

Human Resources Committee Minutes for

21 October 2022 – as amended

Attending:

Ruth Cavanaugh (RC)
Danielle Romanowski (DR)
Chris Berger (CB)
Chief Rizzo (MR)

Meeting called to order at 12:58PM by CB. The meeting was held in person at The Village Hall.

1. Discussed with MR the difficulty in getting part-time patrol officers. CB suggested a bonus plan based upon hours worked in a given time-period. MR appreciated the thought but did not think his department was at the point where a bonus plan was necessary. MR to keep the Committee informed of his situation.
2. DR suggested the Committee consider increasing the Medical Insurance Waiver Incentive. Currently, employees receive a \$1000 annual payment for waiving insurance coverage. The Committee discussed increasing/adding for a spousal waiver. Will re-visit at November meeting.
3. Colonial Life Insurance presentations – CB to ask the Mayor to set up for ALL Village employees (subsequent to the meeting, the Mayor agreed on 10/24/22). At the 9/12/22 Council meeting, Berger made a motion that Council direct the Mayor and Fiscal Officer to allow Colonial Life Insurance Company to meet with all the employees of the Village during normal working hours to present opportunities for employees to obtain additional insurance benefits as they may desire and that the Fiscal Officer be directed to administer any such payroll deduction plan in vendor payments in conjunction with the plan, seconded by Cavanaugh. Voice vote – ayes, Cavanaugh, Porter, Bell, Berger, Canton. Galicki was absent for the vote. Motion carried.
4. Apparently, the Mayor added to the Committee Agenda a request from Streets Department to meet with HR Committee – subject unknown. CB to talk to the Streets Commissioner to understand the nature of the issue (subsequent to the meeting, CB had a phone conversation with Tim Alder. The concern related to Colonial Life meetings. CB assured the Streets Commissioner that every Village employee would attend a presentation from Colonial Life and not just the Streets Department).
5. Apparently, the Mayor added to the Committee Agenda a request from considering an award presentation to Adam Lechman when he attends the December employee luncheon. CB to discuss with the Mayor. DR advised that while Council had discussed amendments to and implementation of a Gift Policy, no final decisions were made. The Committee to discuss in November and recommend a policy for Council's consideration.
6. The Committee discussed implementing a Seminar Report to be completed by employees after attending Seminars paid for by the Village – such Report to be

approved by the HR Committee prior to reimbursing the employee for any incurred expenses. Further, the Committee reviewed amending the travel policy for Village employees to determine the appropriate situation under which housing, meals, and travel expenses may be reimbursed. The Committee to continue to review in November prior to making a recommendation to Council.

7. The Tiered Salary Schedule as a DRAFT will be presented to Council on 10/24/22 in Executive Session along with the SERB Report to begin discussions for salary adjustments as of 1/1/23.
8. The Committee discussed the open part-time Admin Asst. position. DR reported that the need was not urgent at the moment and that she had additional candidates to discuss the position with. DR to report to the Committee in November. DR explained that with additional cross-training, the Admin Asst. could be more useful in covering absences of the Building Dept. Admin Asst. CB and RC to discuss with the Mayor as the acting Building Department Administrative Chair.
- 9.

RC moved to adjourn at 2:28PM. CB concurred.

Submitted by

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