ruth Cavanaugh (RC)
Danielle Romanowski (DR)
Chris Berger (CB)

Meeting called to order at 3:03PM by CB. The meeting was held in person at The Village Hall.

1. DR reported that evaluations had been completed for all employees for 2021. A discussion ensued questioning how the evaluations were used in the formulation of raises offered to employees. This discussion led to the review of the proposed schedule of compensation for employees as created by former Councilman Carroll and Councilman Berger. RC suggested that she would need time to study the proposal before recommending to Council. All agreed to review the schedule at the next HR meeting.
2. DR explained the differences in evaluations between the various departments and the need to establish consistency among all village employees.
3. CB raised the issue of the amount of raise offered to employees beginning 1 January 2022 and that the increase cost of insurance played a significant factor in Council's decision. DR explained that a sheet of compensation was given to each employee explaining the "total compensation" package offered to each. DR reported that the employees understood and were appreciative.
4. DR reported that the Administrative Assistant's position had been increased to 38 hours per week at the December 13th, 2021 Council Meeting. While grateful, the increase in hours was not sufficient to meet the needs. CB stated that increasing the hours to nearly but not actual "full-time" of 40 hours per week with the accompanying benefits was not fair to the employee. CB and RC agreed to propose to Council to rectify this issue at the next Council Meeting. Further, DR said additional help beyond the Admin. Assistant was necessary to get all the administrative work done including cross-training for the Building Department. CB inquired as to the hours required. DR suggested 20 hours per week – part-time. CB and RC to recommend to Council.
5. CB and RC agreed to schedule regular HR meetings for the Thursday after the 1st Council meeting of each month at 8AM.

CB moved to adjourn the meeting 4:26PM. RC concurred.

Minutes approved by: _____
Christopher J. Berger, Chair