

Human Resources Committee Meeting Notes for

14 March 2022

Attending

Chris Berger, Chair (CB)
Mayor Koons (WK)

Ruth Cavanaugh (RC)
Danielle Romanowski (DR)

Meeting was called to order at 9:03AM

1. CB discussed the exit interview for Officer Franks. Biggest concern is how we, as a public, promote Law Enforcement as a career choice for our youth.
2. New full-time Officer to be sworn in at Council Meeting 3/14/22. Chief Rizzo is searching for part-time officers.
3. Village salary matrix – RC to review. CB and RC plan to present to Council on 4/11/22. Question raised with regard to Street Commissioner salary in comparison to other Department Heads. DR to gather salary ranges from surrounding communities for further discussion in April.
4. RC and CB agreed to present to Council a request to offer the part-time Admin Assistant a full-time position at 3/14/22 meeting.
5. RC and CB agreed to present to Council a request to amend the pay range for position #25 (Admin Assistant – full-time) at 3/14/22 meeting.
6. RC and CB agreed to present to Council a request to advertise for an Admin Assistant – part-time at 3/14/22 meeting.
7. WK asked that the HR Committee organize a Village Appreciation Luncheon for employees, Board Members, and recently retired individuals having served the Village for recognition. Date suggested was May 20th, 2022, from 12-2PM at the park. Suggested that we recognize former Council Members Nairn and Carroll and present their Certificates of Appreciation at this gathering. WK to confirm the date to the committee.
8. WK raised the issue of “Employee of the Year” Award. CB and RC agreed with WK that the award amongst a small group of employees fostered more negative than positive goodwill. All agreed to discontinue the practice.
9. WK raised the scheduling of the Veteran’s Recognition Luncheon. This was a great success last November. CB suggested that although not an HRC function, we could take on the responsibility for this event. RC concurred. Suggested date is Monday, November 14th, 2022. WK to coordinate with Sleepy Rooster.
10. WK informed the committee that he had been approached by an outside health and benefits company to make a presentation to the committee. WK to coordinate a date for the presentation in April with the Committee members.
11. WK asked if the committee would promulgate rules for “work from home.” After discussion, RC and CB agreed that the Village should not promote such activities and the committee would not provide guidance as such. WK agreed that if the issue was raised, HRC would revisit.

12. WK raised the issue of “new residents’ packets.” CB questioned this as an HRC function. All agreed it was not. DR advised that information is posted to the SRV website. All agreed that the Village did not need to provide physical information packets.
13. WK raised concerns with Ruth Griswold’s job description and asked for flexibility in her work hours including working overtime, discretionary time, a 160 hour a month schedule, and comp time. WK compared this concern with other Department Heads. CB pointed out that ORC and SRV Ordinances would not allow Ruth G. to be a Department Head (ORC 1444 and SRV 230.04). DR and CB raised concerns with “flex” hours that would violate overtime rules – any time worked over 40 hours within a 7-day period. After discussion, HRC agreed not to change Ruth’s work hours or extend overtime opportunities. CB noted that by adding a part-time Admin Assistant with the goal of training as a backup in the Building Department and using a portion of the hours allotted to Building Department functions, we could alleviate the need for overtime.
14. DR raised the issue of reimbursement for annual physicals for Village employees. Current reimbursement is \$100. Only 5-6 employees participated. Best interests of all for employees to have regular physicals. CB suggested raising the reimbursement to \$250 for 2022. If more participation, great. Otherwise, discontinue the program. RC concurred.
15. DR raised the issue of inconsistent employee review process and provided examples to the Committee. CB and RC to review and discuss at the next HRC meeting.

Meeting adjourned at 10:23

Christopher J. Berger, Chair