

HR Committee Meeting
8-15-2024, 1:00 p.m. Village Hall

The regularly scheduled, sunshined HR meeting was called to order at 1:04 pm. Present were Councilmen Berger, Canton, Cavanagh, Chief Rizzo, Fiscal Officer Romanowski.

Chief Rizzo described being without a PD Clerk the past 17 years. The various paperwork tasks have been parceled out to each officer to get completed during downtime. With trainings, policies, records, LEADS, the lawsuit discovery, they have fallen behind. Chief would like to hire a PT 20/hr a week Clerk to keep caught up.

Chief stated all surrounding Departments have Clerks. Chief stated not urgent but would like someone in 2025. Berger stated will need a job description. Cavanagh asked wouldn't surrounding PDs have leads?

Went into Executive Session at 1:19 for ORC Section 121.22 (G)(1), employment. Came out of Executive Session at 1:46.

Berger discussed the proposed Resolutions 24-1 thru 24-6. The Solicitor stated they need some revision; Berger will further speak with Jim Budzik.

There was general discussion regarding the one-car accident while depositing SRV bank deposits. The 'retired' police car is now used daily.

Fiscal Officer discussed Position Analysis queries that were distributed earlier in the year, not completed. Duties being performed that are NOT in job description and Duties not performed that ARE in the job description. The PA form may need revamping, Section 237.01....Further need to finalize Job Descriptions.

Discussion about Safety Director designation. Should be Mayor confirming with Staff and Department heads.

Next HR meeting will be Friday, 9/13/24 at 10 am.

Adjourned at 2:15 pm.

Respectfully submitted,

Ruth Cavanagh