

# Human Resources Committee Minutes for

## 9 September 2022

Attending:

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

Meeting called to order at 2:00PM by CB. The meeting was held in person at The Village Hall.

1. Discussed village employee salary matrix. Agreed to recommend to Council on 9/12/22 that Mansour-Gavin (MG) be hired as outside consultant to review with an eye toward implementation of the matrix no later than 12/31/22. MG quote was \$1,400. Clemmans-Nelson quote was \$11,000.
2. Agreed that the Village should continue to seek a Fiscal Auditor (FA). DR suggested that several of the FA duties could be assumed by others – and/or streamlined. DR strongly urged that a FA be hired to steer the investment board and the investment process. CB and RC agreed.
3. DR reported that continuing discussions with Village Departments regarding the need for additional administrative help – a part-time Administrative Assistant - revealed that fewer hours than originally anticipated were needed. With an eye to minimizing the position, the Fiscal Officer will continue the search for a “casual hour” individual to help when needed.
4. Colonial Life Insurance made a presentation to DR, CB, and WK in August. CB to present to Council at 9/12/22 meeting to recommend approval of Council to present to the Village employees.
5. DR presented new employee forms created by the Solicitor to identify potential conflict of interest situations. DR to include in employee handbook. CB suggested putting the employee handbook “live” on the web for access by all employees. CB further recommended that employees without village emails be issued email addresses to ensure that Village communications are received.
6. DR presented a survey of communities already recommending salary increases for 2023 budgets. HR Committee to review and provide a recommendation to Council.
7. DR offered Strategic Planning Goals for HR Committee in anticipation of 9/12/22 meeting. CB and RC agreed to recommend to Council;
  1. Review and update of the Employee Handbook and schedule for tri-annual review.
  2. Review and update of Employee Compensation Package and, with outside consultancy, address issues of fairness and adequacy for all positions in comparison to surrounding communities.

RC moved to adjourn at 2:55PM. CB concurred.

Submitted by

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Christopher J. Berger, HR Committee Chair

DRAFT MOTION

RESOLVED, that Council shall direct the Mayor and Fiscal Officer to engage Colonial Life Insurance Company to meet with ALL employees of the Village during normal working hours to present opportunities for employees to obtain additional insurance benefits as they may desire and the Fiscal Officer to administer any such payroll deduction plan and vendor payments in conjunction with this benefit plan. So, moved