

# Human Resources Committee Minutes for

**07/15/ 2022**

Attending:

Chris Berger (CB)  
Ruth Cavanaugh (RC)  
Mayor William Koons (WK)  
Danielle Romanowski (DR)

Meeting called to order at 9:00AM by CB. The meeting was held in person at Village Hall.

At 9:01 AM, CB made a motion to go into executive session to consider employment per ORC 121.22 (G)(1). Included in the meeting were CB, RC, WK, DR, and a prospective candidate.

The committee reconvened at 9:36 AM.

CB stated a new job description for the new Administrative Assistant role will need to be drafted to include some of the Fiscal Auditor (FA) duties. DR to forward the pertinent job descriptions to CB to use for reference to draft this new job description.

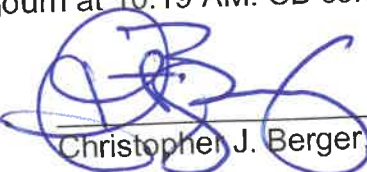
Present for the remainder of the meeting were CB, RC, DR and former Councilmember Mike Carroll (MC).

MC distributed the salary tiered schedule he prepared last year along with the summary sheet of how he envisioned the tiers to work. MC reviewed the draft tiered system with the committee.

DR noted that the schedule was missing some job positions, and some pay ranges have already been modified this year since the draft was written. She will review the proposed tier versus the current pay ranges and make sure the numbers were still in line and that all current positions are included in the new proposal. She will share this information with the committee at the next meeting.

DR will reach out to the HR consulting firms for a quote on setting up a tiered salary system.

RC moved to adjourn at 10:19 AM. CB concurred.

  
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Christopher J. Berger, HR Committee Chair

Prepared by: Danielle Romanowski