

JOINT HUMAN RESOURCES / STREETS COMMITTEE MEETING MINUTES

Date: March 24, 2025, 5:30 p.m. Village Hall

Attendees: Bell, Berger, Galicki, Cavanagh, Mayor, Street Commissioner, Police Chief, Fiscal Officer

Visitor: Todd Kruse

The meeting was called to order at 5:30 p.m. by Chairman Bell.

Street Commissioner (SC) said given the current circumstances his department is experiencing, he would like to look to add another full-time SD employee. The Village can grow that person into the role better and pass knowledge from the current guys who have been there a long time. He said two of the SD employees are looking at 8-10 years left of employment. Rather than kick the can down the road, something should be done now so that knowledge could be passed. This would also give him four guys to run two shifts and rotate the guys easily. Or if they are not available, he will have coverage.

Cavanagh said she and the Mayor felt the best solution would be to get a part-time person. She acknowledged the need for help, especially with plowing. The SC said that with the general ways the Village does business, he thought it was a better idea. When he first started, he noted that a lot of big projects got done like with ditching, but the maintenance and day-to-day operation suffered because there was not enough to go around. He supported hiring someone part-time and then moving them to full-time. Being that the CDL requirements are so difficult to obtain for a lot of people, the SC proposed setting it up as part-time until they achieve this, which creates a bigger pool from which to draw. Cavanagh asked why CDL's are more difficult to obtain now than in the past. The SC said that in the past, he could get his CDL within a week. This was in 2001-2002. Now, a temp must be obtained and then a school selected to provide the training which is around \$5,000 to \$6,000. There is class and driving time involved. It takes about 3 weeks of 8-hour school days to prepare for the state test and driving maneuverability test. Once this test is passed, a CDL can be obtained. He said the Village could pay for this, but the employee would have to sign with the Village. Then there would be a progressive step-down period where they would be responsible for some of those costs if they were to leave the Village within five years.

Berger asked for the status of the employee who is out on medical leave. SC said that prior to the surgery, the employee thought it would be six to eight weeks. Galicki asked if there was paperwork submitted by medical authority which talked about his anticipated return to duty. The SC said there was nothing and clarified that the accident took place at home. Berger thought the Village should have something from the doctor saying when the employee could return to work. The SC thought he should not return to work until he goes through a return to work physical. Both the employee's doctor and a Village doctor should say he is fit to duty. Berger agreed with Galicki that a note was needed stating the return date for planning purposes. This impacts the committee's decision on going forward with hiring another person for the department. Galicki shared that the standard practice is that there is documentation from a medical authority when the patient goes in and what the anticipated return is after. If that needs to be extended, there is generally additional paperwork addressing that. To Berger's point, Galicki agreed that the Village cannot effectively plan full-time or part-time equivalents without knowing the limitations of the current employee.

Bell raised the question of FMLA eligibility, and discussion followed to include paperwork regarding FMLA to be given to the employee as well as paperwork from the employee's doctor with an approximate return date, and a return to work physical. The FO said the Village has never dealt with FMLA before, but as a government agency, the Village is required to use it. Regarding requiring a physical examination of an employee to return to work, she stated past practice has been for any employee missing more than three days of work, they must bring

in a doctor's note stating they can return to work. If there is a question whether they could perform their duties, the doctor can be given the employee's job description and sign off that they can perform their duties.

Regarding hiring a part-time or full-time Street Department (SD) worker, there is currently only a job description for a FT worker, no PT worker. As such, there is no pay range for a PT worker. If the recommendation is to go with a PT worker, a job description would have to be drafted as well as a pay range. These would have to be approved by Council. Additionally, Council will need to approve running a help wanted ad.

The Mayor said the Village would need to justify adding another worker. The Village is four square miles, with 4,000 residents. He suggested getting survey results from OML on other comparable communities with generally the same size and make up and then go from there on what is needed. Galicki suggested engaging the Village's HR firm to determine if the Village is justified in hiring a part-time or full-time Service Department employee. This would remove opinion and hopefully have an experienced decision maker provide the Village with direction. He thought the Mayor had a good point. Berger asked the Streets Committee for their recommendation, and Cavanagh said it was an open discussion. The SC wants a full-time employee, but Cavanagh said she is good with part-time.

Galicki said he applauded the SC for forward-looking to say the Village has two employees that are probably here for only ten more years, but on the other side of that, although allowing for some time to get into the saddle is a great thing, he didn't think ten years was necessary to learn the job. A request for a full-time employee may be a little premature, and there was some work that needed to be done before arriving at a decision. Berger did not want to kick the can too far down the road since there is a need. SC said there is history that can be lost without training. It was discussed that work and issues should be documented in writing. There are three guys who take care of a little over a mile and a quarter each. To that point, Galicki offered that any kind of documentation that may be required in terms of work, issues, or problems should be documented in writing. Tribal knowledge, whether it is a business or a Village, is not the way to run the department. Although the SC agreed, he said that this was not the strongest point that he has seen so far. Galicki said that may be, but that may be the point where management takes on the documentation. The SC is taking on a fourth worker, whereas previously, the Village had a working Street Commissioner who ran the plows, etc. It seems like the SC is working himself out of that position so he can have port and starboard running guys on the street. It is not a bad idea, but if the SC is going to move himself out of the working Street Commissioner role, the administrative role could be taken on. The SC agreed and said that it is not so much a matter of him trying to remove himself as getting another line of defense to keep everything moving. The Mayor thought there was enough time before the next Council meeting to obtain the OML data. Galicki again proposed utilizing the HR firm, and the Mayor suggested doing both. Berger noted that there was expense involved with this and did not think it was an area of expertise of the HR attorney the Village had previously used. Galicki clarified that there might be somebody in the firm who can gather the data and make a recommendation. Berger thought three weeks was too long to wait and proposed having another HR meeting in 10 days so that the Village can start looking. Kicking it down the road three weeks may mean not having anybody for 6-8 weeks.

Bell and Cavanagh were interested in seeing the OML data. Bell also wanted to see an outline of the current team, their duties, where the stress points are, and how bringing in a fourth person justifies or solves these problems. Todd Kruse, 38 Ridgecrest Dr., added that other factors to include in the data of overall duties and things that Council asks for them. Kruse offered that he rode with the SC one night during snow plowing. He asked if any of the Council members had ridden with any of the guys while they were snow plowing and given that experience stated that Council needed to consider the quality of health into the expectations of the Street Department. He thought it was worth the money. Berger indicated that the OML information should be acquired and said the committees would try to move quicker and should call another meeting to discuss the findings. The Mayor thought the OML documentation could be obtained by the following day so that five or

ten comparable communities could be identified for comparison. A follow-up meeting date of April 7th at 4:30 p.m. was set for a joint Streets/HR Committee meeting.

Job descriptions were discussed, and Berger clarified that it was necessary to draft a part-time job description for the Street Department position as well as a pay range. This must be approved by Council. He proposed having this ready for the first meeting in April. Galicki asked where the funds would be coming from for this position. The FO explained that Council would need to approve the job description, set the pay range, and either amend the Street Department budget entailing giving up something for that position, or transfer money from the Income Tax Fund to the Street Fund.

Regarding Police Department business, the Chief discussed one full-time and potentially two part-time candidates for the open positions. He proposed having a joint HR/Safety Committee meeting and dates were discussed. April 7th at 5:30 p.m. was proposed. Berger requested the scheduling of an exit interview for the officer who resigned. The Chief stated that for the upcoming Council meeting, Council needed to acknowledge the resignation and ratify the ad for the newspaper. Berger added that either he or Bell would be present for the exit interview once scheduled. The anticipated resignation of another part-time officer was discussed. The availability of the School Safety Officer (SSO) for summer break was addressed as was the three-year contract for this position.

The status of the proposed policies for the employee handbook were discussed, and Berger said that for now they will just let them lie.

Bell asked about the harassment training for employees. The FO said the presenter from Thrasher, Dinsmore, & Dolan would cost \$1,000 to \$2,000, and the Village would be able to record the training for future use. Bonnie Troyer, HR Strategies, would be \$2,500 for three sessions, two for the general staff, and one for leadership. Mansour Gavin would charge \$1,160 for what had been assembled. There would be an additional fee to integrate other materials and cost per hour for the training. Cavanagh asked if the Village wanted to do this to be above board or because it was mandatory. The FO said it was not mandatory but recommended training every one to two years. Bell asked about the training offered by PEP, and the FO said it was all online and the employees would do it individually. The committee had discussed initially doing the training in person. Bell proposed providing the presentation options to Council at the April 14th meeting and ask for their opinion. The Mayor thought the committee should just make a recommendation. Bell and Berger were not opposed to giving Council a chance to weigh in on it along with a recommendation.

The committee discussed finance and payroll software research. The FO described the Village's previous experience using Paychex for timekeeping as well as payroll. It was problematic on a number of levels. What the Village is currently doing works, but she will continue to explore other options. Berger asked how payroll taxes are currently done, and the FO said it is done by Paychex. He clarified that the Village reports employee hours and pay rates, and Paychex calculates the taxes, and then pays the employees. The FO concurred. Berger said that whatever system the Village decides to go with should continue this. The FO said finance software vendors will not take on this responsibility due to the liability. It is a real benefit of using Paychex because of the penalties for missing tax payments. Bell asked for clarification, and the FO explained that some of the financial software programs she has explored also have payroll and will do the accounting but will not pay the taxes. Bell inquired about the past problems with Paychex with timekeeping, and the FO and Chief explained problems with the system dealing with comp time and overtime variables. The committee further discussed the details of how payroll is currently done with Paychex. Berger explained that he was looking for a way to automate the portions of the process that are currently manually done. The Chief offered that the current system provides for two levels of checks and balances and has worked well. The FO advised that her priority is the financial software since her current system will no longer be supported as of December of next year.

Considering this, payroll is at the bottom of her list of priorities given the need for financial software. She hopes to have an answer about the financial software by April.

The FO addressed items the Mayor had for discussion which included back to work physicals, which were previously discussed, and NIMS training. She explained that the NIMS training is required if the Village would want to apply for preparedness grants but may not be required to get disaster money. Bell asked about the required frequency of training, and the FO said it is required just one time. Berger reviewed the levels of training and concluded that it is important to be aware of the layers of the response, whether it is local, state, or federal, and who is in charge. The FO added that it clarifies the terminology as well.

The meeting was adjourned at 6:22 p.m.