

**HR Committee Meeting**  
**March 2, 2023, 1:00 p.m. Village Hall**

Attendees: Mayor Koons, Fiscal Officer Romanowski, Council Berger & Cavanagh, Chief Rizzo.

Called to order at 1pm by Cavanagh.

--Chief Rizzo discussed the imminent advancement of Ed Svoboda to Sergeant and the probation period. Chief stated thoughts about purchasing time clocks, not necessary for his department considering all arrive on time, if not early, when they sign in on computer. Up to dept. heads.

--Rizzo gave thoughts on annual pre-requests of trainings for officers. Very difficult to anticipate. Committee desires trainings accessibility, as long as financially reasonable (No Hawaii). Cavanagh agreed, no 'pre' forms to fill out.

--Discussion of increasing boot allowance for Street Department, from \$125 to \$200 annually.

Cavanagh stated familiarity with outdoor winter weather, rain, steel toed, comfortable boots. Chief stated officers do not receive shoe allowance. Fiscal Officer stated husband's boots don't wear out in a year's time. Berger stated that with a 3 million dollar budget, SRV can afford the \$300 extra annual cost for 4 employees boots.

Fiscal Officer stated Office & Building receive no uniform allowance. Cavanagh offered she would like to have Polo shirts with SRV logo, to be worn at will on work days, paid for by SRV.

--NIMS brief discussion of Ethics, Sunshine laws, Public Records; need for compliance.

--Schedules/Shifts: Proposal from Streets to consider 10 hr. shifts, continued. Discussion related to 4 hrs pay deletion when attached to regular shift, if only short period of time, could be that particular time amount of Overtime (example: call-in at 5:45 am for 6:30am).

--Mayor discussed the upcoming potluck lunch on 3/16 @ 11:30.

--Cavanagh stated Blair didn't receive 2-year raise last June, 2022. Fiscal Officer stated 2 year is upcoming. To be determined.

Next regularly scheduled meeting April 6, 2023 @ 1pm.

Meeting adjourned at 2:29pm.

Respectfully submitted,

Ruth M. Cavanagh

## HR Committee Meeting – 3/2/23 @ 1 pm

### Fiscal Officer Notes

#### Police Department:

- Discussion was had regarding the promotion of Officer Svoboda to Sergeant and part-time employee Gavanditti to full-time at the Special 3/7/23 Council meeting. New salaries per salary schedule were discussed.

#### Development/training/workshops:

- Recommended training for elected officials is NIMS, Ethics, and Sunshine. Currently the committee has asked elected officials to get the NIMS training complete by 6/30/23 and submit their completion certificates to the FO for filing.
- Ethics and Sunshine trainings can also be recommended for elected officials. Fiscal Officer stated while she is the designee for officials to meet their Sunshine training requirement, she strongly recommends all officials take the training themselves as it is very valuable to understand the law. Sunshine training is required of elected officials once per term of office.
- Elected officials should get preapproval of training/conferences due to the costs and give an explanation following the training of what was learned or gained through the experience.
- Department heads will continue to manage their own department's training within their budget. However, any training away from the office for an extended amount of time, out of town, or involving a significant cost, must be approved by Council.
- FO to draft a 1-page training policy which should be put into place requiring training of newly elected officials and to revise the pre-approval training/conference form and bring back to committee.

#### Disclosure Forms:

- Mayor will review with the Service Department and get revised/corrected forms.

#### Evaluations:

- Complete for the PD and ADM.
- Mayor will get the SD and BD evaluations complete.

#### ODJFS:

- Jim from Mansour sent letter to ODJFS regarding fraudulent unemployment claims. The Auditor of State (AOS) sent out a notice that there is another new wave of fraudulent claims for local governments. The AOS is remaining neutral and will not be finding issue if local governments pay the fraudulent claims or if they deny payment. Letter and email from Jim filed.

#### Timeclock:

- As a follow up to a previous discussion with Council member Berger, FO researched prices of various timeclocks. The disadvantages with timeclocks included the ongoing costs associated with timecards, ink, and the need to have clocks in each building.
- The Chief and FO explained that currently the Village employees use Google Sheets for recording time. All employees clock themselves in independently except the SD employee where the Street Commissioner (SC) enters the employees' times. Unfortunately, sometimes this time is entered prior to the actual occurrence thereby not actually performing in the manner of a timeclock.

- After discussion, it was decided to put a laptop in the SD lunchroom, assign each SD employee with an email address and SD employees could individually clock themselves in and out at the beginning and end of the day. This process currently works well for all other employees.
- FO and Chief to get SD employees' emails set up and get a laptop to the Street Commissioner for timeclock purpose.

### **Taxable Fringe Benefits:**

- Boot allowance for SD is currently \$125, SD is asking for \$200. Discussion pertained to shoe cost and length of use for replacement.
- FO shared a spreadsheet of uniform benefits per department. Full-time PD officers receive \$800 per year, part-time PD officers receive *up to* \$400 dependent upon the number of hours worked the year prior. This uniform allowance is to purchase uniforms, shoes, duty belts, coats, etc. For the SD the Village pays uniform company for rental & cleaning of uniforms ranging from \$894-\$1,255 per employee per year. This includes uniforms, shoes, sweatshirts, t-shirts, etc. and laundering. This does *not* include the additional \$360 per year in uniform contract costs with the company. The BD and Adm offices do not receive any uniform /clothing allowance. Cavanagh said she would be in favor of a clothing allowance for the BD and Adm if they wanted shirts/blouses with logos, etc.
- Discussion about uniform budget line item per department. The departments should be given a realistic uniform allowance budget number and the Department Head (DH) would have to manage all costs that are applied to that line item. If the Village is paying for uniforms, the employees should be required to wear the uniforms, and not jeans, shorts, etc. Shoe allowance could be increased to \$200, but the committee would want the specs on permissible shoes.
- Mayor to discuss with the SC to get prices from various uniform companies, specs for shoes. When a well-researched cost is determined, the line item can be adjusted accordingly for the department to operate within.
- The Employee Handbook can be amended to \$200 for boot allowance once shoe specs are determined.

### **Safety:**

- FO explained that previously she handled safety for the Village. Last year the Mayor asked that the responsibility be transferred to the Street Commissioner (SC). FO asked if SC is handling all safety responsibilities. She explained there are multiple reports that must be filed throughout the year, accident reports to file should an injury occur, and work that is done with BWC when injuries occur. The Mayor stated his intention was for the SC to get training to educate his department on safety, not any reporting.
- It was discussed and determined that each DH will continue to be responsible for enforcing safety practices within their department and FO will continue with all safety BWC reporting.

### **Callout:**

- Currently there is a 4-hour minimum callout. Discussion regarding callouts of 6:00 – 6:30 am when they run into a shift and how they are handled. FO spoke to Jim at Mansour who indicated when callouts run into a shift, they are typically not calculated at the full 4 hours, but perhaps a 2-hour minimum or actual time worked. This, however, would need to be reflected as such in the employee handbook.
- FO to have Jim prepare a draft amendment to this policy per what is the norm and FO will bring back to the committee.

**Schedule/Shift:**

- SD is asking to work 4 ten-hour days in the summer: M-TH with Fridays off. FO stated if this was going to be considered, she wanted it known that an inquiry was made about changing to 4 ten-hour days within the administrative offices. It seems to be a growing trend. She was asked about the idea but had not intended to address this issue with the committee now. She planned to think the concept through and be able to present to the committee what the benefits to the Village would be and how it would work in reality from a scheduling perspective. She stated ultimately it would offer increased office hours to contractors and residents if the BD office was open M-F 7 am until 5 pm but she would need to work out the details. The committee and Mayor had concerns about productivity and clarity of thinking for workers after 8 hours on the job. FO pointed out that the full-time PD work 12 hours per day and they carry guns. The FO stated it was her opinion there needed to be a benefit to the Village as well as the employee and reiterated that she had not intended to bring this up until proposal details were prepared, but since the subject came up, she wanted it known the administrative employees are also interested in the concept.

**Miscellaneous:**

- At a recent Council meeting the idea of employee badges was discussed, the Chief will prepare badges for the Building Inspector, Zoning Inspector and Fire Prevention Officer with the machine his department has.
- It was the opinion of the committee that job descriptions needed to be modified and updated. FO to contact Jim at Mansour to get a price on revising job descriptions and bring back to the committee.