



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

----- Forwarded message -----

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

--
Danielle Romanowski, CPM, CPFA, MMC, CPIM
Village of South Russell
5205 Chillicothe Road
South Russell, OH 44022
440-557-5533

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

Human Resources Committee – FO Meeting Notes
January 30, 2024 – 12:00 p.m. - Village Hall

Present: Cavanagh, Berger, Koons, Romanowski, and Village employees on duty

Lunch was served.

- Berger called the meeting to order. He addressed employees and said the purpose of the meeting was to address the revised Employee Handbook and answer any questions.
- Highlights of amendments to the handbook include:
- Disciplinary Policy
 - Call outs
 - Cell phone policy – adheres to new hands-free state law +
 - Direct Deposit
 - Overtime – sick time and bereavement do not count towards hours worked
 - Comp Time
 - Holidays
 - Social Media
- Moving forward, any potential changes will be discussed by the HR Committee and department heads. If changes are adopted, employees will be notified (emailed) the changes and the revised handbook will be on the shared drive for employee reference.
- Employee had concerns about the Village being able to buy out comp time at year end. FO explained that Comp Time is a benefit only available to government workers; it is illegal in the private sector. In her 17 years with the Village, there has never been a forced buyout of Comp Time. However, listing it in the handbook allows the Village that right if it were needed. The purpose of Comp Time is to help save local governments money by not paying the OT and offering a more flexible schedule.
- An employee had a question about whether they could be called in for a callout on a day they took Comp Time or Vacation time. That is an internal policy of the department. It was thought that if the employee took the day off, that time off should be respected. However, if there were a true emergency, the Village may have to request the employee come into work.

Meeting adjourned at 12:42 p.m.



Administrative Assistant <adminassist@southrussell.com>

Fwd: HR meeting, 4/15/24

1 message

Ruth Cavanagh <rcavanagh@southrussell.com>
To: Administrative Assistant <adminassist@southrussell.com>

Wed, May 8, 2024 at 12:15 PM

----- Forwarded message -----

From: **Ruth Cavanagh** <rcavanagh@southrussell.com>
Date: Sun, Apr 21, 2024, 4:23 PM
Subject: HR meeting, 4/15/24
To: William Koons <mayor@southrussell.com>, Chris Berger <cberger@southrussell.com>, Ruth Cavanagh <rcavanagh@southrussell.com>

Sunshined HR meeting, 4/15/24, 2pm @ SR Village Hall, called to order by Cavanagh. Present: Councilmen Berger and Cavanagh, Mayor Koons, Fiscal Officer Romanowski.

Discussion regarding evaluation forms. Currently done per Department, with forms that work for each Dept. Berger asked, keep current (separate dept.) forms, or One Size Fits All? FO mentioned could ask Jim Budzik of Mansour Gavin for recommendation?

Follow up issues were:

- Records retention (follow State of Ohio)
- Evaluations Forms...Mayor sees each review by Dept. Heads
FO stated need policy statement, acknowledgement of each review.

Handbook, p. 20, could accommodate revisions to reviews.

Mayor proposed review year run from June 1--May 31. Current probationary period remains 6 months. FO stated year run with calendar, January -- December. TBD. Further, evaluation forms can't change without HR recommendation, approval by Council...repeal current forms, submit new.

FO stated Mansour Gavin had Dept. Heads take PAQ (Position analysis), decide, are employees performing tasks included. Example given: Bldg admin is not Asst. Zoning Inspector.

HR makes recommendation of changes to job descriptions.

FO stated Deb Hladky involved with dog grooming business, unavailable for Admin fill-in. Councilman Berger discussed proposed HR Resolution 24-1, summarizing OT policy and meals during necessary callouts. Specifies hours worked, breaks to be expected, determinations by Dept. Heads. Cavanagh and Mayor in agreement.

FO stated need for policy statement regarding \$50. gift card for retiring Board members, or \$100. gift card for former employees/funeral flowers/acknowledgement/memorial.

Further: still need for policy of travel and training.

Meeting adjourned at 3:16 pm.

Ruth Cavanagh, Chair

--



Administrative Assistant <adminassist@southerussell.com>

HR Minutes 5/9/24

1 message

Ruth Cavanagh <rcavanagh@southerussell.com>

Thu, May 9, 2024 at 6:16 PM

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

The scheduled, sunshined HR meeting was called to order at 11:02 a.m. on 5/9/24. Attendees were Councilmen Berger & Cavanagh, Mayor Koons, F.O. Romanowski, Chief Rizzo.

Chief Rizzo discussed VEG team of 16 municipalities, VEG is the umbrella under which exist SWAT, Hostage, Accident, Drone & Investigation teams. Drone has the most callouts, SRPD has 4 Officers on Drone team. Berger asked Chief if financially, VEG teams with Callouts were working; Rizzo felt they work very well, based on current team interests, other municipalities' contributions. Further, Rizzo stated use of comp time keeps OT pay minimum, and that callouts are not excessive, once or twice per month.

Chief reminded that SRPD was taken out of VEG by previous chief, Rizzo included SRPD when he became chief. Currently costs \$11K/year.

Berger discussed 6 new resolutions; 24-1 thru 24-6. These dealt with
Callouts policy with breaks,
Recognizing volunteers,
Thanking volunteers,
Performance reviews,
Out of town travel (Mayor & Council),
Employee recognition.

These will be further discussed, condensed and introduced in June.

Mayor discussed newsletter. Should SRV go completely digital? Postal costs increased, have to be cancelled at Downtown Cleveland post office. FO mentioned use of QR code for e-blast. Tentatively look to switching from paper to digital by January, 2025.

FO discussed Cintas rug & uniform contract, with 36 weeks remaining. There are no surprises or large increases. She mentioned pants are delivered to Service Dept. but shorts are worn.

Meeting adjourned at 12:24 p.m.

Respectfully submitted,

Ruth Cavanagh, Chair

From: Ruth Cavanagh <rcavanagh@southerussell.com>
Sent: Monday, July 15, 2024 10:37 PM
To: Berger, Christopher; SRV Mayor; SRV fiscalofficer; SRV adminassist; Cavanagh, Ruth; SRV streets
Subject: HR 7/15/24

The scheduled, sunshined HR meeting was held July 15, 2024, 11am. Present were Councilmen Berger & Cavanagh, FO Romanowski. Mayor was out of town.

Berger had done research regarding defined duties/responsibilities of the Mayor. He found Village Codified ordinance 232 & ORC Secs. 733.30, 733.24 & 733.01. These lack some specifics of definition that the HR committee is seeking.

11:08-11:10, brief need to enter into Executive Session.

Discussion relating to ORC and personal liability while taking Village deposits to banks. Intent to ask Jim Budzik an opinion about policy and procedure, Berger will call him.

FO discussed sending flowers for sympathy; same for birth? Berger stated \$100 not enough, raise to \$150, agreement.

The Cintas agreement is complete, need for Tim Alder to return to FO.

An issue exists with Adobe and the new ADP: SRV awaits hearing from the Prosecutor's office in regard to indemnity.

FO trying to narrow down times for Streets Superintendent interviews. Looking at July 23, 24, 25 if enough Council, Mayor are available.

FO mentioned upcoming need to look for another part time person since Deb Hladky is no longer available. Can use the same job description from 2023.

FO suggested need for Alder to have partial evaluations done for Streets employees, as new hire will only have had three months with Staff.

Adjourned at 12:11pm.

Respectfully submitted,

Ruth Cavanagh

**Joint HR and Streets Committee Meeting
July 25, 2024, 11:00 a.m., Village Hall**

Present: Mark Porter and Ruth Cavanagh

Motion to go into Executive Session by Ruth Cavanagh, seconded by Mark Porter. All in favor, motion passed at 11:00 a.m. for purpose of potential employee hiring and compensation.

Motion to leave Executive Session 11:52 a.m. by Ruth Cavanagh, seconded by Mark Porter. All in favor, motion passed. Out of Executive Session at 11:53.

Motion to adjourn made by Porter, seconded by Cavanagh, all in favor. Adjourn 11:55 a.m.

July 31, 2024

5pm, Porter, Berger, Cavanaugh
* Called to order: 5pm.

Immediately went into Executive
Session for the purpose of
hiring a potential employee
and ~~covering that~~. Ayes all.
Compensation for same.

Closed Executive Session at:
5:45 pm.

Move to adjourn: Ayes all.

Ruth M. Cavanaugh

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

From: Ruth Cavanagh <rcavanagh@southerussell.com>
Sent: Thursday, September 19, 2024 3:24 PM
To: SRV fiscalofficer; SRV adminassist; SRV Mayor; Berger, Christopher; ruthcavanagh10@gmail.com; SRV policechief; SRV streets
Subject: HR Mtg. 9/13/24

Follow Up Flag: Follow up
Flag Status: Flagged

Sunshined HR mtg. called to order @ 10:11am, 9/13/24. Attending were Councilmen Berger and Cavanagh, Fiscal Officer Romanowski, Chief Rizzo, Streets Tim Young.

Discussion regarding Foreman (or not) for Streets when Commissioner is absent. Berger suggested Mayor as 'go-to'. FO stzted in Matt Brett's tenure, one Dept. Head must be present at all times, to whom employees deferred, if issues. As discussion continued, devolved into salary increase or not, new position or not, other departments comparable, police officer in charge, etc.

No decision reached. Young was asked to make a list of what comprises 'Crew Leader' for next HR meeting. Young asked HR to consider a separate phone for SRV business, particularly after hours. TBD.

CALLOUT ISSUE

Berger stated need to refine how long Callouts work, cannot work 24 hours straight. Chief stated there is an algorithm on NIMS may be helpful. Agreement that 16 hrs. worked is the limit. Chief awaits decision on police Clerk for office duties.

Mayor left a note to please add \$100. to luncheon for Alder, more have RSVP'd.

Discussion of Admin. Assist accident, Berger stated he spoke with Budzik, who recommended this car damage could be called a 'one time event' with no precedent. Recommendation of \$2,000. total.

RAISES

SERB recommendations are not yet available for this year. When they are, decisions to be finalized. Fiscal Officer stated she needs the exact dollar amount for donuts and lunch for 9/30 events. She will need an invoice for each, a few days ahead, in order to cut checks Friday 9/27, to distribute on Monday, 9/30.

Respectfully submitted,
Ruth Cavanagh



Ruth Cavanagh Oct 9



to me ▾

Called to order at 9am., present were Mark Porter, Chris Bell, Chris Berger, Ruth Cavanagh, Bill Koons, Tim Young, Danielle Romanowski.

Joint discussion regarding Streets Foreman vs. Crew Leader positions. Various scenarios presented. Crew leader functions as Supervisor when Commissioner is absent; leads for that day. Foreman is continuous position. Porter favors Foreman. Cavanagh favors Crew leader.

Should either designated position be paid extra for bearing more responsibility? Or given comp time? Cost at extra \$1.25/hr = \$1,000/year. All to be determined.

Need for PT Streets help discussed; thinking plowing, summertime. 2-3 days/week. No benefits, year-round. Need a job description and pay rate. Joint meeting adjourned at 9:40am.

Move by Berger at 9:40am. to enter Executive Session for Compensation for time off. Exit Executive Session at 9:45am.

Reenter regular meeting at 9:45am. Discussed POW flag display. Berger stated property issue, not HR. Cavanagh asked about Marijuana issue. Move to adjourn at 9:53am.

Respectfully submitted,

Ruth Cavanagh

ruthcavanagh10@gmail.com

Regularly scheduled, sunshined HR meeting called to order at 10:03am, 10/21/24. Attendees: Fiscal Romanowski, Streets Young, Mayor Koons, Councilmen Berger and Cavanagh.

Discussion of accepting Deb Hladky resignation as PT admin. assist; Hiring of Christy Troyer as PT admin assist/police clerk @ 20 hrs/week, minimum, hopefully. Berger stated first goals are to have her work at PD and Bldg. Dept. Young stated he will need assistance at times with paperwork. Learning PD LEADS system is important. Koons mentioned to Cavanagh to make a list of ideas for Fall Fest for Troyer to develop.

Berger discussed the continuing policy proposals, still being worked; 24-4 Travel policy, which ORC already addresses, and 24-5 Employee Reviews revision. Berger continued, need for Village Vehicle policy. Discussion: No drive-homes, no extra riders.

FO discussed Health insurance costs, they will have a net raise with Medical Mutual of 4.8% for our 17 Employees. While deductibles are 3,500/7,000, Village contributes to employee HSA acct. at \$2,000/4,000, therefore lowering net deductible cost. Village will continue reimbursement for Employees \$250 if annual checkup done.

Raises discussed: SERB (State Employment Relations Board) recommends 2.75% inflation adjustment, 2024. In past 10 years, avg. negotiated wage rose 2.1%/yr. Berger stated Inflation was 2.8% this year, and asked if SRV had an excessive amount of OT this year?

FO noted that as Admins, Leslie G. makes less per hr. than Ruth G. Distinctions noted. Village Holiday Luncheon to be held Friday, December 13. Place TBD.

. Berger discussed while hiring new employee, neglected to ask for time off for pre-planned vacation. Unpaid leave, may cash-out Flex time.

Mayor discussed a letter he composed complimenting Officer Steve Brenner, asked Admin. to type for the following afternoon, not done, Mayor not notified. Cavanagh stated, lack of respect. FO apologized.

Respectfully submitted,
Ruth Cavanagh, chair

From: Cavanagh, Ruth
Sent: Monday, November 4, 2024 8:23 PM
To: SRV Mayor; SRV fiscalofficer; Berger, Christopher; Cavanagh, Ruth; SRV adminassist
Subject: HR Special meeting, 11/4/24

A scheduled, sunshined HR special meeting was called to order at 10:00 am, 11/4/24. Present were Mayor Koons, Councilmen Berger and Cavanagh, Fiscal Officer Romanowski.

Discussion led by Chris Berger regarding proposed Resolutions 24-1 thru 24-7.

24-1 refines Callout procedures, limitations.

24-2 expands on employee recognition at seminal events, birth of child, death of former employee.

24-3 considers recognizing Volunteers, Resignees, and Retirees.

24-4 discusses details of employee evaluations.

24-5 delineates Travel policy limits.

24-6 discusses various Recognition Days of employees.

24-7 sets limits on the use of Village Vehicles.

Lastly, a proposed ordinance to amend Mayor's Authority.

Thorough discussion was given to each of these. With discussion concluded, special meeting adjourned at 11:34.

Respectfully submitted,
Ruth Cavanagh, Chair

Sent from my Verizon, Samsung Galaxy smartphone
[Get Outlook for Android](#)

From: Ruth Cavanagh <ruthcavanagh10@gmail.com>
Sent: Thursday, November 14, 2024 9:48 PM
To: Cavanagh, Ruth; SRV Mayor; Berger, Christopher; SRV fiscalofficer; SRV adminassist
Subject: HR Meeting, 11/14/24

Follow Up Flag: Follow up
Flag Status: Flagged

The scheduled, sunshined HR meeting was called to order at 2:07 pm on 11/14/24. Attendees were Councilmen Berger and Canton, Fiscal Romanowski, Mayor Koons.

Discussion to finalize Resolutions 24-1 thru 24-7 after review by Solicitor.

24-1 still need clarification about working maximum of 14 or 16 hours, plowing. To be placed in the OT section of the Handbook.

24-2 Birth and Death. Becomes a new section under Policies of the Village.

24-3 Recognition of Volunteers, Retirees. To be placed under Policies.

24-4 Employee Performance Appraisals; added to section of same name. Berger detailed this decreases subjectivity.

24-5 Elected Officials Travel Policy. Place under New Policies.

24-6 Employee Recognition. Place under New Policies.

24-7 Use of Village Vehicles. Place in Policy section, Vehicles.

Word revisions occurred in some of the above. These may be introduced 11/28/24.

Mayor discussed intent to schedule class(es) regarding safe environment/workplace function.

Adjourn at 3:15 pm.

Respectfully submitted,
Ruth Cavanagh, Chair

HR minutes 12/12/24

From Cavanagh, Ruth <RCavanagh@southerussell.com>

Date Fri 12/20/2024 1:16 PM

To SRV adminassist <adminassist@southerussell.com>

The rescheduled (due to weather), sunshined HR meeting was called to order at 2:05 pm, December 12, 2024. Attendees FO Romanowski, Mayor Koons, Councilmen Berger and Cavanagh.

Continued discussion regarding Resolutions 24-1 thru 24-8.

24-1 requires more time to finish, as far as hours spent plowing safely. Issue may apply to PD working 12's. Also, a job description if there is to be a PT Streets hire.

24-2 and 24-3 are in final form.

24-4 needed corrected spelling.

24-5, 24-6 are in final form.

24-7 still needs more work.

24-8 will be worked on by re-formed HR Cmte. of Bell & Berger.

Discussion about day after Thanksgiving off. TBD. Further talk regarding working alone--No for Streets.

Mayor Koons discussed need for 'inservice' or training about Discrimination, Harrassment. Questions arise about Work from Home? Should occur in emergency only. Some discussion of newer PT admin. assist Troyer, how will job hours be divided. Mayor would like Mrs. Troyer to help Cavanagh with the America 250 plans. Berger suggested put in writing the needs for work assignments. Adjourned at 3:13pm.

Respectfully submitted,
Ruth Cavanagh, Chair HR

PS; Not part of minutes. Koons & Cavanagh attended County open meeting on America 250 on 12/18/24, open-called to all County Twps. and Villages by Commissioner Dvorak. Cavanagh to meet with GCHS Andrew Mizsak on 12/23 to apply for America 250 grant funding. RMC.

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)