

**Special Human Resources Committee Meeting**  
**Wednesday, July 7, 2022, 11:30 a.m.**

**Members Present:** Chairman Berger, Council member Cavanagh, Fiscal Officer Romanowski, Police Chief Rizzo

Berger called the meeting to order.

Chief Rizzo addressed the part-time patrolman pay. The range was adjusted by Council, and it was necessary to set the amount of pay. The Fiscal Officer further explained that Council changed the range, which is now \$22.57 to \$30.00 per hour, and the part-time officers are currently paid \$26.38 per hour. Berger clarified that the range was changed because the Village was not attracting part-time patrolman candidates, and it was his assumption that the intention was to raise the rate to \$30.00 per hour. The Chief concurred. The Fiscal Officer advised that if this was the decision, it would be necessary to change the pay range again at the beginning of the year due to increases. She provided the committee with a comparison of what other municipalities pay part-time patrolmen. Berger viewed the competition as being Chagrin Falls, which pays \$26.30 to \$31.94. Berger reiterated that the intention was to go to \$30 per hour, which would mean that all current part-time patrolmen would jump to that rate. Berger asked if this would cause issues with the budget, and the Chief explained it would not because the department had not been able to fill a lot of the shifts typically filled by the part-time officers due to being short staffed. As a result, no amendments to the budget would be necessary. He suggested, however, that during the probationary period, the officer might start at a lower amount. Once the officer cleared probation, he/she would move to the \$30.00 per hour pay rate. He thought the starting pay could be in the range of \$25.00 - \$26.00. The Fiscal Officer asked if there currently were any officers on probation, and the Chief indicated Dennis Harmon was in the probationary period. Since he is currently making \$26.38, the Fiscal Officer asked if it would make that the probationary rate. The committee concurred. Berger asked what the process would be, and the Fiscal Officer explained that it would be necessary to make a motion at the July 11<sup>th</sup> Council meeting stating effective July 16<sup>th</sup>, the rates would be \$26.38 for probationary period and then after that \$30.00 per hour or the amount decided by Council. Cavanagh asked for clarification of the pay range, which the Fiscal Officer explained to her.

The Chief felt this would be helpful and reported the status of a potential candidate, who was pending certification testing. The candidate had already passed all the Village's preemployment testing.

The Fiscal Officer addressed a wellness program. She explained that the Chief was making some modifications in the Police Department that involved relocating exercise equipment. The Chief explained that with the potential of hiring a female officer, he had created a separate locker room. This necessitated moving some of the fitness equipment from the space. With discussion of a wellness program, he moved the treadmill and stationary bike over to Village Hall. There was the potential of donating it to another Police Department but he reconsidered in light of the quality of the equipment. The Fiscal Officer explained that it had been her desire for years to do the wellness program, and with the increase in health insurance, she was trying to come up with

something. She thought the availability of equipment might encourage employees to participate. Berger agreed and said employees could come in before, after, or during lunch time if the employee chose.

Berger asked about health insurance coverage periods, and the Fiscal Officer indicated it was December 1<sup>st</sup>. The company will be sending out the documents for the employees in August-September. Berger verified it was with Medical Mutual. Berger believed the rates would go up significantly for a variety of reasons. The Fiscal Officer indicated that the Village has Gallagher Benefit Services which shops around to compare prices.

The Chief thanked the committee for their participation in the hiring process.

Berger advised that in the 7-6-2022 Finance Committee meeting, there was a discussion of the necessity of the Fiscal Auditor position. The committee concluded that it was not a necessary position because from a fund receipt perspective, 99% of funds received by the Village come in electronically as opposed to a deposit processing issue. As part of a dual signature program, the Fiscal Auditor signs checks along with the Fiscal Officer. The backup to this is the Chair of Finance. If both members of the Finance Committee were authorized check signers, this could work. The Fiscal Auditor also reviews the fund balances. With the potential part-time Administrative Assistant candidate, a lot of the function could be handled. From a Finance standpoint, the Village pays \$11,000 plus PERS for the Fiscal Auditor. This money could be applied against the part-time Administrative Assistant position. The Finance Committee's recommendation to HR is not to have a Fiscal Auditor. There is no State requirement, although it would be necessary to change the local code. Cavanagh verified other villages function this way, and the Fiscal Officer and Berger concurred. The Fiscal Officer stated that the Village is audited by the State every other year. She added that the current candidate could do the bank reconciliation. It would eliminate duplication of effort and have an independent person doing the bank rec. Cavanagh expressed concern about receipt of paper checks. The Fiscal Officer explained the Village issues paper checks, but she utilizes the Positive Pay system which provides an additional security measure. Berger noted that the only issue would be that the part-time Administrative Assistant would report to the Fiscal Officer, so there really would not be a separation. Berger stated that before the meeting, he was fully in favor of hiring a replacement Fiscal Auditor. In listening to a discussion of the jobs and repetitive nature of a lot of the work, he viewed it as duplication of effort instead of creating something of value. He was more inclined to see if the part-time Administrative Assistant candidate with auditing experience could fill the need.

A separate issue is that the Fiscal Auditor is part of the Treasury Investment Board, so it would be necessary to amend the rules and determine who would be the replacement. Berger added that there could be more than three individuals on the Board, depending on the Mayor's recommendation. Both members of the Finance Committee could sit on the Board in addition to a volunteer from the community along with the Mayor and Solicitor.

Berger summarized the benefit to hiring a part-time Administrative Assistant who could do the bank rec and some of the audit issue. This would free up time for the Fiscal Officer and would

be another set of eyes. The bank rec could also be provided to Council each month for review. The Fiscal Officer clarified that the financials are provided monthly to Council, but she could provide more in-depth documentation. Berger suggested that the part-time Administrative Assistant could sign off on the bank rec and submit it independently with the direction of the Finance Committee. Regarding the Fiscal Auditor's report, the Fiscal Officer offered that she could produce the same report, but it would have more detail since it is generated by the Fund Balance software and not QuickBooks.

Regarding the part-time Administrative Assistant candidate, Berger understood that the Fiscal Officer had met with her. The Fiscal Officer reported that since the individual would float between the administrative offices and the Building Department, she had collected resumes. She narrowed the selection and gave these resumes to the Building Department Administrative Assistant for her opinion on viable candidates. She came up with the same three candidates as the Fiscal Officer. The Fiscal Officer conducted preliminary interviews the previous week, and one candidate stood out. She has auditing experience. She had a great personality and a positive approach. Additionally, in her current job, she is a process consultant. The candidate stood out for both the Fiscal Officer and the Building Department Administrative Assistant. Berger verified that the Fiscal Officer's recommendation to the committee is that this candidate be interviewed. The Fiscal Officer concurred and added that the Building Department Administrative Assistant agreed.

Berger asked if salary was discussed, and the Fiscal Officer said she told the candidate what the pay range was, and the candidate said she would want the upper end of the range. The range is \$13.74 to \$22.04. The Fiscal Officer explained that it was not full-time and did not envision it becoming full-time. The fact that it was strictly part-time appealed to the candidate. Berger asked if the upper range conflicted with the rate of the full-time Administrative Assistant. The Fiscal Officer said if they went to the maximum rate, there would be a problem. Berger asked if the full-time Administrative was at the top of the pay range, and the Fiscal Officer clarified she was near the top but not at it. Cavanagh suggested matching the pay, and Berger thought the full-time Administrative Assistant should be paid more than the part-time. Cavanagh pointed out that the part-time position would not have health benefits. The Fiscal Officer advised that the full-time Administrative Assistant does a lot more. She did not know if it was necessary to max it out. Berger also referred to the Police Department practice of bringing on employees on a probationary basis at a lower rate and then raising it. The Fiscal Officer said there is generally a letter addressing the probationary period. Berger suggested setting up the interview.

Cavanagh asked whether a local candidate who applied was considered. The Fiscal Officer explained that there were a lot of applicants and added that the Village would not want someone who did a lot of job hopping. Cavanagh stated the individual was a recent retiree but acknowledged the Fiscal Officer's screening process. The Fiscal Officer added that she took the candidates over to the Building Department to meet the Building Department Administrative Assistant and suggested the Building Department Administrative Assistant be present for the interview process. Berger asked the Fiscal Officer to set up the interview up for next week. The

Fiscal Officer suggested setting the interview for the HR Committee meeting on July 15<sup>th</sup> at 9:00 a.m.

Berger addressed the proposed salary tier. Because of changes since it was developed, there are categories that do not fit. Berger acknowledged the collaborative effort in developing this salary tier but admitted he and former Councilman Carroll were not professional HR people. Berger asked if it would make sense to engage a professional firm to further develop the salary tier. The Fiscal Officer explained that previously, Clemens Nelson was engaged by the Village to set up salary ranges. They conducted a survey of comparable municipalities in the State to do this. Mansour Gavin is another group of attorneys who work with public entities. The Fiscal Officer contacted Mansour Gavin and found that their rate is \$200 per hour, and they bill by the tenth of the hour on a monthly cycle. Projects like rewriting the employee handbook or redoing the salary tier would be through a flat fee agreement. She explained the value in engaging an HR firm. Both firms do work in the State and county. Clemens Nelson has a \$175 per month retainer which would allow for a small amount of time. However, answers would be more readily available. Clemens Nelson works with Russell, Bainbridge, Aurora, and Chester. Mansour Gavin had no retainer and just billed hourly with a flat fee for projects. Cavanagh said she liked that Clemens Nelson did work with area municipalities because they would be more familiar. Berger said either one could satisfy him, but thought it was important to first establish the need. Berger thought it would be beneficial to review the proposed tiered salary schedule. Cavanagh asked for clarification of the pay ranges and the proposed tiered salary system. The Fiscal Officer explained and described the proposed step system. Cavanagh agreed that an independent set of eyes would be a good thing. Berger suggested asking for a written proposal to the Village of their fee schedule and an analysis of the proposed tier schedule. His concern was more about the process and what things the committee had not considered. After review, the committee could present the anticipated expense of developing a salary tier schedule that is comprehensive. The committee would meet with Mike Carroll on July 15<sup>th</sup> to review how he developed the current proposed tiered salary schedule.

Berger stated there was confusion over the new Building/Zoning Inspector work hours. Berger explained that it was expressed to him that the work hours were five hours per week. In conversations with Councilman Canton, the Building Committee Chair, he explained that \$7,000 per year was allocated, so if it is necessary to work more hours in the summertime, as long as the \$7,000 ceiling is not exceeded, then it does not matter how many hours per week are worked. It was suggested to Berger that there will be many more hours between April and October than November through March. There was concern because the Zoning Inspector worked 10 hours the first week, and Berger thought it was a good question to ask. The budget should be monitored to be sure the \$7,000 is not exceeded or that there is a good reason if it is exceeded. Berger added that the Building/Zoning Inspector had not done any building inspections. Canton had been in touch with Dave Hovevar and the Building Department Administrative Assistant, and they were managing the process.

Regarding the new hiring process, the Fiscal Officer acknowledged that it was a good idea to have one person from each committee involved. Berger concurred and noted the benefit of

having an active HR Committee. The Fiscal Officer addressed the pre-employment testing process. There is a mandatory drug test for all employees. Although the Employee Handbook requires a psychological test, they are sporadically done. In the Police Department it is always done. It was done with the Building Department Administrative Assistant but not the most recent Service Department employee. The Fiscal Officer asked the committee to consider the issue of inconsistency with the policy. Cavanagh was surprised that the Village would have psychological tests administered. Berger stated that it was possible to have pre-employment requirements based on the job description and agreed there should be consistency. The testing could include skill proficiency and/or assess physical ability to complete tasks. Berger noted that there were problems with psychological tests, which are standardized tests. Berger suggested determining required testing based on job descriptions. He added that HR firm could help with this. The committee discussed the potential liability issues with psychological evaluations related to employment. Berger summarized that part of the inquiry to the HR firms should include recommendations for testing for pre-employment. The committee discussed pre-employment drug policy. The issue of individuals with medical marijuana cards was addressed and the Fiscal Officer explained that since marijuana use is not federally allowed, it is not allowed for Village employees. The drug policy is provided to new employees who must sign off on reviewing and understanding it.

Berger adjourned the meeting at 12:28 p.m.

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Chris Berger, Chairman

