

Human Resource Committee Meeting
Friday, June 12, 2020 9:00 a.m.

Present: Chairman Porter, Councilmember Nairn, Fiscal Officer (FO) Romanowski and Mayor Koons

Porter called the meeting to order at 9:02 a.m.

Fiscal Officer stated she asked to meet with the HR Committee to discuss items in the letter from former Building Inspector/resident Laura Heilman that was read into the record at the 6/8/20 Council meeting.

Regarding Heilman's comments that the FO has been on a mission to move into the Building Department to have a larger office - the FO stated she felt that was a petty and ridiculous comment. FO stated she felt the comment stemmed from a past meeting with Russell Township and the Village regarding the possibility of sharing a Building Department. The Mayor was out of the Country and unreachable and President Pro Tem, John Dishong, chose to hold an information gathering meeting with the township. FO stated that since that meeting, unfortunately the Mayor and Building Department employees have always felt that the FO was out to close the Building Department. FO explained that she works for Mayor and Council and provides numbers, etc. as requested; which was what she did.

Heilman commented that the State Reports were never shared with Council in the past. FO stated she shares all finance-related reports she files to the elected officials and didn't believe sharing the Building Dept. State report would be an issue. Given that Council had questioned the State report in a previous meeting, FO thought sharing it could answer some of their questions. As the Department Head of the Building/Zoning Department, it was the decision of the FO to share it.

Regarding the comments made by Heilman that the FO and Fiscal Auditor (FA) were aware money was being held in the Building Department for "weeks and sometimes months at a time before they are deposited" is simply not true - the FO and FA were never aware of such practices. Knowing there is a legal requirement to have timely deposits, they would have addressed this issue had they known.

Heilman also commented that the requirement for depositing checks within 24-48 hours may be true for the FO's department, but not the Building Department. She stated this was not "illegal or inappropriate and the employees are not mishandling the funds." FO stated she followed up with both the County Auditor and the State Auditor's offices to find out what the depository requirements are and if they differ per department. FO reported that both the State and County confirmed the FO's statement that deposits are to be made within 24 hours for all departments. Council could pass legislation extending the timeframe to three days, but that can only be applied to deposits under \$1,000. Therefore, holding checks in a file in a filing cabinet is in fact inappropriate and illegal. FO clarified that she never implied that the employees were intentionally doing anything illegal with the deposits nor did she suspect fraud of any type. She stated she never knew the department was holding money until she was physically in that office. She simply wanted to ensure the Village was safeguarding funds it received and meeting its legal requirements.

There was discussion about the State's 24-hour deposit requirement. Council can pass legislation extending the depository requirement to three (3) days, however that would only be for deposits under \$1,000. Any deposit or combination of deposits over \$1,000 must be deposited within 24 hours. There was discussion about where the safe should be located (Building Department or Fiscal office) and who would have access. After discussion, it was decided that the safe should be moved to the Fiscal Office. At the end of each day, the Adm Asst/Board Clerk could give the deposits to the Fiscal Officer who would process and prepare the deposit. The FO or FA would make the deposit. In the absence of the FO and FA, the Administrative Assistant to the Fiscal Officer could make the deposit into the bank.

FO reminded Council that in the fall 2019 she was made the Department Head of the Administrative Assistant/Board Clerk and that in December of 2019, she asked to be removed from that responsibility as she was consistently circumvented; Council agreed and the position then reported to Mayor and Council. In January of 2020, Council once again amended job descriptions making the FO the Department Head for the Administrative Assistant/Board Clerk. FO reminded the committee that she never asked for the responsibility either time, nor was she asked if she wanted to take it on. FO said once she was given the responsibility, it was her intention to fairly observe, assess, possibly streamline, cross-train and get a better understanding of the department to make an educated recommendation to Council about staffing, hours, etc. FO stated unfortunately, she has never been given that opportunity as there was continued resistance. She said it was her hope to work together as a team and help each other when needed, cover the office when the Adm Asst/Board Clerk went on vacation, was sick, etc. That never occurred. FO questioned why there was such resistance to cross train and cover for one another.

Given such, the FO asked that she be removed as the Department Head for the Adm Asst/Board Clerk. She said it is a toxic, stressful environment where she receives no support. She said she was given the responsibility, but no authority and there is no accountability. Porter agreed that, "Responsibility with no authority is never a good thing." FO said she felt like she has been made the target. Porter asked if this should be put on the July 13th Council agenda. FO asked if it could be added to the upcoming Special Council meeting as the sooner she could be removed from this responsibility, the better. Porter said it could be added to the agenda and discussed, but there was no guarantee Council would vote on it at that meeting, nor if they would make the amendment.

FO stated her goal was to assess the staffing and hours of the Building Department, but she wasn't given that opportunity so she could not make a recommendation whether more hours were needed for the Adm Asst/Board Clerk. Discussion was had regarding work hours, tardiness, decision making abilities, taking responsibility, streamlining work, work timeliness, experience, salary and necessary oversight.

Porter adjourned the meeting at 10:07 a.m.

A handwritten signature in blue ink that reads "Mark E. Porter". The signature is written in a cursive style and is positioned above a horizontal line.

Mark Porter, Chairman of HR Committee

May 17, 2020

Dear Mayor and Council:

I have been a resident of SRV for 39 years and was an employee of the Village for well over 17 years. I have listened to the last Council meeting and feel I need to address some issues.

The reports to the state were done correctly. No amendment is needed. The question was pertaining to estimating compliance with the Ohio Energy Code, NOT the EPA, (clearly, Mr. Galicki is confused or has no idea what he is talking about) and was, in fact, answered accurately. We do not track which of the specific paths the applicants choose to follow for compliance with the code in our computer and therefore we do not lie to the state on our reports. I do not know of another building department that tracks that information, but maybe some do. If Mr. Galicki had bothered to actually read the questions on the report, he would have realized the questions were answered correctly.

Some of the people listed in the report are actually employees of CT Consultants, not the County. Once again, Mr. Galicki did no research to determine who these people are; he just tries to imply that the Building Department is either hiding something, incompetent, or being dishonest. He is simply not happy that my name is on the report. I believe he is spoon fed topics to bring up publicly by the Fiscal Officer and/or his wife for the purpose of trying to close the Building Department. Is this so his wife and the Fiscal Officer can have larger offices? Childish, I know, however, over five years ago I knew the Fiscal Officer was on a mission to move into the Building Department office. I wonder how Mr. Galicki even knew that I was listed as a back-up on the report? These reports have not typically been shared with Council in the past, EVER. I can only guess that he has a personal issue, possibly because I did not support him in his run for County Commissioner?

It is my belief that Mr. Galicki assumes most of the employees of the Village, especially the Building Department, are dishonest, incompetent, liars. Nothing could be further from the truth and I resent his accusations deeply. I have **generously** DONATED my time to the Village to get these and other reports done, accurately and completely, and submitted in a timely manner. Instead of being appreciated, he publicly accused me of doing it **WRONG**, multiple times. Has Mr. Galicki ever done one of these reports? Has he obtained Building Official certifications? I have to question his competency to serve as an elected official if he does not even know the difference between the EPA and the Building Codes.

I chose to help Nancy do this report without extra people present as a means of trying to stay healthy and safe from COVID-19. This was yet again twisted into something negative as a missed training opportunity, which I also resent deeply. It seems to me that the Village has lost quite a number of incredibly good and loyal employees over the last several years. Perhaps that should be your focus.

It appears to me that a few people here are more interested in power and control, and their own personal agenda, than doing what is in the best interests of the residents. Mr. Galicki is one person who has made it clear that he wants to close the Building Department without actually understanding it. He has no idea why we collect fees for the State of Ohio or even what the consequences to the residents might be if the Building Department was closed. He, along with a few others, have been on a witch hunt for some time on this issue, which honestly, contributed greatly to my decision to leave. I wonder which of the other departments will be next? You could turn over our awesome Police Department to the Sheriff's Office, or just try to get the County to do such a wonderful job maintaining our roads. Why would anyone even THINK we would get the same level of services from the County Building Department that we can provide with our own? I think it should be clearly understood by all of Council that the budget to keep the entire Building Department open is FAR less than the compensation package of the Fiscal Officer alone, and some of these expenses are actually recovered in permit and other fees, making the cost pretty minimal and insignificant by comparison.

On another point, in the minutes of the April 27 Council meeting, the Fiscal Officer reports that money must be deposited within 24 to 48 hours. I am sure that is true for HER department, however, both she and the Fiscal Auditor are fully aware that money for registration fees might be held in the Building Department for weeks and sometimes months at a time before they are deposited. You are being misled, and though I can guess why, I will leave that to you to find out. The Fiscal Officer has no place trying to oversee a department she knows nothing about. There are several excellent reasons these funds are held until it is appropriate to process the payments. This is not illegal or inappropriate and the employees are not mishandling the funds.

Mr. Carroll and Mr. Galicki have never actually made any attempt to understand the function and purpose of the Building Department. Mr. Carroll promised to meet with me several times and never did show up. To Mr. Galicki's question, "what the heck is going on over there?" I would have to ask the same question. What the heck is **he** doing? What value is **he** adding?

If this is how Mr. Galicki chooses to treat the residents of this Village, I hope he resigns immediately. He has publicly stated that he does not see a need to hear from the residents on issues, even though he was elected as their representative, not their dictator. I, for one, do **not** appreciate the schoolyard bullying tactic he seems to embrace.

Very Sincerely,



Laura Heilman