



Administrative Assistant <adminassist@southrussell.com>

Fwd: HR Mtg 1/16/24

1 message

Danielle Romanowski <fiscalofficer@southrussell.com>
To: Administrative Assistant <adminassist@southrussell.com>

Tue, Jan 16, 2024 at 6:43 PM

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

Date: Tue, Jan 16, 2024 at 5:19 PM

Subject: HR Mtg 1/16/24

To: Ruth Cavanagh <rcavanagh@southrussell.com>, Danielle Romanowski <fiscalofficer@southrussell.com>, Chris Berger <cberger@southrussell.com>, William Koons <mayor@southrussell.com>

Called to order @ 1:05 pm. Attendees Councilmen Berger, Cavanagh, Mayor Koons, Fiscal Officer Romanowski.

--Discussion about wifi/internet security for employees private cell phones, when used for necessary employment reasons. Should Village provide this? If so, at what cost? To ask Solicitor if Thrasher Dinsmore has experience with this.

--What about Pre-employment medical testing? How long to retain in records? Could be specific testing per department, is prospective employee able to lift amounts of weight, crawl under vehicles for example ..Should there be Psych testing? (Brett had). Who keeps records, and for how long ? To discuss with J Budzik, then Solicitor for specifics.

--Job descriptions: Ex. SSO, May any SRV Officer substitute if illness? Update all job descriptions, for example PD comes in contact with blood. Exv Are All Service Dept. trained on backhoe? Review existing job descriptions & add to them as necessary for update. How do HIPAA laws mix in?

--Veterans breakfast for 2024 (not lunchtime) at 10:30. Should we go to SRV Cemetery, or better, to SW corner lot, hear a patriotic song at the flag, then dismiss. Weather permitting.

-- Mayor discussed Steve Balaban, former employee, now a Grant writer, \$50/hr. To speak to us regarding opportunities. We need to target areas in which we have interest for Grants. Have him come speak to us (HR) on Jan. 30th., ask Departments what grant ideas are of interest to them.

--Mayor previously suggested January 23 for employee review of Handbook changes, now likely changed to January 30th, can include lunch.

Move by Berger to adjourn at 2pm, Second by Cavanagh.

Respectfully submitted,
Ruth Cavanagh

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Danielle Romanowski, CPM, CPFA, MMC, CPIM
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Human Resources Committee – FO Meeting Notes
January 16, 2024 – 1:00 Village Hall

Present: Cavanagh, Berger, Koons, Romanowski

The amended Employee Handbook was distributed to all employees without any issues. The only question received was from one employee inquiring what the health care waiver amount was. Waiting only on a few part-time employees' Acknowledgement forms.

With computer security issues being a concern, the Finance Committee discussed how secure employee cell phones are and questioned the potential effect on the Village if an employee opens a document from an infected cell phone. The Village reimburses full-time employees \$25 /month, and department heads \$35 /month for use of their cell phones. Should the Village require employees to download anti-virus software on their phones in order to get the reimbursement? And what about elected officials using personal cell phones or computers, what are the security issues with that? Since the Finance Committee is meeting with ADP to discuss IT services, they will inquire about these concerns to get more information. If the Village needs to amend the current cell phone policy to address these concerns, the Solicitor rather than Budzik would be best to confer with.

Items to be addressed by HR in 2024 are job descriptions, evaluations, and public records as it pertains to pre-employment testing. In addition, the FO will work with the Solicitor and Budzik to clearly identify and create a policy on the organization of personnel files to better respond to public records requests. Cavanagh would like to attend that discussion as well. Berger posed the idea whether the Village FO could certify a document that the employee passed their pre-employment testing, and that record would stay in the file permanently, when the actual test results are destroyed per the retention schedule. This would be a question for the Solicitor and/or Budzik.

In addition to OP&F pre-employment testing requirements, the Village can require specific pre-employment testing by departments based on the requirements of the position. This can be further discussed when job descriptions are reviewed and updated. All personnel-related records shall be in the employee's personnel file. FO is to verify she has all such related files for all employees for the record.

The FO will share the Position Analysis Questionnaires (PAQ) forms employees completed the last time job descriptions were updated. The employees completed these forms to document their job responsibilities and time requirements of each responsibility. The current job descriptions along with the previous PAQ can be distributed to employees to review and revise and then these will be used in preparing updated job descriptions.

Mayor would like to have a luncheon for employees to bring everyone together and eat. They can acknowledge receipt of the handbook and ask questions if they have any though they may be intimidated to do so in front of everyone. The proposed date for this luncheon is 1/30/24. Questions can be asked and taken back to the HR committee which will then answer later. Any employee coming into the meeting when off duty would need to get paid to come to the meeting as it is a part of their job. It was decided the lunch would be for everyone but the PD and then this could be addressed at the next PD quarterly meeting when the officers are already in attendance. Council will need to make a motion to approve food for this purpose for January 30th and for the quarterly meeting with the PD.

The financial impact of the proposed increase to OP&F was discussed. It will be a significant increase.

Discussion about breakfast for Veterans Day at 9 am was discussed. Mayor said Orange Village has a fantastic event with large monster trucks for PR, but he doesn't want that for SRV. Berger offered the idea of having an

event at either the cemetery or the corner lot by the flagpole with the scout project acknowledging the military branches. This Veterans event will be added to agenda for Council's approval.

Former part-time patrolman Steve Balaban is retiring and starting a grant writing business with his wife. His costs would be \$50 per hour for 5 hours per week; \$1,000 per month, plus he would get a percentage of what he gets for the grant. Berger felt a grant writer is a great idea, but grants should be targeted to projects the Village is looking to do. Koons said the Village has been very busy with projects and grants the last couple years and it might be good to take a break and catch up. FO asked if Balaban would manage the grants, prepare the required reporting, etc. Berger said he assumed this would be just for grant writing and application process only, but perhaps for an additional fee he could manage it or refer someone to manage it. FO said grants are great because they are free money, but they require a lot of very detailed, specific, time-consuming management that needs to be considered. Mayor will try to set up a meeting for Balaban to meet with HR on the 30th when they are here for the luncheon.

Meeting adjourned at 9:55 am