

Human Resource Committee Meeting
Friday, August 7, 2020 9:30 a.m.

Present: Chairman Porter, Councilmember Nairn, Fiscal Officer (FO) Romanowski,
Councilmember Berger, Councilmember Carroll
Visitor: Collin Cunningham (CVT)

Porter called the meeting to order and stated that the topic of the meeting was the Building Committee's proposal to convert the part-time Building Department Administrative Assistant/Board Clerk job description from part-time to full-time.

Porter asked the Fiscal Officer for an update of the Village's Income Tax revenue. The Fiscal Officer explained that because of COVID and the shutdown of CCA, the Village was now receiving advances. The reconciliation process had begun, and she anticipated it would be complete by October. Revenues are usually estimated low, but there would be a better understanding in October.

Regarding the Building Department Secretarial position, Nairn's opinion was that Council was hit with a tsunami of information from the Building Department to read, assimilate, and understand. More materials were then received a week ago. She felt she did not have enough time to discuss it. Nairn referred to a document titled, "Building Department Administrator," and asked if that included the attached descriptions for Board Administrative Assistant, Board Clerk, Zoning Secretary, etc. Berger stated yes. Porter explained it was the creation of a new position, the Building Department Administrator as well as the conversion of the Administrative Assistant/Board Clerk from part-time to full-time and adding a Zoning Secretary as a full-time employee. There were three pieces, but the committee was primarily discussing making the Building Department Administrative Assistant/Board Clerk full-time. The current Pay Range Ordinance set the hourly rate between \$16.23 per hour and \$23.53 per hour. The ordinance which would change the employee handbook was not introduced at the last Council meeting. Porter further explained that this would be introduced at the August 10th Council meeting and said the committee would be considering making a recommendation for adoption. The justification was based on the report issued by the Building Committee. Porter stated that the report laid the groundwork to make the position full-time such that the employee would fill the Board Secretary and Building Administrative Assistant jobs under one heading. The recommendation from Building was that the employee would be paid \$23.53, which was close to the current pay rate.

Carroll stated he thought \$25 per hour was suggested. The Fiscal Officer stated that this pertained to a separate position, and that the discussion involved the Administrative Assistant/Board Clerk which was currently part-time and the committee wanted to change it to full-time keeping the current pay rate. Finance had discussed the Administrator position at \$25.00 per hour, which was the Administrative Assistant/Board Clerk position plus other responsibilities.

Porter explained the ordinance would change the current job from part-time to full-time as the Building Department Administrative Assistant/Board Clerk. Porter reiterated that the Administrator position would include the current position, Assistant Zoning, and other duties. What was being considered by the committee currently was that the Building Department Administrative Assistant/Board Clerk would stay in her current job and job title but go to full-time.

Carroll stated that the Building Administrator was a new position, so the Building Department Administrative Assistant/Board Clerk's job title would change. Porter explained that would occur if that person went from Administrative Assistant to Building Department Administrator. Carroll and Nairn stated they were really confused. Carroll clarified with Berger that what was proposed was \$25.00 per hour to be the Building Department Administrative Assistant/Board Clerk/Assistant Zoning. Berger stated that if there were an Administrator position, this was what had been proposed. However, Porter was proposing something different. Carroll stated it was all tied together. Carroll stated he was fine with the position going full-time as discussed with the addition of Assistant Zoning Inspector. He took issue with making the current position full-time with no additional responsibilities. Carroll stated that the Assistant Zoning Inspector was the missing piece. Carroll added he struggled with the title of Administrator. If sometime in the future the current employee quit or it was discovered to be too much of a workload, a Board Clerk could be hired separately as had been done in the past. His consideration for HR would be that as a full-time position, it encompassed Board Clerk and Assistant Zoning Inspector, as almost an addendum. It would not really be creating a position per se, but would be making part-time full-time, but the contingent full-time status would be due to taking on additional responsibilities.

Nairn asked if she correctly recalled that the part-time Zoning was to be 10 hours a week. Carroll stated that was correct, and one of the discussion points was that employee would take on the Assistant Zoning Inspector position which would be an additional 10 hours.

Carroll suggested adding percentages to indicated how the time for the position responsibilities would be divided. Where the description reads, "other duties and responsibilities," Carroll recommended stating, "see Assistant Zoning Inspector job description/see Board Clerk job description." This way there would still be a part-time job description, and a full-time job description which reflected that position's additional responsibilities. It would change the position to full-time. They would keep the salary range for the part-time the way it currently is and then for the full-time position, there would be a salary range of \$22.00 up to \$30.00 per hour. He expected the current employee to land in the middle.

The Fiscal Officer clarified that there would be two, a part-time position with one range and a full-time position with another pay range because the full-time one would encompass the Assistant Zoning. Carroll stated this was correct.

Porter referred to line 19 of the Village Pay Scale to be amended to state, "Administrative Assistant Building Department/Board Clerk part-time." The Fiscal Officer concurred. Carroll stated that the committee would add a new line that would say "Admin Assistant Building Department/Board Clerk/Assistant Zoning Inspector". The pay range would be \$23.00 to \$32.00

per hour but this could be further discussed. With this, if it became necessary to split the position, everything would be in place. The Fiscal Officer asked if the Administrator position would not be needed. Carroll stated it would not be needed if the responsibilities were added to the other position.

Porter stated the current employee in the position is making \$23.53 and in the new full-time position would be between \$23.00 and \$32.00 with the addition of Zoning.

The Fiscal Officer addressed the use of the Administrator title. She explained that the Village employees are at-will employees, but according to the dictionary, Administrator is a manager. This could lead to problems down the line. It would be better to have a part-time position and a full-time position with additional responsibilities and a different pay range.

Porter summarized that the committee would have a job description for a Building Department Administrative Assistant/Board Clerk part-time, a new job description but full-time and adding Zoning Inspector by amending item 7 to include duties of the Assistant Zoning Inspector. Porter stated that the Mayor indicated full-time operation of the Building Department Secretary position would be Monday through Friday for set hours and then Friday the office would be closed. Fridays would provide the opportunity for the Assistant Zoning Inspector to fulfill her duties. Porter thought a weekly tour of the Village by the Assistant Zoning Inspector for purposes of ensuring compliance with zoning laws would be a good step towards doing what had not been done. Carroll did not think it was necessary to micromanage the position to this extent and felt that the employee could manage the responsibilities with the hours given. Berger suggested the employee would coordinate with her Department Head, the Mayor. Porter advised that according to the job description, she reported to Mayor and Council.

The Fiscal Officer stated it was important to clearly set office hours for the customers. Carroll reiterated that the employee would have set counter hours, administrative hours at the end of each day, and Fridays would be closed but a flexible day to accommodate for hours spent with Board meetings so that there would be no overtime. Porter clarified that Fridays would be an administrative day.

Nairn referred to a job description for full-time Zoning Secretary and asked who had been doing this job. The Fiscal Officer stated the Village did not have one. Nairn clarified that the Village had never had one and asked why the description was in the packet. Berger stated he included it for the job description. Nairn asked if the employee would be doing this job as well, and Berger and Porter stated no. Porter also clarified that there would not be a Building Department Administrator since Carroll proposed combining the Assistant Zoning Inspector job within the Building Department Secretary description as a full-time position. Porter explained that at the August 10th Council meeting, the Building Department Administrator description would not get a second reading and Council would need to change the job description and set the pay range by ordinance. It would have to be done by emergency if Council wanted to make the position open and fill it. Carroll did not think Porter would get it by emergency, and the Fiscal Officer stated that readings would have to be waived in order to have it become effective immediately. Assuming it passed, Carroll thought it could be effective on September 28, which would then be the first week of the full-time position. The Fiscal Officer added that from a payroll perspective,

it was easier on the 1st or the 16th. Nairn stated that it should not be retroactive to July, Carroll agreed stating the position would not have changed until October 1. Berger agreed and said that the employee had not worked the hours, nor had she been acting as a full-time employee and it would not make sense. He agreed it would be October 1st. Berger added that the employee was currently doing the Assistant Zoning job by putting out letters and doing the paperwork. Porter stated that the Mayor had not appointed the employee as Assistant Zoning Inspector, nor had Council confirmed, so whatever zoning the employee is doing is part of her Administrative Assistant job.

Carroll stated that in the Finance Committee meeting pay rate was discussed. The Fiscal Officer had provided comparable data, and the committee felt that \$25 per hour would be the appropriate amount. It was mentioned that the potential candidate would not want health care, which raised the question of whether the hourly rate should be a little higher, but it was determined that the Village already had policy to provide a stipend for individuals who did not take health care. Porter stated that the employee could change her mind about healthcare, and Carroll stated this was why the committee wanted to be paying \$25 for the position regardless of the healthcare choice of the employee. Carroll added that he wanted time to study the information provided by the Fiscal Officer. He explained that when Heilman served in the administrative position, she was full-time and received a stipend for additional duties. He thought it was cleaner to do it as proposed and said that this was part of the rationale behind the \$25 rate. Porter thought that by adding the Assistant Zoning position, it supported the raise to \$25 per hour for the employee.

Carroll explained that with the range, he did not want to give the impression that after six months, it would be increased to \$28 per hour and after a year up to \$30 per hour. In the past, there had been some arbitrary increases in salary, and he wanted to be sure it was fully understood by all Council members so as not to get into this position again.

Nairn stated she was seeing a glaring inequity in awarding the individual a 'catch-up' day. She understood the need for this time, but other employees in the Village were not granted a special day of the week where they could close the door, not answer the phone, not receive people, and have flex time to catch up. Why would this be done for this employee? She added that she did not like unstructured time in a day. Nairn thought parameters and time guidelines should be set for the position. She described the 'administrative day' as a can of worms. Nairn cited the fact that the Fiscal Officer had spent her vacation week working for the Village. Nairn asked where her Friday administrative day was. When was the Chief's? She added that the Chief is in by 6:30 a.m. until 11:00 p.m. Perhaps the Street Commissioner could use time as well. Porter stated he could explain it but was not sure he was on board with it. Because the employee would have the Board Secretary duties, she must do the minutes, which require transcribing. While doing this, she is not in a position to answer the phone or door. He did not know the time involved with this. The Fiscal Officer stated she did it for years. She advised that she could see both sides with not wanting to pay overtime, but this was why she had indicated the importance in identifying the counter hours. Porter stated that the Fiscal Officer, Chief, and Street Commissioner are all Department Heads and are salaried and not hourly and do not receive overtime. Porter added that just because something starts out one way does not mean it must continue that way. They might find that the employee gets caught up which would allow for the

Building Department to be open Monday through Friday. The Fiscal Officer clarified that Fridays would be more of a way to control overtime.

Carroll raised the question of having the counter open on Fridays from 8:00 a.m. until 12:00 p.m., allowing for administrative time for the remainder of the day. He added that the employee already had four hours throughout the week built in for administrative time, and with a full 8 hours of administrative time on Friday, that would make 12 hours for the week, which seemed excessive.

In terms of payroll, the Fiscal Officer explained that when the Building Department Administrative Assistant/Board Clerk comes in for Board meetings, there is a two-hour minimum. Would this still apply towards the 40 hours with the new position? Berger stated his suggestion had been no. If the employee were full-time, this would be part of the job. The expectation would be that the employee would stay until the meeting. The Fiscal Officer stated that the employee currently stays for ABR, which makes for a 10 to 10.5-hour day, but if she comes in for BZA or Planning Commission for a 10 minute meeting, she gets 2 hours of pay. The Fiscal Officer stated for payroll, she needed to know how these hours would get counted. Berger stated his perception was that there would be no two hour minimum, but the matter could be discussed by the Building Committee. He said he would have clarification for her on Monday.

Carroll raised the issue of administrative time with the position and stated that although the employee is behind right now, 8 hours of administrative time per week should suffice and consideration should be given to having counter time in the Building Department on Fridays from 8:00 a.m. until 12:00 p.m. Berger stated this would be discussed on Monday by the Building Committee.

Porter stated that the HR Committee's recommendation would be that the Building Department Administrative Assistant/Board Clerk job description be amended and that the pay range ordinance be amended by the addition of another line item as discussed.

Carroll stated that this could be introduced Monday so that the position could begin October 1. Porter asked if this was the busy season, and Berger stated there had been more permits and registrations in 2020 than in 2019. He surmised that people have adjusted to COVID-19 and what was slow in March has picked up in June and July. Porter stated if this were the busy season, it would be beneficial to have the Building Department open 8:00 a.m. until 3:00 p.m. Monday through Thursday and 8:00 a.m. until 12:00 p.m. on Friday. There is not the same amount of activity in December and January. Carroll stated that they had gotten through all of June and July and were halfway through August, and only had six weeks until October 1.

Nairn stated that the Village is the most stellar community in Geauga County, even with having had a part-time Building Department for 18 months. During that time, the community did not fall apart. Porter agreed. Nairn emphasized that she never said she wanted to close the Building Department. However, she thought it was not in the best interest of the residents to steam roll something through just so it could be said the Building Department was up and running full-time. She was pleased that the committees met to discuss the matter.

Porter stated that Carroll was right that there was no immediate need to create and fill the position by Monday, and it could be given the three readings and let everyone speak their peace about it and then go forward from there. The Fiscal Officer asked that it be made effective October 1, 2020 for payroll purposes.

Porter adjourned the meeting at 10:23 a.m.



Mark Porter, Chairman of HR Committee

Prepared by Leslie Galicki