

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Date: February 11, 2025

Attendees: Bell, Berger, FO, Police Chief

The meeting was called to order at 7:30 a.m. by Chairman Bell.

I. Discussion on Employee Education and Harassment Training

- Review of employee education programs, specifically harassment training.
- Various options discussed:
 - In-person training led by Todd Hicks from Thrasher Dinsmore Dolan, cost ranging from \$1,000 to \$2,000.
 - Online interactive training available through PEP insurance, free of charge.
 - HR Strategies Solutions (Bonnie Troyer) gave proposal but no cost
 - Mansour Gavin contacted, but SRV did not receive cost
- Concerns raised regarding employee morale and the effectiveness of online versus in-person training.
- Recommendation: Implement an in-person session initially, followed by an online training program for future sessions.
- Action: FO to coordinate with Bonnie to get cost and inform the Mayor of the committee's recommendation.

II. Issues Regarding Part-Time Administrative Assistant

- Concerns regarding the oversight and involvement in administrative staff responsibilities.
- Specific issues highlighted:
 - Unclear communication, perceived micromanagement and lack of clarity on chain of command, staff feeling uncomfortable due to interactions.
- Recommendation: Clarify supervisory roles and maintain proper communication to ensure a professional work environment.

III. Review of HR Policies and Handbook Updates

- Discussion on handbook updates, including:
 - Work hours policy for street department employees during peak seasons.
 - Use of village vehicles policy.
 - Employee recognition and travel/event attendance policies.
- Plan to present final policy drafts at the next council meeting.
- Action: Berger to compile and distribute final policy copies that are ready for council review to FO to be included in next packet.

IV. Employee Evaluations and Review Process

- Employee evaluations have been completed or are currently in process to be completed by March 31st.
- Recommendation: Maintain accountability in the review process and ensure consistency in handling evaluations.

V. NIMS Training Update

- Status update on NIMS training for employees and elected officials.
- Reminder that elected officials must complete the training.

VI. Executive Session

- Motion made to enter executive session under RC 122(G)(1) for the purpose of discussing a complaint of a public official.
- Executive session commenced at 8:00 a.m.
- Executive session ended at 8:16 a.m.

VII. Miscellaneous

- FO informed the committee that the Mayor requested the committee prepare an agenda for their meetings and forward it to him at least 48 hours prior to the meeting.
- FO reported a couple employees expressed interest in hearing what is available through Colonial Life (services similar to AFLAC). FO set up a meeting with the Colonial representative and then will schedule a meeting for them to come out to present to employees.

The meeting was adjourned at 8:18 a.m.