

Human Resources Committee Minutes for

4 May 2022

Attending:

Ruth Cavanaugh (RC)
Danielle Romanowski (DR)
Chris Berger (CB)

Meeting called to order at 4:00PM by CB. The meeting was held in person at The Village Hall.

1. Discussed travel and training policies and procedures. All agreed that a policy should be written and added to the employee handbook. DR suggested that a thorough review of the handbook was in order and that perhaps, an outside HR firm might be of value to the Village. Committee discussed ERC and Clemans-Nelson among others as possibilities as several new policies need to be prepared. Village activities are becoming increasingly complex, and policies need to be developed to address these issues.
2. The Committee agreed to recommend to Council that NO "Citizen of the Year" Award be created. If the Mayor wants to recognize a citizen of the Village, then the mayor should do so by proclamation and nothing further. NO commercial businesses should be recognized or advanced over another.
3. The Committee discussed an "Appreciation Gift Policy." Agreed that a policy should be written, and the committee will undertake the task. In the interim, the Committee agreed to propose a motion to Council to address the current need and will do so on May 9th. (CB to draft).
4. Continue discussion of village employee salary matrix. A third reading is scheduled for May 9, 2022. RC reviewed with a discussion of the Street Commissioner's position and salary structure. DR noted that the salary ranges for the matrix do not cover all positions within the Village and are not consistent with the current Ordinance. Agreed to table the motion pending further discussion. Mike Carroll to be invited to a June 15th meeting to explain his thought process in creating the matrix.
HR Committee to meet with the Department Heads to ensure that the matrix is consistent with their departmental needs.
5. Continue discussion of Administrative Assistant position – part-time. Are we making progress? DR advised that progress was being made to catch up but that she was unsure what skill set she wanted for the part-time position – accounting or admin? Until she has more clarity, she is willing to proceed cautiously. DR has received applications for the position and agreed to share them with the Committee. CB reminded DR that Council had authorized the expenditure for this position and did not want to be told that administratively, we were behind. DR acknowledged Council's position on the issue. AA – FT will spend time at the Building Dept. working to learn from the Building Admin. Assistant.

RC moved to adjourn at 5:20PM. CB concurred.

Submitted by

Christopher J. Berger, HR Committee Chair

DRAFT MOTION

RESOLVED, that Council shall direct the Mayor to recognize those Individuals that have served in a voluntary capacity on Committees and Boards within the Village for a period of at least two years and have now completed their service within the last six months by presenting each individual with a proclamation of recognition and a \$50 gift card, to be purchased by the Village.

Individuals that have been compensated for their service (ARB or Village employees) are not eligible for this recognition. . So, moved