

Human Resources Committee Minutes for

30 November 2022

Attending:

Ruth Cavanaugh (RC)
Danielle Romanowski (DR)
Chris Berger (CB)
Mayor Koons (WK)
Jim Budzik - Mansour Gavin (JB)

Meeting called to order at 8:42AM by CB. The meeting was held in person at The Village Hall.

1. JB was asked to join the meeting to discuss a “final” draft version of the Tiered Pay Schedule. A discussion was had reviewing the steps and probationary period (6 months). JB noted that the schedule is not consistent with the current Police Department practice. CB and RC to sit down with Chief Rizzo to review.
2. RC explained that she felt the Street Commissioner was not compensated at a comparable rate to other department heads. A discussion was had concerning administrative department heads versus a working foreman department head. CB noted that the Village was not big enough to have administrative only department heads – everyone has an operational role to play including all department heads. After discussion, the Committee agreed to recommend to Council a 7% increase to the Streets Commissioner’s salary schedule. While discussing the pay schedule DR asked to review the Administrative Assistant’s pay schedule. She suggested that the difference in job duties between the Building Admin. Assistant and the Village Admin. Assistant were not dramatically different considering the difference in the pay schedules. After discussion, the pay schedule was revised to a maximum of \$24.54 to be recommended to Council.
JB to provide a clean copy for the next Council Meeting.
3. The Committee interviewed Debra Hladky for the part-time administrative position. Committee to discuss at the next HR meeting.
4. DR handed the chair a draft of a travel policy to be discussed at the next HR meeting.
5. DR handed the chair the NIMS Training schedule to be discussed at the next HR meeting.

RC moved to adjourn at 10:43AM. CB concurred.

Submitted by

Christopher J. Berger, HR Committee Chair