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## Re: HR Agenda & Minutes 6/1/23 1pm

1 message

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**Ruth Cavanagh** <rcavanagh@southerussell.com>

Tue, Jun 6, 2023 at 2:16 PM

To: Administrative Assistant <adminassist@southerussell.com>, Michael Rizzo <policechief@southerussell.com>, Danielle Romanowski <fiscalofficer@southerussell.com>, William Koons <mayor@southerussell.com>, Ruth Cavanagh <rcavanagh@southerussell.com>, Chris Berger <cberger@southerussell.com>

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From: **Ruth Cavanagh** <rcavanagh@southerussell.com>

Date: Thu, Jun 1, 2023, 11:55 PM

Subject: Please review & revise Re: HR Agenda & Minutes 6/1/23 1pm

To: Chris Berger <cberger@southerussell.com>, William Koons <mayor@southerussell.com>

Attendees: Mayor Bill Koons, Chris Berger, Ruth Cavanagh, Chief Mike Rizzo, Fiscal Officer Danielle Romanowski  
Called to order 1:07 pm

--Kimball personnel files--question arose related to email stating Kimball placed on Administrative Leave. Since was not placed on Admin. Leave, asked to have email removed. DR states must have vote of Council to remove on 6/12. Can't just remove because is a Public record. DR states Solicitor says need one file. Chief states PD keeps several separate files, cases, classes completed, interviews. etc.

Cavanagh asked if Kimball interview was Saturday, January 28 @ 10:30, over with quickly ('seven minutes'), resignation occurred, why is Administrative leave placement at 11:08 after resignation. Berger stated sent emails can be delayed. Chief states meeting with Kimball didn't occur at 10:30 am, but at 11:30 am.

--SRV PD Interviews--Chief states needs one FT Sgt and one PT slot filled, to be scheduled.

--10 hr days--Discussion that 17 culverts extra added today, Berger states need to have personnel available on Fridays. DR states Streets Dept. working culverts til 3pm, then mowing.

--Zoning Inspector pay--Discussion regarding Dan be paid \$50/inspection instead of \$40/hr. Berger states Building Cmte needs to notify HR if there are to be changes to Dan's status before 6/12/23. Review of Dave Hocevar/Inspection Solutions \$2,000/mo., \$75/inspection, 20 hrs/mo. DR states Hocevar works approximately 14 hrs/mo.

--Berger asked Mayor number of hours worked each week? 25-30, current pay \$28K, approx \$17/hr. Mayor mentioned OML pay comparisons. Also discussed Ruth G not permitted OT, based on hiring agreement. Ruth G & Leslie Galicki limited to 40 hrs. No comp time. Berger states job set up for the position, not any particular person.

--Conflict Discussion related to Mayor asking Streets' Jeff & Rick working 8 hours OT Sunday set up for Grand Marshall Blossom Time. DR states cannot be paid OT based on past ordinance. Cavanagh states remembering this being passed late 2021 over a Streets issue. DR to locate copy.

--Mayor discussed his intentions with his park Luncheon invitations that only included physical workers at the Park. Did not include Bldg Dept., Administrative, or SRPD. Fiscal Officer had responding email that this was non-inclusive & offensive to her. Berger stated, better idea to invite one, invite all. DR stated she would not attend this lunch. Berger responded, you've objected, we will invite all SRV employees, and now you won't go?

Respectfully submitted,  
Ruth Cavanagh, Chair

On Wed, May 31, 2023, 8:59 PM Ruth Cavanagh <rcavanagh@southerussell.com> wrote:

--10 hr days

--email discussion, Kimball Admin. Leave

Any other pending business to be discussed.

Ruth Cavanagh

## HR Committee meeting – June 1, 2023

### Fiscal Officer's Notes

Present: Cavanagh, Berger, Koons, Romanowski, Rizzo

Chief discussed the removal of a document from a past employee's personnel file. He wanted the individual to have an opportunity somewhere and was in favor of removing it. FO explained that the document was a record and given the content, was filed in the personnel file. She explained Council could take action to remove it from the personnel file, however, it would still be a record of the Village.

Berger stated it would be his recommendation that they go into ES at the next CCL mtg, explain the issue to CCL, come out of ES and CCL vote to remove the document from the personnel file. If there is a public record request (PRR) for the personnel file prior to the next CCL meeting, FO is to let the committee know so they can hold a special CCL mtg to address the issue before June 12<sup>th</sup>.

Berger said the village has designated the FO as the keeper of the records. If someone requests a personnel file, they need to be directed to the FO. Berger said there are potential issues with having duplicate files in the event a document is in one file and not the other. Having one personnel file will ensure all the documents are in one place. The Chief said he would get all the personnel files to the FO to ensure she had everything. Chief and FO explained that the PD is the record keeper for police reports, police cases, and police action items as some of that information is confidential and only police have access to them.

Chief said he is looking to set up a time for HR and Safety to do interviews with one part-time applicant and consideration of a promotion for a FT officer to sergeant.

Cavanagh said she talked to the SD guys about the 10-hour days and it is working out for the culvert replacements. Berger said the Streets Committee brought it to the Mayor that they thought it was a good idea, and the Mayor approved it. It caused some problems, so CCL discussed it and approved it until June 5<sup>th</sup>. Now it looks like that is going to be extended two to three weeks.

Berger said from the HR standpoint there is an issue with no one in the department on Friday; Cavanagh agreed. The problem is the Village advertises to the community we are open M-F and now there is an advertisement that isn't true. Berger said the Streets Committee said this is the best way to handle the workload. FO stated that Bell said he was handing the issue off to the HR Committee and Porter said he agreed with the 10-hour days during the project.

FO explained to the committee that with the holiday this week, Monday was the holiday, and all SD employees took 2 hours out of their comp bank so they are working T-TH. She said the first two weeks, they did not work on culverts until 5:30, but were back in and cutting grass starting around 3 p.m. Berger said he doesn't view that as an issue as much as no one is in the department on Friday if a resident shows up. He stated it's also not fair to the Street Commissioner to say you worked four 10s and now you have to work another 8-hour shift on Fridays. Cavanagh said it is a solution. Mayor said the solution is to get the culverts done using the 10s and then go back to an 8-hour day.

Mayor said there were six culverts on Rt. 306 and they are done. Berger said other culverts are on roads related to the road program and are not critical to get done with the same efficiency. The department should go back to the five days. Mayor said the Streets Committee will meet next week and discuss it. Berger said HR thinks the coverage on Friday is important for the Village and will see what the Streets Committee says.

The FO said the Administrative staff asked for four 10s and it was never even considered. They were willing to give a benefit to the Village by keeping the offices open longer but that was never considered.

Berger said it was discussed at the last HR mtg that the Building Committee recommends the Zoning/Building Inspector get paid \$50 inspection; he currently makes approximately \$40/hour. If he does four inspections in an hour, he will get \$200 per hour. Berger said Dave could hire Dan to work for Inspection Solutions. He is a qualified inspector, and it will cost SRV more money because the village pays Dave \$75 per inspection.

FO explained Dan is an employee. The Village needs to decide on a rate and pay a rate. Other departments don't receive different pay for different tasks. She reminded them that originally the position was for a Zoning Inspector, but then was changed to a Zoning/Building Inspector, the job description was changed, and the pay was increased.

Mayor said they had a Building meeting that morning, but Bell wasn't there. He said the best thing for the Village to do would be to hire Dan to do inspections at \$60 per inspection and not have him do anything else zoning wise. Mayor said Dave would continue to do zoning. There was discussion about hiring Dan to do zoning inspections to relieve Dave of that responsibility, and Dan providing coverage when Dave is out of town. Mayor said the odds are very seldom if ever will you need to do two inspections at the same time. Berger said before HR gets involved, the Building Committee needs to make a recommendation of what they want and then HR can weigh in on their recommendation. Mayor said there will be a Building Committee recommendation at the June 12<sup>th</sup> CCL mtg.

FO reviewed the Inspection Solutions contract and said in the past the retainer covered 20 hours per month with vacation coverage. The new contract is for 20 hours per month in the office as the retainer and then every inspection is \$75 each. Some months his invoice indicated less than 20 hours in the office, last month it may have been 14 hours, but that is the retainer. FO said another option would be to hire Dan as an independent contractor, but he can't be an employee and a contractor at the same time. Berger said the Building Committee needs to look at it and make a recommendation.

The Mayor indicated he (mayor) works 25-30 hours per week for the Village. Berger asked if that was by choice or was that what it took to get the job done. The mayor replied it was by choice. Berger said he has raised the issue before; whether the job has grown and if the mayor is appropriately compensated for the job that he does. The Mayor said he would forward the OML publication of mayors' salaries to the committee. He stated the mayor of Mayfield is handling \$40 million and is making \$30,000; Moreland Hills is making \$46,000. Berger said the mayor might be making approximately \$17/hour and that probably isn't a reasonable rate for the Chief Executive Officer.

FO reminded them it is an elected position and the next mayor may not put in those hours; that may be something to keep in mind. Berger said that could be put in the requirements of the Mayor's position. If someone has a full-time job, they may not be able to do the position. FO recommended they discuss stipulations with the solicitor because it is an elected position and she didn't know how that is handled. Berger said a meeting should be scheduled with the solicitor for more information. There was discussion that salary changes cannot be made during a term for an elected official. The mayor position is up for election this year, so if any changes were to be made, they would need to be effective January 1<sup>st</sup>.

There was discussion about the advantages to comp time and why an employee would choose comp time over overtime. FO explained the recent event where the SD employees participated in the parade. They worked Sunday at the parade for 8 hours, Monday was 8 hours holiday and 2 hours comp time to get the 10 hours for the day, and then they worked 10 hours T-TH. They will have physically worked 38 hours, but will get paid 48 hours. Because of the holiday, the additional 8 hours over the 40 will be at straight time rather than the OT rate because they didn't physically work those hours. Berger and Mayor felt that was wrong and they should be paid the OT rate. FO said that is the Federal law and the policy that Council adopted. Cavanagh said she remembered this being adopted. FO explained that per the Village's policy, overtime rate has to be paid for what is physically worked; no vacation time, no holiday time, no sick time, no comp time - those do not count towards overtime. There was discussion about the private sector working a regular schedule and hours outside of that schedule being paid OT. Debate continued about the new SD 10-hour days and if those were considered regular hours or temporary hours.

Discussion was held as to how to address OT for the Administrative Assistants of the Building Department and the FO. The restrictions were put in place for the Bldg Dept Administrative Assistant, but the FO treated the FO Administrative Assistant by the same rules for consistency. FO would contact the solicitor to draft legislation to repeal the previous restricting legislation and get it added to the agenda for the 6/12/23 CCL mtg. Berger said if it is repealed, all non-exempt employees will now be treated the same, as it should be. Berger said the hours needed to be managed by the supervisor; for the Building Department that is the mayor.

Mayor distributed and referred to an email the FO sent to the HR committee and him on May 11<sup>th</sup>. Regarding the Park Appreciation luncheon, the Mayor said he invited the people that had physically worked at the park or provided money for the park. He didn't invite Ruth G. who makes the reservations, the fiscal office, the PD, or anyone else.

Mayor stated he offered the SD guys to work Blossom parade and Rick and Jeff volunteered. Tim and Thad didn't want to. He said his intention was to invite only those that physically worked at the park and didn't get into the administrative staff. He said when it comes up on the next page as being because the three people here are females, and police never were included. Mayor said he didn't know anyone else wanted to work it.

Mayor explained that the park appreciation luncheon is a one-time event to thank those that put in the playground, the people who bought benches & trees, the daffodil group, CRWP, 20+ scouts, etc; anyone who physically affected the park. Berger commented that his opinion was that as a Village we either operate as a team or we don't operate. We either all share or we don't share at all. He said he thinks the Village needs to recognize all the Village members in support of the park process, no matter what role they played, and that should be for everything. If the guys are doing culvert pipes on 306, that doesn't mean what happened in the office is any less important.

FO said her job description says she is the liaison between the employees and the elected officials. The email she sent to the committee reflected what employees in multiple departments expressed, not simply her personal opinion. She said she won't go to the luncheon because she doesn't have anything to do with the park. The Administrative Assistants do tasks for the park, the PD does tasks at the park, but only the SD get invited. She said they all get paid to do their jobs, but only one department will be recognized.

Berger suggested if the Village is going to correct the oversight, and invite the entire team, it is critical that the entire team show up and show support together for the park. That's the purpose of it. It is a team function, and the entire team should be there.