

Human Resources Committee Minutes for

6 April 2022 (amended)

Attending:

Mayor Bill Koons (WK)
Ruth Cavanaugh (RC)
Danielle Romanowski (DR)
Police Chief Rizzo (MR)
Chris Berger (CB)

Meeting called to order at 9:03AM by CB. The meeting was held in person at The Village Hall.

1. MR advised that another Police Officer announced his resignation. RC and CB to conduct an exit interview on April 14th at 5:00PM.
2. MR advised that he had received resumes for potentially one full-time and two part-time officers.
3. MR advised that a mistake had been made in the hiring process for Kevin Spackman. Based upon length of service, he should have been hired at a Class B instead of Class C. Asked to have the issued raised at the next Council meeting. CB to present.
4. Continue discussion of village employee salary matrix – are we ready to present to Council? RC reviewed with a discussion of the Street Commissioner's position and salary structure. Agreed to present the matrix to Council for consideration.
5. Continue discussion of Administrative Assistant position – full-time. Are we making progress? DR advised that progress was being made to catch up but that administratively, SRV was not yet where she wants to be. DR happy with the full-time AA.
6. Continue discussion of Administrative Assistant position – part-time. Candidates? DR has received several applications but was not ready to recommend anyone for the committee's consideration. Will continue the search.:
7. Appreciation luncheon – status? WK said the date is May 20th. More details to follow. DR to research additional restaurant options in SRV for catering.
8. Veterans' luncheon – WK reported date as November 14th. More details to come.
9. Benefits/Health Insurance, Salary, presentation – WK to schedule a meeting and email details to the committee
10. Board position presented by County Commissioners – HR agreed not make a recommendation

ACTION LIST

1. RC and CB to handle exit interview for police officer
2. MR to advise when HR was needed to conduct interviews for a full-time officer and two part-time officers.
3. CB to present to Council issue for Patrolman Kevin Spackman.

4. CB to introduce a resolution to Council on April 11, 2022 for adoption of the salary matrix
5. DR to run the ad again for the part-time administrative position.
6. DR to report catering options for Appreciation luncheon
7. WK to report additional details for Appreciation luncheon
8. WK to email details for an HR Benefits presentation

Submitted by

Christopher J. Berger, HR Committee Chair