

**HUMAN RESOURCES COMMITTEE MEETING  
TUESDAY, SEPTEMBER 9, 2019 – 6:30 P.M.**

**MEMBERS PRESENT:** Galicki, Carroll, Fiscal Officer Romanowski

Galicki stated because the candidate for Administrative Assistant to the Building Department/Board Secretary declined the job offer at a rate of \$20.00 per hour, it would be necessary to develop a strategy for filling the position. Galicki reported that the Mayor proposed filling it with a temp, and Galicki suggested discussion by the HR Committee and/or by Council of the efficacy of going in this direction. Additionally, it would be necessary to discuss the eventual reporting relationship of the new hire. He did not think this individual should report to a contractor because the contractor was not a Village Official. Galicki also did not think it would be the best choice to have the individual report directly to the Mayor as a direct report. He believed there should be a department head to whom the individual should report. He summarized that the matter for discussion would be whether the individual should report to a department head and if so, what department head that would be.

Regarding what would be done with the Building Department administrative position, he recommended looking at the next group of candidates. With the last round of interviews, the two most promising candidates were chosen. He added that according to the Fiscal Officer, the Village received approximately 100 applications, and she provided a list of 8 for the Administrative Assistant position and 10 to 12 for the Zoning Inspector position. Instead of filling the position with a temp, he suggested reinvigorating the search by looking at the next group of candidates.

Carroll thought it was worthwhile looking at the group of candidates and asked if the position was still posted. The Fiscal Officer said it was still listed on Indeed.com. He thought it was unfortunate that the candidate turned the position down but added that South Russell was not Broadview Heights, and he did not want to be in a position of starting high and then potentially having more and more requested. The Fiscal Officer advised that one applicant worked for Solon's Engineering Department. Another applicant had administrative experience, but also served on a Zoning Board of Appeals (ZBA) in a city. After these two applicants, the Fiscal Officer was trying to find applicants with experience with construction related experience.

Regarding reporting relationships, Galicki asked if this should be brought to Council for discussion. Carroll thought this would be beneficial. He added what would be most appropriate would be to have the person report to another department head, since there was a contractor and no department head in the Building Department. Galicki agreed and said it would be good to have this construct maintained for the quarter because with the start of 2020, there might still be no Building Official.

The Fiscal Officer provided the committee with a job description example that contained reporting structure. She also provided one prepared by the Solicitor for the part-time Zoning position, for which there was legislation on the agenda for the Regular Council meeting.

Galicki said if the Village filled the Zoning Inspector position, in many of the neighboring townships and villages, that individual worked one to two days a week. He was unsure how it would work to have someone who worked five days a week report to someone who worked one or two days a week. He thought it would be worthwhile discussing it.

Carroll said some communities have a Street Commissioner who also serves as the Building Inspector and there are different models where the Police Chief or Street Commissioner might fill the position. While moving forward in replacing the Street Commissioner, this might be a piece Council could consider. In this way, the Administrative Assistant would have a department head to whom to report.

Galicki did not think a part-time Zoning Inspector needed to be at the Village four to five days a week. Carroll agreed. The Fiscal Officer added that a lot of the Villages with part-time Zoning Inspectors have them on an on-call basis or have them one designated day. Galicki agreed and said he was aware of communities that had the Zoning Inspectors for one to two days a week, and that one part-time Zoning Inspector scheduled a specific day of the week to address the municipality's needs and would add a second day if needed. Carroll added that the Zoning Inspector in Russell did not have a lot to do. He suggested that if the position were filled by a Village official, it would make it more fluid and take away from a strict schedule. He thought it would behoove the Village to combine the position.

The Fiscal Officer stated that one of the applications provided to the committee was from a gentleman who was formerly a Street Commissioner. Carroll said with the Street Commissioner retiring, it was necessary to have some serious discussions to determine the model the Village would pursue. His position would be to consider combining the Street Commissioner position with the Zoning Inspector because he was out on the road seeing things. The Police Chief is out on the road as well but has taken on many collateral duties at this point.

Galicki asked if a motion would then be needed to post for the Street Commissioner vacancy, and Carroll said he thought it was. He added that either in the ad or during the interviews, the dual role and inclusion of zoning as a responsibility could be discussed. Carroll was uncertain whether the combined or singular position should be posted. He said that if individuals working in the Street Department were interested, Carroll said they should be encouraged to apply. He wanted them to understand that Council was casting a wide net that could land on them, but it was necessary to keep a wide lens. Galicki added that they would not want to give the impression that someone already had it in the bag.

The Fiscal Officer said a motion should be made for this and it was on the agenda for the Regular Council meeting. The ad could go into the paper the following day, as well as posting it on Indeed.com. In two weeks at the next Council meeting, it would be possible to view the results of the ads.

Galicki said even without combining the position, the Village received a lot of applications for Zoning Inspector. Carroll agreed with this, and Galicki said it may not be necessary to cross the combining bridge today and suggested just posting for the vacancy for Street Commissioner position. Carroll agreed.

The Fiscal Officer provided the committee with the job description for the part-time Zoning Inspector, for which there would be legislation at the September 9<sup>th</sup> Council meeting. The Solicitor changed it to part-time and reporting to Mayor and Council. Carroll asked if this was the Solicitor's revision, and the Fiscal Officer said it was and the Solicitor suggested revisiting all of the job descriptions, like the Department Heads to include this verbiage. Galicki asked if the Zoning Inspector would be considered a Department Head with only potentially working two days a week. He felt this was something they needed to consider going forward with structuring the Building or Zoning Department. He suggested introducing the topic.

Carroll viewed that there were three options: part-time Zoning Inspector, a Building Inspector that does zoning part-time, or having one of the current Department Heads apply into the position. Galicki said adopting the legislation establishing the part-time Zoning Official could be problematic because it established a reporting relationship. Carroll suggested it could be updated by ordinance. Galicki asked if there was merit in adopting it or waiting until the reporting relationship was defined. Carroll said he would support the adoption the way it was written by the Solicitor with Mayor and Council. The Fiscal Officer indicated there was also a question about the part-time Zoning Inspector supervising the Zoning Secretary. The Solicitor's question involved the fact that the Village did not currently have a part-time Zoning Inspector, and if an Administrative Assistant were hired, there needed to be clarity to who that person would report. Carroll said that the part-time Administrative Assistant should report to the Fiscal Officer or another full-time Department Head until determination was made for the other position.

Galicki asked if this should be opened up to Council for discussion and Carroll felt the committee should provide a recommendation that the individual report to the Fiscal Officer for the interim until such time the Village identifies what it is doing with the Zoning Inspector.

Carroll summarized to say that the Village would post for the Street Commissioner position, the Zoning Inspector was already posted, discuss the reporting for the Administrative Assistant, and adopt the part-time Zoning Inspector job description.

The Fiscal Officer also asked the committee to approve her Fraud Examination class which directly relates to her job. She felt that her coursework thus far had raised her awareness. As an example, she cited the Village practice of the Building Department staff accepting permit fees, which was essentially paying the people who were doing the inspections, often in cash. She questioned whether this was a wise choice. She saw this as an issue with the potential of hiring a new individual who would be alone collecting money. Carroll asked about checks and balances. He suggested the Finance Committee determine a better tracking system and make it applicable to all departments. Carroll also suggested including the Fiscal Auditor in the process. The Fiscal

Officer said she has what the Building Department Secretary gives her, and she deposits it, but there could be skimming where it never gets to the books.

The Fiscal Officer asked the committee if they wanted her to physically work out of the Building Department after the Building Secretary's last day since a replacement had not yet been found. Galicki said there was a proposal to fill it with a temp. He added that a temp might also need guidance. Galicki realized this was another issue that would need to be discussed with Council along with whether the Village would be transitioning to county services. Carroll questioned whether the Village was doing more of a disservice to the residents with only having Hocevar sporadically available; where if someone knew an inspection was needed, they could call the county by 9:00 a.m. and they could get an inspection that day. People are potentially being delayed with inspections because of the Village's current model. Carroll acknowledged Hocevar's willingness to stay with the Village during the process. He questioned whether the sign in sheet was implemented to help identify walk-in traffic, and felt it was still an important tool the Village could use to better understand the Building Department activity. Galicki stated that he was approached by Jim Flaiz, who was having an addition put on his home, and his contractor was looking for an inspector, but Hocevar was on vacation. Galicki offered to him that if the building services were covered by the county, he would not have encountered the delay.

Carroll pointed out that the Administrative Assistant/Board Secretary was necessary for the Village to have, and this individual could assist the residents. Galicki explained that most everything in the way of forms and information was on the county's website which helped residents get through the process. Carroll said with an individual who was familiar with the process in the office, it could help expedite matters for the residents. The office could be set up with the forms and someone who could explain.

The Fiscal Officer said by the end of the year, she would need to look at the pay range ordinance. Carroll suggested when doing the raises, they could fold it all together and adjust it accordingly and adopt it all at once.

Meeting was adjourned at 7:08 p.m.



Dennis Galicki, Chairman

Prepared by Leslie Galicki