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HR Minutes 11/2/23

1 message

Ruth Cavanagh <rcavanagh@southerussell.com>

Thu, Nov 2, 2023 at 5:04 PM

To: Ruth Cavanagh <rcavanagh@southerussell.com>, Chris Berger <cberger@southerussell.com>, Danielle Romanowski <fiscalofficer@southerussell.com>, Administrative Assistant <adminassist@southerussell.com>, William Koons <mayor@southerussell.com>, ruthcavanagh10@gmail.com

Human Resources meeting called to order at 1:07pm, Thursday, November 2, 2023. Attendees were Councilmen Canton & Cavanagh, Fiscal Officer Romanowski, Jim Budzik of Mansour Gavin. Mayor Koons was out of town.

The continuing work of streamlining the Handbook is coming to its conclusion. FO Romanowski asked for description of actual holiday vs. observed holiday (Ex. January 1st vs. last Monday of May). These are now to be spelled out specifically in Handbook.

Discussion about renewing Service Dept driver's licenses. Decision to reimburse for the cost of renewing the 4 year CDL only, and not the regular driver's license. Begins 1/1/24.

Jim Budzik brought 5 sample employee evaluation forms for consideration, much discussion followed. Detail included verbal warning, which may be discarded from personnel records after 2 years, as opposed to more severe measures, depending on circumstances presented, for Dept. Heads.

Records Committee meets this month. There is a records retention schedule. This schedule is ours to determine, then gets approved by the state. SRV offers free shredding, currently.

Berger discussed necessity of Dept. Heads receiving updated info on counseling actions to employees. Example of how to do reviews/process. Berger & Budzik mentioned the ERC, the Employee Resource Council as a potential resource.

HR Committee to complete reading of final 6 pages of Handbook, by 11/8, then email FO Romanowski with suggestions, etc. Very briefly, goal to repeal the 2017 version of Handbook, replace with the updated version beginning 1/1/24. By so doing, future changes may be amended by Motion rather than by Ordinance.

Explanation of requirement for State Auditors to match legislation with actual working, current documents in Village use.

Jim Budzik took his leave.

FO Romanowski discussed that 100% of employees participated in getting their annual physicals. There will be a motion to continue the same before 12/31/2024.

Discussion about Village Safety Training Coordinator. Streets Alder designated as same. FO Romanowski is the Drug Free Coordinator.

Respectfully submitted,

Ruth Cavanagh, HR chair.